

**San Saba Central
Appraisal District**

**Mass Appraisal Report
2019**

SAN SABA CENTRAL APPRAISAL DISTRICT

MASS APPRAISAL REPORT

INTRODUCTION

Scope of Responsibility

The San Saba Central Appraisal District has prepared and published this report to provide our taxpayers with a better understanding of the district's responsibilities and activities. This mass appraisal report was written in compliance with Standards Rule 6-7 of the Uniform Standards of Professional Appraisal Practice (USPAP) as promulgated by the Appraisal Standards Board of the Appraisal Foundation. This report has several parts: a general introduction and then several sections describing information specific to particular appraisal divisions.

The mass appraisal was prepared under the provisions of the Texas Property Tax Code. Taxing jurisdictions that participate in the district must use the appraisals as the basis for imposition of property taxes. The State of Texas allocates state funds to school districts based upon the district's appraisals, as tested and modified by the state comptroller of public accounts. The mass appraisal results in an estimate of the market value of each taxable property within the district's boundaries. Where required by law, the district also estimates value on several bases other than market value. These are described where applicable later in this report.

General Assumptions and Limiting Conditions

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

- The appraisals were prepared exclusively for ad valorem tax purposes. The property characteristics upon which the appraisals are based are assumed to be correct. Physical inspections of the property appraised were performed as staff resources and time allowed. Validation of sales transactions occurred through questionnaires to buyer and field review.
- No responsibility is assumed for the legal description or for matters including legal or title considerations. Title to any property is assumed to be good and marketable, unless otherwise stated.
- All property is appraised as if free and clear of any or all liens or encumbrances, unless otherwise stated. All taxes are assumed to be current.
- All property is appraised as though under responsible, adequately capitalized ownership and competent property management.
- All engineering is assumed to be correct. Any plot plans and/or illustrative material contained with the appraisal records are included only to assist in visualizing the property.
- It is assumed that there is full compliance with all applicable federal, state and local environmental regulations and laws unless noncompliance is stated, defined and considered in this mass appraisal report.

- It is assumed that all applicable zoning and use regulations and restrictions have been complied with unless nonconformity has been stated, defined and considered in this mass appraisal report.
- It is assumed that all required licenses, certificates of occupancy, consents or other legislative or administrative authority from any local, state or national government or private entity or organization have been or can be obtained or renewed for any use on which the value estimate contained in this report is based.
- It is assumed that the utilization of the land and improvements of the properties described are within the boundaries or property lines, and that there are no encroachments or trespasses unless noted on the appraisal record.

Unless otherwise stated in this report, the appraiser is not aware of the existence of hazardous substances or other environmental conditions. The value estimates are predicted on the assumption that there is no such condition on or in the property or in such proximity thereto that it would cause a loss in value. No responsibility is assumed for any such conditions, or for any expertise or engineering knowledge required to discover them.

Effective Date of Appraisal and Date of Report

All appraisals are as of January 1, 2019. The date of this report is May 8, 2019.

Definition of Value

Except as otherwise provided by the Texas Property Tax Code (hereafter "Tax Code"), all taxable property is appraised as its "market value" as of January 1. Under the tax code, "market value" means the price at which a property would transfer for cash or its equivalent under prevailing market conditions if:

- Exposed for sale in the open market with a reasonable time for the seller to find a purchaser;
- Both the seller and the buyer know of all the uses and purposes to which the property is adapted and for which it is capable of being used and of the enforceable restrictions on its use, and;
- Both the seller and buyer seek to maximize their gain, and neither is in a position to take advantage of the exigencies of the other.

The Tax Code defines special appraisal provisions for the valuation of several different categories of properties. Specially appraised property is taxed on a basis other than market value as defined above. These categories include residential homestead property (Sec. 23.23, Tax Code), agricultural and timber property (Chapter 23, Subchapters C and D, Tax Code), real and personal property inventory (Sec. 23.12, Tax Code), certain types of dealer inventory (Sec. 23.121, 23.124, 23.1241 and 23.127), and nominal (Sec. 23.18) or restricted use properties (Sec. 23.83).

Properties Appraised

The mass appraisal applies to all taxable real and personal property known to the district as of the date of this report, with the exception of certain properties on which valuation was not

complete as of the date of this report. These, by law, will be appraised and supplemented to the jurisdictions after equalization. The property rights appraised were fee simple interests, with the exception of leasehold interests in property exempt to the holder of the property's title. The latter are appraised under a statutory formula described in Sec. 25.07, Tax Code. The description and identification of each property appraised will be included in the appraisal records to be submitted to the San Saba County Appraisal Review Board.

