

HUDSPETH APPRAISAL DISTRICT

PERIODIC REAPPRAISAL PLAN

2019/2020

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TAX CODE REQUIREMENT:

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

- (i) To ensure adherence with generally accepted practices, the board of directors of an appraisal district shall develop biennially a written plan of 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 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 Requirement:

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

- (a) Each appraisal office shall implement the Plan for Periodic Reappraisal of Property approved by the board of directors under Section 6.05(i).
- (b) The plan shall provide for the following reappraisal activities for all real and personal property in the district at least once every three years:
 - 1. Identifying properties to be appraised through physical inspection or by other reliable means of identification, including deeds or other legal documentation, aerial photographs land-based photographs, surveys, maps, and property sketches;
 - 2. identifying and updating relevant characteristics of each property in the appraisal records;
 - 3. defining market areas in the district;
 - 4. identifying property characteristics that affect property value in each market area, including:
 - a. the location and market area of property;
 - b. physical attributes of property, such as size, age, and condition;
 - c. legal and economic attributes; and
 - d. easements, covenants, leases, reservations, contracts, declarations, special assessments, ordinances, or legal restrictions;

5. developing an appraisal model that reflects that 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.

REVALUATIONS DECISION (REAPPRAISAL CYCLE):

The Hudspeth Appraisal District, by policy adopted by the Board of Directors and the Chief Appraiser, reappraises all property in the district yearly. Each property within the District is physically inspected and/or statistically evaluated, a complete appraisal of all properties in the district. Therefore, tax year 2019 is a reappraisal year and tax year 2020 is a reappraisal year.

PERFORMANCE ANALYSIS:

Performance Analysis- the equalized values from the previous tax year are analyzed with ratio studies of the current market to determine the appraisal accuracy and appraisal uniformity overall, and by market area, within property reporting categories. Ratio studies are conducted in compliance with the current Standard on Ratio Studies of the International Association of Assessing Officers. Mean, median, and weighted ratios are calculated for properties in reporting categories to measure the level of appraisal accuracy. The median ratio is calculated in each reappraised category to indicate the level of appraisal accuracy by property reporting category. In 2019, the reappraisal year, this analysis is used to develop the starting point for establishing the level and accuracy of appraisal performance. Likewise, in 2020, the reappraisal year, this analysis is used to develop the starting point for establishing the level and accuracy of appraisal performance. In 2019, and 2020, any reporting category that may have been previously excluded from reappraisal, due to lack of data, will be readdressed. If sufficient market data has been discovered and verified, the category will be tested and analyzed to arrive at an indication of uniformity or equity of existing appraisals.

ANALYSIS OF AVAILABLE RESOURCES:

Staffing and budget requirements for tax year 2019 are detailed in the 2020 budget, as adopted by the Board of Directors of the Hudspeth Appraisal District, and is attached to this written biennial plan for reference. This reappraisal plan may be adjusted as needed to reflect the available staffing in the year 2019 and anticipated staffing for tax year 2020. Budget restraints can impact the cycle of real property re-inspection and personal property on-site review that can be accomplished in the 2019-2020 time period.

The Board of Directors of the Hudspeth Appraisal District has contracted with Thomas Y. Pickett & Company, Inc. to provide personnel and expertise towards the completion of the field work, data analysis, and taxpayer protest portions of the reappraisal plan.

The Board of Directors of the Hudspeth Appraisal District has contracted with Thomas Y. Pickett, and company, Inc. to provide personnel and expertise towards the completion of the appraisal of Mineral, Industrial, Utilities, and related Personal Property including field work, data analysis, and tax payer protest portions of the reappraisal plan.

Existing appraisal practices, which are continued from year to year, are identified and methods utilized to keep these practices current. Real property appraisal value tables are tested against verified sales data to ensure they represent current market data. Personal property values are evaluated and analyzed based on renditions, prior year documentation, and inspections. The Comptroller's Guide is utilized to appraise new and/or undocumented personal property and for verification purposes.

