

**CALDWELL COUNTY APPRAISAL DISTRICT  
BOARD OF DIRECTORS  
AGENDA**

SEPTEMBER 22, 2015

1. Public Comments
2. Approve Minutes of August 25, 2015 Public Hearing and Regular meeting.  
2a-2c
3. Approve August 2015 Financial Report.  
3a-3h
4. August 2015 Collections Report.  
4a

**EXECUTIVE SESSION**

Pursuant to Texas Government Code Section 551.074

5. Deliberation of the evaluation, reassignment, duties, discipline, or dismissal of the Chief Appraiser.

Pursuant to Texas Government Code Section 551.074

6. Deliberation of the appointment, employment, evaluation, reassignment, or duties, discipline, or dismissal of the staff.

**OPEN SESSION**

7. Consideration and possible action regarding the evaluation, reassignment, duties, discipline, or dismissal of the Chief Appraiser.
8. Consideration and possible action regarding the appointment, employment, evaluation, reassignment, or duties, discipline, or dismissal of the staff.
9. Discussion regarding Results of the Comptrollers 2014-15 Methods and Assistance Program Review.  
9a
10. Consideration of and possible action regarding adopting the resolution for the annual adoption of the Investment Policy.  
10a-10g
11. Consideration of and possible action regarding adopting resolution designating Investment Officers.  
11a
12. Discussion and possible action regarding 1) proposed purchase of land for proposed District headquarters building and execution of contract for the purchase of land, 2) construction of proposed headquarters building, and 3) financing of proposed land purchase and construction of headquarters building.
13. Chief Appraiser's Report.
  - a. Appraisal update.
  - b. Collection update.
14. Board requests for future agenda items. *(No action or discussion may occur during this item)*
15. Adjourn.

**CALDWELL COUNTY APPRAISAL DISTRICT  
MINUTES OF PUBLIC HEARING AND REGULAR MEETING  
August 25, 2015**

The Board of Directors of the Caldwell County Appraisal District met in regular session on August 25, 2015 at 6:00 PM in the Caldwell County Appraisal District office located at 610 San Jacinto, Lockhart, Texas.

Those in attendance were board members Hye Brown, Frank Hinds, Bill Watson, and Miguel Islas, Chief Appraiser Mary LaPoint, Deputy Tax Collector/Recording Secretary Vicki Schneider.

Al Perez was absent.

Call to Order

**PUBLIC HEARING**

Item #1 Public Hearing on the Proposed 2016 Appraisal District and Collection Budgets.  
None

**REGULAR MEETING**

Item #2 Public Comments.  
None

Item #3 Approve Minutes of July 28, 2015 meeting.

Frank Hinds made a motion, seconded by Miguel Islas, to approve the minutes of July 28, 2015 meeting. Motion carried 4-0-1.

Item #4 Approve July 2015 Financial Report.

Mary LaPoint presented the July 2015 Financial Report.

Miguel Islas made a motion seconded by Bill Watson, to approve the July 2015 Financial Report as presented. Motion carried 4-0-1.

Item #5 July 2015 Collection Report.

Mary LaPoint presented the July 2015 Collection Report.

**EXECUTIVE SESSION**

Pursuant to Texas Government Code Section 551.074

Item #6 Deliberation of the evaluation, reassignment, duties, discipline, or dismissal of the Chief Appraiser.

Pursuant to Texas Government Code Section 551.074

Item #7 Deliberation of the appointment, employment, evaluation, reassignment, or duties, or dismissal of the staff.

EXECUTIVE SESSION, the Board did not meet in executive session.

Item #8 Consideration and possible action regarding the evaluation, reassignment, duties, discipline, or dismissal of the Chief Appraiser.

None

Item #9 Consideration and possible action regarding the appointment, employment, evaluation, reassignment, or duties, discipline, or dismissal of the staff.

None.

Item#10 Discussion and possible action regarding adopting the 2016 Appraisal and Collection Budget.

Bill Watson made a motion, seconded by Frank Hinds, to adopt the 2016 Appraisal and Collection Budgets. Motion carried 4-0-1.

Item #11 Consideration of and possible action regarding the Assessment and Collection Agreements with the Caldwell County ESD#3 and the Caldwell County ESD#4.

Frank Hinds made a motion, seconded by Miguel Islas, to approve the Assessment and Collection agreements for the Caldwell County ESD#3 and the Caldwell County ESD#4. Motion carried 4-0-1.

Item#12 Consideration of and possible action regarding awarding of proposal for loan or loans to purchase land and construct headquarters building.

Mary LaPoint presented 4 proposals to the Board and a spreadsheet showing the overview of each proposal.

Bill Watson made a motion, seconded by Frank Hinds, to select First Lockhart National Bank for loan or loans to purchase land and construct headquarters building. Motion carried 4-0-1.

Item #13 Discussion and possible action regarding 1)proposed purchase of land for proposed District headquarters building and execution of contract for the purchase of land, 2) construction of proposed headquarters building, and 3) financing of proposed land purchase and construction of headquarters building.

Mary LaPoint advised the Board that she has gone to 12 entities and has gotten 11 approvals. After she has 12 approvals she will schedule the closing.

Item #14 Chief Appraiser Report.

- a. Appraisal Update – appraisers out in the field; Brian Yanez won the Walter Stoneham scholarship.
- b. Collection Update – busy with Effective & Rollback Tax Rate Calculations and publications.

Item #15 Board requests for future agenda items.

None

Item #16 Adjourn.

Frank Hinds made a motion, seconded by Bill Watson, to adjourn. Motion carried 4-0-1.

Meeting adjourned 6:33 p.m.

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Chairman

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Secretary

Caldwell County Appraisal District  
**EXPENSE STATEMENT- APPRAISAL**  
 For the Eight Months Ending August 31, 2015