Scope of Work Used to Develop the Appraisal

The mass appraisal values all taxable real and tangible personal property within the boundaries of the San Saba County Appraisal District, which encompasses all of San Saba County's 1,138 square miles. This involves approximately 11,775 accounts. The following sections describe the scope of work performed and those items addressed in USPAP standard 6-7 (k) through (p).

The chief appraiser, who is the chief executive officer of the appraisal district, manages the district. All district employees report to the chief appraiser. The chief appraiser is responsible for all planning, organizing, staffing, coordinating and controlling of district operations. Because San Saba CAD is located in a small rural county, the chief appraiser also plans, organizes, directs, and controls the business support functions related to human resources, budget, finance, records management, purchasing, fixed assets, facilities, and postal. The chief appraiser is also responsible for the valuation of all real and personal property accounts. San Saba CAD property tax professionals are required to be registered with the Texas Department of Licensing and Regulation.

The appraisal district staff consisted of 3 employees for most of the year. They are:

- Chief Appraiser
- Financial Secretary
- Tax Collector/Secretary

The appraisal district contracted with Western Valuation Services to appraise the real property and Pritchard & Abbott, Inc. for the utility appraisals.

The appraisal district's boundaries are the same as the county's boundaries.

Data Collection/Validation

Data collection of real property involves maintaining data characteristics of the property on CAMA (Computer Assisted Mass Appraisal). The information contained in CAMA includes site characteristics, such as land size and topography, and improvement data, such as square foot of living area, year built, quality of construction, and condition. Field appraisers are required to use a property classification system that establishes uniform procedures for the correct listing of real property. All properties are coded according to a classification system. The approaches to value are structured and calibrated based on this coding system and property description and characteristics. The field appraisers use property classification references during their initial training and as a guide in the field inspection of properties. Data collection for personal property involves maintaining information on software designed to record and appraise

business personal property. The type of information contained in the BPP file includes personal property such as business inventory, furniture and fixtures, machinery and equipment, with details such as cost and location. The field appraisers conducting on-site inspections use a personal property classification system during their initial training and as a guide to correctly list all personal property that is taxable.

Sources of Data

The sources of data collection are through property inspection, new construction field effort, data review field effort, data mailer questionnaires, hearing, sales validation field effort, commercial sales verification and field effort, newspapers and publications, and property owner correspondence by mail or via the Internet. A principal source of data comes from building permits received from the City of San Saba. Paper permits are received and matched manually with the property's tax account number for data entry. Area and regional real estate brokers and managers are also sources of market and property information. Data surveys of property owners requesting market information and property description information is also valuable data. Agricultural Surveys of farming and ranching property owners are helpful for productivity value calibration. Improvement cost information is gathered from local building contractors and Marshall and Swift Valuation Service. The sales validation effort in real property pertains to the collection of market data for properties that have sold. In residential and commercial, the sales validation effort involves onsite inspection by field appraisers to verify the accuracy of the property characteristics and confirmation of the sales price.

Property owners are on the best sources for identifying incorrect data that generates a field check. Frequently, the property owner provides reliable data to allow correction of records without having to send an appraiser onsite. As the district has increased the amount of information available on the Internet, property owners have the opportunity to review information on their property and forward corrections via e-mail. For the property owner without access to the Internet, letters or a telephone call are sometimes submitted notifying the district of inaccurate data. Properties identified in this manner are added to a work file and inspected at the earliest opportunity. Accuracy and validity in property descriptions and characteristics data is the highest goal and is stressed throughout the appraisal process from year to year. Appraisal opinion, quality, and validity relies on data accuracy as its foundation.

Data Maintenance

As the field appraiser brings his/her fieldwork notes into the office, the chief appraiser is responsible for the data entry into the computer file. This responsibility includes not only data entry, but also quality assurance.

