



Minutes from May 21, 2020

The El Paso Central Appraisal District Board of Directors held its regular meeting on Thursday, May 21, 2020, at 5:05 p.m., in the Conference Room of the El Paso Central Appraisal District (EPCAD), 5801 Trowbridge Drive, El Paso, Texas, with the following nine (9) members present in person, or via telephone, or video link.

1. Freddy Khlayel-Avalos
2. Ronald Lowenfield
3. Kathryn Lucero
4. Eduardo Mena
5. Walter Miller
6. Vincent Perez
7. Laure Searls
8. Chuck Taylor
9. Samuel Trimble

Mr. Joe Longoria of Perdue Brandon Fielder Collins and Mott L. L. P., EPCAD legal counsel, and Attorney Carmen Hegeman of Dunbar, Armendariz, Hegeman Law Firm, EPCAD legal counsel, were in attendance via telephone for the entire meeting.

The first order of business was to recite the pledge of allegiance to the flag of the United States of America and the pledge of allegiance to the Texas state flag.

AGENDA ITEM 1 - PUBLIC HEARING ON THE 2020/2021 PROPOSED EPCAD BUDGET

Ms. Dinah L. Kilgore, EPCAD Chief Appraiser, stated that no one had signed-up to comment on EPCAD's Proposed 2020/2021 Budget.

AGENDA ITEM 2 - PUBLIC COMMENT

Ms. Kilgore stated that no one had signed-up for public comment.

ACTION AGENDA ITEM 3 - APPROVAL AND SIGNING OF MINUTES - FEBRUARY 20, 2020 MEETING

Mr. Miller made a motion to approve the February 20, 2020 Minutes as presented; Mr. Mena seconded; the vote was called and passed.

ACTION AGENDA ITEM 4 - REVIEW AND APPROVAL OF FINANCIAL REPORTS – DECEMBER 2019, JANUARY 2020, FEBRUARY 2020, AND MARCH 2020

Ms. Rosa Goldman, EPCAD Chief Financial Officer, presented the financial reports for December 2019, January 2020, February 2020, and March 2020. EPCAD's financial reports contain the balance sheet; report of revenues, expenditures, and changes in cash balance (in actual-to-budget); the investment report; and the notes to the financial report.

Ms. Goldman stated that the janitorial line-item was over budget \$5,017 for March 2020 due to COVID-19 building deep cleaning and sanitizing. She further stated that the Litigation Reserve account had \$579,448 as of March 31, 2020.

Ms. Searls made a motion to approve the financial reports for December 2019, January 2020, February 2020, and March 2020 as presented; Mr. Mena seconded; the vote was called and passed.

ACTION AGENDA ITEM 5 - DISCUSSION AND POSSIBLE ACTION REGARDING ADOPTION OF EPCAD'S 2020/2021 BUDGET

Mr. Perez asked Board members if they had questions, comments, or observations on the 2020/2021 Budget.

Ms. Kilgore stated that on May 10, 2020, El Paso Times, El Diario, and El Paso Inc. published the Notice of Public Hearing. EPCAD staff will not receive raises and some expenditures had been removed. A budget comparison spreadsheet had been provided to the board members in advance.

EPCAD staff recommends \$16,243,840.08 as discussed during the budget workshop [May 7, 2020] or the \$16,353,870.08 with a 2% increase in the legal services discussed during the budget workshop.

Ms. Searls made a motion to approve \$16,353,870.08 with a 2% increase in the legal services; Mr. Mena seconded; Mr. Perez opened the floor for discussion.

Mr. Perez commented that he does not support the budget in its current form. He was disappointed that a 0% budget or an option to cut funds was not presented. He is not satisfied with the options presented.

Mr. Perez also asked how much could the entities expect with a 0% gross budget.

Ms. Kilgore replied that she cannot predict how much will be returned to entities since EPCAD has higher costs than the 2019/2020 budget. The contingency is set-up using 10% of the operating expenses and it is for expenses that are not budgeted; for example, COVID-19 expenses.

Mr. Miller commented that he doesn't understand why EPCAD has a large surplus. EPCAD functions very well without having a large surplus. Previously, one million dollars was returned to entities.

Mr. Miller further asked if EPCAD staff has researched programs available to reimburse EPCAD for expenses.

Ms. Kilgore replied that EPCAD does not qualify for reimbursement because EPCAD is not a true government entity, EPCAD is a political subdivision under the state statutes.

Ms. Lucero said she agrees with Mr. Miller and does not feel comfortable supporting the budget as is.

Mr. Trimble commented that he does not feel comfortable because every year the amount seems to grow by a percentage or two, or the amount is redistributed to other areas in the budget. Furthermore, he stated that it is the board members' responsibility to advocate for EPCAD and figure out a way to go back and find the money. When EPCAD staff comes to the board in good faith and makes requests from the contingency fund, EPCAD will receive it.

Mr. Khlayel-Avalos asked what the options were.

Ms. Kilgore replied that the board has four options: 1.32%, 1.36%, 2%, or rollover the existing budget.

Mr. Lowenfield asked for clarification on market/step adjustment.

Ms. Kilgore replied that there will be market/step adjustments for employees who pass their appraisal level and designation exams. Once they do this, they have more responsibilities. EPCAD has staff in H.R. [Human Resources] and Accounting who also take designation exams. A raise is made because job duties or the position changed and as a result the benefits increase as well.

