



**2015- 2016  
Reappraisal Plan**



**Resolution for the Reappraisal  
Of Property Within  
The Freestone Central Appraisal District**

**WHEREAS** the Chief Appraiser of the Freestone Central Appraisal District is charged with the legal responsibility of appraising all property and determining the taxable value of such properties: and

**WHEREAS** such appraisals must be conducted in a manner that is compliant with generally accepted appraisal theory and professional requirements of the Uniform Standard Professional Appraisal Practices (USPAP), the appraisal standards of the International Association of Assessing Officers (IAAO), and the laws of the State of Texas; and

**WHEREAS** Section 6.05 (i) of the Texas Property Code requires the board to adopt a biennial reappraisal plan no later than September 15 of even-numbered years to ensure adherence with generally accepted appraisal practices; and

**WHEREAS** such reappraisal plan must include a schedule of planned appraisal and reappraisal activities, including personnel assignments and inspection schedules; and

**WHEREAS** a reappraisal plan may only be adopted after the board of directors of the appraisal district holds a public hearing to consider a proposed plan; and,

**WHEREAS** the public was given notice of the public hearing to consider the 2015-2016 reappraisal plan thru the publication of a *Public Notice of Hearing to Consider the 2015-2016 Reappraisal Plan for Freestone Central Appraisal District* in August 28, 2014 editions of the Fairfield Recorder, Freestone County Times, and Teague Chronicle; and

**WHEREAS** the Board of Directors did conduct a public hearing on September 10, 2014 to consider a reappraisal plan for 2015 and 2016; and

**WHEREAS** after closing the public hearing and reconvening in a regular meeting with a quorum present, the board by motion, second, and majority vote did agree to adopt said reappraisal plan as presented.

**NOW THEREFORE BE IT RESOLVED** that the appraisal and reappraisal activities for 2015-2016 shall be conducted in the manner outlined in the 2015-2016 Reappraisal Plan for Freestone Central Appraisal District unless otherwise amended by the board of directors.

Signed this 10th day of September, 2014.



Teresa Vandure  
Chairman  
Craig [Signature]  
Secretary  
[Signature]  
[Signature]  
Lisa Zohel  
[Signature]  
Chief Appraiser



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## **Preface**

The purpose of this document is to inform the taxpaying public of the mission, legal requirements, organization, workload, past performance, and necessary changes to the district's operations to accomplish the plan requirements regarding the valuation and revaluation of taxable property within Freestone Central Appraisal District as summarized in the last section of this document.

In compliance with Section 6.05(i) of the Property Tax Code of the State of Texas, the board of directors of the Freestone Central Appraisal District conducted a public hearing to consider the adoption of the following reappraisal plan.



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## **Mission**

The mission of Freestone Central Appraisal District is to discover, list and appraise property as accurately, ethically and impartially as possible in order to estimate the market value of all property within the boundaries of the district for ad valorem tax purposes. The district must make sure that each taxpayer is given the same consideration, information and assistance as the next. This will be done by administering the laws under the property tax system.

Personnel must be well educated and informed regarding laws, appraisal practices and the rights of taxpayers and the entities alike. This will be accomplished through attendance of key personnel to workshops sponsored by the Texas Association of Appraisal Districts, the Texas Association of Assessing Officers, the Texas Rural Chief Appraiser's Association as well as workshops conducted locally for in-house staff development. Additionally, the staff will promote and adhere to professional standards and ethics as set forth by the Texas Department of Licensing, The Appraisal Standards Board of the Appraisal Foundation (USPAP), the Texas Association of Appraisal Districts and the Texas Association of Assessing Officers.



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## Legal Mandates

FCAD is a Central Appraisal District formed by the Texas Legislature in 1979 and is charged with the appraisal of all taxable property within the district.

The district appraises all taxable property for the following taxing authorities:

Freestone County,  
City of Fairfield,  
City of Teague,  
City of Wortham,  
Dew I. S. D.,  
Teague I. S. D., and  
Teague Hospital District

Additionally, the district provides appraisals of taxable property within Freestone County for the following entities whose territory extends into more one county.

City of Streetman,  
Buffalo I. S. D.,  
Fairfield I. S. D.,  
Oakwood I. S. D.,  
Corsicana I. S. D.,  
Wortham I. S. D.,  
Mexia I. S. D., and  
Fairfield Hospital District

The Texas Property Tax Code governs the legal, statutory, and administrative requirements of the appraisal district. It is governed by a board of directors appointed by the taxing units within its boundaries. 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, including the qualifications for special use valuation determination (i.e. timber, wildlife, and "ag" valuation) as well as exemption administration for the fifteen taxing units located in part or whole in the county. Each taxing unit, such as the county, a city, school district or hospital district, 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. The CAD also determines eligibility for various types of property tax exemptions such as those for homeowners, the elderly, disabled veterans, and charitable and religious organizations.

Section 23.01(b) requires the appraisal district to determine market value of property according to generally accepted appraisal methods and techniques. Mass appraisal standards must comply with the Uniform Standards of Professional Appraisal Practice (USPAP).

According to Section 6.05 (i) of the Property Tax Code, the district is required to hold public hearings and adopt a reappraisal plan by resolution before September 15 of even numbered years. The plan must list in detail the district's intentions regarding the reappraisal of property within the district over the following biennial period. Notice must be given at least 10 days before the hearing to the presiding officers of each of the district's participating taxing units. After adoption, the adopted plan must be delivered to each of the

presiding officers of each of the district's participating taxing units as well as to the Texas Comptroller of Public Accounts within 60 days of approval.

The definition of market value as established by the State Property Tax code differs from the definition established by USPAP, therefore, a ***jurisdictional exception*** applies.

Property will be appraised by the district using the following definition of market value, as stated in Section 1.04 of the Texas Property 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 purchaser know all of 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 purchaser seek to maximize their gains and neither is in a position to take advantage of the exigencies of the other.*

Except as otherwise provided by the Property Tax Code, all taxable property will be appraised at its "market value" as of January 1<sup>st</sup>. Inventory owners who file a request by the 31<sup>st</sup> of July prior to the appraisal year will have their property appraised at market value as of September 1.

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## Organization

Appraisal districts were created by the Texas Legislature in 1979 to provide uniform and equal appraisals of taxable properties at market value for ad valorem tax purposes. The district is governed by a board of five directors elected by the governing bodies of the participating taxing units. The county tax assessor/collector serves on the board as an ex officio member.

The board of directors is responsible for:

- Establishing the district's office;
- Adopting the district's annual operating budget;
- Contracting for necessary services;
- Hiring the chief appraiser;
- Appointing the Appraisal Review Board (ARB);
- Appointing the Agricultural Advisory Board; and,
- Making general policy of the district's operation.

The board's authority over appraisals is limited. The board does not appraise property or review values on individual properties. These tasks are legally assigned to the chief appraiser and the Appraisal Review Board (ARB). The board's authority over appraisals comes through its duties to contract and budget for the district's operation.

The ARB is appointed by the board of directors to hear and settle formal taxpayer protests. The board's decisions are binding to the district's records. The district may file suit in district court to have an ARB decision overturned if the chief appraiser and board of directors so choose.

The Agricultural Advisory Board is appointed by the Board of Directors, according to the recommendations of the Chief Appraiser in accordance with Section 6.12 of the Property Tax Code and FCAD Administrative Policy 3.00. Its purpose is to advise the chief appraiser on the valuation and use of land that may be designated for agricultural use or that may be open space agricultural or timber land within the district.

The chief appraiser is the chief administrator of the district and is responsible for the district's appraisal operations. The appraisal district staff is employed and directed by the chief appraiser.

An Organizational Chart of the district's boards, chief appraiser, and staff members is attached as *Addendum 1*.



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## Workload

The district is responsible for establishing and maintaining appraisal records for approximately 246,790 real, personal, mineral, and industrial property accounts within the district. This data includes property characteristic data and exemption information.

Data on new construction is updated through an annual field effort; existing property data is maintained through a field review according to the periodic reappraisal plan adopted by the board of directors. Mobile homes frequently move into and out of the district quickly. Their locations are particularly difficult to determine when owners do not own the land where the mobile home is situated. Reports of location from the Texas Department of Housing are helpful but many times the situs location reported on the form is incorrect or nonexistent. Tracking mobile homes becomes a cumbersome task that slows the production of field reviewers.

Sales are routinely validated via sales disclosure request forms sent periodically to the property owners. The district aggressively seeks sales information from buyers, sellers, fee appraisers, and realtors in an effort to expand the sales database used to test appraisal models. The district performs statistical testing (ratio studies) to identify areas where added attention is needed. Final studies are performed in April each year to calibrate appraisal models for the appraisal year. The models are applied to the appraisal records and tested for uniformity. The testing cycle continues until the desired appraisal level for all property classifications is between 95 percent and 105 percent and the overall coefficient of dispersion is under 20.

The district's website ([freestonecad.org](http://freestonecad.org)) makes information available to the public via the internet including detail property characteristic data, various district forms, general information about the district, and a link to the Property Tax Division's pamphlet *Taxpayer's Rights, Remedies, and Responsibilities*. The publication of this information on the World Wide Web has proven to be a time saver for district personnel. Landmen, realtors, and insurance offices are able to obtain most of the information they need from the website. When it is necessary for them to contact the district, they are usually able to provide parcel identification numbers or other identifying data from the district's records as posted on the internet.

FCAD implements the computer assisted mass appraisal (CAMA) program licensed, maintained, and supported by Pritchard & Abbott, Inc. in Fort Worth, Texas. The software operates via a local PC network maintained in-house. The software allows the district to attach digital photographs and documents in the portable document format (pdf) to the appraisal record.

The district has a mapping system that maintains maps and various layers of data including aerial photography in ESRI ArcEditor software. Current ownership information, along with general parcel information, is extracted from the CAMA database and linked to the GIS mapping data for general information and query purposes. All workstations within the district office are able to toggle between both programs.

The district publishes and maintains its appraisal manual and schedules on a local intranet hosted by the personal computer network. This project eliminates the need for printed manuals that are difficult to update. The district's policies, appraisal schedules, property characteristics, and procedures are posted on the intranet and are available on every computer in the network domain. The district has maintained appraisal schedules, policies, appraisal rolls, and other data on the local website since 2003. The electronic publication of these documents and historical schedules makes the task of adding omitted property to the roll easier when the necessary pricing schedules are readily accessible.



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## Previous Reappraisal Plan Performance

The Board of Directors of the Freestone Central Appraisal District adopted a resolution concerning the reappraisal of property on September 8, 2010. The resolution provided for a planned reappraisal of one-third of the district each year.

FCAD appraisers completed the field inspection and review of property according to the reappraisal plan by the target dates of March 1 in both 2013 and 2014. Revaluation field inspections required the appraisers to check all property characteristic data on the property record cards and to update if necessary. When physical inspection of the property indicated changes to the improvements, the appraiser noted these changes in the field and applied them to the parcel's record in the district's CAMA system in the office. As required by IAAO Standards, two sides of the main structure of each parcel were verified for accuracy. Digital photographs were taken and attached to the CAMA record as well.

New construction was discovered, listed, and appraised throughout the county from personal observation of field appraisers and other reliable sources, including:

- deeds or other legal documentation,
- aerial photographs,
- surveys, maps, and property sketches,
- building permits,
- utility hookups,
- septic tank permits,
- 911 address reports,
- Comptroller sales tax list,
- phone books,
- newspaper advertisements,
- subdivision maps,
- automobile registration lists, and
- mobile home location lists from the Texas Department of Housing.

Properties not included in the reappraisal schedule were reviewed if a request was made by the owner. Parcel records were flagged in the CAMA system throughout the year so that appraisers could review all properties in an area at one time. While reviewing flagged parcels, appraisers searched for new improvements in visited areas that were unknown to the district through the previously listed sources. This task was completed by the target dates in 2013 and 2014.

Mineral, utility, and industrial parcels were appraised by Pritchard & Abbott, Inc. in 2013 and 2014. Reports from the Texas Railroad Commission and owner/operators were used for the valuation of producing oil, gas, and mineral parcels.

Property owners were informed by mail of the removal of exemptions and special valuations both years in January. A brief explanation for the removal was provided in the letters. Parcels where applications for exemptions and special valuations were ten or more years old were requested to re-file applications. Updated applications were included with these letters.

Exemption and special use valuation application forms were made available to the public in the district's office as well as through the district's website. Taxpayers were also able to obtain application forms from the Comptroller's website.

Exemption and special use applications that were returned to the office were reviewed. Incomplete applications were returned to the applicant for completion. Applicants were notified by mail when more data was required to process the exemption or special use valuation applications. Field review was performed to validate the qualifications of the applications before they were approved. When the application was denied or modified (i.e. qualifying acreage changed from application), the applicant was notified by certified mail of the denial or modification of the exemption or special use valuation.

Cost schedules (appraisal models) were tested against sold properties and adjustments were made as needed annually in order to keep them reflective of market value. (When appraisal models are reviewed and adjusted to reflect market value and are calibrated for uniformity, a reappraisal has occurred on the property whether there was actually a field inspection or not that year.)

The district completed its reappraisal process and delivered on the scheduled date notices of appraised value to property owners where taxable value was increased \$1,000 over the previous tax year as well as to new property owners in both appraisal cycles.

Each year, the district informally provided explanations to property owners and defended its values, making adjustments when justified, until the chief appraiser delivered the records to the Freestone Appraisal Review Board (ARB). Staff appraisers continued taxpayer explanations and value defense informally until the ARB began formal taxpayer hearings where staff appraisers represented the appraisal district in ARB hearings until the ARB approved the records.

The chief appraiser delivered Certifications of Value and Summary Appraisal Reports to the participating taxing authorities by July 25 in both 2013 and 2014. The Summary Appraisal Report was delivered to the Board of Directors in their regular meetings in August both in 2013 and in 2014.

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## Plan Requirements

The district is required to perform certain tasks in its reappraisal cycle according to:

- The laws of the State of Texas,
- Rules established by the Property Tax Assistance Division of the Texas Comptroller's Office (PTAD),
- Professional Standards of the International Association of Assessing Officers (IAAO), and
- The Appraisal Institute's Uniform Standard Professional Appraisal Practices (USPAP).

**1. *The district will discover, list, and appraise all properties within the boundaries of the district.***

The district will identify property by physical inspection or by other reliable means of identification, including deeds or other legal documentation, aerial photographs, surveys, maps, and property sketches, building permits, utility hookups, septic tank permits, 911 address reports, Comptroller sales tax list, phone books, newspaper advertisements, subdivision maps, automobile registration lists, and mobile home location lists from the Texas Department of Housing. Reports from the Texas Railroad Commission and owner/operators will be used for the valuation of producing oil, gas, and mineral parcels.

**2. *The district will perform an on-site inspection of each improvement within its boundaries at least once every three years.***

The district will begin scheduled field review of parcels on September 1 each year. While performing the field inspections, the appraisers will review all data recorded on the district's appraisal records and look for changes in the condition of properties, i.e. fire damage, remodeling, additions, demolitions, and presence of or repair of existing physical deterioration of the improvements. Parcel and building characteristics including:

- Physical address (911 address),
- Road type,
- Utilities available,
- Building foundation, wall, and roof types,
- Building age, condition, type, and chronological age,
- Routing codes, and
- Any other notations or exceptions applied to a parcel

will be reviewed by staff appraisers.

Additionally, appraisers will be required to remeasure two sides of existing improvements on approximately one-fourth of the district's parcels each year (in order to meet the standards required by the PTAD and IAAO to re-measure once every four to six years). Notation of re-measurement will be recorded in the CAMA system.

Digital pictures will be taken and attached to the parcel in the CAMA system. All scheduled field review will be completed by the target date of March 1 each year. Scheduled review includes

the following:

- **District Scheduled Inspections.**

All improvements will be reviewed according to an improvement reappraisal schedule (*Addendum 2*). The district will strive to maximize the efficiency of the field reviewer by sorting the appraisal cards in a route order that places the records in a sequential order according to highways, streets, or roads. Each reviewing appraiser will be equipped with a laptop computer that will allow him to access the current appraisal database and the district's maps. An inspection worksheet will be completed to verify the characteristic data collected.

- **New Improvements**

The district will discover, inspect measure, classify, and add new improvements to the appraisal roll throughout the district annually. An inspection worksheet will be completed to verify the characteristic data collected.

- **Requested Review From Property Owner**

The district will review parcels as requested by the property owners. Property records will be flagged for field review in the district's computer assisted mass appraisal system (CAMA) when a request is received from the property owner by mail, phone, email, or in person. An inspection worksheet will be completed to verify the characteristic data collected.

**3. *The district will inspect each land parcel in the district at least once every three years.***

The district will begin scheduled review of all land parcels according to a land reappraisal schedule (*see Addendum 2*), utilizing the most current aerial photography available to identify land types and other characteristics that may have an affect on market value. (i.e. well sites, ravines, wasteland, etc.) An inspection worksheet will be completed to verify the characteristic data collected.

