



Minutes from October 15, 2020

The El Paso Central Appraisal District Board of Directors held its regular meeting on Thursday, October 15, 2020, at 5:02 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.

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

Attorney Carmen Hegeman of Dunbar, Armendariz, Hegeman Law Firm, EPCAD legal counsel, was in attendance 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 COMMENT

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

ACTION AGENDA ITEM 2 – APPROVAL AND SIGNING OF MINUTES – AUGUST 20, 2020

Mr. Klayel – Avalos made a motion to approve the August 20, 2020 minutes as presented; Mr. Mena seconded; the vote was called and approved.

ACTION AGENDA ITEM 3 - REVIEW AND APPROVAL OF FINANCIAL REPORTS – JULY AND AUGUST 2020

Ms. Rosa Goldmann, EPCAD Chief Financial Officer, presented the financial reports for July and August 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. Goldmann stated the following line-items were over-budget:

- Janitorial for July 2020 by \$44,429.61; and for August 2020 by \$3,278.09 due to deep cleaning and sanitization of the building;
- Building equipment assets for July 2020 over-budget by \$77,159.94 due to exterior surveillance cameras, security-shooter detectors, and replacement of HVAC expansion tank. August 2020 over-budget by \$7,327.20 due to the installation of a wall in the Research Department;
- Furniture and equipment assets for August 2020 over-budget by \$5,247.18, due to purchasing contactless drinking fountain and filters;
- Furniture and equipment leases for July 2020 over-budget over budget by \$20,298.02; and for August 2020 over-budget by \$19,297.71, due to leased laptops and monitors to work from home;
- Paper and supplies for August 2020 over-budget by \$ 6,406.52 due to purchase of sanitization supplies;
- Postage/Mailing for July 2020 over-budget by \$1,419.66 due to mailing new instructions and procedures; and for August 2020 over-budget by \$16,631.96 because postage needed to be replenished for extra mailing;
- Small furniture and equipment for August 2020 over-budget by \$12,445.07 for additional camera and video conference controller for board room for use with virtual meetings; and
- Computer equipment for August 2020 over-budget by \$4,911.24 due to data cyber recovery purpose

Ms. Goldmann further stated that the Litigation Reserve account had \$506,435.53 as of August 2020.

Mr. Mena made a motion to approve the financial reports for July and August 2020 as presented; Mr. Klayel – Avalos seconded; the vote was called and approved.

ACTION AGENDA ITEM 4 – DISCUSSION AND POSSIBLE ACTION REGARDING EL PASO COUNTY WAIVER OF THE ASSESSED FIRST QUARTER PAYMENT PENALTY AND INTEREST FEE

Ms. Kilgore informed the Board that entities pay quarterly into EPCAD's budget. The Property Tax Code outlines when entities make quarterly payments to appraisal districts. EPCAD mails entities a separate invoice for penalties and interest. The Board members have the authority to waive penalties and interest fees.

Mr. Edward Dion, El Paso County Auditor, and Mr. Wallace Hardgrove, El Paso County Budget Executive Director, were present to address the Board.

Mr. Dion stated that the El Paso County did not pay \$662,699.20 for the 2020/2021 first quarter appraisal services by September 2020. The payment was overlooked by the auditors' staff and was paid late. The El Paso County issued a check on October 5, 2020. El Paso County staff ensures that measures are in place to avoid future occurrences.

The El Paso County requests the waiver for the 2020/2021 penalty and interest fees because El Paso County has a history of making consistent quarterly payments on time.

Ms. Kilgore informed the Board that in 2016 the Board waived penalty and interest fees for El Paso Independent School District. In 2018, EPCAD reimbursed El Paso Community College for payment of the penalty and interest fees.

Mr. Miller stated that he supports waiving the penalty and interest fee for El Paso County.

Ms. Searls said that she does not have a problem waiving the penalty and interest fee. She suggested reimbursing the Town of Anthony and the Village of Vinton for prior years.

Mr. Perez said that the item for discussion is only for the waiving of the penalties and interest fees for El Paso County.

Attorney Hegeman reiterated that the only action the Board can decide on is regarding the waiving of the penalties and interest fees for El Paso County. El Paso County will not be reimbursed because they did not pay the penalties and interest fees. EPCAD will not reimburse entities for prior years because EPCAD has already spent those monies.