Information Systems (IS) support is detailed and system upgrades are scheduled. Existing maps and data requirements are continually updated and kept current.

PLANNING AND ORGANIZATION:

A calendar of key events with critical completion dates is prepared for each area of work. This calendar identifies key events for appraisal, clerical, customer service, and information systems. A calendar is prepared for tax years 2019 and 2020. Production standards for field activities are calculated and incorporated in the planning and scheduling process.

The projected dates incorporated into the calendar may be adjusted within the overall plan due to unforeseen changes in staffing, budgetary constraints, weather, and/or reevaluation of the priorities of the projects within the plan.

Periodic and concurrent examination of production standards, goals, and progress in the plan may very well require adjustments to the on-going plan or to the plan for the succeeding year(s). The HAD and Chief Appraiser, together with the field staff provided by Thomas Y. Pickett & Company, Inc., will work together closely to identify issues that may affect the successful completion of the on-going plan and to resolve them.

MASS APPRAISAL SYSTEM:

Computer Assisted Mass Appraisal (CAMA) system revisions are completed by the Information Systems Software Provider. System revisions and procedures are performed by the Provider. The Hudspeth Appraisal District contracts with the firm of Harris-Govern True Automation Inc., for these services.

Real Property Valuation

Revisions to cost models, income models, and market models are specified, updates, and tested each tax year, as information is available.

Value schedules are tested with market data (sales) to insure the appraisal district is in compliance with Texas Property Tax Code, Section 23.011. Value tables, as well as depreciation tables, are tested for accuracy and uniformity using ratio study tools and compared with cost data from reorganized industry leaders, such as Marshall & Swift as necessary.

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

Personal Property Valuation

Valuation procedures are reviewed, modified as needed, and tested. The latest edition of the Comptroller's Guide is utilized, as necessary, in the appraisal of personal property in the district.

Noticing Process

25.19 appraisal notice forms are provided by the IS Provider. The Provider reviews and edits for updates and changes required by legislative mandates. The district publishes, in the local newspaper, information about the notices and how to protest. The district makes available the latest copy of the Comptroller's pamphlet *Taxpayer's Rights, Remedies, and Responsibilities*.

Hearing Process

Protest hearing scheduling for informal and formal Appraisal Review Board hearings is reviewed and updated as required. Standards of documentation are reviewed and amended as required. The appraisal district hearing documentation is reviewed and updated to reflect the current valuation process and requirements. Compliance with House Bill 201 is insured.

DATA COLLECTION REQUIREMENTS:

Field and office procedures are reviewed and revised as required for data collection. Projects for each tax year include new construction, demolition, remodeling, re-inspection of problematic market areas, re-inspection of the universe of properties on a specific cycle, and office (or field) verification of sales data and property characteristics.

New Construction/Demolition

New construction field and office review procedures are identified and revised as required. Sources of building permits are confirmed. Municipal and county offices provide, as available, notification of utility hookups, septic system installation, development permits, demolition orders, etc.

Remodeling

Properties with extensive improvement remodeling are identified and field inspections are scheduled to update property characteristic data. Official Public Records provide indications of properties that may be undergoing enhancement through Deeds of Trust, Mechanics Liens, etc.

Re-inspection of Problematic Market Areas

Market Areas are areas within the Appraisal District where values are considered consistent or in relative harmony among individual properties, as area where physical, economic, governmental and social forces and other influences (i.e. demographic patterns, regional location factors, employment and income patterns, general trends in real property prices and rents, interest rate trends, availability of vacant land, and construction trends and cost) have similar influences on property values. The affect on values may be real and quantifiable, or may be perceived. In either case, the market area is the first basis for market analysis.

