

# REAPPRAISAL PLAN

2017-2018

STONEWALL COUNTY

APPRAISAL DISTRICT

**Adopted: September 14, 2016**

# EXECUTIVE SUMMARY

The Stonewall County Central Appraisal District has prepared and published this reappraisal plan to provide our Board of Directors, citizens and taxpayers with a better understanding of the district's responsibilities and activities. This plan has several parts: a general introduction and then, several sections describing the appraisal effort by the appraisal district.

The Stonewall County Appraisal District (CAD) is a political subdivision of the State of Texas created January 1, 1980. The provisions of the Texas Property Tax Code govern the legal, statutory, and administrative requirements of the appraisal district. A Board of Directors, appointed by the taxing units within the boundaries of the Stonewall County appraisal district, constitutes the district's governing body. The chief appraiser, appointed by the Board of Directors, is the chief administrator and chief executive officer of the appraisal district.

The appraisal district is responsible for local property tax appraisal and exemption administration for nine jurisdictions or taxing units in the county. Each taxing unit sets its own tax rate to generate revenue to pay for police and fire protection, public schools, road and street maintenance, courts, water and sewer systems, and other public services. Property appraisals by the appraisal district allocate the year's tax burden on the basis of each taxable property's market value. The District also determines eligibility for various types of property tax exemptions such as those for homeowners, the elderly, disabled veterans, charitable or religious organizations and agricultural productivity valuation.

In this summary, please find the legal requirement of a reappraisal plan passed by the Texas Legislature in the 2005 regular session and our response to these requirements immediately below the law in italics. Details of how the plan will be implemented are discussed in the body of this document.

## TAX CODE REQUIREMENT

Section 6.05, Tax Code, is amended 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 10<sup>th</sup> 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.

## **PLAN FOR PERIODIC REAPPRAISAL**

Subsections (a) and (b), Section 25.18, Tax Code, are amended 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; Stonewall CAD also utilizes Google Earth to aid in discovery of new or omitted property.

*The Stonewall County Appraisal District receives listings of all deeds filed in the county clerk's office. Deeds are read and abstracted. Information is recorded in the computer assisted mass appraisal (CAMA) software including grantor, grantee, date of recording, volume, and page in the county clerk's records. Property identification numbers are assigned to each new parcel of property that remain with the property for its life.*

*Business personal property is located by canvassing the county, using data sources such as yellow pages, sales tax permit holder lists, and other business listing publications to ensure that all property owners are located. All businesses are mailed a rendition about January 1 of each year on. Owners are required by state law to list all their business personal property. Failure to render results is an immediate 10% penalty and a possible 50% penalty if fraud is involved in a false rendition. Renditions are also required of utility companies, railroads, and pipelines.*

*Oil and gas wells, utilities, railroads, pipelines, and other heavy industrial property are assessed through Pritchard and Abbott, a professional appraisal company. Utilities, pipelines, and railroads are appraised using a unit value approach and apportioned to the amounts of property in Stonewall County. Oil and gas wells are valued using production records, analyzing economically recoverable life, and discounting future income to present value. The state of Texas basically sets the price of oil and gas for each year that is used in the formulae to appraise oil and gas wells.*

*Maps have been developed that show ownership lines for all real estate. These maps are stored digitally*

- (2) Identifying and updating relevant characteristics of each property in the appraisal records;

*Real estate is physically reviewed every third year. The Chief appraiser with assistance from the data entry collections clerk drives to neighborhoods within the towns and rural areas of Stonewall County and gather data about each home, commercial business, or vacant land tract. Business personal property is inspected annually by looking at the quality of inventory, how dense the stocking is, and make general notes about equipment that is seen. If the observation is different than the*

rendition made by the taxpayer, additional information is gathered and a higher value may be assigned than the rendered amount.

*Pritchard and Abbott, who appraise oil and gas properties, utilities, railroads, and pipelines, use special software designed for use by oil and gas professionals to value leases. Using the data gathered from various sources, the software enables the company to determine decline of a well and project economically recoverable reserves. Those reserves are then appraised discounting for the time that it will take to recover them from the earth. Specialized software programs are also used to value utility companies, railroads, and pipelines using the net income that the companies make and allocating those values to the various tax units within the county.*

(3) Defining market areas in the district:

*Annually, the Chief appraiser combines similar types of property into "neighborhoods". These neighborhoods have improvements that are of similar construction and type as well as similar years of construction. Market sales are examined to confirm which areas are similar. The primary town, Aspermont, has the most active market and if different neighborhoods indicate different values of similar construction, the sale prices and economic trends are reflected in those neighborhoods. At the present time, it is believed that Aspermont can be analyzed as one neighborhood. Old Glory, Swenson, Peacock, and Rath City are small communities that have little market activity and can be analyzed as one neighborhood along with rural homes. Rural area land is appraised county-wide with the highest and best use being farm and ranch land or conversion to recreational land. For commercial property, the downtown area of Aspermont and along the main road through town are primary market areas. Trade areas with similar rents, quality, and age are combined to analyze and apply sales and rental data.*

*Land is also put into regions or neighborhoods with other parcels having similar characteristics, school districts, and amenities. Using these neighborhoods, values are applied to all parcels using market developed tables.*

(4) Identifying property characteristics that affect property value in

each market area, including:

- (A) The location and market area of the property;
- (B) Physical attributes of property, such as size, age, and condition;
- (C) Legal and economic attributes; and
- (D) Easements, covenants, leases, reservations, declarations, special assessments, ordinances, or legal restrictions;

*Each parcel of property has detailed information recorded in the CAMA system. For land, the legal description, dimensions, zoning, size, available utilities, and special characteristics are noted in a form that can be used and compared with other land parcels.*

*Each improvement shows the sketch and dimensions, a picture of the improvement, the class which indicated original construction quality, the year of construction of each part of the improvement, the type of roof, the roof covering, the*

*exterior covering of the improvement, number of baths, fireplaces, air conditioning type, and other attributes, and overall condition of the improvement.*

- (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;

