

ADOPTED  
AUGUST 25, 2022

# BIENNIAL REAPPRAISAL PLAN

2023-2024

PRESENTED BY: BOARD OF DIRECTORS  
WILBARGER CAD

\*DISCLAIMER\* THE PLAN MAY BE MODIFIED TO MEET THE REQUIREMENTS OF THE DISTRICT AND/OR TAX CODE



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## RESOLUTION

### REGARDING WILBARGER COUNTY APPRAISAL DISTRICT BIENNIAL REAPPRAISAL PLAN FOR YEARS 2023-2024

**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 Tax Entities within the boundaries of the Wilbarger County Appraisal District were notified of a public hearing to be held on August 25, 2022 @ 2:10 p.m.; and

**WHEREAS**, Wilbarger 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 Wilbarger 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 2023-2024

**BE IT FURTHER RESOLVED** 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 25<sup>th</sup> day of August, 2022.

  
Emory Byars, Chairman

  
Sandy Burkett, Chief Appraiser

# Wilbarger County Appraisal District

## 2023-2024 Reappraisal Plan

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### INTRODUCTION

#### General Overview of Tax Code Requirement

Passage of Senate Bill 1652 in 2005 amended the Property Tax Code to require each Appraisal District to prepare a biennial reappraisal plan. The following details the Tax Code requirements:

#### The Written Plan

Section 6.05, Property 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 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 hearing, 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, Property 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;
  - 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 the property;
    - b) Physical attributes of the 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.

## Scope of Responsibility

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

The Wilbarger County Appraisal District (WCAD) is a political subdivision of the State of Texas created effective January 1, 1980. The provisions of the Texas Property Tax Code govern the legal, statutory, and administrative requirements of the appraisal district. A member Board of Directors, appointed by the taxing units within the boundaries of Wilbarger County, 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 8 jurisdictions or taxing units in the county. Each taxing unit, such as the county, city, school district, hospital district, college, etc., sets its own tax rate to generate revenue to pay for such things as police and fire protection, public schools, road and street maintenance, courts, water and sewer systems, and other public services. Property appraisals and estimated values by the appraisal district allocate the year's tax burden on the basis of each taxable property's market value. We also determine 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.

## Data

The district is responsible for establishing and maintaining approximately 12,471 Real, Mineral, Industrial, Utility and Personal property accounts covering 971 square miles within Wilbarger County. This data 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, numerous sales are validated as part of the new construction and field inspections. General trends in employment, interest rates, new construction trends and cost and market data are acquired through various sources, including internally generated questionnaires to buyer and sellers, realtors, lenders and building contractors.

**Except as provided by the Texas Property Tax Code, all taxable property is appraised at its "market value" as of January 1st. 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 Texas 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 1st of the preceding year for the current appraisal year 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. The district's current policy is to conduct a general reappraisal of taxable property every year. Appraised values reviewed annually and are subject to change. Business personal properties, minerals and utility properties 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, that 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.

# A Written Appraisal Plan for WCAD

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## REAPPRAISAL

### PLANNING

Variation in reappraisal requirement requires Wilbarger 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. Assess current performances
2. Set reappraisal goals
3. Assess available resources and determine needs
4. Re-evaluate goals and adjust as necessary

### STEPS

The International Association of Assessing Offices (IAAO) textbook Property Appraisal and Assessment Administration lists ten steps in a reappraisal. These steps outline those activities performed by Wilbarger County Appraisal District (WCAD) for the completion of periodic reappraisals.

*Activities are listed below in the order in which they occur:*

1. Performance Analysis
  - Ratio study
  - Equity of existing values
  - Consistency of values with market activity
2. Revaluation Decision
  - Statutory – at least once every three years
  - Administrative policy
3. Analysis of Available Resources
  - Staffing
  - Budget
  - Existing practices
  - Information system support
  - Existing data and maps
4. Planning and Organization
  - Target completing dates
  - Identify performance objectives
  - Specific action plans and schedules
  - Identify critical activities with completion dates
  - Set production standards for field activities
5. Mass Appraisal system
  - Forms and procedures revised as necessary
  - CAMA (Computer Assisted Mass Appraisal) system revision as required

6. Conduct Pilot Study
  - Test new/revised appraisal methods as applicable
  - Conduct ratio studies
  - Determine if values are accurate and reliable
7. Data Collection
  - Building permits and other sources of new construction
  - Check properties that have undergone remodeling
  - Re-inspection of problematic properties
  - Re-inspection of universe properties on a cyclic basis
8. Valuation
  - Market analysis (based on Ratio Studies)
  - Schedules development
  - Application of revised schedules
  - Calculations of preliminary values
  - Tests of values of accuracy and uniformity
9. The Mass Appraisal Report
  - Establish scope of work
  - Compliance with Standards Rule 6-7 of USPAP (Uniform Standards of professional Appraisal Practices)
  - Signed certification by the Chief Appraiser as required by Standards Rule 6-8 USPAP (Report after Reappraisal)
10. Value Defense
  - Prepare and deliver notices of value to property owners
  - Hold informal hearings
  - Schedule and hold formal appeal hearings

## PERFORMANCE ANALYSIS

Ratio studies are used to analyze appraisal and uniformity overall and by market area within property reporting categories. They are used to determine where appraisals meet acceptable standards and where it does not. This is where we check the equality of existing values and the consistency of values with market activity. By calculating the mean, median, and weighted ratios. In each reappraisal year of this plan, that will be the starting point for establishing the level and accuracy of appraisal performance.

## REVALUATION DECISION

### REAPPRAISAL CYCLE

The Wilbarger County Appraisal District, by policy adopted by the Board of Directors and the Chief Appraiser, reappraises all property in a designated area each year on a three-year cycle. The reappraisal year is a complete appraisal of all properties in this designated area.

- Tax year **2022** is a reappraisal for unique properties owned by WT Waggoner Est. (page 22), Exempt Properties and F's (Commercial & Industrial), appraise all problematic areas, rechecks, new construction, etc.
- Tax year **2023** is a reappraisal year for designated area of indicated as Rural.
- Tax year **2024** is a reappraisal year for designated are as City



Pursuant to section 25.18 of the Texas property tax Code, the Wilbarger County Appraisal District has established a reappraisal plan to provide for the reappraisal of all property within the district at least once every three (3) years.

### APPRAISAL FREQUENCY

For reappraisal or inspection purposes, the district is divided into Rural and City. This allows for a complete drive-out of Wilbarger County every three years.

#### 2022

Appraise unique properties owned by WT Waggoner Estate, Exempt Properties, all problematic areas, rechecks, new construction, adjust for changes in property characteristics that affect value, and adjust previous year values for equalization.

#### 2023

##### Rural

All categories of properties of the rural area in Wilbarger County (with the exception of the properties located inside the City of Vernon). This includes all School districts Vernon ISD, Harrold ISD, Northside ISD and Chillicothe ISD with the **exception** of the City of Vernon located within Vernon ISD. The Appraiser will inspect rural properties referencing School District Maps (See Addendum "A") and appraisal card information. The appraiser makes use of the Appraisal District maps to draw the routes to travel to review properties.