Ms. Lucero commented that measures need to be in place to prevent future recurrence.

Mr. Perez suggested EPCAD create a policy to notify Board members when an entity requests waiver on penalty and interest fees.

Mr. Miller made a motion to waive the 2020/2021 first quarter payment penalty and interest fee for El Paso County; Mr. Klayel – Avalos seconded; the vote was called and approved.

ACTION AGENDA ITEM 5 - DISCUSSION AND POSSIBLE ACTION REGARDING THE DECEMBER 2020 BOARD OF DIRECTORS' MEETING

Ms. Kilgore informed the Board that historically the Board does not meet in December. EPCAD meets at least once each calendar quarter as required by the Property Tax

Code. The By-laws state that the cancellation of a meeting has to be decided by the Board.

Ms. Kilgore requested to cancel the December 2020 Board of Directors' meeting. Ms. Kilgore suggested the next meeting be on January 21, 2021.

Mr. Perez said that he is okay with canceling the December 2020 meeting. He further inquired if the item needs to be on the agenda.

Ms. Kilgore replied that prior Board members requested the item to be on the agenda.

Mr. Perez suggested that the By-laws need to be reviewed and revised.

Ms. Searls made a motion to approve the cancellation of the December 2020 Board meeting; Mr. Trimble seconded; the vote was called and approved.

ACTION AGENDA ITEM 6 - DISCUSSION AND POSSIBLE ACTION REGARDING THE 2021 TAAD REGIONAL 19 TRUSTEE

Ms. Kilgore informed the Board that every region in Texas has a trustee at the Texas Association of Appraisal Districts (TAAD). El Paso County and Hudspeth County are in Region 19. The Hudspeth Chief Appraiser and the Hudspeth Board members are not interested in being a TAAD regional trustee. Ms. Kilgore may serve one more two-year term. Ms. Kilgore is the Regional Director.

Ms. Kilgore would like to serve an additional two-year term.

Ms. Searls made a motion to allow Ms. Kilgore to serve as Region 19 trustee for Texas Association of Appraisal Districts; Mr. Mena seconded ; the vote was called and approved.

ACTION AGENDA ITEM 7 - DISCUSSION AND POSSIBLE ACTION REGARDING EPCAD'S PROPOSED 2021 HOLIDAY SCHEDULE

Ms. Kilgore informed the Board that the 2021 proposed holiday schedule has fifteen holidays. The 2020 approved holiday schedule had fourteen holidays.

EPCAD staff included June 19, 2021, Juneteenth, since El Paso County has added the holiday.

EPCAD has updated the name Columbus Day holiday to Indigenous People's Day.

Ms. Kilgore stated that she prefers not to have June 19, 2021, as a holiday because EPCAD staff is busy with Appraisal Review Board (ARB) hearings.

Mr. Miller suggested EPCAD can offer staff a floating day instead of adding holidays.

Ms. Searls made a motion to approve the EPCAD 2021 holiday schedule without June 19, 2021, Juneteenth; Mr. Mena seconded; the vote was called and approved.

ACTION AGENDA ITEM 8 - DISCUSSION AND POSSIBLE ACTION REGARDING THE AGRICULTURAL ADVISORY BOARD MEMBERS

Ms. Kilgore stated that according to Section 6.12 of the Texas Property Tax Code, the Agricultural Advisory Board must meet once a year. El Paso County farmers provide input on agricultural issues and assist with EPCAD's Agricultural Report and Survey.

Mr. Ramon Tirres, Jr. has resigned from the Agricultural Advisory Board.

EPCAD staff recommends Mr. Larry Ceballos, Sr., to replace Mr. Tirres, Jr.

EPCAD staff requests to have the Board's approval on the Agricultural Advisory Board members: John Spence, William (Bill) Thomas, Craig Ivey, LeAnne Lovelady, and Larry Ceballos, Sr.

Ms. Searls made a motion to approve the Agricultural Advisory Board members for 2021; Mr. Trimble seconded; the vote was called and approved.

ACTION AGENDA ITEM 9 - DISCUSSION AND POSSIBLE ACTION ON NEW TELEPHONE SYSTEM

Mr. David Stone, EPCAD Assistant Chief Appraiser, stated that EPCAD's current telephone system is run from purchased in-house equipment with licensed Cisco software and is six-years-old. The host servers are reaching 'end-of-life' at the end of 2020. The current handsets will reach end-of-life in two-years. The 2020-2021 amount budgeted for the contract is \$26,700. The first-year cost of the lease would be 26,633.76.