	Current Month	YTD ACTUAL	YTD BUDGET	UNENCUMBERED	%	
70101	CHIEF APPRAISER	\$ 5,983.34	\$ 47,866.72	\$ 71,800.00	23,933.28	33.33
70102	DEPUTY CHIEF APPRAISER	3,959.16	31,673.28	47,510.00	15,836.72	33.33
70103	SYSTEM MGR/MAPPER	4,841.66	38,733.28	58,100.00	19,366.72	33.33
70105	FIELD APPRAISER II	2,583.34	20,666.72	31,000.00	10,333.28	33.33
70106	SENIOR APPRAISER I	3,341.66	26,733.28	40,100.00	13,366.72	33.33
70107	SENIOR APPRAISER II	3,171.26	25,370.08	38,055.00	12,684.92	33.33
70108	SENIOR APPRAISER III	2,968.76	23,750.08	35,625.00	11,874.92	33.33
70109	FIELD APPRAISER	2,477.08	19,816.64	29,725.00	9,908.36	33.33
70111	APPRAISAL SUPPORT SUPER	3,814.16	30,513.28	45,770.00	15,256.72	33.33
70112	DATA ENTRY TECHNICIAN	2,189.84	18,088.47	27,550.00	9,461.53	34.34
70113	SUPPORT TECH	2,702.92	21,623.36	32,435.00	10,811.64	33.33
70120	911/GIS	(686.69)	5,050.19	37,825.00	32,774.81	86.65
70135	PAYROLL CONTINGENCY	0.00	0.00	0.00	0.00	0.00
	<b>TOTAL WAGES AND SALARIE</b>	<b>37,346.49</b>	<b>309,885.38</b>	<b>495,495.00</b>	<b>185,609.62</b>	<b>37.46</b>
71000	PAYROLL TAX	2,859.05	24,103.01	42,000.00	17,896.99	42.61
71002	RETIREMENT / EMPLOYER	3,537.22	29,238.70	46,000.00	16,761.30	36.44
71004	HEALTH BENEFITS	6,032.02	48,641.16	78,600.00	29,958.84	38.12
71005	WORKERS COMP	0.00	0.00	2,200.00	2,200.00	100.00
71006	UNEMPLOYMENT	0.00	(1,519.90)	4,000.00	5,519.90	138.00
	<b>DEDUCTIONS / BENEFITS</b>	<b>12,428.29</b>	<b>100,462.97</b>	<b>172,800.00</b>	<b>72,337.03</b>	<b>41.86</b>
72000	APPR ENGINEERS	0.00	30,000.00	40,000.00	10,000.00	25.00
72001	APPR REVIEW BOARD	0.00	7,940.50	10,200.00	2,259.50	22.15
72002	AUDIT	0.00	5,621.00	6,200.00	579.00	9.34
72003	BOARD OF DIRECTORS	81.87	150.96	1,700.00	1,549.04	91.12
72004	DATA PROCESSING SERVICES	2,403.00	35,881.19	45,950.00	10,068.81	21.91
72007	JANITORIAL SERVICES	298.82	2,357.40	6,200.00	3,842.60	61.98
72008	LEGAL SERVICES	386.73	3,330.80	15,000.00	11,669.20	77.79
	<b>TOTAL SERVICES</b>	<b>3,170.42</b>	<b>85,281.85</b>	<b>125,250.00</b>	<b>39,968.15</b>	<b>31.91</b>
72500	BOND CHIEF/NOTARY	0.00	0.00	100.00	100.00	100.00
72501	MEMBERSHIP BTPE/TBPC	180.00	1,405.00	2,800.00	1,395.00	49.82
72502	COMPUTER SUPPLIES	0.00	4,735.12	6,300.00	1,564.88	24.84
72504	EDUCATION / FEES	2,319.58	4,840.58	8,500.00	3,659.42	43.05
72505	INSURANCE LIABILITY	0.00	0.00	1,500.00	1,500.00	100.00
72506	INSURANCE EQUIPMENTCON	0.00	0.00	1,000.00	1,000.00	100.00
72507	LEGAL NOTICES / PRINTING	165.37	12,169.15	13,200.00	1,030.85	7.81
72508	MAINT - HARDWARE & EQUIP	300.00	2,593.50	7,100.00	4,506.50	63.47
72509	MAINT - OFFICE EQUIPMENT	0.00	45.00	1,750.00	1,705.00	97.43
72510	MILEAGE & TRAVEL	87.40	2,622.83	7,500.00	4,877.17	65.03
72511	OFFICE SUPPLIES	219.22	2,857.11	7,000.00	4,142.89	59.18
72512	POSTAGE	2,541.00	20,443.78	20,000.00	(443.78)	(2.22)
72513	POSTAGE METER/BOX RENTA	0.00	2,290.94	4,400.00	2,109.06	47.93
72514	SUBSCRIPTION & BOOKS	377.95	2,153.94	2,455.00	301.06	12.26
72515	RENTAL COPIER	291.01	1,855.47	3,600.00	1,744.53	48.46
72516	ELECTRICITY	662.96	3,813.62	9,000.00	5,186.38	57.63
72517	TELEPHONE	1,024.00	6,905.79	10,950.00	4,044.21	36.93
72518	WATER & SEWER	81.78	459.74	1,200.00	740.26	61.69
72519	RENT OFFICE BUILDING	5,938.83	13,857.27	23,800.00	9,942.73	41.78
72523	FUEL - VEHICLE	121.19	1,739.83	6,300.00	4,560.17	72.38
72524	MAINT. - VEHICLE	291.01	1,081.43	4,000.00	2,918.57	72.96

For Management Purposes Only

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Caldwell County Appraisal District  
**EXPENSE STATEMENT- APPRAISAL**  
 For the Eight Months Ending August 31, 2015

	Current Month	YTD ACTUAL	YTD BUDGET	UNENCUMBERED	%
72525 INS - VEHICLE	0.00	0.00	1,700.00	1,700.00	100.00
TOTAL GENERAL EXPENSES	<u>14,601.30</u>	<u>85,870.10</u>	<u>144,155.00</u>	<u>58,284.90</u>	40.43
79000 OFFICE EQUIPMENT	0.00	0.00	5,000.00	5,000.00	100.00
79001 COMPUTER EQUIPMENT	(922.02)	11,575.10	17,000.00	5,424.90	31.91
79002 BUILDING EXPENSE	0.00	9,683.77	11,000.00	1,316.23	11.97
79990 CONTINGENCY	29.05	54.05	10,000.00	9,945.95	99.46
TOTAL CAPITAL INVESTMEN	<u>(892.97)</u>	<u>21,312.92</u>	<u>43,000.00</u>	<u>21,687.08</u>	50.44
TOTAL EXPENSES	<u>\$ (66,653.53)</u>	<u>\$ (602,813.22)</u>	<u>\$ (980,700.00)</u>	<u>(377,886.78)</u>	38.53

Caldwell County Appraisal District  
**EXPENSE STATEMENT - COLLECTION**  
 For the Eight Months Ending August 31, 2015