#### 2024

##### City

All categories of properties of the City of Vernon (See Addendum "A")

There may be circumstances beyond our control such as weather condition which may cause delay of appraisals, but this is not anticipated. Exceptions or adjustments to the annual reappraisal plan may occur when there is a lack of data in specific property classifications and marketing areas, time restraints, shortage of staff and budget constraints.

### ANALYSIS OF AVAILABLE RESOURCES

Staffing and budget requirements for this reappraisal plan are met by the Board of Directors each year. Existing appraisal practices, which are contained from year to year, are identified and methods utilized to keep these practices current. The information systems are kept current with schedule upgrades and the mapping system is continually updated with property splits and ownership data. Marshall and Swift is used to update schedules along with sales and ratio study information.

### PLANNING AND ORGANIZATION

All target dates for this plan will be, to complete each area of work and finalize reappraisal process by end of April. Wilbarger County Appraiser District has in-house Appraiser to complete Real properties fieldwork, data analysis, and taxpayer protest portions of the reappraisal plan. The district has contracted with Capitol Appraisal Group to provide personnel and expertise towards the completion of the appraisal of Mineral, Industrial, and Utilities including fieldwork, data analysis, and taxpayer protest portions of the reappraisal plan. Ratio Studies, market analysis, sales data and final market schedules are presented to the Chief Appraiser for discussion and application to the universe of properties.

## MASS APPRAISAL SYSTEM

All renditions, homestead, and special appraisal forms are updated to meet State requirements. All properties that have been coded on the computer to receive a form and all requests for forms will be properly worked. All schedules that are programmed in the computer are reviewed with the sales ratio studies for any revisions that need to be made.

## MARKET AREAS

The general market areas for Wilbarger County are defined as:

- (a) The district uses the market areas of the City of Vernon, town-site of Odell and Harrold when setting the market for Categories A, B, C, F, and M.
- (b) The district uses county wide market areas for appraising Categories D and E.

The appraiser upon review of the properties within these areas may further subdivide some of these areas into neighborhoods or subdivisions sharing physical or geographical boundaries, or legal restrictions in order to be as equal and uniform as possible.

## PILOT STUDY

New and/or revised mass appraisal schedules are tested each year. Ratio studies are used to see if the revisions are accurate and reliable in the different market areas. These modeling tests (sales ratio studies) are conducted each tax year. Actual test results are compared with anticipated results and those models not performing satisfactorily are refined and retested.

## DATA COLLECTED and VALIDATION

Office and field procedures are reviewed and revised as required for data collection. Sales price certification letters are entered as they are received from buyers and sellers and used to check schedules. Building permits are used for any new construction and remodeling that has taken place. Re-inspections of problematic properties which for this plan are the growing residential areas to make sure all improvements are documented and schedules are up to par with the market.

Two basic types of data are collected: data which is specific to each property and data which is indicative of a particular class of property that has been predefined by Wilbarger County Appraisal District.

Property specific data is collected as part of the inspection process and through submission by the property owner.

As part of the inspection process, the improvements are measured and classified. The appraiser also estimates the effective age and condition of the improvements. Any additional or unusual features are also estimates of the effective age and condition of the improvements. Any additional or unusual features are also noted at the time of the inspection. Data on individual properties is maintained and on the appraisal card for that property. Data on individual properties, and through submission by the property owner. Appraisal cards are available for review at the appraisal district office.

Data pertaining to a class of properties is grouped together according to the differing quality levels and then used to develop valuations models for each property class.

## VALUATION

Production of values begins with market analysis, schedule development and the calculation of preliminary values. A ratio study then evaluates the accuracy and consistency of the values between property type and areas. When the schedules produce acceptable results, they can be used to produce values. This includes the importing and exporting of values for overlapping properties in our district. WCAD considers market characteristics such as size, age and condition in appraising properties. Conclusions are reflected in the model to characteristics of the property being appraised.

## MASS APPRAISAL REPORT

Mass appraisal is the systematic appraisal of groups of properties as of a given date using standardized procedures and statistical testing. The purpose of mass appraisal is the equitable and efficient appraisal of all property in a jurisdiction for ad valorem tax purposes. Mass appraisal judgments relate to groups of properties rather than single properties. The required Mass Appraisal Report is prepared and certified by the Chief Appraiser at the conclusion of the appraisal phase of the ad valorem tax calendar. A written report is completed in compliance with STANDARD RULE 6-8 of the Uniform Standards of Professional Appraisal Practice. The signed certificate by the Chief Appraiser is compliant with STANDARD RULE 6-8 of USPAP.

## VALUE DEFENSE

Appraisal Notice of Value are prepared and delivered to property owners as prescribed by law. WCAD sends notices to each taxpayer each year. Evidence to be used by the appraisal district to meet its burden of proof for market value and equity in both informal and formal appraisal review hearings is specified and tested. When the appeals process is completed, values are certified to each taxing entity.

### Overview of District Operations

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## Proposed Calendar of Key Events *(See Appendix A)*

### Personnel Resources

The office of the Chief Appraiser is primarily responsible for overall planning, organizing, staffing, coordinating, and controlling of district operations. The administration department's function is to plan, organize, direct and control the business support functions related to human resources, budget, finance, records management, purchasing, fixed assets, facilities and postal services. The Valuation of Real, Commercial and BPP accounts are appraised by Wilbarger County Appraisal District in-house appraiser. The Valuation of Mineral, Utilities, and Industrial accounts are appraised by an outside appraisal firm, Capitol Appraisal Group, Austin, Texas. The district's appraisers are subject to the provisions of the Property Taxation Professional Certification Act and must be registered with the Texas Department of Licensing and Regulation. Support functions including records maintenance, information and assistance to property owners, and hearings are coordinated by WCAD personnel in support services.

*The appraisal district staff consists of 5 full-time employees*

<b>TITLE</b>	<b>NAME</b>	<b>TDLR #</b>
Chief Appraiser	Sandy Burkett	67478
Director of Operations/RE-BPP Supervisory	Lana Hopkins	
Financial Officer/Ownership Transfer Technician	Misty Bryson	76830
Customer Relations/Exemption Clerk	Dorothy Martinez	
Sr. Appraiser	Danny Hamby	73029

*Capitol Appraisal Group Appraisal Staff*

<b>NAME</b>	<b>TDLR #</b>	<b>APPRAISAL RESPONSIBILITY</b>
Gregg Davis	71552	Minerals, Industrial Utilities
Kenneth Hitt	71452	Minerals, Industrial Utilities
George Turcios	75305	Minerals, Industrial Utilities
Gerri (Tilly) Renfroe	70171	Minerals, Industrial Utilities
Sandra Frain	74641	Minerals, Industrial Utilities

### Staff Education and Training

All personnel that are performing appraisal work are registered with the Texas Department of Licensing and Regulation and are required to take appraisal courses to achieve the status of Registered Professional Appraiser (RPA) within five years of employment as an appraiser. After they are awarded their license, RPAs require 30 CEUs every two years. The Ethics course, Law & Rules Update and USPAP events must be completed as part of the 30 CEUs.

