

GUADALUPE APPRAISAL DISTRICT

Main Office

3000 N. Austin St.
Seguin, Texas 78155
(830) 303-3313 Opt. 1
(830) 372-2874 (Fax)



Schertz Substation

1052 FM 78 * Ste. 103
Schertz, Texas 78154
(830) 303-3313 Opt. 2
(877) 254-0888 (Fax)

October 12, 2021

City of Schertz Mayor and City Council

Ralph Gutierrez, Mayor
1400 Schertz Pkwy.
Schertz, TX 78154

Dear Mayor Gutierrez & City Council,

The Guadalupe Appraisal District (G.A.D.) Board of Directors would like to move forward with the parking lot expansion project (project) at our main office location in Seguin. This expansion project was part of the Master Facility Plan which first began during the 2006-2007 time period. The 3,600 sqft addition to and renovation of the district's existing building was completed in 2008. The necessary activities to begin the project began late 2018 and into 2019. The retirement of Jamie Osborne, chief appraiser during this time, and a procedural miscue¹ resulted in our need to delay the project. The arrival of the COVID-19 pandemic, in early 2020, further complicated the commencement of the project bringing us to present day. The need of additional parking at our main office has only grown more prominent during these delays. In researching the facilities of other comparable appraisal districts², it was determined that the additional thirty (30) parking spaces provided by this project would adequately serve the spacing needs of our organization.

Before this necessary project can be pursued, **your action is required to approve this project.**


§6.051(b) of the Texas Property Tax Code prescribes this approval process. The first step of the approval process requires that the Board of Directors (B.O.D.) approve a resolution proposing the project. During the regular meeting of the B.O.D. held October 6, 2021, the B.O.D. approved a resolution proposing this project.

¹ 2019 Budget Amendment Resolution was not brought to B.O.D. for a vote, as required by §6.06(c), to hold previously committed funding (\$102,831) from being returned to taxing entities per §6.06(j)

² Based on five (5) year growth analysis projections for the Guadalupe Appraisal District, comparable appraisal districts were chosen based county population, county density, number of parcels, and staffing levels.

Upon approval of said resolution, the chief appraiser is required to notify the Presiding Officer of each entities' governing body of the approved resolution, which is the purpose of this letter. The resolution passed proposes the cost of the project **shall not exceed** \$91,451. Enclosed you will find a copy of the approved resolution by the B.O.D. *The District will not request any additional funds from the taxing units for this project. Sufficient funding for this capital improvement was included within our 2022 Adopted Budget, approved by the B.O.D. on August 4, 2021.*

§6.051(b) further states that upon receiving notification of the approved resolution by the B.O.D, the governing body of each taxing unit, entitled to vote on the approval of the proposal, may approve or disapprove of the proposal by way of resolution. This action **must** take place **no later than** thirty (30) days after receiving notification of the approved resolution.

 With that being said, the Board of Directors of the Guadalupe Appraisal District respectfully requests that an action item be placed upon your action agenda as soon as possible and no later than **October 26, 2021**, to approve a resolution of the proposed project. Enclosed you will find a sample resolution that your governing body may use for the approval process.

§6.051(b) also requires that each entity file with the Chief Appraiser the resolution that was approved by the governing body **no later than** ten (10) days after the thirty (30) day period following receipt of the B.O.D. resolution. If this is not filed timely, we will have to treat the resolution as if it were disapproved.

An appraisal district representative can be available to discuss with you this process or answer any questions you might have and or to attend the meeting in which this resolution will be discussed and acted upon. Please notify our office as soon as possible in this regard, so we may accommodate your entity in the manner you wish.


Respectfully Submitted,

Peter Snaddon, R.P.A., C.C.A.

Chief Appraiser

RESOLUTION NO. 2021-6

STATE OF TEXAS {}

RESOLUTION PROPOSING PARKING EXPANSION
PROJECT OF FACILITIES OF THE GUADALUPE
APPRAISAL DISTRICT

COUNTY OF GUADALUPE {}

GUADALUPE APPRAISAL DISTRICT

WHEREAS, the GUADALUPE APPRAISAL DISTRICT (the DISTRICT) acting by and through its duly authorized and empowered Board of Directors has determined that it is necessary and in the best interest of the DISTRICT, all taxing entities served by the DISTRICT and the public the District serves to proceed with the facility parking expansion project.

