

# **YOAKUM COUNTY APPRAISAL DISTRICT**

## **PLAN FOR PERIODIC REAPPRAISAL**

**2015/2016**

## **Table of Contents**

<b>GENERAL REAPPRAISAL PROCEDURES</b>	<b>2</b>
REAPPRAISAL PLAN	
ANALYSIS OF AVAILABLE RESOURCES	
MASS APPRAISAL SYSTEM	
Noticing Process	
DATA COLLECTION REQUIREMENTS	
New Construction/Demolition	
Re-inspection of the Universe of Properties	
VALUATION ANALYSIS (MODEL CALIBRATION)	
<b>PLANNING A REAPPRAISAL</b>	<b>5</b>
RESIDENTIAL, COMMERCIAL, RURAL, AND PERSONAL	
PROPERTY GOALS	
2015/2016 Reappraisal Plan	
Organization	
2015 Reappraisal Schedule	
2016 Reappraisal Schedule	
<b>TAX CODE</b>	<b>6</b>
WRITTEN PLAN REQUIREMENT	
PERIODIC PLAN REQUIREMENT	
<b>CONTRACTED APPRAISAL</b>	<b>7</b>
INDUSTRIAL PERSONAL PROPERTY	
INDUSTRIAL REAL PROPERTY	
OIL AND GAS PROPERTY	
UTILITY, RAILROAD AND PIPELINE PROPERTY	

# **THE WRITTEN REAPPRAISAL PLAN FOR YOAKUM COUNTY APPRAISAL DISTRICT**

## **GENERAL REAPPRAISAL PROCEDURES**

The Yoakum County Appraisal District, by policy adopted by the Board of Directors, reappraises one third of real property and all mineral and personal property in the district every year. Tax year 2015 is a reappraisal year and tax year 2016 is a reappraisal year. Exceptions or adjustments to the annual reappraisal plan will occur when there is a lack of data in specific property classifications and marketing areas, time restraints, shortage of staff, and budget constraints.

YCAD staff is responsible for reappraising business personal property. YCAD contracts with Thomas Y Pickett & Company Inc. to appraise oil and gas properties, utilities, pipelines, railroad property, industrial property, and industrial personal property in the district. YCAD contracts with Eagle Appraisal to appraise all other real property.

## **REAPPRAISAL PLAN**

Yoakum County Appraisal District shall provide for the following reappraisal activities for all business personal property in the district every year and for all real property within every three year period:

1. Yoakum County Appraisal District shall identify properties to be appraised through physical inspection or by other reliable means of identification, including deeds or other legal documentation, land-based photographs, surveys, maps, and property sketches;
2. Yoakum County Appraisal District shall identify and update relevant characteristics of each property in the appraisal records such as jurisdiction.
3. The market areas of Yoakum County Appraisal District are defined as City of Plains, City of Denver City, Plains ISD including Brownfield ISD and Seagraves ISD and excluding the City of Plains, Denver City ISD and excluding the City of Denver City.
4. Yoakum County Appraisal District shall identify property characteristics that affect property value in each market area, including:
  - a. the location and market area of property;
  - b. physical attributes of property, such as size and condition;
  - c. legal and economic attributes; and
  - d. easements, covenants, leases, reservations, contracts, declarations, special assessments, ordinances, or legal restrictions;
5. Yoakum County Appraisal District and Eagle Appraisal shall analyze any sales data received to understand market trends that affect value in each market area.
6. Yoakum County Appraisal District shall review the appraisal results to determine value.

## **ANALYSIS OF AVAILABLE RESOURCES**

Staffing and budget requirements for tax year 2015 are detailed in the 2015 budget, as adopted by the Board of Directors of the Yoakum County Appraisal District, and attached to the written biennial plan by reference. This reappraisal plan is adjusted to reflect the available staffing in tax year 2014 and anticipated staffing for tax year 2015. Budget restraints can impact the cycle of real property re-inspection and personal property on-site review that can be accomplished in the 2015-2016 time period.

## **MASS APPRAISAL SYSTEM**

Computer Assisted Mass Appraisal (CAMA) system revisions are completed by the Information Systems Software Provider. System revisions and procedures are performed by the Provider. Yoakum County Appraisal District contracts with the firm of True Automation for these services.

### **Noticing Process**

25.19 appraisal notice forms are provided by the Information Systems Software Provider. The Provider reviews and edits for updates and changes required by legislative mandates.

