July 30, 2025

Comal Appraisal District Facility Assessment & Feasibility Study

Final Report

Parkhill

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02. Definition | Needs Assessment

- Existing Site Context
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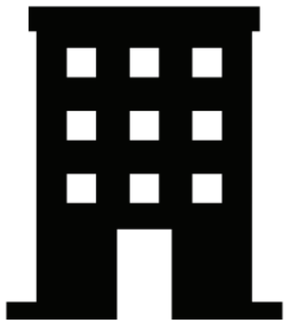
03. Design | Conceptual Design

- Proposed AD Expansion & Programming
- Site Plan Options
- Renders & Perspectives

04. Delivery | Budgeting and Cost Estimate

I. Process Overview

In order to best understand the needs of each department, **a process** was needed to help curate recommendations that would best accommodate everyone's needs. **The process** was built through a four-part approach: discovery (visioning), definition (needs assessment), designing (conceptual design), and delivery (budgeting and master plan).



Discovery

- Identifying facilities and departments for future opportunities



Definition

- Claim current conditions to be used for growth and functionality



Design

- Recommend and evaluate alternatives for improvement

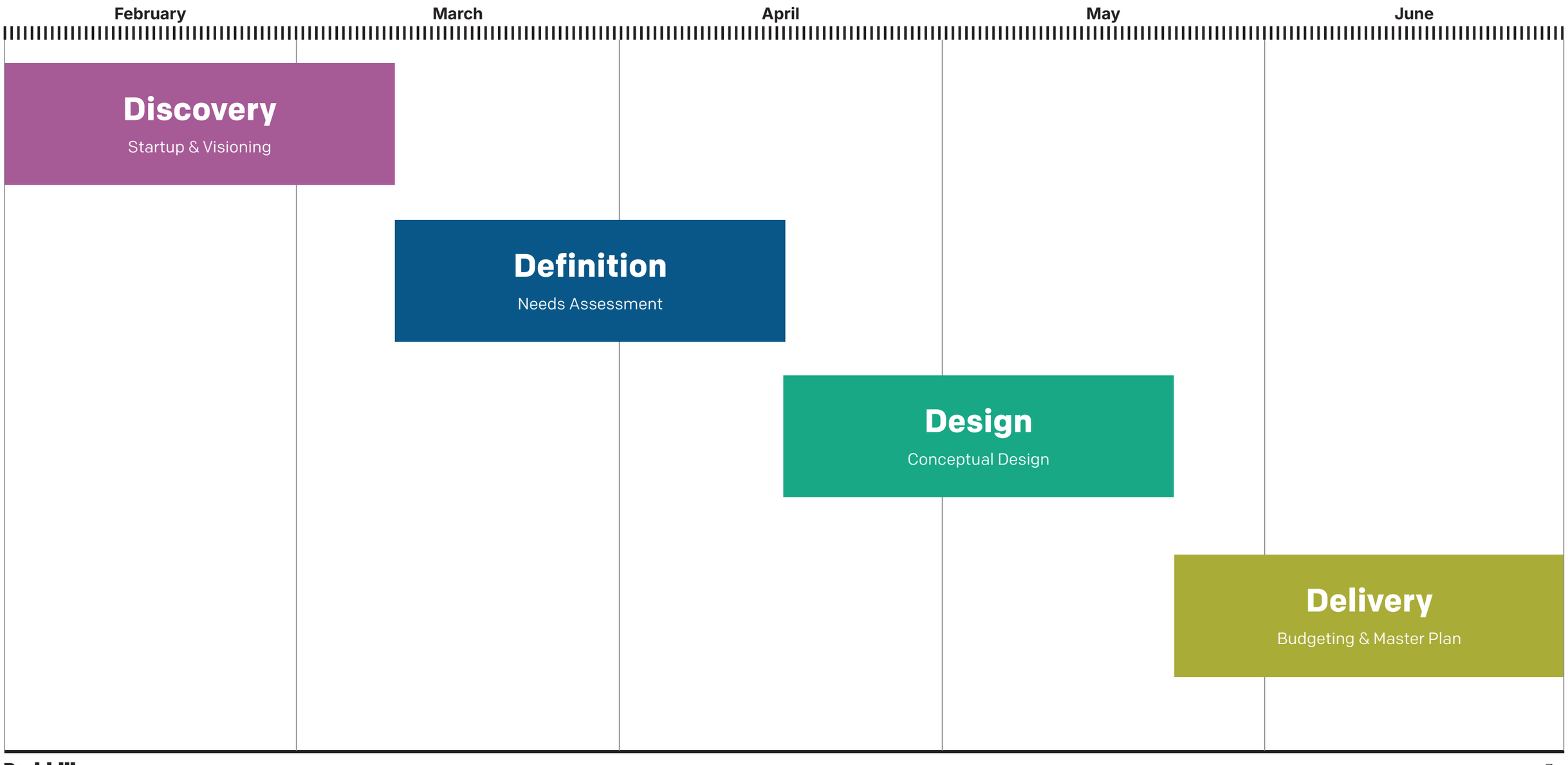


Delivery

- Final deliverable addressing facility concerns

II. Project Schedule

Study is expected to be completed over an estimated 5-6 month period beginning in January 2025 and completing by end of June 2025