Real property market areas (neighborhoods), by property classification, are tested for consistently low or high sales ratios and/or high coefficients of dispersion. Market areas that fail any or all of these test, or are known to be in a state of growth or change, are determined to be problematic. Field inspections are scheduled to verify and/or correct property characteristic data. Additional Sales data is researched and verified.

Re-inspection of the Universe of Properties

The International Association of Assessing Officers' Standard on Mass Appraisal of Real Property, specifies that the universe of properties should be re-inspected on a cycle of 3 years. The re-inspection includes physically viewing the property, photographing (if possible), and Verifying the accuracy of the existing data. The field appraiser has an appraisal card of each Property to be inspected and makes notes of changes, depreciations, remodeling, additions, etc. The annual e-inspection requirements for tax years 2019 and 2020 are identified and scheduled in the written reappraisal plan.

Verification of Sales Data and Property Characteristics

Sales information must be verified and property characteristic data contemporaneous with the date of sale captured. The sales ratio analysis requires that the sales record must accurately reflect the property appraised in order that statistical analysis results will be valid and therefore be an accurate example of universe of properties to which any adjustments will be applied. The conditions of each sale are investigated and confirmed, to the greatest extent possible, to determine its applicability to the overall market analysis. Properties exhibiting atypically high or low sales ratios (outliers) are especially scrutinized with reference to the Texas Property Tax Code definition of Market Value, Sec. 1.04(7), and may be excluded from the general market analysis if the transaction conditions do not correspond to the aforementioned definition of Market Value.

PILOT STUDY BY TAX YEAR:

New and/or revised mass appraisal models are tested each tax year. Ratio studies, by market category, are conducted on proposed values each tax year. Proposed values on each category are tested for accuracy and reliability. Actual test results are compared with anticipated results and those models not performing satisfactorily are refined and retested. The procedures used for model specification and calibration are in compliance with USPAP, STANDARD RULE 6. The appraisal model used to determine property value is listed as follows.

1. Market Value of Residential Property = Replacement Cost New x Total Percent Good =
Depreciated Additive Values = Land Value
2. Market Value of Commercial Property = Replacement Cost New x Total Percent Good =
Depreciated Additive Values + Land Value
(Adjusted by Market Indicators as determined by Sales Data, as available)
3. Market Value of Manufactured Housing = Replacement Cost New x Total Percent Good +
Depreciated Additive Values
4. Market Value of commercial Personal Property = Units x (Price/Unit of Inventory) + Units x
(Price/Unit of FFE x Percent Good) + Additive Values
(Verified and adjusted by yearly Personal Property Renditions)
5. Market Value of Vacant Lots or Acreage = Units x Price/Unit
(As determined by Market Transactions)
6. 1-d-1 Special Use Valuation (Ag Value) = Units x Value per Acre of Agricultural Use
(As determined by Net Income per Acre/State mandated Cap Rate)

VALUATION BY TAX YEAR:

Using market analysis of comparable sales and locally tested cost data (if available), valuation models (Value Per Square Foot Schedules) are specified and calibrated in compliance with supplemental standards from the International Association of Assessing Officers and the Uniform Standards of Professional Appraisal Practice. The calculated values are tested for accuracy and uniformity using ratio studies. Performance standards are those as established by the IAAD *Standard on Ratio Studies*. Property values in all market categories are analyzed and updated as necessary each reappraisal year.

In order to evaluate the accuracy of the schedule value, property sales information is collected throughout the year. Each property buyer receives a sales letter along with any other necessary forms as soon as the CAD office updates the ownership in the appraisal records. When the sales letter is returned, the sale amount and any other pertinent information are recorded with that parcel's sales records. Information is gathered also from real estate offices, other appraisers, other appraisal districts and state reviewers. All credible information is included in the sales records and confirmation is attempted through additional sales letters (to buyers and sellers as necessary) or other personal contact. Given that the State of Texas is a non-disclosure state, and that the information needed by the Appraisal District is often confidential in nature, the market analysis performed is limited by the availability of pertinent and complete data, etc. as discussed hereafter, each sale is initially considered (assumed) to be a market transaction unless otherwise proved. The resulting conclusions from the market analysis are therefore limited by those assumptions. The Mass Appraisal conducted yearly by the Hudspeth CAD also can claim the Jurisdiction Exemption (USPAP) due to the limited scope and purpose of the appraisal, and considering the Guideline of the Texas Property Tax Code.

