



**REGULAR**

**BOARD OF DIRECTORS MEETING**

**February 22, 2024**

# **MEETING NOTICE & AGENDA**

**FILED**

2/15/2024 11:04:47 AM

STACEY KEMP  
COUNTY CLERK  
COLLIN COUNTY, TEXAS  
BY : BR DEPUTY

**NOTICE OF REGULAR MEETING**  
**BOARD OF DIRECTORS**  
**of the**  
**COLLIN CENTRAL APPRAISAL DISTRICT**  
**(CONDUCTED ONSITE & TELEPHONICALLY)**

Notice is hereby given that on the 22nd day of February 2024, at 7:00 a.m., the Board of Directors of the Collin Central Appraisal District will hold a meeting at the Central Appraisal District Office, 250 Eldorado Pkwy., McKinney, Texas. The Board Chairman will direct the meeting from the District's office, in the Dr. Leo Fitzgerald board room. Board members and the public may attend in person or connect via the telephone number and conference ID below. The chief appraiser and selected staff will attend in person, with other members of the District's staff connecting from their individual offices or from a remote location. Board members, staff and the public will have telephonic access by dialing 1-833-304-4846, at which time they will be prompted to enter the Phone Conference ID: 507 428 989#. Telephonic access will be available at 7:00 a.m. until the meeting is adjourned by the Board Chairman. The subjects to be discussed are listed on the agenda which is attached to and made a part of this notice. The Board's agenda packet is available on the District's public website:  
<https://collincad.org/boards/bod>

On this 15th day of February 2024, this notice was filed with the County Clerk of Collin County, Texas.



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Marty Wright  
Chief Appraiser  
Phone: (469) 742-9200

**AGENDA**

**BOARD OF DIRECTORS  
COLLIN CENTRAL APPRAISAL DISTRICT**

**Thursday, February 22, 2024  
REGULAR MEETING - Conducted at  
CENTRAL APPRAISAL DISTRICT OFFICE  
250 Eldorado Parkway, Dr. Leo Fitzgerald Board Room  
McKinney, Texas 75069**

**I. REGULAR MEETING**

<b>ITEM #</b>	<b>SUB #</b>	<b>ITEM DESCRIPTION</b>
<b>A.</b>		<b>Call to order: 7:00 a.m.</b>
	1	Announcement by presiding officer whether the meeting has been posted in the manner required by law.
	2	Roll call: Announcement by presiding officer whether a quorum is present.
<b>B.</b>		<b>Executive Session</b>
	1	Consultation with attorney regarding pending or contemplated litigation. Pursuant to Texas Open Meetings Act, Section 551.071.
	2	Deliberation regarding real property. Pursuant to Texas Open Meetings Act, Section 551.072. Discuss deliberation regarding real property with attorney Mark Walsh.
	3	Personnel matters. Pursuant to Texas Open Meetings Act, Section 551.074.
<b>C.</b>		<b>Action on items discussed in executive session</b>
	1	Action on any items pertaining to litigation, if any.
	2	Action on any items pertaining to real property, if any.
	3	Action on any items pertaining to personnel, if any.

**AGENDA**  
**BOARD OF DIRECTORS**  
**COLLIN CENTRAL APPRAISAL DISTRICT**

**CONSENT AGENDA**

*The Consent Agenda will be acted upon in one motion and contains items which are routine and typically noncontroversial. Items may be removed from this agenda for individual discussion by a Board Member, the Chief Appraiser or any citizen.*

- D. Approval of minutes from January 25, 2024 regular meeting.**
- E. Review of January 2024 bills.**
- F. Review of January 2024 financial reports.**
- G. Review and sign checks for approved purchases requiring Board signature.**
- H. Review report of January 2024 checks and electronic transfers greater than \$25,000.**

**END OF CONSENT AGENDA**

- I. Discuss and vote on Resolution # 2024-1133 honoring Mr. Gary Rodenbaugh.**
- J. Discuss and vote on scheduling the Board's first 2025 budget workshop in conjunction with the April 2024 Board Meeting.**
- K. Receive recommendation and vote on proposed changes to Board of Directors Statutory Policies.**
- L. Receive recommendation and vote on authorizing Collin CAD to execute the contract with Collin County Elections Office for the May 4, 2024 general election for publicly elected Board of Director members.**

**AGENDA**

**BOARD OF DIRECTORS  
COLLIN CENTRAL APPRAISAL DISTRICT**

**M. Reports**

- 1 Taxpayer Liaison Officer Report
- 2 Taxpayer Liaison Officer TDLR Report

**N. Chief Appraiser's Report**

- 1 General Comments

**II. AUDIENCE**

- A.** Receive public comments. Five minute limit per speaker, unless extended by Board vote.

**III. ANNOUNCEMENT OF NEXT REGULAR SCHEDULED MEETING**

**IV. ADJOURNMENT**

# **CONSENT AGENDA**

# **D. MINUTES**

**January 25, 2024**



**MINUTES**  
**BOARD OF DIRECTORS**  
**COLLIN CENTRAL APPRAISAL DISTRICT**  
**Thursday, January 25, 2024**

**MEETING LOCATION:** Central Appraisal District Office  
250 Eldorado Parkway, Dr. Leo Fitzgerald Board Room  
McKinney, Texas 75069

**MEMBERS PRESENT:** Brian Mantzey, Ron Kelley, Richard Grady, Clint Pruett, Veronica Yost and Ken Maun

**MEMBERS ABSENT:**

**APPROVAL OF MINUTES:** \_\_\_\_\_  
Chairman Secretary

**NATURE OF BUSINESS**

**I. REGULAR MEETING**

ITEM #	SUB #	ITEM DESCRIPTION
<b>A.</b>		<b>Call to Order 7:00 a.m.</b>
	1	Meeting was called to order by Brian Mantzey and he announced that the meeting had been posted in the time and manner required by law.
	2	The Chairman announced that a quorum was present.
	3	Chief Appraiser, Marty Wright introduced the new Collin Central Appraisal District board members.
	4	Oath of Office was administered by Chris Nickell, TLO, to Richard Grady, Ron Kelley, Brian Mantzey, Clint Pruett, Veronica Yost, and Ken Maun.
	5	Ken Maun motioned to elect Brian Mantzey as Chairman and Ron Kelley as Secretary. Richard Grady seconded the motion. Motion carried.
<b>B.</b>		<b>Executive Session</b>
		No executive session was needed for this meeting.
<b>C.</b>		<b>Action on items discussed in executive session</b>
	1	N/A
	2	N/A
	3	N/A

**CONSENT AGENDA**

Motion by Richard Grady to accept reports and approve action items contained in consent agenda. Seconded by Ken Maun. Motion carried.

## MINUTES

### BOARD OF DIRECTORS COLLIN CENTRAL APPRAISAL DISTRICT

- D. Action taken: Board approved minutes from December 14, 2023 regular meeting.
- E. Action taken: Board reviewed the December 2023 bills.
- F. Action taken: Board reviewed and accepted the December 2023 financial reports.
- G. Action taken: Board authorized the issuance of the check listed and Chairman, Brian Mantzey signed the check.  
Ck# 5520 Just Appraised Inc. (dated 01/08/2024) \$90,000.00
- H. Action taken: Board reviewed and accepted the December 2023 report of checks and electronic transfers greater than \$25,000.

#### **END OF CONSENT AGENDA**

- I. Chief Appraiser, Marty Wright informed the Board of the conflict of interest filing requirements pursuant to the Government Code and CCAD Policy #118. No action was needed.
- J. The Board received Chief Appraiser Wright's property owned report, per the requirements of CCAD Policy #118. No action was required.
- K. Brian Swanson, Deputy Chief of Business Operations & Compliance, addressed the Board with an overview of SB2. The report presented a recommendation requiring a vote to approve by resolution authorization for the Collin County Central Appraisal District to call for the election of publicly elected Board members for the May 4, 2024 election. Following discussion, Ron Kelley motioned to adopt Resolution # 2024-82 authorizing Collin County Central Appraisal District to contract with the Collin Election Office and call election of publicly elected Board members for the May 4, 2024 election. Ken Maun seconded the motion. Motion carried.

#### **L. Reports**

- 1 Chris Nickell, TLO, presented the Monthly Status Report. One new Comptroller Survey/Complaint was filed in December. It is currently under investigation. There were 70 Customer Service Surveys received in December for a total of 889 for 2023.
- 2 Mr. Nickell also presented the TDLR Monthly Report, the complaint filed by Mr. Binit that was reported to the Board at the June 22, 2023 Board meeting is still open and awaiting a reply from the Comptroller's office.

## MINUTES

### BOARD OF DIRECTORS COLLIN CENTRAL APPRAISAL DISTRICT

- 3 Jamie Hobbs presented the 4th Qtr. 2023 Investment Report.
- 4 Ms. Hobbs also presented the 4th Qtr. 2023 Collateral Report.
- 5 Mr. Swanson presented the Active Vendor List report.
- 6 Tina Castillo, Director of ARB & Agents Services, presented the 4th Qtr. 2023 Arbitration Report.
- 7 Mr. Swanson presented the 2023 4th Qtr. Litigation Report Update.
- 8 The Legal Expense Summary YTD Totals report was also presented by Mr. Swanson.

**M. Chief Appraiser's Report**  
1 General Comments

**II. AUDIENCE**

**A.** There were no public comments.

**CCAD staff in attendance:**

Marty Wright  
Tamera Glass  
Toni Bryan  
Valerie Hyden  
Brian Swanson  
Ryan Matthews  
Stephanie Cave-Bernal  
Phil Greaux  
Brad Richards  
Dana Wilson  
Jason Harris  
Eric Grusendorf  
Shane Cheek  
Shawn Tilley  
Tina Castillo  
Wendy Gilliland  
Kaleb Blount  
Erin Van Gundy  
Robert Wood  
Taylor Hamilton  
Teresa Justus  
Chris Nickell  
Jamie Worth  
Rachel Tate  
Sama Abraham

## **MINUTES**

### **BOARD OF DIRECTORS COLLIN CENTRAL APPRAISAL DISTRICT**

#### **Public in attendance:**

Gary Rodenbaugh, past Chairman of the CCAD Board of Directors

George Chollar, ARB Chairman

Jamie Hobbs, Valley View Consulting L.L.C.