WHEREAS, the DISTRICT Board of Directors has determined that other alternatives to remedy the parking expansion project will cost significantly more and make a recommendation insofar as the manner with which to proceed with the parking expansion.

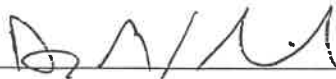
WHEREAS, the DISTRICT has determined that the total facility parking expansion shall not exceed \$91,451.


WHEREAS, the DISTRICT acknowledges that the DISTRICT is not authorized to proceed with construction or renovation of a building or other improvement without the consent of the taxing entities served by the DISTRICT in accordance with §6.051 of the Texas Tax Code.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the DISTRICT adopts and endorses the facility parking expansion project with the total combined cost of building project not to exceed \$91,451.

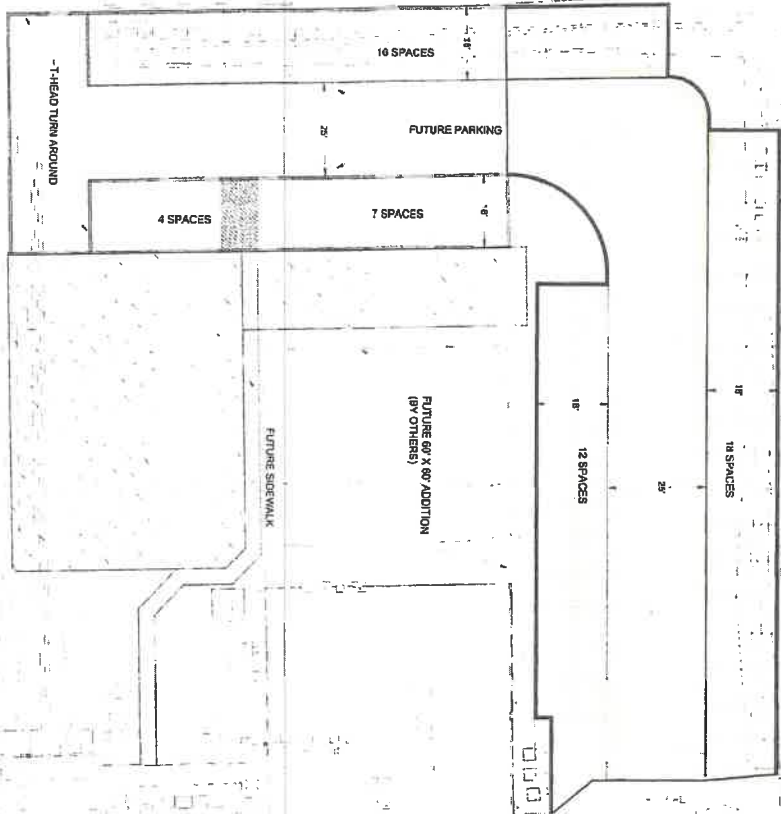
FURTHER, that the Chief Appraiser of the DISTRICT is authorized and directed to take acts necessary to provide the proposed parking expansion project resolution set forth above to the taxing entities entitled to vote pursuant to §6.051 of the Texas Tax Code.

READ, PASSED, AND APPROVED this the 6th day of October 2021.

By: 
Dr. Greg Gilcrease, Chair

Attested: 
Mr. Daryl John, Secretary
Darren Dunn, Vice Chair

**Project Subject to
B.O.D. Resolution 2021-6*



1 SCHEMATIC LAYOUT

SCALE: 1" = 30'