Each sale is analyzed to determine the conditions of the sale. All sales included in the study Must be a "market value" transaction, as defined in the Texas Property Tax Code, Section 1.04(7), and quoted earlier in this manual. Any sale determined to not be an "arms-length" transaction is then omitted from the final study. Several criteria are also considered when determining if each sales price needs any adjustments including, but not limited to: date of sale (in comparison to date of appraisal), special or unusual financing terms, inclusion of personal the sale price due to physical changes to the property that cannot be accounted for due to the January 1 target date. If adjustments can be made to the sales price to show a current, "arms-length" value (including time and financing adjustments), the adjusted value is used in the ratio study. Any adjustments to report sales prices must be discussed, debated, and approve by the appraisal supervisor and the Chief Appraiser.

Sales used to determine real estate value should not include value that can be attributed to personal property or intangible value. For example, if a home sells and the transaction included personal property (vehicles, boats, furniture, free-standing appliances, tools, etc.) the value associated with that personal property should be deducted from the reported sales price. The resulting, adjusted sales price is the used in the ratio study. Likewise, commercial property transactions often include both personal property and intangible value. For example, if a motel sells and the buyer purchased the motel franchise along with the real estate, the value of Franchise (being intangible) should be deducted from the sales price before being used in any market study. Determining the value of any intangibles in any transactions can be problematic and will require research into the industry and the local and similar markets. Although suspected by the appraisal staff, and often reported by buyers, adjustment for intangibles requires confirmation from outside sources and the seller.

Financing adjustments occur rarely. Typically, prudent buyers will strive to acquire the most Reasonable financing available, and then purchase the property of their choice using that same Financing. Atypical financial arrangements usually accompany transactions that would not be considered "arms-length" and would therefore be omitted from the ratio study.

Time adjustments are adjustments to the reported sales price of the property that are made when and if it can be proven that the general market trend in an area is changing over a given time period while relatively simple to calculate in the abstract, time adjustments are extremely difficult to quantify without substantial data, especially in small, rural markets. If a typical property transfers more than one time in a given time period (ideally no more than 1 year), each time being an arms-length transaction, with typical financing, and without physical changes to the property, the difference in the sales prices can be attributed to the general market. This difference, expressed as a positive or negative percentage per month, can then be applied to other property's sales prices to adjust the prices can be attributed to the general market. This difference, expressed as a positive or negative percentage per month, can then be applied to other property's sales price to adjust the price to a standard date, usually January 1st of the appraisal year. For example, a residence may sell for \$50,000 on June 1st and then sell again October 1st (5 months later) for \$55,000. The difference of \$5,000 (or 10% of the original sales price) is allocated as a market increase of 2% per month. A market Decrease is calculated in the same way. If this was an arms-length transaction of a typical property, that same percentage of increase or decrease can be used on other sales to adjust their sales prices to the January 1 target date.

A statistical analysis of each class of property is conducted using the available, credible, and adjusted sales information. Within each class of property, the appraisal district looks for not only an acceptable median value, but also a reasonable COD. Each of these values is considered when determining whether to adjust a class schedule, and by how much. The sample size of each class analysis is also a major consideration. Classes that exhibit little or slow activity are allowed a larger variance due to the fact that minimal data sets (small samples) may tend to give incomplete analysis or biased results for an entire statistical population.