The district publishes, in the local newspaper, information about the notices and how to protest. The district makes available the latest copy of the Comptroller's pamphlet Property Taxpayer Remedies.

## **DATA COLLECTION REQUIREMENTS**

Activities for each tax year include new construction, demolition, remodeling, re-inspection of the universe of properties on a specific cycle, and field or office verification of sales data and property characteristics.

### **New Construction/Demolition**

New construction field and office review procedures are identified and revised as required. Sources of building permits are confirmed. The City of Plains and the City of Denver City provide a listing of permits issued during the previous year. Additionally, the Denver City Press' articles are examined throughout the year for reference purposes.

### **Re-inspection of the Universe of Properties**

The International Association of Assessing Officers' Standard on Mass Appraisal of Real Property specifies that the universe of properties should be re-inspected on a cycle of 3 years. The re-inspection includes physically viewing the property, and verifying the accuracy of the existing data. The field appraiser has an appraisal card of each property to be inspected and makes notes of changes, depreciation changes, remodeling, additions, etc. The annual re-inspection requirements for tax years 2015 and 2016 are identified and scheduled in the written reappraisal plan.

## **VALUATION ANALYSIS (MODEL CALIBRATION)**

### **Final Valuation Schedules**

While some staff work on the physical inspection, others rework the value models to be used to value all parcels. A valuation model is a formula used to value a specified set of properties. It can be as simple as the amount per square foot to be multiplied by the square footage of the properties to value. For example:

\$37.50 per square foot X 1,200 s.f. = \$45,000

Or it may be so complex that it takes a computer to efficiently apply it. In either event, they share the common characteristics of being developed from the local market and being subject to human acceptance or rejection of the solution. The study will begin with a discussion of the cost approach models and work through the comparative sales and income model.

## **PLANNING A REAPPRAISAL**

Variation in reappraisal requirements requires Yoakum County Appraisal District to carefully plan its work before beginning any reappraisal. Although the planning process may vary in specifics, it should involve four (4) basic steps:

1. Set reappraisal goals.
2. Assess available resources and determine needs.
3. Re-evaluate goals and adjust as necessary.
4. Develop a work plan.

## **RESIDENTIAL, COMMERCIAL, RURAL GOALS**

### **2015/2016 Reappraisal Plan**

Pursuant to Section 25.18 of the Texas Property Tax Code, the Yoakum County Appraisal District has established the following reappraisal plan to provide for the reappraisal of property within the district.

1. The CAD is divided into three areas. In 2015 Area One: All commercial property in Yoakum County will be reappraised. In 2016 Area Two: All residential properties of the City of Plains and of the City of Denver City will be reappraised. Not scheduled to be reappraised in 2015 or 2016 Area Three: All rural real property excluding commercial. All business personal property will be appraised each year.

- a. Area One: All commercial properties of Yoakum County. (Completed in 2012)

b. Area Two: All residential properties of the City of Plains and of the City of Denver City.  
(Completed in 2013)

**\*\*Note:** all income producing personal property within the CAD is appraised on an annual basis, regardless of its location.

## **Organization**

Field inspections are carried out by Eagle Appraisal. Eagle Appraisal physically inspects areas required by the reappraisal cycle, checks all existing data, works building permits, draws plans of new improvements for entry into computer, rechecks any property on which a question or problem has arisen. Other duties may be required and will be executed upon direction of the chief appraiser.

Data entry of field work notes and sketches is performed by appraisal district staff.

## **2015 Reappraisal Schedule**

All schedule dates are a guideline only, not absolute. There are many variables that can change this schedule. In this interest, the scheduled dates may be changed somewhat by the appraiser or property owner with the approval of the chief appraiser. The properties must be re-inspected by the end of April, 2015.

**All Year:** Gather current sales data from sales confirmation letters, deed records, and other sources.

### **2014**

<b>August 11, 2014</b>	Create 2015 CAMA working file. Begin fieldwork. Begin data entry and maintenance changes for 2015.
<b>September 8, 2014</b>	Begin reappraisal of new and commercial property in Sections 1- 586 of Block D John H Gibson, Block G, L, P, Q and X PSL, Sections 1-46 of Block K PSL .
<b>October 1, 2014</b>	Begin reappraisal of new and commercial property in Sections 595-778, 787-796, 833-842, 851-860, 897-906 of Block D John H Gibson and Block A6, and AX PSL, excluding the City of Denver City.
<b>November 3, 2014</b>	Begin reappraisal of new and commercial property in Sections 797-832, 861-896 of Block D John H Gibson and Block C35and C34 PSL, excluding the City of Denver City.
<b>December 1, 2014</b>	Begin reappraisal of new and commercial property in the City of Denver City.

