

**BEE COUNTY APPRAISAL DISTRICT
PLAN FOR PERIODIC REAPPRAISAL**

2017/2018

Table of Contents

Item:	Page:
TAX CODE REQUIREMENT	4
REVALUATION DECISION	5
Tax Year 2017	
Tax Year 2018	
PERFORMANCE ANALYSIS	5
Ratio Study Results	
Appraisal Accuracy	
Appraisal Uniformity	
ANALYSIS OF AVAILABLE RESOURCES	6
Staffing for Reappraisal Year	
Proposed Budget for 2016	
Pritchard & Abbott, Inc. Contract Services	
Existing Practices	
Information Systems (IS) Support	
Existing Data and Maps	
PLANNING AND ORGANIZATION	6
Calendar of Key Events – 2017	
Calendar of Key Events – 2018	
Performance Objectives	
Production Standards for Field Activities	
MASS APPRAISAL SYSTEM & PROCESSES	7
Forms and Procedures	
CAMA System Revisions as Required	
DATA COLLECTION REQUIREMENTS	8
New Construction	
Remodeling	

Re-inspection of Problematic Markets	
Re-inspection of Universe of Properties on Specific Cycles	
Verification of Sales Data and Property Characteristics	
PILOT STUDY BY TAX YEAR	9
Test New/Revised Mass Appraisal Methods	
Ratio Studies by Market Category	
Test Accuracy and Reliability in Market Areas	
VALUATION BY TAX YEAR	9
Market Analysis	
Model Development	
Model Calibration	
Calculation of Preliminary Values	
Test Values for Accuracy and Uniformity	
VALUE DEFENSE	10
Informal Appeals	
Formal Appeals	
Burden of Proof Evidence for Market Value and Equity	
THE WRITTEN REAPPRAISAL PLAN	11
Planning a Reappraisal	
Steps in a Reappraisal	
Bee Co. Appr. District Plan: 2017/2018	

Conceptual Overview

The system outlined in this plan is based on the following market value equations:

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

TAX CODE REQUIREMENT:

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

- (i) To ensure adherence with generally accepted appraisal practices, the Board of Directors of an Appraisal District shall develop biennially a written plan for the

periodic reappraisal of all property within the boundaries of the district according to the requirements of Section 25.18 and shall hold a public hearing to consider the proposed plan. Not later than the 10th day before the date of the hearing, the secretary of the Board shall deliver to the presiding officer of the governing body of each taxing unit participating in the district a written notice of the date, time, and place of the hearing. Not later than September 15 of each even-numbered year, the Board shall complete its hearings, make any amendments, and by resolution finally approve the plan. Copies of the approved plan shall be distributed to the presiding officer of the governing body of each taxing unit participating in the District and to the Comptroller within 60 days of the approval date.

Plan for Periodic Reappraisal Requirement:

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

- (a) Each Appraisal office shall implement the Plan for Periodic Reappraisal of property approved by the Board of Directors under Section 6.05(i).
- (b) The plan shall provide for the following reappraisal activities for all real and personal property in the district at least once every three years:
 - 1. Identifying properties to be appraised through physical inspection or by other reliable means of identification, including deeds or other legal documentation, aerial photographs, land-based photographs, surveys, maps, and property sketches;
 - 2. Identifying and updating relevant characteristics of each property in the appraisal records;
 - 3. Defining market areas in the district;
 - 4. Identifying property characteristics that affect property value in each market area, including:
 - a. The location and market area of property;
 - b. Physical attributes of property, such as size, age, and condition;
 - c. Legal and economic attributes; and
 - d. Easements, covenants, leases, reservations, contracts, declarations, special assessments, ordinances, or legal restrictions;
 - 5. developing an appraisal model that reflects the relationship among the property characteristics affecting value in each market area and determines the contribution of individual property characteristics;
 - 6. applying the conclusions reflected in the model to the characteristics of the properties being appraised; and
 - 7. reviewing the appraisal results to determine value.