EPCAD staff obtained four price quotes from: Graybar/Spectrum VoIP, Mitel, ANM, and CenturyLink Cloud VOIP, to provide leased VoIP services and new handsets.

Mr. Stone continued with the features of each product.

| Company | Monthly Charge | DIR | Term |
|------------------------|-----------------------|------------|-------------|
| Graybar/Spectrum VoIP | \$2,219.48 | Yes | 5 years |
| Mitel | \$3,568.06 | No | 3 years |
| ANM | \$3,663.00 | Yes | 3 years |
| CenturyLink Cloud VoIP | \$5,832.00 | Yes | 3 years |

EPCAD staff recommends contracting with Graybar/Spectrum VoIP for five-years because it is the most economical option compared to current configurations.

Mr. Mena made a motion to accept the contract with Graybar/Spectrum VoIP for five-years; Mr. Trimble seconded; the vote was called and approved.

ACTION AGENDA ITEM 10 – DISCUSSION AND POSSIBLE ACTION ON NEW MICROSOFT ENTERPRISE AGREEMENT

Mr. Stone stated that EPCAD's current Microsoft Enterprise Agreement through SHI expires at the end of October 2020 and needs to be renewed. The agreement covers Windows, Office licensing, and Azure cloud computing costs. Both proposals are under DIR. The 2020-2021 amount budgeted for the contract is \$190,000. The new contract would be \$49,070.24 under budget for the year. The remaining money will cover Azure usage overages not covered in the enterprise agreement. The amount budgeted in 2019-2020 was \$200,000.

EPCAD staff obtained two price quotes from SHI and Software One.

Mr. Stone continued with the features of each product.

| Company | Yearly Charge | Term |
|----------------|----------------------|-------------|
| SHI | \$155,240.84 | 3 years |
| Software One | \$140,929.76 | 3 years |

EPCAD staff recommends contracting with Software One for three-years as the lower-cost option.

Mr. Mena made a motion to accept the contract with Software One for three-years; Mr. Trimble seconded; the vote was called and approved.

ACTION AGENDA ITEM 11 - DISCUSSION AND POSSIBLE ACTION REGARDING CHIEF APPRAISER EVALUATION

Ms. Kilgore reminded the Board that the Chief Appraiser 2019 and 2020 evaluation packet was provided to Board members on September 30, 2020. The item was on the agenda as a regular item instead of Executive Session for transparency.

Mr. Perez requested to discuss personnel matters under Executive Session.

The Board went into Executive Session at 5:55 p.m.

AGENDA ITEM 15 – EXECUTIVE SESSION UNDER THE AUTHORITY OF TEX GOV'T. CODE § 551.071 & 551.074 TO DISCUSS LEGAL AND PERSONNEL MATTERS

**ACTION AGENDA ITEM 16 – DISCUSSION AND POSSIBLE ACTION REGARDING PREVIOUS LISTED ITEM
(ACTION AGENDA ITEM 11 - DISCUSSION AND POSSIBLE ACTION REGARDING CHIEF APPRAISER EVALUATION)**

The Board will not take any action on Chief Appraiser Evaluation.

The regular meeting resumed from Executive Session at 6:24 p.m.

Mr. Klayel - Avalos left the meeting at 6:24 p.m.

AGENDA ITEM 12 – REPORT ON SETTLED LAWSUITS

Ms. Kilgore reminded the Board members that the lawsuit information had been sent to them in advance.

Ms. Kilgore further stated the following:

- EPCAD staff has received an additional 585 lawsuits;
- Two thousand accounts are under lawsuit;
- There are 840 active lawsuits;
- 150 mediations are scheduled; and

- 8% of the appraisal roll is under litigation.

