



REGULAR
BOARD OF DIRECTORS MEETING

September 23, 2021

MEETING NOTICE & AGENDA

FILED

9/16/2021 11:07:16 AM

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

NOTICE OF SPECIAL MEETING

BOARD OF DIRECTORS of the COLLIN CENTRAL APPRAISAL DISTRICT

(CONDUCTED ONSITE & TELEPHONICALLY)

Notice is hereby given that on the 23rd day of September 2021, 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 Conference ID: 458 799 704#. 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 16th day of September 2021, this notice was filed with the County Clerk of Collin County, Texas.



Bo Daffin
Chief Appraiser
Phone: (469) 742-9200

AGENDA

BOARD OF DIRECTORS COLLIN CENTRAL APPRAISAL DISTRICT

**Thursday, September 23, 2021
REGULAR MEETING - Conducted at
CENTRAL APPRAISAL DISTRICT OFFICE
250 Eldorado Parkway, Dr. Leo Fitzgerald Board Room
McKinney, Texas 75069**

I. REGULAR MEETING

ITEM #	SUB #	ITEM DESCRIPTION
A.		Call to order: 7:00 a.m.
	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.		Executive Session
	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.
	3	Personnel matters. Pursuant to Texas Open Meetings Act, Section 551.074.
C.		Action on items discussed in executive session
	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.

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.

AGENDA
BOARD OF DIRECTORS
COLLIN CENTRAL APPRAISAL DISTRICT

- D. Approval of minutes from August 19, 2021 regular meeting.**
- E. Review of August 2021 bills.**
- F. Review of August 2021 financial reports.**
- G. Review and sign checks for approved purchases requiring Board signature.**
- H. Review report of August 2021 checks and electronic transfers greater than \$25,000.**

END OF CONSENT AGENDA

- I. Purchases funded in the budget, for general ongoing operations, requiring Board action.**
 - 1 Receive recommendation and vote on purchase of PACS/CAMA environment hardware.
 - 2 Receive recommendation and vote on purchase of Windows Server software.
 - 3 Receive recommendation and vote on purchase of SQL Server software.
 - 4 Receive recommendation and vote on purchase of professional services for PACS setup/conversion.
- J. Discuss and vote on authorizing the chief appraiser to receive quotes for public utility property appraisal services.**
- K. Discuss and vote on authorizing the chief appraiser to retain a construction manager to receive quotes for renovation costs to the District's office building.**
- L. Receive recommendation and vote on authorizing the chief appraiser to utilize the District's current CAMA software company to provide new account setup services.**

AGENDA
BOARD OF DIRECTORS
COLLIN CENTRAL APPRAISAL DISTRICT

M. Reports

- 1 Taxpayer Liaison Officer Report.

N. Chief Appraiser's Report

- 1 General Comments.
- 2 2022-2023 Board of Directors election process.

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

August 19, 2021

MINUTES

BOARD OF DIRECTORS COLLIN CENTRAL APPRAISAL DISTRICT

Thursday, August 19, 2021

SPECIAL MEETING - Conducted Onsite and Telephonically at

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

MEMBERS PRESENT: Ron Carlisle, Earnest Burke, Brian Mantzey, Ken Maun, Wayne Mayo and Gary Rodenbaugh

MEMBERS ABSENT:

APPROVAL OF MINUTES: _____
Chairman Secretary

NATURE OF BUSINESS

I. SPECIAL MEETING

ITEM #	SUB #	ITEM DESCRIPTION
A.		Call to Order 7:01
	1	Meeting was called to order by Chairman, Gary Rodenbaugh, he announced the meeting had been posted in the time and manner required by law.
	2	The Chairman announced that a quorum was present.
B.		Executive Session
		Board adjourned to executive session at 7:02 a.m., pursuant to Texas Government Code Sections 551.071, 551.072 and 551.074 for the following purpose(s):
	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.
	3	Personnel matters. Pursuant to Texas Open Meetings Act, Section 551.074. Annual performance review of chief appraiser.
		<u>Board reconvened to open session at 7:43 a.m.</u>
C.		Action on items discussed in executive session
	1	No Action taken regarding litigation.
	2	N/A

MINUTES

BOARD OF DIRECTORS COLLIN CENTRAL APPRAISAL DISTRICT

- 3 Ron Carlisle motioned to approve Chief Appraiser, Eugene “Bo” Daffin's compensation package as presented. Ken Maun seconded the motion. Motion carried.

CONSENT AGENDA

Motion by Ron Carlisle to accept reports and approve action items contained in consent agenda. Seconded by Earnest Burke. Motion carried.

- D. Action taken: Board approved minutes from June 24, 2021 regular meeting.
- E. Action taken: Board reviewed the June 2021 and July 2021 bills.
- F. Action taken: Board reviewed and accepted the June 2021 and July 2021 financial reports.
- G. Action taken: There were no checks needing to be signed by Chairman, Gary Rodenbaugh.
- H. Action taken: Board reviewed and accepted the June 2021 and July 2021 report of checks and electronic transfers greater than \$25,000.