**4. *The district will inspect each property that has items of personal property used for the production of income that has situs in the district annually.***

The district will begin a scheduled review of all items of personal property that are used in the production of income (*business personal property*) within the district according to an annual reappraisal schedule for business personal property (*see Addendum 2*). Each business personal property parcel will be inspected to determine a list of properties that are subject to appraisal. Businesses will be classified according to a standard industrial classification code (SIC) that will allow for grouping and comparison of like businesses. Additionally, each inventory and furniture/fixture/equipment sequence will be classified according to quality and density ratings as determined by the district's *Business Personal Property Valuation Guidelines*, in order to validate the renditions of property owners.

**5. *The district will contract with an outside firm to furnish appraisals on oil, gas, mineral, industrial, and utility properties.***

The district currently has a contract with Pritchard & Abbott for appraisal services on these properties. The firm will be contractually obligated to comply with the Uniform Standards of Professional Appraisal Practices and to use only approved appraisal techniques or techniques required by state law as employees of the district. A copy of their plan for reappraisal of the district is attached to and made a part to this plan as *Addendum 3*.

**6. *The district will aggressively seek and collect valid sales information to calibrate its appraisal models.***

Sales information will be collected from letters sent to property buyers and sellers, closing statements and title policies provided by property owners, and from realtors, fee appraisers, and MLS service listings when available. Real estate sales offerings listed in local newspapers and on internet sites will be reviewed.

**7. *The district will establish market areas in its mass appraisal system that consider the effects of location for adjusting its appraisal model.***

All real estate parcels will be grouped according to market areas (or neighborhoods) according to locational influences and trends recognized from analysis of sales and real estate listings in order. In establishing these market areas or neighborhood, the district will be able to further adjust and refine the appraisal model for properties based upon each property's physical location. A current listing of established neighborhoods with a general location map area attached as *Addendum 4*.

**8. *The district will annually conduct a performance analysis of its appraisal models.***

The district will test its appraisal models so that all properties are appraised at a level between 95 percent and 105 percent of their current market value as of January 1 of the tax year. All properties will be appraised uniformly so that the coefficient of dispersion will be 20 or less each year. Calibrated appraisal models will be used in the form of a locally published web based manual. The web based manual will identify property characteristics affecting value in each market area as well as the contribution of those individual property characteristics. The district will apply the conclusion reflected in the adopted model to the characteristics of the properties being appraised to determine individual parcel values.

**9. *The district will make application forms for exemptions and special valuations available to property owners.***

Forms will be made available at the district's office and on its website. When requested, forms will be delivered to property owners via the U. S. Postal Service, fax, or e-mail. Taxpayers will have the capability of retrieving and printing forms via the district's website or the Comptroller's website. Original forms will be received by mail or in person. Faxed copies of forms will be accepted in place of the original for the purpose of meeting filing deadlines under the provision that the original is received by the district within one week of the filing deadline. The staff will promptly and courteously provide general information and assistance regarding the information required on the forms and the filing deadlines for those applications.

**10. *Property owners will be informed by letter when their applications are incomplete, require additional information or denied.***

When exemptions and special valuations are removed, property owners will also receive notification by mail in accordance with the provisions of the Property Tax Code.

**11. *The district will communicate with owners of business personal property regarding the filing of required rendition statements.***

The district will provide business personal property owners with inventory detail listings from the district's CAMA system each year prior to January 1. Property owners will be informed of penalties for failing to file a valid rendition or for filing a fraudulent rendition. The district's personal property appraiser will make a physical field inspection of each business personal property parcel in the district annually.

**12. *The district will attach digital copies of documents to parcels in the CAMA system.***

The district will scan and attach digital copies of exemption and special valuation application forms to the parcels affected by the application. The district will also digitally attach copies of change docket reports prepared and delivered to the tax offices to the related parcels. All digitally attached documents will be maintained in a portable document file format (pdf) and will be viewable in Adobe Acrobat.

**13. *The district will communicate with neighboring appraisal districts regarding parcels that are bisected by the county line.***

The district will communicate with neighboring appraisal districts where parcels are bisected by the county line in order to determine the market value of the parcel as a whole.

**14. *The district will maintain current ownership information on its appraisal records.***

The district will obtain electronic copies of documents filed in the Freestone County Clerk's office and make changes to its records in accordance with legally filed documents. Additionally, the district will perform limited title research in order to insure the accuracy of ownership information in its CAMA system and mapping database. (The district will not guarantee the accuracy or validity of its title research but only seeks to obtain public information that will allow it to make general ownership determinations for its records.)

**15. *The district will maintain and enhance its digital mapping system.***

The district will maintain its digital GIS mapping database of all real properties in an effort to accurately depict the property boundaries and location of all real parcels.

The district will perform audits of parcels in the CAMA system to validate the inclusion of all parcels in the district's GIS data.

Information layers from various sources including the Heart of Texas Council of Governments (HOTCOG), the United States Department of Agriculture (USDA), Natural Resource Conservation Service (NRCS), and Texas Railroad Commission (TRC) will be added to assist staff

appraisers in the identification and analysis of property characteristics.

When necessary, the district will perform limited research to maintain its maps and ownership information as stated in Requirement 13 of this plan.

**16. *The district will deliver notices of appraised notices as provided in the Property Tax Code.***

The district will prepare and deliver by U. S. Postal Service all notices of appraised value as required by Section 25.19 of the Property Tax Code. The district's target date for delivery of notices is April 1 or as soon thereafter as practicable for real estate and personal property parcels. Because industrial personal property owners often receive extensions in filing renditions until May 15, notices of appraised value on business personal property as well as on all oil, gas, mineral, industrial, pipeline, and utility parcels will be prepared and mailed on May 25 or as soon thereafter as practicable.

**17. *The district will defend its values.***

The district will meet informally with taxpayers in an effort to explain and defend the district's value. When individuals file formal protests with the Freestone Appraisal Review Board, the district will defend its value in the board's hearing on the case. The district will prepare evidence to support its position regarding market valuation, denial or modification of exemption or special valuation applications, and other matters protested by the taxpayer in which the district has decision making authority. The district statutorily has the Burden of Proof in protest cases regarding market value and equity.

**18. *The district will certify values to taxing authorities.***

The district will prepare appraisal rolls for each taxing entity participating in the district each year by July 25 or as soon thereafter as practical. The district's chief appraiser will certify the values on those rolls to each taxing authority when the appraisal rolls are delivered.

**19. *The district will issue a Summary Appraisal Report.***

The district will issue a Summary Appraisal Report, prepared to the specifications of the Uniform Standards of Professional Appraisal Practices each year in July at the end of the valuation process.

**20. *The district will maintain and enhance its Policies & Procedures***

The district will strive to record all policies and procedures regarding district operations in a manner that meets the standards of the International Association of Assessing Officers and the State of Texas. These polices and procedures will be published on a local intranet for use by CAD personnel and will be made available for public inspection on public access computer stations in the district's public area.

**21. *The district will perform all requirements of this reappraisal plan and the reappraisal cycle in a timely manner.***

A Schedule of Appraisal Activities is attached as *Addendum 5* that serves as a reference

for CAD staff for the establishment of target dates for start-up and completion of tasks associated with the reappraisal cycle.

**22. *The district will perform routine audits of its systems to ensure that they are performing as expected.***

Periodic and random review of district records stored electronically will be performed to be sure that all documents are correctly created and electronically filed to meet the records retention requirements adopted by the district's board of directors and the Texas Library and Archives Commission.

Additionally, quarterly on-site inspections will be made by a licensed appraiser to validate that staff appraisers are properly applying the district's appraisal model to each property appraised.

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## Personnel Assignments

**Bud Black, RPA/RTA/CTA**, is the district's chief appraiser. Mr. Black is certified by the Texas Department of Licensing and Regulations (TDLR) as a Registered Professional Appraiser and a Registered Texas Assessor. Additionally, he is designated as a Certified Tax Administrator by the Instituted of Certified Tax Administrators, an entity of the Texas Association of Assessing Officers. Mr. Black employs and directs the district's staff, oversees all aspects of the appraisal district's operations and performs either directly or through the district's staff a variety of operations.

The Chief Appraiser's statutory responsibilities include:

- discovering, listing and appraising;
- determining exemption and special use requests;
- organizing periodic reappraisals; and,
- notifying taxpayers, taxing units and the public about matters that affect property values.

As chief administrator of the district, Mr. Black will supervise all of the district's activities including the supervision of all personnel and their activities.

FCAD staff appraisers are responsible for the valuation of all real and personal property accounts. The property types appraised include commercial, residential, agricultural, and business personal property. The district has contracted the services of Pritchard & Abbott for the appraisal of mineral, industrial, and utility accounts. All appraisers, including those whose services are contracted to the district, are required to be designated (or working toward designation) as Registered Professional Appraisers with the Texas Department of Licensing (TDLR).

**Don Awalt, RPA/CTA**, in his capacity of deputy chief appraiser, will be responsible for assisting the Chief Appraiser in the daily operations of the district.

Additionally, Mr. Awalt will be responsible for the maintenance and operation of the district's computer network and hardware. In this capacity, he will be responsible for the daily backup of the district's data and its storage off site.

Mr. Awalt will assist the Chief Appraiser in conducting statistical analysis of sales and appraisal information in the district's possession to validate the district's appraisal models and assist with the calibration of the CAMA system.

Mr. Awalt also serves as the district's map data manager. In this capacity, he will supervise all map projects and the integrity of the district's digital map data. **Melissa Marberry**, the district's mapper performs assigned map tasks under his direct supervision.

Along with other staff appraisers, he will defend the district's values informally with taxpayers and present defense testimony for the district before the Appraisal Review Board.

In the absence of the chief appraiser, he will be responsible for district's operations and personnel.

**Carol Clark** is the Chief Appraiser's administrative assistant. She will assist the chief appraiser in

the daily operations of the district.

Ms. Clark will serve as the district's bookkeeper. She will review and receive all bills for the district. She will also receive all money collected by the district and make deposits to the district's depository.

She will also serve as the clerk to the Appraisal Review Board (ARB). Her duties to the ARB include scheduling taxpayer protest hearings, and record keeping duties associated with these hearings.

Ms. Clark will also be responsible for the preparation and posting of all meetings of the Board of Directors, The Appraisal Review Board, and the Ag Advisory Board.

**Bobbi Shepherd, RPA** serves as the district's internal auditor and records management coordinator. As the internal auditor, she will be responsible for periodically auditing the reappraisal worksheets generated by the appraisers as a result of their on-site inspections of real and personal property and the worksheets prepared to classify land by the land appraiser. She will also be responsible for insuring that the district's CAMA audit utility programs are ran regularly and corrected by the staff.

As the records management coordinator, Ms. Shepherd will be responsible for the digital recording of all appraisal district records. All recordings of district records will be performed as assigned by her and conducted under her supervision. She will also be responsible for insuring that the district's electronic data is protected daily by reviewing backup log reports prepared by BIS Computer Services.

Ms. Shepherd is assisted by **Verita Davis** management of electronically archived records. Ms. Davis will prepare digital copies of records and verify their integrity before destruction of hard copies.

**Dan Ralstin, RPA/CTA**, as Senior Appraiser in the district, will oversee the operations of the district's appraisers.

Along with Mr. Ralstin, **Brandon Glass**, an appraiser trainee, will conduct on-site property inspections of improved real properties as scheduled or requested (by property owners).

They will collect data necessary to correctly classify land and structures according to the district's appraisal model.

Additionally, they will defend the district's values informally with taxpayers and present defense testimony for the district before the Appraisal Review Board. They will perform other appraisal tasks as assigned by the chief appraiser and his deputy.

They will be assisted in the performance of their duties by **Joe Barrow**.

**John Moore, Class I Appraiser**, as the district's land appraiser, will be responsible for the review of all land parcels through examination of:

- aerial photography,
- topographical maps,
- soil classification maps for pasture, crops, and timberlands, and
- on-site inspections.

Mr. Moore will serve as the review appraiser for all property upon which an application for open space land valuation has been requested. He will be responsible for communicating with property owners regarding any actions regarding the special valuation in accordance with state law and the policies of the district.

Mr. Moore will be assisted by **Shelly Watson** in the performance of these duties.

**Sherry Nichols, RPA**, serves as the district's personal property appraiser and will be responsible for appraising business personal property.

She will receive and review all rendition statements from business owners. She will perform field inspections on personal property parcels in order to validate the rendition statements.

She will be responsible for defending the district's values informally with taxpayers and formally by presenting defense testimony before the ARB. She will perform other appraisal tasks as assigned by the chief appraiser and his deputy.

Ms. Nichols also will also serve as the district's CAMA Data Manager. She will be responsible for the operations of the district's computer assisted mass appraisal (CAMA) system, including the generation of error edit reports and other reports to validate the districts appraisal data.

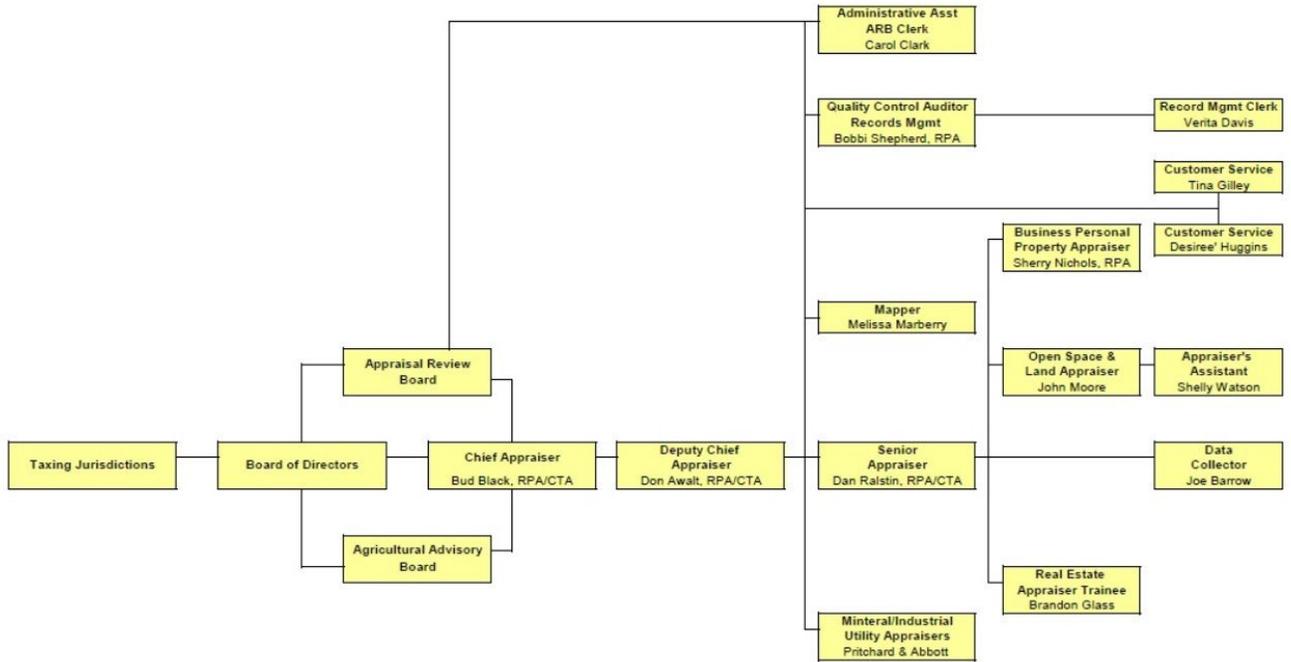
**Melissa Marberry** serves as the district's mapper. She is responsible for the maintenance of the district's maps as well as ownership changes to the appraisal roll. She also performs research regarding ownership issues. Ms. Marberry works under the direct supervision of Deputy Chief Appraiser **Don Awalt** who also serves as the Map Data Manager.

**Tina Gilley** and **Desiree' Huggins** will serve as the district's taxpayer service clerks. They will be responsible for the operations of the public area of the office. They will primarily assist the public with access to district records and maps, and will provide general information regarding exemptions, open space land appraisals, and other general information as requested by the general public.

Additionally, they will complete other projects as assigned by the Chief Appraiser or the Deputy Chief Appraiser.



