

# **HOCKLEY COUNTY APPRAISAL DISTRICT**

## **REAPPRAISAL PLAN 2021 and 2022**



Approved June 9, 2020

## **INTRODUCTION**

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

HCAD is responsible for the appraisal or valuation of all taxable property in Hockley County. Each year certified property values are distributed to the 17 entities it serves. Each taxing entity (i.e. county, city, school district, and college 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. HCAD also determines eligibility for various types of property tax exemptions such as those for homeowners, the elderly, disabled veterans, charitable or religious organizations and agricultural productivity valuation.

## **REEVALUATION**

The Hockley County Appraisal District, by policy adopted by the Board of Directors will reappraise all taxable property located in Levelland, Sundown, Ropes, Smyer, Anton, Whitharral, Whiteface, and Frenship School District's every year. Exceptions or adjustments to the annual reappraisal plan may occur when there is a lack of data in specific property classifications and marketing areas, time restraints, shortage of staff, and budget constraints.

HCAD staff is responsible for reappraising residential, commercial, land, and business personal property. HCAD contracts with Pritchard and Abbott, Inc. (P &

A) to appraise oil and gas properties, utilities, pipelines, industrial property, and industrial personal property in the district (attachment 1).

## **REAPPRAISAL ACTIVITIES**

Performance analyses will be performed using ratio studies on previous year values to determine the appraisal accuracy and uniformity for all property categories. Further analysis will be performed on individual market area within each property category. General market areas are identified as each school district in the county, with the City of Levelland having more defined marketing areas due to its size and diversity. Ratio studies will be conducted in compliance with the current *Standard on Ratio Studies* of the International Association of Assessing Officers.

Staffing and budget resources for appraisal year 2021 are detailed in the 2021 budget, as adopted by the board of directors and attached to this written biennial reappraisal plan (attachment 2). This reappraisal plan is based on current staff and assumes no changes for appraisal year 2021 and 2022. Changes in staff can critically impact the reappraisal cycle and the success of this reappraisal plan.

The planning and organizing of this reappraisal plan for appraisal years 2021 and 2022 will utilize a calendar (pg 5) of general events so that all aspects of the plan can be achieved. Revisions to the reappraisal calendar for both appraisal years will be made as needed throughout each appraisal year included within this reappraisal plan.

Property data is collected from many sources which include: field inspection, building permits/mechanic's liens, deed records, government production records, statistical services, newspaper advertisements and articles, realtors and appraisers, multiple listing services, sales confirmation letters, board members,

and office documents. Field inspections are utilized for new construction, demolition, remodeling, re-inspection of problematic market areas, and new businesses. Collection and verification of sales data is an on going task which is vital in the appraisal of real property.

New and/or revised mass appraisal models will be tested each appraisal year using market analysis of comparable sales and locally tested cost data. Ratio studies will be conducted on proposed values each appraisal year to test for accuracy and reliability in each market area. Property values in all market areas will be updated, as needed, for each appraisal year.

Data collected throughout the year will be used to defend appraised value during informal meetings with property owners and for Appraisal Review Board (ARB) hearings. ARB hearings will be conducted when value and/or exemption disagreements cannot be rectified.

As soon as ARB directed changes are made to the appraisal records, value totals for each entity will be assembled and presented to the ARB for approval. Upon approval by the ARB, values will be certified by the Chief Appraiser and delivered to each taxing entity.

## **REAPPRAISAL CALENDAR 2021 and 2022**

- August: Begin evaluation and analysis of previous year's accuracy and uniformity.
- September: Update property records.  
Begin fieldwork.
- December: Begin inspection of partially completed properties.
- January: Mail homestead applications, special-use valuation applications, personal property renditions, exemption applications, and any other required forms.  
Complete inspection of partially completed properties.  
Begin running sales ratio reports.
- March - April: Develop agriculture budget and convene agriculture advisory committee.  
Identify necessary schedule adjustments.  
Refine sales analysis and mass appraisal schedules.  
Statistically test schedules.  
Complete all field work, data collection activities, and data entry of all reappraisal and maintenance changes.  
Finalize mass appraisal/maintenance.  
Prepare for mailing Notices of Appraised Value.
- May - June: Mail Notices of Appraised Value  
Respond to property owners' inquiries, protests, and questions from notice mailings.  
Provide estimated values to taxing units.  
Hold ARB hearings.
- July: Process and mail ARB orders.  
Certify appraisal records.  
Deliver certified values to entities.

## TAX CODE REQUIREMENT

Section 6.05, Tax Code, is amended by adding Subsection (i) to read as follows:

- (i) To ensure adherence with generally accepted appraisal practices, the Board of directors of an appraisal district shall develop biennially a written plan for the periodic reappraisal of all property within the boundaries of the district according to the requirements of Section 25.18 and shall hold a public hearing to consider the proposed plan. Not later than the 10<sup>th</sup> day before the date of the hearing, the secretary of the board shall deliver to the presiding officer of the governing body of each taxing unit participating in the district a written notice of the date, time, and place of the hearing. Not later than September 15 of each even numbered year, the board shall complete its hearings, make any amendments, and by resolution finally approve the plan. Copies of the approved plan shall be distributed to the presiding officer of the governing body of each taxing unit participating in the district and to the comptroller within 60 days of the approval date.

### **Plan for Periodic Reappraisal**

Subsections (a) and (b), Section 25.18, Tax Code, are amended to read as follows:

- (a) Each appraisal office shall implement the plan for periodic reappraisal of property approved by the board of directors under Section 6.05 (i).
- (b) The plan shall provide for the following reappraisal activities for all real and personal property in the district at least once every three years:
  - (1) Identifying properties to be appraised through physical inspection or by other reliable means of identification, including deeds or other legal documentation, aerial photographs, land-based photographs, surveys, maps, and property sketches;
  - (2) Identifying and updating relevant characteristics of each property in the appraisal records;
  - (3) Defining market areas in the district;

(4) Identifying property characteristics that affect property value in

each market area, including:

- (A) The location and market area of the property;
- (B) Physical attributes of 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.

# Attachment 1

Prichard and Abbott, Inc





# Attachment 2

2021 Budget