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

AGENDA ITEM 13 – TAXPAYER LIAISON REPORT

Ms. Tracy Carter, Taxpayer Liaison Officer (TLO), informed the Board:

- The Appraisal Review Board (ARB) received twenty-four applications to fill ARB vacancies.
- Ms. Carter provided the Board with a packet containing taxpayer evaluations and a follow-up report.
- The State Comptroller survey results will be available by the end of January 2021.
- Ms. Carter will assist Administrative Judge Linda Chew in the selection of new ARB members. Nineteen ARB member positions need to be filled.
- The Administrative Judge Linda Chew appointed Sylvia Calderon as ARB Chair and Phillip Gonzalez as ARB Secretary

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

AGENDA ITEM 14 – CHIEF APPRAISER REPORT

Ms. Dinah Kilgore, EPCAD Executive Director/Chief Appraiser, informed the Board:

- The City Tax office is closed to the public.
- Payments to the City Tax office can be made online, by telephone, and/ or by mail.
- The County Tax Office, 301 Manny Martinez Dr. #1, El Paso, TX 79905 will reopen to the public and will accept payments starting mid-October.
- City Tax office branches will re-open in phases.
- Wells Fargo Bank will not accept payments.

- The City Tax office will provide EPCAD with a drop box from October 2020 – January 2021.
- January 25 - 29, 2021, the City Tax Office will have a mobile bank in the EPCAD parking lot to accept property tax payments.
- Maintenance disinfects EPCAD building daily, mask wearing is enforced for employees and the public; employee and visitor temperatures are taken daily.
- Maintenance disinfects EPCAD vehicles weekly and the vehicles are issued to one driver only.
- EPCAD staff received the clerical error listing from the State Comptroller's office and is working on it.
- EPCAD staff provided the State Comptroller's office some information requested for the 2021 MAPS review.
- Fieldwork is ongoing.
- EPCAD had a successful health plan enrollment on October 1, 2020.
- In September 2020, EPCAD and CVS partnered to provide flu shots to staff.
- Ms. Kilgore and the chief appraiser from Harris County and Webb County were part of a virtual international presentation on homestead verifications. The evaluation result of Ms. Kilgore's presentation was that she was excellent.

Ms. Searls commented that this was a difficult meeting because of all the technical/communication issues.

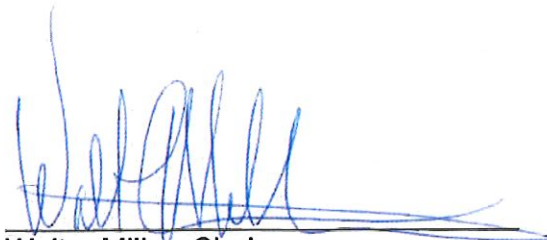
Mr. Miller suggested trying a different platform.

Mr. Trimble remarked that EPCAD has issues with the speaker system.

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

With no further business to come before the Board, the meeting adjourned at 6:39 p.m.

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Walter Miller, Chair
El Paso Central Appraisal District
Board of Directors

ATTEST:



Eduardo Mena, Secretary
El Paso Central Appraisal District
Board of Directors
Date Approved: 1/21/2021



EL PASO CENTRAL APPRAISAL DISTRICT



BALANCE SHEET July 31, 2020

Assets

| | | |
|------------------------------|----------------|----------------------|
| Cash in Bank | 198,484.95 | |
| Investments | 6,178,348.32 | |
| Petty Cash | 150.00 | |
| Total Cash | | 6,376,983.27 |
| Accrued Interest Receivable | 588.38 | |
| Accounts Receivable | 295.00 | |
| Prepaid Expenses | 35,337.82 | 36,201.20 |
| Total Current Assets | | 6,413,164.47 |
| Building | 2,354,798.59 | |
| Building Accum Deprec | (872,197.99) | 1,482,598.60 |
| Building Refit | 637,114.19 | |
| Bldg Refit Accum Deprec | (637,112.19) | 2.00 |
| Furniture & Equipment | 680,359.30 | |
| Furn & Equip Accum Deprec | (615,854.81) | 64,504.49 |
| Computer Equipment | 715,252.24 | |
| Computer Equip Accum Deprec | (693,400.93) | 21,851.31 |
| Vehicles | 511,685.03 | |
| Vehicles Accum Deprec | (159,261.78) | 352,423.25 |
| CAMA System | 1,378,742.00 | |
| CAMA Sys Accum Deprec | (1,378,738.00) | 4.00 |
| Building Improvements | 1,789,216.11 | |
| Building Improv Accum Deprec | (934,147.98) | 855,067.15 |
| Building Equipment | 244,638.48 | |
| Buld Equip Accum Deprec | (149,302.02) | 95,336.44 |
| Total Fixed Assets | | 2,871,787.24 |
| Deferred Outflow Res-Pension | | 1,457,763.77 |
| Total Assets | | 10,742,705.48 |