### **2015**

<b>January 5, 2015</b>	Begin re-inspection of business personal property in Denver City and Plains.
<b>January 30, 2015</b>	Mail personal property renditions, exemption applications. Accompany Thomas Y Pickett appraiser on several business personal property re-inspections.
<b>January 30, 2015</b>	Mail abatement applications.
<b>January 30, 2015</b>	Begin analysis of sales data.

<b>January 30, 2015</b>	Accompany Thomas Y Pickett appraiser on re-inspection of power company.
<b>January 30, 2015</b>	Mail special-use valuation applications and any other required forms
<b>March 12, 2015</b>	Meet with Eagle Appraisal to discuss the progress and plans for real property re-inspection.
<b>March 19, 2015</b>	Meet with Agricultural Advisory Board.
<b>April 29, 2015</b>	Complete data entry of all reappraisal and maintenance changes. Assist Eagle Appraisal with reappraisal functions as needed. Finalize all field work and data collection activities. Execute mass appraisal/maintenance activities as required. Prepare for mailing 2015 Notices of Value.
<b>April 30, 2015</b>	Deliver certified estimated values to taxing entities.
<b>May 8, 2015</b>	Mail real property and business personal property notices.
<b>May 20, 2015</b>	Mail mineral and industrial notices.
<b>May 22, 2015</b>	Begin informal hearings.
<b>June 26, 2015</b>	Mail protest packets.
<b>July 13, 2015</b>	Hold ARB hearings.
<b>July 17, 2015</b>	Enter all changes as ordered by ARB. Process and mail ARB orders.
<b>July 21, 2015</b>	ARB approves the 2015 appraisal records.
<b>July 25, 2015</b>	Certify appraisal roll to taxing entities.
<b>September 1, 2015</b>	Begin 2015-2016 Reappraisal activities

## 2016 Reappraisal Schedule

All schedule dates are a guideline only, not absolute. There are many variables that can change this schedule. In this interest, the scheduled dates may be changed somewhat by the appraiser or property owner with the approval of the chief appraiser. The properties must be re-inspected by the end of April, 2016.

**All Year:** Gather current sales data from sales confirmation letters, deed records, and other sources.

### 2015

**All Year:** Gather current sales data from sales confirmation letters, deed records, and other sources.

**August 7, 2015** Create 2016 CAMA working file. Begin fieldwork. Begin data entry and maintenance changes for 2016.

**September 8, 2015** Begin reappraisal of new and residential property in Original Town of Denver City, North Addition, Northside/Humble Addition, Belmont Addition, and Connor Addition of the City of Denver City.

**October 1, 2015** Begin reappraisal of new and residential property in Santa Fe #1 - #3 Additions, Shell #1 - #4 Additions, Devon, Newman, Summerfield Place #1 & #2, Hillcrest (within DC City limits), South Addition, and any new subdivisions of the City of Denver City.

**November 2, 2015** Begin reappraisal of new and residential property in Beane Addition, Duff Addition, Evans Addition, Hill Addition, Lackey Addition, and Original Town of Plains of the City of Plains. Order vehicle registration list.

**December 1, 2015** Begin reappraisal of new and residential property in Stanford Addition, St. Romain Addition, Taylor Addition, and any new subdivisions of the City of Plains.

### 2016

**January 4, 2016** Begin re-inspection of business personal property in Denver City and Plains.

**January 26, 2016** Accompany Thomas Y Pickett appraiser on re-inspection of power company.

**January 29, 2016** Mail homestead applications, personal property renditions, exemption applications, abatement applications. Accompany Thomas Y Pickett appraiser on several business personal property re-inspections.

**January 29, 2016** Meet with Agricultural Advisory Board.

**January 29, 2016** Mail special-use valuation applications and any other required forms.

**January 29, 2016** Begin analysis of sales data.

**March 17, 2016** Meet with Eagle Appraisal to discuss the progress and plans for real property re-inspection.

**March 17, 2016** Meet with Agricultural Advisory Board.

**April 22, 2016** Complete data entry of all reappraisal and maintenance changes. Assist Eagle Appraisal with reappraisal functions as needed. Finalize all field work and data collection activities. Execute mass appraisal/maintenance activities as required. Prepare for mailing 2016 Notices of Value.