	Current Month	YTD ACTUAL	YTD BUDGET	UNENCUMBERED	%
<b>PERSONNEL</b>					
90-70120 DEPUTY TAX COLLECTOR	\$ 4,042.08	\$ 32,336.64	\$ 48,505.00	16,168.36	33.33
90-70121 COLLECTION SPECIALIST	2,887.08	23,096.64	34,645.00	11,548.36	33.33
90-70126 PUBLIC ASSISTANT	2,488.90	19,936.40	29,910.00	9,973.60	33.35
90-70135 PAYROLL CONTINGENCY	0.00	0.00	0.00	0.00	0.00
<b>TOTAL WAGES AND SALARIE</b>	<b>9,418.06</b>	<b>75,369.68</b>	<b>113,060.00</b>	<b>37,690.32</b>	<b>33.34</b>
90-71000 PAYROLL TAX	705.31	5,644.37	9,050.00	3,405.63	37.63
90-71002 RETIREMENT/EMPLOYER	846.69	6,635.08	10,300.00	3,664.92	35.58
90-71004 HEALTH BENEFITS	1,505.21	12,041.68	21,150.00	9,108.32	43.07
90-71005 WORKER COMP	0.00	0.00	650.00	650.00	100.00
90-71006 UNEMPLOYMENT	0.00	(367.61)	2,375.00	2,742.61	115.48
<b>DEDUCTIONS / BENEFITS</b>	<b>3,057.21</b>	<b>23,953.52</b>	<b>43,525.00</b>	<b>19,571.48</b>	<b>44.97</b>
90-72002 AUDIT	0.00	1,679.00	1,850.00	171.00	9.24
90-72004 DATA PROCESSING SERVICES	607.50	12,207.29	15,520.00	3,312.71	21.34
90-72005 COUNTY EMPLOYEE CONTRA	1,086.95	8,695.60	15,000.00	6,304.40	42.03
90-72007 JANITORIAL SERVICE	89.26	704.16	2,500.00	1,795.84	71.83
90-72008 LEGAL SERVICES	0.00	0.00	2,300.00	2,300.00	100.00
<b>TOTAL SERVICES</b>	<b>1,783.71</b>	<b>23,286.05</b>	<b>37,170.00</b>	<b>13,883.95</b>	<b>37.35</b>
90-72500 BOND/ NOTARY	0.00	0.00	150.00	150.00	100.00
90-72501 MEMBERSHIP BTPE/TBPC	45.00	135.00	600.00	465.00	77.50
90-72502 COMPUTER SUPPLIES	460.60	746.94	2,000.00	1,253.06	62.65
90-72504 EDUCATION & FEES	265.00	1,304.00	2,200.00	896.00	40.73
90-72505 INSURANCE - LIABILITY	0.00	0.00	600.00	600.00	100.00
90-72506 INSURANCE EQUIP/CONTENT	0.00	0.00	300.00	300.00	100.00
90-72507 LEGAL NOTICES/PRINTING	0.00	346.28	8,600.00	8,253.72	95.97
90-72508 MAINT - HARDWARE/EQUIP	0.00	0.00	2,400.00	2,400.00	100.00
90-72509 MAINT - OFFICE EQUIP	0.00	902.00	1,200.00	298.00	24.83
90-72510 MILEAGE & TRAVEL	0.00	883.72	2,800.00	1,916.28	68.44
90-72511 OFFICE SUPPLIES	65.48	964.86	2,400.00	1,435.14	59.80
90-72512 POSTAGE	759.00	3,517.19	13,000.00	9,482.81	72.94
90-72513 POSTAGE METER/BOX RENTA	0.00	603.06	1,400.00	796.94	56.92
90-72515 RENTAL - COPIER	48.60	215.71	1,800.00	1,584.29	88.02
90-72516 ELECTRICITY	198.02	1,139.13	3,300.00	2,160.87	65.48
90-72517 TELEPHONE	326.59	1,779.83	3,050.00	1,270.17	41.64
90-72518 WATER & SEWER	24.42	134.26	450.00	315.74	70.16
90-72519 RENT OFFICE BUILDING	1,773.93	4,139.17	7,180.00	3,040.83	42.35
<b>TOTAL GENERAL EXPENSES</b>	<b>3,966.64</b>	<b>16,811.15</b>	<b>53,430.00</b>	<b>36,618.85</b>	<b>68.54</b>
90-79000 OFFICE EQUIPMENT	0.00	693.40	1,300.00	606.60	46.66
90-79001 COMPUTER EQUIPMENT	(54.84)	0.00	5,900.00	5,900.00	100.00
90-79002 BUILDING EXPENSE	0.00	2,892.54	3,500.00	607.46	17.36
90-79990 CONTINGENCY	0.00	0.00	2,300.00	2,300.00	100.00
<b>TOTAL CAPITAL INVESTMEN</b>	<b>(54.84)</b>	<b>3,585.94</b>	<b>13,000.00</b>	<b>9,414.06</b>	<b>72.42</b>
<b>TOTAL EXPENSES</b>	<b>\$ (18,170.78)</b>	<b>\$ (143,006.34)</b>	<b>\$ (260,185.00)</b>	<b>(117,178.66)</b>	<b>45.04</b>

For Management Purposes Only

3c

**Caldwell County Appraisal District**  
**Cash Disbursements Journal**  
**For the Period From Aug 1, 2015 to Aug 31, 2015**

Filter Criteria includes: Report order is by Date. Report is printed in Detail Format.