Mr. Stone reminded the board that EPCAD does not have a fund balance. EPCAD will have all the risks compared to other entities that have fund balances, certificates of obligation, and can issue debt. For EPCAD to get more money from entities, most of the entities in the county would have to pass a resolution to add to the budget. On January 1, 2021, EPCAD expects an increase in the number of protests, the number of Appraisal Review Board (ARB) hearings, and the number of litigation cases. EPCAD staff does not know the level of protests for 2021, the volume of the ARB hearings, or the number in litigation cases. If EPCAD does not have the money that it needs, EPCAD and the entities will be affected because it impairs EPCAD's ability to maintain the property values next year. At the end of the year, EPCAD returns money that is not used to the entities.

Mr. Taylor said that the information needs to be written in more detail for people to understand.

Khlayel-Avalos commented that morally he has a hard time passing a budget when apartment property owners' values went up by 38% in one year. Property owners cannot protest the value of their property based on unforeseen expenses.

Ms. Kilgore responded that Texas law states that appraisal districts are required to appraise properties as of January 1 of each year. EPCAD has an order from the attorney general and the governor that states that appraisal districts use January 1 to appraise property and appraisal districts cannot consider COVID-19 issues. The attorney general has told appraisal districts that

the disaster exemption does not cover an economic disaster. The economic disaster relief is based on a percentage of physical damage in the area.

Ms. Searls made a motion that to accept the budget as presented with the 2% increase, which equals \$98,000 over the original budget; Mr. Mena seconded; the vote was called; and the motion was not approved.

Mr. Perez stated that the total budget with a zero increase from the 2019/2020 adopted budget is \$16,032,786.53 and the contingency account would be around \$423,000 from the 2019/2020 adopted budget. Ms. Kilgore stated that the litigation reserve amount does not change until the board passes a referendum and encumbers funds.

Mr. Trimble made a motion to roll over the budget at \$16,032,786.53 with a zero percent increase; Ms. Lucero seconded; the vote was called; a majority approved the motion. No audible vote from Ms. Searls.

ACTION AGENDA ITEM 6 - DISCUSSION AND POSSIBLE ACTION REGARDING CANCELLATION OF THE JUNE 2020 AND JULY 2020 BOARD OF DIRECTORS' MEETING

Ms. Kilgore stated that historically the board does not meet in July. The boardroom space is modified to accommodate panel hearings. Update for June and July 2020 can be provided to the board members via email. ARB hearings will start on June 8, 2020. The Appraisal Review Board (ARB) will have face-to-face and phone hearings as required and allowed by the tax code. The tax code requires the board of directors to meet once each quarter. The next scheduled meeting would be August 16, 2020.

EPCAD staff requests that the board cancel the June 2020 and July 2020 meeting.

Mr. Perez informed the board he has the discretion to call a meeting.

Mr. Perez did not cancel the June 2020 and July 2020 board meeting, nor was a vote taken on the item. Mr. Perez preferred to make that determination later.

AGENDA ITEM 7 - REPORT ON COVID-19 PREPARATIONS TAKEN FOR STAFF AND PUBLIC

Ms. Dinah Kilgore, EPCAD Executive Director/Chief Appraiser, presented a PowerPoint regarding the COVID-19 preparedness plan for staff and public safety.

The PowerPoint presentation illustrated that:

- Taxpayers can drop-off documents in the front parking lot bins.
- New signage on the building's front windows as to the order of waiting in line and notices to the public.

- EPCAD has hired extra police officers to help direct visitor traffic.
- Interior building doors are open to limit people from touching handle surfaces.
- Plexiglass barriers have been installed in all areas the public accesses.
- Lines have been marked on the floors to guide people where to stand in the Deeds/Exemption and the Mapping Departments.
- EPCAD staff is regulating the number of taxpayers that enter the building.
- The public has been limited from access to the second-floor.
- Informal hearings are being conducted over the phone.
- Appraisers will meet to assist taxpayers in a designated customer service area on the first floor.
- Chairs in the ARB lobby have been spaced to maintain social distancing guidelines.
- Each morning Human Resource personnel take staff temperature before they enter the building.
- The second - floor breakroom tables and chairs have been spaced for use by a maximum of 18 people at one time.
- EPCAD purchased face masks for staff and ARB members.
- More frequent cleaning of bathrooms to four times a day (up from two times a day)

Ms. Kilgore stated that her greatest concern in all this was how appraiser fieldwork would be conducted.

ACTION AGENDA ITEM 8 - DISCUSSION AND POSSIBLE ACTION REGARDING TRANSFER OF FUNDS FROM CONTINGENCY DUE TO COVID-19 COSTS

Ms. Kilgore stated that EPCAD has spent \$195,000 for COVID-19 related expenses. EPCAD hired a company that performed four major deep cleanings. EPCAD purchased laptops and software licenses for staff to work remotely. Touchless thermometers were purchased to check employees' temperature. A temperature-screening system for the front door and the back door was purchased. Plexiglass shields were purchased for department public access areas; and a disinfectant fogging machine has been ordered. EPCAD rented two canopies to shelter visitors as they wait to enter the building.

EPCAD staff requests to transfer \$250,000 out of the contingency fund to the operating account to pay \$195,000 and for future expenses.

Mr. Mena made a motion to transfer \$250,000 from contingency to operating account to cover \$195,000 and for future expenses due to COVID-19. Ms. Searls seconded the motion; the vote was called and passed.