REVALUATION DECISION (REAPPRAISAL CYCLE):

The Bee CAD, by policy adopted by the Board of Directors and the Chief Appraiser, reappraises all property in the district yearly. Each property within the district is physically inspected and/or statistically evaluated, a complete appraisal of all properties in the district. Therefore, tax year 2017 is a reappraisal year and tax year 2018 is a reappraisal year.

Bee CAD has overlapping properties with Karnes, Refugio, San Patricio, and Live Oak counties. HB1010 amended the Property Tax Code affecting the appraisal of overlapping properties.

Section 6.02

House Bill (HB) 1010 amends subsection (a) concerning Appraisal District boundaries for legislative cleanup purposes. The bill also repeals language in subsection (b) and replaces it with language providing the Board of Directors of two or more adjoining Appraisal Districts are not precluded from providing for the operation of a consolidated Appraisal District by interlocal contract. HB 1010 repeals subsections (c), (d), (e), (f) and (g) relating to overlapping Appraisal Districts. Effective Jan. 1, 2008, unless two or more Appraisal Districts consolidate offices, in which case the effective date is Sept. 1, 2007.

Section 6.025

House Bill (HB) 1010 repeals this section relating to Overlapping Appraisal Districts and joint procedures. Effective Jan. 1, 2008.

The Bee County Appraisal District is responsible for, and only for, properties within the county boundaries of Bee County, regardless of Bee County School Districts extending into adjacent counties. Those properties are appraised by the Appraisal Districts of the counties in which they are located.

PERFORMANCE ANALYSIS:

Performance Analysis – the equalized values from the previous tax year are analyzed with ratio studies of the current market to determine the appraisal accuracy and appraisal uniformity overall, and by market area, within property reporting categories. Ratio studies are conducted in compliance with the current *Standard on Ratio Studies* of the International Association of Assessing Officers. Mean, median, and weighted ratios are calculated for properties in reporting categories to measure the level of appraisal accuracy. The median ratio is calculated in each reappraised category to indicate the level of appraisal accuracy by property reporting category. In 2017, the reappraisal year, this analysis is used to develop the starting point for establishing the level and accuracy of appraisal performance. Likewise, in 2018, the reappraisal year, this analysis is used to develop the starting point for establishing the level and accuracy of appraisal performance. In 2017 and 2018, any reporting category that may have been previously excluded from reappraisal, due to lack of data, will be readdressed. If sufficient market data has been discovered and verified, the category will be tested and analyzed to arrive at an indication of uniformity or equity of existing appraisals.

ANALYSIS OF AVAILABLE RESOURCES:

Staffing and budget requirements for tax year 2017 are detailed in the 2017 budget, as adopted by the Board of Directors of the Bee County Appraisal District, and is attached to this written biennial plan for reference. This reappraisal plan may be adjusted as needed to reflect the available staffing in tax year 2017 and anticipated staffing for tax year 2018. Budget restraints can impact the cycle of real property re-inspection and personal property on-site review that can be accomplished in the 2017-2018 time period.

The Board of Directors of the Bee Appraisal District has contracted with Pritchard & Abbott, Inc. to provide personnel and expertise towards the completion of the fieldwork, data analysis, and taxpayer protest portions of the reappraisal plan.

The Board of Directors of the Bee County Appraisal District has contracted with Pritchard & Abbott, Inc. to provide personnel and expertise towards the completion of the appraisal of Mineral, Industrial, Utilities, and related Personal Property including fieldwork, data analysis, and taxpayer protest portions of the reappraisal plan.

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

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

PLANNING AND ORGANIZATION:

A calendar of key events with critical completion dates is prepared for each area of work. This calendar identifies key events for appraisal, clerical, customer service, and information systems. A calendar is prepared for tax years 2017 and 2018. Production standards for field activities are calculated and incorporated in the planning and scheduling process.

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

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

MASS APPRAISAL SYSTEM:

Computer Assisted Mass Appraisal (CAMA) system revisions are completed by the Information Systems Software Provider. System revisions and procedures are performed by the Provider. Bee County Appraisal District contracts with the firm of Pritchard & Abbott, Inc. for these services.