END OF CONSENT AGENDA

- I. The Board received a recommendation from Chief Appraiser, Bo Daffin asking for authorization to execute a professional services contract with Swingle Collins & Associates for insurance consulting services and to serve as the District's insurance agent. Ken Maun motioned to grant permission for Mr. Daffin to execute a professional services contract with Swingle Collins & Associates. Ron Carlisle seconded the motion. Motion carried.
- J. Ken Maun motioned to authorize the chief appraiser, utilizing the District's insurance consultant/agent, to issue an RFP for the District's 2022 employee benefits insurance carriers. Brian Mantzey seconded the motion. Motion carried.
- K. The Board received Mr. Daffin’s recommendation to grant him approval to file 2021 litigation on Property ID 2711546, 2705540 and 2581255. Motion to approve was made by Ron Carlisle. Brian Mantzey seconded the motion. Motion carried.

MINUTES

BOARD OF DIRECTORS COLLIN CENTRAL APPRAISAL DISTRICT

L. Reports

- 1 On behalf of Michele Lake, Taxpayer Liaison Officer, Robert Waldrop, Deputy Chief of Business Operations, reported there have been no formal written complaints to be brought before the Board of Directors.
- 2 Mr. Waldrop presented the 2nd Quarter 2021 Texas Department of Licensing & Regulation (TDLR) Report. There were no new complaints received during the second quarter of 2021. The report included a quarterly update on a complaint filed by Justin Jinright which was presented to the Board at the October 8, 2020 board meeting. The case is open and under review.
- 3 Mr. Waldrop presented the 2nd Quarter Investment Report.
- 4 The Active Vendor List report was presented by Mr. Waldrop.
- 5 Brian Swanson, Director of Abatements, Exemptions & Litigation, presented the 2021 2nd Quarter Litigation Report.
- 6 Mr. Daffin provided the Board with a litigation cost report, Legal Expense Summary YTD (as of 8/10/2021) .

M. Chief Appraiser's Report

- 1 Mr. Daffin addressed the Board with an overview of Property Tax Code Sec. 26.01 Submission of Rolls to Taxing Units. Following the overview, Mr. Daffin presented the 2021 Certified Taxable Value Report.
- 2 Stephanie Cave-Bernal, Deputy Chief, ARB, Agent & Research Services, presented the 2021 Protest Report.
- 3 Mr. Daffin presented a report of the 2020 Farmersville ISD Property Value Study Appeal.
- 4 General Comments

II.

AUDIENCE

- A.** There were no public comments.

CCAD staff in attendance:

Bo Daffin
Kelly Lintner
Robert Waldrop
Tamera Glass
Toni Bryan
Valerie Hyden
Brad Richards
Dana Wilson
Elliot Benseid
Paula Benseid
Phil Greaux
Ryan Matthews

MINUTES

BOARD OF DIRECTORS COLLIN CENTRAL APPRAISAL DISTRICT

Stephanie Cave-Bernal
Eric Grusendorf
Shawn Tilley
Brian Swanson
Shane Cheek
Jason Harris
Jamie Worth

Public in attendance:

Ginger Mayo
Lewis Isaacks
Chris Nickell
Ryan Hanratty
Dean Soderstrom
Mr. Wesebaum
Attendees present by telephonic means

- III.** The next regular meeting is to be held onsite and telephonically on September 23, 2021 at 7:00 a.m., at 250 Eldorado Pkwy., Dr. Leo Fitzgerald Board Room, McKinney, Texas.
- IV.** Chairman, Gary Rodenbaugh announced the Board had concluded its business and the meeting was adjourned. The meeting adjourned at 8:50 a.m.

E.
BILLS
PAID

August 2021

BILLS PAID

BILLS PAID

COLLIN CENTRAL APPRAISAL DISTRICT
Board of Directors Check Detail Report
August 2021

