

## M E M O

Date: December 27, 2021

To: Governing Body of Bastrop County, School Districts, and  
Cities within Bastrop County

From: Faun Cullens

Subject: **Notice of Proposal for Bastrop CAD Facilities**

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The Board of Directors is considering alternatives for the Bastrop CAD facilities to accommodate the current and future growth of the appraisal district. It is important to consider our present facilities and the growth challenges we are facing.

**Present Facilities:**

In 1997 the Board of Directors of the Bastrop CAD began the process of purchasing the land located at 212 Jackson Street. Construction of the current 12,000 square foot facility began in 1998. Construction was completed in 1999 at which time the appraisal district, collections and McCreary Veselka Bragg & Allen (MVBA) occupied the building.

Around 2001 collection of tax dollars was turned over to the County Tax Assessor. Collections and MVBA moved to offices within the courthouse at that time.

With the entities need to have complete and timely values, the accelerated growth of our county, and legislative changes every two years on how we do business, we are facing the need to add new staff members to efficiently keep up with the changes. It is our goal to continue positive service to the property owners and taxing entities of Bastrop County.

Most of the customer traffic involves two departments within the appraisal district, mapping, and administrative support (homestead applications and agricultural applications). These two departments would be better suited closer to the entrance on the east side of the building. We believe this would enhance customer service and the flow of customer traffic.

Just as all the taxing entities are prudently making plans, Bastrop CAD has the same challenge and the stewardship to plan for the future. Below you will find our recommendation for consideration.

**Bastrop CAD is considering a remodel of its existing facility.**

The present Bastrop CAD facilities, with remodeling could be converted into much more efficient office space. The proposed remodel would move high traffic customer areas closer to the front of the building. The remodel would convert the existing front porch to a lobby area, which would allow for the expansion of the reception area to efficiently handle customers. The proposed remodel involves the east half of the building at this time. The west half of the building is already divided into offices.

With an estimated cost of \$600,000 to complete the remodel, the district would propose to use \$400,000 dollars of committed reserve for building projects leaving a balance of \$200,000.

The district proposes to finance \$200,000 as a construction loan for one year for the balance and unexpected construction costs. With the anticipated completion of the remodel of April 1, 2022. The balance would be budgeted for the 2023 Appraisal District Budget, upon approval by the taxing authorities and adoption by the Board of Directors.

**The Bastrop CAD Board of Directors believes the most economical and prudent option is to remodel the existing facility.** This would provide for the least amount of change for the property owners, entities, and staff. It removes the question of marketing the existing facility. The board of directors believes this would result in the lowest financial impact to the taxing entities. Please find enclosed the Bastrop CAD Board Resolution on this proposal and an estimated allocation of the proposal.

**Section 6.051(b) of the Property Tax Code requires that “on or before the 30<sup>th</sup> day after the date the presiding officer receives notice of proposal, the governing body may approve or disapprove the proposal.”**

We look forward to sharing this information with your governing body at your meeting within the next 30 days. Please find enclosed a sample resolution for your considered support of this proposal. I look forward to receiving notification of when your meeting is scheduled. We will be there to present this information and answer any questions you may have.

Please feel free to call or e-mail me at 512-303-1930, ext 126 or [faun@bastropcad.org](mailto:faun@bastropcad.org) if you have any questions.

Faun Cullens, RPA, CCA  
Chief Appraiser

TAXING UNIT: \_\_\_\_\_

Resolution No. \_\_\_\_\_

RESOLUTION FOR THE BASTROP CENTRAL APPRAISAL DISTRICT FACILITIES PROPOSAL

WHEREAS, Section 6.051(b) of the Texas Property Tax Code, requires that each taxing unit entitled to vote on the appointment of board members receive the Bastrop CAD board's resolution, together with information showing the costs of the proposal and on or before the 30<sup>th</sup> day after receiving the notice of proposal, the governing body may approve or disapprove the proposal.

THEREFORE, the \_\_\_\_\_ submits their  
(taxing unit)

\_\_\_\_\_ of the Bastrop CAD facilities proposal.  
(approval/disapproval)

ACTION TAKEN this \_\_\_\_\_ day of \_\_\_\_\_, 2021, in  
\_\_\_\_\_ Session of the governing body of the above-mentioned taxing unit; as  
authorized under Section 6.051(b) of the Texas Property Tax Code, for the purpose of  
acting on the proposal.

ATTEST:

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