- III.** The next meeting is to be held on the Date and at the time listed below.  
The meeting will be held at 250 Eldorado Pkwy., Dr. Leo Fitzgerald  
Board Room, McKinney, Texas.  
Thursday, February 22, 2024  
7:00 a.m.
- IV.** Chairman, Brian Mantzey announced that the Board had concluded its  
business and the meeting was adjourned. The meeting adjourned at  
7:47 a.m.

**E.**  
**BILLS**  
**PAID**

**January 2024**

BILLS PAID

BILLS PAID

**COLLIN CENTRAL APPRAISAL DISTRICT**  
**Board of Directors Check Detail Report**  
January 2024

Num	Date	Name	Amount
<b>Jan 24</b>			
ACH	01/05/2024	ADP INC	-4,415.47
ACH	01/15/2024	TCDRS	-239,878.75
ACH	01/11/2024	PITNEY BOWES RESERVE ACCOUNT	-20,000.00
ACH	01/18/2024	SHELL ENERGY SOLUTIONS	-4,952.33
ACH	01/26/2024	OPTUM BANK	-729.70
ACH	01/22/2024	CHOLLAR, GEORGE W JR.	-0.10
ACH	01/22/2024	FALTYS, DIANNE	-0.10
ADJ	01/10/2024	TEXAS CAPITAL BANK	-460.35
WIRE	01/16/2024	EAST WEST BANK	-4,000,000.00
5500	01/03/2024	BORTON, BRIAN K	-812.50
5501	01/03/2024	TOYE, TERRY NEIL	-400.00
5502	01/03/2024	QUALITY PERSONNEL SERVICE	-760.65
5503	01/08/2024	BORTON, BRIAN K	-412.50
5504	01/08/2024	SARTOR, LIAM D.	-437.50
5505	01/08/2024	TOYE, TERRY NEIL	-837.50
5506	01/08/2024	AFFILIATED COM-NET, INC.	-15,015.00
5507	01/08/2024	DSS	-92.40
5508	01/08/2024	DSS FIRE INC	-90.00
5509	01/08/2024	EMPKEY, CASSIDEE	-71.00
5510	01/08/2024	HAYNES LANDSCAPE & MAINTENANCE, INC	-1,379.92
5511	01/08/2024	MC PURE CLEANING, LLC	-6,000.00
5512	01/08/2024	TEXAS ARCHIVES	-98.02
5513	01/08/2024	UBISTOR, INC.	-4,942.40
5514	01/08/2024	VARIVERGE LLC	-1,095.71
5515	01/08/2024	WASTE CONNECTIONS OF TEXAS	-310.74
5516	01/08/2024	NGUYEN, RICHARD D.	-450.00
5517	01/08/2024	CINTAS FIRST AID	-143.90
5518	01/08/2024	GREAT AMERICA FINANCIAL SERVICES	-1,963.00
5519	01/08/2024	IN BLOOM	-111.00
5520	01/08/2024	JUST APPRAISED INC	-90,000.00
5521	01/08/2024	MCMROBERTS & COMPANY	-7,200.00
5522	01/08/2024	NGUYEN, RICHARD D.	-450.00
5523	01/08/2024	PLANO PEST CONTROL	-450.00
5524	01/08/2024	SAUNDERS & WALSH, PLLC	-79,115.70
5525	01/08/2024	QUALITY PERSONNEL SERVICE	-3,407.58
5526	01/10/2024	AT&T - MAIN LOCAL	-1,944.26
5527	01/10/2024	AT&T - MAIN LOCAL	-274.47
5528	01/10/2024	CAPITOL APPRAISAL GROUP, LLC	-5,635.00
5529	01/10/2024	HOME DEPOT	-139.48
5530	01/10/2024	JOPLIN'S	-496.00
5531	01/10/2024	PROSTAR SERVICES, INC	-514.90
5532	01/10/2024	TRUE PRODIGY TECH SOLUTIONS LLC	-2,076.25
5533	01/11/2024	AFLAC	-5,246.84
5534	01/11/2024	EVERBRIDGE, INC	-7,830.00
5535	01/11/2024	HARRIS GOVERN	-2,870.00
5536	01/11/2024	MOORE, ERIC	-545.00
5537	01/11/2024	STENCER, MARC	-100.00
5538	01/11/2024	VALBRIDGE PROPERTY ADVISORS	-6,000.00
5539	01/11/2024	WEST, SUBVET D	-450.00
5540	01/11/2024	WEST, SUBVET D	-450.00
5541	01/16/2024	DECK, RANDALL	-412.50
5542	01/16/2024	DIAZ, STEPHEN ERIK	-837.50
5543	01/16/2024	JEFFCOAT, JARROD	-875.00

**COLLIN CENTRAL APPRAISAL DISTRICT**  
**Board of Directors Check Detail Report**  
January 2024

Num	Date	Name	Amount
5544	01/16/2024	ALFORD INSURANCE AGENCY	-71.00
5545	01/16/2024	BLUECROSS BLUESHIELD (LIFE&STLT)	-10,803.72
5546	01/16/2024	BREWER, DEBORAH KIM	-450.00
5547	01/16/2024	CARENOW CORPORATE	-120.00
5548	01/16/2024	GRIFFITH JR, BOBBY	-450.00
5549	01/16/2024	IN BLOOM	-88.00
5550	01/16/2024	LEGAL SHIELD / ID SHIELD	-1,652.55
5551	01/16/2024	QUALITY PERSONNEL SERVICE	-5,698.08
5552	01/16/2024	SUPERIOR VISION OF TEXAS	-1,606.17
5553	01/16/2024	WEX HEALTH INC	-160.00
5554	01/18/2024	AT&T - FIBER	-53.85
5555	01/18/2024	COLORIT GRAPHICS SERVICES	-225.00
5556	01/18/2024	COSTAR REALTY INFORMATION INC	-6,144.72
5557	01/18/2024	DEX IMAGING	-1,549.69
5558	01/18/2024	HERITAGE BROKERAGE SERVICES	-3,500.00
5559	01/18/2024	MYPRINTCHOICE	-60.00
5561	01/22/2024	ARMSTRONG, WILLIAM	-425.00
5562	01/22/2024	BORTON, BRIAN K	-412.50
5563	01/22/2024	BUNDICK, FRANK	-412.50
5564	01/22/2024	HENRY, JAMES	-425.00
5565	01/22/2024	KERBY & KERBY PLLC	-250.00
5566	01/22/2024	PROPERTY TAX EDUCATION COALITION, INC	-90.00
5567	01/22/2024	SHI GOVERNMENT SOLUTIONS	-7,028.20
5568	01/22/2024	WEST, SUBVET D	-450.00
5569	01/22/2024	WEST, SUBVET D	-450.00
5570	01/23/2024	AIRCRAFT BLUE BOOK	-199.00
5571	01/23/2024	AT&T - MOBILITY	-1,177.53
5572	01/23/2024	CITY OF MCKINNEY	-1,326.00
5573	01/23/2024	FIRST STOP HEALTH	-1,407.60
5574	01/23/2024	PROSTAR SERVICES, INC	-532.14
5575	01/23/2024	QUALITY PERSONNEL SERVICE	-4,002.90
5576	01/23/2024	SPECTRUM ENTERPRISE	-2,059.76
5577	01/23/2024	UNUM LIFE INSURANCE CO OF AMERICA	-1,942.80
5578	01/23/2024	VARIVERGE LLC	-2,563.47
5579	01/25/2024	AFLAC	-6,578.99
5580	01/25/2024	AMERICAN SERVICES	-4,125.00
5581	01/25/2024	AT&T - FIBER	-1,591.31
5582	01/25/2024	BLUECROSS BLUESHIELD OF TEXAS	-46.24
5583	01/25/2024	BLUECROSS BLUESHIELD OF TEXAS	-132,978.69
5584	01/25/2024	BREWER, DEBORAH KIM	-450.00
5585	01/25/2024	TEXAS COMPTROLLER OF PUBLIC ACCOUNTS	-3,315.00
5586	01/25/2024	WOOD, ROBERT	-63.86
5587	01/30/2024	BUNDICK, FRANK	-450.00
5588	01/30/2024	DAVIS, MARISA	-425.00
5589	01/30/2024	DIAZ, STEPHEN ERIK	-400.00
5590	01/30/2024	THIGPEN, LESLIE MICHAEL	-412.50
5591	01/30/2024	ZEGADLO, MARC	-412.50
5592	01/30/2024	COLORIT GRAPHICS SERVICES	-259.00
5593	01/30/2024	PERDUE, BRANDON, FIELDER, COLLINS, MOTT	-250.00
5594	01/30/2024	QUALITY PERSONNEL SERVICE	-2,392.29
5595	01/30/2024	SHI GOVERNMENT SOLUTIONS	-3,843.00
5596	01/30/2024	SWINGLE COLLINS & ASSOCIATES	-6,000.00
5597	01/30/2024	BRYAN, TONI	-171.00
5598	01/30/2024	CARD SERVICE CENTER	-7,736.58