Liabilities and Fund Balance

| | | |
|---|--------------|----------------------|
| Accounts Payable | 308,075.50 | |
| Accrued Expenses | 14,239.86 | |
| Accrued Payroll Payable | 816,782.22 | |
| TCDRS Payable | 161,547.07 | |
| Dep. Personal Life Ins & Cobra | (287.66) | |
| Total Current Liabilities | | 1,300,337.08 |
| TCDRS Net Pension Liability | 1,390,553.00 | |
| Deferred Inflow Res-Pension | 780,800.00 | |
| TCDRS Expense-Allowance | 629,537.37 | |
| TOTAL LIABILITIES | | 4,101,227.45 |
| Reserved Encumbrance | | 578,448.16 |
| Fund Balance | | 6,062,029.87 |
| TOTAL LIABILITIES AND FUND BALANCE | | 10,742,705.48 |

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

| | July | YTD | YTD Budget | Variance |
|---|---------------------|----------------------------|----------------------|---------------|
| Revenues | | | | |
| Revenues from Taxing Entities | 1,025,513.12 | 10,032,786.53 | 10,032,786.53 | 0.00 |
| Interest Income | 630.81 | 48,047.59 | 48,000.00 | 47.59 |
| Miscellaneous Income | 268.86 | 2,076.82 | 1,500.00 | 576.82 |
| Rendition Penalty Income | 5,982.28 | 86,043.96 | 86,000.00 | 43.95 |
| Total Revenue | 1,032,385.17 | 10,166,954.89 | 10,168,286.53 | 868.36 |
| EXPENDITURES | | | | |
| Wages and Salaries | 704,365.45 | 6,862,839.40 | 6,793,558.12 | 130,718.72 |
| Payroll Related Expenses | 188,888.38 | 1,861,117.41 | 1,874,833.26 | 13,715.85 |
| Payroll tax-mandatory | 89,123.13 | 716,300.06 | 861,722.00 | 146,421.94 |
| Computer Expense | 46.85 | 4,003.96 | 7,100.00 | 3,096.04 |
| Software, Support, Licensing | 30,339.69 | 758,442.37 | 799,784.89 | 41,342.52 |
| Vehicles - Insurance | 0.00 | 13,006.66 | 13,500.00 | 493.44 |
| Vehicles - Gas/Oil/Maintenance | 1,266.94 | 21,629.11 | 26,800.00 | 4,170.89 |
| Building - Utilities | 18,269.63 | 137,006.61 | 162,000.00 | 24,993.39 |
| Building - Maintenance | 8,612.02 | 89,012.42 | 99,300.00 | 10,287.58 |
| Building - Janitorial | 3,902.48 | 61,229.61 | 6,800.00 | (44,420.61) |
| Assets - Building Improvements | 0.00 | 12,927.20 | 12,200.00 | (727.20) |
| Assets - Building Equipment | 67,161.22 | 77,169.94 | 0.00 | (77,169.94) |
| Assets - Furniture | 0.00 | 12,001.12 | 12,200.00 | 198.88 |
| Assets - Strategic Plan - Vehicles | (1,015.00) | 124,861.25 | 130,000.00 | 5,148.75 |
| F/E - Lease | 18,299.86 | 251,198.02 | 230,900.00 | (20,298.02) |
| F/E - Maintenance | 4,676.31 | 89,287.33 | 103,500.00 | 14,212.67 |
| Small Furn & Equip | 28,808.69 | 67,129.66 | 69,000.00 | 1,870.46 |
| Paper, supplies, etc | 5,436.73 | 53,828.49 | 68,000.00 | 4,071.61 |
| Printing | (69.90) | 13,753.15 | 19,000.00 | 5,246.85 |
| Advertising Req. By Law | 0.00 | 17,181.80 | 20,000.00 | 2,818.20 |
| Advertising Other | 0.00 | 21,236.80 | 24,500.00 | 3,263.20 |
| Postage/Mailing | 7,944.87 | 161,418.66 | 180,000.00 | (1,419.66) |
| Education, dues | 9,344.14 | 86,240.91 | 89,000.00 | 2,759.09 |
| Bonding/General Insurance | (406.00) | 24,107.37 | 26,500.00 | 1,392.63 |
| Audit & Consultation | 0.00 | 19,730.00 | 22,000.00 | 2,270.00 |
| Chief Appraiser-Education, dues | 489.18 | 7,787.61 | 9,400.00 | 1,612.49 |
| BOD - Education | 0.00 | 3,187.66 | 4,000.00 | 812.34 |
| Books, Publications, Subscrip'n | 0.00 | 13,676.10 | 17,300.00 | 3,623.90 |
| Legal Fees | 44,180.50 | 493,500.83 | 500,000.00 | 6,499.37 |
| Arbitration | 760.00 | 13,760.00 | 16,500.00 | 2,750.00 |
| Appraisal Review Board | 98,100.00 | 212,300.00 | 223,700.00 | 11,400.00 |
| Taxpayer Liaison Officer-Expen | 345.00 | 4,414.67 | 16,300.00 | 10,885.33 |
| Professional Services | 149,698.15 | 810,700.73 | 911,500.00 | 100,799.27 |
| Supplemental Help/Temps | 2,020.05 | 24,544.36 | 33,000.00 | 8,455.64 |
| Interest Expense | 0.00 | 0.00 | 0.00 | 0.00 |
| Contingency Fund | 0.00 | 0.00 | 0.00 | 0.00 |
| Encumbered Fund - Litigation | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Expenditures | 1,474,474.27 | 12,920,601.76 | 13,340,898.27 | |
| Excess Revenue over Expenditures | | <u>3,246,353.13</u> | | |