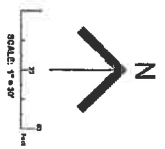
LEGEND



FUTURE DETENTION POND

- GENERAL NOTES/ASSUMPTIONS**
- PARKING CONCEPTUALLY Laid OUT WITH 1-HEAD SIMILAR TO SCHEMATIC PROVIDED BY APPRAISAL DISTRICT. WILL NEED TO VERIFY FIRE ACCESS WITH FIRE DEPARTMENT. APPROXIMATE DISTRICT. PLEASE CONSULT.
 - PROPOSED PARKING IS ~ 28 SPACES TO MATCH WITH BUDGET FROM PLANNING DOCUMENTS. CALCULATIONS FROM TO VERIFY IF WILL WORK WITH FUTURE ADDITIONS, IF DESIRED.
 - FUTURE DETENTION POND TO BE LOCATED WITHIN 10' OF EXISTING POND. MAX.
 - FUTURE SIDEWALK ALONG SOUTH SIDE OF BUILDING 4' WIDE.
 - OLD DETENTION STRUCTURE TO BE REMOVED IN FUTURE FOR FIRE DEPARTMENT. CONDITIONS. MAY NEED TO PROVIDE ALL WEATHER ACCESS IN FUTURE FOR FIRE DEPARTMENT. LINE WILL HAVE 6"-12" EXPOSED ON BACK SIDE. FUTURE NEW PARKING LOT WILL BE ELEVATED TO BRING IT OUT OF EXISTING DETENTION AREA.
 - FUTURE DETENTION SIZE CALCULATED BASED UPON PRE-EXISTING CONDITIONS. THE CURRENT POND OVERCAPS FOR IMPROVEMENTS PRESENT.

NOTES
 COUNTY: GUADALUPE
 CITY: SEGUIN
 ETL: VAN
 SCHOOL DISTRICT: SEGUIN ISD



GUADALUPE COUNTY APPRAISAL DISTRICT
 3000 N. AUSTIN ST. SEGUIN TX 78155

PRELIMINARY LAYOUT



DATE:

PROJECT NO: 2021-003

NO.	DATE	DESCRIPTION
1	10/15/21	PROJECT NO: 2021-003
2	10/15/21	PROJECT NO: 2021-003
3	10/15/21	PROJECT NO: 2021-003
4	10/15/21	PROJECT NO: 2021-003
5	10/15/21	PROJECT NO: 2021-003
6	10/15/21	PROJECT NO: 2021-003
7	10/15/21	PROJECT NO: 2021-003
8	10/15/21	PROJECT NO: 2021-003
9	10/15/21	PROJECT NO: 2021-003
10	10/15/21	PROJECT NO: 2021-003

Guadalupe County Appraisal District - Parking Lot Expansion (Base Bid)
 Opinion of Probable Cost
 10-Aug-2021

No	Item	Qty	Unit	Unit Price	Cost	Total Bid Item Cost
BID ITEM 1 - MOBILIZATION, INSURANCE AND BONDS						\$11,928.43
1	Mobilization	1	L.S.	\$7,289.60	\$7,289.60	
2	Insurance and Bonds	1	L.S.	\$4,638.84	\$4,638.84	
BID ITEM 2 - SITE DEMOLITION						\$4,500.00
3	Site Demolition, Clearing and Haul Off	1	L.S.	\$4,500.00	\$4,500.00	
BID ITEM 3 - SITE WORK						\$57,849.08
4	Excavation for Haul Off (topsoil & detention area)	30	C.Y.	\$21.00	\$630.00	
5	Concrete Dumpster Pad	288	S.F.	\$12.50	\$3,600.00	
6	Asphalt Parking and Drives	1,236	S.Y.	\$38.00	\$46,963.78	
7	Parking and Drive Reflective	576	L.F.	\$1.75	\$1,008.00	
8	Concrete Curb	454	L.F.	\$11.00	\$4,997.30	
9	Concrete Trail Walk/Pad	0	S.F.	\$6.50	\$0.00	
10	Signage	1	L.S.	\$650.00	\$650.00	
BID ITEM 12 - BMP'S						\$400.00
11	Rock Berm	20	L.F.	\$20.00	\$400.00	
BID ITEM 5 - LANDSCAPING						\$3,520.00
12	12" Topsoil	1,200	S.F.	\$1.00	\$1,200.00	
13	Soil Media Barrier Geotextile	1,200	S.F.	\$0.45	\$540.00	
14	Mulch	1,200	S.F.	\$0.40	\$480.00	
15	Shade Trees - 30 Gal.Cont. Grown	2	E.A.	\$650.00	\$1,300.00	
Total Base Bid					\$78,197.51	
Contingency 20%					\$13,253.82	
Grand Total					\$91,451.33	