*The CAMA system begins with the cost approach to value to estimate original cost of each improvement. That cost is based on local modifiers to the Marshall-Swift cost system, a nationally recognized cost estimation system. By utilizing these cost systems, properties are equalized as to their original costs. Components measured in the cost include the size of the structure, number of bathroom fixtures, quality of kitchen appliances and number of built-in appliances, type of roof structure, roof covering, exterior covering, special features such as fireplaces, pools, cabinetry and other special amenities. The market sales are then studied for improvement contributions in each neighborhood and adjustments to cost are applied to each neighborhood in the form of all types of depreciation. Finally, each structure is rated as to its current condition. Ratings range from poor to excellent. Sales are also categorized using the same condition rating system so that sales comparisons will be made to properties of like construction and condition.*

*This same concept is used in commercial property.*

*Oil and gas values are set for each lease in the same manner as analysts appraise a lease for sale or purchase. Economically recoverable reserves are estimated by Pritchard and Abbott using geological knowledge, decline curves, and production records, and the value assigned is determined using price of product, discounted value of future production, and expenses to produce.*

*Utilities, railroads and pipelines are individually appraised by Pritchard and Abbott using the three approaches to value. The appraisal is a "unit appraisal" that looks at the entire company to be appraised, values it based on original cost less depreciation, net income to the company, and comparable sales if they exist. Then the value for each jurisdiction is set based on the amount of equipment, lines, or customers, within that jurisdiction.*

- (6) Applying the conclusions reflected in the model to the characteristics of the properties being appraised; and

*By utilizing sales data for each neighborhood, the appraiser measures accrued depreciation of structures by condition rating. Similar properties with similar condition are assigned values per square foot based on the depreciation for that neighborhood. By utilizing the age, quality, condition, construction components, and other variables, the cost table is developed and applied to all parcels within the neighborhood.*

*For commercial property economic factors are applied county-wide to cost figures to align values with current sales data. Tables are developed and the CAMA system applies all the factors and assigns value to each parcel.*

- (7) Reviewing the appraisal results to determine value.

*After completing the process of assigning values to all parcels within the county, printouts are run to make comparisons of values per square foot and compare those appraised values per square foot with current sales data. A sales ratio is run for to*

determine if the values that have been assigned are within required ratios of law (95%-105%).

*Commercial properties are compared by category or type of business. All similar improvements are compared to verify reasonableness of value and equality.*

*Oil and gas leases are valued individually and values for the entire lease by Pritchard and Abbott and then distributed according to the ownership interests specified in the division order of the lease.*

## REVALUATION DECISION (REAPPRAISAL CYCLE)

*The Stonewall County Appraisal District will reappraise the Western Half of the county that is not within the city limits of Aspermont in 2017. The Stonewall County Appraisal District uses highway 83 as a dividing line between the Eastern Half of the county and the Western Half of the county. The Western Half of the county includes Swenson, Peacock, Rath City and all rural areas in the Western Half. School Districts in the Western Half of the County includes the overlap of Rotan ISD and parts of Aspermont ISD. The Eastern Half of the County that is not within the city limits of Aspermont will be reappraised in 2018. The Eastern Half of the county will include Old Glory and all rural areas in the Eastern Half. School districts located on the Eastern Half include Rule ISD overlap, Haskell ISD overlap, Hamlin ISD overlap and parts of Aspermont ISD. All Property within the city limits of Aspermont will be reappraised in 2019. The only school district in the city of Aspermont is Aspermont ISD. All wildlife management properties will have an on-site field inspection once every three years and will be included during the reappraisal cycle corresponding to the half of the county they are in. 2<sup>nd</sup> year wildlife management properties will have an on-site field inspection to confirm eligibility.*

# Stonewall County Appraisal District

## Reappraisal Plan Details

---

### INTRODUCTION

#### *Scope of Responsibility*

Except as otherwise provided by the Property Tax Code, all taxable property is appraised at its “market value” as of January 1<sup>st</sup>. Under the tax code, “market value” means the price at which a property would transfer for cash or its equivalent under prevailing market conditions if:

- exposed for sale in the open market with a reasonable time for the seller to find a purchaser;
- both the seller and the buyer know of all the uses and purposes to which the property is adapted and for which it is capable of being used and of the enforceable restrictions on its use, and;
- both the seller and buyer seek to maximize their gains and neither is in a position to take advantage of the exigencies of the other.

The Property Tax Code defines special appraisal provisions for the valuation of residential homestead property (Sec. 23.23), productivity (Sec. 23.41), real property inventory (Sec. 23.12), dealer inventory (Sec. 23.121, 23.124, 23.1241 and 23.127), nominal (Sec. 23.18) or restricted use properties (Sec. 23.83) and allocation of interstate property (Sec. 23.03). The owner of real property inventory may elect to have the inventory appraised at its market value as of September 1<sup>st</sup> of the year proceeding the tax year to which the appraisal applies by filing an application with the chief appraiser requesting that the inventory be appraised as of September 1<sup>st</sup>.

The Texas Property Tax Code, under Sec. 25.18, requires each appraisal office to implement a plan to update appraised values for real property at least once every three years and the district’s policy complies with that requirement. Business personal properties, minerals and utility properties are appraised every year.

The appraised value of real estate is calculated using specific information about each property. Using computer-assisted mass appraisal programs, and recognized appraisal methods and techniques, information is compared with the data for similar properties, and with recent cost and market data. The district follows the standards of the International Association of Assessing Officers (IAAO) regarding its appraisal practices and procedures, and subscribes to the standards promulgated by the Appraisal Foundation known as the Uniform Standards of Professional Appraisal



Practice (USPAP) to the extent they are applicable.

### ***Personnel Resources***

The Chief Appraiser is primarily responsible for oversight of planning, organizing, staffing, coordinating, and controlling of district operations and the supervision and oversight of the employee/s. The chief appraiser plans, organizes, directs and controls, budget, finance, records management, purchasing, fixed assets, facilities, employee/s and postal services. The Chief Appraiser is responsible for the appraisal of all real estate and business personal property. Within their scope of work is field inspection, confirmation of property dimensions, classification of improvements, determination of depreciation, development of all schedules including costs of improvements, land, and agricultural appraisal. Pritchard and Abbott is responsible for the discovery, appraisal, and allocation of values of minerals, utilities, railroads, and pipelines in Stonewall County.

