

GUADALUPE APPRAISAL DISTRICT



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Schertz, Texas 78154
(210)945-9708 Option 8

September 6, 2018

Presiding Officer

Dear Presiding Officer,

The Guadalupe Appraisal District (G.A.D.) Board of Directors would like to move forward with building renovations of roof and exterior repairs and expansion of the parking facility (the project). The location of this project is at 3000 N. Austin St., Seguin, Texas 78155. Design development of this project has been substantially completed. As you know from our recent notification of requested budget amendments sent on November 2, 2017 and on June 7, 2018, our office is in need of these roof repairs and parking expansion. It has been determined that the associated costs with alternatives such as a new roof of the original building (1984) would be more expensive option to proceed with, and thus repairs to the roof of the original building would be the best option to proceed with at this time. The parking expansion is proposed to accommodate current spacing needs with the facility master plan expanding this parking in the future. 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 September 5, 2018 the B.O.D. approved a resolution proposing this project.

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 building cost of the project shall not exceed \$160,000. Enclosed you will find a copy of the approved resolution by the B.O.D.

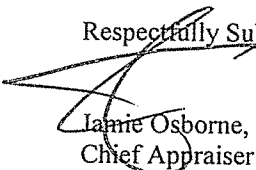
§6.051(b) states that upon receiving notification of the approved resolution by the B.O.D, the governing body of each taxing unit served by G.A.D. **must approve or disapprove by way of resolution the proposed project no later than 30 days after receiving notification of the approved resolution.**

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 5, 2018** 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 OCTOBER 15, 2018. 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,


Jamie Osborne, R.P.A., C.C.A.
Chief Appraiser

RESOLUTION NO 2018-5

STATE OF TEXAS § RESOLUTION PROPOSING ROOF &
EXTERIOR REPAIRS AND PARKING
EXPANSION PROJECT OF FACILITIES OF THE
COUNTY OF GUADALUPE § GUADALUPE APPRAISAL DISTRICT

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 roof and exterior repairs and to expand the present facility parking.

WHEREAS, the DISTRICT Board of Directors has determined that other alternatives to remedy these items will cost significantly more and make a recommendation insofar as the manner with which to proceed with roof and exterior repairs and to expand the present facility parking.

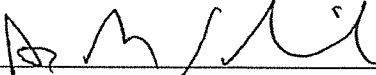
WHEREAS, the DISTRICT has determined that the total building cost of roof and exterior repairs and expansion of the parking facility shall not exceed \$160,000.

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 Property Tax Code.

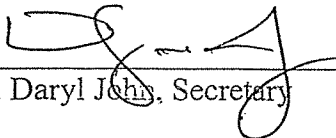
NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the DISTRICT adopts and endorses the roof and exterior repairs and expansion of the parking facility project with the total combined cost of building projects not to exceed \$160,000.

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

READ, PASSED, AND APPROVED this the 5th day of September 2018.

By: 
Dr. Greg Gilcrease, Chairman

Attested:


Mr. Daryl Johns, Secretary