AGENDA ITEM 9 - REPORT ON SETTLED LAWSUITS

Mr. Albert Molina, EPCAD Director of Litigation & Appeals, reviewed the lawsuits for March 2020 and April 2020. The lawsuit information was provided to board members.

Mr. Molina stated that the attorney fee for April 2020 was \$4,586. The attorney fee for March 2020 was \$80,204.

Ms. Searls inquired on the name of the apartment complex for Western Whirlwind Ltd. Mr. Eduardo Perez, EPCAD Litigation Coordinator, stated that it is the Whispering Inc. low-income housing apartments.

With no further questions from the board, this concluded Mr. Molina's report.

AGENDA ITEM 10 - TAXPAYER LIAISON REPORT

Ms. Tracy Carter, Taxpayer Liaison Officer (TLO), provided the board with a packet that included TAAD Conference seminar presentations, a taxpayer issue that has been resolved, and a packet compiled by the State Comptroller's office that included statewide property owner comments and suggestions from the Appraisal Review Board (ARB) survey. Ms. Carter continued that 82% of the completed responses rated the ARB overall as excellent.

Ms. Carter has received 662 comments and suggestions.

On March 11, 2020, the Appraisal Review Board (ARB) adopted its 2020 Rules and Procedures.

The ARB members had their training in April by Attorney Roy Armstrong and Attorney John Trabold.

With no questions from the board, this concluded Mrs. Carter's report.

AGENDA ITEM 11 - CHIEF APPRAISER REPORT

Ms. Kilgore informed the board that she had been awarded the 2019 Earl Luna Award by the TAAD (Texas Association of Appraisal District). A Chief Appraiser receives this award for dedication and service.

ARB hearings will begin on June 8, 2020.

EPCAD opened to the public on May 18, 2020.

Notice of the Preliminary Values were sent to the taxing entities on April 29, 2020.

Sixty-three thousand Notice of Appraised Values were mailed to taxpayers.

The ARB will have hearings via phone and face-to-face.

With no questions from the Board, this concluded Ms. Kilgore's report.

Mr. Lowenfield led the congratulatory applause on Ms. Kilgore's award.

AGENDA ITEM 12

EXECUTIVE SESSION UNDER THE AUTHORITY OF TEX GOV'T. CODE § 551.071 & 551.074 TO DISCUSS LEGAL AND PERSONNEL MATTERS

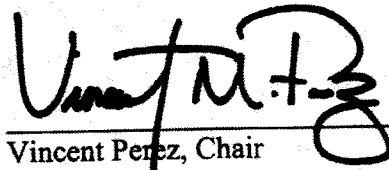
Ms. Kilgore informed Mr. Perez that there was no item for Executive Session.

ACTION AGENDA ITEM 13

DISCUSSION AND POSSIBLE ACTION REGARDING PREVIOUS LISTED ITEM

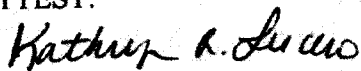
With no further discussion, the meeting adjourned at 6:30 p.m.

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Vincent Perez, Chair
El Paso Central Appraisal District
Board of Directors

ATTEST:



Kathryn Lucero, Secretary
El Paso Central Appraisal District
Board of Directors

Date Approved: July 16, 2020



EL PASO CENTRAL APPRAISAL DISTRICT


BALANCE SHEET
March 31, 2020
Assets

Cash in Bank	1,490,462.54	
Investments	5,523,193.51	
Petty Cash	150.00	
Total Cash		7,013,806.05

Accrued Interest Receivable	8,277.39	
Accounts Receivable	5,480.17	
Prepaid Expenses	6,185.04	19,942.60

Total Current Assets **7,033,748.65**

Building	2,354,796.59	
Building Accum Deprec	(860,491.36)	1,494,305.23
Building Refit	637,114.19	
Bldg Refit Accum Deprec	(637,112.19)	2.00
Furniture & Equipment	679,627.11	
Furn & Equip Accum Deprec	(610,532.18)	69,094.93
Computer Equipment	745,532.66	
Computer Equip Accum Deprec	(715,608.79)	29,923.87
Vehicles	512,441.28	
Vehicles Accum Deprec	(138,259.19)	374,182.09
CAMA System	1,378,742.00	
CAMA Sys Accum Deprec	(1,378,738.00)	4.00
Building Improvements	1,856,530.33	
Building Improv Accum Deprec	(906,222.02)	950,308.31
Building Equipment	169,038.52	
Build Equip Accum Deprec	(144,147.59)	24,890.93

Total Fixed Assets **2,942,711.36**

Deferred Outflow Res-Pension **1,457,753.77**

Total Assets **11,434,213.78**

Liabilities and Fund Balance

Accounts Payable	175,941.11
Accrued Expenses	14,437.95
Accrued Payroll Payable	793,904.41
TCDRS Payable	103,515.63
Dep. Personal Life Ins & Cobra	(421.96)
Cafeteria 125	(426.13)

Total Current Liabilities **1,086,951.01**

TCDRS Net Pension Liability	1,390,553.00
Deferred Inflow Res-Pension	780,800.00
TCDRS Expense-Allowance	629,537.37

TOTAL LIABILITIES **3,887,841.38**

Reserved Encumbrance	579,448.16
Fund Balance	6,966,924.24

TOTAL LIABILITIES AND FUND BALANCE **11,434,213.78**

EL PASO CENTRAL APPRAISAL DIST
REPORT OF REVENUES, EXPENDITURES AND CHANGES IN CASH BALANCE
For Month Ending March 31, 2020