Real Property Valuation

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

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

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

Personal Property Valuation

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

Noticing Process

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

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

Hearing Process

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

DATA COLLECTION REQUIREMENTS:

Field and office procedures are reviewed and revised as required for data collection. Projects for each tax year include new construction, demolition, remodeling, re-inspection of problematic

market areas, re-inspection of the universe of properties on a specific cycle, and office (or field) verification of sales data and property characteristics.

New Construction/Demolition

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

Remodeling

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

Re-inspection of Problematic Market Areas

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

Re-inspection of the Universe of Properties

The International Association of Assessing Officers' *Standard on Mass Appraisal of Real Property*, specifies that the universe of properties should be re-inspected on a cycle of 3 years. The re-inspection includes physically viewing the property, photographing (if possible), and verifying the accuracy of the existing data. The field appraiser has an appraisal card of each property to be inspected and makes notes of changes, depreciation, remodeling, additions, etc. The annual re-inspection requirements for tax years 2017 and 2018 are identified and scheduled in the written reappraisal plan.

Verification of Sales Data and Property Characteristics

Sales information must be verified and property characteristic data contemporaneous with the date of sale captured. The sales ratio analysis requires that the sales record must accurately reflect the property appraised in order that statistical analysis results will be valid and therefore be an accurate example of the universe of properties to which any adjustments will be applied.

PILOT STUDY BY TAX YEAR:

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

In order to evaluate the accuracy of the schedule values, property sales information is collected throughout the year. Each property buyer receives a sales letter along with any other necessary forms as soon as the CAD office updates the ownership in the appraisal records. When the sales letter is returned, the sale amount and any other pertinent information are recorded within that parcel's sales records. Information is gathered also from real estate offices, other appraisers, other Appraisal Districts, and state reviewers. All credible information is included in the sales records and confirmation is attempted through additional sales letters (to buyers and sellers as necessary) or other personal contact. Given that the State of Texas is a non-disclosure state, and that the information needed by the Appraisal District is often confidential in nature, the market analysis performed is limited (USPAP Rule 6-8) by the availability of pertinent and complete data, including sales prices, sales conditions and circumstances, income and expense data, etc. As discussed hereafter, each sale is initially considered (assumed) to be a market transaction unless otherwise proved. The resulting conclusions from the market analysis are therefore limited by those assumptions. The Mass Appraisal conducted yearly by the Bee CAD also can claim the Jurisdiction Exemption (USPAP) due to the limited scope and purpose of the appraisal, and considering the guidelines of the Texas Property Tax Code.

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

Sales used to determine real estate value should not include value that can be attributed to personal property or intangible value. For example, if a home sells, and the transaction included personal property (vehicles, boats, furniture, free-standing appliances, tools, etc.), the value associated with that personal property should be deducted from the reported sales price. The resulting, adjusted sales price is then used in the ratio study. Likewise, commercial property transactions often include both personal property and intangible value. For example, if a motel sells and the buyer purchased the motel franchise along with the real estate, the value of the

franchise (being intangible) should be deducted from the sales price before being used in any market study. Determining the value of any intangibles in any transactions can be problematic and will require research into the industry and the local and similar markets. Although suspected by the appraisal staff, and often reported by buyers, adjustment for intangibles requires confirmation from outside sources and the seller.

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

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

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

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

A similar process is used to determine whether any neighborhood factors are needed by analyzing sales within a specific area (market segments) in comparison to the overall general market. These areas could be neighborhoods, cities, school districts or any other definable area within the Appraisal District that displays market trends or values differing from the trends or

values derived from the market as a whole. Any significant and quantifiable differences then need to be addressed with economic adjustments to the properties within the pertinent area.

As mentioned above, the main market segment is Bee County in general. All analysis and subsequent adjustments are applied to this market segment. Other market segments have been identified in previous studies, and continue to be tested. The individual market segments currently tested are:

- Beeville City Quadrants
- Subdivisions west of Pettus on FM 623
- Parkhill Sub-division
- Russell Sub-division
- Small acreage tracts within the four main school districts

Depending on the results of the yearly analysis, this list may expand or decrease as distinct market segments become (or fail to be) evident.