### LIMITING CONDITIONS

The appraised value estimates provided by the district are subject to the following conditions:

1. The appraisals were prepared exclusively for ad valorem tax purposes.
2. The property characteristic data upon which the appraisals are based is assumed to be correct. Exterior inspections of the property appraised were performed as staff resources and time allowed. Some interior inspections of property appraised were performed at the request of the property owner and required by the district for clarification purposes and to correct property descriptions.
3. Validation of sales transactions was attempted through questionnaires to buyer and seller, telephone survey and field review. In the absence of such confirmation, residential sales data obtained from vendors was considered reliable.
4. I have attached a list of staff providing significant mass appraisal assistance to the person signing this certification.

### Certification Statement

"I, Sandy Burkett, Chief Appraiser for the Wilbarger County Appraisal District, solemnly swear that I have made or caused to be made a diligent inquiry to ascertain all property in the district subject to appraisal by me, and that I have included in the records all property that I am aware of at an appraised value which, to the best of my knowledge and belief, was determined as required by law."



Sandra J. Burkett, RPA

Chief Appraiser WCAD

## Appendix A: 2023-2024 Calendar of Key Activities

*Wilbarger County Appraisal District Mails Sales Letters for any type of ownership transfer, Homestead Exemption, and 1-d-1 Applications at the time of ownership change. (Property Tax Code Sec 11.44 & Sec. 23.43). This process is a continuous process through each calendar year Renditions are mailed in the month of January annually.*

### PROJECTED DATE

#### **YEAR 2022**

#### **July**

### REAPPRAISAL RELATED ACTIVITIES

- ✓ Appraisal Review Board (ARB) Approves Appraisal Records to Create Appraisal Roll (if not approved earlier) **TPTC Sec. 41.12 (c)(1)**
- ✓ Chief Appraiser Certifies Appraisal Roll to Taxing Unit Assessors **TPTC Sec. 26.01(a)**

#### **August**

- ✓ Begin process of printing Appraisal Cards and sort by Geographical Order
- ✓ In House Ratio Study Review for Accuracy
- ✓ System Rollover of Data Records to begin next fiscal year (if not completed earlier)
- ✓ E.A.R.S. (Electronic Appraisal Roll Submission)
- ✓ Deadline to file for Sept. 1<sup>st</sup> Inventory Value
- ✓ Chief Appraiser begins developing written Biennially Reappraisal Plan **TPTC Sec. 6.05(j)**

#### **September**

- ✓ Sept. 1 - Statutory Appraisal Date for Certain Inventory Properties **TPTC Sec. 23.12(f)**
- ✓ Newspaper Publication on Notice of Hearing on Budget (if not completed earlier)  
**TPTC Sec. 6.062**
- ✓ Sept. 15 - Statutory Deadline for WCAD Board of Directors to Approve Budget **TPTC Sec 6.06**
- ✓ Taxing unit's fourth quarterly payment **TPTC Sec. 6.06(e)**
- ✓ Collect data from assumed name filing, sales tax permits and verify new accounts for Business Personal Property
- ✓ Chief Appraiser send notification to Entities of Board of Directors Appointment
- ✓ Biennially develop a written plan for reappraisal of all property within the CAD, hold a public hearing with required notice, approve a plan and distribute to taxing units and the Comptroller **TPTC Sec. 6.05(j)**

#### **October**

- ✓ Reappraisal Field Work On-Site Inspections Begins
- ✓ Taxing Units Mail Tax Bills **TPTC Sec. 31.01(a)** - Appraisal Support & Customer Service
- ✓ Ag Advisory Board Meeting (if not done before)
- ✓ Reappraisal Field Work On-Site Inspections continue

#### **November**

- ✓ In House Ratio Study Review for Accuracy
- ✓ Review & Return PTD Clerical Error Report for Property Value Study
- ✓ Reappraisal Field Work On-Site Inspections continue

#### **December**

- ✓ Taxing unit's first quarterly payment **TPTC Sec. 6.06(e)**
- ✓ Chief Appraiser's Annual Report
- ✓ Reappraisal Field Work On-Site Inspections continues

#### **YEAR 2023**

#### **January**

- ✓ Jan. 1 - Statutory Appraisal Date for Most Categories of Taxable Property
- ✓ WCAD Board of Directors begin 2-year terms
- ✓ ARB begins 2-year term (if staggered) **TPTC Sec. 6.41 (e)**
- ✓ Chief Appraiser eligibility verification sent to Comptroller
- ✓ In House Ratio Study Review for Accuracy
- ✓ Mail Business Personal Property Rendition Forms