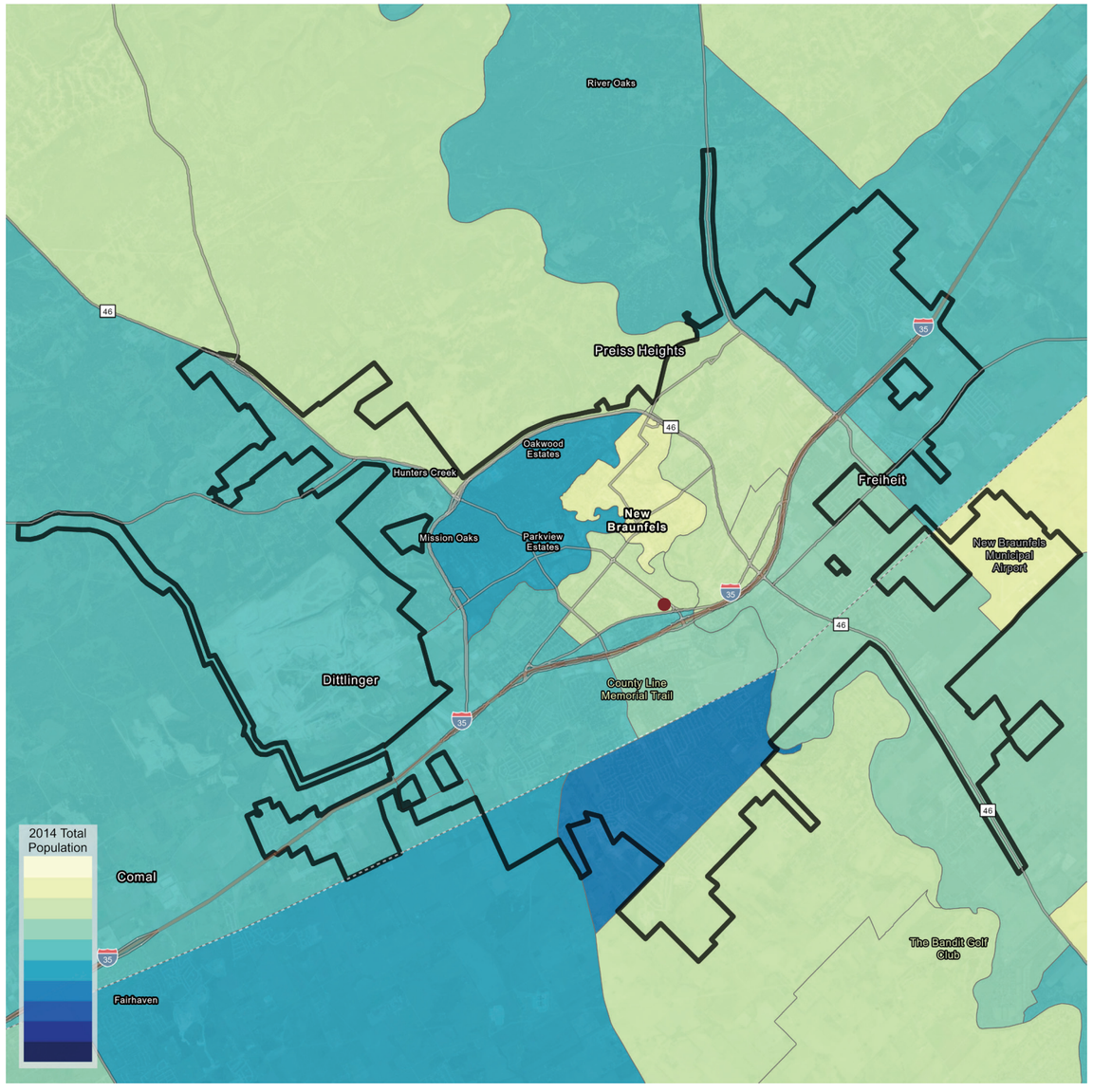
III. Scope of Study

The image shown is the location of the Comal Appraisal District that would involve an analysis of its current structure and orientation to its surroundings. It leans on the basis of expansion along with using additional land not in use.