Date	Check	Account ID	Account Description	Name	Amount
8/4/15	006350	30027 10000	SUPPLEMENTAL INS PAYABLE First Lockhart Natl Bk- Oper	COMPBENEFITS	141.80 -141.80
8/4/15	006351	71004 90-71004 30029 10000	HEALTH BENEFITS HEALTH BENEFITS DENTAL INS First Lockhart Natl Bk- Oper	PRINCIPAL INSURANCE	294.58 70.85 755.94 -1,121.37
8/4/15	006352	90-72005 10000	COUNTY EMPLOYEE CONTRACT First Lockhart Natl Bk- Oper	CALDWELL COUNTY TREASUR	1,086.95 -1,086.95
8/4/15	006353	72519 90-72519 10000	RENT OFFICE BUILDING RENT OFFICE BUILDING First Lockhart Natl Bk- Oper	LOCKHART ISD	5,938.83 1,773.93 -7,712.76
8/4/15	006354	30027 10000	SUPPLEMENTAL INS PAYABLE First Lockhart Natl Bk- Oper	AFLAC INS.	734.88 -734.88
8/4/15	006355	72517 10000	TELEPHONE First Lockhart Natl Bk- Oper	AT&T Mobility	257.80 -257.80
8/4/15	006356	72515 90-72515 10000	RENTAL COPIER RENTAL - COPIER First Lockhart Natl Bk- Oper	XEROX CORP	162.74 48.60 -211.34
8/4/15	006357	72516 90-72516 72518 90-72518 10000	ELECTRICITY ELECTRICITY WATER & SEWER WATER & SEWER First Lockhart Natl Bk- Oper	City of Lockhart	662.96 198.02 81.78 24.42 -967.18
8/4/15	006358	72523 10000	FUEL - VEHICLE First Lockhart Natl Bk- Oper	CALDWELL COUNTY TREASUR	121.19 -121.19
8/4/15	006359	72517 90-72517 10000	TELEPHONE TELEPHONE First Lockhart Natl Bk- Oper	TIME WARNER CABLE	261.08 175.71 -436.79
8/4/15	006360	90-72501 10000	MEMBERSHIP BTPE/TBPC First Lockhart Natl Bk- Oper	Texas Dept. of Licensing and Re	45.00 -45.00
8/4/15	006361	72512 90-72512 10000	POSTAGE POSTAGE First Lockhart Natl Bk- Oper	PITNEY BOWES	2,541.00 759.00 -3,300.00
8/4/15	006362	72511 90-72511 10000	OFFICE SUPPLIES OFFICE SUPPLIES First Lockhart Natl Bk- Oper	OFFICE DEPOT	144.60 43.19 -187.79
8/4/15	006363	72514 10000	SUBSCRIPTION & BOOKS First Lockhart Natl Bk- Oper	MARSHALL & SWIFT	339.95 -339.95
8/4/15	006364	90-72004 10000	DATA PROCESSING SERVICES First Lockhart Natl Bk- Oper	TRUE AUTOMATION - Harris Co	607.50 -607.50
8/4/15	006366	71004 90-71004 30028 10000	HEALTH BENEFITS HEALTH BENEFITS DEPN INS PAYABLE First Lockhart Natl Bk- Oper	United Health Care Ins Company	5,737.44 1,434.36 860.62 -8,032.42
8/4/15	006367	90-72504 72504 72504 72504	EDUCATION & FEES EDUCATION / FEES EDUCATION / FEES EDUCATION / FEES	Texas Assoc. Assessing Officers	265.00 675.00 200.00 300.00

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**Caldwell County Appraisal District**  
**Cash Disbursements Journal**  
**For the Period From Aug 1, 2015 to Aug 31, 2015**

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Date	Check	Account ID	Account Description	Name	Amount
		72504	EDUCATION / FEES		225.00
		10000	First Lockhart Natl Bk- Oper		-1,665.00
8/4/15	006368	72508	MAINT - HARDWARE & EQUIPMENT	N Metzler Consulting	300.00
		10000	First Lockhart Natl Bk- Oper		-300.00
8/4/15	006369	72515	RENTAL COPIER	XEROX CORP	128.27
		10000	First Lockhart Natl Bk- Oper		-128.27
8/4/15	6312V	79001	COMPUTER EQUIPMENT	CDW-G	-738.40
		79001	COMPUTER EQUIPMENT		-183.62
		90-79001	COMPUTER EQUIPMENT		-54.84
		10000	First Lockhart Natl Bk- Oper		976.86
8/6/15	006370	72510	MILEAGE & TRAVEL	Jaclyn Archer	66.70
		10000	First Lockhart Natl Bk- Oper		-66.70
8/6/15	006371	72510	MILEAGE & TRAVEL	Christie Costello	20.70
		10000	First Lockhart Natl Bk- Oper		-20.70
8/18/15	006372	72507	LEGAL NOTICES / PRINTING	LULING NEWSBOY	165.37
		72514	SUBSCRIPTION & BOOKS		38.00
		10000	First Lockhart Natl Bk- Oper		-203.37
8/18/15	006373	72007	JANITORIAL SERVICES	RZ's Detailed Cleaning Services	298.82
		90-72007	JANITORIAL SERVICE		89.26
		10000	First Lockhart Natl Bk- Oper		-388.08
8/18/15	006374	72008	LEGAL SERVICES	HARGROVE & EVANS, LLP	386.73
		10000	First Lockhart Natl Bk- Oper		-386.73
8/18/15	006377	72004	DATA PROCESSING SERVICES	LIFTOFF LLC	1,404.00
		10000	First Lockhart Natl Bk- Oper		-1,404.00
8/18/15	006378	72003	BOARD OF DIRECTORS	LOGOS	24.50
		10000	First Lockhart Natl Bk- Oper		-24.50
8/18/15	006379	72501	MEMBERSHIP BTPE/TBPC	Texas Dept. of Licensing and Re	45.00
		72501	MEMBERSHIP BTPE/TBPC		90.00
		72501	MEMBERSHIP BTPE/TBPC		45.00
		10000	First Lockhart Natl Bk- Oper		-180.00
8/18/15	006380	72504	EDUCATION / FEES	Texas Assoc. Assessing Officers	200.00
		10000	First Lockhart Natl Bk- Oper		-200.00
8/18/15	006381	72504	EDUCATION / FEES	Texas Assoc. Appraisal Districts	100.00
		72504	EDUCATION / FEES		100.00
		72504	EDUCATION / FEES		100.00
		10000	First Lockhart Natl Bk- Oper		-300.00
8/19/15	006385	72517	TELEPHONE	VISA CARD SERVICE CENTER	505.12
		90-72517	TELEPHONE		150.88
		72003	BOARD OF DIRECTORS		57.37
		90-72502	COMPUTER SUPPLIES		460.60
		72511	OFFICE SUPPLIES		74.62
		90-72511	OFFICE SUPPLIES		22.29
		72524	MAINT. - VEHICLE		291.01
		72504	EDUCATION / FEES		389.58
		72504	EDUCATION / FEES		30.00
		72004	DATA PROCESSING SERVICES		999.00
		79990	CONTINGENCY		29.05
		10000	First Lockhart Natl Bk- Oper		-3,009.52
8/19/15	006386	10000	First Lockhart Natl Bk- Oper	VOID	

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**Caldwell County Appraisal District**  
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Date	Check	Account ID	Account Description	Name	Amount
Total					

Caldwell County Appraisal District  
**INCOME STATEMENT- APPRAISAL**  
 For the Eight Months Ending August 31, 2015