**COLLIN CENTRAL APPRAISAL DISTRICT**  
**Board of Directors Check Detail Report**  
January 2024

Num	Date	Name	Amount
5599	01/30/2024	DEX IMAGING	-1,448.01
5600	01/30/2024	DSS FIRE INC	-2,710.00
5601	01/30/2024	SAM'S CLUB	-71.50
5602	01/30/2024	THE EXEMPTION PROJECT, INC.	-31,781.25
5603	01/30/2024	STAPLES BUSINESS CREDIT	-2,255.66
5604	01/31/2024	CINTAS MAT SERVICE	-453.28
5605	01/31/2024	CINTAS SANI CLEAN #163	-2,373.81
5606	01/31/2024	PLANO OFFICE SUPPLY	-3,632.64
9990001	01/24/2024	ARCELLANA, CRISTINA M	-320.00
9990002	01/24/2024	AUGUSTINE, JUDITH S	-590.00
9990003	01/24/2024	BITTNER, NANCY M.	-395.00
9990004	01/24/2024	BRANHAM, ALLAN B	-125.00
9990005	01/24/2024	CHOLLAR, GEORGE W JR.	-1,923.00
9990006	01/24/2024	CHOWDHURY, NASIMA	-320.00
9990007	01/24/2024	CURFMAN, LAWRENCE A	-540.00
9990008	01/24/2024	DIVIRGILIO, RICHARD	-395.00
9990009	01/24/2024	FALTYS, DIANNE	-1,024.00
9990010	01/24/2024	FERRILL, LAWRENCE R	-320.00
9990011	01/24/2024	FORD-BERGERON, CORINA	-270.00
9990012	01/24/2024	HANSON, THOMAS D	-540.00
9990013	01/24/2024	HARDIN, MARILYN CARLEEN	-125.00
9990014	01/24/2024	HARTMAN, BETTY	-395.00
9990015	01/24/2024	HAWKINS, YOLANDA	-395.00
9990016	01/24/2024	HOBART-WELBORN, JANET	-395.00
9990017	01/24/2024	HUBBARD, STEVEN L.	-320.00
9990018	01/24/2024	JAYE, OLIN	-395.00
9990019	01/24/2024	KLICKMAN, JOHN MICHAEL	-395.00
9990020	01/24/2024	LEATCH, BERT J.	-665.00
9990021	01/24/2024	MAHER, KEVIN M	-270.00
9990022	01/24/2024	MAJZNER, CHARLOTTE	-320.00
9990023	01/24/2024	McANDREW, THOMAS	-395.00
9990024	01/24/2024	MCGEE, BEVERLY J	-270.00
9990025	01/24/2024	MORGAN, DAVID R.	-270.00
9990026	01/24/2024	MUNDER, GWENDOLYN	-540.00
9990027	01/24/2024	PARKER, CHRISTI CRUMP	-540.00
9990028	01/24/2024	PERRY, CRAIG N.	-665.00
9990029	01/24/2024	PHILLIPS, KATHRYN H	-270.00
9990030	01/24/2024	PRYOR, JACK R	-395.00
9990031	01/24/2024	RICHARD, DAVID G.	-395.00
9990032	01/24/2024	ROBINS, JANICE M.	-270.00
9990033	01/24/2024	SADLER, BRADLEY J	-270.00
9990034	01/24/2024	SMITH, FLOYD W JR.	-395.00
9990035	01/24/2024	SODERSTROM, DEAN C	-740.00
9990036	01/24/2024	TRAN, HUONG (RACHEL)	-590.00
9990037	01/24/2024	TREWIN, JAMES	-125.00
9990038	01/24/2024	TURANO, LOUIS R	-540.00
9990039	01/24/2024	TURNER, KENT M	-395.00
9990040	01/24/2024	WARD, FORREST	-270.00
9990041	01/24/2024	WOLFSON, LEWIS H	-270.00
9990042	01/24/2024	YARBOROUGH, DANA	-395.00
9990043	01/24/2024	ZINN, THOMAS G	-1,220.00

Jan 24

**-4,817,252.31**



**F.**

**FINANCIAL  
REPORTS**

**January 2024**

# Kerby & Kerby PLLC

CERTIFIED PUBLIC ACCOUNTANTS

Frank Kerby, CPA  
John W. Kerby, CPA

## ACCOUNTANTS' COMPILATION REPORT

BOARD OF DIRECTORS  
CENTRAL APPRAISAL DISTRICT OF COLLIN COUNTY  
250 ELDORADO PKWY  
MCKINNEY, TX 75069-8023

Management is responsible for the accompanying financial statements of the business-type activities of CENTRAL APPRAISAL DISTRICT OF COLLIN COUNTY (a political subdivision of the State of Texas), which comprise the statement of net position as of January 31, 2024 and the related statement of revenue, expenses, and changes in fund net position and supplemental schedule for the year then ended. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

Management has elected to omit substantially all of the disclosures ordinarily included in financial statements prepared in accordance with accounting principles generally accepted in the United States of America. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the District's assets, liabilities, fund balance, revenues, and expenses. Accordingly, the financial statements are not designed for those who are not informed about such matters.

The supplementary budget information is presented for purposes of additional analysis and is not a required part of the basic financial statements. This information is the representation of management. The supplementary budget information was not subject to our compilation engagement; therefore, we have not audited or reviewed the supplementary budget information and, accordingly, do not express an opinion, a conclusion, nor provide any form of assurance on such supplementary budget information.

The Central Appraisal District is exempt from taxes as a political subdivision of the State of Texas and, accordingly, these financial statements do not reflect a provision or liability for income taxes.

We are not independent with respect to the Central Appraisal District of Collin County.



Kerby & Kerby PLLC  
McKinney, TX 75070  
February 13, 2024

**CENTRAL APPRAISAL DISTRICT OF COLLIN COUNTY****Statement Of Assets, Liabilities And Fund Balance - Cash Basis****January 31, 2024****ASSETS****CURRENT ASSETS**

Independent Bank - all accts	\$	3,509,827.57
Texas Capital Bank - Operating		66,889.05
Texas Capital - ARB		1,000.00
Texas Capital Bank - MM		3,438,378.68
Accounts Receivable - Retirees		(1,164.62)
CDs - Texas Capital Bank		4,028,290.00
Certificates of Deposit		16,166,263.96
CDs - Independent Bank		2,007,107.00
Prepaid Expenses		91,900.62
Right of Use Assets (lease)		186,909.00
ROU Assets - Accum Depreciation		<u>(38,726.00)</u>

**TOTAL CURRENT ASSETS****\$ 29,456,675.26****PROPERTY AND EQUIPMENT**

Furniture and Equipment-Assets	431,834.09
Accum Depr-Furniture & Equip	(320,141.17)
Telephone Equipment-Assets	92,016.23
Accum Depr-Telephone Equipment	(89,833.24)
Computer Equipment-Assets	972,063.88
Accum Depr-Computer Equipment	(684,285.41)
Computer Software-Assets	797,859.15
Accum Depr-Computer Software	(625,581.39)
Building-Assets	8,022,172.86
Accum Depr-Building	(2,658,898.34)
Land-Assets	<u>1,387,232.00</u>

**Total Property And Equipment****7,324,438.66****NET PROPERTY AND EQUIPMENT****7,324,438.66****OTHER ASSETS**

Net Pension Asset	10,231,137.00
Deferred Resource Outflows	<u>3,689,443.00</u>

**TOTAL OTHER ASSETS****13,920,580.00****TOTAL ASSETS****\$ 50,701,693.92**

**CENTRAL APPRAISAL DISTRICT OF COLLIN COUNTY**

**Statement Of Assets, Liabilities And Fund Balance - Cash Basis**

**January 31, 2024**

**LIABILITIES AND FUND BALANCE**

**CURRENT LIABILITIES**

All Current Liabilities \$ 977,603.64

**TOTAL CURRENT LIABILITIES**

**\$ 977,603.64**

**LONG-TERM LIABILITIES**

Deferred Resources Inflows 7,318,193.00

**TOTAL LONG-TERM LIABILITIES**

**7,318,193.00**

**TOTAL LIABILITIES**

**8,295,796.64**

**FUND BALANCE**

Fund Balance(CashBasisRelated) 3,341,336.60

Fund Balance-Designated 25,747,000.00

Fund Balance-Undesignated 47,441.50

Fund Bal-Cap Assets Less Debt 7,606,287.00

Year To Date Increase or Decrease 5,663,832.18

**TOTAL DESIGNATED / UNDESIGNATED FUND BALANCE**

**42,405,897.28**

**TOTAL LIABILITIES AND FUND BALANCE**

**\$ 50,701,693.92**

**CENTRAL APPRAISAL DISTRICT OF COLLIN COUNTY**  
**Statement Of Revenue, Expenses And Change In Fund Balance - Cash Basis**  
**1 And Month Ended January 31, 2024**