### ***Education and Training***

All personnel that are performing appraisal work are registered with the Texas Department of Licensing and Regulation (TDLR) and are required to take appraisal courses to achieve the status of Registered Professional Appraiser within five years of employment as an appraiser. After they are awarded their license, they must receive additional training of not less than 30 hours of continuing education every two years. Failure to meet these minimum standards results in the termination of the employee.

### ***Data***

The district is responsible for establishing and maintaining approximately 4500 real and personal property accounts covering approximately 920 square miles within Stonewall County. Data collected includes property characteristics, ownership, and exemption information. Property characteristic data on new construction is updated through an annual field effort; existing property data is maintained through a field review. Sales are routinely validated during a separate field effort; however, sales are validated as part of the new construction and field inspections. The district has acquired a geographic information system (GIS) from Pritchard and Abbott that maintains cadastral maps, various layers of data and aerial photography.

### ***Information Systems***

Stonewall County Appraisal District contracts with Pritchard and Abbott for CAMA software to appraise all real estate and business personal property.

### ***Appraisal District Boundaries***

The appraisal district's boundaries are the same as the county's boundaries.

## ***Independent Performance Test***

According to Chapter 5 of the Texas Property Tax Code and Section 403.302 of the Texas Government Code, the State Comptroller's Property Tax Assistance Division (PTAD) conducts an annual property value study (PVS) of each Texas school district and each appraisal district. As part of this annual study, the code requires the Comptroller to: use sales and recognized auditing and sampling techniques; review each appraisal district's appraisal methods, standards and procedures to determine whether the district used recognized standards and practices (MAPs review); tests the validity of school district taxable values in each appraisal district and presumes the appraisal roll values are correct when values are valid; and, determines the level and uniformity of property tax appraisal in each appraisal district. The methodology used in the property value study includes stratified samples to improve sample representativeness and techniques or procedures of measuring uniformity. This study utilizes statistical analyses of sold properties (sale ratio studies) and appraisals of unsold properties (appraisal ratio studies) as a basis for assessment ratio reporting. For appraisal districts, the reported measures include median level of appraisal, coefficient of dispersion (COD), the percentage of properties within 10% of the median, the percentage of properties within 25% of the median, and price-related differential (PRD) for properties overall and by state category.

There are five independent school districts that reach into Stonewall County for which appraisal rolls are annually developed. The CAD appraises the properties from schools in other counties to the extent that their school district boundaries reach into Stonewall County and these values are provided to those schools after certification of the appraisal roll in July. The State Comptroller reviews the appraisal data through a ratio study every other year. The preliminary results of this study are released February 1 in the year following the year of appraisal. The final results of this study are certified to the Education Commissioner of the Texas Education Agency (TEA) the following July of that year. This outside (third party) ratio study provides additional assistance to the CAD in determining areas of market activity or changing market conditions.

# Appraisal Activities

---

## INTRODUCTION

### *Appraisal Responsibilities*

The Chief Appraiser with assistance from the data entry collections clerk are responsible for collecting and maintaining property characteristic data for classification, valuation, and other purposes. Accurate valuation of real and personal property by any method requires a comprehensive physical description of personal property, and land and building characteristics. This appraisal activity is responsible for administering, planning and coordinating all activities involving data collection and maintenance of all commercial, residential and personal property types located within the boundaries of Stonewall County and the jurisdictions of this appraisal district. The data collection effort involves the field inspection of real and personal property accounts, as well as data entry of all data collected into the existing information system. The goal is to inspect residential, commercial, and personal properties in the district every third year. The appraisal opinion of value for all property located in the district is reviewed and evaluated each year.

### *Appraisal Resources*

- **Personnel** - The appraisal of real estate and business personal property are completed by the Chief appraiser of Stonewall CAD. The data entry collections clerk assists the Chief appraiser on field inspections.
- **Data** - The data used by the Chief appraiser includes the existing property characteristic information contained in the Computer Assisted Mass Appraisal System (CAMA) from the district's computer system. The data is printed on a property record card, or personal property data sheets. Other data used includes maps, sales data, photos and actual cost and market information. Sources of information are gathered through relationships with other participants in the real estate marketplace. The district cultivates sources and gathers information from both buyers and sellers.

### *Appraisal Frequency and Method Summary*

- **Residential Property**- Residential property is physically examined every third year by the Chief appraiser, with assistance from the data entry collections clerk, walking or driving in front of each home, noting condition of the improvement and looking for changes that might have occurred to the property since the last on-site check. Exterior pictures are taken of homes when the inspection is made. The sales available sales data is compared with current appraised values. If the

sales do not indicate an acceptable range, adjustments are made using a process outlined in detail in the Residential Appraisal section of this report.

- **Commercial Property-** Commercial and industrial real estate is observed once every three years to verify class and condition. Real estate accounts are analyzed against sales of similar properties in Stonewall CAD as well as similar communities in West Texas that have similar economies. The income approach to value is also utilized to appraise larger valued commercial properties when the income data is available.
- **Business Personal Property-** Business personal property is observed annually with appraisers developing quality and density observations. Similar businesses to a subject are analyzed annually to determine consistency of appraisal per square foot. Businesses are categorized using Standard Industrial Codes. Rendition laws provide additional information on which to base values of all BPP accounts.
- **Minerals-** Working and royalty interests of producing oil and gas wells are appraised annually by Pritchard and Abbott. The most recent production data available from the Texas Railroad Commission is downloaded into appraisal software that estimates economically recoverable reserves. Those reserves are then valued based upon State mandated pricing using the previous year's average of oil or gas values. A discount is applied over the anticipated life of the well in order to consider the value of money over time to recover those reserves. Each producing lease is valued as a unit and then that value is divided according to the various owners of the lease listed in division orders.
- **Utilities and Pipelines-** Utility companies and pipelines are appraised annually using a unit value developed using all three approaches to value and are also appraised annually by Pritchard and Abbott. For example, a utility company's total value in the State is estimated using cost, market, and income approaches to value and then the entire value is allocated using the components of that utility company that have situs in the various tax units of Stonewall CAD. Components include such things as miles of transmission lines, miles of distribution lines, substations and the like for an electric utility.