Once a median value indicates that a particular property type or class needs adjustments, and the COD value reflects a consistent result, schedule values are recalculated to produce a revised analysis. The resulting median ratio should indicate that the adjusted appraised values of property more closely matches the current market value, as tested by the sales used in the analysis. The appraised values of all properties, sold and unsold, within that type or class are then recalculated, using the increase or decrease indicated by the ratio study, and submitted for notification.

A similar process is used to determine whether any neighborhood factors are needed by analyzing sales (or other available information) within a specific area (market segments) in comparison to the overall general market. Appraisers combine similar types of property into "neighborhoods", market areas, or market segments. Market sales are examined to confirm which areas are similar. A "neighborhood" for analysis purposes is defined as the largest social forces are generally similar and uniform, resulting in consistent and uniform values over the defined market area or neighborhood. These areas could be neighborhoods, cities, school districts or any other definable area with the appraisal district that displays market trends or values differing from the trends or values derived from the market as a whole. Any significant and quantifiable differences then need to be addressed with economic adjustments to the properties within the pertinent area. Hudspeth CAD has historically identified one market segment where economic and/or social forces have influenced value, creating a separate sub-market within the CAD as a whole. The contribution to total value, of the improvements on large rural/ranch properties (Class E) does not proportionally track to the contribution to total value of the improvements on small or residential properties (Class A). Made evident through prior ARB hearings and outside appraisals presented, Hudspeth CAD applies an additional factor (Economic Adjustment or Neighborhood Factor) of 75% to the improvements located on large rural/ranch properties. Consequently, the market areas identified within Hudspeth CAD are: 1) The County as a whole and 2) Rural/Ranch Improvements as a sub-market.

Ratio Study Procedures

- I. Collect and Post Sales Data
 - A. Solicit sales information from all new property owners Through sales letters and/or personal contact
 - B. Collect sales information from outside appraisers and From fee appraisals presented
 - C. Utilize sales information from Comptroller's office.
 - D. Post sales information to the sales database
 1. Record actual sale price
 2. Note unusual financing
 3. Note non-arm length participants
 4. Adjust sales price for inclusion of personal property or intangible value
 5. Initiate frozen characteristics/partial sale codes if Necessary
 - Imminent construction/renovation can bias any later analysis by including values not part of the original transaction
 - Sale including only a portion of the property described can also produce skewed results
- II. Preliminary Analysis
 - a. Run Sales analysis (by type, group, or class) which includes any and all sales collected to date
 - b. Note median result and COD
 - c. Examine each sale included
 - i. Compare sales ratio to median result
 - ii. Ratios substantially higher or lower than the median result (outliers) are singled out for further, in-depth analysis
 - a. Note seller-financial institutions, know real estate opportunists, probates, known persons who finance their own transactions
 - b. Note buyer-financial institutions, known real estate Opportunists, and re-location companies
 - c. Examine deed records to confirm "arms-length" violations Not evident from examination of buyer and seller
 - i. Contract for deed
 - ii. Assumption of previous note
 - iii. Atypical financing
 - d. Re-inspect properties to rule out any physical differences from the current property records
 - e. Outlier sales that cannot be excluded or adjusted due to the reasons given above are nonetheless included in the subsequent analysis

d. Adjust original data set

Omit Sales that are not arms-length

- i. Adjust sales values for time for financing if necessary and possible
- ii. Adjust appraisal values for physical differences if applicable

