

COMAL APPRAISAL DISTRICT

900 S. SEGUIN AVENUE
NEW BRAUNFELS, TX 78130

JEFFREY J. BOOKER, RPA
CHIEF APPRAISER

May 25, 2023

Mr. Brian James
City Manager
City of Schertz
1400 Schertz Parkway
Schertz, TX 78154

Dear Mr. James:

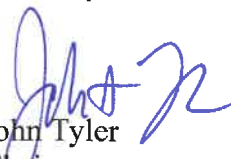
At the meeting of May 24, 2023, the Board of Directors accepted the resignation of Brad Howell and authorized the Chief Appraiser to notify each taxing unit entitled to vote by resolution to fill the vacancy. Section 6.03 (1) of the Texas Property Tax Code states:

(1) If a vacancy occurs on the board of directors other than a vacancy in the position held by a county assessor-collector serving as a nonvoting director, each taxing unit that is entitled to vote by this section may nominate by resolution adopted by its governing body a candidate to fill the vacancy. The unit shall submit the name of its nominee to the chief appraiser within 45 days after notification from the board of directors of the existence of the vacancy, and the chief appraiser shall prepare and deliver to the board of directors within the next five days a list of the nominees. The board of directors shall elect by majority vote of its members one of the nominees to fill the vacancy.

If your governing body intends to submit a nominee, please deliver to the appraisal district office by 5:00 p.m. on Monday, July 10, 2023, a resolution naming their nominee.

Thank you for your attention to this matter.

Sincerely,


John Tyler
Chairman
Board of Directors

CC: City Mayor, Mr. Ralph Gutierrez