**Freestone CAD  
Organizational Chart**  
*Effective September 1, 2014*



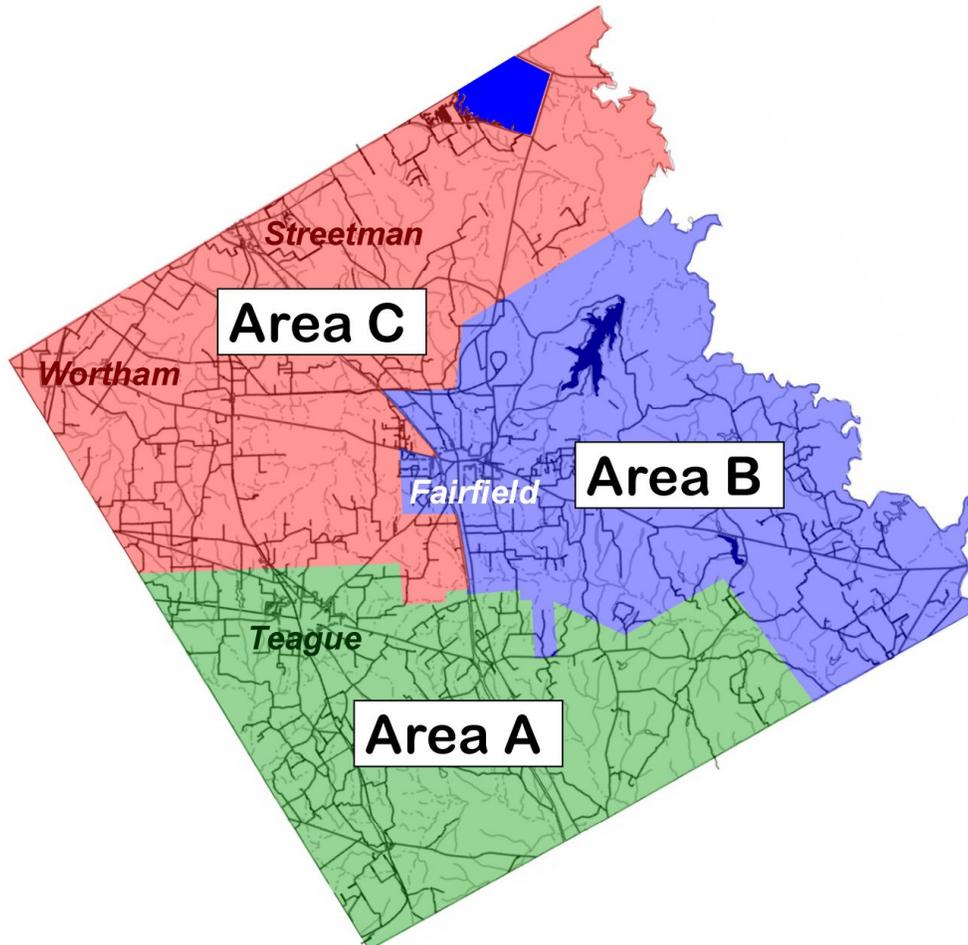


## Reappraisal Inspection Schedule

This district has been divided into three sections that allows approximately one-third of the district's total improved and unimproved real estate parcels to be reviewed annually. While the parcel count (for improved parcels) in each section is relatively equal, the acreage included in each section varies.

Generally, appraisers are scheduled to review property characteristics and perform on-site inspections according to the following schedule and as illustrated below:

- 2015 – Area B (Blue)
- 2016 – Area C (Red)
- 2017 – Area A (Green)



Charts that include inspection schedules for improvements, land, and business personal property parcels are on the pages that follow.

# 2015 Inspection Schedule

## Improved Properties

### Appraiser 1

Route	Parcels	Target Completion Date
2H01	113	9/5/2014
2H02	71	9/12/2014
2H03	46	9/19/2014
2H04	33	9/19/2014
2H05	33	10/3/2014
2H07	90	10/10/2014
2G03	61	10/17/2014
3A02	44	10/24/2014
MLPO	58	10/24/2014
3A01	55	10/31/2014
3A04	117	10/31/2014
3A05	87	11/7/2014
3A06	73	11/14/2014
WLD1	129	12/12/2014
WLD2	117	12/12/2014
3A03	122	1/9/2015
3B01	23	1/9/2015
3B08	17	1/9/2015
F75S	163	1/23/2015
FBRS	183	1/23/2015
FOPR	16	2/6/2015
LWOD	106	2/6/2015
F84E	40	2/13/2015
FAPK	29	2/13/2015
F27W	40	2/20/2015
FI45	57	2/20/2015
<b>Total Parcels</b>	<b>1,923</b>	

### Appraiser 2

Route	Parcels	Target Completion Date
2E04	51	9/5/2014
2E05	32	9/5/2014
2E06	99	9/12/2014
2E07	10	9/19/2014
2E08	36	9/19/2014
2E10	6	9/19/2014
2F02	53	9/26/2014
2F05	34	9/26/2014
3C06	63	10/3/2014
3C07	151	10/17/2014
3C08	103	10/24/2014
3C09	57	11/7/2014
BURL	45	11/7/2014
RDLK	70	11/7/2014
F488	82	11/14/2014
FLOT	31	11/21/2014
FMB	97	11/21/2014
ELLC	9	12/5/2014
F84W	84	12/5/2014
F75N	232	1/2/2015
FEV	94	1/9/2015
FOTS	221	1/23/2015
FREU	119	2/6/2015
FTOA	141	2/20/2015
<b>Total Parcels</b>	<b>1,920</b>	

## Land

Route	Subdiv or Survey	Parcels	Target Date	Route	Subdiv or Survey	Parcels	Target Date
B0010	24	61	7/3/2014	B0245	28110	39	7/3/2015
B0015	14	157	7/11/2014	B0250	28120	43	7/24/2015
B0020	33230	54	7/18/2014	B0255	28130	27	7/24/2015
B0025	33235	13	7/18/2014	B0260	28140	54	7/24/2015
B0030	15	124	7/18/2014	B0265	28145	6	7/24/2015
B0035	33060	127	7/25/2014	B0270	28150	11	7/24/2015
B0040	33107	301	8/8/2014	B0275	28160	12	7/24/2015
B0045	33108	16	8/15/2014	B0280	28170	21	7/24/2015
B0050	33111	4	8/15/2014	B0285	28181	85	7/24/2015
B0055	17	26	8/15/2014	B0290	28182	16	7/31/2015
B0060	34	215	8/22/2014	B0295	28183	8	7/31/2015
B0065	33097	14	8/29/2014	B0300	28184	13	7/31/2015
B0070	33100	511	9/12/2014	B0305	28190	59	7/31/2015
B0075	33101	43	9/19/2014	B0310	28198	21	7/31/2015
B0080	33102	16	9/19/2014	B0315	28200	54	7/31/2015
B0085	33110	21	9/19/2014	B0320	28210	3	7/31/2015
B0090	143	14	9/19/2014	B0325	28220	10	7/31/2015
B0095	142	19	9/19/2014	B0330	28221	14	7/31/2015
B0100	330	15	9/19/2014	B0335	28300	5	7/31/2015
B0105	517	4	9/19/2014	B0340	33062	27	11/7/2014
B0110	57	17	9/19/2014	B0345	33270	32	11/7/2014
B0115	23	842	10/17/2014	B0350	33271	24	11/7/2014
B0120	33300	33	10/17/2014	B0355	33272	38	11/7/2014
B0125	12	487	10/31/2014	B0360	33273	31	11/7/2014
B0130	27000	213	6/19/2015	B0365	190	4	11/7/2014
B0135	28010	22	6/26/2015	B0370	436	10	11/7/2014
B0140	28020	15	6/26/2015	B0375	266	19	11/7/2014
B0145	28025	16	6/26/2015	B0380	201	6	11/7/2014
B0150	28030	32	6/26/2015	B0385	583	80	11/14/2015
B0155	28035	8	6/26/2015	B0390	455	54	11/14/2015
B0160	28036	13	6/26/2015	B0395	416	16	11/21/2014
B0165	28040	20	6/26/2015	B0400	268	124	11/21/2014
B0170	28050	3	6/26/2015	B0405	597	33	11/21/2014
B0175	28051	18	6/26/2015	B0410	298	16	11/25/2014
B0180	28052	18	6/26/2015	B0415	314	22	11/25/2014
B0185	28053	17	6/26/2015	B0420	231	21	11/25/2014
B0190	28054	16	6/26/2015	B0425	162	7	12/5/2014
B0195	28055	14	6/26/2015	B0430	428	31	12/5/2014
B0200	28056	14	6/26/2015	B0435	33290	22	12/5/2014
B0205	28060	22	6/26/2015	B0440	107	9	12/5/2014
B0210	28061	24	7/3/2015	B0445	100	14	12/5/2014
B0215	28065	13	7/3/2015	B0450	101	3	12/5/2014
B0220	28070	32	7/3/2015	B0455	625	36	12/5/2014
B0225	28080	7	7/3/2015	B0460	8	73	12/12/2014
B0230	28090	11	7/3/2015	B0465	472	29	12/12/2014
B0235	28100	35	7/3/2015	B0470	873	3	12/12/2014
B0240	28101	26	7/3/2015	B0475	369	27	12/12/2014

Route	Subdiv or Survey	Parcels	Target Date
B0480	191	18	12/12/2014
B0485	1000	16	12/12/2014
B0490	146	6	12/12/2014
B0495	646	8	12/12/2014
B0500	858	4	12/12/2014
B0505	290	3	12/12/2014
B0510	568	1	12/12/2014
B0515	906	1	12/12/2014
B0520	907	1	12/12/2014
B0525	909	1	12/12/2014
B0530	419	5	12/12/2014
B0535	881	8	12/12/2014
B0540	464	8	12/12/2014
B0545	383	7	12/19/2014
B0550	654	5	12/19/2014
B0555	125	3	12/19/2014
B0560	613	33	12/19/2014
B0565	615	27	12/19/2014
B0570	181	53	12/19/2014
B0575	524	15	12/19/2014
B0580	651	7	12/19/2014
B0585	19	59	12/19/2014
B0590	27	11	12/19/2014
B0595	544	1	12/19/2014
B0600	242	2	12/19/2014
B0605	514	1	12/19/2014
B0610	669	6	12/19/2014
B0615	175	6	12/19/2014
B0620	772	5	1/9/2015
B0625	658	10	1/9/2015
B0630	771	6	1/9/2015
B0635	449	13	1/9/2015
B0640	792	8	1/9/2015
B0645	310	3	1/9/2015
B0650	471	2	1/9/2015
B0655	211	5	1/9/2015
B0660	736	1	1/9/2015
B0665	458	17	1/9/2015
B0670	839	1	1/9/2015
B0675	567	10	1/9/2015
B0680	69	30	1/9/2015
B0685	342	18	1/9/2015
B0690	372	31	1/9/2015
B0695	273	8	1/9/2015
B0700	775	4	1/9/2015
B0705	626	5	1/9/2015
B0710	33095	51	1/9/2015
B0715	635	6	1/9/2015
B0720	33	96	1/9/2015
B0725	33340	10	1/16/2015
B0730	32	52	1/16/2015

Route	Subdiv or Survey	Parcels	Target Date
B0735	33240	16	1/16/2015
B0740	33250	10	1/16/2015
B0745	35	43	1/16/2015
B0750	33395	2	1/16/2015
B0755	33320	10	1/16/2015
B0760	31	117	1/16/2015
B0765	30	173	1/23/2015
B0770	29	157	1/23/2015
B0775	28	199	1/30/2015
B0780	33030	22	1/30/2015
B0785	33035	27	1/30/2015
B0790	2	549	2/13/2015
B0795	33025	60	2/20/2015
B0800	33040	77	2/20/2015
B0805	33275	12	2/20/2015
B0810	25	375	3/6/2015
B0815	20	78	3/13/2015
B0820	103	7	3/13/2015
B0825	277	1	3/13/2015
B0830	1	119	3/13/2015
B0835	21	131	3/20/2015
B0840	878	9	3/20/2015
B0845	485	10	3/20/2015
B0850	263	6	3/20/2015
B0855	236	2	3/20/2015
<b>Total Parcels</b>		<b>7,975</b>	

**Business Personal Property**

Location Code	Area Description	Parcels	Target Date
4	City of Streetman	10	9/5/2014
7	City of Wortham	72	9/26/2014
25	Wortham ISD	30	9/26/2014
5	City of Teague	244	10/24/2014
20	Teague ISD	125	10/31/2014
28	Mexia ISD	1	10/31/2014
15	Oakwood ISD	10	11/3/2014
18	Dew ISD	58	11/26/2014
2	Buffalo ISD	10	12/5/2014
3	City of Fairfield	643	1/30/2015
11	Fairfield ISD	219	2/27/2015
<b>Total Parcels</b>		<b>1,422</b>	

# 2016 Inspection Schedule

## Improved Properties

<i>Appraiser 1</i>			<i>Appraiser 2</i>		
Route	Parcels	Target Completion Date	Route	Parcels	Target Completion Date
ACOV	97	9/4/2015	1C01	26	9/4/2015
2B01	20	9/11/2015	1C02	20	9/4/2015
2B02	39	9/11/2015	1C03	21	9/4/2015
2B03	16	9/11/2015	1C04	41	9/11/2015
2B04	59	9/18/2015	1C05	46	9/11/2015
2B05	5	9/18/2015	1D01	66	9/18/2015
2B06	9	9/18/2015	1E01	63	9/18/2015
2B07	22	9/18/2015	1E02	89	9/25/2015
2B08	59	9/25/2015	1E06	44	10/2/2015
2B09	15	9/25/2015	4A01	45	10/2/2015
2C08	29	10/2/2015	4B01	35	10/9/2015
2E01	77	10/2/2015	4B02	197	10/23/2015
2E02	51	10/9/2015	4B03	32	10/30/2015
2E03	16	10/9/2015	4B04	23	10/30/2015
2E09	35	10/16/2015	4B05	39	10/30/2015
2F01	43	10/16/2015	4C01	88	11/6/2015
RCL3	115	10/30/2015	4C02	74	11/13/2015
RCL4	106	11/6/2015	KOTS	70	11/20/2015
RCL5	57	11/13/2015	RCL1	94	12/4/2015
SOAK	218	12/11/2015	RCL2	40	12/4/2015
SOTS	167	1/8/2016	WTM1	124	12/18/2015
WST1	260	1/29/2016	WTM2	100	1/8/2016
WST2	34	2/5/2016	WTM3	221	1/29/2016
WST3	17	2/5/2016	WTM4	156	2/19/2016
WST4	68	2/12/2016			
WST5	99	2/12/2016			
WST6	25	2/19/2016			
<b>Total Parcels</b>	<b>1,758</b>		<b>Total Parcels</b>	<b>1,754</b>	

## Land

Route	Subdiv or Survey	Parcels	Target Date	Route	Subdiv or Survey	Parcels	Target Date
C0010	16	167	8/7/2015	C0235	657	13	9/4/2015
C0015	43000	616	6/24/2016	C0240	341	30	9/4/2015
C0020	45010	5	6/24/2016	C0245		148	9/4/2015
C0025	45020	12	6/24/2016	C0250	89	3	9/4/2015
C0030	45030	1	6/24/2016	C0255	648	23	9/11/2015
C0035	45040	14	6/24/2016	C0260	79	8	9/11/2015
C0040	45050	33	6/24/2016	C0265	388	9	9/11/2015
C0045	45060	4	6/24/2016	C0270	447	6	9/11/2015
C0050	45070	11	6/24/2016	C0275	43	4	9/11/2015
C0055	759	2	8/14/2015	C0280	390	7	9/11/2015
C0060	807	6	8/14/2015	C0285	414	19	9/11/2015
C0065	760	5	8/14/2015	C0290	415	6	9/11/2015
C0070	754	2	8/14/2015	C0295	258	1	9/11/2015
C0075	527	121	8/14/2015	C0300	113	94	9/11/2015
C0080	746	6	8/14/2015	C0305	33350	19	9/11/2015
C0085	202	8	8/14/2015	C0310	26	69	9/11/2015
C0090	336	7	8/14/2015	C0315	252	10	9/18/2015
C0095	131	7	8/14/2015	C0320	33390	7	9/18/2015
C0100	565	8	8/14/2015	C0325	749	16	9/18/2015
C0105	751	27	8/14/2015	C0330	39	121	9/18/2015
C0110	9	48	8/14/2015	C0335	566	13	9/18/2015
C0115	22000	29	8/14/2015	C0340	424	16	9/18/2015
C0120	550	57	8/21/2015	C0345	425	21	9/18/2015
C0125	37	55	8/21/2015	C0350	636	12	9/18/2015
C0130	40	19	8/21/2015	C0355	33345	10	9/18/2015
C0135	563	5	8/21/2015	C0360	7	213	9/25/2015
C0140	183	3	8/21/2015	C0365	396	64	10/2/2015
C0145	757	14	8/21/2015	C0370	309	4	10/2/2015
C0150	378	4	8/21/2015	C0375	301	5	10/2/2015
C0155	22	40	8/21/2015	C0380	207	14	10/2/2015
C0160	803	1	8/21/2015	C0385	400	4	10/2/2015
C0165	743	1	8/21/2015	C0390	387	14	10/2/2015
C0170	631	20	8/21/2015	C0395	279	1	10/2/2015
C0175	353	3	8/21/2015	C0400	128	5	10/2/2015
C0180	33355	21	8/21/2015	C0405	129	1	10/2/2015
C0185	36	62	8/28/2015	C0410	526	76	10/2/2015
C0190	418	65	8/28/2015	C0415	358	1	10/2/2015
C0195	564	21	8/28/2015	C0420	349	2	10/2/2015
C0200	66	6	8/28/2015	C0425	499	2	10/2/2015
C0205	229	19	8/28/2015	C0430	535	5	10/2/2015
C0210	245	46	8/28/2015	C0435	719	1	10/2/2015
C0215	406	100	8/28/2015	C0440	185	2	10/2/2015
C0220	155	58	9/4/2015	C0445	559	44	10/2/2015
C0225	296	14	9/4/2015	C0450	184	2	10/2/2015
C0230	656	18	9/4/2015	C0455	450	9	10/2/2015