	Current Month	YTD ACTUAL	YTD BUDGET	UNENCUMBERE	%
<b>Revenues</b>					
CITY OF LOCKHART	\$ 0.00	\$ 59,659.05	\$ 79,545.42	19,886.37	25.00
CITY OF LULING	0.00	15,674.22	20,898.95	5,224.73	25.00
CITY OF MARTINDALE	0.00	4,304.10	5,738.80	1,434.70	25.00
CITY OF MUSTANG RIDGE	0.00	1,532.64	2,043.53	510.89	25.00
CITY OF NIEDERWALD	0.00	241.23	321.62	80.39	25.00
CITY OF UHLAND	0.00	513.84	513.83	(0.01)	0.00
CALDWELL COUNTY	0.00	222,248.10	296,330.82	74,082.72	25.00
LOCKHART ISD	0.00	256,374.84	341,833.12	85,458.28	25.00
LULING ISD	0.00	79,014.48	105,352.64	26,338.16	25.00
PRAIRIE LEA ISD	0.00	17,175.93	22,901.23	5,725.30	25.00
PLUM CREEK CONS DIST	0.00	3,989.25	5,318.99	1,329.74	25.00
PLUM CREEK UNDERGROU	0.00	4,040.46	5,387.28	1,346.82	25.00
GONZALES ISD	0.00	4,249.35	5,665.79	1,416.44	25.00
WEALDER ISD	0.00	3,131.70	4,175.60	1,043.90	25.00
SAN MARCOS ISD	0.00	29,646.48	39,528.63	9,882.15	25.00
HAYS ISD	0.00	9,075.08	9,075.09	0.01	0.00
GONZALES COUNTY UWD	0.00	69.24	92.32	23.08	25.00
CALDWELL-HAYS ESD1	0.00	6,048.39	6,048.39	0.00	0.00
CITY OF SAN MARCOS	0.00	1,683.48	2,244.65	561.17	25.00
CALDWELL ESD2	0.00	1,466.61	1,955.49	488.88	25.00
AUSTIN COMMUNITY COLL	0.00	395.85	527.80	131.95	25.00
<b>Total Revenues</b>	<b>0.00</b>	<b>720,534.32</b>	<b>955,499.99</b>	<b>234,965.67</b>	<b>24.59</b>
<b>TOTAL BUDGET REV</b>	<b>\$ 0.00</b>	<b>\$ 720,534.32</b>	<b>\$ 955,499.99</b>	<b>234,965.67</b>	<b>24.59</b>
<b>COPIES MISC REVENUE</b>	<b>\$ (288.00)</b>	<b>\$ (1,360.45)</b>	<b>\$ 0.00</b>	<b>1,360.45</b>	<b>0.00</b>
<b>INTEREST INCOME REVENU</b>	<b>(157.13)</b>	<b>(1,451.19)</b>	<b>0.00</b>	<b>1,451.19</b>	<b>0.00</b>
<b>INVESTMENT INTEREST INC</b>	<b>(1.52)</b>	<b>(9.15)</b>	<b>0.00</b>	<b>9.15</b>	<b>0.00</b>
<b>TOTAL OTHER REVENUE</b>	<b>(446.65)</b>	<b>(2,820.79)</b>	<b>0.00</b>	<b>2,820.79</b>	<b>0.00</b>

Caldwell County Appraisal District  
**INCOME STATEMENT- COLLECTION**  
 For the Eight Months Ending August 31, 2015

	Current Month	YTD ACTUAL	YTD BUDGET	UNENCUMBERE	%
<b>Revenues</b>					
CITY OF LOCKHART	\$ 0.00	\$ 16,691.70	\$ 22,255.58	5,563.88	25.00
CITY OF LULING	0.00	4,434.66	5,912.88	1,478.22	25.00
CITY OF MARTINDALE	0.00	1,204.23	1,605.63	401.40	25.00
CITY OF MUSTANG RIDGE	0.00	428.82	571.75	142.93	25.00
CITY OF NIEDERWALD	0.00	67.50	89.99	22.49	24.99
CITY OF UHLAND	0.00	143.76	143.76	0.00	0.00
CALDWELL COUNTY	0.00	62,181.60	82,908.80	20,727.20	25.00
LOCKHART ISD	0.00	71,729.73	95,639.65	23,909.92	25.00
LULING ISD	0.00	26,383.41	35,177.88	8,794.47	25.00
PRAIRIE LEA ISD	0.00	7,963.83	10,618.44	2,654.61	25.00
PLUM CREEK CONS DIST	0.00	1,492.94	1,488.17	(4.77)	(0.32)
PLUM CREEK UNDERGROUND	0.00	753.64	1,507.28	753.64	50.00
GONZALES COUNTY UWD	0.00	19.38	25.83	6.45	24.97
CALDWELL-HAYS ESD1	0.00	1,692.25	1,692.25	0.00	0.00
CALDWELL ESD2	0.00	410.34	547.12	136.78	25.00
<b>Total Revenues</b>	<u>0.00</u>	<u>195,597.79</u>	<u>260,185.01</u>	<u>64,587.22</u>	<u>24.82</u>
TAX CERTIFICATES	(270.00)	(890.00)	0.00	890.00	0.00
<b>TOTAL TAX CERT. REVENUE</b>	<u>(270.00)</u>	<u>(890.00)</u>	<u>0.00</u>	<u>890.00</u>	<u>0.00</u>
<b>TOTAL BUDGET REVENUE</b>	<u>\$ 270.00</u>	<u>\$ 196,487.79</u>	<u>\$ 260,185.01</u>	<u>63,697.22</u>	<u>24.48</u>
RETURN CHECK FEE	\$ (200.00)	\$ (850.00)	\$ 0.00	850.00	0.00
BUS PP RENDITION PENALTY	(9.99)	(1,141.44)	0.00	1,141.44	0.00
OFFICE RENTAL INCOME	(200.00)	(900.00)	0.00	900.00	0.00
<b>TOTAL OTHER REVENUE</b>	<u>(409.99)</u>	<u>(2,891.44)</u>	<u>0.00</u>	<u>2,891.44</u>	<u>0.00</u>
DELINQUENT ATTORNEY FEES- L	(37,505.06)	(37,505.06)	0.00	37,505.06	0.00
DELINQUENT ATTORNEY FEES- P	(9,210.20)	(9,210.20)	0.00	9,210.20	0.00
DELINQUENT ABSTRACT FEES- L	(1,000.00)	(1,000.00)	0.00	1,000.00	0.00
DELINQUENT ABSTRACT FEES- P	(175.00)	(175.00)	0.00	175.00	0.00
<b>TOTAL DELINQUENT ATTORNEY</b>	<u>(47,890.26)</u>	<u>(47,890.26)</u>	<u>0.00</u>	<u>47,890.26</u>	<u>0.00</u>

For Management Purposes Only

3h

## August 2015 Collections Report

### Collections

Current Collections(2014)	\$ 65,889.30	Due to the fiscal year change for SLH & SLU these collections do not include 2014 taxes for Lockhart ISD & Luling ISD
Penalties & Interest	<u>\$ 11,382.39</u>	
Total	\$ 77,271.69	
Delinquent Collections(2013 & Prior)	\$ 210,530.09	This includes collections for the year 2014 for Lockhart ISD & Luling ISD
Penalties & Interest	<u>\$ 59,813.95</u>	
Total	\$ 270,344.04	
<b>Total Current/Delq.</b>	<b>\$ 347,615.73</b>	Lockhart ISD & Luling ISD Fiscal Yyear is 7/1 to 6/30