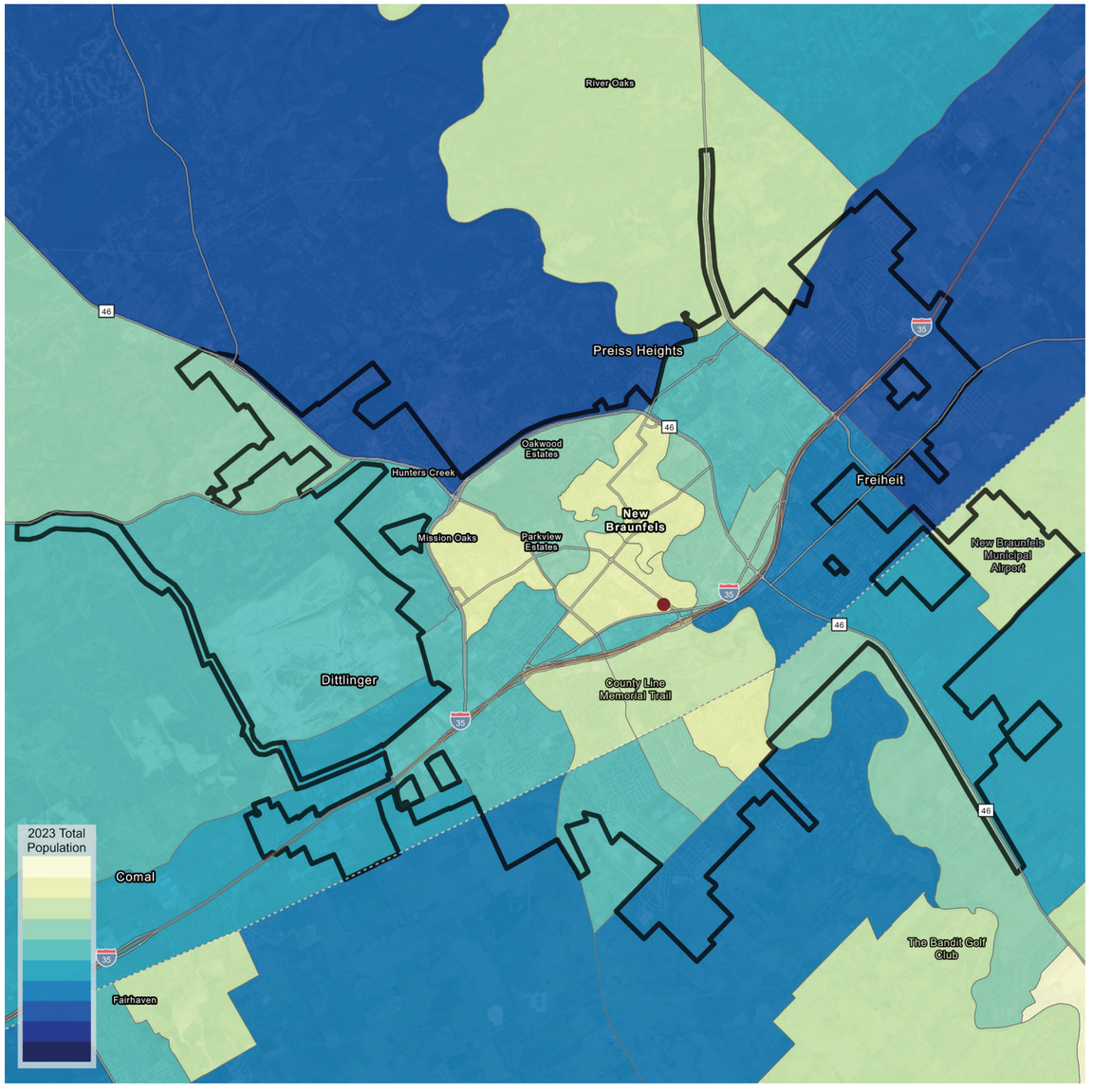


01. Discovery | Visioning

Taking an in-depth look into the population growth surrounding the Appraisal District. Identifying regions of higher population indicating more opportunities for jobs



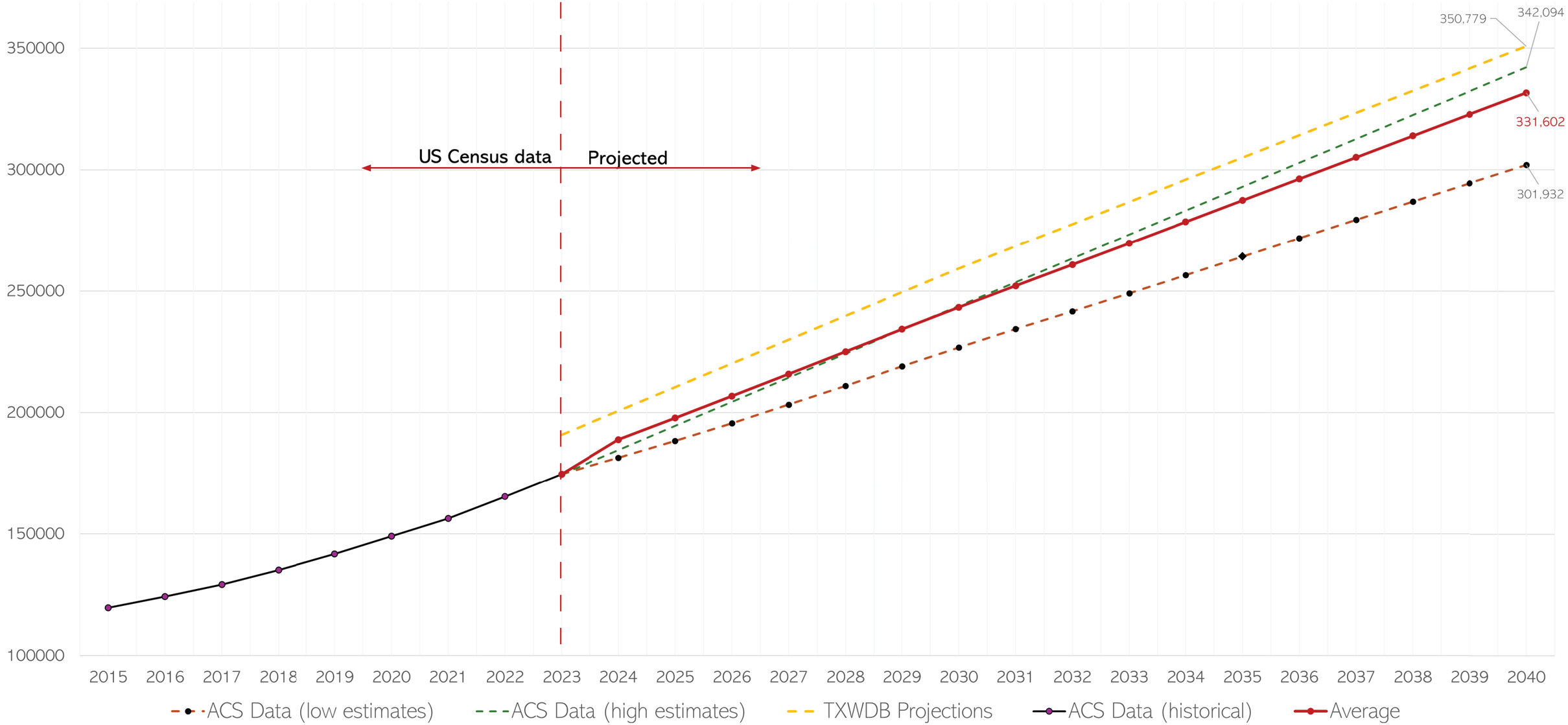
2014 US Census Population of New Braunfels