Determination of Highest and Best Use for Real Property

The district's market value appraisals are performed pursuant to Article VIII, Sec. 1, Texas Constitution, which provides that property must be taxed in proportion to its value as determined by law, Sec. 23.01. Tax Code implements this provision as follows:

Section 23.01. Appraisals Generally

- (a) Except as otherwise provided by this chapter, all taxable property is appraised at its market value as of January 1.
- (b) 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. The same or similar appraisal methods and techniques shall be used in appraising the same or similar kinds of property. However, each property shall be appraised based upon the individual characteristics that affect the property's market value.
- (c) Notwithstanding Section 1.04(7)(C), in determining the market value of a residence homestead, the chief appraiser may not exclude from consideration the value of other residential property that is in the same neighborhood as the residence homestead being appraised and would otherwise be considered in appraising the residence homestead because the other residential property:
 1. was sold at a foreclosure sale conducted in any of the three years preceding the tax year in which the residence homestead is being appraised and was comparable at the time of sale based on relevant characteristics with other residence homesteads in the same neighborhood; or
 2. has a market value that has declined because of a declining economy. HB 3613, an act relating to the determination of the market value of a residence homestead for ad valorem tax purposes on the basis of the property's value as a residence homestead, added Subsection (c) to read as follows: "the market value of a residence homestead shall be determined solely on the basis of the property's value as a residence homestead, regardless of whether the residential use of the property by the owner is considered to be the highest and best use of the property."

Highest and best use is the reasonably probable and legal use of vacant land or an improved property which is physically possible, appropriately supported, financially feasible, and results in the highest value. The four criteria the highest and best use must meet are:

1. legal permissibility
2. physical possibility
3. financial feasibility
4. maximum profitability

With the exception of residence homesteads, this definition of highest and best use still applies to appraisals conducted under the Property Tax Code. SB 771 amended Sec. 23.01, Tax Code,

by amending Subsection (b) and adding Subsection (c). The addition to Subsection (b) reads as follows:

(b) "...and all available evidence that is specific to the value of the property shall be taken into account in determining the property's market value."

The addition of Subsection (c) reads as follows:

(c) Notwithstanding any provision of this subchapter to the contrary, if the appraised value of property in a tax year is lowered under Subtitle F, the appraised value of the property as finally determined under that subtitle is considered to be the appraised value of the property for that tax year. In the following tax year, the chief appraiser may not increase the appraised value of the property unless the increase by the chief appraiser is reasonable supported by substantial evidence when all of the reliable and probative evidence in the record is considered as a whole. If the appraised value is finally determined in a protest under Section 41.41(a)(2) or an appeal under Section 42.26, the chief appraiser may satisfy the requirement to reasonably support by substantial evidence an increase in the appraised value of the property in the following tax year by presenting evidence showing that the inequality in the appraisal of property has been corrected with regard to the properties that were considered in determining the value of the subject property. The burden of proof is on the chief appraiser to support an increase in the appraised value of property under the circumstances described by this subsection.

Cost schedules

All residential parcels in the district are valued with a replacement cost estimated from identical cost schedules based on the improvement classification system using a comparative unit method. The district's residential cost schedules are estimated from Marshall and Swift, a nationally recognized cost estimator service. These cost estimates are compared with sales of new improvements and evaluated from year to year and indexed to reflect the local residential building and labor market. Cost may also be indexed for neighborhood factors and influences that affect the total replacement cost of the improvements in a smaller market area based on evidence taken from a sample of market sales.

A review of the residential cost schedule is performed annually. As part of this review and evaluation process of the estimated replacement cost, newly constructed sold properties representing various levels of quality of construction in the district are considered. The property data characteristics of these properties are verified, and photographs are taken of the sample. CAD replacement costs are compared against Marshall & Swift, a nationally recognized cost estimator, and the indicated replacement cost abstracted from these market sales of comparably improved structures. The results of this comparison are analyzed using statistical measure, including stratification by quality and reviewing of estimated building costs plus land to sales prices. As a result of this analysis, a new regional multiplier or economic index factor and indications for neighborhood economic factors are developed for use in the district's cost

process. This new economic index is estimated and used to adjust the district's cost schedule to be in compliance with local building costs as reflected by the local market.

Sales information

A sales file for the storage of the sales data at the time of sale is maintained for real property. Residential, commercial improvements, vacant land, and farm and ranch land sales are maintained in a sales information system. These sales are collected from a variety of sources, including: district questionnaires sent to buyer and seller, field discovery, protest hearing, various sale vendors, builders and realtors. A system of type, source, validity and verification codes has been established to define salient facts related to a property's purchase or transfer and to help determine relevant market sales prices. The effect of time as an influence on price was considered by paired comparison and applied in the ratio study to the sales as indicated within each neighborhood area. Neighborhood sales reports are generated as an analysis tool for the appraiser in the development and estimation of market price ranges and property component value estimates. Abstraction and allocation of property components based on sales of similar property is an important analysis tool to interpret market sales under the cost and market approaches to value. These analysis tools help determine and estimate the effects of change, with regard to price, as indicated by sale prices for similar property within the current market.