Num	Date	Name	Amount
Aug 21			
ACH	08/06/2021	ADP INC	-2,887.85
ACH	08/06/2021	PITNEY BOWES RESERVE ACCOUNT	-20,000.00
ACH	08/24/2021	LEGAL SHIELD / ID SHIELD	-1,293.50
ACH	08/15/2021	TCDRS	-196,883.83
ACH	08/13/2021	NATIONWIDE RETIREMENT SOLUTIONS	-5,397.50
ACH	08/31/2021	NATIONWIDE RETIREMENT SOLUTIONS	-5,397.50
8333	08/31/2021	ANDERSON, GARY L	-660.00
8334	08/31/2021	ARCELLANA, CRISTINA M	-940.00
8335	08/31/2021	AUGUSTINE, JUDITH S	-910.00
8336	08/31/2021	CHOLLAR JR, GEORGE W	-910.00
8337	08/31/2021	CHOWDHURY, NASIMA	-690.00
8338	08/31/2021	DODSON, MICHAEL	-910.00
8339	08/31/2021	FALTYS, DIANNE	-1,450.00
8340	08/31/2021	FERRILL, LAWRENCE R	-910.00
8341	08/31/2021	GALLAGHER, PATRICK W	-660.00
8342	08/31/2021	GUCKES, FRANCIS	-910.00
8343	08/31/2021	HANSON, THOMAS D	-880.00
8344	08/31/2021	HARDIN, CARLEEN	-690.00
8345	08/31/2021	HAWKINS, YOLANDA	-880.00
8346	08/31/2021	JAYE, OLIN	-880.00
8347	08/31/2021	JONES, JOHN B	-660.00
8348	08/31/2021	KLICKMAN, JOHN MICHAEL	-690.00
8349	08/31/2021	LOVELL, CRAIG E	-880.00
8350	08/31/2021	MAHER, KEVIN M	-910.00
8351	08/31/2021	MAJZNER, CHARLOTTE	-940.00
8352	08/31/2021	MARTIN, BARRY K	-910.00
8353	08/31/2021	MCGEE, BEVERLY J	-910.00
8354	08/31/2021	MOLINA, ESTELA	-660.00
8355	08/31/2021	MUNDER, GWENDOLYN	-440.00
8356	08/31/2021	PARKER, CHRISTI CRUMP	-470.00
8357	08/31/2021	PRYOR, JACK R	-910.00
8358	08/31/2021	ROBINSON, PATRICIA	-1,030.00
8359	08/31/2021	ROGERS, FLOYD E	-690.00
8360	08/31/2021	SADLER, BRADLEY J	-470.00
8361	08/31/2021	SMITH JR, FLOYD W	-910.00
8362	08/31/2021	SMITH, DELORES G	-1,300.00
8363	08/31/2021	SODERSTROM, DEAN C	-2,020.00
8364	08/31/2021	STAIF, CAROL LEE	-880.00
8365	08/31/2021	TON, AZALIAH S W	-440.00
8366	08/31/2021	TRAN, HUONG (RACHEL)	-660.00
8367	08/31/2021	TURANO, LOUIS R	-910.00
8368	08/31/2021	TURNER, KENT M	-880.00
8369	08/31/2021	TWIGG, STEPHEN G	-910.00
8370	08/31/2021	WARD, FORREST	-910.00
8371	08/31/2021	WELBORN, JANET HOLBART	-880.00
8372	08/31/2021	WHITT, NORMAN J	-910.00
8373	08/31/2021	WOLFSON, LEWIS H	-910.00
8374	08/31/2021	WYSASKI, JOHN	-970.00
8375	08/31/2021	YARBOROUGH, DANA	-440.00
8376	08/31/2021	ZINN, THOMAS G	-910.00
52386	08/01/2021	MC PURE CLEANING, LLC	-6,950.00
52387	08/01/2021	VANGUARD CLEANING SERVICES	-1,000.00
52388	08/01/2021	WELLSPRING INSURANCE AGENCY, INC	-3,650.00

COLLIN CENTRAL APPRAISAL DISTRICT
Board of Directors Check Detail Report
August 2021