Revenues	March	YTD	YTD Budget	Variance
Revenues from Taxing Entities	3,991,099.63	12,007,492.92	12,007,492.92	0.00
Interest Income	3,150.20	48,590.16	48,500.00	90.16
Miscellaneous Income	252.16	1,131.05	1,100.00	31.05
Rendition Penalty Income	20,597.26	66,788.95	66,700.00	88.95
Total Revenue	4,015,099.25	12,124,003.08	12,123,792.92	210.16
EXPENDITURES				
Wages and Salaries	655,953.89	3,911,156.84	3,958,558.12	47,401.28
Payroll Related Expenses	154,147.77	1,205,976.36	1,231,833.26	25,856.90
Payroll tax-mandatory	61,978.56	402,306.45	477,722.00	75,415.55
Computer Expense	467.24	2,374.28	5,100.00	2,725.72
Software, Support, Licensing	68,930.40	590,953.25	593,784.89	2,831.64
Vehicles - Insurance	0.00	13,006.56	13,500.00	493.44
Vehicles - Gas/Oil/Maintenance	1,870.52	18,021.52	20,300.00	2,278.48
Building - Utilities	11,428.59	73,011.26	90,000.00	16,988.74
Building - Maintenance	10,579.15	57,669.21	60,800.00	3,130.79
Building - Janitorial	9,942.36	11,870.73	6,800.00	(5,070.73)
Assets - Building Improvements	0.00	7,597.20	10,500.00	2,902.80
Assets - Furniture	0.00	7,410.04	10,500.00	3,089.96
Assets - Strategic Plan - Vehicles	0.00	125,607.50	130,000.00	4,392.50
F/E - Lease	28,406.80	130,117.82	145,377.78	15,259.96
F/E - Maintenance	7,443.93	69,822.78	76,500.00	6,677.22
Small Furn & Equip	854.98	7,813.11	10,500.00	2,686.89
Paper, supplies, etc	2,752.60	26,448.07	30,500.00	4,051.93
Printing	7,543.50	9,431.15	11,000.00	1,568.85
Advertising Req. by Law	0.00	5,606.40	6,000.00	393.60
Advertising Other	0.00	0.00	0.00	0.00
Postage/Mailing	217.59	144,812.74	150,900.00	6,087.26
Education, dues	2,090.09	74,258.46	80,000.00	5,741.54
Bonding/General Insurance	0.00	24,599.32	25,500.00	900.68
Audit & Consultation	0.00	19,730.00	22,000.00	2,270.00
Chief Appraiser-Education, dues	1.35	7,500.25	9,300.00	1,799.75
BOD - Education	0.00	3,187.66	3,500.00	312.34
Books, Publications, Subscrip'tn	6,060.58	13,452.63	14,800.00	1,347.37
Legal Fees	44,507.13	360,464.40	371,000.00	10,535.60
Arbitration	3,400.00	7,400.00	8,500.00	1,100.00
Appraisal Review Board	3,825.00	33,775.00	36,700.00	2,925.00
Taxpayer Liaison Officer-Expen	154.46	4,161.59	5,300.00	1,138.41
Professional Services	252,002.44	577,168.35	640,500.00	63,331.65
Supplemental Help/Temps	1,490.40	20,763.55	22,500.00	1,736.45
Interest Expense	0.00	0.00	0.00	0.00
Contingency Fund	0.00	0.00	0.00	0.00
Encumbered Fund	0.00	0.00	0.00	0.00
Total Expenditures	1,336,049.33	7,967,474.48	8,279,776.05	
Excess Revenue over Expenditures		<u>4,156,528.60</u>		

El Paso Central Appraisal District

INVESTMENT REPORT

March 31, 2020

Institution	Type	Issue Date	Maturity Date	Amount	Interest Rate	Interest Earned	Accrued
Wells Fargo	WF Gov MMF Sel		none	1,753,813.17	0.810%	2,680.84	
Wells Fargo	JP Morgan US Gov		none	169,380.34	0.790%	198.97	
BBVA Compass	CD	3/11/2020	3/31/2020	1,700,000.00	1.570%		1,482.78
		1/9/2020	4/8/2020	1,900,000.00	1.570%		6,794.61
				<u>5,523,193.51</u>		<u>2,879.81</u>	<u>8,277.39</u>

Executive Director/Chief Appraiser

Chief Financial Officer

[Signature]
[Signature]

NOTE TO MARCH, 2020 FINANCIAL REPORT

Over Budget:

Building- Janitorial \$ 5070.73 due to additional Deep Clean & Sanitize Building- Covid-19

Encumbered Funds:

■ Litigation Reserve 579,448.16

579,448.16 Bal



EL PASO CENTRAL APPRAISAL DISTRICT



BALANCE SHEET **February 29, 2020**

Assets

Cash in Bank	418,161.92	
Investments	5,520,313.70	
Petty Cash	150.00	
Total Cash		<u>5,938,625.62</u>
Accrued Interest Receivable	8,007.00	
Accounts Receivable	5,861.48	
Prepaid Expenses	6,450.26	<u>20,318.74</u>
Total Current Assets		<u>5,958,944.36</u>