**April 29, 2016** Deliver certified estimated values to taxing entities.



<b>May 13, 2016</b>	Mail real property and business personal property notices.
<b>May 20, 2016</b>	Mail mineral and industrial notices.
<b>May 24, 2016</b>	Begin informal hearings.
<b>June 24, 2016</b>	Mail real property and business personal property protest packets.
<b>June 24, 2016</b>	Mail mineral and industrial property protest packets.
<b>July 11, 2016</b>	Hold ARB hearings.
<b>July 11, 2016</b>	ARB approves the 2016 appraisal records.
<b>July 15, 2016</b>	Enter all changes as ordered by ARB. Process and mail ARB orders.
<b>July 25, 2016</b>	Certify appraisal roll to taxing entities.

## **TAX CODE**

### **WRITTEN PLAN REQUIREMENT**

Passage of Senate Bill 1652 amended Section 6.05 of the Texas Property Tax code by adding Subsection (i) to read as follows:

- (i) To ensure adherence with generally accepted appraisal practices, the board of directors of an appraisal district shall develop biennially a written plan for the periodic reappraisal of all property within the boundaries of the district according to the requirements of Section 25.18 and shall hold a public hearing to consider the proposed plan. Not later than the 10th day before the date of the hearing, the secretary of the board shall deliver to the presiding officer of the governing body of each taxing unit participating in the district a written notice of the date, time, and place of the hearing. Not later than September 15 of each even-numbered year, the board shall complete its hearings, make any amendments, and by resolution finally approve the plan. Copies of the approved plan shall be distributed to the presiding officer of the governing body of each taxing unit participating in the district and to the Comptroller within 60 days of the approval date.

### **PERIODIC PLAN REQUIREMENT**

Senate Bill 1652 amends Section 25.18, Subsections (a) and (b) to read as follows:

- (a) Each appraisal office shall implement the Plan for Periodic Reappraisal of property approved by the board of directors under Section 6.05(i).
- (b) The plan shall provide for the following reappraisal activities for all real and personal property in the district at least once every three years:

1. identifying properties to be appraised through physical inspection or by other reliable means of identification, including deeds or other legal documentation, aerial photographs, land-based photographs, surveys, maps, and property sketches;
2. identifying and updating relevant characteristics of each property in the appraisal records;
3. defining market areas in the district;
4. identifying property characteristics that affect property value in each market area, including:
  - a. the location and market area of property;
  - b. physical attributes of property, such as size, age, and condition;
  - c. legal and economic attributes; and
  - d. easements, covenants, leases, reservations, contracts, declarations, special assessments, ordinances, or legal restrictions;
5. developing an appraisal model that reflects the relationship among the property characteristics affecting value in each market area and determines the contribution of individual property characteristics;
6. applying the conclusions reflected in the model to the characteristics of the properties being appraised; and
7. reviewing the appraisal results to determine value.

## **CONTRACTED APPRAISAL**

### **Periodic Reappraisal of Industrial Personal Property**

Subsections (a) and (b), Section 25.18, Tax Code:

- (a) CAD shall implement the plan for periodic reappraisal of property approved by the board of directors under Section 6.05 (i).
- (b) The plan provides for annual reappraisal of all industrial personal property appraised by the CAD. The CAD has a professional services contract with Thomas Y Pickett and Company, Inc. (TYP) to appraise these properties for the CAD.
  - (1) Identifying properties to be appraised: Through inspection the appraiser identifies personal property to be appraised. The appraiser may also refer to other documents, both public and also confidential, to assist in identification of these properties. Such documents might include but are not limited to the previous year's appraisal roll, vehicle listing services and private directories.
  - (2) Identifying and updating relevant characteristics of each property

in the appraisal records: Data identifying and updating relevant characteristics of the subject properties are collected as part of the inspection process through directories and listing services as well as through later submissions by the property owner, sometimes including confidential rendition. These data are verified through previously existing records and through public reports.