	2024 Budget	1 month ended Jan 31, 2024	Year to date ended Jan 31, 2024	% of Budget	Remaining Budget
<b>REVENUE</b>					
Entity Support Revenue	\$ 26,094,600.00	\$ 7,435,532.00	\$ 7,435,532.00	28.49 %	18,659,068.00
Interest-Bank Accts/Investments	0.00	38,312.10	38,312.10		(38,312.10)
BPP Rendition Penalty Revenue	0.00	15,145.54	15,145.54		(15,145.54)
Misc Revenue	0.00	493.60	493.60		(493.60)
<b>TOTAL REVENUE</b>	<b>26,094,600.00</b>	<b>7,489,483.24</b>	<b>7,489,483.24</b>	<b>28.70 %</b>	<b>18,605,116.76</b>
<b>OPERATING EXPENSES</b>					
Salaries Full Time	13,950,900.00	811,057.86	811,057.86	5.81 %	13,139,842.14
Salaries Part Time/Temp	598,600.00	21,072.78	21,072.78	3.52 %	577,527.22
Overtime	140,000.00	3,041.46	3,041.46	2.17 %	136,958.54
Auto Allowance	855,800.00	59,907.06	59,907.06	7.00 %	795,892.94
Worker's Compensation	70,000.00	3,857.36	3,857.36	5.51 %	66,142.64
Employee Group Insurance	2,877,000.00	320,365.11	320,365.11	11.14 %	2,556,634.89
FICA Tax	213,000.00	12,665.29	12,665.29	5.95 %	200,334.71
Employee Retirement	1,946,400.00	108,505.69	108,505.69	5.57 %	1,837,894.31
Retirement-UAAL Buy Down	400,000.00	0.00	0.00	0.00 %	400,000.00
Unemployment Compensation	50,000.00	0.00	0.00	0.00 %	50,000.00
Legal	2,200,000.00	100,115.70	100,115.70	4.55 %	2,099,884.30
Accounting & Audit	20,000.00	9,250.00	9,250.00	46.25 %	10,750.00
Insurance	80,000.00	4,944.01	4,944.01	6.18 %	75,055.99
Legal Notices & Advertising	37,000.00	0.00	0.00	0.00 %	37,000.00
Appraisal Review Board	810,000.00	22,972.31	22,972.31	2.84 %	787,027.69
Telephone, Internet, Data Cloud	300,000.00	9,514.96	9,514.96	3.17 %	290,485.04
Utilities	141,900.00	6,589.07	6,589.07	4.64 %	135,310.93
Equipment Rent	115,000.00	1,963.00	1,963.00	1.71 %	113,037.00
Equipment Maintenance	52,000.00	1,782.70	1,782.70	3.43 %	50,217.30
Postage	520,000.00	23,009.20	23,009.20	4.42 %	496,990.80
Aerial Photography	445,000.00	0.00	0.00	0.00 %	445,000.00
Supplies	570,000.00	19,049.51	19,049.51	3.34 %	550,950.49
Registration & Dues	45,000.00	289.00	289.00	0.64 %	44,711.00
Travel & Education	125,000.00	982.02	982.02	0.79 %	124,017.98
Board of Directors Meetings	7,000.00	24.18	24.18	0.35 %	6,975.82
Contract Services	150,000.00	96,426.70	96,426.70	64.28 %	53,573.30
Professional Services	250,000.00	5,635.00	5,635.00	2.25 %	244,365.00
Security	165,000.00	8,800.00	8,800.00	5.33 %	156,200.00
Building Maintenance	260,000.00	13,549.41	13,549.41	5.21 %	246,450.59
Building Repair/Modifications	500,000.00	4,621.00	4,621.00	0.92 %	495,379.00
Depreciation	0.00	21,680.59	21,680.59		(21,680.59)
Furniture & Equipment	75,000.00	0.00	0.00	0.00 %	75,000.00
Computer Hardware & Computer Equip	350,000.00	0.00	0.00	0.00 %	350,000.00
Computer Software Licenses & Subscrip	650,000.00	72,705.85	72,705.85	11.19 %	577,294.15
Computer Hardware Maintenance	50,000.00	0.00	0.00	0.00 %	50,000.00
Software Development	200,000.00	0.00	0.00	0.00 %	200,000.00
Computer Software Maintenance	325,000.00	61,274.24	61,274.24	18.85 %	263,725.76
Contingency	250,000.00	0.00	0.00	0.00 %	250,000.00
<b>TOTAL OPERATING EXPENSES</b>	<b>29,794,600.00</b>	<b>1,825,651.06</b>	<b>1,825,651.06</b>	<b>6.13 %</b>	<b>27,968,948.94</b>
<b>EXCESS(DEFICIT) INCOME &amp; EXPENS</b>	<b>\$ (3,700,000.00)</b>	<b>\$ 5,663,832.18</b>	<b>5,663,832.18</b>	<b>(153.08)%</b>	<b>(9,363,832.18)</b>
<b>BEGINNING FUND BALANCE</b>			<b>36,742,065.10</b>		
<b>ENDING FUND BALANCE</b>			<b>\$ 42,405,897.28</b>		

# CENTRAL APPRAISAL DISTRICT OF COLLIN COUNTY

## Supplemental Schedules

January 31, 2024

### ACCUMULATED DEPRECIATION

Accum Depr-Furniture & Equip	\$	(320,141.17)
Accum Depr-Telephone Equipment		(89,833.24)
Accum Depr-Computer Equipment		(684,285.41)
Accum Depr-Computer Software		(625,581.39)
Accum Depr-Building		<u>(2,658,898.34)</u>

**TOTAL ACCUMULATED DEPRECIATION** **\$ (4,378,739.55)**

### OTHER CURRENT LIABILITIES

Accounts Payable	\$	123.00
Credit Card-TIB Mastercard		4,119.52
Credit Card-Sam's Wholesale		207.44
Employee Savings		442.11
Lease Liability		148,183.00
Accrued Wages Payable		231,995.82
Accrued Other Curr Liabilities - Other		79,115.70
Employee Payable		(12,023.30)
Retiree Payable		757.26
Cobra Payable		(108.12)
Retirement Payable		165,829.45
Employee Investments		30.00
Compensated Absences Payable		<u>358,931.76</u>

**TOTAL OTHER CURRENT LIABILITIES** **\$ 977,603.64**

**G.**

## **FUNDED ITEMS**

***BOARD OFFICER'S SIGNATURE REQUIRED***

**January 2024**



# Collin Central Appraisal District

Date: 02/15/2024

To: Board of Directors

From: Marty Wright, Chief Appraiser

A handwritten signature in black ink, appearing to read "Marty Wright".

Subject: Budgeted expenditures requiring signature of Board Officer

ITEM	DESCRIPTION	\$ AMOUNT
Ck #5602	The Exemption Project, Inc.	\$31,781.25



**H.**

**LARGE EXPENDITURES**  
**(GREATER THAN \$25,000)**

***APPROVED BY CHIEF APPRAISER, AS  
AUTHORIZED BY BOARD POLICY***

**January 2024**



# Collin Central Appraisal District

Date: 02/15/2024

To: Board of Directors

From: Marty Wright, Chief Appraiser

A handwritten signature in black ink, appearing to read "Marty Wright", is written over the "From:" line.

Subject: Budgeted expenditures over \$25,000 approved by Chief Appraiser

For: January 2024

ITEM	DATE	DESCRIPTION	\$ AMOUNT
Ck #5524	1/08/24	Saunders & Walsh, PLLC	\$79,115.70
Ck #5583	1/25/24	Blue Cross and Blue Shield	\$132,978.69
ACH	1/05/24	ADP (payroll and taxes)	\$436,494.67
ACH	1/15/24	TCDRS	\$239,878.75
Wire	1/16/24	East West Bank (purchase CDs)	\$4,000,000.00
ACH	1/26/24	ADP (payroll and taxes)	\$415,486.28

**I.**

## **Rodenbaugh Resolution**



# Collin Central Appraisal District

## BOARD OF DIRECTORS

Brian Mantzey, Chairman  
Ronald Kelley, Secretary  
Richard Grady  
Kenneth Maun  
Clint Pruett  
Veronica Yost

## CHIEF APPRAISER

Marty Wright

### **BOARD OF DIRECTORS RESOLUTION # 2024-1133**

The Collin Central Appraisal District Board of Directors met in open session on February 22, 2024. The Board, with a quorum present, by unanimous vote adopted the following resolution:

***Be it resolved that the Collin Central Appraisal District Board of Directors hereby names the District's training room the Gary Rodenbaugh Training Room.***

***This action is to recognize and honor Mr. Rodenbaugh's twenty-four years of continuous service and leadership during a period of extraordinary growth. His leadership was instrumental in guiding us through a time when our property count increased two hundred eighty percent, and the District's market value increased from forty two billion to more than two hundred and ninety five billion. During his twenty-four year tenure his focus always centered on service. The board, district staff, taxing entities and most importantly the taxpayers of Collin County, have been blessed by a man of integrity, dedication, outstanding leadership, strong work ethic and the untiring desire to provide quality service to the taxpayers of Collin County.***

In witness whereof, we have hereunto set our hand as members of the Collin Central Appraisal District Board of Directors, this 22nd day of February 2024.

---

Brian Mantzey, Chairman

---

Ronald Kelley, Secretary

---

Richard Grady, Member

---

Kenneth Maun, Member

---

Clint Pruett, Member

---

Veronica Yost, Member

**J.**

**SCHEDULE BOARD'S FIRST 2025  
BUDGET WORKSHOP**



# Collin Central Appraisal District

---

February 22, 2024

TO: Board of Directors

FROM: Marty Wright, Chief Appraiser

A handwritten signature in black ink, appearing to read "Marty Wright".

RE: 2025 Budget Workshop

Discuss and vote on scheduling the Board's first 2025 budget workshop  
In conjunction with the April 25<sup>th</sup> 2024 Regular Board Meeting.

**K.**

**Board of Directors**

**Proposed Policy Changes**

**Policy #114**





# Collin Central Appraisal District

**POLICY NUMBER: 114**

**POLICY NAME: APPRAISAL REVIEW BOARD (ARB) OFFICERS**

~~By law, The Board of Directors (BOD) Collin County Administrative Law Judge~~ will annually appoint the Chairman, and Secretary for the Appraisal Review Board, from the ARB's general membership. At the discretion of the ARB membership, the slate of officers may also include a Vice Chairman. If a Vice Chairman is recommended by the ARB and appointed by the Board of Directors, he or she would serve as the ARB's presiding officer in the Chairman's absence. The Secretary would serve as the ARB's presiding officer if both the Chairman and Vice Chairman are absent. The Board of Directors will request recommendations for ~~these officer positions Vice Chairman~~ from the general membership of the ARB, based on a vote of a quorum of the ARB, in public session. The current ARB Chairman ~~of the ARB~~, or officer presiding over the meeting ~~in the chairman's absence where the vote was taken, if the current Chairman was not present during the vote~~, will present the new ~~officer Vice Chairman~~ recommendations to the Board of Directors at their October or combined November/December board meeting. The recommendations can be made in person by the ARB Chairman, ~~Vice Chairman~~, or ARB Secretary, at the Board of Directors meeting, or by the Taxpayer Liaison Officer (TLO) based on written instructions from the ARB Chairman. Accompanying the recommendation, whether written or verbal, shall be a written resume ~~and or~~ biography for the ~~officers Vice Chairman member~~ being recommended.