III. Secondary Analysis

- a. Run sales analysis (by type, group or class) utilizing information from Preliminary analysis
- b. Note median result and COD
 - i. Median value may or may not change significantly
 - ii. COD value should improve
- c. Note sample size
 - i. Compare number of sales within the class to the perceived number of Total properties within the class
 - ii. From experience and discussion among the appraisal staff, determine Whether any median result different from 1.00 us significant
- d. Attempt to increase sample size-if necessary
 - i. Utilize time adjustments if determinable
 - ii. Keep in mind marketing time for local market and any trends
 - iii. Be careful to not include more sales just for sales sake
 - iv. Changing markets and trends cannot be reflected in sales that are too old Without accurate time adjustments
- e. Apply results of analysis to current records
 - i. Any class whose median value is **NOT SIGNIFICANTLY** different From 1.00 does not require adjustment
 - ii. Any class whose median value indicates that an adjustment is necessary Should be analyzed
 1. Look at typical depreciation (age/condition) for that class as reflected in the analysis
 2. Calculate increase necessary to raise the individual ratios to produce a median result of 1.00 (keeping in mind that because of depreciation, the percentage increase required if going to be necessarily larger than the difference in percentage points needed to reach a 1.00 result)
 3. Apply the calculated increase to the database
 - iii. Repeat procedure for all classes determined to need adjustment
- f. Run analysis again to test results

IV. Examine results to identify neighborhoods that need adjustment

- a. As individual sales are examined, not any areas/neighborhoods/sub-divisions that consistently show ratios significantly different from the median result
- b. Run analysis excluding the area in question
- c. Run analysis including only the neighborhood in question

- d. Check for significant variance between the two results
- e. Apply neighborhood factor to correct variance

THE MASS APPRAISAL REPORT:

Each tax year, 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 (on or about May 15th). The Mass Appraisal Report is completed in compliance with STANDARD RULE 6-8 of the Uniform Standards of Professional Appraisal Practice. The signed certification by the Chief Appraiser is compliant with STANDARD RULE 6-9 of USPAP. This written reappraisal plan is attached to the report by reference.

VALUE DEFENSE:

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 board hearings is specified and tested. Taxpayers have the option to present their concerns informally to the Chief Appraiser, or by appointment with the Thomas Y. Pickett staff. Should an understanding not be reached informally, the taxpayer may present their arguments to the Appraisal Review Board as a formal appeal. The appraisal staff provided by Thomas Y. Pickett & Company Inc. defends the position of the Chief Appraiser before the ARB. The Appraisal District has the burden of proof for the value as notified. Evidence for further consideration by the CAD or the ARB should be presented by the taxpayer

THE WRITTEN REAPPRAISAL PLAN FOR HUDSPETH APPRAISAL DISTRICT

PLANNING A REAPPRAISAL

Variation in reappraisal requirements require Hudspeth Appraisal District to carefully plan its work before beginning any reappraisal. Although the planning process may vary in specifics, it should involve five (5) Basic steps:

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

STEPS IN AN REAPPRAISAL

The International Association of Assessing Officers (IAAO) textbook, Property Appraisal and Assessment Administration, list ten steps in a reappraisal. These steps outline those activities performed by Hudspeth Appraisal District 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 completion 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 revisions 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 of properties on a cyclic basis

8. Valuation:
 - Market analysis (based on ratio studies)
 - Schedules development
 - Application of revised schedules
 - Calculation of preliminary values
 - Test of values for accuracy and uniformity

9. The Mass Appraisal Report:
 - Establish scope of work
 - Compliance with Standards Rule 6-7 of USPAP
 - Signed certification by the Chief Appraiser as required by Standards Rule 6-9 of USPAP

10. Value Defense:
 - Prepare and deliver notices of value to property owners
 - Hold informal hearings
 - Schedule and hold formal appeal hearings

****Note-** the burden of proof (evidence) of notified market values and equity falls on the appraisal district. ******

HUDSPETH APPRAISAL DISTRICT

Residential, Commercial, Rural, and Personal Property

2019/2020 Reappraisal Plan

Pursuant to Section 25.18 of the Texas Property Tax Code, the Hudspeth Appraisal District has established the following reappraisal plan.