Route	Subdiv or Survey	Parcels	Target Date
C0460	164	6	10/9/2015
C0465	183	2	10/9/2015
C0470	634	5	10/9/2015
C0475	217	15	10/9/2015
C0480	90	13	10/9/2015
C0485	350	4	10/9/2015
C0490	474	3	10/9/2015
C0495	556	32	10/9/2015
C0500	179	2	10/9/2015
C0505	604	3	10/9/2015
C0510	462	9	10/9/2015
C0515	507	2	10/9/2015
C0520	154	1	10/9/2015
C0525	294	3	10/9/2015
C0530	33380	15	10/9/2015
C0535	295	7	10/9/2015
C0540	256	7	10/9/2015
C0545	368	32	10/9/2015
C0550	233	10	10/9/2015
C0555	116	80	10/9/2015
C0560	407	45	10/16/2015
C0565	114	89	10/16/2015
C0566	33440	7	10/16/2015
C0570	411	26	10/16/2015
C0575	46	24	10/16/2015
C0580	41	10	10/16/2015
C0585	189	12	10/16/2015
C0590	124	26	10/16/2015
C0595	632	14	10/16/2015
C0600	348	4	10/16/2015
C0605	254	2	10/16/2015
C0610	508	6	10/23/2015
C0615	352	27	10/23/2015
C0620	141	2	10/23/2015
C0625	149	14	10/23/2015
C0630	473	4	10/23/2015
C0635	405	46	10/23/2015
C0640	54	78	10/23/2015
C0645	6	151	10/30/2015
C0650	115	76	10/30/2015
C0655	120	23	10/30/2015
C0660	408	3	10/30/2015
C0665	267	94	11/6/2015
C0670	827	3	11/6/2015
C0675	33430	6	11/6/2015
C0680	502	12	11/6/2015
C0685	33410	11	11/6/2015
C0690	748	60	11/6/2015
C0695	35000	232	11/13/2015
C0700	63012	14	11/20/2015

Route	Subdiv or Survey	Parcels	Target Date
C0705	37010	22	11/20/2015
C0710	37020	40	11/20/2015
C0715	37025	2	11/20/2015
C0720	37030	7	11/20/2015
C0725	37040	2	11/20/2015
C0730	410	17	11/20/2015
C0735	782	3	11/20/2015
C0740	783	2	11/20/2015
C0745	610	12	11/20/2015
C0750	444	18	11/20/2015
C0755	203	1	11/20/2015
C0760	454	3	11/20/2015
C0765	33375	10	11/20/2015
C0770	33365	27	11/20/2015
C0775	764	3	11/20/2015
C0780	55	41	11/20/2015
C0785	747	2	11/20/2015
C0790	33043	4	11/20/2015
C0795	362	68	11/25/2015
C0800	205	5	11/25/2015
C0805	4	163	12/4/2015
C0810	44	36	12/4/2015
C0815	456	58	12/4/2015
C0820	483	9	12/11/2015
C0825	484	27	12/11/2015
C0830	219	2	12/11/2015
C0835	138	7	12/11/2015
C0840	639	35	12/11/2015
C0845	194	22	12/11/2015
C0850	221	20	12/11/2015
C0855	788	6	12/11/2015
C0860	48	4	12/11/2015
C0865	102	1	12/11/2015
C0870	501	7	12/11/2015
C0875	500	8	12/11/2015
C0880	575	13	12/11/2015
C0885	134	17	12/11/2015
C0890	132	12	12/11/2015
C0895		15	12/11/2015
C0900	255	2	12/11/2015
C0905	306	1	12/11/2015
C0910	133	3	12/11/2015
C0915	72	4	12/11/2015
C0920	333	131	12/18/2015
C0925	204	5	12/18/2015
C0930	237	3	12/18/2015
C0935	532	13	12/18/2015
C0940	488	10	12/18/2015
C0945	371	8	12/18/2015
C0950	525	16	12/18/2015

Route	Subdiv or Survey	Parcels	Target Date	Route	Subdiv or Survey	Parcels	Target Date
C0955	558	36	12/18/2015	C1195	581	7	1/15/2016
C0960	536	30	12/18/2015	C1200	645	18	1/15/2016
C0965	60	118	12/23/2015	C1205	82	26	1/15/2016
C0970	53	76	12/31/2015	C1210	346	10	1/15/2016
C0975	33310	62	12/31/2015	C1215	379	4	1/15/2016
C0980	97	55	12/31/2015	C1220	76	3	1/15/2016
C0985	603	66	1/8/2016	C1225	661	1	1/15/2016
C0990	487	6	1/8/2016	C1230	139	14	1/15/2016
C0995	63120	17	1/8/2016	C1235	671	3	1/15/2016
C1000	547	3	1/8/2016	C1240	193	19	1/15/2016
C1005	81	3	1/8/2016	C1245	278	7	1/15/2016
C1010	437	8	1/8/2016	C1250	302	2	1/15/2016
C1015	617	3	1/8/2016	C1255	539	36	1/22/2016
C1020	238	3	1/8/2016	C1260	842	3	1/22/2016
C1025	289	2	1/8/2016	C1265	478	10	1/22/2016
C1030	144	8	1/8/2016	C1270	127	7	1/22/2016
C1035	486	8	1/8/2016	C1275	834	2	1/22/2016
C1040	77	7	1/8/2016	C1280	530	1	1/22/2016
C1045	285	6	1/8/2016	C1285	490	2	1/22/2016
C1050	395	12	1/8/2016	C1290	73	2	1/22/2016
C1055	71	10	1/8/2016	C1295	663	5	1/22/2016
C1060	522	4	1/8/2016	C1300	275	4	1/22/2016
C1065	291	1	1/8/2016	C1305	835	1	1/22/2016
C1070	99	2	1/8/2016	C1310	888	1	1/22/2016
C1075	489	2	1/8/2016	C1315	299	1	1/22/2016
C1080	733	1	1/8/2016	C1320	257	1	1/22/2016
C1085	594	4	1/8/2016	C1325	157	1	1/22/2016
C1090	579	7	1/8/2016	C1330	561	2	1/22/2016
C1095	137	4	1/8/2016	C1335	269	2	1/22/2016
C1100	212	12	1/8/2016	C1340	629	2	1/22/2016
C1105	83	12	1/8/2016	C1345	531	1	1/22/2016
C1110	505	3	1/8/2016	C1350	105	1	1/22/2016
C1115	431	3	1/8/2016	C1355	562	1	1/22/2016
C1120	98	2	1/8/2016	C1360	630	3	1/22/2016
C1125	145	3	1/8/2016	C1365	106	1	1/22/2016
C1130	712	4	1/8/2016	C1370	451	1	1/22/2016
C1135	380	2	1/8/2016	C1375	557	1	1/22/2016
C1140	506	5	1/8/2016	C1380	662	1	1/22/2016
C1145	192	2	1/8/2016	C1385	467	3	1/22/2016
C1150	540	26	1/15/2016	C1390	96	4	1/22/2016
C1155	498	15	1/15/2016	C1395	866	2	1/22/2016
C1160	250	25	1/15/2016	C1400	468	2	1/22/2016
C1165	475	8	1/15/2016	C1405	850	4	1/22/2016
C1170	272	9	1/15/2016	C1410	461	1	1/22/2016
C1175	542	14	1/15/2016	C1415	370	2	1/22/2016
C1180	284	4	1/15/2016	C1420	366	6	1/22/2016
C1185	104	2	1/15/2016	C1425	198	4	1/22/2016
C1190	235	15	1/15/2016	C1430	323	2	1/22/2016

Route	Subdiv or Survey	Parcels	Target Date
C1435	322	1	1/22/2016
C1440	744	3	1/22/2016
C1445	765	1	1/22/2016
C1450	466	4	1/22/2016
C1455	840	2	1/22/2016
C1460	319	1	1/22/2016
C1465	735	2	1/22/2016
C1470	832	2	1/22/2016
C1475	320	2	1/22/2016
C1480	865	1	1/22/2016
C1485	318	2	1/22/2016
C1490	317	1	1/22/2016
C1495	321	1	1/22/2016
C1500	491	1	1/22/2016
C1505	815	1	1/22/2016
C1510	766	1	1/22/2016
C1515	814	1	1/22/2016
C1520	769	1	1/22/2016
C1525	63013	23	1/22/2016
C1530	63014	47	1/22/2016
C1535	63015	31	1/22/2016
C1540	63016	44	1/29/2016
C1545	63030	5	1/29/2016
C1550	63052	25	1/29/2016
C1555	63055	84	1/29/2016
C1560	63056	21	1/29/2016
C1565	63065	41	1/29/2016
C1570	63075	31	1/29/2016
C1575	63080	4	1/29/2016
C1580	63084	36	2/5/2016
C1585	63085	94	2/5/2016
C1590	63086	10	2/5/2016
C1595	63087	399	3/4/2016
C1600	63088	198	3/11/2016
C1605	63089	59	3/11/2016
C1610	63106	90	3/18/2016
C1615	63108	34	3/18/2016
C1620	63110	7	3/18/2016
C1625	63111	10	3/18/2016
C1630	63112	30	3/18/2016
C1635	63113	32	3/18/2016
C1640	63114	6	3/18/2016
C1645	63201	55	3/18/2016
C1650	63202	35	3/18/2016
C1655	63500	5	3/18/2016
<b>Total Parcels</b>		<b>7,715</b>	

**Business Personal Property**

Location Code	Area Description	Parcels	Target Date
4	City of Streetman	10	9/4/2015
7	City of Wortham	72	9/25/2015
25	Wortham ISD	30	9/25/2015
5	City of Teague	244	10/23/2015
20	Teague ISD	125	10/30/2015
28	Mexia ISD	1	10/30/2015
15	Oakwood ISD	10	11/2/2015
18	Dew ISD	58	11/25/2015
2	Buffalo ISD	10	12/4/2015
3	City of Fairfield	643	1/29/2016
11	Fairfield ISD	219	2/26/2016





**S.B. 1652\* BIENNIAL REAPPRAISAL PLAN**

**FOR THE ANNUAL APPRAISAL FOR  
AD VALOREM TAX PURPOSES OF  
MINERAL, INDUSTRIAL, UTILITY AND  
RELATED PERSONAL PROPERTY**

**For Tax Years:**

**2015 and 2016**

**Originally Printed: July 1, 2014**

\*Senate Bill 1652 passed by the Texas Legislature, 79th Regular Session in 2005, amending Section 6.05 of the Texas Property Tax Code, by adding Subsection (i).



TABLE OF CONTENTS

<u>Item</u>	<u>Page</u>
P&A POLICY STATEMENT .....	2
PREAMBLE .....	4
ETHICS RULE .....	5
RECORD KEEPING RULE .....	8
SCOPE OF WORK RULE .....	9
JURISDICTIONAL EXCEPTION RULE .....	11
MASS APPRAISAL (USPAP STANDARD 6) .....	12
REAPPRAISAL OF MINERAL PROPERTY .....	15
REAPPRAISAL OF INDUSTRIAL, UTILITY AND RELATED PERSONAL PROPERTY .....	21

**POLICY STATEMENT OF PRITCHARD & ABBOTT, INC., ON THE  
REAPPRAISAL OF MINERAL, INDUSTRIAL, UTILITY AND RELATED PERSONAL PROPERTY**

In 2005, the Texas Legislature, in 79<sup>th</sup> Regular Session, authorized in S.B. 1652 the amending of section 6.05 of the Texas Property Tax Code by adding Subsection (i), as follows:

*“Requires the board of directors of an appraisal district (board), to ensure adherence with generally accepted appraisal practices, to develop biennially a written plan for the periodic appraisal of all property within the boundaries of the district according to the requirements of 25.18 (Periodic Reappraisals) and requires the board to hold a public hearing to consider the proposed plan. Requires the secretary of the board, not later than the 10th day before the date of the hearing, to 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 for the hearing. Requires the board, not later than September 15 of each even-numbered year, to complete its hearings, make amendments, and by resolution finally approve the plan. Requires copies of the approved plan to 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.” (Bill Analysis per Senate Research Center)*

Pritchard & Abbott, Inc., (P&A), a privately held company engaged primarily, but not wholly, in the ad valorem tax valuation industry endorses Uniform Standards of Professional Appraisal Practice (USPAP) as the basis for the production of sound appraisals. Insofar as the statutory requirement to appraise groups (or a “universe”) of real and personal property within an established period of time using standardized procedures--and subjecting the resulting appraisals to statistical measures--is the definition of mass appraisal, P&A subscribes to USPAP Standard 6 (Mass Appraisal, Development and Reporting) whenever applicable in the development and defense of values. When circumstances clearly dictate the use of single property appraisal procedures, P&A adheres to the spirit and intent of the remaining USPAP Standards within all appropriate, practical, and/or contractual limitations or specifications.

The USPAP definition of “appraiser” is one who is expected to perform valuation services competently and in a manner that is independent, impartial, and objective. USPAP Advisory Opinion 21 states that this expectation (by clients and intended users of appraisal reports) is the basis that creates an ethical obligation to comply with USPAP, even if not legally required.

The majority of property types that P&A typically appraises for ad valorem tax purposes are categorized as unique, complex, and or “special purpose” properties (mineral interests, industrial, utility, and related personal property). These categories of properties do not normally provide sufficient market data of reliable quality and/or quantity to support the rigorous use of all USPAP-prescribed mass appraisal mandates (Standard 6), particularly with regards to some, but not all, of the model calibration and statistical performance testing confines. However, P&A does employ elements of mass appraisal techniques with regards to the definition and identification of property characteristics and model specification and application.

Residential real estate property appraisers most frequently apply mass appraisal methods within the sales comparison (market) approach to value. Through the use of standardized data collection (i.e., actual market sales), specification and calibration of mass appraisal models, tables, and schedules are possible. Through ratio study analysis and other performance measures, a cumulative summary of valuation accuracy can thus be produced in order to calibrate the appraisal model(s). Where sufficient data of reliable quality exists, mass appraisal is also used for other types of real estate property such as farms, vacant lots, and some commercial uses (e.g., apartments, offices, and small retail).

P&A will clearly state or otherwise make known all extraordinary assumptions, limiting conditions, hypothetical assumptions, and/or jurisdictional exceptions in its appraisals as they are conveyed to our clients. The client and all intended users should be aware the appraisals are by definition “limited” versus “complete.” In addition, all appraisal reports, unless otherwise contracted for by the client, will be of a “summary” nature vs. “self-contained” whereas concise explanations of appraisal methods and results are emphasized for purpose of transparency, brevity and clarity. *The use of limited appraisals in conjunction with summary reports in no way implies non-compliance with USPAP.* P&A believes, with its vast experience and expertise in these areas of appraisal, that all values rendered are credible, competent, uniform and consistent; and most importantly for ad valorem tax purposes, achieved in a cost-efficient and timely manner.

Per previous ASB comments under Standard 6-2(b) [*scope of work... special limiting conditions*]:

*“Although appraisers in ad valorem taxation should not be held accountable for limitations beyond their control, they are required by this specific requirement to identify cost constraints and to take appropriate steps to secure sufficient funding to produce appraisals that comply with these standards. Expenditure levels for assessment administration are a function of a number of factors. Fiscal constraints may impact data completeness and accuracy, valuation methods, and valuation accuracy. Although appraisers should seek adequate funding and disclose the impact of fiscal constraints on the mass appraisal process, they are not responsible for constraints beyond their control.”*

In any event, however, it is not P&A’s intent to allow constraints, fiscal or otherwise, to limit the scope of work to such a degree that the mass appraisal results are not credible within the context of the intended use(s) of the appraisal.

## PREAMBLE

The purpose of USPAP is to establish requirements and conditions for ethical, thorough, and transparent property valuation services. Valuation services pertain to all aspects of property value and include services performed by appraisers and other professionals including attorneys, accountants, insurance estimators, auctioneers, or brokers. Valuation services include appraisal, appraisal review, and appraisal consulting. The primary intent of these Standards is to promote and maintain a high level of public trust in professional appraisal practice.

It is essential that professional appraisers develop and communicate their analyses, opinions, and conclusions to intended users of their services in a manner that is meaningful and not misleading. The importance of the role of the appraiser places ethical obligations upon those who serve in this capacity. These USPAP Standards reflect the current standards of the appraisal profession.

These Standards are for both appraisers and users of appraisal services. To maintain a high level of professional practice, appraisers observe these Standards. However, these Standards do not in themselves establish which individuals or assignments must comply. The Appraisal Foundation nor its Appraisal Standards Board is not a government entity with the power to make, judge, or enforce law. Compliance with USPAP is only required when either the service or the appraiser is obligated to comply by law or regulation, or by agreement with the client or intended users. When not obligated, individuals may still choose to comply.

USPAP addresses the ethical and performance obligations of appraisers through DEFINITIONS, Rules, Standards, Standards Rules, and Statements. USPAP Standards deal with the procedures to be followed in performing an appraisal or appraisal review and the manner in which each is communicated. A brief description of the USPAP Standards are as follows:

- **Standards Rules 1 and 2:** establish requirements for the development and communication of a real property appraisal.
- **Standards Rule 3:** establishes requirements for the development and communication of an appraisal review.
- **Standards Rules 4 and 5:** retired in 2014.
- **Standards Rule 6:** establishes requirements for the development and communication of a mass appraisal.
- **Standards Rules 7 and 8:** establish requirements for the development and communication of a personal property appraisal.
- **Standards Rules 9 and 10:** establish requirements for the development and communication of a business or intangible asset appraisal.