Num	Date	Name	Amount
52403	08/03/2021	BUNDICK, FRANK	-450.00
52404	08/03/2021	DIAZ, STEPHEN ERIK	-900.00
52405	08/03/2021	HENRY, JAMES	-450.00
52406	08/03/2021	NOEL, NICHOLAS B	-450.00
52407	08/03/2021	AFFILIATED COM-NET, INC.	-1,560.02
52408	08/03/2021	HAYNES LANDSCAPE & MAINTENANCE, INC	-1,261.63
52409	08/03/2021	M&M FENCING AND WELDING, INC.	-1,689.37
52410	08/03/2021	TRUE PRODIGY TECH SOLUTIONS LLC	-1,025.00
52411	08/03/2021	WASTE CONNECTIONS OF TEXAS	-178.10
52412	08/05/2021	AFLAC	-4,638.63
52413	08/05/2021	CINTAS MAT SERVICE	-322.85
52414	08/05/2021	CINTAS SANI CLEAN	-2,596.50
52415	08/05/2021	CUSHMAN & WAKEFIELD	-7,500.00
52416	08/05/2021	CUSHMAN & WAKEFIELD	-5,500.00
52417	08/05/2021	PRICE, FRANK	-1,500.00
52418	08/05/2021	QUALITY PERSONNEL SERVICE	-1,638.00
52419	08/05/2021	SAUNDERS & WALSH, PLLC	-92,329.96
52420	08/05/2021	TARRANT APPRAISAL DISTRICT	-50.00
52421	08/10/2021	BLAYLOCK, GEAN KENT	-450.00
52422	08/10/2021	BUNDICK, FRANK	-450.00
52423	08/10/2021	DIAZ, STEPHEN ERIK	-900.00
52424	08/10/2021	COPYNET	-7,263.99
52425	08/10/2021	GRIFFITH, BOBBY	-450.00
52426	08/10/2021	GRIFFITH, BOBBY	-400.00
52427	08/10/2021	GRIFFITH, BOBBY	-750.00
52428	08/10/2021	INTEX ELECTRICAL CONTRACTORS, INC	-327.50
52429	08/10/2021	KERBY & KERBY PLLC	-250.00
52430	08/10/2021	QUALITY PERSONNEL SERVICE	-1,383.27
52431	08/10/2021	SHI GOVERNMENT SOLUTIONS	-3,289.50
52432	08/10/2021	TEXAS ARCHIVES	-90.76
52433	08/10/2021	TILLEY, SHAWN	-519.99
52434	08/10/2021	WEX HEALTH INC	-158.95
52435	08/16/2021	BLAYLOCK, GEAN KENT	-450.00
52436	08/16/2021	DIAZ, STEPHEN ERIK	-450.00
52437	08/16/2021	GILLESPIE, DANIEL	-450.00
52438	08/16/2021	HENRY, JAMES	-450.00
52439	08/16/2021	POLK, MATTHEW	-450.00
52440	08/16/2021	CARENOW	-120.00
52441	08/16/2021	COSTAR REALTY INFORMATION INC	-5,134.00
52442	08/16/2021	HAYNES LANDSCAPE & MAINTENANCE, INC	-170.96
52443	08/16/2021	POTTER, SKY	-707.36
52444	08/16/2021	SHI GOVERNMENT SOLUTIONS	-3,289.50
52445	08/16/2021	WALDROP, ROBERT	-876.88
52446	08/19/2021	AT&T MOBILITY	-1,589.59
52447	08/19/2021	BIS CONSULTING	-420.00
52448	08/19/2021	BLUECROSS BLUESHIELD (LIFE&STLT)	-9,084.70
52449	08/19/2021	CITY OF MCKINNEY	-923.39
52450	08/19/2021	ELLIOTT ELECTRIC SUPPLY	-68.07
52451	08/19/2021	IN BLOOM	-213.00
52452	08/19/2021	MYPRINTCHOICE	-45.00
52453	08/19/2021	NICKELL, CHRISTOPHER	-2,240.00
52454	08/19/2021	QUALITY PERSONNEL SERVICE	-1,677.90
52455	08/19/2021	SUPERIOR VISION OF TEXAS	-1,481.71
52456	08/19/2021	SWANSON, BRIAN	-502.42

COLLIN CENTRAL APPRAISAL DISTRICT
Board of Directors Check Detail Report
August 2021

Num	Date	Name	Amount
52457	08/19/2021	VARIVERGE LLC	-9,159.04
52458	08/24/2021	BLAYLOCK, GEAN KENT	-450.00
52459	08/24/2021	BORTON, BRIAN K	-900.00
52460	08/24/2021	BUNDICK, FRANK	-450.00
52461	08/24/2021	POLK, MATTHEW	-462.50
52462	08/24/2021	COPYNET	-1,188.26
52463	08/24/2021	MCROBERTS & COMPANY	-8,000.00
52464	08/24/2021	PROSTAR SERVICES, INC	-479.86
52465	08/24/2021	QUALITY PERSONNEL SERVICE	-1,677.27
52466	08/24/2021	SODERSTROM, DEAN C	-66.17
52467	08/24/2021	UNUM LIFE INSURANCE CO OF AMERICA	-1,330.40
52468	08/24/2021	VARIVERGE LLC	-1,235.15
52469	08/26/2021	AFLAC	-4,537.88
52470	08/26/2021	AT&T (U-VERSE)	-170.22
52471	08/26/2021	BLUECROSS BLUESHIELD OF TEXAS	-2,872.23
52472	08/26/2021	BLUECROSS BLUESHIELD OF TEXAS	-92,792.27
52473	08/26/2021	CINTAS FIRST AID	-87.07
52474	08/26/2021	HARRIS GOVERN	-2,500.00
52475	08/26/2021	TARRANT APPRAISAL DISTRICT	-230.00
52476	08/26/2021	TIME WARNER CABLE	-2,059.76
52477	08/27/2021	CARD SERVICE CENTER	-10,449.33
52478	08/27/2021	GREEN MOUNTAIN ENERGY	-6,457.20
52479	08/27/2021	MCROBERTS & COMPANY	-8,000.00
52480	08/27/2021	PERDUE, BRANDON, FIELDER, COLLINS & MOTT	-250.00
52481	08/30/2021	BLAYLOCK, GEAN KENT	-450.00
52482	08/30/2021	BORTON, BRIAN K	-450.00
52483	08/30/2021	HENRY, JAMES	-450.00
52484	08/30/2021	NOEL, NICHOLAS B	-450.00
52485	08/30/2021	ZEGADLO, MARC	-450.00
52486	08/31/2021	CASTILLO, TINA	-477.06
52487	08/31/2021	GREAU, PHILLIP	-1,026.92
52488	08/31/2021	RICHARDS, BRAD	-1,120.54
52489	08/31/2021	WALDROP, ROBERT	-993.98
52490	08/31/2021	WILSON, DANA	-1,137.84
52491	08/31/2021	WRIGHT, MARTY	-1,190.14
52492	08/31/2021	ADAMS, ARSIA AHULIA	-450.00
52493	08/31/2021	AT&T (FIBER)	-2,035.60
52494	08/31/2021	GSO ARCHITECTS	-1,710.12
52495	08/31/2021	HUMETRICS HOLDING INC	-500.00
52496	08/31/2021	MCROBERTS & COMPANY	-8,000.00
52497	08/31/2021	PLANO OFFICE SUPPLY	-1,969.21
52498	08/31/2021	QUALITY PERSONNEL SERVICE	-1,214.96
52499	08/31/2021	SAM'S CLUB	-240.54
52500	08/31/2021	STAPLES BUSINESS CREDIT	-832.13
52501	08/31/2021	TREPP, LLC	-24,000.00