El Paso Central Appraisal District

INVESTMENT REPORT

July 31, 2020

| Institution | Type | Issue Date | Maturity Date | Amount | Interest Rate | Interest Earned | Accrued |
|--------------|------------------|------------|---------------|--------------|---------------|-----------------|---------|
| Wells Fargo | WF Gov MMF Sel | | none | 1,755,777.21 | 0.110% | 169.96 | |
| Wells Fargo | JP Morgan US Gov | | none | 169,571.11 | 0.090% | 14.43 | |
| BBVA Compass | CD | 7/9/2020 | 9/9/2020 | 1,145,000.00 | 0.20% | | 139.94 |
| BBVA Compass | CD | 7/9/2020 | 10/7/2020 | 1,208,000.00 | 0.20% | | 147.64 |
| BBVA Compass | CD | 6/7/2020 | 8/6/200 | 1,900,000.00 | 0.10% | | 280.80 |
| | | | | 6,178,348.32 | | 184.39 | 568.38 |

Executive Director/Chief Appraiser

Chief Financial Officer

[Signature]
[Signature]

NOTE TO JULY, 2020 FINANCIAL REPORT

Over Budget:

Building- Janitorial \$ 44,429.61 due to additional Deep Clean & Sanitize Building- Covid-19

Assets - Building Equipment \$ 77,159.94 due to Exterior Surveillance Cameras,

Security-Shooter detectors, and replacement of HVAC expansion Tank.

F/E - Lease - \$20,298.02 Due to lease laptops and monitors to work from home - Covid-19

Postage / Mailing \$ 1,419.66 mailing new instructions and procedures - Covid-19

Encumbered Funds:

" Litigation Reserve 579,448.16

579,448.16 Bal



EL PASO CENTRAL APPRAISAL DISTRICT



BALANCE SHEET **August 31, 2020**

Assets

| | | |
|-----------------------------|--------------|---------------------|
| Cash in Bank | 940,977.37 | |
| Investments | 4,278,518.91 | |
| Petty Cash | 150.00 | |
| Total Cash | | 5,219,646.28 |
| Accrued Interest Receivable | 692.83 | |
| Accounts Receivable | 66.43 | |
| Prepaid Expenses | 65,512.91 | 66,272.17 |
| Total Current Assets | | 5,285,918.45 |