Section 23.01(b) [Appraisals Generally] of the Texas Property Tax Code states:

*"The market value of property shall be determined by the application of generally accepted appraisal methods and techniques. If the Appraisal District determines the appraised value of a property using mass appraisal standards, the mass appraisal standards must comply with the Uniform Standards of Professional Appraisal Practice...." (underline added for emphasis)*

Consequently, USPAP Standards Rule 6 is assumed to be the applicable standard for ad valorem tax purposes in Texas, if mass appraisal practices are in fact being used to appraise the subject property. USPAP Advisory Opinion 32 suggests several USPAP standards other than Standard 6 can or should apply in ad valorem tax work. However, it appears that an appraiser engaged in ad valorem tax work in Texas is not specifically required by law to follow these USPAP standards if in fact mass appraisal practices have not been used to appraise the subject property. In this case it could be deemed appropriate to invoke the Jurisdictional Exception Rule which is applicable when there is a contradiction between the requirements of USPAP and the law or regulation of a jurisdiction. Please see the P&A Policy Statement on USPAP as provided elsewhere in this report for a more detailed discussion regarding this matter.

## ETHICS RULE

Because of the fiduciary responsibilities inherent in professional appraisal practice, the appraiser must observe the highest standards of professional ethics. This Ethics Rule is divided into three sections:

- Conduct;
- Management;
- Confidentiality.

This Rule emphasizes the personal obligations and responsibilities of the individual appraiser. However, it should be noted that groups and organizations *which are comprised of individual appraisers engaged in appraisal practice* effectively share the same ethical obligations. To the extent the group or organization does not follow USPAP Standards when legally required, individual appraisers should take steps that are appropriate under the circumstances to ensure compliance with USPAP.

Compliance with these Standards is required when either the service or the appraiser is obligated by law or regulation, or by agreement with the client or intended users, to comply. Compliance is also required when an individual, by choice, represents that he or she is performing the service as an appraiser.

An appraiser must not misrepresent his or her role when providing valuation services that are outside of appraisal practice.

Honesty, impartiality, and professional competency are required of all appraisers under USPAP Standards. To document recognition and acceptance of his or her USPAP-related responsibilities in communicating an appraisal, appraisal review, or appraisal consulting assignment completed under USPAP, an appraiser is required to certify compliance with these Standards.

### CONDUCT

An appraiser must perform assignments with impartiality, objectivity, and independence, and without accommodation of personal interests.

An appraiser must perform ethically and competently in accordance with USPAP and not engage in conduct that is unlawful, unethical, or improper. An appraiser who could reasonably be perceived to act as a disinterested third party in rendering an unbiased appraisal, review, or consulting service must perform assignments with impartiality, objectivity, and independence and without accommodation of personal interests; in short, the appraiser must not perform an assignment with bias.

An appraiser must not advocate the cause or interest of any party or issue, or accept an assignment that includes the reporting of predetermined opinions and conclusions.

An appraiser must not misrepresent his or her role when providing valuation services that are outside of appraisal practice, must not engage in criminal conduct, and must not perform an appraisal assignment in a grossly negligent manner.

An appraiser is required to avoid any action that could be considered misleading or fraudulent. In particular, it is unethical for an appraiser to use or communicate a misleading or fraudulent report or to knowingly permit an employee or other person to communicate a misleading or fraudulent report.

An appraiser must not use or rely on unsupported conclusions relating to characteristics such as race, color, religion, national origin, gender, marital status, familial status, age, receipt of public assistance income, handicap, or an unsupported conclusion that homogeneity of such characteristics is necessary to maximize value.

If known prior to accepting an assignment, and/or if discovered at any time during the assignment, an appraiser must disclose to the client, and in each subsequent report certification:

- any current or prospective interest in the subject property or parties involved; and
- any services regarding the subject property performed by the appraiser within the three year period immediately preceding acceptance of the assignment, as an appraiser or in any other capacity.

The appraiser can agree with the client to keep the mere occurrence of a prior appraisal assignment confidential. If an appraiser has agreed with the client not to disclose that he or she has appraised a property, the appraiser must decline all subsequent assignment that fall with the three year period. In assignments in which there is no report, only the initial disclosure to the client is required.

Presumably all parties in ad valorem tax appraisal will be aware of the ongoing yearly nature of the appraisal assignments performed by valuation consulting firms like Pritchard & Abbott, Inc.--i.e., it will not be confidential-- so that this particular conduct instruction is more or less a moot point (regarding the three year period discussed) if the prior service is in fact the ad valorem tax appraisals performed in previous tax years.

### MANAGEMENT

The payment of a fee, commission, or a thing of value by the appraiser in connection with the procurement of an assignment must be disclosed. This disclosure must appear in the certification and in any transmittal letter in which conclusions of value are stated; however, the disclosure of the amount paid is not required. Intra-company payments to employees of groups or organizations involved in appraisal practice for business development do not require disclosure.

It is unethical for an appraiser to accept compensation for performing an assignment when it is contingent upon the reporting of a predetermined result, a direction in assignment results that favors the cause of the client, the amount of a value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the appraiser's opinions and specific to the assignment's purpose.

Advertising for or soliciting assignments in a manner that is false, misleading, or exaggerated is unethical. Decisions regarding finder or referral fees, contingent compensation, and advertising may not be the responsibility of an individual appraiser, but for a particular assignment it is the responsibility of the individual appraiser to ascertain that there has been no breach of ethics, that the assignment consulting assignment has been prepared in accordance with USPAP Standards, and that the report can be properly certified when required by USPAP Standards Rules 2-3, 3-3, 5-3, 6-9, 8-3, or 10-3.

An appraiser must affix, or authorize the use of, his or her signature to certify recognition and acceptance of his or her USPAP responsibilities in an appraisal, appraisal review, or appraisal consulting assignment. An appraiser may authorize the use of his or her signature only on an assignment-by-assignment basis.

In addition, an appraiser must not affix the signature of another appraiser without his or her consent. An appraiser must exercise due care to prevent unauthorized use of his or her signature. However, an appraiser exercising such care is not responsible for unauthorized use of his or her signature.

### CONFIDENTIALITY

An appraiser must protect the confidential nature of the appraiser-property owner relationship.

An appraiser must act in good faith with regard to the legitimate interests of the client in the use of confidential information and in the communication of assignment results.

An appraiser must be aware of, and comply with, all confidentiality and privacy laws and regulations applicable in an assignment.

An appraiser must not disclose confidential factual data obtained from a property owner to anyone other than:

1. The client;
2. Persons specifically authorized by the client;

3. State appraiser regulatory agencies;
4. Third parties as may be authorized by due process of law; or
5. A duly authorized professional peer review committee except when such disclosure to a committee would violate applicable law or regulation.

It is unethical for a member of a duly authorized professional peer review committee to disclose confidential information presented to the committee.

When all confidential elements of confidential information are removed through redaction or the process of aggregation, client authorization is not required for the disclosure of the remaining information, as modified.

### RECORD KEEPING RULE

An appraiser must prepare a workfile for each appraisal, appraisal review, and consulting assignment. The workfile must include the identity, by name and type, of any intended users; true copies of any written reports, summaries of any oral reports or testimony, and all other data, information, and documentation necessary to support the appraiser's opinions and conclusions and to show compliance with this rule and all other applicable USPAP Standards.

A workfile preserves evidence of the appraiser's consideration of all applicable data and statements required by USPAP and other information as may be required to support the findings and conclusions of the appraiser.

A photocopy or an electronic copy of the entire actual written appraisal, review, or consulting report sent or delivered to a property owner or review committee satisfies the requirements of a true copy. Care should be exercised in the selection of the form, style, and type of medium for written records, which may be handwritten and informal, to ensure they are retrievable by the appraiser throughout the applicable retention period.

A workfile must be in existence prior to and contemporaneous with the issuance of a written or oral report. A written summary of an oral report must be added to the workfile within a reasonable time after the issuance of the oral report.

A workfile must be made available by the appraiser when required by due process of law. An appraiser must have custody of his or her workfile, or make appropriate workfile retention, access, and retrieval arrangements with the party having custody of the workfile. An appraiser having custody of a workfile must allow other appraisers with workfile obligations related to an assignment appropriate access and retrieval for the purpose of:

- submission to state appraiser regulatory agencies;
- compliance with due process of law;
- submission to a duly authorized professional peer review committee; or
- compliance with retrieval arrangements.

An appraiser who willfully or knowingly fails to comply with the obligations of this Record Keeping Rule is in violation of the Ethics Rule.

### SCOPE OF WORK RULE

For each appraisal, appraisal review, and appraisal consulting assignment, an appraiser must:

1. Identify the problem to be solved;
2. Determine and perform the scope of work necessary to develop credible assignment results; and
3. Disclose the scope of work in the report.

An appraiser must properly identify the problem to be solved in order to determine the appropriate scope of work. The appraiser must be prepared to demonstrate that the scope of work is sufficient to produce credible assignment results.

Scope of work includes, but is not limited to:

- the extent to which the property is identified;
- the extent to which tangible property is inspected;
- the type and extent of data researched; and
- the type and extent of analyses applied to arrive at opinions or conclusions.

Appraisers have broad flexibility and significant responsibility in determining the appropriate scope of work for an appraisal, appraisal review, and appraisal consulting assignment. Credible assignment results require support by relevant evidence and logic. The credibility of assignment results is always measured in the context of the intended use.

#### PROBLEM IDENTIFICATION

An appraiser must gather and analyze information about those assignment elements that are necessary to properly identify the appraisal, appraisal review or appraisal consulting problem to be solved. The assignment elements necessary for problem identification are addressed in the Standards Rule 6-2:

- client and any other intended users;
- intended use of the appraiser's opinions and conclusions;
- type and definition of value;
- effective date of the appraiser's opinions and conclusions;
- subject of the assignment and its relevant characteristics; and
- assignment conditions.

This information provides the appraiser with the basis for determining the type and extent of research and analyses to include in the development of an appraisal. Similar information is necessary for problem identification in appraisal review and appraisal consulting assignments. Assignment conditions include:

- assumptions;
- extraordinary assumptions;
- hypothetical conditions;
- laws and regulations;
- jurisdictional exceptions; and
- other conditions that affect the scope of work.

#### SCOPE OF WORK ACCEPTABILITY

The scope of work must include the research and analyses that are necessary to develop credible assignment results. The scope of work is acceptable when it meets or exceeds:

- the expectations of parties who are regularly intended users for similar assignments; and
- what an appraiser's peers' actions would be in performing the same or a similar assignment.

Determining the scope of work is an ongoing process in an assignment. Information or conditions discovered during the course of an assignment might cause the appraiser to reconsider the scope of work. An appraiser must be prepared to support the decision to exclude any investigation, information, method, or technique that would appear relevant to the client, another intended user, or the appraiser's peers.

An appraiser must not allow assignment conditions to limit the scope of work to such a degree that the assignment results are not credible in the context of the intended use. In addition, the appraiser must not allow the intended use of an assignment or a client's objectives to cause the assignment results to be biased.

#### DISCLOSURE OBLIGATIONS

The report must contain sufficient information to allow intended users to understand the scope of work performed. Proper disclosure is required because clients and other intended users may rely on the assignment results. Sufficient information includes disclosure of research and analyses performed or not performed.

### JURISDICTIONAL EXCEPTION RULE

If any applicable law or regulation precludes compliance with any part of USPAP, only that part of USPAP becomes void for that assignment. When compliance with USPAP is required by federal law or regulation, no part of USPAP can be voided by a law or regulation of a state or local jurisdiction. *When an appraiser properly follows this Rule in disregarding a part of USPAP, there is no violation of USPAP.*

In an assignment involving a jurisdictional exception, an appraiser must:

- identify the law or regulation that precludes compliance with USPAP;
- comply with that law or regulation;
- clearly and conspicuously disclose in the report the part of USPAP that is voided by that law or regulation; and
- cite in the report the law or regulation requiring this exception to USPAP compliance.

The purpose of the Jurisdictional Exception Rule is strictly limited to providing a saving or severability clause intended to preserve the balance of USPAP if one or more of its parts are determined as contrary to law or public policy of a jurisdiction. By logical extension, there can be no violation of USPAP by an appraiser who disregards, with proper disclosure, only the part or parts of USPAP that are void and of no force and effect in a particular assignment by operation of legal authority.

It is misleading for an appraiser to disregard a part or parts of USPAP as void and of no force and effect in a particular assignment without identifying the part or parts disregarded and the legal authority justifying this action in the appraiser's report.

"Law" includes constitutions, legislative and court-made law, and administrative rules (such as from the Office of the Texas Comptroller of Public Accounts) and ordinances. "Regulations" include rules or orders having legal force, issued by an administrative agency. Instructions from a client or attorney do not establish a jurisdictional exception.

A jurisdictional exception prevalent in Texas is that appraisers are seeking to establish "fair market value" as defined by the Texas Property Tax Code instead of "market value" as found in the USPAP definitions section.

## MASS APPRAISAL, DEVELOPMENT AND REPORTING (General Discussion)

In developing a mass appraisal, an appraiser must be aware of, understand, and correctly employ those recognized methods and techniques necessary to produce and communicate credible mass appraisals.

Standard 6 applies to all mass appraisals of real and personal property regardless of the purpose or use of such appraisals. It is directed toward the substantive aspects of developing and communicating competent analyses, opinions, and conclusions in the mass appraisal of properties, whether real property or personal property. Mass appraisals can be prepared with or without computer assistance. The Jurisdictional Exception Rule may apply to several sections of Standard 6 because ad valorem tax administration is subject to various state, county, and municipal laws. The reporting and jurisdictional exceptions applicable to public mass appraisals prepared for purposes of ad valorem taxation do not apply to mass appraisals prepared for other purposes.

A mass appraisal includes:

- identifying properties to be appraised;
- defining market areas of consistent behavior that applies to properties;
- identifying characteristics (supply and demand) that affect the creation of value in that market area;
- developing a model structure that reflects the relationship among the characteristics affecting value in the market area;
- calibrating the model structure to determine the contribution of the individual characteristics affecting value;
- applying the conclusions reflected in the model to the characteristics of the properties being appraised; and
- reviewing the mass appraisal results.

*The Jurisdictional Exception Rule may apply to several sections of Standard 6 because ad valorem tax administration is subject to various state, county, and municipal laws.*

As previously stated in the P&A Policy Statement (pages 2 and 3 of this report), it may not be possible or practicable for all the mass appraisal attributes listed above to be rigorously applied to the many types of complex and/or unique properties that P&A typically appraises. Often there are contractual limitations on the scope of work needed or required. More prevalently, these types of properties do not normally provide a reliable database of market transactions (or details of transactions) necessary for statistically supportable calibration of appraisal models and review of appraisal results. Generally these two functions are effectively accomplished through annual extended review meetings with taxpayers (and clients) who provide data, sometimes confidentially, that allows for appraisal models to be adjusted where necessary. Nevertheless, and not withstanding whether P&A implicitly or explicitly employs or reports all attributes listed above, in all cases P&A at the minimum employs tenants of “generally accepted appraisal methods” which are the genesis of USPAP Standards.

Per USPAP guidelines, P&A will make known all departures and jurisdictional exceptions when invoked (if an appraisal method or specific requirement is applicable but not necessary to attain credible results in a particular assignment).

The various sections of Standard 6 are briefly summarized below:

- **Standard 6-1:** Establishes the appraiser’s technical and ethical framework. Specifically, appraisers must recognize and use established principles, methods and techniques of appraisal in a careful manner while not committing substantial errors of fact or negligence that would materially affect the appraisal results and not give a credible estimate of fair market value. To this end appraisers must continuously improve his or her skills to maintain proficiency and keep abreast of any new developments in the real and personal property appraisal profession. This Standards Rule does not imply that competence requires perfection, as perfection is impossible to attain. Instead, it requires appraisers to employ every reasonable effort with regards to due diligence and due care.
- **Standard 6-2:** Defines the introductory framework requirements of developing a mass appraisal, focusing on the identification and/or definition of: client(s), intended users, effective date, scope of work, extraordinary assumptions,

hypothetical conditions, the type and definition of value being developed (typically “fair market value” for ad valorem tax purposes), characteristics of the property being appraised in relation to the type and definition of value and intended use, the characteristics of the property’s market, the property’s real or personal attributes, fractional interest applicability, highest and best use analysis along with other land-related considerations, and any other economic considerations relevant to the property.