*To provide for the reappraisal of all property within the district at least once every three (3) years, the plan establishes a two-fold approach:

1. **Three-Year cycle (Physical Inspections):** The CAD is divided into five market areas. Each year, all real residential and commercial property (Categories A, B, C, D, E, F, M, O, and X) within all areas will be reappraised, regardless of any ratio Study/report findings. The areas are identified as follows:
 - a. Area One: The southern and western rural areas. Beginning at the Fort Hancock townsite – Includes the Fort Hancock valley.
 - b. Area Two: The Northern and Western rural areas. Beginning at Hueco Village – Includes Rural Subdivisions Northwest of the county.
 - c. Area Three: Northern and Central areas and the Northern and Eastern areas. Beginning at the City of Dell City – the Dell Valley.
 - d. Area Four: The Southern and Central area. Beginning at the Sierra Blanca Townsite – Sierra Blanca School District boundary.
 - e. Area Five: The Southern and Eastern areas and the Central and Eastern Areas. Beginning at the Allamore townsite.

2. **Annual Market Analysis:** In addition to the three-year cycle stated above, ratio studies shall be performed annually to determine areas or categories of properties within the HAD which need to be reappraised within the current year based on sales ratios. Any areas or categories whose ratios are above or below statutory requirements, or are in identified areas of growth or change, shall be reappraised in the current year regardless of the area in which they are located.

This two-fold approach will insure not only that all residential and commercial property within the CAD is reappraised at least once every three years, but also that all other categories within the CAD are reviewed annually so that the appraisal district stays current with respect to market value in those areas where residential and/or commercial property values appear to be changing rapidly.

*Each inspection of property will identify and verify or update the relevant characteristics of the property. These characteristics include but are not limited to: Name and address of owner, physical address, legal description, multiple ownership, and any other means of differentiating the property.

*Market area 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 market areas. In an area of very stable and homogenous values, the market area may be the entire district. More often, the market areas are School Districts, Cities, or Sub-divisions. If adequate and accurate information is available, further delineation is possible. During the reappraisal field appraisers are directed to be complete and consistent in the gathering of information on each property's characteristics. Once recorded, these characteristics can be used to sort market data (sales) to determine whether these characteristics have any effect on the value of properties with the market area. Further, the degree of effect that these characteristics have on the value can be used to define and delineate the market areas will be fairly consistent over time. On the other hand, once the determination has been made to recognize a district market area, that area may change both qualitatively and quantitatively from year to year. Therefore, it is imperative that reappraisal data collection be complete.

*Each property inspection should verify the existing data for each property as Recorded on the property appraisal card, record, or worksheet. Any changes from the existing records must be noted. These changes in data, or characteristics, of the property would include any and all things that may have as effect on property value. These characteristics include but are not limited to Site Value (location, footage, topography, agricultural usage, etc.), Improvement description (construction method, quality, condition, perceived and actual age, configuration, additives, etc.), and Economic or Legal limitations. These characteristics form the basis of differentiation and value development in our mass appraisal Value Schedules.

*Each property has an appraisal record or "card". This record shows the current Characteristics and their contributory value to the property value as a whole. During reappraisal, these are the characteristics that must be verified, modified, and updated so that not only the property be described fully and valued completely, the market data from sale transactions can be analyzed to verify, modify, and update the characteristics Value Schedules.

*The previous mentioned Market Analysis is the method used to test the appraisal results. If all pertinent and relevant characteristics are recorded and valued, and the resulting appraisal value is not statistically consistent with a sample of market value indicators (market sales, construction cost analysis, income stream valuation), then the contributory values one or more of the characteristics must be modified or adjusted.

Organization

Field inspections are carried out by the Hudspeth CAD field appraisers as assigned by, and with input and direction from the Chief Appraiser. The field appraiser physically inspects areas required by the reappraisal cycle, checks all existing data, works building permits, takes photographs of improvements (if possible), draws plans of new improvements for entry into computer, and rechecks any property on which a questions or problem has arisen. Other duties may be required and will be executed upon direction of the Chief Appraiser, or Supervisor.

Data entry of field work notes and sketches is performed by the Chief Appraiser, Field Appraiser or appraisal district staff.