<u>Current Balance (2014)</u>		<u>Delinquent Balance (2013 &amp; Prior)</u>	
Total 2014 Levy	\$20,409,237.64	Beginning Balance	\$5,616,616.01
Adjustments	\$ (36,252.77)	Adjustments	\$ (88,557.03)
Collections YTD	<u>\$19,546,116.67</u> <b>95.94%</b>	Collections YTD	<u>\$1,329,400.85</u> <b>24.05%</b>
<b>Balance</b>	<b>\$ 826,868.20</b>	<b>Balance</b>	<b>\$4,198,658.13</b>

**Last year at this time Current Collections was 96.19%**

\*The Lockhart ISD & Luling ISD 2014 levy, adjustments, and collections were taken out of the Current Balance column and the remaining 2014 levy balance was put into the Delinquent Balance column.

### Payment Agreements

Total Agreements (as of the 1<sup>st</sup> of the month) - 178

New Agreements - 21

Agreements Paid in Full - 6

Defaulted Agreements (as of the end of the month) - 2

\*When payment agreements are defaulted, they are given to the Delinquent Tax Attorney.

4a

**Glenn Hegar**

**Texas Comptroller of Public Accounts**

**2014-15 Methods and Assistance Program Review**

**CALDWELL COUNTY APPRAISAL DISTRICT (CALDWELL CAD)**

This review is conducted in accordance with Tax Code Section 5.102(a) and related Comptroller Rule 9.301. The Comptroller is required by statute to review appraisal district governance, taxpayer assistance, operating procedures and appraisal standards.

Because of the diversity of property within Texas, some parts of the review may not be applicable to a county. If questions or a section of questions do not apply, such as when a county has no timber, the question or questions will be marked as "Not Applicable" and the final score will not be negatively impacted by these questions.

<b>Mandatory Requirements</b>	<b>PASS/FAIL</b>
1. Does the appraisal district have up-to-date appraisal maps?	PASS
2. Is the implementation of the appraisal district's most recent reappraisal plan current?	PASS
3. Does the appraisal district comply with its written procedures for appraisal?	PASS
4. Are values reproducible using the appraisal district's written procedures and appraisal records?	PASS
<b>Appraisal District Activities</b>	<b>RATING</b>
Governance	MEETS ALL
Taxpayer Assistance	MEETS ALL
Operating Procedures	MEETS ALL
Appraisal Standards, Procedures and Methodology	MEETS ALL

**Appraisal District Ratings:**

Meets All – The total point score is 100

Meets – The total point score ranges from 90 to less than 100

Needs Some Improvement - The total point score ranges from 85 to less than 90

Needs Significant Improvement – The total point score ranges from 75 to less than 85

Unsatisfactory – The total point score is less than 75

<b>Review Areas</b>	<b>Total Questions in Review Area (excluding N/A Questions)</b>	<b>Total "Yes" Points</b>	<b>Total Score (Total "Yes" Questions/Total Questions) x 100</b>
<b>Governance</b>	3	3	100
<b>Taxpayer Assistance</b>	14	14	100
<b>Operating Procedures</b>	8	8	100
<b>Appraisal Standards, Procedures and Methodology</b>	18	18	100

9a

# CALDWELL COUNTY APPRAISAL DISTRICT

## INVESTMENT POLICY

### I. POLICY STATEMENT

It is the policy of the Caldwell County Appraisal District (the "District") that the administration of its funds and the investment of those funds shall be handled as its highest public trust. Investments shall be made in a manner which will provide the maximum security of principal invested through limitations and diversification while meeting the daily cash flow needs of the District and conforming to all applicable state and District statutes governing the investment of public funds. The receipt of a market rate of return will be secondary to the requirements for safety and liquidity.

It is the intent of the District to be in complete compliance with local law and the Texas Public Funds Investment Act (the "Act", Texas Government Code 2256). The earnings from investments will be used in a manner that best serves the public trust and interests of the District.

### II. SCOPE

This Investment Policy applies to all the financial assets and funds held of the District. The District commingles its funds into one investment portfolio for investment purposes of efficiency and maximum investment opportunity.

Any new funds created by the District will be managed under the provisions of this Policy unless specifically exempted by the District Board and this Policy.

### III. OBJECTIVES AND STRATEGY

It is the policy of the District that all funds shall be managed and invested with four primary objectives, listed in order of their priority: safety, liquidity, diversification and yield. These objectives encompass the following.

#### Safety of Principal

Safety of principal is the foremost objective of the District. Investments shall be undertaken in a manner that seeks to insure the preservation of capital in the overall portfolio. The suitability of each investment decision will be made on the basis of safety.

#### Liquidity

The District's investment portfolio will remain sufficiently liquid to enable it to meet all operating requirements which might be reasonably anticipated. Investment decisions will be based on cash flow analysis of anticipated expenditures.

#### Diversification

Diversification is required in the portfolio's composition. Diversification of the portfolio will include diversification by maturity and market sector and will include the use of a number of broker/dealers or banks for diversification and market coverage. Competitive bidding will be used on each sale or purchase..

#### Yield

The District's investment portfolio shall be designed with the objective of attaining a reasonable market yield, taking into account the District's risk constraints and cash flow needs. A reasonable market yield for the portfolio will be defined as the six month (180 day) U.S. Treasury Bill which compares to the portfolio's maximum weighted average maturity of six months.

The authorized investment purchased will be of the highest credit quality and marketability supporting the objectives of safety and liquidity. Securities, when not matched to a specific liability, will be short term to provide adequate liquidity. The portfolio shall be diversified to protect against market and credit risk in any one sector.

The maximum weighted average maturity of the portfolio will be no more that 180 days and the maximum stated maturity of any security will not exceed two years. The funds are combined for investment purposes but the unique needs of all the funds in the portfolio are recognized and represented.

Effective cash management is recognized as essential to good fiscal management. Cash management is defined as the process of managing monies in order to ensure maximum cash availability. The District shall maintain a cash management program which includes timely collection of accounts receivable, prudent investment, disbursement of payments within invoice terms and the management of banking services.

#### **IV. LEGAL LIMITATIONS, RESPONSIBILITIES AND AUTHORITY**

Specific investment parameters for the investment of public funds in Texas are stipulated in the Public Funds Investment Act, Chapter 2256, Texas Government Code, (the "Act"). The Public Funds Collateral Act, Chapter 2257, Texas Government Code, specifies collateral requirements for all public funds deposits.