- **Standard 6-3:** Defines requirements for developing and specifying appropriate mass appraisal data and elements applicable for real and personal property. For real property, the data and elements include: existing land use regulations, reasonably probable modification of such regulations, economic supply and demand, the physical adaptability of the real estate, neighborhood trends, and highest and best use analysis. For personal property, the relevant data and elements include: identification of industry trends, trade level, highest and best use, and recognition of the appropriate market consistent with the type and definition of value.
- **Standard 6-4:** Further defines requirements for developing mass appraisal models, focusing on development of standardized data collection forms, procedures, and training materials that are used uniformly on the universe of properties under consideration. This rule specifies that appraisers employ recognized techniques for specifying and calibrating mass appraisal models. Model specification is the formal development of a model in a statement or mathematical equation, including all due considerations for physical, functional, and external market factors as they may affect the appraisal. These models must accurately represent the relationship between property value and supply and demand factors, as represented by quantitative and qualitative property characteristics. Models may be specified incorporating the income, market, and/or cost approaches to value and may be tabular, mathematical, linear, nonlinear, or any other structure suitable for representing the observable property characteristics. Model calibration refers to the process of analyzing sets of property and market data to determine the specific parameters of a model.
- **Standard 6-5:** Defines requirements for collection of sufficient factual data, in both qualitative and quantitative terms, necessary to produce credible appraisal results. The property characteristics collected must be contemporaneous with the effective date of the appraisal. The data collection program should incorporate a quality control procedure, including checks and audits of the data to ensure current and consistent records. This rule also calls for calls for an appraiser, in developing income and expense statement and cashflow projections, to weigh historical information and trends, current market factors affecting such trends, and reasonably anticipated events, such as competition from developments either planned or under construction. Terms and conditions of any leases should be analyzed, as well as the need for and extent of any physical inspection of the properties being appraised.
- **Standard 6-6:** Defines requirements for application of a calibrated model to the property being appraised. This rule calls for: the appraiser to recognize methods or techniques based on the cost, market, and income approaches for improved parcels; the appraiser the value sites by recognized methods or techniques such as allocation method, abstraction method, capitalization of ground rent, and land residual; the appraiser to develop value of leased fee or leasehold estates with consideration for terms and conditions of existing leases, and, when applicable by law, as if held in fee simple whereas market rents are substituted for actual contract rents; the appraiser to analyze the effect on value, if any, of the assemblage of the various parcels, divided interests, or component parts of a property; the appraiser to analyze anticipated public or private improvements located on or off the site, and analyze the effect on value, if any, of such anticipated improvements to the extent they are reflected in market actions.
- **Standard 6-7:** Defines the reconciliation process of a mass appraisal. Specifically, appraisers must analyze the results and/or applicability of the various approaches used while ensuring that, on an overall basis, standards of reasonableness and accuracy are maintained with the appraisal model selected (underline added for emphasis). It is implicit in mass appraisal that, even when properly specified and calibrated models are used, some individual value conclusions will not meet standards of reasonableness, consistency, and accuracy.
- **Standard 6-8:** Defines requirements of a mass appraisal written report (elements of which are further detailed in the next three sections of this report that discuss P&A appraisal procedures with regards to specific categories of property).
- **Standard 6-9:** Defines requirements for appraiser certification of the mass appraisal written report.

**REAPPRAISAL PLAN OF MINERAL, INDUSTRIAL, UTILITY AND RELATED PERSONAL PROPERTY  
PRITCHARD & ABBOTT, INC.  
TAX YEARS 2015 AND 2016**

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The following sections of this report discuss in detail the various elements of the mass appraisal written report as required by USPAP Standard 6-8, with regards to P&A appraisal of Mineral Interests, Industrial-Utility-Personal Property, and Real Estate.

## REAPPRAISAL OF MINERAL INTERESTS

*Note: This section, in conjunction with any attached or separately provided P&A-generated appraisal reports specific to the subject property or properties, constitutes the "mass appraisal written report" as required by USPAP Standards Rule 6-8. USPAP Standards Rule 6-9 (certification) can be found at the end of this report. USPAP Standards Rules 6-1 through 6-7 (instructions and explanations regarding the development, application, and reconciliation of mass appraisal values), as they apply to P&A mass appraisal procedures, are discussed below. USPAP DOES NOT DICTATE THE FORM, FORMAT, OR STYLE OF APPRAISAL REPORTS, WHICH ARE FUNCTIONS OF THE NEEDS OF USERS AND PROVIDERS OF APPRAISAL SERVICES. USPAP ALSO DOES NOT MANDATE THAT EACH APPRAISAL REPORT BE LENGTHY AND FULL OF DISCLAIMERS. Readers should note that all P&A reports, unless stated otherwise, are of a "summary" nature versus "self-contained," whereas additional documentation and detail may be available per certain Texas Property Tax Code provisions.*

### INTRODUCTION

**Definition of Appraisal Responsibility (Scope of Effort):** The Mineral Valuation Department of Pritchard & Abbott, Inc. ("P&A" hereinafter), is responsible for developing credible values for mineral interests (full or fractional percentage ownership of oil and gas leasehold interest, the amount and type of which are legally and/or contractually created and specified through deeds and leases, etal.) associated with producing (or capable of producing) leases. Mineral interests are typically considered real property because of their derivation from the bundle of rights associated with original fee simple ownership of land. Typically all the mineral interests that apply to a single producing lease are consolidated by type (working vs. royalty) with each type then appraised for full value which is then distributed to the various fractional decimal interest owners prorata to their individual type and percentage amount.

P&A's typical client is a governmental entity charged with appraisal responsibility for ad valorem tax purposes, although other types of clients (private businesses, individuals, etc.) occasionally contract for appraisal services which are strictly for various non-ad valorem tax purposes so that no conflicts of interest are created with P&A's core ad valorem tax work.

Intended users of our reports are typically the client(s) for which we are under direct contract and taxpayers or their agents who own and/or represent the subject property being appraised. Potential other users include parties involved in adjudication of valuation disputes (review board members, lawyers, judges, etc.), governmental agencies which periodically review our appraisals for various statutory purposes (such as the Texas Comptroller's Office) and private parties who may obtain copies of our appraisals through Open Records Requests made to governmental agencies.

*This section of P&A's Biennial Reappraisal Plan is not applicable to any mineral or mineral interest property that an appraisal district appraises outside of P&A's appraisal services, in which case the appraisal district's overall Biennial Reappraisal Plan should be referenced.*

P&A makes the **Extraordinary Assumption** that all properties appraised for ad valorem tax purposes are marketable whereas ownership and title to property are free of encumbrances and other restrictions that would affect fair market value to an extent not obvious to the general marketplace. If and/or when we are made aware of any encumbrances, etc., these would be taken into account in our appraisal in which case the extraordinary assumption stated above would be revoked.

P&A is typically under contract to determine current market value or "fair market value" of said mineral interests. Fair market value is typically described as the price at which a property would sell for if:

- exposed in the open market with a reasonable time for the seller to find a purchaser;
- both the buyer and seller know of all the uses and purposes to which the property is, or can be, adapted and of the enforceable restrictions on its use; and

- both the buyer and seller seek to maximize their gains and neither is in a position to take advantage of the exigencies of the other. [Exigencies are pressing or urgent conditions that leave one party at a disadvantage to the other.]

For ad valorem tax purposes the effective date is usually legislatively specified by the particular State in which we are working - for example, in Texas the lien date is January 1 per the Texas Property Tax Code. For ad valorem tax purposes, the date of the appraisals and reports are typically several months past the effective date, thereby leaving open the possibility that a retrospective approach is appropriate under limited and prescribed circumstances (information after the effective date being applicable only if it confirms a trend or other appraisal condition that existed and was generally known as of the effective date).

P&A believes this section of this report, in conjunction with any attached or separately provided P&A-generated report(s), meets the USPAP definition of "typical practice"; i.e., it satisfies a level of work that is consistent with:

- the expectations of participants in the market for the same or similar appraisal services; and
- what P&A's peers' actions would be in performing the same or similar appraisal services in compliance with USPAP.

Legal and Statutory Requirements: In Texas, the provisions of the Texas Property Tax Code and other relevant legislative measures involving appraisal administration and procedures control the work of P&A as an extension of the Appraisal District. Other states in which P&A is employed will have similar controlling legislation, regulatory agencies, and governmental entities. P&A is responsible for appraising property on the basis of its fair market value as of the stated effective date (January 1 in Texas) for ad valorem tax purposes for each taxing unit that imposes ad valorem taxes on property in the contracted Appraisal District. All mineral properties (interests) are reappraised annually. The definition of Fair Market Value is provided and promulgated for use in ad valorem tax work in Texas by the Texas Property Tax Code, and therefore as a Jurisdictional Exception supercedes the definition of "market value" as found in USPAP definitions.

NOTE: IN TEXAS, P&A BELIEVES THE PROPERTY BEING APPRAISED AND PLACED ON THE TAX ROLL IS THE INTEREST AND NOT THE OIL OR GAS MINERAL ITSELF, PER PROPERTY TAX CODE SECTION 1.04(2)(F). WHILE OIL AND GAS RESERVES CERTAINLY HAVE VALUE, THE FACT IS THAT IT IS THE INTERESTS IN THESE MINERALS THAT ARE BOUGHT AND SOLD, NOT THE MINERALS THEMSELVES. THE SALE OF MINERALS AS THEY ARE EXTRACTED FROM THE SUBSURFACE OF THE LAND WHERE THEY RESIDE AS MINERALS IN PLACE "MONETIZES" THE INTEREST AND THUS GIVES THE INTEREST ITS VALUE. WHENEVER P&A REFERS TO "MINERAL PROPERTIES" IN THIS REPORT OR IN ANY OTHER SETTING, IT IS THE MINERAL INTEREST, AND NOT THE MINERAL ITSELF, THAT IS THE SUBJECT OF THE REFERENCE.

Administrative Requirements: P&A endorses the principals of the International Association of Assessing Officers (IAAO) regarding its appraisal practices and procedures. P&A also endorses, and follows when possible, the standards promulgated by the Appraisal Foundation known as the Uniform Standards of Professional Appraisal Practice (USPAP). In all cases where IAAO and/or USPAP requirements cannot be satisfied for reasons of practicality or irrelevancy, P&A subscribes to "generally accepted appraisal methods and techniques" so that its value conclusions are credible and defensible. P&A submits annual or biannual contract bids to the Appraisal District Board of Directors or the Office of the Chief Appraiser and is bound to produce appraisal estimates on mineral properties within the cost constraints of said bid. Any appraisal practices and procedures followed by P&A not explicitly defined or allowed through IAAO or USPAP requirements are specified by the Texas Property Tax Code or at the specific request or direction of the Office of the Chief Appraiser.

### Appraisal Resources

Personnel: The Mineral Valuation Division staff consists of competent Petroleum Engineers, Geologists, and Appraisers. All personnel are Registered Professional Appraisers with the State of Texas, or are progressing towards this designation within the allowable time frames prescribed by the Texas Department of Licensing and Regulation (TDLR) and/or other licensing and regulatory agencies as applicable.

Data: For each mineral property a common set of data characteristics (i.e. historical production, price and expense data) is collected from various sources and entered into P&A's mainframe computer system. Historical production data and price data is available through state agencies (Texas Railroad Commission, Texas Comptroller, et al.) or private firms who gather, format and repackage such data for sale commercially. Each property's characteristic data drives the computer-assisted mass appraisal approach to valuation.

Information Systems: The mainframe systems are augmented by the databases that serve the various in-house and 3<sup>rd</sup>-party applications on desktop personal computers. In addition, communication and dissemination of appraisals and other information is available to the taxpayer and client through electronic means including internet and other phone-line connectivity. The appraiser supervising any given contract fields many of the public's questions or redirects them to the proper department personnel.

### VALUATION APPROACH (MODEL SPECIFICATION)

Concepts of Value: The valuation of oil and gas properties is not an exact science, and exact accuracy is not attainable due to many factors. Nevertheless, standards of reasonable performance do exist, and there are usually reliable means of measuring and applying these standards.

Petroleum properties are subject to depletion, and capital investment must be returned before economic exhaustion of the resource (mineral reserves). The examination of petroleum properties involves understanding the geology of the resource (producing and non-producing), type of reservoir energy, the methods of secondary and enhanced recovery (if applicable), and the surface treatment and marketability of the produced petroleum product(s).

Evaluation of mineral properties is a continuous process; the value as of the lien date merely represents a "snapshot" in time. The potential value of mineral interests derived from sale of minerals to be extracted from the ground change with mineral price fluctuation in the open market, changes in extraction technology, costs of extraction, and other variables such as the value of money.

#### Approaches to Value for Petroleum Property

Cost Approach: The use of cost data in an appraisal for market value is based upon the economic principle of substitution. The cost approach typically derives value by a model that begins with replacement cost new (RCN) and then applies depreciation in all its forms (physical depreciation, functional and economic obsolescence). This method is difficult to apply to oil and gas properties since lease acquisition and development may bear no relation to present worth. Though very useful in the appraisal of many other types of properties, the cost approach is not readily applicable to mineral properties. [Keep in mind that the property actually being appraised is the mineral interest and not the oil and gas reserves themselves. Trying to apply the cost approach to evaluation of mineral interests is like trying to apply the cost approach to land; it is a moot point because both are real properties that are inherently non-replaceable.] **As a general rule, and for the reasons stated above, Pritchard & Abbott, Inc., does not employ the cost approach in the appraisal of mineral interests.**

Market Approach: This approach may be defined as one which uses data available from actual transactions recorded in the market place itself; i.e., sales of comparable properties from which a comparison to the subject property can be made. Ideally, this approach's main advantage involves not only an opinion but an opinion supported by the actual spending of money. Although at first glance this approach seems to more closely incorporate the aspects of fair market value per its classical definition, there are two factors that severely limit the usefulness of the market approach for appraising oil and gas properties. First, oil and gas property sales data is seldom disclosed (in non-disclosure states such as Texas); consequently there is usually a severe lack of market data sufficient for meaningful statistical analysis. Second, all conditions of each sale must be known and carefully investigated to be sure one does have a comparative indicator of value per fair market value perquisites.

Many times when these properties do change hands, it is generally through company mergers and acquisitions where other assets in addition to oil and gas reserves are involved; this further complicates the analysis whereby a total purchase price must be allocated to the individual components - a speculative and somewhat arbitrary task at best. In the case of oil and gas

properties, a scarcity of sales requires that every evidence of market data be investigated and analyzed. Factors relative to the sale of oil and gas properties are:

- current production and estimated declines forecast by the buyer;
- estimated probable and potential reserves;
- general lease and legal information which defines privileges or limitation of the equity sold;
- undeveloped potential such as secondary recovery prospects;
- proximity to other production already operated by the purchaser;
- contingencies and other cash equivalents; and
- other factors such as size of property, gravity of oil, etc.

In the event that all these factors are available for analysis, the consensus effort would be tantamount to performing an income approach to value (or trying to duplicate the buyer's income approach to value), thereby making the market approach somewhat moot in its applicability. **As a general rule, and for the reasons stated above, Pritchard & Abbott, Inc., rarely employs a rigorous application of the market approach in the appraisal of mineral interests.**

**Income Approach:** This approach to value most readily yields itself to the appraisal of mineral interests. Data is readily available whereby a model can be created that reasonable estimates a future income stream to the property. This future income may then be converted (discounted) into an estimate of current value. Many refer to this as a capitalization method, because capitalization is the process of converting an income stream into a capital sum (value). As with any method, the final value is no better than the reliability of the input data. The underlying assumption is that people purchase the property for the future income the property will yield. If the land or improvements are of any residual value after the cessation of oil and gas production, that value should also be included (if those components are also being appraised).

The relevant income that should be used is the expected future net income. Assumptions of this method are:

- Past income and expenses are not a consideration, except insofar as they may be a guide to estimating future net income.
- That the producing life as well as the reserves (quantity of the minerals) are estimated for the property.
- Future income is less valuable than current income, and so future net income must be discounted to make it equivalent to the present income. This discount factor reflects the premium of present money over future money, i.e., interest rate, liquidity, investment management, and risk.

**As a general rule, and for the reasons stated above, Pritchard & Abbott, Inc., relies predominantly on the income approach to value in the appraisal of mineral interests.**

## DATA COLLECTION/VALIDATION

**Sources of Data:** The main source of P&A's property data is data from the Railroad Commission of Texas as reported by operators. As a monthly activity, the data processing department receives data tapes or electronic files which have updated and new well and production data. Other discovery tools are fieldwork by appraisers, financial data from operators, information from chief appraisers, tax assessors, trade publications and city and local newspapers. Other members of the public often provide P&A information regarding new wells and other useful facts related to property valuation.

Another crucial set of data to obtain is the ownership of these mineral interests. Typically a mineral lease is fractionated and executed with several if not many owners. This information is typically requested (under a promise of confidentiality concerning owners' personal information) from pipeline purchasers and/or other entities (such as operators) who have the responsibility of disbursing the income to the mineral interest owners. Another source of ownership information is through the taxpayers themselves who file deeds of ownership transfer and/or correspond with P&A or the appraisal district directly.

**Data Collection Procedures:** Electronic and field data collection requires organization, planning and supervision of the appraisal staff. Data collection procedures for mineral properties are generally accomplished globally by the company; i.e., production and price data for the entire state is downloaded at one time into the computer system. Appraisers also

individually gather and record specific and particular information to the appraisal file records, which serves as the basis for the valuation of mineral properties. P&A is divided into four district offices covering different geographic areas. Each office has a district manager, appraisal and ownership maintenance staff, and clerical staff as appropriate. While overall standards of performance are established and upheld for the various district offices, quality of data is emphasized as the goal and responsibility of each appraiser.

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

Appropriate revisions and/or enhancements of schedules or discounted cash flow software are annually made and then tested prior to the appraisals being performed. Calibration typically involves performing multiple discounted cash flow tests for leases with varying parameter input to check the correlation and relationship of such indicators as: Dollars of Value Per Barrel of Reserves; Dollars of Value Per Daily Average Barrel Produced; Dollars of Expense Per Daily Average Barrel Produced; Years Payout of Purchase Price (Fair Market Value). In a more classical calibration procedure, the validity of values by P&A's income approach to value is tested against actual market transactions, if and when these transactions and verifiable details of these transactions are disclosed to P&A. Of course these transactions must be analyzed for meeting all requisites of fair market value definition. Any conclusions of this analysis are then compared to industry benchmarks for reasonableness before being incorporated into the calibration procedure.