The Thomas Y. Pickett staff performs market analysis. Sales data is gathered throughout the year by CAD staff from deed records sales confirmation letters from property owners, and other sources. The market data is analyzed, sales data is confirmed, outliers are identified, existing classification system is reviewed, market schedules are reviewed and updated as necessary, and final market schedules are presented to the Chief Appraiser for discussion and application to the universe of properties.

2019 Reappraisal Schedule

JANUARY TO MARCH

Ratio study is analyzed to determine levels of appraisal and equity by property type, class, subdivisions, town, or geographical area. Tables are rebuilt and tested in areas where under or over appraisal appears.

Business Personal Property Rendition forms are mailed to current and new businesses inside the district. (January)

Deed transactions are worked and sales questionnaires are mailed to new owners of property inside the district.

New confirmed sales are categorized by type, class, subdivision, town, and geographical area. The updated ratio study is studied to determine value trends and where corrections in cost schedules need to be made.

Information is gathered from all sources to discover new property, obtain new sales, and obtain income and expense information.

Property inspections take place to update appraisal records from previous year. This is accomplished by driving the district comparing existing records with what is observed during the inspections using appraisal folders and district maps.

Business personal property renditions are checked and worked.

Protest the Comptroller of Public Accounts (PTD) Value Study if needed.

APRIL TO JULY

Property inspections continue.

Preliminary appraisal roll is completed.

Notices of Appraisal Value mailed.

Informal hearings are held with taxpayer.

Notice of Appraisal Review Board Hearing is mailed to each taxpayer with appraisal district evidence.

Appraisal Review Board hearings are held.

Appraisal Review Board approves the appraisal record.

Chief Appraiser certifies final findings to the taxing units.

Preliminary Operating Budget given to the taxing units. Additional reappraisal Cost will appear in the preliminary budget.

Deed transfers, sales gathering, update of ratio study continue.

AUGUST TO DECEMBER

Appraisal District Operating Budget is approved.

Any Additional cost for reappraisal will appear in the operating budget.

Certified appraisal roll is submitted to taxing unit software collection vendor if needed.

Upon request, the appraisal district will assist taxing units in the "Truth in Taxation" process.

Deed transfers, sales gathering, ration study update continues.

Cost schedule updates if needed are implemented and tested.

As needed throughout the year

Handle any outstanding protests by scheduling ARB hearings.

FIELD INSPECTION SCHEDULE

All Appraisal cards are filed by map. The map is usually a subdivision map or State of Texas General Land Office map. All inspections are done by folder. If there is information of a new house in a subdivision, all properties in that subdivision will be inspected and adjustments for new construction or renovations made. A statistical review of all areas occurs annually and may determine that annual physical inspections may not be necessary in some cases.

January – Area One - Fort Hancock townsite – Includes the Fort Hancock valley.

February – Area Four - Sierra Blanca Townsite – Sierra Blanca School District boundary.

March – Area Three - City of Dell City – the Dell Valley.

April – Area Two - Hueco Village – Includes Rural Subdivisions Northwest of the county.

May – Area Five - Allamore townsite, Ranches and rural subdivisions, Personal property is worked

June - Cleanup

The work plan and inspection schedule is only a guide and may be changed at any time at the discretion of the Chief Appraiser. Conditions may warrant that certain functions be performed at different times than what appears in the work plan and inspection schedule. Please note that the categories and count are in constant change.

2020 Reappraisal Schedule

The same timetable and duties apply in each year. The field appraiser shall physically inspect all property in as described in the 2019 Reappraisal Schedule. The Chief Appraiser and CAD staff shall continue to complete the same duties and reappraisal steps as outlined for 2019.

PUBLIC MEETING HELD:

SEPTEMBER 11, 2018

PRESENTED BY:

Ridolfo Ranzini
CHIEF APPRAISER

**APPROVED,
HUDSPETH APPRAISAL DISTRICT
BOARD OF DIRECTORS**

[Signature]
CHAIRMAN