### ***Data Collection/Validation***

Data collection of real property involves maintaining data characteristics of the property on CAMA (Computer Assisted Mass Appraisal) software. The information contained in CAMA includes site characteristics, such as land size and topography, and improvement data, such as square footage of living area and other areas of the improvement, year built, quality of construction, and condition. The Chief appraiser is required to use a property classification system that establishes uniform procedures for the correct listing of real property. All properties are coded according to a classification

system based on Marshall and Swift cost estimations. The approaches to value are structured and calibrated based on this coding system and property description and characteristics. Data collection for personal property involves maintaining information on software designed to record and appraise business personal property. The type of information contained in the BPP file includes personal property such as business inventory, furniture and fixtures, machinery and equipment, with details such as cost and location.

### ***Sources of Data***

The sources of data collection are through property inspection, new construction field effort, data review/relist field effort, data mailer questionnaires, hearings, sales validation field effort, commercial sales verification and field effort, newspapers and publications, and property owner correspondence by mail or via the Internet. Area and regional real estate brokers and managers are also sources of market and property information. Data surveys of property owners requesting market information and property description information is also valuable data. Soil surveys and agricultural surveys of farming and ranching property owners and industry professionals are helpful for productivity value calibration. The Texas Railroad Commission is the source for mineral production data and leasing information. The Chief appraiser inspects the entire county to review the accuracy of data and identify properties that have to be relisted. The sales validation effort in real property pertains to the collection of market data for properties that have sold. In residential, the sales validation effort involves on-site inspection by the Chief appraiser to verify the accuracy of the property characteristics and confirmation of the sales price.

### ***Data Collection Procedures***

The Chief appraiser conducts field inspections and records information dealing with the property and enter corrections and additions that they may find in his or her field inspection with assistance from the data entry collections clerk.

The quality of the data used is extremely important in estimating market values of taxable property. While work performance standards are established and upheld for the various field activities, quality of data is emphasized as the goal and responsibility of the employees.

### ***Data Maintenance***

The Chief Appraiser with assistance from the data entry collections clerk begin an area update gathering files of the area that he/she plans to work. They inspect the property, make corrections to the paper appraisal card, and enter the changes noted.

# **INDIVIDUAL VALUE REVIEW PROCEDURES**

## ***Field Review***

The date of last inspection and the appraiser responsible are listed on the CAMA record and property card. If a property owner or jurisdiction disputes the district's records concerning this data during a hearing, via a telephone call or other correspondence received, the record may be corrected based on the evidence provided or an on-site inspection may be conducted. Typically, a field inspection is requested to verify this information for the current year's valuation or for the next year's valuation. Every third year a field review of real property located in certain areas or neighborhoods in the jurisdiction is done during the data review/re-list field effort. A field review is performed on all personal property accounts, with available situs, each year.

## ***Performance Test***

The Chief appraiser is responsible for conducting ratio studies and comparative analysis. Ratio studies are conducted on property when data are available. The sale ratio and comparative analysis of sale property to appraised value, forms the basis for determining the level of appraisal and market influences and factors for area. This information is the basis for updating property valuation for the entire area of property. The Chief appraiser, in many cases, may conduct field inspections to insure the accuracy of the property descriptions at the time of sale for this study. This inspection is to ensure that the ratios produced are accurate for the property sold and that appraised values utilized in the study are based on accurate property data characteristics observed at the time of sale. Also, property inspections are performed to discover if property characteristics have changed as of the sale date or subsequent to the sale date. Sale ratios should be based on the value of the property as of the date of sale, not after a subsequent or substantial change was made to the property. Properly performed ratio studies are a good reflection of the level of appraisal for the district.

# Residential and Commercial Valuation Process

---

## INTRODUCTION

### *Scope of Responsibility*

The Chief appraiser is responsible for estimating equal and uniform market values for improved and vacant property. There are approximately 600 residential improved single and multiple family parcels and 475 vacant lots in Stonewall County. There are approximately 600 improved properties outside the towns of Stonewall County. There are approximately 130 commercial properties.

### *Appraisal Resources*

- **Personnel** – The Chief appraiser with assistance from the Data Entry Collections Clerk inspect the County at least once every third year.
- **Data** - An individualized set of data characteristics for each residential dwelling and multiple family units in this district are collected in the field and data are entered into the computer. The property characteristic data drives the application of computer-assisted mass appraisal (CAMA) under the Cost, Market, and Income Approaches to property valuation.

## VALUATION APPROACH

### *Land Analysis*

Land valuation analysis is conducted prior to neighborhood sales analysis. The value of the land component to the property is estimated based on available market sales for comparable and competing land under similar usage. A comparison and analysis of comparable land sales is conducted based on a comparison of land characteristics found to influence the market price of land located in the neighborhood. A computerized file holding the land table, stores the land information required to consistently value individual parcels within the county given known land characteristics. Specific land influences are considered such as access, view, shape, size, and topography

### *Neighborhood and Market Analysis*

A neighborhood is a group of properties that share important characteristics. A neighborhood is typically a distinct group of properties that is often identified by a geographic (physical) boundary, or a group of properties that reacts in a similar manner to market influences.

Neighborhood analysis involves the examination of how physical, economic, governmental and social forces and other influences affect property values. The effects of these forces are also used to identify, classify, and stratify comparable properties into smaller, manageable subsets of the universe of properties known as neighborhoods. Residential valuation and neighborhood analysis is conducted on various market areas within each of the political entities known as independent school districts. Analysis of comparable market sales forms the basis of estimating market activity and the level of supply and demand affecting market prices for any given market area, neighborhood or district. Market sales indicate the effects of these market forces and are interpreted by the appraiser into an indication of market price ranges and indications of property component change considering a given time period relative to the date of appraisal. Cost and market approaches to estimate value are the basic techniques utilized to interpret these sales. For multiple family properties the income approach to value is also utilized to estimate an opinion of value for investment level residential property.