	<ul style="list-style-type: none"> <li>✓ Certification of Preliminary PVS results</li> <li>✓ E.P.T.S. (Electronic Property Transfer Submission)</li> <li>✓ Reappraisal Field Work On-Site Inspections continue</li> </ul>
<b>February</b>	
	<ul style="list-style-type: none"> <li>✓ ARB training begins</li> <li>✓ Begin Working Business Personal Property Renditions</li> <li>✓ Reappraisal Field Work On-Site Inspections continue</li> </ul>
<b>March</b>	
	<ul style="list-style-type: none"> <li>✓ In House Ratio Study Review for Accuracy</li> <li>✓ Taxing unit's second quarterly payment <b>TPTC Sec. 6.06(e)</b></li> <li>✓ Operations survey data forwarded to Comptroller</li> <li>✓ Reappraisal Field Work On-Site Inspections continue</li> </ul>
<b>April</b>	
	<ul style="list-style-type: none"> <li>✓ Newspaper Publication on Renditions, HS, AG, Deferrals, &amp; Disabled Veterans</li> <li>✓ Begin Preparation for Budget</li> <li>✓ Certify Estimate of Taxable Value to County, Schools &amp; Municipalities <b>TPTC Sec. 26.01(e)</b></li> <li>✓ Ratio Study Review for Appraisal Notice Process</li> <li>✓ Begin Application of Neighborhood Market Adjustments</li> <li>✓ BPP Rendition Deadline on April 15<sup>th</sup> <b>TPTC Sec. 22.23(a)</b></li> <li>✓ Deadline to File Abatement &amp; AG Application on April 30<sup>th</sup></li> <li>✓ Finalize Changes Prior to Notice Run</li> <li>✓ ARB training concludes</li> <li>✓ Finalize Reappraisal Field Work On-Site inspections (if not already completed)</li> </ul>
<b>May</b>	
	<ul style="list-style-type: none"> <li>✓ Newspaper Publication of Protest and Appeal Procedures <b>TPTC Sec. 41.41 &amp; 41.70(b)</b></li> <li>✓ Newspaper Press Release for Notices Mailed</li> <li>✓ Mailing of Real and BPP Value Notices</li> <li>✓ Begin Informal Appeals</li> <li>✓ BPP Rendition Extension Deadline on May 15<sup>th</sup></li> <li>✓ Property Value Study Appeal Hearings-Austin TX</li> <li>✓ Statutory Deadline to File Notice of Protest (typically) <b>TPTC Sec. 41.44</b></li> </ul>
<b>June</b>	
	<ul style="list-style-type: none"> <li>✓ Appraisal Review Board Hearings Begin</li> <li>✓ Chief Appraiser Submits Completed Appraisal Records to ARB</li> <li>✓ Employee Performance Reviews-Discussions with Staff</li> <li>✓ Chief Appraiser Submits Completed Appraisal Records To ARB</li> <li>✓ Appraisal Review Board Hearings Begin</li> <li>✓ Chief Appraiser evaluation</li> <li>✓ Taxing unit's third quarterly payment <b>TPTC Sec. 6.06(e)</b></li> </ul>
<b>July</b>	
	<ul style="list-style-type: none"> <li>✓ Appraisal Review Board (ARB) Approves Appraisal Records to create Appraisal Roll (if not approved earlier) <b>TPTC Sec. 41.12 (c)(1)</b></li> <li>✓ Chief Appraiser Certifies Appraisal Roll to Taxing Unit Assessors <b>TPTC Sec. 26.01(a)</b></li> <li>✓ Chief Appraiser prepares Mass Appraisal Report</li> <li>✓ E.P.T.S. (Electronic Property Transfer Submission)</li> </ul>
<b>August</b>	
	<ul style="list-style-type: none"> <li>✓ Begin process of printing Appraisal Cards and sort by Geographical Order</li> <li>✓ In House Ratio Study Review for Accuracy</li> <li>✓ System Rollover of Data Records to begin next fiscal year (if not completed earlier)</li> <li>✓ Deadline to file for Sept. 1<sup>st</sup> Inventory Value</li> <li>✓ Electronic Appraisal Roll Submission</li> <li>✓ Rollover of WCAD Data Records to begin new fiscal year</li> </ul>

## September

- ✓ Sept. 1 - Statutory Appraisal Date for Certain Inventory Properties **TPTC Sec. 23.12(f)**
- ✓ Newspaper Publication on Notice of Hearing on Budget (if not completed earlier)
- ✓ **TPTC Sec. 6.062**
- ✓ Sept. 15 - Statutory Deadline for WCAD Board of Directors to Approve Budget **TPTC Sec 6.06**
- ✓ Taxing unit's first quarterly payment **TPTC Sec. 6.06(e)**
- ✓ Collect data from assumed name filing, sales tax permits and verify new accounts for Business Personal Property
- ✓ Reappraisal Field Work Inspections Begins
- ✓ Chief Appraiser send notification to Entities of Board of Directors Appointment

## October

- ✓ Taxing Units Mail Tax Bills - Appraisal Support & Customer Service
- ✓ Before October 30 of each odd-numbered year chief appraiser prepares ballot of board of director candidates. **TPTC Sec 6.03 (j)**
- ✓ Ag Advisory Board Meeting (if not already done)
- ✓ Reappraisal Field Work Inspections continues
- ✓ Before October 15 of each (odd-numbered year) taxing units nominate board of director candidates **TPTC Sec 6.03 (g)** (*WCAD has Resolution guidelines dated June 22, 1987*)
- ✓ Resolution Determining Vote/Appointment for WCAD Board of Directors due to Chief Appraiser before October 15<sup>th</sup> **TPTC Sec. 6.03(g)**
- ✓ Chief Appraiser prepares ballot and delivers results for CAD Board of Directors to Commissioners Court as per Resolution dated June 22, 1987

## November

- ✓ In House Ratio Study Review for Accuracy
- ✓ Appraiser In-House Review
- ✓ Reappraisal Field Work Inspections continues

## December

- ✓ Taxing unit's first quarterly payment **TPTC Sec. 6.06(e)**
- ✓ Chief Appraiser's Annual Report
- ✓ Reappraisal Field Work Inspections continue
- ✓ Each taxing entity entitled to vote must determine its vote by resolution and submit to the Chief Appraiser before December 15 (is not done before) **TPTC Sec 6.03(k)**
- ✓ The chief appraiser shall submit the results before December 31 to the governing body of each taxing unit in the district and to the Board of Director candidates (if not done before) **TPTC Sec 6.03(k)**

## YEAR 2024

### January

- ✓ ARB begins 2-year term (if staggered) **TPTC Sec. 6.41 (e)**
- ✓ Chief Appraiser eligibility verification sent to Comptroller
- ✓ Jan. 1 - Statutory Appraisal Date for Most Categories of Taxable Property
- ✓ Mail Business Personal Property Rendition Forms
- ✓ In House Ratio Study Review for Accuracy
- ✓ Certification of Preliminary PBS results
- ✓ E.P.T.S. (Electronic Property Transfer Submission)
- ✓ Reappraisal Field Work Inspections continues

### February

- ✓ ARB training begins
- ✓ Begin Working Business Personal Property Renditions
- ✓ Reappraisal Field Work Inspections continues