[www.collincad.org](http://www.collincad.org)

The Board of Directors, at their sole discretion, may appoint the party being recommended by the ARB membership or may accept nominations from its own membership to consider as ~~officers Vice Chairman~~. The ~~Board of Director~~ Chairman will open the floor for discussion of potential nominations and then call for a motion and vote to appoint ARB ~~officers Vice Chairman~~. For the motion to pass, the vote must include at least two members of the majority being elected members of the Board of Directors. Officer terms for the ARB will begin January 1<sup>st</sup> and run for one year. Officers will take their oath of office at their first ARB meeting in the appointed term.

Property Tax Code Section: 6.41

Date Adopted: September 24, 2009

Resolution #: 2009-15

Date Amended: August 19, 2010

Resolution #: 2010-20

Date Amended: January 23, 2020

Resolution #: 2020-60

~~Date Amended: February 22, 2024~~

~~Resolution #: 2024-83~~



# Collin Central Appraisal District

## BOARD OF DIRECTORS

Brian Mantzey-Chairman  
Ronald Kelley-Secretary  
Richard Grady  
Kenneth Maun  
Clint Pruett  
Veronica Yost

## CHIEF APPRAISER

Marty Wright

### **BOARD OF DIRECTORS RESOLUTION # 2024- 83**

The Collin Central Appraisal District Board of Directors met in open session on February 22, 2024. The Board, with a quorum present, by a vote of \_\_\_\_\_ (for) and \_\_\_\_\_ (against) adopted the following resolution:

***Be it resolved that the Collin Central Appraisal District Board of Directors hereby adopts Policy 114 regarding the appointment of Appraisal Review Board (ARB) Officers.***

In witness whereof, I have hereunto set my hand as an Officer of Collin Central Appraisal District Board of Directors, this 22<sup>nd</sup> day of February, 2024.

\_\_\_\_\_  
Brian Mantzey-Chairman

(and/or)

\_\_\_\_\_  
Ronald Kelley-Secretary

**L.**

**Authorization to execute contract  
with Collin County Elections Office**




# Collin Central Appraisal District

---

February 15, 2024

TO: Board of Directors

FROM: Brian Swanson, Deputy Chief of Business Operations and Compliance 

RE: 2024 Cost of Public Election for Board Members

At the regular meeting held on January 25, 2024 this Board authorized Collin Central Appraisal District (CCAD) to contract with the Collin County Elections Office with Resolution #2024-82. This allowed for the Election Office to begin the process of calculating the cost for a county-wide election to meet the requirements of Senate Bill 2 to be held on May 4, 2024.

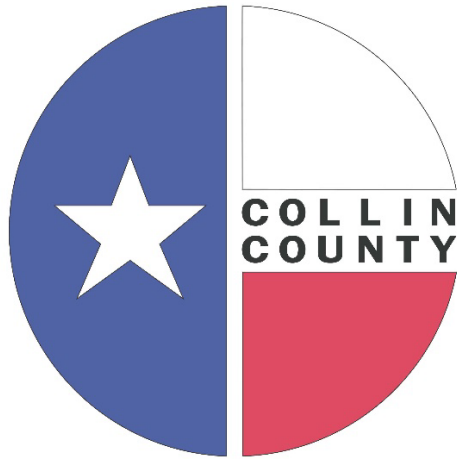
Following this summary is the entirety of the contract we received detailing the number of ballots needed, cost for each election judge, signs, maps, ballot counters, polling machines, etc. The total cost is \$1,162,230.77, however, we have a prorata share of 51.6% of the cost making our portion \$659,757.70. There is a 90% deposit due by March 29, 2024 which is \$593,781.93.

The deadline for filing an application with the county judge to be placed on the ballot is February 16, 2024 at 5:00 pm. As of the date of this report we have three people that have made application for their names on the ballot:

Robert Philo, Place 1  
Sumbel Susan Zeb, Place 2  
Andrew Bryan Cook, Place 3

If these are the only candidates that file their application before the deadline, according to the new language of SB 2, the election can be canceled as these candidates will be unopposed. The Board will then need to issue a Certification of Unopposed Status for each candidate. However, if we end up with more than three candidates, the election will be held and we will be responsible for the entire fee.

These publicly elected Board members will take office on July 1, 2024 and serve until December 31, 2026. There will be another public election held in November 2026 for terms to start January 1, 2027 in accordance with the new legislation. Each publicly elected member will draw lots at the January 2027 meeting to determine which member will serve a two-year term, and which two members will serve a four-year term to satisfy the required staggered terms.



**JOINT ELECTION SERVICES CONTRACT**  
("Election Services Contract")

**ELECTION SERVICES AGREEMENT**

**BETWEEN**

**THE COLLIN COUNTY ELECTIONS ADMINISTRATOR**  
("Contracting Election Officer")

**AND**

**COLLIN COUNTY CENTRAL APPRAISAL DISTRICT**  
("Participating Political Subdivision")

**FOR THE CONDUCT OF A JOINT ELECTION**

**TO BE HELD ON SATURDAY, MAY 4, 2024**

**TO BE ADMINISTERED BY THE COLLIN COUNTY ELECTIONS ADMINISTRATOR**

1. ADMINISTRATION AND STATUTORY AUTHORITY

- a. Bruce Sherbet (“Bruce Sherbet”) is the duly appointed County Elections Administrator (“Elections Administrator”) of Collin County, Texas, and the Department Head of the Collin County Elections Department. As such, Mr. Sherbet is the Election Administrator of Collin County, Texas and authorized by Subchapter D of Chapter 31 of Title 3 of the Texas Election Code to enter into this Election Services Contract with the contracting authority of the Participating Political Subdivision.
- b. The contracting authority of the Participating Political Subdivision is hereby participating in the Joint Election to be held in Collin County, Texas on Saturday, May 4, 2024. The Participating Political Subdivision is hereby contracting with the Elections Administrator of Collin County, Texas and all other joining jurisdictions to perform the election services set forth in this Election Services Contract under Subchapter D of Chapter 31 of Title 3 of the Texas Election Code.

2. DUTIES AND SERVICES OF THE CONTRACTING ELECTION OFFICER

- a. The Contracting Election Officer shall be responsible for performing the following duties and shall furnish the following services and equipment:
  - i. The Contracting Election Officer will prepare and publish the required Notice of Election and post the required orders and resolutions to the Collin County Elections Department website.
  - ii. The Contracting Election Officer shall arrange for appointment, notification (including writ of election), training and compensation of all presiding judges, alternate judges, the judge of the Central Count Station and judge of the Early Voting Ballot Board.
  - iii. The Contracting Election Officer shall be responsible for notification of each Election Day and Early Voting presiding judge and alternate judge of his/her appointment. The presiding election judge of each vote center will use his/her discretion to determine when additional workers are needed, during peak voting hours.
  - iv. The Contracting Election Officer will determine the number of clerks to work in the Central Count Station and the number of clerks to work on the Ballot Board.
    1. Election judges shall attend the Contracting Election Officer’s school of instruction (Election Law Class). A training event calendar will be provided.
    2. Election judges and alternate judges shall be responsible for picking up and returning election supplies to the County Election Warehouse located at 2010 Redbud Blvd., Suite 102, McKinney. Compensation for this pickup and delivery of supplies will be \$25.00.
  - v. The Contracting Election Officer shall compensate each election judge and worker. Each judge shall receive \$15.00 per hour, each alternate judge shall receive \$14.00 per hour, and each clerk shall receive \$13.00 per hour for services rendered. Overtime will be paid to each person working more than 40 hours per week.

- b. The Contracting Election Officer shall procure, prepare, and distribute voting machines, election kits, and election supplies.
  - i. The Contracting Election Officer shall secure election kits, which include the legal documentation required to hold an election and all supplies.
  - ii. The Contracting Election Officer shall secure the tables, chairs, and legal documentation required to run the Central Count Station.
  - iii. The Contracting Election Officer shall provide all lists of registered voters required for use on Election Day and for the Early Voting period required by law.
  - iv. The Contracting Election Officer shall procure and arrange for the distribution of all election equipment and supplies required to hold an election.
    - 1. Equipment includes the rental of ES&S ExpressVote Universal Voting Machines (EVS 6.1.1.0), ES&S ExpressTouch Curbside Voting Machines (EVS 6.1.1.0), ES&S DS200 Ballot Counters (EVS 6.1.1.0), ES&S Model DS450 and DS850 High-Speed Scanners/Tabulators (EVS 6.1.1.0), ADA compliant headphones and keypads, voting signs, and election supply cabinets.
    - 2. Supplies include paper ballot cards, Early Voting and Election Day supply kits, provisional ballot kits, security seals, pens, tape, markers, etc.
- c. The Contracting Election Officer, Bruce Sherbet, shall be appointed the Early Voting Clerk.
  - i. The Contracting Election Officer shall supervise and conduct Early Voting by mail and in person and shall secure personnel to serve as Early Voting Deputies.
  - ii. The Contracting Election Officer shall select the Early Voting polling locations and arrange for the use of each.
  - iii. Early Voting by personal appearance for the Participating Political Subdivision shall be conducted during the Early Voting dates and times and at the locations listed in Exhibit "A" attached and incorporated by reference into this Election Services Contract.
  - iv. All applications for an Early Voting mail ballot shall be received and processed by the Collin County Elections Administration Office located at 2010 Redbud Blvd., Suite 102, McKinney, Texas 75069.
    - 1. Applications for mail ballots erroneously mailed to the Participating Political Subdivision shall immediately be faxed to the Contracting Officer for timely processing. The original application shall then be forwarded to the Contracting Election Officer for proper retention.
    - 2. All Federal Post Card Applications (FPCA) will be sent a mail ballot. No postage is required.
  - v. All Early Voting ballots (those cast by mail and those cast by personal appearance) shall be prepared for counting by the Early Voting Ballot Board in accordance with Section 87.000 of the Texas Election Code. The Contracting Officer shall appoint the presiding judge of this Board.
- d. The Contracting Election Officer shall select the Election Day vote centers and arrange for the use of each.
  - i. The Participating Political Subdivision shall assume the responsibility of remitting their portion of cost of all employee services required to provide access, provide security or provide custodial services for the vote centers.
  - ii. The Election Day vote centers are listed in Exhibit "B", attached and incorporated by reference into this Election Services Contract.