VALUATION BY TAX YEAR:

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

VALUE DEFENSE:

Evidence to be used by the Appraisal District to meet its burden of proof for market value and equity in both informal and formal Appraisal Review Board hearings is specified and tested. Taxpayers have the option to present their concerns informally to the Chief Appraiser, or by appointment with the Pritchard & Abbott staff. Should an understanding not be reached informally, the taxpayer may present their arguments to the Appraisal Review Board as a formal appeal. The Appraisal staff provided by Pritchard & Abbott Inc. defends the position of the Chief Appraiser before the ARB. The Appraisal District has the burden of proof for the value as notified. Evidence for further consideration by the CAD or the ARB should be presented by the taxpayer.

THE WRITTEN REAPPRAISAL PLAN FOR BEE COUNTY APPRAISAL DISTRICT

PLANNING A REAPPRAISAL

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

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

STEPS IN A REAPPRAISAL

The International Association of Assessing Officers (IAAO) textbook, Property Appraisal and Assessment Administration, lists ten steps in a reappraisal. These steps outline those activities performed by Bee County Appraisal District for the completion of periodic reappraisals. Activities are listed below in the order in which they occur:

1. Performance Analysis:
 - ratio study
 - equity of existing values
 - consistency of values with market activity
2. Revaluation Decision:
 - statutory – at least once every three years
 - administrative policy
3. Analysis of Available Resources:
 - staffing
 - budget
 - existing practices
 - information system support
 - existing data and maps

4. Planning and Organization
 - target completion dates
 - identify performance objectives
 - specific action plans and schedules
 - identify critical activities with completion dates
 - set production standards for field activities
5. Mass Appraisal System:
 - forms and procedures revised as necessary
 - CAMA (computer assisted mass appraisal) system revisions as required
6. Conduct Pilot Study
 - test new/revised appraisal methods as applicable
 - conduct ratio studies
 - determine if values are accurate and reliable
7. Data Collection
 - building permits and other sources of new construction
 - check properties that have undergone remodeling
 - re-inspection of problematic properties
 - re-inspection of universe of properties on a cyclic basis
8. Valuation:
 - market analysis (based on ratio studies)
 - schedules development
 - application of revised schedules
 - calculation of preliminary values
 - tests of values for accuracy and uniformity
9. The Mass Appraisal Report
 - establish scope of work
 - compliance with Standards Rule 6 - 7 of USPAP
 - signed certification by the Chief Appraiser as required by Standards Rule 6 - 8 of USPAP
10. Value Defense:
 - prepare and deliver notices of value to property owners
 - hold informal hearings
 - schedule and hold formal appeal hearings

Note—the burden of proof (evidence) of notified market values and equity falls on the Appraisal District.

Bee County Appraisal District

Residential, Commercial, Rural, and Personal Property

2017/2018 Reappraisal Plan

Pursuant to Section 25.18 of the Texas Property Tax Code, the Bee County Appraisal District has established the following reappraisal plan to provide for the reappraisal of all property within the District at least once every three (3) years. The plan establishes a two-fold approach:

1. **Three-Year Cycle (Physical Inspections):** The CAD is divided into three areas. Each year, all real residential and commercial property within one of the areas will be reappraised, regardless of any ratio study/report findings. This includes all property within the following Categories: A, B, C, D/E, F, L (through inspections and renditions), M, O, and X. As this is a three year cycle, and the written reappraisal plan encompasses two years, the areas to be appraised in the current plan will often be a continuation of a cycle begun in previous years. These areas are identified as follows: (for detail of each year, see attachment)
 - a. Area Two: (2017) Mid-portion of Bee ISD, including the City of Beeville. An area centered around the city and bounded generally by Charco Road on the north, CR 426 on the south, the airport area on the west and the end of Ellis Road on the East.
 - b. Area Three: (2018) Skidmore/Tynan ISD, Mathis ISD, Refugio ISD, and the remaining southern portion of Bee ISD, including the Candlish and Blanconia (Refugio ISD overlap) Areas on the east, south to the Skidmore/Tynan ISD line, west to the FM 1349 area, north to the fringes of the City of Beeville.
 - c. Area One: (2019) Pettus ISD & Pawnee ISD, Three Rivers ISD, northern portion of Bee ISD bounded generally by Pawnee and Pettus ISD lines on the north and abstracts fronting Viggo Road and Charco Road on the south.
 - d. As mentioned prior, these yearly plans are designed to be flexible within the overall reappraisal plan. The specific workload within and between plan years may need to be adjusted to provide for complete and accurate reappraisals.