Building	2,354,796.59	
Building Accum Deprec	(857,564.70)	1,497,231.89
Building Refit	637,114.19	
Bldg Refit Accum Deprec	(637,112.19)	2.00
Furniture & Equipment	679,627.11	
Furn & Equip Accum Deprec	(608,310.05)	71,317.06
Computer Equipment	745,532.66	
Computer Equip Accum Deprec	(713,050.57)	32,482.09
Vehicles	571,924.28	
Vehicles Accum Deprec	(190,700.41)	381,223.87
CAMA System	1,378,742.00	
CAMA Sys Accum Deprec	(1,378,738.00)	4.00
Building Improvements	1,856,530.33	
Building Improv Accum Deprec	(899,288.15)	957,242.18
Building Equipment	169,038.52	
Build Equip Accum Deprec	(142,858.98)	<u>26,179.54</u>
Total Fixed Assets		<u>2,965,682.63</u>

Deferred Outflow Res-Pension 1,457,753.77

Total Assets **10,382,380.76**

Liabilities and Fund Balance

Accounts Payable	465,710.15
Accrued Expenses	14,437.95
Accrued Payroll Payable	734,768.01
TCDRS Payable	103,564.79
Dep. Personal Life Ins & Cobra	(342.87)
Cafeteria 125	(436.43)
Refunds due to Taxing Entities	<u>1,379,396.04</u>

Total Current Liabilities **2,697,097.64**

TCDRS Net Pension Liability	1,390,553.00
Deferred Inflow Res-Pension	780,800.00
TCDRS Expense-Allowance	<u>629,537.37</u>

TOTAL LIABILITIES **5,497,988.01**

Reserved Encumbrance	579,448.16
Fund Balance	<u>4,304,944.59</u>

TOTAL LIABILITIES AND FUND BALANCE **10,382,380.76**

EL PASO CENTRAL APPRAISAL DIST
REPORT OF REVENUES, EXPENDITURES AND CHANGES IN CASH BALANCE
For Month Ending February 29, 2020

	February	YTD	YTD Budget	Variance
Revenues				
Revenues from Taxing Entities	0.00	8,016,393.29	8,016,393.29	0.00
Interest Income	9,891.06	45,439.96	42,500.00	2,939.96
Miscellaneous Income	290.80	878.89	800.00	78.89
Rendition Penalty Income	26,202.71	46,191.69	45,000.00	1,191.69
Total Revenue	36,384.57	8,108,903.83	8,104,693.29	4,210.54
EXPENDITURES				
Wages and Salaries	637,938.81	3,255,202.95	3,288,558.12	33,355.17
Payroll Related Expenses	155,453.28	1,051,828.59	1,071,833.26	20,004.67
Payroll tax-mandatory	68,443.35	340,327.89	398,722.00	58,394.11
Computer Expense	161.95	1,907.04	4,600.00	2,692.96
Software, Support, Licensing	83,329.73	522,022.85	523,784.89	1,762.04
Vehicles - Insurance	0.00	13,006.56	13,500.00	493.44
Vehicles - Gas/Oil/Maintenance	1,967.54	16,151.00	18,300.00	2,149.00
Building - Utilities	11,014.29	61,582.67	77,000.00	15,417.33
Building - Maintenance	6,320.57	47,090.06	48,800.00	1,709.94
Building - Janitorial	0.00	1,928.37	2,633.33	704.96
Assets - Building Improvements	0.00	7,597.20	12,116.67	4,519.47
Assets - Furniture	0.00	7,410.04	12,116.67	4,706.63
Assets - Strategic Plan - Vehicles	125,607.50	125,607.50	130,000.00	4,392.50
F/E - Lease	18,179.86	101,711.02	115,377.78	13,666.76
F/E - Maintenance	4,107.42	62,378.85	69,000.00	6,621.15
Small Furn & Equip	1,106.73	6,958.13	10,000.00	3,041.87
Paper, supplies, etc	2,753.56	23,695.47	27,500.00	3,804.53
Printing	880.00	1,887.65	3,000.00	1,112.35
Advertising Req. by Law	0.00	5,606.40	6,000.00	393.60
Advertising Other	0.00	0.00	0.00	0.00
Postage/Mailing	140,190.29	144,595.15	150,600.00	6,004.85
Education, dues	23,274.13	72,168.37	77,000.00	4,831.63
Bonding/General Insurance	213.00	24,599.32	25,500.00	900.68
Audit & Consultation	350.00	19,730.00	22,000.00	2,270.00
Chief Appraiser-Education,dues	2,237.08	7,498.90	9,300.00	1,801.10
BOD - Education	1,841.74	3,187.66	3,500.00	312.34
Books, Publications, Subscrptn	1,401.00	7,392.05	9,800.00	2,407.95
Legal Fees	53,927.99	315,957.27	321,000.00	5,042.73
Arbitration	1,800.00	4,000.00	4,500.00	500.00
Appraisal Review Board	0.00	29,950.00	32,200.00	2,250.00
Taxpayer Liaison Officer-Expenses	3,216.72	4,007.13	5,100.00	1,092.87
Professional Services	51,113.26	325,165.91	340,500.00	15,334.09
Supplemental Help/Temps	1,887.84	19,273.15	22,500.00	3,226.85
Interest Expense	0.00	0.00	0.00	0.00
Contingency Fund	0.00	0.00	0.00	0.00
Encumbured Fund - Litigation	0.00	0.00	0.00	0.00
Total Expenditures	1,398,717.62	6,631,425.15	6,856,342.72	
Excess Revenue over Expenditures		<u>1,477,478.68</u>		