The first step in neighborhood analysis is the identification of a group of properties that share certain common traits. A "neighborhood" for analysis purposes is defined as the largest geographic grouping of properties where the property's physical, economic, governmental and social forces are generally similar and uniform. Geographic stratification accommodates the local supply and demand factors that vary across a jurisdiction. Once a neighborhood with similar characteristics has been identified, the next step is to define its boundaries. This process is known as "delineation". Some factors used in neighborhood delineation include location, sales price range, lot size, age of dwelling, quality of construction and condition of dwellings, square footage of living area, and story height. Delineation can involve the physical drawing of neighborhood boundary lines on a map, but it can also involve statistical separation or stratification based on attribute analysis. Part of neighborhood analysis is the consideration of discernible patterns of growth that influence a neighborhood's individual market. Few neighborhoods are fixed in character. Each neighborhood may be characterized as being in a stage of growth, stability or decline. The growth period is a time of development and construction. As new neighborhoods in a community are developed, they compete with existing neighborhoods. An added supply of new homes tends to induce population shift from older homes to newer homes. In the period of stability, or equilibrium, the forces of supply and demand are about equal. Generally, in the stage of equilibrium, older neighborhoods can be more desirable due to their stability of residential character and proximity to the workplace and other community facilities. The period of decline reflects diminishing demand or desirability. During decline, general property use may change from residential to a mix of residential and commercial uses. Declining neighborhoods may also experience renewal, reorganization, rebuilding, or restoration, which promotes increased demand and economic desirability.

## **Neighborhoods for Stonewall County**



## Residential

- Aspermont
- Rural communities and rural homes

## Commercial

- Downtown Aspermont and major roads through Aspermont

## Rural Land

- County-wide

All other types of property are appraised county-wide

### ***Highest and Best Use Analysis***

The highest and best use of property is the reasonable and probable use that supports the highest present value as of the date of the appraisal, unless the property is appraised under a *JURISDICTIONAL EXCEPTION*. The highest and best use must be physically possible, legal, financially feasible, and productive to the maximum allowed usage of the property. The highest and best use of residential property is normally its current use. This is due in part to the fact that residential development, in many areas, through use of deed restrictions and zoning, precludes other land uses. In areas of mixed residential and commercial use, the appraiser reviews properties in these areas on a periodic basis to determine the individual property that qualifies for an appraisal under *JURISDICTIONAL EXCEPTION*.

## **VALUATION AND STATISTICAL ANALYSIS (Model Calibration)**

### ***Cost Schedules***

All improved parcels in the district are valued with a replacement cost estimated from identical cost schedules based on the improvement classification system using a comparative unit method. The district's cost schedules are estimated from Marshall and Swift, a nationally recognized cost estimator service. These cost estimates are compared with sales of new improvements and evaluated from year to year and indexed to reflect the local residential building and labor market. Costs may also be indexed for neighborhood factors and influences that affect the total replacement cost of the improvements in a smaller market area based on evidence taken from a sample of market sales.

### ***Statistical Analysis***

Employees perform statistical analysis annually to evaluate whether estimated values are equitable and consistent with the market. Ratio studies are conducted to judge the two primary aspects of mass appraisal accuracy--level and uniformity of

value. The level of appraised values are determined by the weighted mean ratio for sales of individual properties within a neighborhood, and a comparison of neighborhood weighted means reflect the general level of appraised value between comparable neighborhoods.

Through the sales ratio analysis process, employees review properties at least once every three years. The first phase involves neighborhood ratio studies that compare the recent sales prices to the appraised values of these sold properties. This set of ratio studies affords the appraiser an excellent means of judging the present level of appraised value and uniformity of the sales. The appraiser, based on the sales ratio statistics and designated parameters for valuation update, makes a preliminary decision as to whether the value level in a neighborhood needs to be updated or whether the level of market value is at an acceptable level.

### ***Market and Cost Reconciliation and Valuation***

Analyses of market sales to achieve an acceptable sale ratio or level of appraisal is also the reconciliation of the market and cost approaches to valuation. Market factors are developed from appraisal statistics provided from market analyses and ratio studies and are used to ensure that estimated values are consistent with the market and to reconcile cost indicators. The district's primary approach to the valuation of residential properties uses a hybrid cost-sales comparison approach. This type of approach accounts for neighborhood market influences not particularly specified in a pure cost model.

The following equation denotes the hybrid model used:

$$MV = LV + (RCN - AD)$$

In accordance with the cost approach, the estimated market value (MV) of the property equals the land value (LV) plus the replacement cost new of property improvements (RCN) less accrued depreciation (AD). As the cost approach separately estimates both land and building contributory values and uses depreciated replacement costs, which reflect only the supply side of the market, it is expected that adjustments to the cost values may be needed to bring the level of appraisal to an acceptable standard as indicated by market sales.

### ***Treatment of Residential Homesteads***

Beginning in 1998, the State of Texas implemented a constitutional classification scheme concerning the appraisal of residential property that receives a residence homestead exemption. Under that law, beginning in the year after a property receives a homestead exemption, increases in the assessed value of that property are capped or limited to not more than 10% increase annually. The value for tax purposes (assessed value) of a qualified residence homestead will be the LESSER of:

- the market value; or
- The preceding year's appraised value plus 10 percent for each year since the property was re-appraised plus the value of any improvements added since the last re-appraisal.

Assessed values of capped properties must be recomputed annually. If a capped property sells, the cap automatically expires as of January 1<sup>st</sup> of the year following sale of the property and the property is appraised at its market value. An analogous provision applies to new homes. While a developer owns them, unoccupied residences may be partially complete and appraised as part of an inventory. This valuation is estimated using the district's land value and the percentage of completion for the improvement contribution that usually is similar to the developer's construction costs as a basis of completion on the valuation date. However, in the year following changes in completion or sale, they are appraised at market value.

## **INDIVIDUAL VALUE REVIEW PROCEDURES**

### ***Field Review***

The Chief appraiser identifies individual properties in critical need of field review through sales ratio analysis. Sold properties are field reviewed on a periodic basis to check for accuracy of data characteristics.

### ***Office Review***

When field review is completed, the Chief appraiser conducts a routine valuation review of all properties as outlined in the discussion of ratio studies and market analysis. Valuation reports comparing previous values against proposed and final values are generated for all residential improved and vacant properties. When the Chief appraiser is satisfied with the level and uniformity of value, the estimates of value go to noticing.