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

2. **Annual Market Analysis:** In addition to the three year cycle stated above, ratio studies shall be performed annually to determine areas or categories of property within the CAD which need to be reappraised within the current year based on sales ratios. Any areas or categories whose ratios are above or below locally derived indications of market value shall be reappraised in the current year regardless of the area in which they are located.

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

Organization

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

Data entry of field work notes and sketches is performed by CAD office staff with assistance from Pritchard & Abbott, Inc. Appraisal staff, as needed. Assistance is also provided for ownership/deed issues, and other general Appraisal District daily tasks.

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

2017 Reappraisal Schedule

August to December: Plan and begin field inspections.

Mid December 2016: Begin planning sales ratio studies for all areas within the CAD.
Gather current sales data from sales confirmation letters, deed records, and other sources.

January to March: Mail homestead applications, special-use valuation applications, personal property renditions, exemption applications, and any other required forms.

Complete field inspections as provided by the reappraisal plan area.
Begin running sales ratio reports. Compare with CAD values and sales information. Identify necessary schedule adjustments.

March through April: Continue running sales ratio reports.
Refine sales analysis and mass appraisal schedules.
Statistically test schedules.
Complete data entry of all reappraisal and maintenance changes.
Assist field appraiser with reappraisal functions as needed.
Finalize all field work and data collection activities.
Coordinate overlapping values.
Execute mass appraisal/maintenance activities as required.
Prepare for mailing Notices of Value.

May through June: Hold informal hearings.
Respond to property owners' inquiries, protests, and questions from notice mailings.
Provide certified estimated values to taxing units.
Hold ARB hearings.

July: Process and mail ARB orders.
Enter into computer all changes as ordered by ARB and notify other CADs if the ordered change falls into an overlapping area.
ARB approval of appraisal records by July 20th or as soon thereafter as is practicable.
Certification of appraisal records and values to taxing units by July 25th or as soon thereafter as is practicable.

As needed throughout the year: Handle any outstanding protests by scheduling ARB hearings.

2018 Reappraisal Schedule

The same timetable and duties apply in each year. The field appraiser shall physically inspect all property in as described in Area Three (3). The Chief Appraiser and CAD staff shall continue to complete the same duties and reappraisal steps as outlined for 2017.

THREE YEAR RE-APPRAISAL PLAN - BEE CAD

Revised for 2017-2019 cycle.
2015 Data.

<u>YEAR 1/AREA 2</u>	<u>TOTAL</u>	<u>Less Bus PP</u>	<u>RE Parcels</u>
City of Beeville	6553	557	5996
Abstracts	1468	0	1468
Sub/Div	965	0	965
60000- (m/h)	0		0
[See Attachment A]			2032
TOTAL YEAR 1			9742
<u>YEAR 2/AREA 3</u>	<u>TOTAL</u>	<u>Less Bus PP</u>	<u>RE Parcels</u>
Skidmore-Tynan ISD	3829	49	3780
Mathis ISD	110	2	108
Refugio ISD	223	4	219
Bee ISD (Yr 3)			
[See Attachment B]			1867
TOTAL YEAR 2			5974
<u>YEAR 3/AREA 1</u>	<u>TOTAL</u>	<u>Less Bus PP</u>	<u>RE Parcels</u>
Pettus ISD	2067	48	2019
Pawnee ISD	1255	23	1222
Three-Rivers ISD	71	0	69
Bee ISD (Yr 1)			
[See Attachment A]			1903
TOTAL YEAR 3			5223
GRAND TOTAL - ALL YEARS COMBINED - REAL PROPERTY ONLY			<u>20939</u>

For each selection by Jurisdiction or Location Code, do not limit by Property Type. The exclusion of Business Personal Property is accomplished by omitting the 81000- geo range. The selections of Abstracts or Sub-Divisions should likewise not be limited by Property Type, and should only be modified by Location Code when specifically noted.