### **INDIVIDUAL VALUE REVIEW PROCEDURES**

Individual property values are reviewed several times in the appraisal process. P&A's discounted cashflow software dynamically generates various benchmark indicators that the appraiser reviews concurrent with the value being generated. These benchmarks often prompt the appraiser to reevaluate some or all of the parameters of data entry so as to arrive at a value more indicative of industry standards. Examples of indicators are dollars of value per barrel of oil reserve, years payout, etc. In addition to appraiser review, taxpayers are afforded the opportunity to review the appraised values, either before or after Notices of Appraised Value are prepared. Operators routinely meet with P&A's appraisers to review parameters and to provide data not readily available to P&A through public or commercial sources, such as individual lease operating expense and reserve figures. And of course, all property values are subject to review through normal protest and Appraisal Review Board procedures, with P&A acting as an extension of the Office of the Chief Appraiser.

### **PERFORMANCE TESTS**

An independent test of the appraisal performance of properties appraised by P&A is conducted by the State of Texas Comptroller's Office through the annual Property Value Study for school funding purposes. This study determines the degree of uniformity and the median level of appraisal for mineral properties. School jurisdictions are given an opportunity to appeal any preliminary findings. After the appeal process is resolved, the Comptroller publishes a report of the findings of the study, including in the report the median level of appraisal, the coefficient of dispersion around the median level of appraisal and any other standard statistical measures that the Comptroller considers appropriate.

### **CALENDAR OF EVENTS/DELIVERABLES TO CLIENT**

As an appraisal contractor, the calendar of events and/or deliverables is largely dependent upon the client's needs and requirements. That said, P&A generally follows the property tax calendar as promulgated by the Property Tax Assistance Division (PTAD) whereas certain work activities must be accomplished by certain deadlines as specified by the Property Tax Code. P&A's contracts typically involve compensation being received from the client only after completion of certain events or deliverables. For example, the CAD may make quarterly payments per the following schedule:

- February, after completion of personal property field inspections;
- May, after completion and mailing of Notices of Appraised Value;
- August, after completion of Appraisal Review Board hearings; and

**REAPPRAISAL PLAN OF MINERAL, INDUSTRIAL, UTILITY AND RELATED PERSONAL PROPERTY  
PRITCHARD & ABBOTT, INC.  
TAX YEARS 2015 AND 2016**

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- November, after Certification of values.

The timetable regarding the sections described above is generally as follows:

- **Data Collection/Validation** occurs beginning in the Fall (October) prior to a tax year and continues into the Spring of that same tax year;
- **Valuation Analysis (Model Calibration)** occurs in the Spring (March - May) of a tax year and continues into the Summer (June - August) of that same tax year;
- **Individual Value Review Procedures** occurs concurrent, more or less, with Valuation Analysis; and
- **Performance Tests** occurs later in the tax year after certification of values.

## REAPPRAISAL OF INDUSTRIAL, UTILITY, AND RELATED PERSONAL PROPERTY

*Note: This section, in conjunction with any attached or separately provided P&A-generated appraisal reports specific to the subject property or properties, constitutes the "mass appraisal written report" as required by USPAP Standards Rule 6-8. USPAP Standards Rule 6-9 (certification) can be found at the end of this report. USPAP Standards Rules 6-1 through 6-7 (instructions and explanations regarding the development, application, and reconciliation of mass appraisal values), as they apply to P&A mass appraisal procedures, are discussed below. USPAP DOES NOT DICTATE THE FORM, FORMAT, OR STYLE OF APPRAISAL REPORTS, WHICH ARE FUNCTIONS OF THE NEEDS OF USERS AND PROVIDERS OF APPRAISAL SERVICES. USPAP ALSO DOES NOT MANDATE THAT EACH APPRAISAL REPORT BE LENGTHY AND FULL OF DISCLAIMERS. Readers should note that all P&A reports, unless stated otherwise, are of a "summary" nature versus "self-contained," whereas additional documentation and detail may be available per certain Texas Property Tax Code provisions.*

### INTRODUCTION

**Definition of Appraisal Responsibility:** The Engineering Services Department of Pritchard & Abbott, Inc. (P&A) is responsible for developing fair and uniform market values for industrial, utility and personal properties.

P&A's typical client is a governmental entity charged with appraisal responsibility for ad valorem tax purposes, although other types of clients (private businesses, individuals, etc.) occasionally contract for appraisal services which are strictly for various non-ad valorem tax purposes so that no conflicts of interest are created with P&A's core ad valorem tax work.

Intended users of our reports are typically the client(s) for which we are under direct contract and taxpayers or their agents who own and/or represent the subject property being appraised. Potential other users include parties involved in adjudication of valuation disputes (review board members, lawyers, judges, etc.), governmental agencies which periodically review our appraisals for various statutory purposes (such as the Texas Comptroller's Office) and private parties who may obtain copies of our appraisals through Open Records Requests made to governmental agencies.

P&A believes this section of this report, in conjunction with any attached or separately provided P&A-generated report(s), meets the USPAP definition of "typical practice"; i.e., it satisfies a level of work that is consistent with:

- the expectations of participants in the market for the same or similar appraisal services; and
- what P&A's peers' actions would be in performing the same or similar appraisal services in compliance with USPAP.

***This section of P&A's Biennial Reappraisal Plan is not applicable to any Industrial, Utility, or related Personal Property that an appraisal district appraises outside of P&A's appraisal services, in which case the appraisal district's overall Biennial Reappraisal Plan should be referenced.***

P&A makes the **Extraordinary Assumption** that all properties appraised for ad valorem tax purposes are marketable whereas ownership and title to property are free of encumbrances and other restrictions that would affect fair market value to an extent not obvious to the general marketplace. If and/or when we are made aware of any encumbrances, etc., these would be taken into account in our appraisal in which case the extraordinary assumption stated above would be revoked.

**Legal and Statutory Requirements:** The provisions of the Texas Property Tax Code and relevant legislative measures involving appraisal administration and procedures control the work of P&A as a subcontractor to the Appraisal District. P&A is responsible for appraising property on the basis of its market value as of January 1 for ad valorem tax purposes for each taxing unit that imposes ad valorem taxes on property in the contracted Appraisal District. All industrial, utility and personal

properties are reappraised annually. The definition of Fair Market Value is provided and promulgated for use in ad valorem tax work in Texas by the Texas Property Tax Code, and therefore as a **Jurisdictional Exception** supercedes the definition of "market value" as found in USPAP definitions.

**Administrative Requirements:** P&A follows generally accepted and/or recognized appraisal practices and when applicable, the standards of the International Association of Assessing Officers (IAAO) regarding its appraisal practices and procedures. P&A, when applicable, also subscribes to the standards promulgated by the Appraisal Foundation known as the Uniform Standards of Professional Appraisal Practice (USPAP). P&A submits annual or biannual contract bids to the Office of the Chief Appraiser and is bound to produce appraisal estimates on industrial, utility and personal properties within the cost constraints of said bid. Any appraisal practices and procedures followed by P&A not explicitly defined through IAAO or USPAP requirements are specified by the Texas Property Tax Code and/or at the specific request or direction of the Office of the Chief Appraiser.

### Appraisal Resources

**Personnel:** The Engineering Services Department and P&A's appraisal staff consists of appraisers with degrees in engineering, business and accounting. All personnel are Registered Professional Appraisers with the State of Texas, or are progressing towards this designation as prescribed by the Texas Department of Licensing and Regulation (TDLR).

**Data:** A set of data characteristics (i.e. original cost, year of acquisition, quantities, capacities, net operating income, property description, etc.) for each industrial, utility and personal property is collected from various sources. This data is maintained in either hard copy or computer files. Each property's characteristic data drives the appropriate computer-assisted appraisal approach to valuation.

**Information Systems:** P&A's mainframe computer system is composed of in-house custom software augmented by schedules and databases that reside as various applications on personal computers (PC). P&A offers a variety of systems for providing property owners and public entities with information services.

### VALUATION APPROACH (MODEL SPECIFICATION)

**Concepts of Value:** The valuation of industrial, utility and personal properties is not an exact science, and exact accuracy is not attainable due to many factors. These are considered complex properties and some are considered Special Purpose properties. Nevertheless, standards of reasonable performance do exist, and there are reliable means of measuring and applying these standards.

The evaluation and appraisal of industrial, utility and personal property relies heavily on the discovery of the property followed by the application of recognized appraisal techniques. The property is subject to inflation and depreciation in all forms. The appraisal of industrial and personal property involves understanding petroleum, chemical, steel, electrical power, lumber and paper industry processes along with a myriad of other industrial processes. Economic potential for this property usually follows either the specific industry or the general business economy. The appraisal of utility properties involves understanding telecommunications, electrical transmission and distribution, petroleum pipelines and the railroad industry. Utility properties are subject to regulation and economic obsolescence. The examination of utility property involves the understanding of the present value of future income in a regulated environment.

The goal for valuation of industrial, utility and personal properties is to appraise all taxable property at "fair market value". The Texas Property Tax Code defines Fair Market value as 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 purchaser 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 purchaser seek to maximize their gains and neither is in a position to take advantage of the exigencies of the other.

### Approaches to Value for Industrial, Utility, and Personal Property

**Cost Approach:** The use of cost data in an appraisal for market value is based upon the economic principle of substitution. This method is most readily applicable to the appraisal of industrial and personal property and some utility property. Under this method, the market value of property equals the value of the land plus the current cost of improvements less accrued depreciation. An inventory of the plant improvements and machinery and equipment is maintained by personally inspecting each facility every year. **As a general rule, and for the reasons stated above, Pritchard & Abbott, Inc., relies predominantly on the cost approach to value in the appraisal of industrial, utility, and personal property.**

**Market Approach:** This approach is characterized as one that uses sales data available from actual transactions in the market place. There are two factors that severely limit the usefulness of the market approach for appraising industrial, utility and personal properties. First, the property sales data is seldom disclosed; consequently there is insufficient market data for these properties available for meaningful statistical analysis. Second, all conditions of sale must be known and carefully investigated to be sure one does have a comparative indicator of value. Many times when these properties do change hands, it is generally through company mergers and acquisitions where other assets and intangibles in addition to the industrial, utility and personal property are involved. The complexity of these sales presents unique challenges and hindrances to the process of allocation of value to the individual components of the transaction.

In the case of industrial, utility and personal properties, a scarcity of sales requires that all evidence of market data be investigated and analyzed. Factors relative to the sale of these properties are:

- plant capacity and current production; terms of sale, cash or equivalent;
- complexity of property;
- age of property;
- proximity to other industry already operated by the purchaser; and
- other factors such as capital investment in the property.

**As a general rule, and for the reasons stated above, Pritchard & Abbott, Inc., rarely employs a rigorous application of the market approach in the appraisal of industrial, utility, and personal property.**

**Income Approach:** This approach to value most readily yields itself to all income generating assets, especially utility properties. Data for utility properties is available from annual reports submitted to regulatory agencies whereby future income may be estimated, and then this future income may be converted into an estimate of value. The valuation of an entire company by this method is sometimes referred to as a Unit Value. Many refer to this as a capitalization method, because capitalization is the process of converting an income stream into a capital sum (value). As with any method, the final value estimate is no better than the reliability of the input data. The underlying assumption is that people purchase the property for the future income the property will yield.

The relevant income that should be used in the valuation model is the expected future net operating income after depreciation but before interest expense (adjustments for Federal Income Taxes may or may not be required). Assumptions of this method are:

- Past income and expenses are a consideration, insofar as they may be a guide to future income, subject to regulation and competition.
- The economic life of the property can be estimated.
- The future production, revenues and expenses can be accurately forecasted. Future income is less valuable than current income, and so future net income must be discounted to make it equivalent to the present income. This discount factor reflects the premium of present money over future money, i.e., interest rate, liquidity, investment management, and risk.

As a general rule, and for the reasons stated above, Pritchard & Abbott, Inc., employs the income approach in the appraisal of industrial and utility property only when quantifiable levels of income are able to be reliably determined and/or projected for the subject property. P&A does not employ the income approach in the appraisal of personal property.

#### DATA COLLECTION/VALIDATION

Sources of Data: The main source of P&A's property data for industrial and personal property is through fieldwork by the appraisers and commercially/publicly available schedules developed on current costs. Data for performing utility appraisals is typically provided by the taxpayer or is otherwise available at various regulatory agencies (Texas Railroad Commission, Public Utilities Commission, FERC, et al.). Other discovery tools are financial data from annual reports, information from chief appraisers, renditions, tax assessors, trade publications and city and local newspapers. Other members of the public often provide P&A information regarding new industry and other useful facts related to property valuation.

Data Collection Procedures: Electronic and field data collection requires organization, planning and supervision of the appraisal staff. Data collection procedures have been established for industrial and personal properties. Appraisers gather and record information in the mainframe system, where customized programs serve as the basis for the valuation of industrial, utility and personal properties. P&A is divided into multiple district offices covering different geographic zones. Each office has a district manager and field staff. While overall standards of performance are established and upheld for the various district offices, quality of data is emphasized as the goal and responsibility of each appraiser. Additionally, P&A's Engineering Services Department provides supervision and guidance to all district offices to assist in maintaining uniform and consistent appraisal practices throughout the company.

#### VALUATION ANALYSIS (MODEL CALIBRATION)

The validity of the values by P&A's income and cost approaches to value is tested against actual market transactions, if and when these transactions and verifiable details of the transactions are disclosed to P&A. These transactions are checked for meeting all requisites of fair market value definition. Any conclusions from this analysis are also compared to industry benchmarks before being incorporated in the calibration procedure. Appropriate revisions of cost schedules and appraisal software are annually made and then tested for reasonableness prior to the appraisals being performed.

#### INDIVIDUAL VALUE REVIEW PROCEDURES

Individual property values are reviewed several times in the appraisal process. P&A's industrial, utility, personal property programs and appraisal spreadsheets afford the appraiser the opportunity to review the value being generated. Often the appraiser is prompted to reevaluate some or all of the parameters of data entry so as to arrive at a value more indicative of industry standards. Examples of indicators are original cost, replacement cost, service life, age, net operating income, capitalization rate, etc. In addition to appraiser review, taxpayers are afforded the opportunity to review the appraised values either before or after Notices of Appraised Value are prepared. Taxpayers, agents and representatives routinely meet with P&A's appraisers to review parameters and to provide data not readily available to P&A through public or commercial sources, such as investment costs and capitalization rate studies. And of course, all property values are subject to review through normal protest and Appraisal Review Board procedures, with P&A acting as a representative of the Office of the Chief Appraiser.

#### PERFORMANCE TESTS

An independent test of the appraisal performance of properties appraised by P&A is conducted by the State of Texas Comptroller's Office through the annual Property Value Study for school funding purposes. This study determines the degree of uniformity and the median level of appraisal for utility properties. School jurisdictions are given an opportunity to appeal

any preliminary findings. After the appeal process is resolved, the Comptroller publishes a report of the findings of the study, including in the report the median level of appraisal, the coefficient of dispersion around the median level of appraisal and any other standard statistical measures that the Comptroller considers appropriate.

#### CALENDAR OF EVENTS/DELIVERABLES TO CLIENT

As an appraisal contractor, the calendar of events and/or deliverables is largely dependent upon the client's needs and requirements. That said, P&A generally follows the property tax calendar as promulgated by the Property Tax Assistance Division (PTAD) whereas certain work activities must be accomplished by certain deadlines as specified by the Property Tax Code. P&A's contracts typically involve compensation being received from the client only after completion of certain events or deliverables. For example, the CAD may make quarterly payments per the following schedule:

- February, after completion of personal property field inspections;
- May, after completion and mailing of Notices of Appraised Value;
- August, after completion of Appraisal Review Board hearings; and
- November, after Certification of values.

The timetable regarding the sections described above is generally as follows:

- **Data Collection/Validation** occurs beginning in the Fall (October) prior to a tax year and continues into the Spring of that same tax year;
- **Valuation Analysis (Model Calibration)** occurs in the Spring (March - May) of a tax year and continues into the Summer (June - August) of that same tax year;
- **Individual Value Review Procedures** occurs concurrent, more or less, with Valuation Analysis; and
- **Performance Tests** occurs later in the tax year after certification of values.