| | | |
|------------------------------|----------------|---------------------|
| Building | 2,354,796.59 | |
| Building Accum Deprec | (875,124.64) | 1,479,671.95 |
| Building Refit | 637,114.19 | |
| Bldg Refit Accum Deprec | (637,112.19) | 2.00 |
| Furniture & Equipment | 685,606.48 | |
| Furn & Equip Accum Deprec | (617,827.19) | 67,779.29 |
| Computer Equipment | 720,163.48 | |
| Computer Equip Accum Deprec | (694,875.00) | 25,288.48 |
| Vehicles | 511,685.03 | |
| Vehicles Accum Deprec | (159,762.19) | 351,922.84 |
| CAMA System | 1,378,742.00 | |
| CAMA Sys Accum Deprec | (1,378,738.00) | 4.00 |
| Building Improvements | 1,788,945.11 | |
| Building Improv Accum Deprec | (940,982.90) | 847,962.21 |
| Building Equipment | 244,638.46 | |
| Build Equip Accum Deprec | (151,012.55) | 93,625.91 |
| Total Fixed Assets | | 2,866,266.68 |

Deferred Outflow Res-Pension 1,457,753.77

Total Assets **9,609,928.90**

Liabilities and Fund Balance

| | |
|--------------------------------|------------|
| Accounts Payable | 331,474.17 |
| Accrued Expenses | 14,239.85 |
| Accrued Payroll Payable | 832,809.99 |
| TCDRS Payable | 103,760.97 |
| Dep. Personal Life Ins & Cobra | (334.60) |

Total Current Liabilities **1,281,950.38**

| | |
|-----------------------------|---------------------|
| TCDRS Net Pension Liability | 1,390,553.00 |
| Deferred Inflow Res-Pension | 780,800.00 |
| TCDRS Expense-Allowance | 629,537.37 |
| TOTAL LIABILITIES | 4,082,840.75 |

Reserved Encumbrance 506,435.63
Fund Balance 5,020,852.82

TOTAL LIABILITIES AND FUND BALANCE **9,609,928.90**

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

| | August | YTD | YTD Budget | Variance |
|---|---------------------|----------------------------|----------------------|---------------|
| Revenues | | | | |
| Revenues from Taxing Entities | 0.00 | 16,032,786.53 | 16,032,786.53 | 0.00 |
| Interest Income | 8,257.41 | 56,305.00 | 56,000.00 | 305.00 |
| Miscellaneous Income | 0.72 | 2,077.54 | 2,000.00 | 77.54 |
| Rendition Penalty Income | 3,403.64 | 89,447.59 | 89,000.00 | 447.59 |
| Total Revenue | 11,661.77 | 16,180,616.66 | 16,179,786.53 | 830.13 |
| EXPENDITURES | | | | |
| Wages and Salaries | 615,052.50 | 7,277,891.90 | 7,448,558.12 | 170,666.22 |
| Payroll Related Expenses | 154,926.77 | 2,016,044.18 | 2,049,833.26 | 33,789.08 |
| Payroll tax-mandatory | 67,737.95 | 784,038.01 | 956,722.00 | 172,683.99 |
| Computer Expense | 2,172.49 | 6,176.45 | 8,000.00 | 1,823.55 |
| Software, Support, Licensing | 16,183.06 | 774,625.43 | 859,784.89 | 85,159.46 |
| Vehicles - Insurance | 0.00 | 13,006.66 | 13,500.00 | 493.44 |
| Vehicles - Gas/Oil/Maintenance | 3,603.67 | 25,232.78 | 35,800.00 | 10,567.22 |
| Building - Utilities | 16,998.25 | 154,005.86 | 197,000.00 | 42,994.14 |
| Building - Maintenance | 11,846.80 | 100,859.22 | 112,300.00 | 11,440.78 |
| Building - Janitorial | 3,278.09 | 54,507.70 | 6,800.00 | (47,707.70) |
| Assets - Building Improvements | 7,327.20 | 20,254.40 | 12,200.00 | (8,054.40) |
| Assets - Building Equipment | 0.00 | 77,159.94 | 0.00 | (77,159.94) |
| Assets - Furniture | 5,247.18 | 17,248.30 | 12,200.00 | (5,048.30) |
| Assets - Computer Equipment | 4,911.24 | 4,911.24 | 0.00 | (4,911.24) |
| Assets - Strategic Plan - Vehicles | 0.00 | 124,851.25 | 130,000.00 | 5,148.75 |
| F/E - Lease | 19,297.71 | 270,495.73 | 230,900.00 | (39,595.73) |
| F/E - Maintenance | 5,066.51 | 94,353.84 | 118,500.00 | 24,146.16 |
| Small Furn & Equip | 18,885.97 | 76,015.52 | 61,700.00 | (14,315.52) |
| Paper, supplies, etc | 12,478.03 | 66,406.52 | 60,000.00 | (6,406.52) |
| Printing | 373.00 | 14,126.15 | 33,000.00 | 18,873.85 |
| Advertising by Law | 0.00 | 17,181.80 | 20,000.00 | 2,818.20 |
| Advertising Other | 3,820.58 | 25,057.38 | 34,500.00 | 9,442.62 |
| Postage/Mailing | 15,212.30 | 176,631.96 | 160,000.00 | (16,631.96) |
| Education, dues | 3,788.51 | 90,029.42 | 109,000.00 | 18,970.58 |
| Bonding/General Insurance | 0.00 | 24,107.37 | 25,500.00 | 1,392.63 |
| Audit & Consultation | 0.00 | 19,730.00 | 22,000.00 | 2,270.00 |
| Chief Appraiser-Education, dues | 0.00 | 7,787.51 | 10,400.00 | 2,612.49 |
| BOD - Education | 0.00 | 3,187.66 | 5,500.00 | 2,312.34 |
| Books, Publications, Subscrip | 418.08 | 14,094.18 | 17,800.00 | 3,705.82 |
| Legal Fees | 79,512.00 | 573,012.63 | 500,000.00 | (73,012.63) |
| Arbitration | 0.00 | 13,750.00 | 16,500.00 | 2,750.00 |
| Appraisal Review Board | 45,075.00 | 257,375.00 | 308,700.00 | 51,325.00 |
| Taxpayer Liaison Officer-Expen | 0.00 | 4,414.67 | 20,300.00 | 15,885.33 |
| Professional Services | 12,311.50 | 823,012.23 | 936,500.00 | 113,487.77 |
| Supplemental Help/Temps | 2,592.90 | 27,137.26 | 43,000.00 | 15,862.74 |
| Interest Expense | 0.00 | 0.00 | 0.00 | 0.00 |
| Contingency Fund | 0.00 | 0.00 | 0.00 | 0.00 |
| Encumbered Fund - Litigation | (73,012.63) | (73,012.63) | 0.00 | 73,012.63 |
| Total Expenditures | 1,055,105.66 | 13,975,707.42 | 14,576,498.27 | |
| Excess Revenue over Expenditures | | <u>2,204,909.24</u> | | |