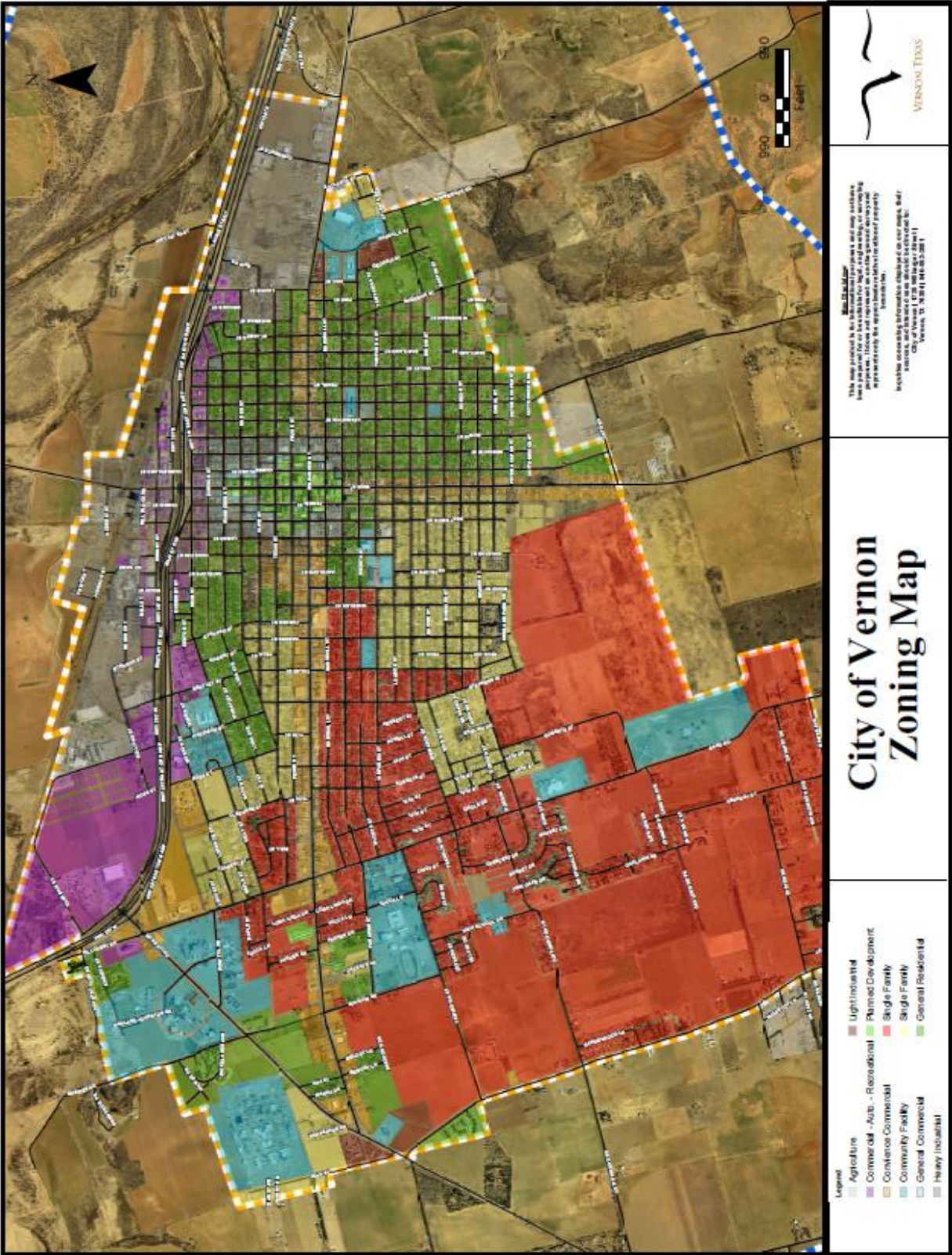
### March

- ✓ In House Ratio Study Review for Accuracy
- ✓ Taxing unit's second quarterly payment **TPTC Sec. 6.06**



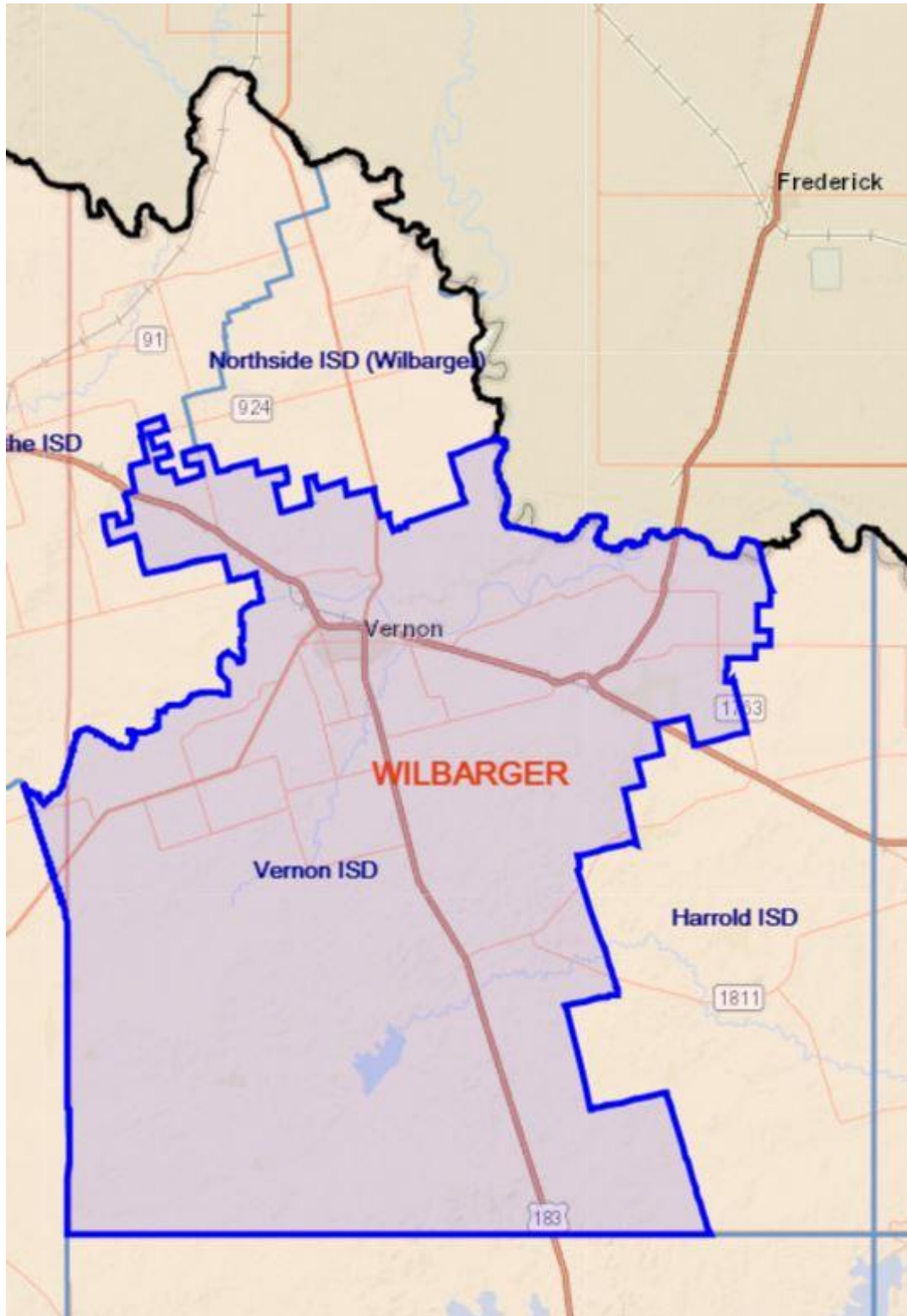
April	<ul style="list-style-type: none"> <li>✓ Operations survey data forwarded to Comptroller</li> <li>✓ Reappraisal Field Work Inspections continues</li> </ul>
May	<ul style="list-style-type: none"> <li>✓ Newspaper Publication on Renditions, HS, AG, Deferrals, &amp; Disabled Veterans</li> <li>✓ Begin Preparation for Budget</li> <li>✓ Certify Estimate of Taxable Value to County, Schools &amp; Municipalities <b>TPTC Sec. 26.01(e)</b></li> <li>✓ Ratio Study Review for Appraisal Notice Process</li> <li>✓ Begin Application of Neighborhood Market Adjustments</li> <li>✓ BPP Rendition Deadline on April 15<sup>th</sup> <b>TPTC Sec. 22.23(a)</b></li> <li>✓ Deadline to File Abatement &amp; AG Application on April 30<sup>th</sup></li> <li>✓ Finalize Changes Prior to Notice Run</li> <li>✓ ARB training concludes</li> </ul>
June	<ul style="list-style-type: none"> <li>✓ Newspaper Publication of Protest and Appeal Procedures <b>TPTC Sec. 41.41 &amp; 41.70(b)</b></li> <li>✓ Newspaper Press Release for Notices Mailed</li> <li>✓ Mailing of Real and BPP Value Notices</li> <li>✓ Begin Informal Appeals</li> <li>✓ BPP Rendition Extension Deadline on May 15<sup>th</sup></li> <li>✓ Property Value Study Appeal Hearings-Austin TX</li> <li>✓ Statutory Deadline to File Notice of Protest (typically) <b>TPTC Sec. 41.44</b></li> </ul>
July	<ul style="list-style-type: none"> <li>✓ Chief Appraiser Submits Completed Appraisal Records to ARB</li> <li>✓ Appraisal Review Board Hearings Begin</li> <li>✓ Chief Appraiser Submits Completed Appraisal Records to ARB</li> <li>✓ Employee Performance Reviews-Discussions with Staff</li> <li>✓ Proposed Budget Presentation to Board of Directors <b>TPTC Sec. 6.06(b)</b></li> <li>✓ Chief Appraiser evaluation</li> <li>✓ Taxing unit's third quarterly payment <b>TPTC Sec. 6.06(e)</b></li> </ul>
August	<ul style="list-style-type: none"> <li>✓ Appraisal Review Board (ARB) Approves Appraisal Records to create Appraisal Roll (if not approved earlier) <b>TPTC Sec. 41.12</b></li> <li>✓ Chief Appraiser Certifies Appraisal Roll to Taxing Units</li> <li>✓ Begin process of printing Appraisal Cards and sort by Geographical Order</li> <li>✓ In House Ratio Study Review for Accuracy</li> <li>✓ System Rollover of Data Records to begin next fiscal year (if not completed earlier)</li> <li>✓ Deadline to file for Sept. 1<sup>st</sup> Inventory Value</li> </ul>

