

GUADALUPE APPRAISAL DISTRICT

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December 28, 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 December 15, 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.*

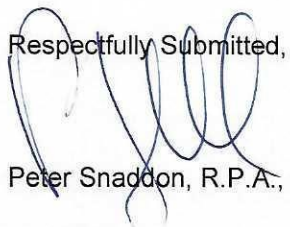
§6.051(b) further states that upon receiving notification of the approved resolution by the B.O.D, the governing body of each taxing unit, entitled to vote on the approval of the proposal, may approve or disapprove of the proposal by way of resolution. This action **must** take place **no later than** 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 **January 25, 2022**, 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