- e. The Contracting Election Officer shall be responsible for establishing and operating the Central Count Station to receive and tabulate the voted ballots in accordance with Section 127.001 of the Election Code and of this agreement. The Central Count Station Manager shall be Bruce Sherbet. The Central Count Station Judge shall be Kathi-Ann Rivard. The Tabulation Supervisor shall be Brian Griesbach.
  - i. The Tabulation Supervisor shall prepare, test and run the County's tabulation system in accordance with statutory requirements and county policies, under the auspices of the Contracting Election Officer.
  - ii. The Public Logic and Accuracy Test and Hash Validation of the electronic voting system shall be conducted in accordance with Texas Election Code. The Contracting Election Officer will post the required Notice of Logic and Accuracy Testing and Hash Validation.
  - iii. Election night reports will be available to the Participating Political Subdivision at the Central Counting Station on election night. Provisional ballots will be tabulated after election night in accordance with State law.
  - iv. The Contracting Election Officer shall prepare the unofficial canvass report after all precincts have been counted, and will provide canvassing documents to the Participating Political Subdivision as soon as possible after all returns have been tallied.
  - v. The Contracting Election Officer shall be appointed as the custodian of the voted ballots and shall retain all election materials for a period of 22 months.
    - 1. Pending no litigation and as prescribed by law, the voted ballots shall be shredded 22 months after the election.
- f. The Contracting Election Officer shall conduct a partial manual count as prescribed by Section 127.201 of the Texas Election Code and submit a written report to the Participating Political Subdivision in a timely manner. If applicable, a written report shall be submitted to the Secretary of State as required by Section 127.201 of the aforementioned code.

### 3. DUTIES AND SERVICES OF THE PARTICIPATING POLITICAL SUBDIVISION

- a. The Participating Political Subdivision shall assume the following duties:
  - i. The Participating Political Subdivision will prepare, adopt, and publish all legally required election orders, resolutions, and other documents required by, or of, their governing bodies. The Participating Political Subdivision are required to send Collin County Elections Department a copy of any election order or resolution related to this Joint Election within three business days of publishing, adopting or ordering it.
  - ii. The Participating Political Subdivision shall provide the Contracting Election Officer with an updated map and street index of their jurisdiction in an electronic (PDF and shape files preferred) or printed format as soon as possible but no later than Friday, February 16, 2024.
  - iii. The Participating Political Subdivision shall procure and provide the Contracting Election Officer with the ballot layout and Spanish translation in an electronic format.
    - 1. The Participating Political Subdivision shall deliver to the Contracting Election Officer as soon as possible, but no later than 5:00 p.m. Friday, February 16, 2024, the official wording for the Participating Political Subdivision's May 4, 2024 Joint Election.
    - 2. The Participating Political Subdivision shall approve the ballot proofs format within 24 hours of receiving the ballot proof and prior to the final printing.

- a. If the Participating Political Subdivision fails to approve the ballot proofs within 24 hours of receiving the proofs, the Contracting Election Officer will presume that the ballot proofs have been approved by the Participating Political Subdivision. Any costs incurred by making any changes to the ballot (designing, printing, programming, etc.) from this point forward will be the responsibility of the Participating Political Subdivision.
  - iv. The Participating Political Subdivision shall compensate the Contracting Election Officer for all associated costs including any additional verified cost incurred in the process of running this election or for a manual recount, this election may require, consistent with charges and hourly rates shown on Exhibit "C" for required services.
    - 1. The charges incurred during the manual recount are outlined in Sec. 212 of the Texas Election Code.
  - b. The Participating Political Subdivision shall pay the Contracting Election Officer 90% of the estimated cost to run the said election prior to Friday, March 29, 2024. The Contracting Election Officer shall place the funds in a "contract fund" as prescribed by Section 31.100 of the Texas Election Code. The deposit should be made payable to the "Collin County Treasury" with a note "For election services" included with the check documentation and delivered to the Collin County Treasury, 2300 Bloomdale Rd., #3138, McKinney, Texas 75071.
  - c. The Participating Political Subdivision shall pay the cost of conducting said election, less partial payment, including the 10% administrative fee, pursuant to the Texas Election Code, Section 31.100, within 30 days from the date of final billing. Additionally, all payments in excess of the final cost to perform the election will be refunded to the Participating Political Subdivision.
- 4. COST OF SERVICES.
  - a. See Exhibit "C".
  - b. Note: A Participating Political Subdivision shall incur a minimum cost of \$3,500.00 to conduct a joint election with the Collin County Elections Department.
- 5. RUNOFF ELECTIONS
  - a. Each Participating Political Subdivision shall have the option of extending the terms of this contract through its Runoff Election, if applicable. In the event of such Runoff Election, the terms of this contract shall automatically extend unless the Participating Political Subdivision notifies the Elections Administrator in writing within 3 business days of the original election.
  - b. Each Participating Political Subdivision shall reserve the right to reduce the number of Early Voting polling locations and/or Election Day vote centers in a Runoff Election. If necessary, any voting changes made by a Participating Political Subdivision between the original election and the Runoff Election shall be submitted by the authority making the change to the United States Department of Justice for the preclearance required by the Federal Voting Rights Act of 1965, as amended.
  - c. Each Participating Political Subdivision agrees to order any Runoff Election(s) at its meeting for canvassing the votes from the May 4, 2024 Joint Election, and to conduct its drawing for ballot positions at, or immediately following, such meeting in order to expedite preparations for its Runoff Election.
  - d. Each Participating Political Subdivision eligible to hold Runoff Elections after the May 4, 2024 Uniform Election Date agrees that the date of a necessary Runoff Election shall be held in accordance with the Texas Election Code, which will be Saturday, June 15, 2024.

6. GENERAL PROVISIONS

- a. Nothing contained in this Election Services Contract shall authorize or permit a change in the officer with whom, or the place at which any document or record relating to the Participating Political Subdivision's May 4, 2024 Joint Election are to be filed, or the place at which any function is to be carried out, or any nontransferable functions specified under Section 31.096 of the Texas Election Code.
- b. Upon request, the Contracting Election Officer will provide copies of all invoices and other charges received in the process of running said election for the Participating Political Subdivision.
- c. If the Participating Political Subdivision cancels their elections pursuant to Section 2.053 of the Texas Election Code, the Participating Political Subdivision shall pay the Contracting Officer a contract preparation fee of \$75.00 and will not be liable for any further costs incurred by the Contracting Officer.
- d. The Contracting Officer shall file copies of this contract with the County Judge and the County Auditor of Collin County, Texas.

WITNESS BY MY HAND THIS \_\_\_\_ DAY OF \_\_\_\_\_ 2024.

\_\_\_\_\_  
Bruce Sherbet, Elections Administrator  
Collin County, Texas

WITNESS BY MY HAND THIS \_\_\_\_ DAY OF \_\_\_\_\_ 2024

By: \_\_\_\_\_  
Brian Mantzey, Board of Directors  
Collin County Central Appraisal District

Attest: \_\_\_\_\_  
Marty Wright, Chief Appraiser  
Collin County Central Appraisal District

By: \_\_\_\_\_  
Ron Kelley, Board of Directors  
Collin County Central Appraisal District

By: \_\_\_\_\_  
Richard Grady, Board of Directors  
Collin County Central Appraisal District

By: \_\_\_\_\_  
Kenneth Maun, Board of Directors  
Collin County Central Appraisal District

By: \_\_\_\_\_  
Clint Pruett, Board of Directors  
Collin County Central Appraisal District

By: \_\_\_\_\_  
Veronica Yost, Board of Directors  
Collin County Central Appraisal District

**May 4, 2024 Joint General and Special Election - Early Voting Locations, Dates and Hours**  
*(4 de mayo de 2024 Elección general y especial conjunta - Lugares de Votación Temprana, Fechas y Horas)*

**Important Note:** Eligible Collin County registered voters (with an effective date of registration on or before May 4, 2024) may vote at any Early Voting location.

*(Nota importante: Los votantes registrados elegibles del Condado de Collin (con una fecha efectiva de registro en o antes del 4 de mayo de 2024 pueden votar en cualquier lugar de votación anticipada.)*

Sunday (Domingo)	Monday (Lunes)	Tuesday (Martes)	Wednesday (Miércoles)	Thursday (Jueves)	Friday (Viernes)	Saturday (Sábado)
<b>April 21 No Voting</b> (21 de abril) (Sin votar)	<b>April 22 Early Voting</b> (22 de abril) (Votación adelantada)  8 am – 5 pm	<b>April 23 Early Voting</b> (23 de abril) (Votación adelantada)  8 am – 5 pm	<b>April 24 Early Voting</b> (24 de abril) (Votación adelantada)  8 am – 5 pm	<b>April 25 Early Voting</b> (25 de abril) (Votación adelantada)  8 am – 5 pm	<b>April 26 Early Voting</b> (26 de abril) (Votación adelantada)  8 am – 5 pm	<b>April 27 Early Voting</b> (27 de abril) (Votación adelantada)  8 am – 5 pm
<b>April 28 No Voting</b> (28 de abril) (Sin votar)	<b>April 29 Early Voting</b> (29 de abril) (Votación adelantada)  7am - 7pm	<b>April 30 Early Voting</b> (30 de abril) (Votación adelantada)  7am - 7pm	<b>May 1 No Voting</b> (1 de mayo) (Sin votar)	<b>May 2 No Voting</b> (2 de mayo) (Sin votar)	<b>May 3 No Voting</b> (3 de mayo) (Sin votar)	<b>May 4 Election Day</b> (4 de mayo) (Día de elección)  7am - 7pm