- (3) Defining market areas in the district: Market areas for industrial personal property are generally either regional or national in scope. Published price sources are used to help define market areas.
- (4) Developing an appraisal approach that reflects the relationship among property characteristics affecting value and determines the contribution of individual property characteristics: Personal property is appraised using replacement/reproduction cost new less depreciation models. Income approach models are used when economic and/or subject property income is available, and a market data model is used when appropriate market sales information is available.
- (5) Comparison and Review: The appraiser reconciles multiple models by considering the model that best addresses the individual characteristics of the subject property. Year-to-year property value changes for the subject property are examined using computer-assisted statistical review. Periodic reassignment of properties among appraisers or the review of appraisals by a more experienced appraiser also contributes to the review process.

### **Periodic Reappraisal of Industrial Real Property**

Subsections (a) and (b), Section 25.18, Tax Code:

- (b) CAD shall implement the plan for periodic reappraisal of property approved by the board of directors under Section 6.05 (i).
- (b) The plan provides for annual reappraisal of selected industrial property appraised by the CAD. The CAD has a professional services contract with Thomas Y Pickett and Company, Inc. (TYP) to appraise these properties for the CAD.
- (1) Identifying properties to be appraised: Industrial properties are identified as part of the appraiser's physical inspection process each year and through submitted data by the property owner. The appraiser may also refer to legal documents, photography and other descriptive items.
- (2) Identifying and updating relevant characteristics of each property in the appraisal records: The appraiser identifies and updates relevant characteristics through the inspection process. Confidential rendition, assets lists and other confidential data also provide additional information. Subject property data is verified through previously existing records and through published reports.
- (3) Defining market areas in the district: Market areas for industrial properties tend to be regional, national and sometimes international. Published information such as prices, financial analysis and investor services reports are used to help define market area.
- (4) Developing an appraisal approach that reflects the relationship among property characteristics affecting value and determines the contribution of individual property characteristics: Among the three approaches to value (cost, income and market), industrial properties are most commonly appraised using replacement/reproduction cost

new less depreciation models because of readily available cost information. If sufficient income or market data are available, those appraisal models may also be used.

- (5) Comparison and Review: The appraiser considers results that best address the individual characteristics of the subject property and that are based on the most reliable data when multiple models are used. Year-to year property value changes for the subject property are examined using computer-assisted statistical review. Periodic reassignment of properties among appraisers or the review of appraisals by a more experienced appraiser also contributes to the review process.

## **Periodic Reappraisal of Oil and Gas Property**

In accordance with Section 25.18 of the Tax Code:

- (c) CAD shall implement the plan for periodic reappraisal of property as approved by the board of directors under Section 6.05 (i).
- (d) The plan provides for annual reappraisal of all oil and gas property appraised by the CAD. The CAD has a professional services contract with Thomas Y Pickett and Company, Inc. (TYP) to appraise these properties for the CAD.
  - (1) Identification of new property and its situs. As subsurface mineral properties lie within the earth, they cannot be physically identified by inspection like other real property. However, the inability to directly inspect does not appreciably affect the ability to identify and appraise these properties. To identify new properties, CAGI obtains monthly oil and gas lease information from the Railroad Commission of Texas [RRC] to compare against oil and gas properties already identified. The situs of new properties is determined using plats and W-2/G-I records from the RRC, as well as CAGI's in-house map resources.
  - (2) Identifying and updating relevant characteristics of all oil and gas properties to be appraised. Relevant characteristics necessary to estimate value of remaining oil or gas reserves are production volume and pattern, product prices, expenses borne by the operator of the property, and the rate at which the anticipated future income should be discounted to incorporate future risk. CAGI obtains information to update these characteristics annually from regulatory agencies such as the RRC, the Comptroller of Public Accounts, submissions from property owners and operators, as well as from published investment reports, licensed data services, service for fee organizations and through comparable properties, when available.
  - (3) Defining market areas in the district and identifying property characteristics that affect property value in each market area. Oil and gas markets are regional, national and international. Therefore they respond to market forces beyond defined market boundaries as observed among more typical real properties.
  - (4) Developing an appraisal approach that best reflects the relationship among property characteristics affecting value and best determines the contribution of individual property characteristics. Among the three approaches to value (cost, income and market), the income approach to value is most commonly used in the oil and gas industry. Through use of the discounted cash flow technique in particular, the appraiser is able to bring together relevant characteristics of production volume and pattern, product prices, operating expenses and discount rate to determine an estimate of appraised value of an oil or gas property.