2023 US Census Population of New Braunfels

01. Discovery | Visioning

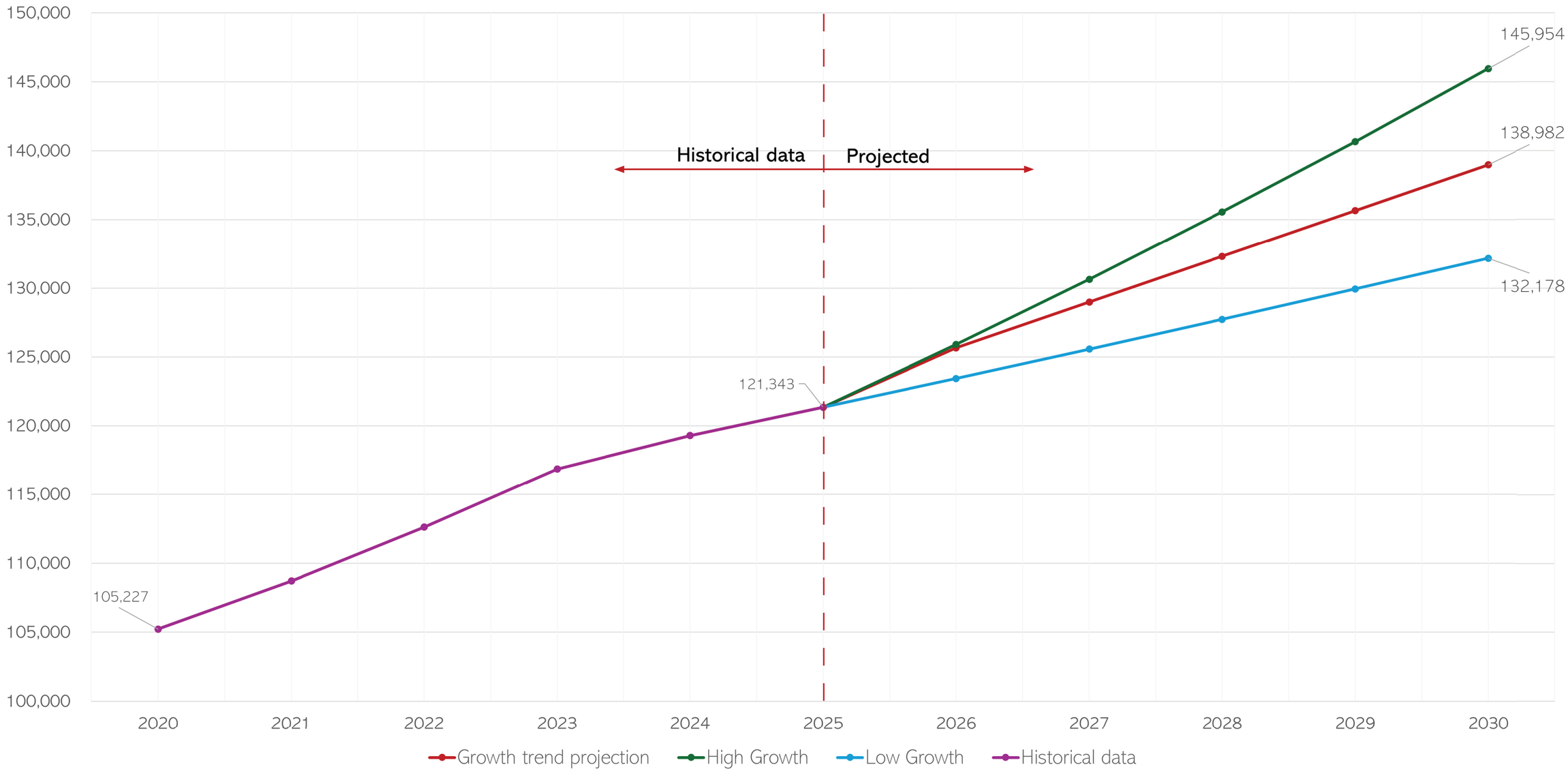
As Comal is at the split of two growing metropolitan cities in Central Texas, the surging population relates to a growth in full-time employees. With this in mind, it is a driver for future design plans to accomodate this growth in the coming years/decades