The Interlocal Cooperation Act, Chapter 791, Texas Government Code, authorizes local governments in Texas to participate in a Texas investment pool established thereunder.

#### **V. DELEGATION OF INVESTMENT AUTHORITY**

The Investment Officers of the District are responsible for all investment management decisions and activities. The Board is responsible for considering the quality and capability of staff, investment advisors, and consultants involved in investment management and procedures. All participants in the investment process shall seek to act responsibly as custodians of the public trust.

The Investment Officer(s) shall develop and maintain written administrative procedures for the operation of the investment program which are consistent with this Investment Policy. Procedures will include safekeeping, wire transfers, banking services contracts, and other investment related activities.

The Investment Officer(s) shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials and staff.

The Investment Officer(s) shall designate a staff person as a liaison/deputy in the event circumstances require timely action and the Investment Officer is not available.

No officer or designee may engage in an investment transaction except as provided under the terms of this Policy and the procedures established by the Investment Officer and approved by the District Manager.

#### **VI. PRUDENCE**

The standard of prudence to be used in the investment function shall be the "prudent person" standard and shall be applied in the context of managing the overall portfolio. This standard states:

"Investments shall be made with judgement and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the expected income to be derived."

#### Limitation of Personal Liability

The Investment Officer and those delegated investment authority, when acting in accordance with the written procedures and this Policy and in accord with the Prudent Person Rule, shall be relieved of personal liability in the management of the portfolio provided that deviations from expectations for a specific security's credit risk or market price change are reported in a timely manner and that appropriate action is taken to control adverse market effects.

#### **VII. INTERNAL CONTROLS**

The Investment Officer(s) shall establish a system of written internal controls which will be reviewed annually with the independent auditor of the District. The controls shall be designed to prevent loss of public funds due to fraud, employee error, misrepresentation by third parties, or imprudent actions by employees of the District.

#### Cash Flow Forecasting

Cash flow forecasting is designed to protect and sustain cash flow requirements. The Investment Officer will maintain a cash flow forecasting process designed to monitor and forecast cash positions for investment purposes. Cash flow will include researching and monitoring of specific cash flow items, payables, and receivables as well as overall cash position and patterns.

#### **VIII. AUTHORIZED INVESTMENTS**

Acceptable investments under this policy shall be limited to the instruments listed below. The choice of high-grade government investments and high-grade, money market instruments is designed to assure the marketability of those investments should liquidity needs arise.

- A. Obligations of the United States Government, its agencies and instrumentalities, not to exceed two (2) years to stated maturity, and excluding mortgage backed securities;
- B. Fully insured or collateralized certificates of deposit from a bank doing business in the State of Texas and under the terms of a written depository agreement with that bank, not to exceed one year to stated maturity;



- C. No-load, SEC registered money market mutual funds. No more than 80% of the entity's monthly average balance may be invested in money market funds; and
- D. Constant dollar, AAA-rated Texas Local Government Investment Pools as defined by the Public Funds Investment Act.
- E. Depository time accounts of a bank doing business in Texas under a written depository agreement and providing for 102% collateral held independently of the pledging bank.

If additional types of securities are approved for investment by public funds by state statute, they will not be eligible for investment until this Policy has been amended and the amended version adopted by the District Board.

**Competitive Bidding Requirement**

All securities, including certificates of deposit, will be purchased or sold only after three bids/offers are taken competitively to verify that the District is receiving fair market value/price for the investment.

**Delivery versus Payment**

All investment security transactions shall be conducted on a delivery versus payment (DVP) basis to assure that the District has control of its assets and/or funds at all times.

**IX. AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS**

The District shall maintain a list of no less than three financial institutions and/or broker/dealers which are authorized to provide investment services. This list will be reviewed and approved by the Board or a Board designated committee each year.

Securities broker/dealers may be *primary* or regional broker/dealers and will meet other criteria as determined by the Investment Officer including state registration and completion of a District Broker/Dealer questionnaire (attached as Exhibit A). The following criteria must be met by authorized firms.

- annual provision of an audited financial statement,
- proof of certification by the National Association of Securities Dealers (NASD)
- proof of current registration with the Texas State Securities Commission, and
- completion of the District's broker/dealer questionnaire.

Every bank and broker/dealer with whom the District transacts business will be provided a copy of this Investment Policy to assure that they are familiar with the goals and objectives of the investment program. The firm will be required to return a signed copy of the Certification Form (attached as Exhibit B) certifying that the Policy has been received and reviewed and only those securities approved by the Policy will be sold to the District.

**X. DIVERSIFICATION AND MATURITY LIMITATIONS**

It is the policy of the District to diversify its investment portfolio. Invested funds shall be diversified to minimize risk or loss resulting from over-concentration of assets in a specific maturity, specific issuer, or specific class of securities. Diversification strategies shall be established and periodically reviewed. At a minimum, diversification standards by security type and issuer shall be:

	<u>Max % of Portfolio</u>
U.S. Treasuries and securities with the US Government's guarantee	not to exceed 80%
U.S. Government agencies and instrumentalities	not to exceed 60%
Fully insured or collateralized CDs	not to exceed 50%
SEC Registered money market funds	not to exceed 80%
Local Government Investment Pools (Constant dollar)	not to exceed 80%

The Investment Officer shall be required to diversify maturities. The Investment Officer, to the extent possible, will attempt to match investments with anticipated cash flow requirements. Matching maturities with cash flow dates will reduce the need to sell securities prior to maturity, thus reducing market risk. Unless matched to a specific liability, the Investment Officer may not invest more than 20% of the portfolio for a period greater than one (1) year.

**XI. SAFEKEEPING AND COLLATERALIZATION**

The laws of the State and prudent treasury management require that all purchased securities be bought on a delivery versus payment (DVP) basis and be held in safekeeping by either an approved, independent third party financial institution or the District's designated depository.

Securities Owned by the District

All safekeeping arrangements shall be approved by the Investment Officer(s) and an agreement of the terms executed in writing. The safekeeping bank may not be within the same holding company as the bank from which the securities are purchased. The custodian shall be required to issue original safekeeping receipts to the District listing each specific security, rate, description, maturity, cusip number, and other pertinent information.

Collateral

Collateralization shall be required on all bank time and demand deposits for principal and accrued interest amounts over the FDIC insurance coverage of \$100,000 (by tax identification number). In order to anticipate market changes and provide a level of additional security for all funds, collateral with a market value equal to 102% of the total deposits are required. The pledging bank will be made contractually liable for monitoring and maintaining the collateral levels at all times. All collateral will be held by an independent third party bank outside the holding company of the bank, pledged to the District.