El Paso Central Appraisal District

INVESTMENT REPORT

August 31, 2020

| Institution | Type | Issue Date | Maturity Date | Amount | Interest Rate | Interest Earned | Accrued |
|--------------|------------------|------------|---------------|--------------|---------------|-----------------|---------|
| Wells Fargo | WF Gov MMF Sel | | none | 1,755,935.51 | 0.070% | 158.30 | |
| Wells Fargo | JP Morgan US Gov | | none | 169,583.40 | 0.040% | 12.29 | |
| BBVA Compass | CD | 7/9/2020 | 9/9/2020 | 1,145,000.00 | 0.20% | | 337.14 |
| BBVA Compass | CD | 7/9/2020 | 10/7/2020 | 1,208,000.00 | 0.20% | | 355.69 |
| | | | | 4,278,518.91 | | 170.59 | 692.83 |

Executive Director/Chief Appraiser

Chief Financial Officer

NOTE TO AUGUST, 2020 FINANCIAL REPORT

Over Budget:

Building- Janitorial - \$3,278.09 - Due to additional deep clean & Sanitize Building - Covid-19
 Building Improvements - \$7,327.20 - Installed wall in Research Dept.
 Assets - F/E - \$5,247.18 - Contactless drinking fountain and filters. - Covid-19
 F/E - Lease - \$19,297.71 - Due to lease laptops and monitors to work from home - Covid-19
 Paper, Supplies - \$6,406.52 - Obtaining more supplies for sanitizing - Covid-19
 Postage/Mailing - \$16,631.96 - Replenish postage extra mailing - Covid-19
 Small Fun & Equip - \$12,446.07 - Additional camera & video conference controller for Board room
 for Virtual meetings - Covid-19
 Computer Equip. - \$4,911.24 - For data cyber recovery purpose

Encumbered Funds:

| | | |
|---|--------------------|-------------|
| - | Litigation Reserve | 579,448.16 |
| | Aug. 2020 | (73,012.63) |

506,435.53 Bal