Staffing Summary - Projected Population Growth

01. Discovery | Visioning

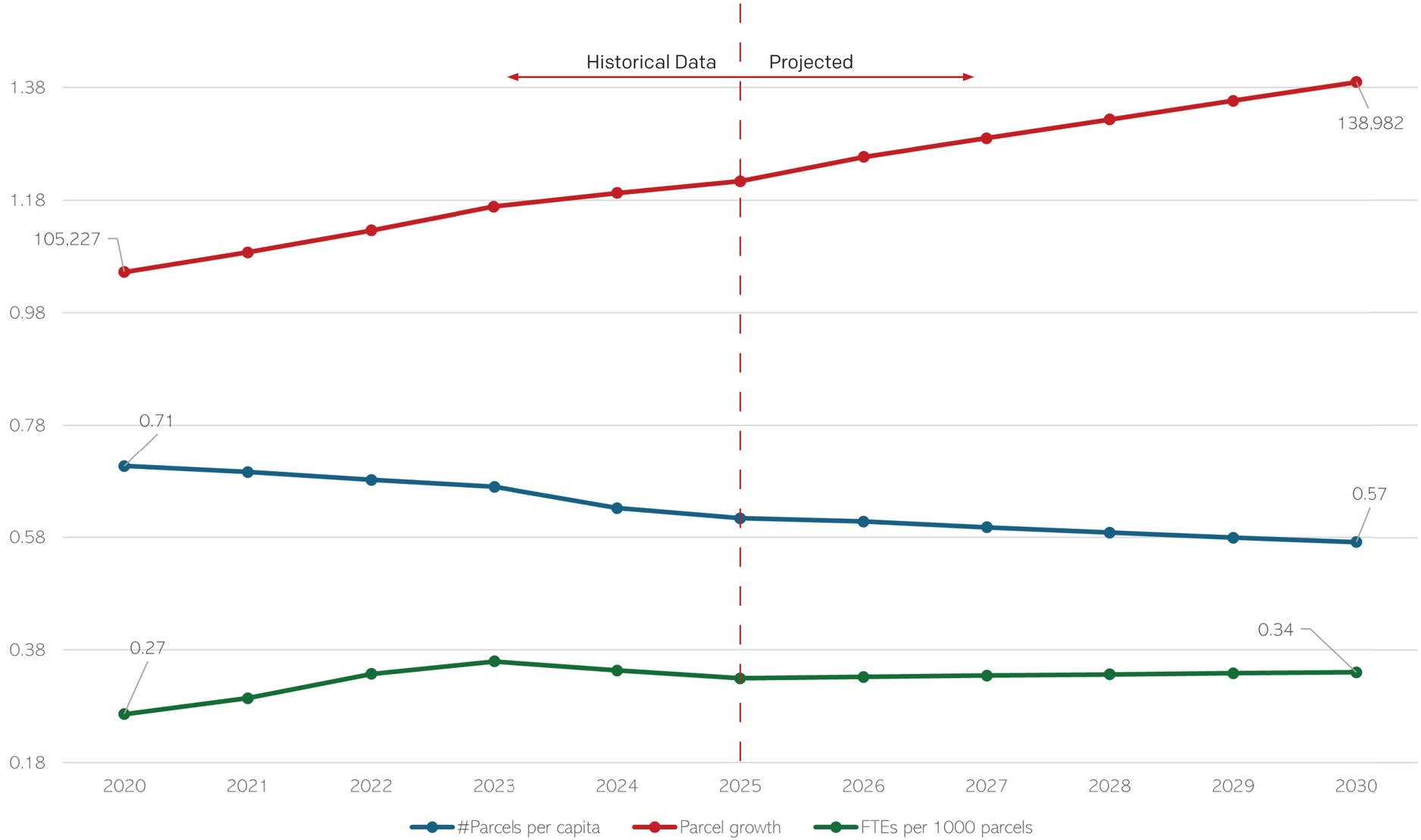
Overall Parcel Count Growth



Staffing Summary - Parcel Count Growth

01. Discovery | Visioning

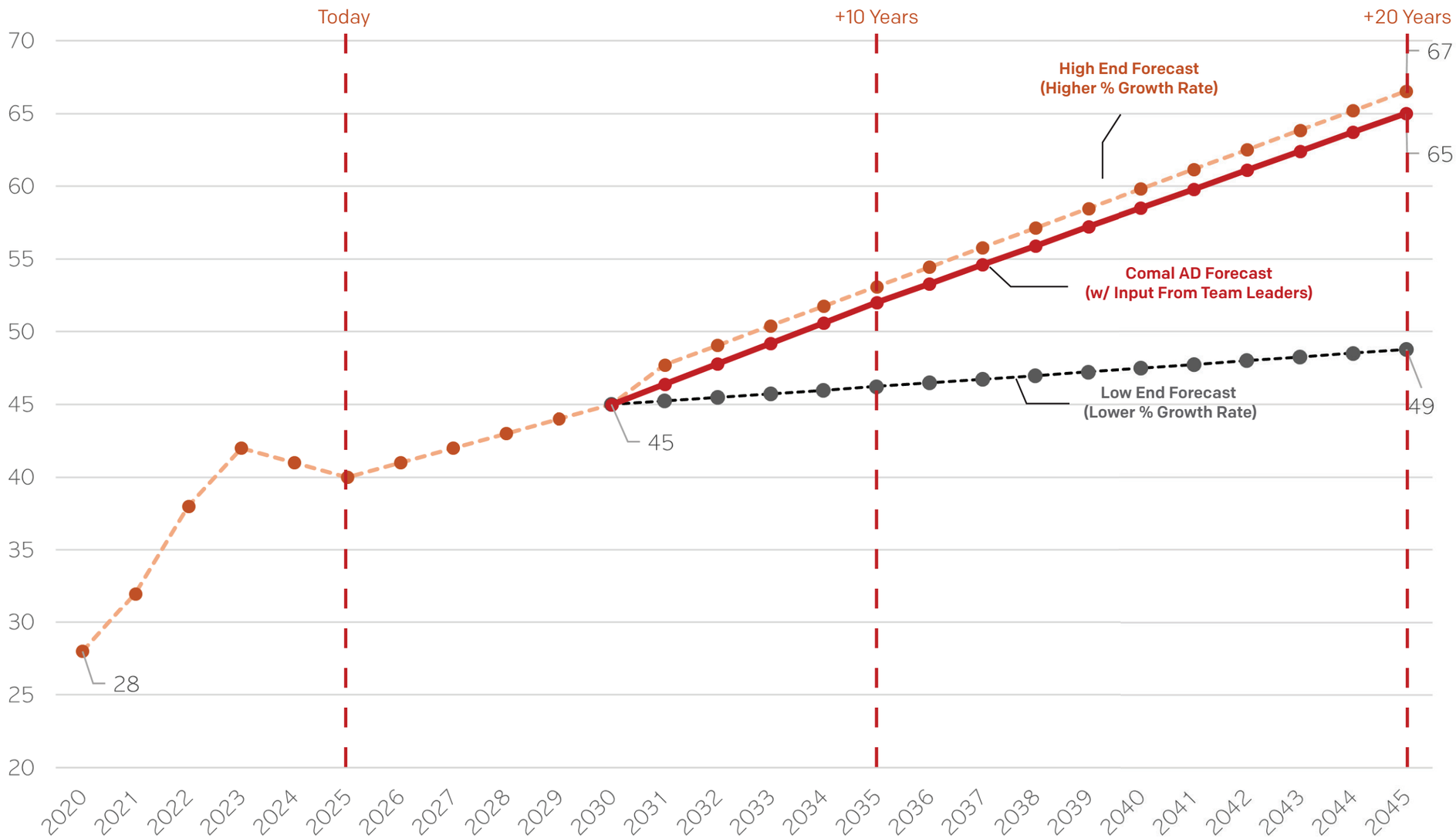
Projected Parcel Growth to 2030



Staffing Projections - Parcels per Capita & Parcel Growth

01. Discovery | Visioning

Forcasted Growth of FTEs beyond 2030



Staffing Projections - Beyond 2030

01. Discovery | Visioning

A projection of the level of service growth up to 2030



Staffing Projections - Proportional Ratios of FTEs

02. Definition | Needs Assessment