ATTACHMENT A - YEAR 1 - DETAIL

Selection by Jurisdiction

Parcel Count

City of Beeville

5996

Select by: Loc. Code BC/** (or Jur#10) & omit Geo: 81000-...

Bee ISD - call for by Abst Geo #: 1****-... (Start with a "1" then zeros and the Abst # to get 5 digits) Example: Abst 387 = 10387-..., Abst 41 = 10041-..., Abst 1233 = 11233-...,

<u>Abst</u>	<u>Par#</u>	<u>Abst</u>	<u>Par#</u>
139	175	370	12
5	82	470	5
22	192	348	20
31	199	277	115
11	132	380	14
106	18	395	30
524	53	123	16

(ON ALL ABST. PARCELS FOR YEAR 1, PLEASE SELECT ONLY THOSE CODED BS/OC)

	TOTAL	1063
Bee ISD - call for by Sub/Div Geo#		
<u>Sub/Div</u>	<u>Geo # Beginning</u>	<u>Par #</u>
Blueberry Hill	50800-	319

Select Loc. Code BS/OC

Unidad Addn.	57800-	10
Unidad Acres	57750-	11
Airport Heights I	50050-	11
Airport Heights II	50055-	11
Airport West	50060-	16
Bessie Orange Lands	50750-	88
McCoun Heights	54850-	19
Salazar Heights	56725-	102
B L & I	50600-	247

Select Loc. Code BS/OC

Hilltop Ranch	53700-	57
Oak Ridge	55490-	16
Capehart N & S	51125- & 51126-	2
Lonesome Oaks I & II	54475-	60
Mob Hmes	60000-...	0

TOTAL 969

ATTACHMENT B - YEAR 2 - DETAIL

<u>Jurisdiction</u>	<u>Parcel Count</u>
Skidmore-Tynan ISD	3780
Select by: Loc. Code ST & ST/TW (or Jur# 30) & omit Geo: 81000-...	
Mathis ISD	108
Select by: Loc. Code MT (or	
Jur#35) & omit Geo: 81000-...	
Refugio ISD	

219

Select by: Loc. Code RF (or
Jur#37) & omit Geo: 81000-...

Bee ISD - call for by Abst Geo#: 1****-...
(start with a "1" then zeros and the Abst # to get
5 digits) Example: Abst 387 = 10387-...., Abst
41 = 10041-...., Abst 1233 = 11233-....,

<u>Abst</u>	<u>Par#</u>	<u>Abst</u>	<u>Par#</u>	<u>Abst</u>	<u>Par#</u>	<u>Abst</u>	<u>Par#</u>
91	10	363	9	449	8	58	31
192	14	362	6	162	85	64	5
191	13	361	8	245	42	69	7
231	37	364	6	270	39	84	2
342	10	187	24	379	12	85	2
145	5	461	11	285	2	86	5
117	6	82	1	110	5	147	1
142	7	96	13	286	3	148	1
287	3	219	8	542	3	150	3
448	9	220	5	6	34	173	5
483	2	218	2	14	13	184	3
404	1	239	2	15	2	203	5
339	5	63	122	23	12	226	1
194	20	62	17	24	8	248	25
480	18	87	9	25	8	274	44
134	3	358	47	30	45	289	1
103	11	185	9	38	11	292	28
1235	1	269	9	42	16	300	4
343	2	451	4	44	7	301	5
71	23	181	4	56	8	302	6
303	15	353	9	360	10	392	4
450	9	406	4	421	5	431	11
337	13	565	11	579	6	1237	1
101	61	39	40	57	2		

Abst 46 add those parcels coded BS/OC - 56
 Abst 49 add those parcels coded BS/OC - 1

Abst 33 add those parcels coded BS/OC - 3
 Abst 50 add those parcels coded BS/OC - 4