Polling Location (Lugar de Votación)	Room Name (Nombre de la habitación)	Address (Dirección)	City (Ciudad)	Zip Code (Código postal)
Collin County Elections (Main Early Voting Location)	Voting Room	2010 Redbud Blvd., Suite 102	McKinney	75069
Allen ISD Service Center	Main Lobby	1451 N. Watters Rd.	Allen	75002
Allen Municipal Courts Facility	Community Room	301 Century Pkwy.	Allen	75013
Anna Municipal Complex	Lobby	120 W. 7th St.	Anna	75409
Blue Ridge ISD Administration Building	Board of Trustees Board Room	318 W. School St.	Blue Ridge	75424
Carpenter Park Recreation Center	South Lobby	6701 Coit Rd.	Plano	75024
Collin College Celina Campus	Classroom CEC110	2505 Kinship Pkwy.	Celina	75009
Collin College Farmersville Campus	Atrium	501 S. Collin Pkwy.	Farmersville	75442
Collin College Frisco Campus	Building J, Room 113	9700 Wade Blvd.	Frisco	75035
Collin College Higher Education Center	Atrium	3452 Spur 399	McKinney	75069
Collin College McKinney Campus	Atrium C Square	2200 University Dr.	McKinney	75071

<b>Polling Location</b> <i>(Lugar de Votación)</i>	<b>Room Name</b> <i>(Nombre de la habitación)</i>	<b>Address</b> <i>(Dirección)</i>	<b>City</b> <i>(Ciudad)</i>	<b>Zip Code</b> <i>(Código postal)</i>
Collin College Plano Campus	Atrium D Square	2800 E. Spring Creek Pkwy.	Plano	75074
Collin College Wylie Campus	Lobby	391 Country Club Rd.	Wylie	75098
Davis Library	Programs Room	7501-B Independence Pkwy.	Plano	75025
First Baptist Church Richardson	Activities Center	1001 N. Central Expy.	Richardson	75080
Frisco Fire Station #5	Training Room	14300 Eldorado Pkwy.	Frisco	75035
Frisco Fire Station #8	Training Room	14700 Rolater Rd.	Frisco	75035
Gay Library	Meeting Room	6861 W. Eldorado Pkwy.	McKinney	75070
Lavon City Hall	Gymnasium	120 School Rd.	Lavon	75166
Lovejoy ISD Administration Building	Portable #1 Training Room	259 Country Club Rd.	Allen	75002
Lucas Community Center	Community Room	665 Country Club Rd.	Lucas	75002
McKinney Fire Station #5	Community Room	6600 Virginia Pkwy.	McKinney	75071
McKinney Fire Station #7	Community Room	861 Independence Pkwy.	McKinney	75072
McKinney Fire Station #9	Community Room	4900 Summit View Dr.	McKinney	75071
McKinney Fire Station #10	Community Room	1150 Olympic Crossing	McKinney	75071
Melissa City Hall	Municipal Court Room, 1st Floor	3411 Barker Ave.	Melissa	75454
Michael J. Felix Community Center	Rooms A and B	3815-E Sachse Rd.	Sachse	75048
Murphy Community Center	Homer and Marie Adams Rooms	205 N. Murphy Rd.	Murphy	75094
Old Settler's Recreation Center	North Multi-Purpose Room	1201 E. Louisiana St.	McKinney	75069
Parker City Hall	Council Chambers	5700 E. Parker Rd.	Parker	75002
Parr Library	Programs Room	6200 Windhaven Pkwy.	Plano	75093
Plano ISD Administration Center	Lobby	2700 W. 15th St.	Plano	75075
Prosper Town Hall	Community Room	250 W. First St.	Prosper	75078
Renner Frankford Branch Library	Programs Room	6400 Frankford Rd.	Dallas	75252
Steven and Judy Deffibaugh Community Center	Main Lobby	416 N. 4th St.	Princeton	75407

Polling Location (Lugar de Votación)	Room Name (Nombre de la habitación)	Address (Dirección)	City (Ciudad)	Zip Code (Código postal)
Terry Pope Administration Building	Board Room	611 N. FM 1138	Nevada	75173
The Grove at Frisco Commons	Game Room C	8300 McKinney Rd.	Frisco	75034
Wylie Senior Recreation Center	Dining Room	800 Thomas St. #100	Wylie	75098

**\*Polling locations are subject to change. For the most current list of locations, please visit the Elections webpage at [www.collincountytx.gov/elections](http://www.collincountytx.gov/elections).**

*(\*Los lugares de votación están sujetos a cambios. Para obtener la lista más actualizada de ubicaciones, visite la página web de Elecciones en [www.collincountytx.gov/elections](http://www.collincountytx.gov/elections).)*

**Applications for ballot by mail may be mailed and must be received no later than the close of business on April 23, 2024, to:**

*(Las solicitudes de boleta por correo pueden enviarse por correo y deben recibirse a más tardar el 23 de abril de 2024 para:)*

**Bruce Sherbet, Early Voting Clerk**

2010 Redbud Blvd. Suite 102

McKinney, Texas 75069

972-547-1900

[www.collincountytx.gov](http://www.collincountytx.gov)

**Applications for ballot by mail may also be faxed or emailed and must be received no later than the close of business on April 23, 2024. For an application for ballot by mail submitted by telephonic facsimile machine or electronic transmission to be effective, the hard copy of the application must also be submitted by mail and be received by the early voting clerk not later than the fourth business day after the transmission by telephonic facsimile machine or electronic transmission is received. (Texas Election Code 84.007)**

*(Las solicitudes de boleta por correo también pueden enviarse por fax o correo electrónico y deben recibirse antes del cierre de operaciones el 23 de abril de 2024. Para que una solicitud de boleta por correo enviada por máquina de fax o transmisión electrónica sea efectiva, la copia impresa de la solicitud también debe presentarse por correo y ser recibida por el secretario de votación anticipada a más tardar el cuarto día hábil posterior a la recepción de la transmisión por fax o máquina electrónica de fax. (Código Electoral de Texas 84.007).)*

**Fax (Fax) – 972-547-1996**

**Email (Correo electrónico) – [absenteemailballoting@collincountytx.gov](mailto:absenteemailballoting@collincountytx.gov)**

**Election Day Vote Centers for the May 4, 2024 Joint General and Special Election – 7 am - 7 pm\***

(Centros de votación del día de las elecciones para las Elección generale y especial conjunta del 4 de mayo de 2024 – 7 am – 7pm\*)

**Important Note:** Eligible Collin County registered voters (with an effective date of registration on or before May 4, 2024) may vote at any Election Day location.

(Nota importante: Los votantes registrados elegibles del Condado de Collin (con una fecha efectiva de registro en o antes del 4 de mayo de 2024 puede votar en cualquier lugar el día de las elecciones.)

<b>Polling Location</b> (Lugar de Votación)	<b>Room Name</b> (Nombre de la habitación)	<b>Address</b> (Dirección)	<b>City</b> (Ciudad)	<b>Zip Code</b> (Código postal)
Allen ISD Service Center	Main Lobby	1451 N. Watters Rd.	Allen	75002
Allen Municipal Courts Facility	Community Room	301 Century Pkwy.	Allen	75013
Anna Municipal Complex	Lobby	120 W. 7th St.	Anna	75409
Blue Ridge ISD Administration Building	Board of Trustees Board Room	318 W. School St.	Blue Ridge	75424
Carpenter Park Recreation Center	South Lobby	6701 Coit Rd.	Plano	75024
Collin College Celina Campus	Classroom CEC110	2505 Kinship Pkwy.	Celina	75009
Collin College Farmersville Campus	Atrium	501 S. Collin Pkwy.	Farmersville	75442
Collin College Frisco Campus	Building J, Room 113	9700 Wade Blvd.	Frisco	75035
Collin College Higher Education Center	Atrium	3452 Spur 399	McKinney	75069
Collin College McKinney Campus	Atrium C Square	2200 University Dr.	McKinney	75071
Collin College Plano Campus	Atrium D Square	2800 E. Spring Creek Pkwy.	Plano	75074
Collin College Wylie Campus	Lobby	391 Country Club Rd.	Wylie	75098
Collin County Elections	Voting Room	2010 Redbud Blvd., Suite 102	McKinney	75069
Davis Library	Programs Room	7501-B Independence Pkwy.	Plano	75025
Fairview Town Hall	Council Chambers	372 Town Pl.	Fairview	75069
First Baptist Church Richardson	Activities Center	1001 N. Central Expy.	Richardson	75080
Frisco Fire Station #5	Training Room	14300 Eldorado Pkwy.	Frisco	75035
Frisco Fire Station #8	Training Room	14700 Rolater Rd.	Frisco	75035
Gay Library	Meeting Room	6861 W. Eldorado Pkwy.	McKinney	75070
Lavon City Hall	Gymnasium	120 School Rd.	Lavon	75166



<b>Polling Location</b> <i>(Lugar de Votación)</i>	<b>Room Name</b> <i>(Nombre de la habitación)</i>	<b>Address</b> <i>(Dirección)</i>	<b>City</b> <i>(Ciudad)</i>	<b>Zip Code</b> <i>(Código postal)</i>
Lovejoy ISD Administration Building	Portable #1 Training Room	259 Country Club Rd.	Allen	75002
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McKinney Fire Station #5	Community Room	6600 Virginia Pkwy.	McKinney	75071
McKinney Fire Station #7	Community Room	861 Independence Pkwy.	McKinney	75072
McKinney Fire Station #9	Community Room	4900 Summit View Dr.	McKinney	75071
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Melissa City Hall	Municipal Court Room, 1st Floor	3411 Barker Ave.	Melissa	75454
Michael J. Felix Community Center	Rooms A and B	3815-E Sachse Rd.	Sachse	75048
Murphy Community Center	Homer and Marie Adams Rooms	205 N. Murphy Rd.	Murphy	75094
New Hope Town Hall	Council Chambers	121 Rockcrest Rd.	New Hope	75071
Old Settler's Recreation Center	North Multi-Purpose Room	1201 E. Louisiana St.	McKinney	75069
Parker City Hall	Council Chambers	5700 E. Parker Rd.	Parker	75002
Parr Library	Programs Room	6200 Windhaven Pkwy.	Plano	75093
Plano ISD Administration Center	Lobby	2700 W. 15th St.	Plano	75075
Prosper Town Hall	Community Room	250 W. First St.	Prosper	75078
Renner Frankford Branch Library	Programs Room	6400 Frankford Rd.	Dallas	75252
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Terry Pope Administration Building	Board Room	611 N. FM 1138	Nevada	75173
The Grove at Frisco Commons	Game Room C	8300 McKinney Rd.	Frisco	75034
UTD Callier Clinical Research Center	Lobby	811 Synergy Park Blvd.	Richardson	75080
Wylie Senior Recreation Center	Dining Room	800 Thomas St. #100	Wylie	75098