El Paso Central Appraisal District

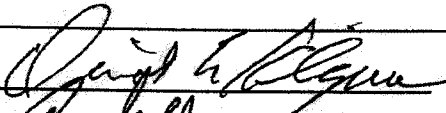

INVESTMENT REPORT

February 29, 2020

Institution	Type	Issue Date	Maturity Date	Amount	Interest Rate	Interest Earned	Accrued
Wells Fargo	WF Gov MMF Sel		none	1,751,132.33	1.520%	5,125.93	
Wells Fargo	JP Morgan US Gov		none	169,181.37	1.480%	212.13	
BBVA Compass	CD	1/9/2020	3/11/2020	1,700,000.00	1.570%		3,781.08
		1/9/2020	4/8/2020	1,900,000.00	1.570%		4,225.92
				5,520,313.70		5,338.06	8,007.00

Executive Director/Chief Appraiser

Chief Financial Officer

NOTE TO FEBRUARY, 2020 FINANCIAL REPORT

Over Budget:

Encumbered Funds:

• Litigation Reserve 579,448.16

579,448.16 Bal



EL PASO CENTRAL APPRAISAL DISTRICT


BALANCE SHEET
January 31, 2020
Assets

Cash in Bank	799,665.67	
Investments	6,314,975.64	
Petty Cash	150.00	
Total Cash		7,114,791.31
Accrued Interest Receivable	3,454.00	
Accounts Receivable	5,861.48	
Prepaid Expenses	7,371.73	16,687.21
Total Current Assets		7,131,478.52

Building	2,354,796.59	
Building Accum Deprec	(854,638.04)	1,500,158.55
Building Refit	637,114.19	
Bldg Refit Accum Deprec	(637,112.19)	2.00
Furniture & Equipment	679,627.11	
Furn & Equip Accum Deprec	(606,087.94)	73,539.17
Computer Equipment	745,532.66	
Computer Equip Accum Deprec	(710,492.31)	35,040.35
Vehicles	446,316.78	
Vehicles Accum Deprec	(187,658.68)	258,658.10
CAMA System	1,378,742.00	
CAMA Sys Accum Deprec	(1,378,738.00)	4.00
Building Improvements	1,856,530.33	
Building Improv Accum Deprec	(892,354.36)	964,175.97
Building Equipment	169,038.52	
Build Equip Accum Deprec	(141,570.38)	27,468.14
Total Fixed Assets		2,859,046.28

Deferred Outflow Res-Pension 1,457,753.77

Total Assets **11,448,278.57**

Liabilities and Fund Balance

Accounts Payable	265,341.73
Accrued Expenses	14,437.95
Accrued Payroll Payable	695,041.04
TCDRS Payable	154,102.86
Dep. Personal Life Ins & Cobra	(351.74)
Cafeteria 125	(669.13)
Refunds due to Taxing Entities	1,379,396.04

Total Current Liabilities **2,507,298.75**

TCDRS Net Pension Liability	1,390,553.00
Deferred Inflow Res-Pension	780,800.00
TCDRS Expense-Allowance	629,537.37

TOTAL LIABILITIES **5,308,189.12**

Reserved Encumbrance	579,448.16
Fund Balance	5,560,641.29

TOTAL LIABILITIES AND FUND BALANCE **11,448,278.57**

EL PASO CENTRAL APPRAISAL DIST
REPORT OF REVENUES, EXPENDITURES AND CHANGES IN CASH BALANCE
For Month Ending January 31, 2020

	January	YTD	YTD Budget	Variance
Revenues				
Revenues from Taxing Entities	0.00	8,016,393.29	8,016,393.29	0.00
Interest Income	8,505.79	35,548.90	30,000.00	5,548.90
Miscellaneous Income	127.02	588.09	500.00	88.09
Rendition Penalty Income	9,355.90	19,988.98	19,000.00	988.98
Total Revenue	17,988.71	8,072,519.26	8,065,893.29	6,625.97
EXPENDITURES				
Wages and Salaries	656,909.27	2,617,264.14	2,638,558.12	21,293.98
Payroll Related Expenses	185,524.33	896,375.31	916,379.98	20,004.67
Payroll tax-mandatory	88,153.51	271,884.54	328,222.00	56,337.46
Computer Expense	0.00	1,745.09	4,100.00	2,354.91
Software, Support, Licensing	65,926.69	438,693.12	438,784.89	91.77
Vehicles - Insurance	0.00	13,006.56	13,500.00	493.44
Vehicles - Gas/Oil/Maintenance	2,656.18	14,183.46	16,300.00	2,116.54
Building - Utilities	10,959.51	50,568.38	62,000.00	11,431.62
Building - Maintenance	14,156.29	40,769.49	40,800.00	30.51
Building - Janitorial	588.91	1,928.37	2,133.33	204.96
Assets - Building Improvements	7,597.20	7,597.20	11,616.67	4,019.47
Assets - Furniture	0.00	7,410.04	11,616.66	4,206.62
F/E - Lease	7,706.87	83,531.16	94,877.78	11,346.62
F/E - Maintenance	7,098.21	58,271.43	61,000.00	2,728.57
Small Furn & Equip	400.53	5,851.40	8,000.00	2,148.60
Paper, supplies, etc	4,259.21	20,941.91	24,000.00	3,058.09
Printing	141.00	1,007.65	2,000.00	992.35
Advertising Req by Law	5,606.40	5,606.40	6,000.00	393.60
Advertising Other	0.00	0.00	0.00	0.00
Postage/Mailing	364.21	4,404.86	5,600.00	1,195.14
Education, dues	8,705.08	48,894.24	52,000.00	3,105.76
Bonding/General Insurance	0.00	24,386.32	25,000.00	613.68
Audit & Consultation	3,680.00	19,380.00	21,500.00	2,120.00
Chief Appraiser-Education,dues	770.13	5,261.84	6,300.00	1,038.16
BOD - Education	1,345.92	1,345.92	1,500.00	154.08
Books, Publications, Subscrptn	3,322.66	5,991.05	7,500.00	1,508.95
Legal Fees	54,902.02	262,029.28	266,000.00	3,970.72
Arbitration	850.00	2,200.00	2,500.00	300.00
Appraisal Review Board	16,375.00	29,950.00	32,200.00	2,250.00
Taxpayer Liaison Officer-Expen	441.56	790.41	1,100.00	309.59
Professional Services	113,739.31	274,052.65	280,500.00	6,447.35
Supplemental Help/Temps	6,463.79	17,385.31	20,000.00	2,614.69
Interest Expense	0.00	0.00	0.00	0.00
Contingency Fund	0.00	0.00	0.00	0.00
Encumbured Fund - Litigation	0.00	0.00	0.00	0.00
Total Expenditures	1,268,643.79	5,232,707.53	5,401,589.43	
Excess Revenue over Expenditures		<u>2,839,811.73</u>		