CITY OF VERNON

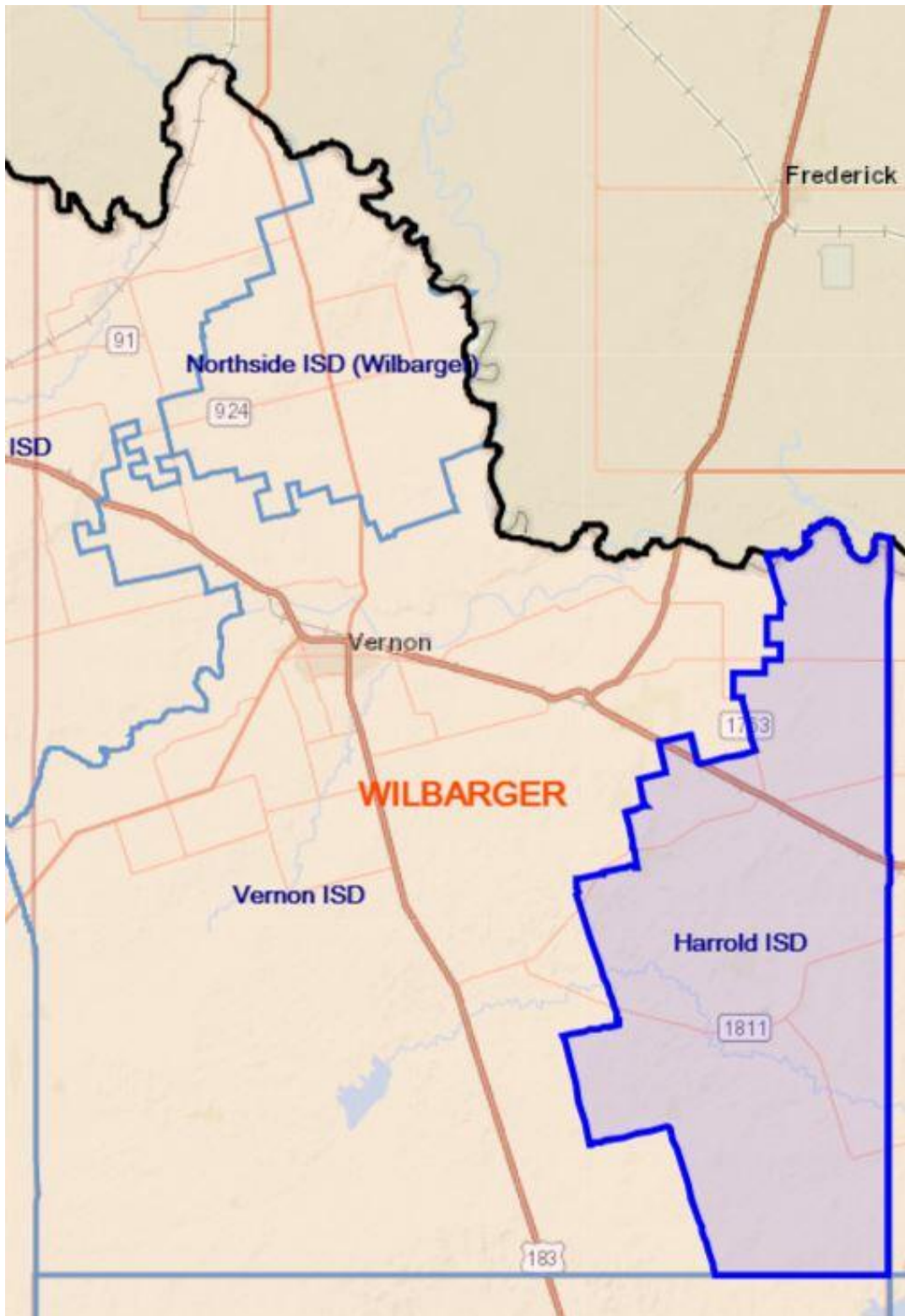




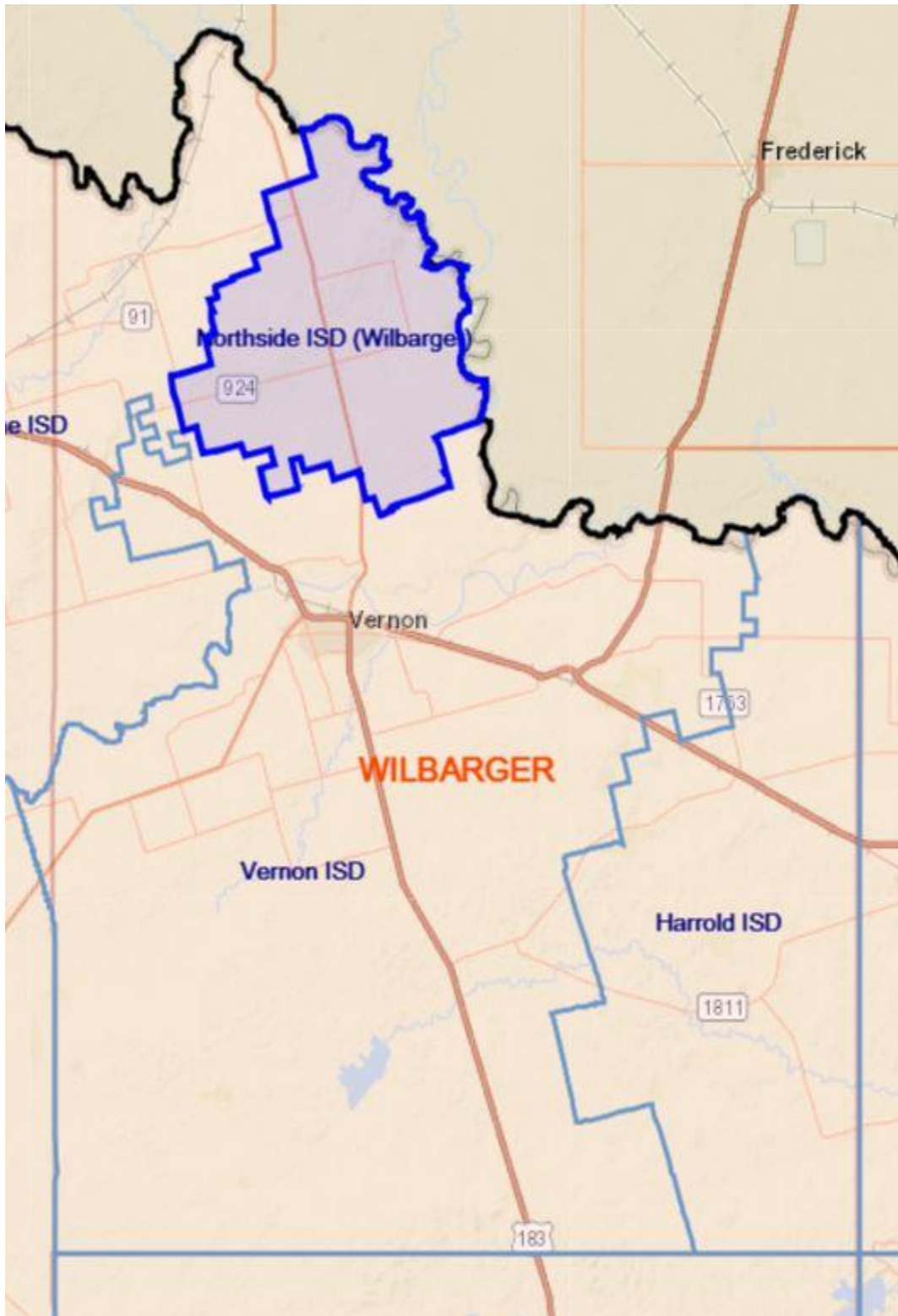
## Vernon ISD



## Harrold ISD

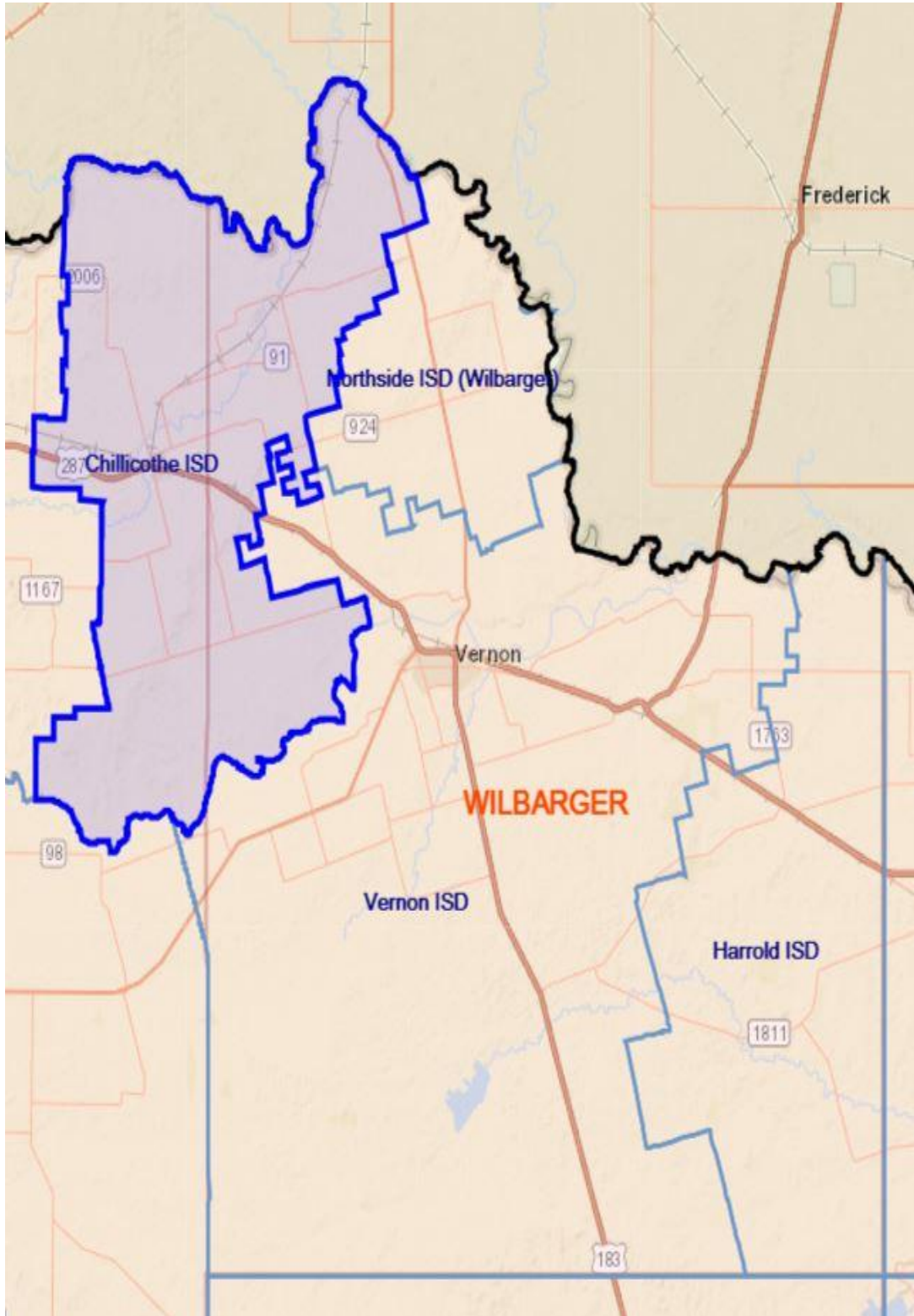


## Northside ISD

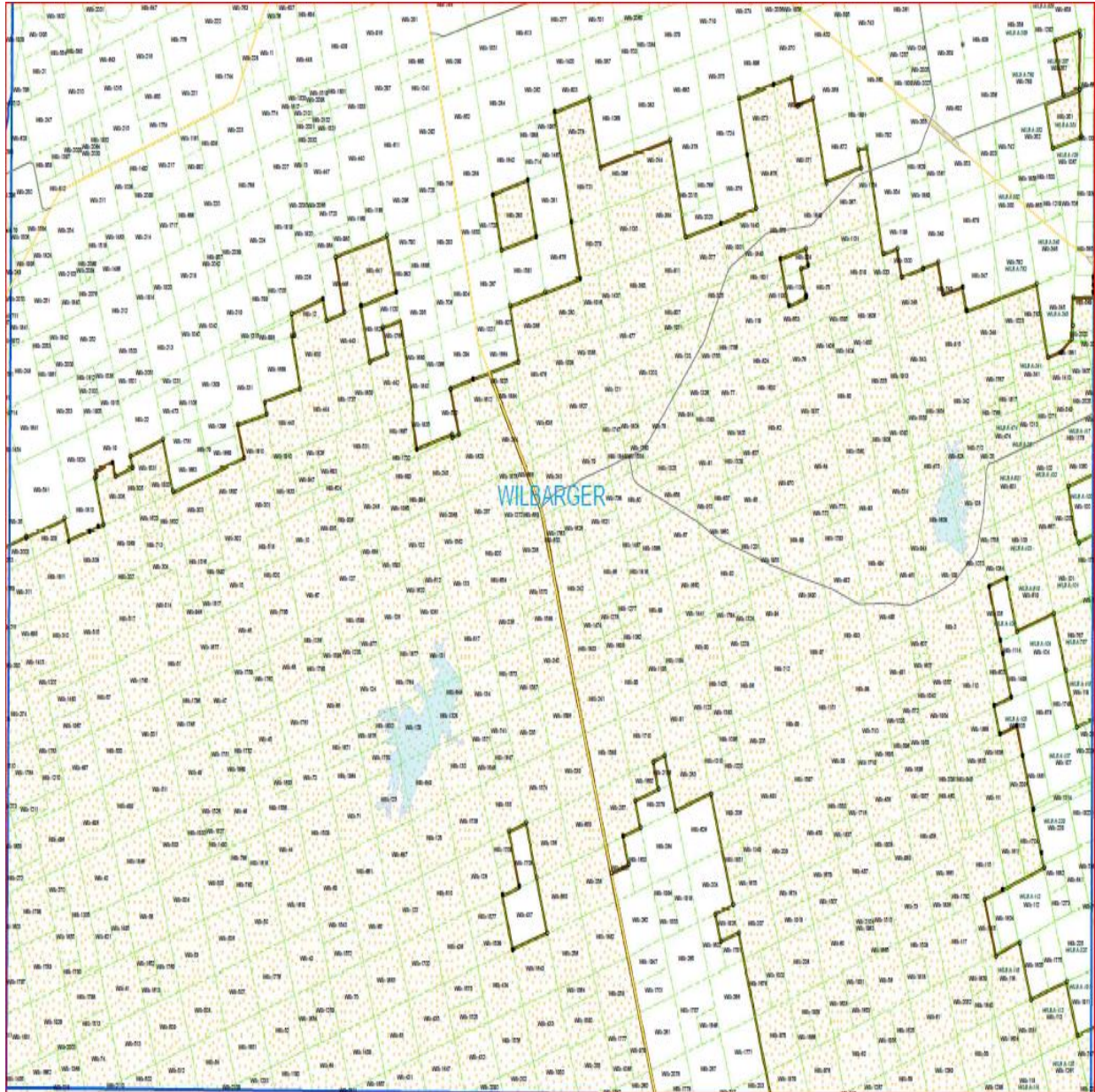




## Chillicothe ISD



## Waggoner Ranch



## Appendix B

### WCAD Plan for Periodic Reappraisal of Industrial Real Property

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

- (a) WCAD 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 WCAD. The WCAD has a professional services contract with Capitol Appraisal Group, LLC (CAGL) to appraise these properties for the WCAD.
  - (1) Identifying properties to be appraised: Appraisal of properties is limited to those indicated in the contract with the appraisal district, unless additionally requested by the appraisal district. Newly discovered properties will be discussed with the appraisal district to confirm they are to be appraised by Capitol Appraisal. 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.



## WCAD Plan for Periodic Reappraisal of Oil and Gas Property

In accordance with Section 25.18 of the Tax Code:

- (a) WCAD shall implement the plan for periodic reappraisal of property as approved by the board of directors under Section 6.05 (i).
- (b) The plan provides for annual reappraisal of all oil and gas property appraised by the WCAD. The WCAD has a professional services contract with Capitol Appraisal Group, LLC (CAGL) to appraise these properties for the WCAD.