Aug 21

-657,622.33

F.

**FINANCIAL
REPORTS**

August 2021

CENTRAL APPRAISAL DISTRICT OF COLLIN COUNTY**Statement Of Assets, Liabilities And Fund Balance - Cash Basis****August 31, 2021****ASSETS****CURRENT ASSETS**

American National Bank -Oper	\$	20,147,097.40
American National Bank -ARB		2,225.69
Petty Cash - Admin		100.00
Petty Cash - Mapping		50.00
Prepaid Expenses		<u>138,325.22</u>

TOTAL CURRENT ASSETS \$ **20,287,798.31**

PROPERTY AND EQUIPMENT

Furniture and Equipment-Assets	629,608.79
Telephone Equipment-Assets	215,174.23
Computer Equipment-Assets	895,816.01
Computer Software-Assets	651,788.39
Building-Assets	7,462,092.28
Land-Assets	<u>1,387,232.00</u>

Total Property And Equipment **11,241,711.70**
Less Accumulated Depreciation (4,368,239.44)

NET PROPERTY AND EQUIPMENT **6,873,472.26**

OTHER ASSETS

Net Pension Asset	2,685,509.00
Deferred Resource Outflows	<u>2,000,344.00</u>

TOTAL OTHER ASSETS **4,685,853.00**

TOTAL ASSETS \$ **31,847,123.57**

CENTRAL APPRAISAL DISTRICT OF COLLIN COUNTY
Statement Of Assets, Liabilities And Fund Balance - Cash Basis
August 31, 2021

LIABILITIES AND FUND BALANCE

CURRENT LIABILITIES

All Current Liabilities \$ 707,124.56

TOTAL CURRENT LIABILITIES \$ **707,124.56**

LONG-TERM LIABILITIES

Deferred Resources Inflows 1,080,231.00

TOTAL LONG-TERM LIABILITIES **1,080,231.00**

TOTAL LIABILITIES **1,787,355.56**

FUND BALANCE

Fund Balance(CashBasisRelated) (1,377,435.47)

Fund Balance-Designated 15,325,858.17

Fund Balance-Undesignated 4,258.00

Fund Bal-Cap Assets Less Debt 7,046,917.00

Year To Date Increase or Decrease 9,060,170.31

TOTAL DESIGNATED / UNDESIGNATED FUND BALANCE **30,059,768.01**

TOTAL LIABILITIES AND FUND BALANCE \$ **31,847,123.57**

CENTRAL APPRAISAL DISTRICT OF COLLIN COUNTY
Statement Of Revenue, Expenses And Change In Fund Balance - Cash Basis
1 And 8 Months Ended August 31, 2021