Summary of Existing Site Conditions



Existing Site Summary

Program	Area
Comal AD - Office / Admin	11,160sf
Existing Parcel	67,170sf
1 Option 1	24,393sf
2 Option 2	37,897sf

02. Definition | Needs Assessment

Comal AD - Existing Program



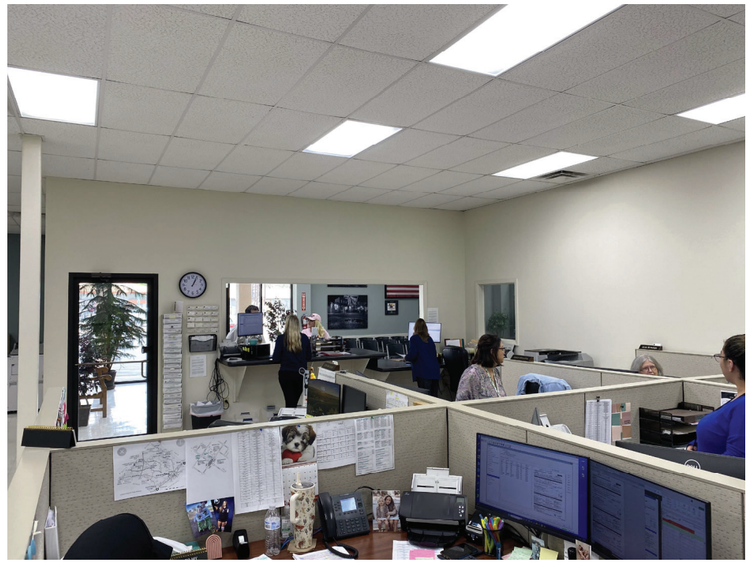
Program Summary

Space	Qty	Net SF
Chief Appraiser Operations & Assistance	*6*	*505sf*
Finance / IT	*1*	*115sf*
Comm / BPP	*9*	*463sf*
Customer Service / Exemptions	*13*	*770sf*
Land / AG / Deeds / GIS	*10*	*511sf*
Residential	*11*	*559sf*
TLO	*1*	*81sf*
Common / Support	*22*	*3,967sf*
Total Building Gross SF	**71**	**11,160sf**