El Paso Central Appraisal District

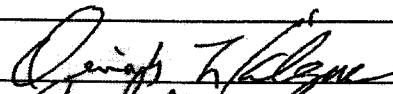
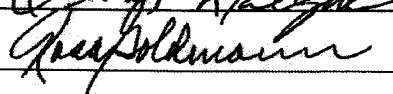
INVESTMENT REPORT

January 31, 2020

Institution	Type	Issue Date	Maturity Date	Amount	Interest Rate	Interest Earned	Accrued
Wells Fargo	WF Gov MMF Sel		none	2,546,006.40	1.520%	4,208.92	
Wells Fargo	JP Morgan US Gov		none	168,969.24	1.480%	214.28	
BBVA Compass	CD	1/9/2020	3/11/2020	1,700,000.00	1.570%		1,631.06
		1/9/2020	4/8/2020	1,900,000.00	1.570%		1,822.94
				6,314,975.64		4,423.20	3,454.00

Executive Director/Chief Appraiser

Chief Financial Officer

NOTE TO JANUARY, 2020 FINANCIAL REPORT

Over Budget:

Encumbered Funds:

- Litigation Reserve 579,448.16

579,448.16 Bal



EL PASO CENTRAL APPRAISAL DISTRICT


BALANCE SHEET
December 31, 2019
Assets

Cash in Bank	694,373.41	
Investments	7,910,552.44	
Petty Cash	150.00	
Total Cash		8,605,075.85

Accrued Interest Receivable	7,616.89	
Accounts Receivable	295.00	
Prepaid Expenses	8,293.20	16,205.09

Total Current Assets **8,621,280.94**

Building	2,354,796.59	
Building Accum Deprec	(851,711.38)	1,503,085.21
Building Refit	637,114.19	
Bldg Refit Accum Deprec	(637,112.19)	2.00
Furniture & Equipment	679,627.11	
Furn & Equip Accum Deprec	(603,865.92)	75,761.19
Computer Equipment	745,532.66	
Computer Equip Accum Deprec	(707,934.12)	37,598.54
Vehicles	446,316.78	
Vehicles Accum Deprec	(184,616.95)	261,699.83
CAMA System	1,378,742.00	
CAMA Sys Accum Deprec	(1,378,738.00)	4.00
Building Improvements	1,848,933.13	
Building Improv Accum Deprec	(885,420.61)	963,512.52
Building Equipment	169,038.52	
Build Equip Accum Deprec	(140,281.78)	28,756.74

Total Fixed Assets **2,870,420.03**
Deferred Outflow Res-Pension **1,457,753.77**
Total Assets **12,949,454.74**
Liabilities and Fund Balance

Accounts Payable	327,507.51
Accrued Expenses	14,437.95
Accrued Payroll Payable	928,206.51
TCDRS Payable	102,783.12
Dep. Personal Life Ins & Cobra	(5,458.14)
Cafeteria 125	(426.90)
Refunds due to Taxing Entities	1,379,396.04

Total Current Liabilities **2,746,446.09**

TCDRS Net Pension Liability	1,390,553.00
Deferred Inflow Res-Pension	780,800.00
TCDRS Expense-Allowance	629,537.37

TOTAL LIABILITIES **5,547,336.46**

Reserved Encumbrance	579,448.16
Fund Balance	6,822,670.12

TOTAL LIABILITIES AND FUND BALANCE **12,949,454.74**

EL PASO CENTRAL APPRAISAL DIST
REPORT OF REVENUES, EXPENDITURES AND CHANGES IN CASH BALANCE
For Month Ending December 31, 2019