- (5) Comparison and Review. Use of the income approach is the first step in determining an estimate of market value. After that the appraiser reviews the estimated market value compared to its previous certified value and also compares it to industry expected payouts and income indicators. The appraiser examines the model's value with its previous year's actual income, expecting value to typically vary within in a range of 2-5 times actual annual income, provided all appropriate income factors have been correctly identified. Finally, periodic reassignment of properties among appraisers and review of appraisals by a more experienced appraiser further expand the review process.

## **Periodic Reappraisal of Utility, Railroad and Pipeline Property**

Subsections (a) and (b), Section 25.18, Tax Code:

- (e) CAD shall implement the plan for periodic reappraisal of property approved by the board of directors under Section 6.05 (i).
- (b) The plan provides for annual reappraisal of all utility, railroad and pipeline property appraised by the CAD. The CAD has a professional services contract with Thomas Y Pickett and Company, Inc. (TYP) to appraise these properties for the CAD.
- (1) Identifying properties to be appraised: Utility, railroad and pipeline properties that are susceptible to inspection are identified by inspection. The appraiser may also refer to other documents, both public and also confidential to assist in identification of these properties.
- (2) Identifying and updating relevant characteristics of each property in the appraisal records: The appraiser identifies and updates relevant characteristics through data collected as part of the inspection process and through later submissions by the property owner, sometimes including confidential rendition. Additional data are obtained through public sources, regulatory reports and through analysis of comparable properties.
- (3) Defining market areas in the district: Market areas for utility, railroad and pipeline property tend to be regional or national in scope. Financial analyst and investor services reports are used to help define market areas.
- (4) Developing an appraisal approach that reflects the relationship among property characteristics affecting value and determines the contribution of individual property characteristics: For all three types of property, the appraiser must first form an opinion of highest and best use. Among the three approaches to value (cost, income and market), pipeline value is calculated using a replacement/reproduction cost new less depreciation model [RCNLD]. In addition to the RCNLD indicator, a unit value model may also be used if appropriate data are available. Utility and railroad property are appraised in a manner similar to pipeline except that the RCNLD model is not used.
- (5) Comparison and Review: The appraiser considers results that best address the individual characteristics of the subject property when multiple models are used. Year-to year property value changes for the subject property are examined using computer-assisted statistical review. Periodic reassignment of properties among appraisers or the review of appraisals by a more experienced appraiser also contributes to the review process. These types of property are also subject to review by the Property Tax Division of the Texas Comptroller's Office through their annual Property Value Study.

## **Periodic Reappraisal of Agricultural Use Properties**

Subsections (a) and (b), Section 25.18, Tax Code:

- (a) CAD shall implement the plan for periodic reappraisal of property approved by the board of directors under Section 6.05 (i).
- (b) The plan provides for annual reappraisal of all agricultural use property appraised by the Eagle Appraisal. The CAD has a professional services contract with Eagle Appraisal to appraise these properties for the CAD.
  - (1) Meet with the Yoakum CAD Ag Advisory Board
  - (2) Provide an Ag Use Schedule; and,
  - (3) Meet with property owners who appear before the Appraisal Review Board to provide Ag Use Support.
  - (4) Represent the Appraisal District at informal and/or formal Texas Comptroller of the Public Accounts Property Tax Division hearings relative to the Ag Use Schedule values.

## **Periodic Reappraisal of Real Property**

### **EAGLE APPRAISAL & CONSULTING, INC.**

### **REAPPRAISAL PLAN**

#### **INTRODUCTION**

Passage of Senate Bill 1652 amended Section 6.05 of the Texas Property Tax Code by adding Subsection (i) to read as follows:

- (i) To ensure adherence with generally accepted appraisal practices, the board of directors of an appraisal district shall develop biennially a written plan for the periodic reappraisal of all property within the boundaries of the district according to the requirements of Section 25.18 and shall hold a public hearing to consider the plan. Not later than the 10<sup>th</sup> day before the date of the hearing, the secretary shall deliver to the presiding officer of the governing body of each taxing unit participating in the district a written notice of the date, time, and place of the hearing. Not later than September 15 of each even-numbered year, the board shall complete its hearings, make any amendments, and by resolution finally approve the plan. Copies of the approved plan shall be distributed to the presiding officer of the governing body of each taxing unit participating in the district and to the Comptroller within sixty (60) days of the approval date.

