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Mayor Bruce Alexander  
Hon. Sheena Martinez, Council Member District 1  
Hon. Houston Marchman, Council Member District 2  
Hon. Phil King, Council Member District 3  
Hon. David Merz, Jr., Council Member District 4  
Hon. Robert Lee, Council Member District 5

Dear City Council:

Medina Central Appraisal District (MCAD) has notified you that it is time to nominate board members for the 26-27 term. This is the nomination phase. You will be notified in the next few months that you can vote for the nominees. I have served as your representative for the past two years and would be honored to continue to serve on your behalf for the coming two year term.

During the past two years, we have been able to purchase a building for MCAD to move into in the near future. The building is located at 726-744 18<sup>th</sup> Street, Hondo, Texas. It has over 7,900 square feet of usable space for the appraisal district, some of which does not need to be remodeled. The purchase price was \$1,000,000, of which MCAD put \$200,000 down from its building fund. The seller financed the remainder on a one year loan. An architect is in the process of finalizing plans for remodeling 5,000 square feet of office space, and then we will solicit construction bids.

In the next two years, we will have much to accomplish. When we have final expectations of costs, we will seek permanent financing from our local banks to roll over the seller provided financing and include the cost of remodeling. The space where protest hearings have been held this past summer is not being remodeled and is serving the appraisal district needs well. One section of the building is being occupied by a tenant, who will serve out the term of their lease, and then move out. The appraisal district expects to use that space for storage at first, but for future offices in the next several years. The initial construction phase to remodel the existing offices may take the better part of the next year, but we hope that the appraisal district office can move into its new office space before the end of 2026.

It has been an arduous task to get this project to this point, but we have secured a building that existed rather than having to build one from the ground up. We believe we have been good stewards of the tax dollars that will need to be spent in the upcoming years.

This appraisal district office needed to move out of the space that it has been in for the past several decades. We have accomplished this and are spreading the costs over the next twenty years with the commercial, long term loan.

We will continue to watch the budget of the appraisal district and be sure that the growth of the county is documented and accounted for in the tax rolls. The Comptroller's office audits the performance of MCAD and reports to the board any deficiencies both with appraised values and with methods and procedures. As Medina County grows, additional staffing may be necessary, but the Chief Appraiser will add those people gradually over the next few years.

Thank you for your support. It has been a privilege to be your representative.

Very truly yours,

Cynthia F. Malone

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cc: Debra Howe  
Scott Dixon

Encl. Résumé