## **PERFORMANCE TESTS**

### ***Sales Ratio Studies***

The Chief Appraiser collect sales data from as many sources as possible and run ratio studies comparing sales prices with the latest appraised values produced by field inspection and the CAMA system. Also, every other year, the State Comptroller does an on-site ratio study using sales, and when sales are not sufficient, appraisals performed by the state employee. The internal ratio study and the State study combine to give the Chief Appraiser guidance in the areas of the District that may need specific attention and adjustment in the next reappraisal cycle.

---

---

## **Business Personal Property Valuation Process**

---

---

### **INTRODUCTION**

#### ***Scope of Responsibility***

Business personal property is appraised by employees and includes inventories of businesses, furniture, fixtures, and equipment, vehicles and other types of machinery and tools.

- **Personnel** – *The business personal property of Stonewall County is appraised by the Chief appraiser.*
- **Data** - *The Chief appraiser with assistance from the data entry collections collects the field data and maintain electronic property files making updates and changes gathered from field inspections, newspapers, property renditions, sales tax permit listing and interviews with property owners.*

### **DATA COLLECTION/VALIDATION**

#### ***Data Collection Procedures***

The employees of the district receive renditions of value required by law. If they see a rendition that does not seem reasonable, the Chief appraiser may set a value at a higher level than rendered based on their knowledge and observation of the business personal property account.

### **VALUATION AND STATISTICAL ANALYSIS (model calibration)**

#### ***Cost Schedules***

Cost schedules are developed based on the SIC code by the Property Tax Division of the Comptroller's Office and by appraisers. The cost schedules are developed by analyzing cost data from property owner renditions, hearings, state schedules, and published cost guides. The cost schedules are reviewed as necessary to conform to changing market conditions. The schedules are typically in a price per square foot format.

#### ***Depreciation Schedule and Trending Factors:***

##### Business Personal Property

Stonewall CAD's approach to the valuation of business personal property is the cost approach. The replacement cost new (RCN) is either developed from property

owner reported historical cost or from CAD appraiser observations. The trending factors used by the CAD to develop RCN are based on published valuation guides. The percent good depreciation factors used by Stonewall CAD are also based on published valuation guides.

## **INDIVIDUAL VALUE REVIEW PROCEDURES**

### ***Office Review***

#### **Business Personal Property**

The Chief appraiser with assistance from the data entry collections clerk enters data from renditions supplied by property owners. Comparisons of observed data are compared with those rendition values by the Chief appraiser for uniformity and consistency. Companies not rendering are valued utilizing observed data of the employees and State Comptroller schedules for the appropriate category of personal property (convenience stores, drug stores, service stations, retail clothing, offices, etc.)

## **PERFORMANCE TESTS**

### ***Ratio Studies***

Every other year the Property Tax Division of the state comptroller's office conducts a property value study (PVS). The PVS is a ratio study used to gauge appraisal district performance. Results from the PVS play a part in school funding. Rather than a sales ratio study, the personal property PVS is a ratio study using state cost and depreciation schedules to develop comparative personal property values. These values are then compared to Stonewall CAD's personal property values and ratios are indicated.

## 2014 Property Value Study - Stonewall CAD Summary Worksheet

Category	Number of Ratios **	2014 CAD Rept Appraised Value	Median Level of Appr	Coefficient of Dispersion	% Ratios w/in (+/-) 10% of Median	% Ratios w/in (+/-) 25% of Median	Price-Related Differential
A. Single-Family Residences	0	12,200,276	*	*	*	*	*
B. Multi-Family Residences	0	26,750	*	*	*	*	*
C. Vacant Lots	0	409,050	*	*	*	*	*
D2. Farm/Ranch Imp	0	1,680,119	*	*	*	*	*
F1. Commercial Real	0	2,511,844	*	*	*	*	*
F2. Industrial Real	0	14,718,210	*	*	*	*	*
G. Oil, Gas, Minerals	25	284,755,660	1.03	11.26	64.00	84.00	.99
J. Utilities	1	27,031,280	*	*	*	*	*
L1. Commercial Personal	0	7,131,770	*	*	*	*	*
L2. Industrial Personal	0	15,152,130	*	*	*	*	*
M. Other Personal	0	404,630	*	*	*	*	*
O. Residential Inventory	0	0	*	*	*	*	*
S. Special Inventory	0	0	*	*	*	*	*
Overall	26	379,342,897	1.04	10.80	61.53	80.76	.99

\* Not Calculated - Need a minimum of 5 ratios from either (A) categories representing at least 25% of total CAD category value or (B) 5 ISDs or half the ISDs in the CAD, whichever is less

\*\* Statistical measures may not be reliable when the sample is small

**STAFF PROVIDING SIGNIFICANT  
MASS APPRAISAL ASSISTANCE**

<b><u>NAME</u></b>	<b><u>TITLE</u></b>	<b><u>TDLR NUMBER</u></b>	<b><u>TYPE OF ASSISTANCE</u></b>
Debra Smith	Chief Appraiser	73787	All responsibilities of job
Carla Clark	Data Entry Collections Clerk	NA	Assigned by chief appraiser to whatever tasks are needing completion

The following is Stonewall CAD's **Work Schedule** for this Reappraisal Plan

## **January**

---

*The first week of January, Business Personal Property Renditions are sent out. Requests for wildlife management annual report. Appointment requests are sent out to wildlife management property owners and special appraisal in an effort to get initial inspections completed within a timely manner.*

*The first Ratio Studies of the year will be run during this month, to begin the process for analyzing the market value of land, sales of homes, and lots within towns.*

*Reappraisal data gathered during field inspections will begin to be input on the CAMA*

*Any new property discovered will be added.*

*New ARB members and Board of Directors begin serving*

## **February**

---

*February-April Business Personal Property Renditions will be worked as they came in and completion of input of reappraisal data will be entered on the CAMA.*

## **March**

---

*March 1<sup>st</sup> is deadline for wildlife annual reports are due – the special evaluation is removed if report is not received by deadline. A certified letter and re-application process must then be completed by April 30<sup>th</sup>.*