**TOTAL ABST
 ATTACHMENT B - CONT.**

1329

Bee ISD - call for by Sub/Div Geo # Listed

<u>Sub/Div</u>	<u>Geo # Beginning</u>	<u>Par#</u>
River Oaks II	56510-	143
Little Dry Creek	54300-	19
Marshall Aransas Creek Estates	54710-	11
Marshall Aransas Creek Ranch	54720-	24
South Meadow	57200-	25
Myrl Johnson	53900-	32
Keg	54100-	27
Southgate	57300-	16
Rayphil	56350-	20

Fitch	52550-	10
Meadow Estates	54900-	2
Lacks, Knight, & Radcliff	54200-	114

Select Loc. BS/OC

H & M	52900-	19
Lone Tree	54450-	9
Crown Point	51850-	6
Parker Hollow	55750-	7
Candlish	51100-	0
CW Hahl	53000-	2
Parker Hollow Estates II	55760-	17
LD Thompson Ranch	57450-	2

Select Loc. BS/OC

JC Wood	58200-	4
Tyler MH Park	57650-	40

TOTAL SUB/DIV 549

ATTACHMENT C - YEAR 3 - DETAIL

<u>Selection by Jurisdiction</u>	<u>Parcel Count</u>
1. Pettus ISD	2019
Select by: Loc. Code PT (or Jur#32) & omit Geo: 81000-...	
2. Pawnee ISD	1232
Select by: Loc. Code PW (or Jur#33) & omit Geo: 81000-...	
3. Three-Rivers ISD	69
Select by: Loc. Code TR (or Jur#34) & omit Geo: 81000-...	

Selection by Abstract or Sub-Division

Bee ISD - call for by Abst. Geo#: 1****-... (Start with a "1" then zeros and the Abst # to get 5 digits)

Example: Abst 387 = 10387-..., Abst 41 = 10041-..., Abst 1233 = 11233-...,

<u>Abst</u>	<u>Par#</u>	<u>Abst</u>	<u>Par#</u>	<u>Abst</u>	<u>Par#</u>	<u>Abst</u>	<u>Par#</u>
387	2	469	7	122	7	271	3
538	9	568	10	1233	2	516	1
391	6	373	2	1234	3	369	5
78	4	272	13	306	11	264	3
498	15	543	5	402	2	586	7
1203	13	564	1	410	1	588	3
522	1	389	3	207	11	12	113
457	2	401	1	313	2	276	4
1253	1	323	2	549	4	333	120
115	5	491	1	221	3	214	26
280	63	458	3	381	8	1225	1
179	1	454	8	572	11	584	3
464	4	495	5	466	12	304	36
265	23	75	6	386	28	182	16
463	3	409	6	100	5	378	33
465	3	208	2	341	19	41	14
354	1	528	2	585	7	397	2
544	1	146	2	259	12		
442	5	445	2	546	5		
496	2	533	3	318	4		
559	5	418	5	430	14		
330	14	534	2	299	1		

Add Parcels from Abst 68 Loc Coded BS/OC (or Jur#31 Bee ISD)

5

TOTAL ABST

844

ATTACHMENT C - CONT.

Bee ISD - call for by Sub/Div Geo #

<u>Sub/Div</u>	<u>Geo # Beginning</u>	<u>Par#</u>
Woodman Roberts	58250-	22
Meider	54950-	17
Clopton	51350-	104
High Country	53450-	79
Rutherford	56700-	10
Loma Linda	54400-	27
Encino Loma	52350-	38
Hill Crest Heights	53550-	62
Dial	51960-	8
Kingswood	54150-	14
Countryside	51600-	23
Scott Ranch Medio Pasture	56850-	113
Red Bird Ridge	56400-	18
Oak Hills Estates	55350-	17
Oak Hill	55400-	26
Country Club Addn.	51650-	17
Shady Oaks	56900-	14
Ala Blanca	50100-	9
Roy Vance	56600-	51
College View	51450-	12
Oak Grove	55475-	19
Three Oaks	57500-	5
Windridge	58125-	25
Oak Bend	55300-	11
Oak Motts	55450-	147
White Tail	58050-	6
Grand View	52825-	38
Valley Oaks	57875-	5
Fairway Ridge	52525-	23
Tyler MH Park	57650-	40
Lonesome Oaks I & II	54475-	60
TOTAL SUB/DIV		1060