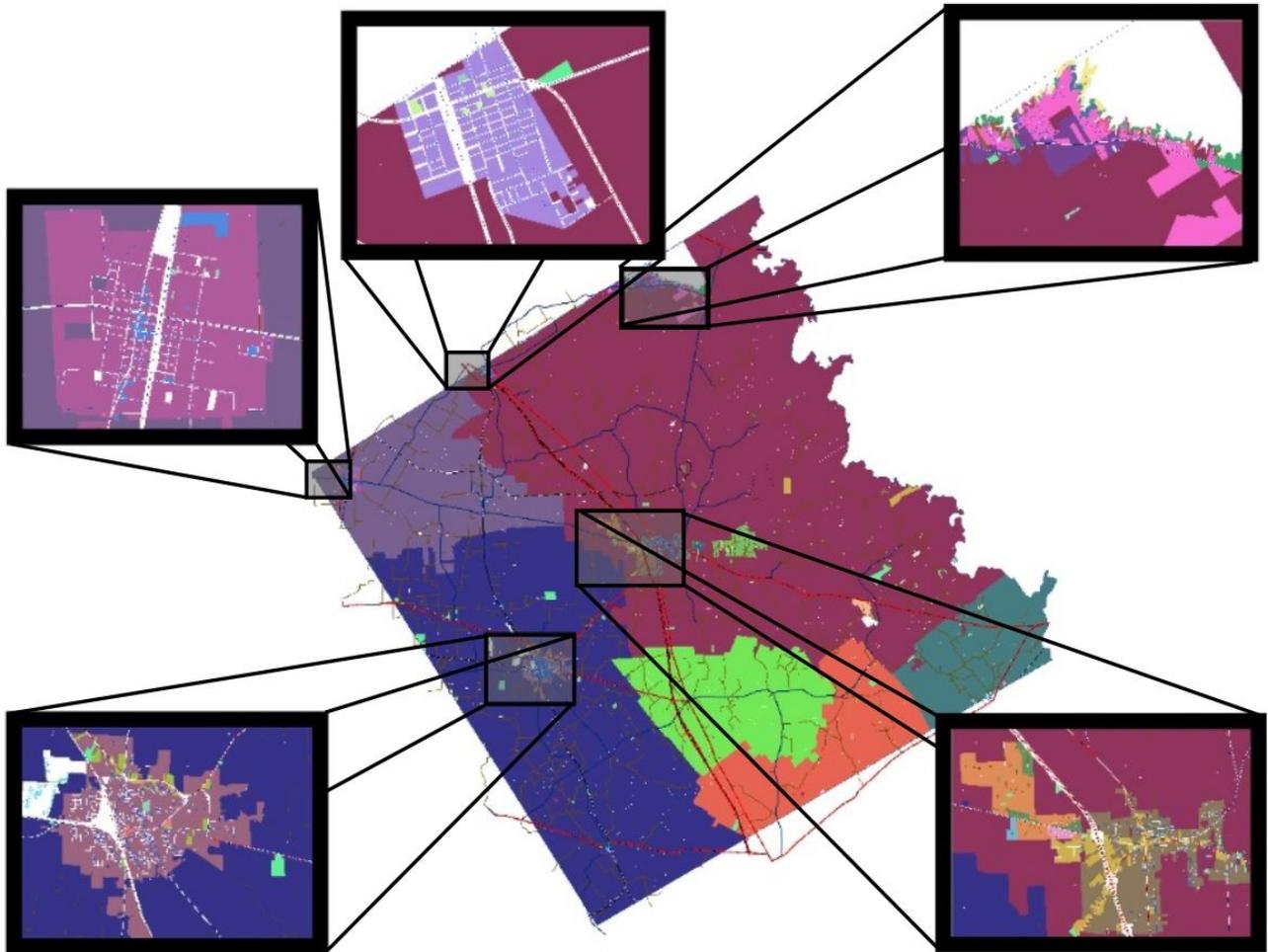


## Defined Market Areas

*As of September 1, 2014*

The following map is for general location and illustration purposes.

Specific neighborhood boundaries are more specifically recognizable as displayed in the district's GIS system.



The following table includes market areas currently recognized by FCAD. The adjustment factor should be applied to each parcel included in a neighborhood to adjust the appraisal model for location.

Market Area	Neighborhood Code	Adjustment Factor
RURAL BISD	BISD	0.95
BURLESON LAKE	BLAKE	0.92
RURAL DISD	DISD	0.95
FAIRFIELD COMMERCIAL	FCOM	0.85
RURAL FISD	FISD	0.98
FAIRFIELD CITY RESIDENTIAL	FRES	0.98
FRIENDSWOOD	FWOOD	0.98
LAKESWOOD	LWOOD	0.98

Market Area	Neighborhood Code	Adjustment Factor
OAKFOREST FAIRFIELD	OAK	0.98
RURAL OISD	OISD	0.95
COMMERCIAL RICHLAND CHAMBERS AREA	RCCOM	0.85
RESIDENTIAL RICHLAND AREA	RCRES	0.92
RED LAKE	RLAKE	0.92
RURAL COMMERCIAL	RRCOM	0.85
STREETMAN COMMERCIALCOMMERCIAL	SCOM	0.62
STREETMAN CITY RESIDENTIAL	SRES	0.77
SEPT SOUND BEST WTR	SS1	0.97
SEPT SOUND GOOD WTR	SS2	0.97
SEPT SOUND CHANNEL	SS3	0.92
TEAGUE COMMERCIAL	TCOM	0.8
TEAGUE COMMERCIAL - OTS	TCOTS	0.49
RURAL TISD -INCLUDES MISD	TISD	0.97
TEAGUE HUNT FISH	TLAKE	0.9
TEAGUE CITY RESIDENTIAL	TRES	0.97
BEST WATERFRONT RICHLAND CHAMBERS	WAT1	0.97
GOOD WATERFRONT RICHLAND CHAMBERS	WAT2	0.95
CHANNELVIEW RICHLAND CHAMBERS	WAT3	0.92
WORTHAM COMMERCIALCOMMERCIAL	WCOM	0.59
WESTWOOD RESTRICTED	WESTR	0.98
WESTWOOD UNRESTRICTED	WESTU	0.98
WILDWOOD	WILD	0.98
WILLOW CREAK FARMS	WILLO	0.98
RURAL WISD- INCLUDES CISD	WISD	0.89
WILDERNESS BEST WATERFRONT	WNES1	0.99
WILDERNES GOOD WATERFRONT	WNES2	0.97
WILDERNESS WATERVIEW	WNES3	0.97
WORTHAM CITY RESIDENTIAL	WRES	0.96

## Schedule of Appraisal Activities for 2015

Begin Date		Event	
July 3, 2014	to	March 20, 2015	Land Review as Scheduled
July 26, 2014	to	March 31, 2015	Ownership Changes posted to CAMA and Maps From CAD Research
August 13, 2014			BOD Regular Monthly Meeting
August 25, 2014	to	August 27, 2014	Appraiser Orientation for 2015
August 28, 2014			Publish Public Notice for Reappraisal Plan on 9/10/2014
September 1, 2014	to	February 27, 2015	Business Personal Property On-Site Inspections as Scheduled
September 1, 2014	to	February 28, 2015	Improved Property On-Site Inspections
September 10, 2014			BOD Regular Monthly Meeting
September 10, 2014			Public Hearing to Adopt 2015-2016 Reappraisal Plan
October 10, 2014			Quarterly Audit Reports on Operational Systems Due
October 15, 2014			BOD Regular Monthly Meeting
October 28, 2014			ARB Quarterly Meeting
November 12, 2014			BOD Regular Monthly Meeting
December 1, 2014	to	April 30, 2015	Accept Exemption/Special Use Applications (Timely Filed)
December 1, 2014	to	December 5, 2015	Prepare Mass Taxpayer Notification Letters for mailing
December 5, 2014			Mail Mass Taxpayer Notification Letters
December 10, 2014			BOD Regular Monthly Meeting
January 5, 2015	to	July 16, 2015	Review Exemption & Special Use Applications Filed for 2015
January 10, 2015			Quarterly Audit Reports on Operational Systems Due
January 14, 2015			BOD Regular Monthly Meeting
January 24, 2015			CAD Open Saturday 9:00 am to 12:00 pm for Customer Service
January 26, 2015	to	January 29, 2015	Prepare Mass Taxpayer Notification Letters for mailing
January 30, 2015			Mail Mass Taxpayer Notification Letters (Second Run)
February 2, 2015			Late Homestead Filing Deadline for 2013
February 2, 2015			Late Protest (PTC 25 Late) Filing Deadline
February 2, 2015			Tax Delinquency Date
February 2, 2015	to	May 15, 2015	Review of BPP Renditions and Vehicle Registration Report
February 11, 2015			BOD Regular Monthly Meeting
February 21, 2015			CAD Open Saturday 9:00 am to 12:00 pm for Customer Service
March 2, 2015	to	March 20, 2015	On-Site Review of Un-Scheduled & Newly Discovered Improvements
March 2, 2015	to	March 20, 2015	In-House Ratio Study
March 9, 2015	to	March 20, 2015	Appraisal Model Calibration
March 23, 2015	to	March 27, 2015	Process File to Mail Notices of Appraised Value on 4/3/2015
March 24, 2015			Ag Advisory Board Meeting
March 28, 2015			CAD Open Saturday 9:00 am to 12:00 pm for Customer Service
March 31, 2015			ARB Quarterly Meeting
April 1, 2015	to	April 1, 2015	Error Edits to Close Appraisal File for Notices
April 1, 2015	to	July 16, 2015	Ownership Changes posted to CAMA and Maps from Owner Documents
April 10, 2015			Quarterly Audit Reports on Operational Systems Due
April 3, 2015			Real Estate Notices of Appraised Value Mailed
April 16, 2015	to	May 15, 2015	Late Rendition Filing
April 25, 2015			CAD Open Saturday 9:00 am to 12:00 pm for Customer Service
May 1, 2015	to	July 16, 2015	Accept Special Use Applications (Late Filed)
May 5, 2015			Publish Public Notice of Protest Procedures

Begin Date		Event
May 13, 2015		BOD Regular Monthly Meeting
May 18, 2015	to May 20, 2015	Review Late Filed BPP Renditions
May 21, 2015		Process File to Mail BPP Notices of Appraised Value on 5/22/2015
May 22, 2015		Mail Notice of Appraised Value for Bus Pers Prop/Min/Utility/Industrial
May 25, 2015		Publish Public Notice for Budget Hearing on 6/10/2015
May 28, 2015		ARB Accepts 2015 Appraisal Records
May 28, 2015		ARB Quarterly Meeting
May 31, 2015		Protest Deadline for 04/03/2015 Appraisal Notices
June 10, 2015		BOD Regular Monthly Meeting
June 10, 2015		Public Hearing to Adopt CAD 2016 Operating Budget
June 19, 2015		Last Day to Deliver ARB Appointment Letters to Owners for 7/7/2015
June 19, 2015		Last Day to Deliver CAD Evidence to Owners for 7/7/2015
June 22, 2015		Protest Deadline for 5/22/2015 mail-out
June 24, 2015		Last Day to Deliver ARB Appointment Letters to Owners for 7/9/2015
June 24, 2015		Last Day to Deliver CAD Evidence to Owners for 7/9/2015
June 29, 2015		Last Day to Deliver ARB Appointment Letters to Owners for 7/14/2015
June 29, 2015		Last Day to Deliver CAD Evidence to Owners for 7/14/2015
July 1, 2015		Last Day to Deliver ARB Appointment Letters to Owners for 7/16/2015
July 1, 2015		Last Day to Deliver CAD Evidence to Owners for 7/16/2015
July 7, 2015		ARB Protest Hearings - Real/Personal
July 8, 2015		BOD Regular Monthly Meeting
July 9, 2015		ARB Protest Hearings - Real/Personal
July 14, 2015		ARB Approves Appraisal Records
July 16, 2015		ARB protest Hearings - Real/Personal/Mineral-Utility-Industrial
July 16, 2015		Late Open Space Land Valuation Application Deadline
July 17, 2015	to July 20, 2015	Error Edits to Close Appraisal File for Certification
July 21, 2015	to July 23, 2015	Create Certified History File
July 24, 2015		Chief Appraiser Certifies Values to Taxing Jurisdictions
July 27, 2015		Archive GIS Map Data to Match Certified Roll Data
July 27, 2015	to July 31, 2015	Archive CAD Copies of Certified Real/Personal & Mineral Rolls
July 27, 2015	to July 31, 2015	Process Jurisdiction Requests for Certified Appraisal Rolls/Records

# Schedule of Appraisal Activities for 2016

Begin Date		Event
July 27, 2015	to March 31, 2016	Ownership Changes posted to CAMA and Maps From CAD Research
August 3, 2015	to March 18, 2016	Land Review as Scheduled
August 12, 2015		BOD Regular Monthly Meeting
August 24, 2015	to August 26, 2015	Appraiser Orientation for 2016
August 31, 2015	to February 26, 2016	Business Personal Property On-Site Inspections as Scheduled
August 31, 2015	to February 19, 2016	Improved Property On-Site Inspections
September 9, 2015		BOD Regular Monthly Meeting
October 12, 2015		Quarterly Audit Reports on Operational Systems Due
October 14, 2015		BOD Regular Monthly Meeting
October 29, 2015		ARB Quarterly Meeting
November 18, 2015		BOD Regular Monthly Meeting (reschedule due to holiday)
November 30, 2015	to April 30, 2016	Accept Exemption/Special Use Applications (Timely Filed)
November 30, 2015	to December 4, 2015	Prepare Mass Taxpayer Notification Letters for mailing
December 4, 2015		Mail Mass Taxpayer Notification Letters
January 4, 2016	to July 16, 2015	Review Exemption & Special Use Applications Filed for 2016
January 10, 2016		Quarterly Audit Reports on Operational Systems Due
January 13, 2016		BOD Regular Monthly Meeting
January 23, 2016		CAD Open Saturday 9:00 am to 12:00 pm for Customer Service
January 25, 2016	to January 29, 2016	Prepare Mass Taxpayer Notification Letters for mailing
January 29, 2016		Mail Mass Taxpayer Notification Letters (Second Run)
February 1, 2016		Late Homestead Filing Deadline for 2014
February 1, 2016		Late Protest (PTC 25 Late) Filing Deadline
February 1, 2016		Tax Delinquency Date
February 1, 2016	to May 15, 2016	Review of BPP Renditions and Vehicle Registration Report
February 10, 2016		BOD Regular Monthly Meeting
February 20, 2016		CAD Open Saturday 9:00 am to 12:00 pm for Customer Service
February 29, 2016	to March 18, 2016	On-Site Review of Un-Scheduled & Newly Discovered Improvements
February 29, 2016	to March 11, 2016	In-House Ratio Study
March 14, 2016	to March 18, 2016	Appraisal Model Calibration
March 20, 2016	to April 1, 2015	Error Edits to Close Appraisal File for Notices
March 21, 2016	to March 25, 2016	Process File to Mail Notices of Appraised Value on 4/8/2016
March 22, 2016		Ag Advisory Board Meeting
March 26, 2016		CAD Open Saturday 9:00 am to 12:00 pm for Customer Service
March 31, 2016		ARB Quarterly Meeting
April 1, 2016	to July 19, 2016	Ownership Changes posted to CAMA and Maps from Owner Documents
April 8, 2016		Real Estate Notices of Appraised Value Mailed
April 10, 2016		Quarterly Audit Reports on Operational Systems Due
April 16, 2016	to May 16, 2015	Late Rendition Filing
April 23, 2016		CAD Open Saturday 9:00 am to 12:00 pm for Customer Service
May 2, 2016		Certified Value Estimates to Taxing Jurisdictions
May 2, 2016	to July 16, 2015	Accept Special Use Applications (Late Filed)
May 10, 2016		Publish Public Notice of Protest Procedures
May 11, 2016		BOD Regular Monthly Meeting
May 16, 2016	to May 18, 2016	Review Late Filed BPP Renditions
May 18, 2016		Process File to Mail BPP Notices of Appraised Value on 5/20/2016
May 20, 2016		Mail Notice of Appraised Value for Bus Pers Prop/Min/Utility/Industrial
May 24, 2016		Publish Public Notice for Budget Hearing on 6/08/2016
May 26, 2016		ARB Accepts 2016 Appraisal Records

Begin Date		Event
May 26, 2016		ARB Quarterly Meeting
May 31, 2016		Protest Deadline for 04/08/2016 Appraisal Notices
June 8, 2016		BOD Regular Monthly Meeting
June 8, 2016		Public Hearing to Adopt CAD 2016 Operating Budget
June 20, 2016		Protest Deadline for 5/22/2016 mail-out
June 24, 2016		Last Day to Deliver ARB Appointment Letters to Owners for 7/12/2016
June 24, 2016		Last Day to Deliver CAD Evidence to Owners for 7/12/2016
June 29, 2016		Last Day to Deliver ARB Appointment Letters to Owners for 7/14/2016
June 29, 2016		Last Day to Deliver CAD Evidence to Owners for 7/14/2016
July 5, 2016		Last Day to Deliver ARB Appointment Letters to Owners for 7/19/2016
July 5, 2016		Last Day to Deliver CAD Evidence to Owners for 7/19/2016
July 12, 2016		ARB Protest Hearings - Real/Personal
July 13, 2016		BOD Regular Monthly Meeting
July 14, 2016		ARB Protest Hearings - Real/Personal
July 18, 2016	to July 20, 2016	Error Edits to Close Appraisal File for Certification
July 19, 2016		ARB Approves Appraisal Records
July 19, 2016		ARB protest Hearings - Real/Personal/Mineral-Utility-Industrial
July 19, 2016		Late Open Space Land Valuation Application Deadline
July 20, 2016	to July 22, 2016	Create Certified History File
July 25, 2016		Chief Appraiser Certifies Values to Taxing Jurisdictions
July 25, 2016		Archive GIS Map Data to Match Certified Roll Data
July 25, 2016	to July 29, 2016	Archive CAD Copies of Certified Real/Personal & Mineral Rolls
July 25, 2016	to July 29, 2016	Process Jurisdiction Requests for Certified Appraisal Rolls/Records