	2021 Budget	1 month ended Aug 31, 2021	Year to date ended Aug 31, 2021	% of Budget	Remaining Budget
REVENUE					
Entity Support Revenue	\$ 21,759,400.00	\$ 2,827,150.75	\$ 20,563,325.50	94.50 %	1,196,074.50
Interest-Bank Accts/Investments	0.00	11,546.51	88,602.69		(88,602.69)
BPP Rendition Penalty Revenue	0.00	0.00	72,525.35		(72,525.35)
Misc Revenue	0.00	0.00	3,953.84		(3,953.84)
TOTAL REVENUE	21,759,400.00	2,838,697.26	20,728,407.38	95.26 %	1,030,992.62
OPERATING EXPENSES					
Salaries Full Time	10,742,400.00	635,882.06	5,551,763.69	51.68 %	5,190,636.31
Salaries Part Time/Temp	167,600.00	1,717.50	44,083.50	26.30 %	123,516.50
Overtime	52,000.00	3,934.52	89,928.47	172.94 %	(37,928.47)
Auto Allowance	768,000.00	55,753.26	484,203.81	63.05 %	283,796.19
Worker's Compensation	40,000.00	3,160.00	21,065.00	52.66 %	18,935.00
Employee Group Insurance	2,515,000.00	133,298.85	1,081,357.55	43.00 %	1,433,642.45
FICA Tax	159,000.00	10,116.43	91,892.83	57.79 %	67,107.17
Employee Retirement	1,425,100.00	83,176.08	730,078.14	51.23 %	695,021.86
Retirement-UAAL Buy Down	400,000.00	0.00	0.00	0.00 %	400,000.00
Unemployment Compensation	18,000.00	0.00	4,984.48	27.69 %	13,015.52
Legal	1,800,000.00	133,129.96	844,608.87	46.92 %	955,391.13
Accounting & Audit	16,000.00	250.00	11,800.00	73.75 %	4,200.00
Insurance	45,000.00	3,680.00	29,986.08	66.64 %	15,013.92
Legal Notices & Advertising	37,000.00	0.00	16,436.00	44.42 %	20,564.00
Appraisal Review Board	650,000.00	37,756.17	448,605.49	69.02 %	201,394.51
Telephone, Internet, Data Cloud	350,000.00	7,932.53	88,809.36	25.37 %	261,190.64
Utilities	160,900.00	7,728.91	55,701.60	34.62 %	105,198.40
Equipment Rent	95,000.00	2,482.73	43,790.06	46.09 %	51,209.94
Equipment Maintenance	45,000.00	1,508.52	23,986.99	53.30 %	21,013.01
Postage	450,000.00	5,315.08	339,669.12	75.48 %	110,330.88
Aerial Photography	430,000.00	0.00	369,600.00	85.95 %	60,400.00
Supplies	425,000.00	30,262.41	260,155.66	61.21 %	164,844.34
Registration & Dues	45,000.00	540.00	3,583.20	7.96 %	41,416.80
Travel & Education	175,000.00	14,558.67	42,724.62	24.41 %	132,275.38
Board of Directors Meetings	7,000.00	168.95	356.48	5.09 %	6,643.52
Miscellaneous Expenses	500.00	0.00	0.00	0.00 %	500.00
Contract Services	90,000.00	29,601.80	81,067.14	90.07 %	8,932.86
Professional Services	170,000.00	12,189.37	93,390.74	54.94 %	76,609.26
Security	165,000.00	10,812.50	58,847.50	35.67 %	106,152.50
Building Maintenance	125,000.00	12,130.98	98,858.98	79.09 %	26,141.02
Building Repair/Modifications	170,000.00	2,187.83	151,476.12	89.10 %	18,523.88
Depreciation	0.00	21,680.59	173,444.72		(173,444.72)
Furniture & Equipment	65,000.00	720.00	35,546.81	54.69 %	29,453.19
ComputerHardware&Computer Equip	250,000.00	0.00	30,018.64	12.01 %	219,981.36
ComputerSoftwareLicens&Subscrip	600,000.00	9,986.30	104,616.59	17.44 %	495,383.41
Computer Hardware Maintenance	42,000.00	0.00	0.00	0.00 %	42,000.00
Software Development	300,000.00	0.00	0.00	0.00 %	300,000.00
Computer Software Maintenance	325,000.00	22,194.73	161,798.83	49.78 %	163,201.17
Contingency	200,000.00	0.00	0.00	0.00 %	200,000.00
TOTAL OPERATING EXPENSES	23,520,500.00	1,293,856.73	11,668,237.07	49.61 %	11,852,262.93
EXCESS(DEFICIT) INCOME & EXPEN	\$ (1,761,100.00)	\$ 1,544,840.53	9,060,170.31	(514.46)%	(10,821,270.31)
BEGINNING FUND BALANCE			20,999,597.70		
ENDING FUND BALANCE			\$ 30,059,768.01		

CENTRAL APPRAISAL DISTRICT OF COLLIN COUNTY
Supplemental Schedules
August 31, 2021

ACCUMULATED DEPRECIATION

Accum Depr-Furniture & Equip	\$	(557,976.36)
Accum Depr-Telephone Equipment		(191,277.86)
Accum Depr-Computer Equipment		(796,458.10)
Accum Depr-Computer Software		(621,151.39)
Accum Depr-Building		<u>(2,201,375.73)</u>

TOTAL ACCUMULATED DEPRECIATION	\$	<u>(4,368,239.44)</u>
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OTHER CURRENT LIABILITIES

Accounts Payable	\$	100.78
Credit Card-LegacyTexas		2,057.75
Credit Card-Sam's Wholesale		208.64
Employee Savings		7,672.18
Accrued Wages Payable		148,283.31
Group Insurance Payable		(2,237.38)
Retirement Payable		127,963.20
Compensated Absences Payable		<u>423,076.08</u>

TOTAL OTHER CURRENT LIABILITIES	\$	<u>707,124.56</u>
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G.