  - a. 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, CAGL 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-1 records from the RRC, as well as CAGL's in-house map resources.
  - b. 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. CAGL 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.
  - c. 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.
  - d. 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.
  - e. 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.

## WCAD Plan for Periodic Reappraisal of Utility, Railroad and Pipeline Property

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

(a) WCAD 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 WCAD. The WCAD has a professional services contract with Capitol Appraisal Group, LLC to appraise these properties for the WCAD.

- (1) Identifying properties to be appraised: Appraisal of properties is limited to those indicated in the contract with the appraisal district, unless additionally requested by the appraisal district. Newly discovered properties will be discussed with the appraisal district to confirm they are to be appraised by Capitol Appraisal. 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. Due to the varied nature of utility, railroad, and pipeline properties there is no standard data collection form or manual. New permitting documents on record with the Railroad Commission of Texas provide a source to identify potential new pipeline projects but does not provide indication if the project was actually started, completed, or a distinct location of the proposed project. Every effort is made to discover new utility, railroad, and pipeline properties through personal observation combined with permitting documents.
- (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.

## WCAD Plan for Periodic Reappraisal of Industrial Personal Property

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

- (a) WCAD 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 WCAD. The WCAD has a professional services contract with Capitol Appraisal Group, LLC (CAGL) to appraise these properties for the WCAD.

- (1) Identifying properties to be appraised: Appraisal of properties is limited to those indicated in the contract with the appraisal district, unless additionally requested by the appraisal district. Newly discovered properties will be discussed with the appraisal district to confirm they are to be appraised by Capitol Appraisal. Through inspection the appraiser identifies personal property to be appraised. The appraiser begins with properties from the previous tax year and identifies new properties from visual identification and/or publications, newspaper articles, or information obtained through the interview of property owners. 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.