



**ELLIS APPRAISAL DISTRICT**  
400 Ferris Ave \* PO Box 878  
Waxahachie, Texas 75168  
972-937-3552 \* Toll Free 1-866-348-3552  
ecad@elliscad.com

**Board of Directors**  
T. Walter Erwin, Chairman  
Richard Keeler, Vice-Chairman  
Diana B. Muckleroy, Secretary  
**Members**  
Rusty Ballard      Paula Baucum  
David Hurst        George Ricks  
Richard Rozier     Jennifer Zarate  
  
Kathy Rodrigue, Chief Appraiser

Date: December 12, 2024  
To: Ellis Appraisal District County, School District and City Taxing Units  
Re: Proposed Minor Renovation of the Ellis Appraisal District Office

Dear Presiding Officer and Governing Body:

With the population increase in Ellis County, Ellis Appraisal District has seen an escalation in property owner protests. This challenge presents a need for more Appraisal Review Board (ARB) panel meeting rooms.

The twenty-two member ARB meets in panels of three members. Each panel can usually accommodate an average of 28 hearings per day. There are two to three large ARB panel rooms at the front of the District office, that with minor alterations can be divided into four to six panel rooms. This additional space would make room for 56 to 84 additional hearings per day. The District has the funds in reserve to cover the cost of this renovation, so no additional funding from the taxing unit or financing will be necessary to accomplish this solution.

The alternative to making this change would be to lease offsite space that would require annual rent. The Appraisal Review Board and appraisal staff would be split between multiple locations. This alternative would present challenges in managing the ARB hearings process and likely have an annual cost equal to the one-time cost of the proposed alterations.

Attached is the Ellis Appraisal District Board of Directors **Resolution Proposing the Minor Renovation of the District Office** for your review. Also attached is a sample resolution for your taxing units considered action.

Section 6.051(b) of the Property Tax Code requires that three-fourths of the taxing units entitled to vote on the appointment of board members must approve this action within 30 days of receiving this letter. **Please list this action item on your next agenda and notify the chief appraiser of the meeting date and time.**

We look forward to continuing to serve all property owners and taxing units in Ellis County with excellent service as our County and your Taxing Unit continue to grow. Please contact me at [kathy@elliscad.com](mailto:kathy@elliscad.com) or 972-937-3218 if you have any questions.

Sincerely,

Kathy Rodrigue, RPA  
Chief Appraiser of the Ellis Appraisal District

**RESOLUTION OF THE BOARD OF DIRECTORS  
FOR THE ELLIS APPRAISAL DISTRICT  
PROPOSING THE MINOR RENOVATION TO THE DISTRICT OFFICE**

**DECEMBER 12, 2024**

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**WHEREAS**, the Board of Directors:

Recognizes the need to make minor alterations to the appraisal district office to accommodate the current needs and effective management of the Appraisal Review Board process; and

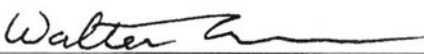
Assures, the District has adequate reserve funds to cover the cost of the proposed minor renovation; and

Is seeking to provide adequate facilities to accommodate property owner needs, provide for additional Appraisal Review Board hearings, and further secure and accomplish the responsibilities of the appraisal office.

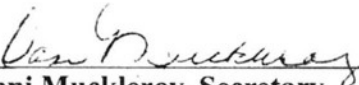
**WHEREAS**, TEXAS PROPERTY TAX CODE, SECTION 6.051(a) allows for the purchase, lease and construction of improvements as necessary to establish and operate the appraisal office and SECTION 6.051(b) states that this action must be approved by the governing bodies of three-fourths of the taxing units entitled to vote on the appointment of board members;

**NOW THEREFORE BE IT RESOLVED** by the Ellis Appraisal District Board of Directors that the renovation of the appraisal office be proposed to the taxing units for approval.


**ADOPTED** this the 12<sup>th</sup> day of December, 2024.


  
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**Walter Erwin, Chairman**

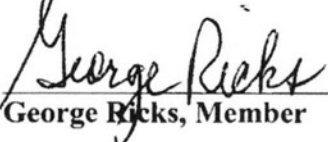
  
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**Dani Muckleroy, Secretary**

**Rusty Ballard, Member**

  
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**Paula Baucum, Member**

  
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**David Hurst, Member**

  
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**George Ricks, Member**

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**Jennifer Zarate, Member**

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**Richard Rozier, Ex Officio Member**