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*(Las solicitudes de boleta por correo también pueden enviarse por fax o correo electrónico y deben recibirse antes del cierre de operaciones el 23 de abril de 2024. Para que una solicitud de boleta por correo enviada por máquina de fax o transmisión electrónica sea efectiva, la copia impresa de la solicitud también debe presentarse por correo y ser recibida por el secretario de votación anticipada a más tardar el cuarto día hábil posterior a la recepción de la transmisión por fax o máquina electrónica de fax. (Código Electoral de Texas 84.007).)*

**Fax (Fax) – 972-547-1996**

**Email (Correo electrónico) – [absenteemailballoting@collincountytx.gov](mailto:absenteemailballoting@collincountytx.gov)**

Collin County Election Services  
May 4, 2024 Joint Election

Collin County CAD

Registered Voters  
Percentage

714,748  
51.6059067%

Category	Estimated Polling Locations	Estimated Units or Description	Cost Per Unit	Estimated Election Expenses	Estimated Entity Expenses
<b>Early Voting by Mail</b>					
Kits - Mail Ballots		4,000	\$ 1.15	\$ 4,600.00	\$ 2,373.87
Postage		4,000	\$ 0.88	\$ 3,520.00	\$ 1,816.53
Paper Ballot Printing Services		0	\$ 0.31	\$ -	\$ -
Paper Ballot Shipping (per box)		0	\$ 30.00	\$ -	\$ -
Ballot Stock - BOD		4,000	\$ 0.12	\$ 480.00	\$ 247.71
Category Subtotal				\$ 8,600.00	\$ 4,438.11
<b>General Election Expenses</b>					
Mileage			Per Election	\$ 500.00	\$ 258.03
		9 vans for 6 weeks @ \$650 per week			
Van / Car Rental			Per Election	\$ 35,100.00	\$ 18,113.67
Election Night Receiving Cover			Per Election	\$ 3,167.80	\$ 1,634.77
Polling Place Rental			Per Election	\$ 20,000.00	\$ 10,321.18
Notice of Election			Per Election	\$ 9,700.00	\$ 5,005.77
Security - EV			Per Election	\$ 2,000.00	\$ 1,032.12
Security - ED including Traffic Control			Per Election	\$ 2,000.00	\$ 1,032.12
Early Voting Ballot Board			Per Election	\$ 13,869.00	\$ 7,157.22
FICA - Election Workers		\$ 430,718.00	Per Election	\$ 32,949.93	\$ 17,004.11
County Employee/IT Overtime - EV/ED			Per Election	\$ 30,000.00	\$ 15,481.77
Process Pollworker Checks - EV	38	304	\$ 1.50	\$ 456.00	\$ 235.32
Process Pollworker Checks - ED	45	360	\$ 1.50	\$ 540.00	\$ 278.67
Drayage Per Location - ED	45	90	\$ 202.00	\$ 18,180.00	\$ 9,381.95
Drayage Per Location - EV	38	76	\$ 202.00	\$ 15,352.00	\$ 7,922.54
Category Subtotal				\$ 183,814.73	\$ 94,859.26
<b>Programming</b>					
Coding Services			25 Days	\$ 70,000.00	\$ 36,124.13
Balotar Programming			Per Election	\$ 1,250.00	\$ 645.07
Category Subtotal				\$ 71,250.00	\$ 36,769.21
<b>Early Voting by Personal Appearance</b>					
Election Judge OT - EV (with OT)			\$ 15.00	\$ 45,980.00	\$ 23,728.40
Alternate Judge OT - EV (with OT)			\$ 14.00	\$ 42,978.00	\$ 22,179.19
Clerk OT - EV (6 per location, with OT)			\$ 13.00	\$ 234,156.00	\$ 120,838.33
ES&S Support Staff / Field Techs - EV			40 Days	\$ 121,500.00	\$ 62,701.18
Equipment Assembly - EV	38	38	\$ 50.00	\$ 1,900.00	\$ 980.51
Category Subtotal				\$ 446,514.00	\$ 230,427.60
<b>Election Day and Tabulation</b>					
Election Day/Post Election Vendor Support			15 Days	\$ 43,200.00	\$ 22,293.75
Notice of Inspection/Tabulation Test			Per Election	\$ 1,500.00	\$ 774.09
Category Subtotal				\$ 44,700.00	\$ 23,067.84

## Collin County CAD

Registered Voters  
Percentage714,748  
51.6059067%

Category	Estimated Polling Locations	Estimated Units or Description	Cost Per Unit	Estimated Election Expenses	Estimated Entity Expenses
<b>Supply Cost</b>					
Ballots - Card Stock ExpressVote - EV		60,000	\$ 0.14	\$ 8,100.00	\$ 4,180.08
Ballots - Card Stock ExpressVote - ED		30,000	\$ 0.14	\$ 4,050.00	\$ 2,090.04
Test Ballots		3,000	\$ 0.14	\$ 420.00	\$ 216.74
Kits - ED	38	38	\$ 51.00	\$ 1,938.00	\$ 1,000.12
Kits - EV	45	45	\$ 19.00	\$ 855.00	\$ 441.23
Kits - Provisional EV	38	38	\$ 48.35	\$ 1,837.30	\$ 948.16
Kits - Provisional ED	45	45	\$ 38.10	\$ 1,714.50	\$ 884.78
Polling Place Maps - EV	38	38	\$ 25.00	\$ 950.00	\$ 490.26
Polling Place Maps - ED	45	45	\$ 25.00	\$ 1,125.00	\$ 580.57
Signs Metal (5 per location)	83	415	\$ 5.00	\$ 2,075.00	\$ 1,070.82
Signs Wood	83	83	\$ 2.00	\$ 166.00	\$ 85.67
Ballot Card Stock - Provisional - EV (50 PL)	38	1,900	\$ 0.21	\$ 389.50	\$ 201.01
Ballot Card Stock - Provisional - ED (50 PL)	45	2,250	\$ 0.16	\$ 360.00	\$ 185.78
Ballots - Sample - All Packs	0	0	Per Election	\$ 3,000.00	\$ 1,548.18
Printer Labels - EV (1 roll per location)	38	152	\$ 6.97	\$ 1,059.44	\$ 546.73
Printer Labels - ED (1 roll per location)	45	90	\$ 6.97	\$ 627.30	\$ 323.72
Category Subtotal				\$ 28,667.04	\$ 14,793.89
<b>Equipment</b>					
Cabinet Security - EV	38	52	\$ 200.00	\$ 10,400.00	\$ 5,367.01
Cabinet Security - ED	45	59	\$ 200.00	\$ 11,800.00	\$ 6,089.50
Computer Cabinet - EV	38	38	\$ 50.00	\$ 1,900.00	\$ 980.51
DS200 Ballot Counter - EV	38	52	\$ 350.00	\$ 18,200.00	\$ 9,392.28
DS200 Ballot Counter - ED	45	59	\$ 350.00	\$ 20,650.00	\$ 10,656.62
ExpressVote - EV (9 per location)	38	468	\$ 200.00	\$ 93,600.00	\$ 48,303.13
Expres Vote - ED (9 per location)	45	531	\$ 200.00	\$ 106,200.00	\$ 54,805.47
ExpressTouch - EV	38	52	\$ 200.00	\$ 10,400.00	\$ 5,367.01
ExpressTouch - ED	45	59	\$ 200.00	\$ 11,800.00	\$ 6,089.50
Category Subtotal				\$ 284,950.00	\$ 147,051.03
<b>Personnel</b>					
Election Judge - ED			\$ 15.00	\$ 13,950.00	\$ 7,199.02
Alternate Election Judge - ED			\$ 14.00	\$ 13,095.00	\$ 6,757.79
Clerk - ED (6 per location)			\$ 13.00	\$ 66,690.00	\$ 34,415.98
Category Subtotal				\$ 93,735.00	\$ 48,372.80
<b>Election Expense</b>				<b>\$ 1,162,230.77</b>	<b>\$ 599,779.72</b>
Cost (minimum)					\$ 599,779.72
10% Administrative Fee					\$ 59,977.97
Total Cost					\$ 659,757.70
<b>90% deposit due Friday, March 29, 2024</b>					<b>\$ 593,781.93</b>

# REPORTS



# Collin Central Appraisal District Taxpayer Liaison Officer

Memo

TO: Board of Directors

FROM: Chris Nickell, Taxpayer Liaison Officer

RE: Monthly Status Report

DATE: February 22, 2024

- 1) 80, all positive, Customer Service Surveys received in January vs 50 last year. 4 called out the CAD as the best government office they have ever dealt with. (see below for some of the words used to describe their experience).
- 2) New Administrative Judge, Jill Willis, as of January 1<sup>st</sup>.

Regards,

Chris Nickell  
Taxpayer Liaison Officer

Smiling, sweet, pleasant, kind, helpful, nice, positive energy, knowledgeable, efficient, awesome attitude, exceptional, courteous, fast, warmth & polite.



# Collin Central Appraisal District Taxpayer Liaison Officer

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Memo

TO: Board of Directors

FROM: Chris Nickell, Taxpayer Liaison Officer

RE: Monthly TDLR Status Report

DATE: January 25, 2024

The TDLR complaint #PTP20230007199, Mr. Binit, that was reported to the board at the June 22<sup>nd</sup> BOD Meeting is still open waiting for a reply from the comptroller's office.

Regards,

Chris Nickell  
Taxpayer Liaison Officer