FUNDED ITEMS

BOARD OFFICER'S SIGNATURE REQUIRED



Collin Central Appraisal District

Date: 9/16/21

To: Board of Directors

From: Bo Daffin, Chief Appraiser *Bo Daffin*

Subject: Budgeted expenditures requiring signature of Board Officer

ITEM	DESCRIPTION	\$ AMOUNT
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As of this date there are no budgeted expenditures that require the signature of a Board Officer.

H.

LARGE EXPENDITURES
(GREATER THAN \$25,000)

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

August 2021



Collin Central Appraisal District

Date: 9/16/21

To: Board of Directors

From: Bo Daffin, Chief Appraiser *Bo Daffin*

Subject: Budgeted expenditures over \$25,000 approved by Chief Appraiser
For: August 2021

ITEM	DATE	DESCRIPTION	\$ AMOUNT
ACH	8/12/21	ADP (payroll and taxes)	\$355,429.70
ACH	8/16/21	TCDRS	\$196,883.83
ACH	8/26/21	ADP (payroll and taxes)	\$317,906.41
Ck #52419	8/13/21	Saunders & Walsh	\$92,329.96

I.

Technology

Hardware & Software



Collin Central Appraisal District

September 15, 2021

2021 CAMA Environment Replacement

Our existing primary CAMA production environment is ready for replacement under the Board approved replacement cycle. To add more agile failover redundancy and fully virtualize our PACS environment, we are turning to Hyperconverged Infrastructure. Due to the high-performance requirements of the Harris Govern database and job processing platform, we have been working with technicians on a multi-processor, core dense 2 node solution that will allow us to upgrade and consolidate our CAMA involved server count from 1 physical and 10 virtual down to 8 all virtualized. The new converged infrastructure will allow the performance and growth of our core production appraisal data operations as well as training and separate beta testing environments.

All purchases are fully funded in the 2021 capital expenditure computer equipment, computer software subscription and professional services line items respectively:

CAMA Environment Replacement 2021	Quote #	Line Item	Amount
Dell AX-740xd server (qty2)	Dell - 3000096679281.2	Computer Equipment-5700	\$125,646.44
Windows Server 2022 DC with SA (qty 64)	SHI - 20967695	Software Licensing-5770	\$25,776.00
Windows Server CAL 2022 (qty 200)	SHI - 20970341	Software Licensing-5770	\$6,058.00
SQL Server with SA (qty 32)	SHI - 20896298	Software Licensing-5770	\$229,705.76
		Total Software Licensing:	\$261,539.76
Certified service setup/conversion-60hrs	TA Written Estimate	Professional Services-5620	\$12,600.00
		Total Across All Line Items:	\$399,786.20

The above pricing is the most competitive of 3 vendors or via state contract/DIR/HUB. We are requesting permission to purchase the above items fully funded in the 2021 budget not to exceed the **Total Amount of \$405,000**.

Thank you in advance for your consideration and as always let me know if you have any questions or concerns regarding the above hardware/software. I have included the current approved hardware replacement cycle to this summary for reference.

Ryan Matthews

Deputy Chief Appraiser - Technology



Collin Central Appraisal District

CCAD Hardware Replacement Cycle

Desktop Replacement 5 years

- Standard PC
- Laptop
- Workstation
- Thin client

Printer Replacement 7 years

- Ink
- Laser (standard duty)

Scanner Replacement 5 years

- Flatbed (standard duty)
- Flatbed with document feeder
- Multifunction scanners

System Printer Replacement 3 years

- Laser (large capacity)
- Color Laser

System Scanner Replacement 7 years

- Flatbed (large capacity)
- Mass lift scanners

Plotter Replacement 3 years

- Standard laser/Ink 14" width printing and above
- Multifunction laser/Ink 14" width printing and above

Server Replacement 3 years

- All machines loaded with server OS software

Network Device Replacement 3 years

- Switches
- Hubs
- Wireless Access Points
- Routers
- Bridges
- Tape libraries
- UPS batteries
- Projectors

Hardware Recycle

In the event that hardware is still in good working condition, can handle its future capacity and parts are still stocked, we will pursue a hardware upgrade or defer replacement.

J.

Public Utilities

Appraisal Services



Collin Central Appraisal District

September 15, 2021

TO: Board of Directors

FROM: Bo Daffin, Chief Appraiser *Bo Daffin*

RE: Contract Utility Appraisal Firm

The Professional Services line item in our 2022 budget is \$80,000 higher than our 2021 budget in anticipation of a potential contract for the appraisal of our public utility properties.

I am requesting your permission to contact two to three outside firms to discuss their services and their pricing schedules.

Once our appraisal management team has completed a review of the companies, services available and cost, I will report our findings to the board.