03. Design | Conceptual Design







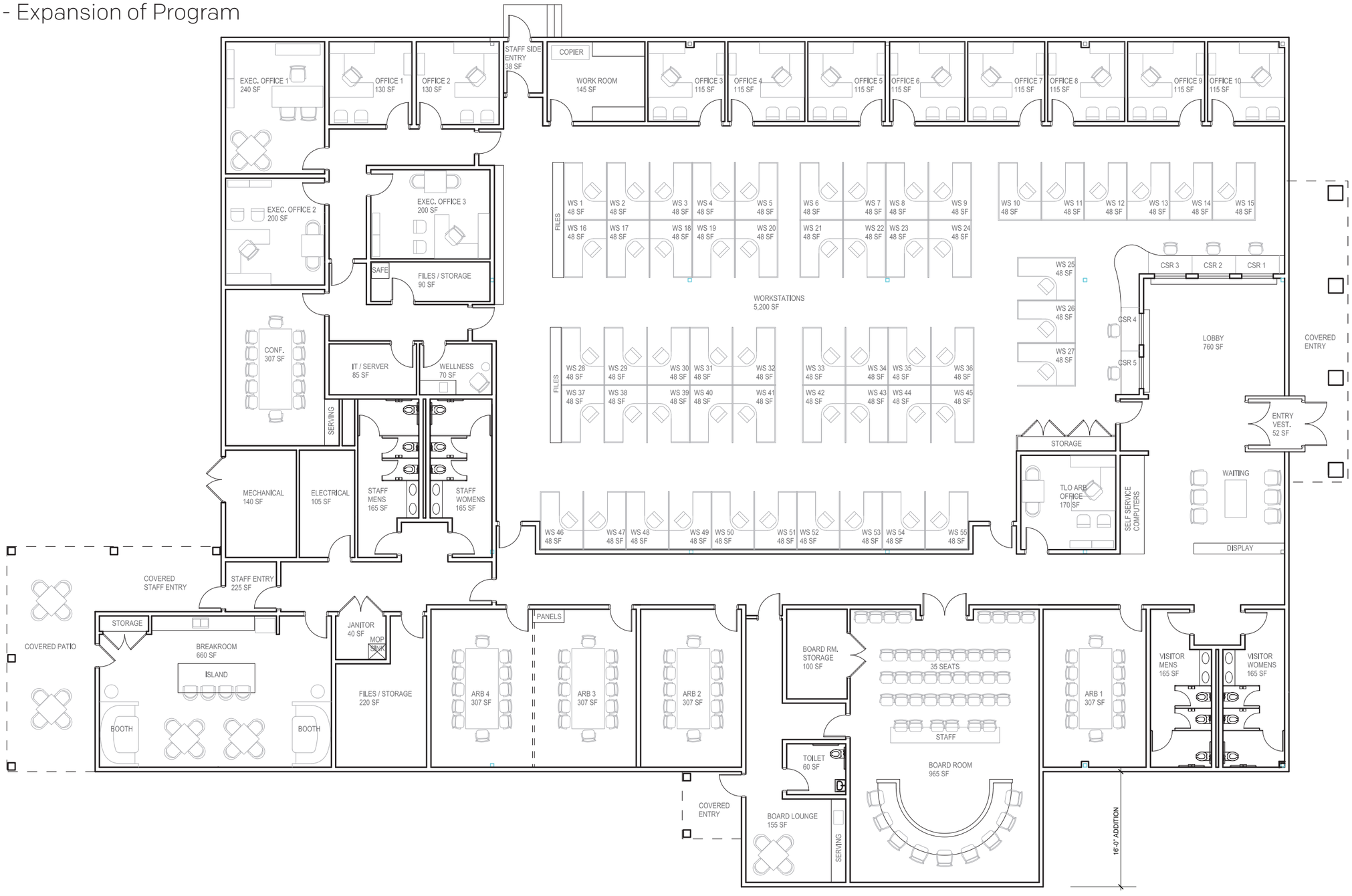


Existing Conditions - Site Visit

Space	Qty	Existing SF	Type	Qty	Net SF (15-20yr)
Customer Service / Exemptions					
FRONT TRANSACTION WINDOW	3	108	WS5	**5**	150
CUSTOMER SERVICE SPECIALIST	9	432	WS2	**13**	624
TEAM LEADER	1	79	PO4	**1**	120
Subtotal	**13**	**619**		**19**	**894**
Residential					
RESIDENTIAL APPRAISER	10	480	WS2	**13**	624
TEAM LEADER	1	79	PO4	**1**	120
Subtotal	**11**	**559**		**14**	**744**
Land / GIS					
APPRAISER	9	432	WS2	**13**	624
TEAM LEADER	1	79	PO4	**1**	120
Subtotal	**10**	**511**		**14**	**744**
Commercial					
APPRAISER	8	384	WS2	**13**	624
SR APPRAISER	-	-	WS2	**1**	48
TEAM LEADER	1	79	PO4	**1**	120
Subtotal	**9**	**463**		**15**	**792**
Appraisal Operations & Admin					
CHIEF APPRAISER	1	157	PB	**1**	240
DIRECTOR OF OPERATIONS	1	140	PO1	**1**	200
AD HUMAN RESOURCES	1	124	PO1	**1**	200
AD OFFICE ASSISTANT	1	72	PO4	**1**	130
FINANCE TEAM LEADER	1	115	PO4	**1**	130
FUTURE	-	-	WS2	**2**	96
FUTURE	-	-	PO4	**4**	480
TLO ARB Office	1	81		**1**	170
Subtotal	**6**	**689**		**12**	**1,646**
Support					
Public Lobby	1	350		**1**	490
Lobby / Waiting / Seating	1	323		**1**	313
Front Vestibule	-	-		**1**	52
ARB Small	1	299		-	-
ARB Full	1	570		**4**	1,240
Work Rm.	-	-		**1**	145
Conference Room	-	-		**1**	307
Board Room	-	-		**1**	965
Board Room Storage	-	-		**1**	100
Board Lounge	-	-		**1**	155
Board Room Restroom	-	-		**1**	60
Visitor Men's Restrooms	1	70		**1**	205
Visitor Women's Restrooms	1	70		**1**	205
Admin Restroom	2	45		-	-
Training Room	1	510		-	-
Admin Storage	1	72		-	-
IT	1	89		**1**	85
Mechanical / Electrical	-	-		**2**	245
Janitor	1	89		**1**	40
Breakroom	1	384		**1**	670
Warehouse Storage	1	1258		-	-
Files / Archives / Storage	1	202		**2**	320
Staff Men's RR	3	79		**1**	225
Staff Women's RR	3	79		**1**	225
Staff Vestibule	-	-		**2**	80
Wellness	1	72		**1**	70
Subtotal	**22**	**4561**		**27**	**6,197**
Building Summary					
Subtotal Net SF (Dept + Shared)		7,402			11,017
Bldg. Grossing		3,698			4,873
Total Building Gross SF	**71**	**11,100**		**101**	**15,890**

03. Design | Conceptual Design

Comal AD - Expansion of Program



03. Design | Conceptual Design