*Final analysis of the market value of land, sales of homes, and lots within towns will take place during this month. Schedules will be modified as needed and applied to the CAMA. Sales Ratios will be run again to complete the analysis of these areas.*

*All field inspections will be completed by March fifteenth and will be entered into the CAMA.*

*Any denials of special applications mailed during the spring so that owners may have time to file a written Notice of Protest.*

*Notify entities how they will receive their roll.*

*Initial inspections of wildlife properties and special appraisal land are scheduled for this month*



## **April**

---

*Appraisal notices are sent out this month.*

*Any final adjustments to reappraisal data will be completed by the first of April.*

*All analysis shall be completed by April fifteenth.*

*Send preliminary values to entities*

## **May**

---

*Annual mass appraisal report completed.*

*Annual report completed*

*Informal meetings for protested value will begin.*

*Schedule protests hearings and letters mailed for ARB hearings in June.*

*Financial audit of CAD performed*

## **June**

---

*CAD financial audit presented to the board of directors and preliminary budget sent to the entities with a copy of the financial audit.*

*The first ARB hearing of the year will be held during this month.*

*Mail out ARB decisions to protest owners*

*Schedule supplemental protest hearings and mail letter for ARB hearings in July if needed*

## **July**

---

*Second ARB hearing if needed and certification of roll*

*Certified values and roll are sent to entities*

## **August**

---

*Supplemental additions after roll certified will be noted and a supplemental roll will be kept.*

*Notify entities of public hearing of budgets/Bi-annual reappraisal plan*

*Place budget hearing notice in local paper*

## **September**

---

*September – January Field inspections begin by printing off the reappraisal cards for the specific area to be reappraised. Data will be gathered to for each reappraised property and noted during field inspections.*

*Budget hearing/Bi-annual reappraisal plan hearing will be held before the 15<sup>th</sup>.*

*Send out entities portion of the CAD budget*

*Place information regarding reappraisal in the local paper*

*Receive taxing rates from taxing entities*

## **October**

---

*Collection Phase begins with mailing of tax statements around October 1*

*Stonewall CAD begins collecting taxes for tax year for Aspermont ISD*

*Field inspections of reappraisal area begin*

## **November**

---

*Continued tax collections*

*Continued field inspections*

## **December**

---

*Board of Directors final meeting of the year to be held where Chief Appraiser evaluation will be conducted.*

*Continued tax collections*

*Continued field inspections*

# 2017 / 2018 Property Tax Calendar

## January

---

1

- qualification for certain exemptions determined (except for inventories appraised September 1) (Secs. 11.42, 23.01, 23.12)
- Employees begins the analysis of land values within the county boundaries.
- Date a tax lien attaches to property to secure payments of taxes, penalties and interest that will be imposed for the year (Sec. 32.01)
- Appraisers check property under construction to determine percentage of completion.
- Date rendition period begins; continues through April 15 for those property owners not requesting a filing extension (Sec. 22.23)
- Date that half of appraisal review board (ARB) members begin 2-year terms (Sec. 6.41)
- If tax bill not mailed on or before this date, delinquency date postponed (Sec. 31.04).

31

- Deadline for Texas Comptroller's preliminary Property Value Study (PVS) findings to Education Commissioner and each school district (Government Code Sec. 403.302)
- Last day for chief appraiser to deliver applications for special appraisal and exemptions requiring annual applications (Secs. 11.44, 23.43)
- Last day for disabled or 65-or-older homeowners to pay one quarter of homestead property taxes in installments. Homeowners whose homes were damaged in a disaster within a designated disaster area may choose this payment option (Secs. 31.031, 31.032)
- Last day for appraisal district to give public notice of capitalization rate used to appraise property with low and moderate-income housing exemption (Sec. 11.1825).

## February

---

1

- Date that taxes become delinquent if bill was mailed on or before January 10. Rollback tax for change of use of 1-d-1 land becomes delinquent if taxing unit delivered bill to owner on or before January 10, (Secs. 23.46, 23.55, 23.76, 23.9807, 31.02).
- Last day for motor vehicle, boat and outboard motors, heavy equipment and manufactured housing dealers to file dealer's inventory declarations (Secs. 23.121, 23.124, 23.1241, 23.127)

15

- Last day for county collector to disburse motor vehicle, boat and outboard motor, heavy equipment and manufactured housing inventory taxes from escrow accounts to taxing units (Secs. 23.122, 23.1242, 23.125, 23.128)
- Appraisers begin the analysis and estimate values for property within the county boundaries.

28

- Last day to request cooperative housing appraisal (Sec. 23.19)

## March

---

13

- Deadline to file written appeal of PVS findings with Texas Comptroller (Government Code Sec. 403.303)

31

- Last day for taxing units' second quarterly payment for CAD budget (Sec. 6.06)
- Last day for disabled or 65-or-older homeowners or homeowners in a disaster area to pay second installments on home taxes (Secs. 31.031, 31.032)
- Last day for cities to report information of reinvestment zones and tax increment financing plans to Texas Comptroller (Sec. 311.019)
- Last day for qualified community housing development corporation to file listing of property acquired or sold during past year with the chief appraiser (Sec. 11.182)

## April

---

17

- Last day for property owners to file renditions and property information reports unless they request a filing extension in writing (Sec. 22.23).
- Internal ratio studies and error check list performed.