	December	YTD	YTD Budget	Variance
Revenues				
Revenues from Taxing Entities	4,008,196.61	8,016,393.29	8,016,393.29	0.00
Interest Income	6,305.49	27,043.11	25,200.00	1,843.11
Miscellaneous Income	327.05	461.07	400.00	61.07
Rendition Penalty Income	7,084.52	10,633.08	10,000.00	633.08
Total Revenue	4,021,913.67	8,054,530.55	8,051,993.29	2,537.26
EXPENDITURES				
Wages and Salaries	659,153.07	1,960,354.87	1,973,918.59	13,563.72
Payroll Related Expenses	153,642.03	710,850.98	772,370.99	61,520.01
Payroll tax-mandatory	68,843.54	183,731.03	243,699.90	59,968.87
Computer Expense	185.51	1,745.09	2,100.00	354.91
Software, Support, Licensing	9,794.93	372,766.43	380,000.00	7,233.57
Vehicles - Insurance	0.00	13,006.56	13,500.00	493.44
Vehicles - Gas/Oil/Maintenance	1,460.75	11,527.28	13,500.00	1,972.72
Building - Utilities	12,060.11	39,608.87	43,500.00	3,891.13
Building - Maintenance	7,086.44	26,613.20	30,000.00	3,386.80
Building - Janitorial	0.00	1,339.46	1,550.00	210.54
Assets - Furniture	1,852.51	7,410.04	8,133.33	723.29
F/E - Lease	29,702.09	75,824.29	79,000.00	3,175.71
F/E - Maintenance	4,883.84	51,173.22	53,000.00	1,826.78
Small Furn & Equip	2,424.48	5,450.87	7,000.00	1,549.13
Paper, supplies, etc	5,718.19	16,682.70	18,000.00	1,317.30
Printing	0.00	866.65	1,500.00	633.35
Advertising Req. by Law	0.00	0.00	0.00	0.00
Advertising Other	0.00	0.00	0.00	0.00
Postage/Mailing	2,387.00	4,040.65	4,600.00	559.35
Education, dues	3,826.39	40,189.16	42,000.00	1,810.84
Bonding/General Insurance	0.00	24,386.32	25,000.00	613.68
Audit & Consultation	6,715.00	15,700.00	17,000.00	1,300.00
Chief Appraiser-Education, dues	336.97	4,491.71	5,500.00	1,008.29
BOD - Education	0.00	0.00	0.00	0.00
Books, Publications, Subscrip	0.00	2,668.39	3,500.00	831.61
Legal Fees	51,950.00	207,127.26	211,000.00	3,872.74
Arbitration	450.00	1,350.00	1,500.00	150.00
Appraisal Review Board	200.00	13,575.00	15,200.00	1,625.00
Taxpayer Liaison Officer-Expen	0.00	348.85	600.00	251.15
Professional Services	11,215.61	160,313.34	165,000.00	4,686.66
Supplemental Help/Temps	7,176.88	10,921.52	12,000.00	1,078.48
Interest Expense	0.00	0.00	0.00	0.00
Contingency Fund	0.00	0.00	0.00	0.00
Encumbured Fund - Litigation	0.00	0.00	0.00	0.00
Total Expenditures	1,041,065.34	3,964,063.74	4,143,672.81	
Excess Revenue over Expenditures		<u>4,090,466.81</u>		

El Paso Central Appraisal District

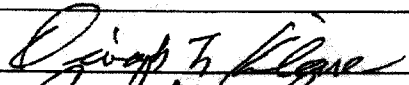
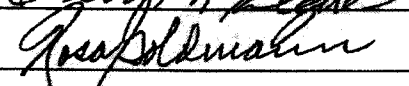
INVESTMENT REPORT

December 31, 2019

Institution	Type	Issue Date	Maturity Date	Amount	Interest Rate	Interest Earned	Accrued
Wells Fargo	WF Gov MMF Sel		none	5,841,797.48	1.530%	2,361.05	
Wells Fargo	JP Morgan US Gov		none	168,754.96	1.490%	216.45	
BBVA Compass	CD	10/10/2019	1/8/2020	1,900,000.00	1.760%		7,616.89
				7,910,552.44		2,577.50	7,616.89

Executive Director/Chief Appraiser

Chief Financial Officer

NOTE TO DECEMBER, 2019 FINANCIAL REPORT

Over Budget:

Encumbered Funds:

- Litigation Reserve 579,448.16

579,448.16 Bal



STATE OF TEXAS

COUNTY OF EL PASO

EL PASO CENTRAL APPRAISAL DISTRICT RESOLUTION

**ADOPTING THE 2020/2021 OPERATING BUDGET FOR THE
EL PASO CENTRAL APPRAISAL DISTRICT**

BE IT RESOLVED by the Board of Directors of the El Paso Central Appraisal District that the District Operating Budget for the year **2020/2021** be adopted and approved in the total amount of **\$16,032,786.53**. The Board hereby adopts the attached Budget detail with the understanding that the assignment of funds by the Budget Categories or Budget Accounts are estimates only. Funds may be used between categories or accounts on an as-needed basis, with the exception of the contingency account, which requires Board approval prior to allocation of funds from said contingency account as per prior Board action.

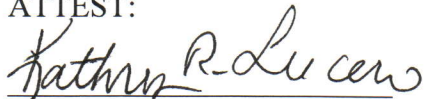
BE IT FURTHER RESOLVED that this Budget for the year **2020/2021** be allocated to the taxing entities participating in the El Paso Central Appraisal District, based on each entity's most current levy for the year in which the Budget was prepared – **2019**.

ADOPTED this 21st day of May, 2020.



Vincent Perez, Chair
El Paso Central Appraisal District
Board of Directors

ATTEST:



Kathryn Lucero, Secretary
El Paso Central Appraisal District
Board of Directors