Authorized collateral will include only:

- Obligations of the US Government, its agencies and instrumentalities to include mortgage backed securities which pass the bank test,
- Municipal obligations rated at least A by two nationally recognized rating agencies.

The custodian shall be required to provide original safekeeping receipts clearly marked that the security is pledged to the District.

**XII. REPORTING**

The Investment Officer shall submit quarterly reports to the Board of Directors containing sufficient information to permit an informed outside reader to evaluate the performance of the investment program and in full compliance with the Act. At a minimum the report shall contain:

- Beginning and ending market value of the portfolio by market sector and total portfolio
- Beginning and ending book value of the portfolio by market sector and total portfolio
- Change in market value during the period
- Detail on each asset (book, market, description, par and maturity date)
- Earnings for the period
- Overall weighted average maturity of the portfolio

The report will be prepared jointly by all involved in the investment activity and be signed by the Investment Officers. It will contain all elements as required by the Act and be signed by all Investment Officers(s) as in compliance with the Act and this Policy. Market prices for assignment of market values will be obtained from an independent source. The three month Treasury Bill average yield for the reporting period will be reported as a gauge of performance and risk.

Prices used for the calculation of market values shall be obtained from an independent source.

**XIII. DEPOSITORIES**

The District will designate one banking institution through a competitive process as its central banking services provider at least every two years, the District may extend the contract for one additional 2-year term. This institution will be used for normal banking services including disbursements, deposits, and safekeeping of District owned securities. Other banking institutions from which the District may purchase only certificates of deposit will also be designated as a depository.

All banking arrangements will be in written form in accordance with FIRREA which requires a resolution of approval of the agreement by the Bank Board or Bank Loan Committee.

**XIV. INVESTMENT POLICY ADOPTION BY BOARD**

The District's Investment Policy and its incorporated strategies shall be adopted by resolution annually by the Board. The approval and any changes made to the Policy will be noted in the approving resolution.

APPROVED BY BOARD

\_\_\_\_\_  
Secretary/Clerk

\_\_\_\_\_  
Date

102

**BROKER/DEALER CERTIFICATION FORM**  
**as required by Texas Government Code 2256.005(k)**  
**(Exhibit B)**

**Caldwell County Appraisal District (the "District")**

\_\_\_\_\_ (the "FIRM")

I, as a registered principal or manager for the firm hereby certify that I, and the broker covering this account have received and reviewed the Investment Policy of the District.

We acknowledge that this firm has implemented reasonable internal procedures and controls in an effort to preclude investment transactions conducted between this firm and the District that are not authorized by the District's Investment Policy, except to the extent that this authorization is dependent on an analysis of the makeup of the District's entire portfolio or requires an interpretation of subjective investment standards.

Signature \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Date: \_\_\_\_\_

**BROKER/DEALER QUESTIONNAIRE  
(Exhibit C)**

Firm Name: \_\_\_\_\_  
CRD Number: \_\_\_\_\_

Local office servicing account: \_\_\_\_\_  
Address: \_\_\_\_\_

Corporate office: \_\_\_\_\_  
Address: \_\_\_\_\_

Primary Representative: \_\_\_\_\_  
Please attach resume of primary and secondary representatives covering this account.

Telephone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
E-Mail: \_\_\_\_\_  
CRD Number: \_\_\_\_\_

Secondary Representative or sales assistant: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
E-Mail: \_\_\_\_\_  
CRD Number: \_\_\_\_\_

Branch Manager: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
E-Mail: \_\_\_\_\_  
CRD Number: \_\_\_\_\_

Is firm designated as a primary dealer by the Federal Reserve? \_\_\_\_\_

Is the firm registered with the State Securities Board? \_\_\_\_\_

Is the firm and all its representatives registered with the NASD? \_\_\_\_\_

In what market sectors does the account representative specialize? \_\_\_\_\_  
\_\_\_\_\_

List three comparable public clients currently working with this representative.  
Entity name, contact and phone number.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attach complete delivery instructions. All transactions will be completed delivery versus payment.

**Caldwell County Appraisal District**

**A RESOLUTION ADOPTING INVESTMENT POLICY**

WHEREAS, the Public Funds Investment Act (Texas Government Code, Chapter 2256) governs local government investment; and

WHEREAS, the Public Fund Investment Act (Section 2256.005a) requires the District to adopt an investment policy and investment strategies by rule, order, ordinance or resolution governing the investment of funds under its control; and

WHEREAS, the Public Fund Investment Act (Section 2256.005e), requires the governing body to review and adopt that investment policy and investment strategies by rule, order, ordinance or resolution not less than annually, recording any changes made thereto; and

WHEREAS, the District Board has chosen, in previous years, to make certain changes to the Policy.

NOW, THEREFORE, BE IT RESOLVED

That the District has complied with the requirements of the Public Funds Investment Act and the Investment Policy, as previously amended in 2005, is hereby adopted and ratified as the Investment Policy of the District.

PASSED, ADOPTED AND APPROVED by the Board of the Caldwell County Appraisal District this the \_\_\_\_\_ day of \_\_\_\_\_, 2015.

APPROVED:

\_\_\_\_\_  
Board Chairman

ATTEST:

\_\_\_\_\_  
Secretary

**Caldwell County Appraisal District**

**A RESOLUTION DESIGNATING INVESTMENT OFFICER(S)**

WHEREAS, the Public Funds Investment Act codified in Government Code Chapter 2256 governs local government investment; and

WHEREAS, the Public Fund Investment Act (Section 2256.005(f)) and the District's Investment Policy, require the District to designate one or more investment officer(s) by rule, order, ordinance or resolution; and

WHEREAS, the Public Funds Investment Act and the District's Investment Policy require the investment officer to perform certain duties and report regularly to the Board on the investment program,

NOW, THEREFORE, BE IT RESOLVED

That the District has complied with the requirements of the Public Funds Investment Act and the District's Investment Policy and designates the persons holding the following positions with Caldwell County Appraisal District to serve as Investment Officers of the District:

1. Board Secretary
2. Chief Appraiser

to exercise the judgement and care, under circumstances then prevailing, that a prudent person would exercise in the management of the person's own affairs and to perform all the requirements of the Act.

AND, the Board recognizes that the Board retains the ultimate responsibility as fiduciaries of the assets of the District (Section 2256.005(f)).

PASSED, ADOPTED AND APPROVED by the Board of the Caldwell County Appraisal District this the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

APPROVED:

\_\_\_\_\_  
Board Chairman

ATTEST:

\_\_\_\_\_  
Secretary

11a