## May

---

1

- Last day for property owners to file these applications or reports with the CAD
  - Some exemption applications (Sec. 11.43)
  - Notice to chief appraiser that property is no longer entitled to an exemption not requiring annual application (Sec. 11.43)
  - Applications for special appraisal or notices to chief appraiser that property no longer qualifies for 1-d and 1-d-1 agricultural land, timberland, restricted-use timberland, recreational-park-scenic land and public access airport property (Secs. 23.43, 23.54, 23.75, 23.84, 23.94, 23.9804)
  - Railroad rolling stock reports (Sec. 24.32)
  - Requests for separate listing of separately owned land and improvements (Sec. 25.08)
  - Requests for proportionate taxing of a planned unit development property (Sec. 25.09)
  - Requests for separate listing of separately-owned standing timber and land (Sec. 25.10)
  - Requests for separate listing of undivided interests (Sec. 25.11); and
  - Requests for joint taxation of separately owned mineral interest (Sec. 25.12)

1-15

- Time that taxing units may file resolutions with chief appraiser to change CAD finance method. Three-fourths of taxing units must file for change to occur (Sec. 6.061)
- Time that chief appraiser must publish notice about taxpayer protest procedures in a local newspaper with general circulation (Secs. 41.41, 41.70)

1-31

- Time that taxing units must notify delinquent taxpayers that taxes delinquent on July 1 will incur additional penalty for attorney collection costs (Sec. 33.07)

15

- Last day for property owners to file renditions and property information reports if they requested an extension in writing. For good cause, chief appraiser may extend this deadline another 15 days (Sec. 22.23)
- Last day (or as soon as practicable) for chief appraiser to mail notices of appraised value and notices of overlapping appraisal districts (Secs. 6.025 and 25.19)
- Last day (or as soon as practicable) for chief appraiser to prepare appraisal records and submit to ARB (Secs. 25.01, 25.22)

19

- Last day for chief appraiser to count taxing units' resolutions to change CAD's finance method (Sec. 6.061)

24

- Last day for chief appraiser to notify taxing units of change in the CAD's finance method (Sec. 6.061)

31

- Last day for property owners to file protest with ARB (or by 30th day after notice of appraised value is delivered, whichever is later) (Sec. 41.44)
- Last day for taxing units to file challenges with ARB (or within 15 days after ARB receives appraisal records, whichever is later) (Sec. 41.04)
- Last day for disabled or 65-or-older homeowners or property owners with homes in a disaster area to pay third installment on home taxes (Secs. 31.031, 31.032)
- Last day for religious organizations to amend charters and file new applications (or within 60 days of exemption denial, whichever is later) (Sec. 11.421).

**June**

- Last day for chief appraiser to certify estimate of school district's taxable value for school district to use for publishing notice of budget and proposed tax rate and adopting its budget for a fiscal year that begins July 1 (Sec. 26.01)

14

- Last day for chief appraiser to submit recommended budget to CAD board and taxing units (unless taxing units have changed CAD's fiscal year) (Sec. 6.06)

16

- Beginning date that CAD board may pass resolution to change CAD finance method, subject to taxing units' unanimous approval. Period ends August 14 (Sec. 6.061)

30

- Last day to pay second half of taxes by split payment (Sec. 31.03).
- Last day for taxing units' third quarterly payment CAD budget (Sec. 6.06)
- Last day to form a taxing unit to levy property taxes (Sec. 26.12).
- Last day for taxing units to adopt local option percentage homestead exemptions (Sec. 11.13)
- Last day for private schools to amend charters and file new applications (or within 60 days of exemption denial, whichever is later) (Sec. 11.422)
- Last day for CADs to report formation of reinvestment zones and tax abatement agreements to the Texas Comptroller (Sec. 312.005)

## July

---

3

- Date that delinquent taxes incur total 12 percent penalty (Sec. 33.01)
- Taxes delinquent on or after February 1 but not later than May 1 incur additional penalty to pay attorney collection costs (Sec. 33.07). (See Secs. 33.08 and 33.11 for additional penalties)
- Last day for ARBs to complete review of railroad rolling stock values for submission to Texas Comptroller (or soon after) (Sec. 24.35)

- Deadline for Texas Comptroller to certify final PVS findings to Education Commissioner and each school district (Comptroller Rule Sec. 9.109)

20

- Date ARB must approve appraisal records, but may not do so if more than 5 percent of total appraised value remains under protest (Sec. 41.12)

25

- Last day for chief appraiser to certify appraisal roll to each taxing unit (Sec. 26.01)

31

- Last day for property owners to apply for September 1 inventory appraisal (Sec. 23.12)
- Last day for disabled or 65-or-older homeowners or homeowners in a disaster area to pay fourth installment on home taxes (Secs. 31.031, 31.032)
- Last day for Texas Comptroller to certify apportionment of railroad rolling stock value to counties, with supplemental records after that date (Sec. 24.38)

## August

---

1

- Date taxing unit's assessor submits appraisal roll and an estimate of collection rate for current year to governing body (or as soon as practicable) (Sec. 26.04)

7

- Date taxing units (other than school districts and small taxing units) must publicize effective tax and rollback rates, unencumbered fund balances, debt obligation schedule and other applicable items (or soon after) (Sec. 26.04)

14

- Last day for CAD board to pass and deliver resolution to change CAD finance method, subject to taxing unit's unanimous consent (Sec. 6.061)



- Appraisers begins the 2013 annual inspection of the properties assigned to them. Personnel will inspect an additional 1/3 of the properties the following year (2014), providing full inspection of properties during the third year (2015).

31

- Last day for property owner to give correct address to CAD in writing for tax bill; penalties and interest waived if bill not sent to correct address 21 days before delinquency date (Sec. 33.011)
- Last day taxing units may file resolutions with the CAD board to oppose proposed change in the CAD finance method (Sec. 6.061)

## September

---

1

- taxable values of inventories may be determined as of this date, at property owner's written option (Sec. 23.12)

14

- Last day for CAD board to adopt CAD budget, unless district has changed its fiscal year (Sec. 6.06)

15

- Last day for CAD board to approve written reappraisal plan (Sec. 6.05)

29

- Last day for taxing units to adopt tax rate, or no later than 60th day after chief appraiser certifies appraisal roll to unit. Failure to adopt by these required dates results in unit adopting lower of its effective tax rate for this year or last year's tax rate; unit's governing body must ratify new rate within five days (Sec. 26.05)

## October

---

2

- Last day for taxing units' fourth quarterly payment for CAD budget (Sec. 6.06)
- Date tax assessor mails tax bills (or as soon as practicable) (Sec. 31.01)

- Last day for multi-county taxing unit's official action to change CADs (Sec. 6.02)

## December

---

1-29

- Time when chief appraiser may conduct a mail survey to verify homestead exemption eligibility (Sec. 11.47)

29

- Last day for taxing units' first quarterly payment for CAD budget (Sec. 6.06)