#### **PLAN FOR PERIODIC REAPPRAISAL REQUIREMENT:**

Senate Bill 1652 amends Section 25.18, Subsections (a) and (b) to read as follows:

- (a) Each appraisal office shall implement the Plan for Periodic Reappraisal of Property approved by the board of directors under Section 6.05 (i).
- (b) The plan shall provide for the following reappraisal activities for all real and

Personal property in the district at least once every three years:

1. identifying properties to be appraised through physical inspection or by other reliable means of identification, including deeds or other legal documentation, aerial photographs, land-based photographs, surveys, maps, and property sketches;
2. identifying and updating relevant characteristics of each property in the appraisal records;
3. defining market areas in the district
4. identifying property characteristics that affect property value in each market area, including the location and market area of property, physical attributes of property such as size, age, and condition, legal and economic attributes, and the identification of easements, covenants, leases, reservations, contracts, declarations, special assessments, ordinances, or legal restrictions;
5. developing an appraisal model that reflects the relationship among the property characteristics affecting value in each market area and determines the contribution of individual property characteristics;
6. applying the conclusions reflected in the model to the characteristics of the properties being appraised; and
7. reviewing the appraisal results to determine value.

#### **REVALUATION DECISION (REAPPRAISAL CYCLE)**

The Yoakum CAD, by policy adopted by the Board of Directors and the Chief Appraiser, reappraises all property in the district every year. The reappraisal may consist of field inspections, CAMA, or both. The reappraisal year is a complete appraisal of all properties in the district. Tax year 2015 is a reappraisal year and tax year 2016 is a reappraisal year.

Additionally, every tax year, the District inspects and appraises new construction and adds those properties to the appraisal roll. The district also inspects and reappraises properties that have been remodeled or demolished, properties with additions, properties with fire damage, or properties with any change or damage. These changes are found through building permits issued by the city. However, since building permits are not required for properties outside the city limits, District staff maintains a file of newspaper clippings that pertain to changes in property and all District staff remains alert to visual changes in properties. Throughout the year, notes are made on those visual changes and all information is provided to the field appraiser. The field appraiser will also conduct detailed field inspections of properties if requested by the owner and reappraise these properties as necessary. The District is contracted with Eagle Appraisal & Consulting, Inc. to perform the appraisals and field inspections.

Eagle Appraisal and Consulting Services, Inc. compiles all sales by school district. Problematic areas are further researched and may indicate the use of market modifiers. The use of these modifiers is the predominant method of adjusting sales for location and time. Values throughout the county may be adjusted by use of market modifiers during the reappraisal year.

#### **PLANNING AND ORGANIZATION**

A calendar of key events with critical completion dates is prepared for each area of work. This calendar identifies key events for appraisal, clerical, customer service, and information systems.

A calendar is prepared for years 2015 and 2016. Production standards for field activities are calculated and incorporated in the planning and scheduling process.

Eagle Appraisal & Consulting, Inc. will begin field inspections of the District's scheduled reappraisal area on the first Tuesday following Labor Day in September, 2014 and will complete all inspections and schedules by April 14, 2015 for the 2015 tax year.

Eagle Appraisal & Consulting, Inc. will begin field inspections of the District's scheduled reappraisal area on the first Tuesday following Labor Day in September, 2015 and will complete all inspections and schedules by April 15, 2016 for the 2016 tax year.

The District shall provide to Eagle Appraisal & Consulting, Inc. appraisers the field cards that contain specific information regarding the property being appraised. These cards contain brief legal descriptions, ownership interests, property use codes, property addresses, land size, and sketches of improvements as well as detailed information of any improvements. Appraisal field inspection procedures require the appraisers to check all information on the field cards and to update the information when necessary. All new improvements shall be measured, classed, and assigned the appropriate depreciation amount. Structures that have been demolished or removed shall be marked off the appraisal card. Properties with extensive improvement remodeling shall be identified and the field inspection shall identify and update the property characteristic data. The appraiser shall note the date of the inspection on the card and place his initials on the card.

Each year, Eagle Appraisal & Consulting, Inc. will test real property market areas, by property classification. The market areas shall be tested for low or high ratio sales and/or high coefficients of dispersion. Market areas that fail any or all of these tests are determined to be problematic. Field inspections are scheduled to verify and/or correct property characteristic data. Additional sales data is researched and verified.