Site Plan - Option 1



03. Design | Conceptual Design

Site Perspective - Option 1



03. Design | Conceptual Design

Site Plan - Option 2



03. Design | Conceptual Design

Site Perspective - Option 2



03. Design | Conceptual Design

Perspective I - View From S. Seguin Ave. & W Nacogdoches St.



03. Design | Conceptual Design

Perspective II - Entry Approach From Parking Lot



03. Design | Conceptual Design

Perspective III - View From W. Nacogdoches St.



03. Design | Conceptual Design

Perspective IV - Staff Entry & Patio From Parking Lot



04. Delivery | Budgeting & Cost Estimate







DRAFT PROBABLE PROJECT COSTS

Comal Appraisal District _ New Braunfuls, TX

1.July.2025

Demo Interior	11,100	SF	$	4.00	$	44,400.00
Interior Build-out	11,100	SF	$	115.00	$	1,276,500.00
Addition	4,775	SF	$	395.00	$	1,886,125.00
Exterior Upgrades, Windows		LS			$	85,500.00
Exterior Upgrades, Exterior Finishes		LS			$	345,000.00
Exterior & Site Demo		LS			$	45,000.00
Covered Canopies	1,120	SF	$	65.00	$	72,800.00
Landscaping		LS			$	95,000.00
Concrete Curb	3,500	LF	$	6.50	$	22,750.00
Asphalt Parking	31,000	SF	$	9.50	$	294,500.00
Monument Sign	1	LS	$	15,000.00	$	15,000.00
				TOTAL SITE + BLDG COSTS	**$**	**4,182,575.00**
Furniture (FFE)	1	LS	$	400,000.00	$	400,000.00
Acquire Property					$	950,000.00
Demo of Acquisition					$	50,000.00
9000sf Lease Space for 12M	12		$	18,000.00	$	216,000.00
RAS /Accessibility Review	1	LS	$	2,500.00	$	2,500.00
GC General Conditions (40 weeks)	1	LS	$	240,000.00	$	240,000.00
GC FEE'S (5%)	1	LS	$	205,000.00	$	205,000.00
*A&E Design Fee's	1	LS	$	565,000.00	$	565,000.00
Materials Testing	1	LS	$	20,000.00	$	20,000.00
Owner Contingency/Escalation (10%)	1	LS	$	420,000.00	$	420,000.00
A&E Reimbursable Expenses	1		$	18,500.00	$	18,500.00
				TOTAL PROJECT COST	**$**	**7,269,575.00**

*A&E Design Fee Includes: Surveying, Low Voltage & Geotech

***NOTE: Opinion of cost does not constitute a bid: It is an opinion of what construction is expected to cost at the time the project is bid. Factors such as bid climate, material availibility, shcedule, & scoping may have significant impact on actual project costs.

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