K.

Construction Manager



Collin Central Appraisal District

September 15, 2021

TO: Board of Directors

FROM: Bo Daffin, Chief Appraiser *Bo Daffin*

RE: Construction Manager

The purpose for this line item is to request your consideration regarding a construction manager.

PHASE 1:

- To seek quotes from various trades to complete the project.
- To report quotes to CCAD management team.
- Coordinate with CCAD management and architect to analyze cost of project.
- Assist CCAD management in preparing a report to the board outlining costs, schedule, and project requirements.

PHASE 2:

- If the project is approved by the board, the construction manager would continue to serve as the General Contractor/Construction Manager.
- They would work with the architect regarding final plans, building permits, inspections, and other compliance measures.
- They would work with the Deputy Chief Appraisers to schedule and stage departmental moves to accommodate the project.
- They would report directly to the Deputy Chief Appraiser of Business Operations regarding progress, change orders and construction draws.

L.

CAMA Services

New Account Setup



Collin Central Appraisal District

September 16, 2021

TO: Board of Directors

FROM: Bo Daffin, Chief Appraiser *Bo Daffin*

RE: True Automation Account Setup Assistance

One of the key tasks performed by our Mapping/GIS department is the creation of new accounts based on subdivision filings since January 1st. We are now working on the 2022 reappraisal project and new plats filed in 2021 is a significant part of the process.

- Creating new accounts in our CAMA system and GIS mapping system is the first step in this process. Once the account is created it allows all departments to utilize the data.
- Exemption filings
- Plans and Permits listed in the account record.
- Deed transfer and sales price information listed in the record.
- Plan sketches completed to get the account "field ready".
- Data collectors review in the field for stage of construction.
- Appraisers review in the field for classification and to qualify the sale record.
- Property Tax Code property reporting category listed.

We are in the process of discussing a service provided by our CAMA vendor, True Automation, to determine if their account creation for new subdivisions could assist us in getting these records created in the near term.

I am asking for your permission, if the service is determined to fit our needs, to execute a short-term contract with True Automation, not to exceed \$50,000. At the publication of this agenda packet, we don't know yet if the service is monthly fee based or per record fee based.

REPORTS

REPORTS

REPORTS



Collin Central Appraisal District

MEMO

TO: Board of Directors

FROM: Michele Lake, Taxpayer Liaison Officer

RE: Monthly Status Report

DATE: September 14, 2021

As of this date there have been no new written formal complaints filed to be brought before the Board of Directors.

CHIEF APPRAISER'S REPORT

CHIEF'S REPORT

CHIEF'S REPORT



Collin Central Appraisal District

September 7, 2021

Chris Hill, County Judge
Collin County
2300 Bloomdale Rd.
McKinney, TX 75071

RE: Election of Collin Central Appraisal District Board of Directors

Dear Judge Hill:

In accordance with the Texas Property Tax Code, the Appraisal District's five directors are to be elected by the taxing units that participate in the Appraisal District. Each taxing unit may nominate one to five board candidates. The District's Board of Directors serve two-year terms, with the next term beginning January 1, 2022.

Step 1: Nominations

A taxing unit's nominations must be made in an open meeting and a written resolution from the presiding officer of your governing body must be submitted to the Chief Appraiser by October 14, 2021. The resolution should include the name and address of each candidate nominated. To be eligible to serve on the board, an individual must be a resident of the district and must have resided in the district for at least two years immediately preceding the date they take office.

Step 2: Allocation of Votes

In late September, each taxing unit will be sent a letter that provides their number of votes. In accordance with the Tax Code, there are 5,000 total votes to be distributed based on tax levy. Each taxing unit's vote allocation is based on their tax levy compared to the grand total levy for all taxing units. Example: If a taxing unit's tax levy calculates to be 10% of the grand total levy for all taxing units, the taxing unit would be allocated 500 votes.

Step 3: Delivery of Ballots

In late October, after the nominating process ends, I will send each voting entity, with at least one vote to cast, an official ballot with voting instructions.

Step 4: Taxing Units Cast Their Votes

The governing body of each taxing unit entitled to vote shall determine its vote by resolution. A copy of the written resolution, adopted in an open meeting of the taxing unit, must be submitted to the Chief Appraiser by December 14, 2021

Step 5: Election Results

I will count the votes and submit the results of the election to each taxing unit, and all candidates, by December 30, 2021.

Notes:

The October 14th and December 14th deadlines are by the end of the calendar day.

Nominations, outlined in Step 1 above, can be submitted any time prior to the October 14, 2021 nominating deadline.

Voting and submission of votes, outlined in Step 4 above, must be after I deliver the ballots to the taxing units in late October and by the December 14th deadline.

The process for electing the District's Board of Directors is outlined in the Texas Property Tax Code, § 6.03.

Sincerely,



Bo Daffin
Chief Appraiser