The International Association of Assessing Officers' Standard on Mass Appraisal of Real Property specifies that the universe of properties shall be re-inspected on a cyclical basis of at least once every three years. The re-inspection includes physically viewing the property, photographing, and verifying the accuracy of the existing data. The annual re-inspection requirements for tax years 2015 and 2016 are identified and scheduled in the District's Written Plan for Periodic Reappraisal.

In addition to the two-year cycle set out by the District's reappraisal plan, Eagle Appraisal & Consulting, Inc. will perform ratio studies annually to determine areas or categories of properties within the CAD which need to be reappraised within the current year based on ratios. Any areas or categories whose ratios are above or below statutory requirements shall be reappraised in the current year regardless of the area in which they are located. This two-fold approach will insure not only that all residential and commercial property within the CAD is reappraised at least once every three years, but also that all other categories within the CAD are reviewed annually so that the District stays current with respect to market value in those areas where residential and/or commercial property values appear to be changing rapidly.

#### **MASS APPRAISAL SYSTEM REAL PROPERTY VALUATION**



Revisions to cost models, income models, and market models are specified, updated, and tested each year.

Cost schedules are tested with market data (sales) to insure that the appraisal district is in compliance with Texas Property Tax Code, Section 23.011. Replacement cost new tables as well as depreciation tables are tested for accuracy and uniformity using ratio study tools and compared with cost data from recognized industry leaders. Eagle Appraisal & Consulting, Inc. utilizes the national publication of cost schedules of Marshall & Swift.

Land Schedules are updated using current market data (sales) and then tested with ratio study tools. Value schedules are developed and tested on a pilot basis with ratio study tools.

#### **PERSONAL PROPERTY VALUATION**

Eagle Appraisal & Consulting, Inc. performs personal property valuations only in some Districts.

Density schedules are tested using data received during the previous tax year from renditions and hearing documentation. Valuation procedures are reviewed, modified as needed, and tested.

#### **HEARING PROCESS**

Eagle Appraisal & Consulting, Inc. representatives conduct informal hearings with protesting property owners. If the protest cannot be settled within the guidelines set out by the District's informal hearings procedures, the property owner may elect to proceed to a formal hearing before the Appraisal Review Board.

Eagle Appraisal & Consulting, Inc. representatives will be present at formal ARB hearings and will present and defend the appraisals performed. Further, Eagle Appraisal & Consulting, Inc. will provide to the District the calculations of schedules and final schedules.

STATE OF TEXAS  
COUNTY OF YOAKUM

\*  
\*

RESOLUTION REGARDING YOAKUM COUNTY APRAISAL DISTRICT  
REAPPRAISAL PLAN FOR YEARS 2015-2016

WHEREAS, *per Section 6.05(i)* of the Texas Property Tax Code as amended states:

*To ensure adherence with generally accepted appraisal practices, the board of directors of an appraisal district shall develop biennially a written plan for the periodic reappraisal of all property within the boundaries of the district according to the requirements of Section 25.18 and shall hold a public hearing to consider the proposed plan; and*


WHEREAS, the Taxing Entities within the boundaries of the Yoakum County Appraisal District were notified of a public hearing to be held on September 4, 2014 at 2:00 p.m.; and

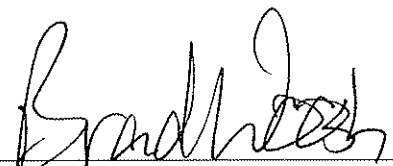
WHEREAS, Yoakum County Appraisal District Board of Directors held a public hearing in accordance with Section 6.05(i) of the Texas Property Tax Code and,

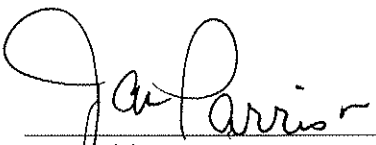
NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Yoakum County Appraisal District, pursuant to Section 6.05(i) of the Texas Property Tax Code, met in open session and approved the Reappraisal Plan for years 2015-2016.

BE IT FURTHER RESOLVED that copies of the approved plan shall be distributed to the presiding officer of the governing body of each taxing unit participating in the district and to the comptroller within 60 days of the approval date.

Passed and approved this the 4<sup>th</sup> day of September, 2014.

  
\_\_\_\_\_  
Jim Brown

  
\_\_\_\_\_  
Brad Woosley

  
\_\_\_\_\_  
Jan Parrish

\_\_\_\_\_  
Mike Fears

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Danny Bell