Statistical Analysis

Statistical analysis is annually performed to evaluate whether estimated values are equitable and consistent with the market. Ratio studies are conducted on each of the residential valuation neighborhoods in the district to judge the two primary aspects of mass appraisal accuracy i.e. level and uniformity of value. Appraisal statistics of central tendency generated from sales ratios are evaluated and analyzed for each neighborhood. The level of appraised values is determined by the weighted mean ratio for sales of individual properties within a neighborhood and a comparison of neighborhood weighted means reflect the general level of appraised value between comparable neighborhoods.

The appraiser, through the sales ratio analysis process, reviews every neighborhood annually. The first phase involves neighborhood ratio studies that compare the recent sales prices of neighborhood properties to the appraised values of these sold properties. This set of ratio studies affords the appraiser an excellent means of judging the present level of appraised value and uniformity of the sales. The appraiser, based on the sales ratio statistics and designated parameters for valuation update, make a preliminary decision as to whether the value level in a neighborhood need to be update or whether the level of market value in a neighborhood is at an acceptable level.

Market and Cost Reconciliation and Valuation

Analysis of market sales to achieve an acceptable sale ration or level of appraisal is also the reconciliation of the market and cost approaches to valuation. Market factors are developed from appraisal statistics provided from market analyses and ratio studies and are used to ensure that estimated values are consistent with the market and to reconcile cost indicators.

The district's primary approach to the valuation of residential properties uses a hybrid cost/sales approach. This type of approach accounts for neighborhood market influences not particularly specified in a purely cost model.

The following equation denotes the hybrid model used: $MV = LV + (RCN - AD)$

Whereas, in accordance with the cost approach, the estimated market value (MV) of the property equals the land value (LV) plus the replacement cost new of property improvements (RCN) less accrued depreciation (AD). As the cost approach separately estimates both land and abuilding contributory values and used depreciated replacement costs, which reflect only the supply side of the market, it is expected that adjustments to the cost values may be needed to bring the leve3l of appraisal to an acceptable standard as indicated by market sales. Thus, demand side economic factors and influences may be observed and considered.

Residential Homesteads

In 1998, the State of Texas implemented a constitutional classification scheme concerning the appraisal of residential property that receives a residence homestead exemption. Under that law, beginning in the second year a property receives a homestead exemption, increases in the assessed value of that property are "capped". The value for tax purposes of a qualified residence homestead will be the LESSER of:

- The market value; or
- The preceding year's appraised value;
PLUS 10 percent for each year since the property was re-appraised;
PLUS the value of any improvements added since the last re-appraisal.

Assessed values of capped properties must be recomputed annually. If a capped property sells, the cap automatically expires as of January 1st of the year following sale of the property and the property is appraised at its market value. An analogous provision applies to new homes. While a developer owns them, unoccupied residences may be partially complete and appraised as part of an inventory. This valuation is estimated using the district's land value and the percentage of completion for the improvement contribution that usually is similar to the developer's construction costs as a basis of completion on the valuation date. However, in the year following changes in completion, occupancy, or sale, they are appraised at market value.

Commercial Property Valuation

The data used by the commercial appraisers include verified sales of vacant land and improved properties and the pertinent data obtained from each (sales price levels, capitalization rates, income multipliers, equity dividend rates, marketing period, etc.). Other data used by the appraisers includes actual income and expense data (typically obtained through the hearings process), actual contract rental data, leasing information and actual construction cost data. In addition to the actual data obtained from specific properties, market data publications are also reviewed to provide additional support for market trends.

Commercial land Valuation

Commercial land is analyzed annually to compare appraised values with recent sales of land in the market area. Generally, commercial property is appraised on a price per front foot basis. Factors are placed on individual properties based on corner influence, depth of site, shape of site, easements across site, and other factors that may influence value. The land is valued as though vacant at the highest and best use.

Sales Comparison (Market) Approach

Although all three of the approaches to value are based on market data, the Sales Comparison Approach (Market Approach) is most frequently used in our small rural district. This approach is utilized not only for estimating land value but also in comparing sales of similarly improved properties to parcels on the appraisal roll. As previously discussed in the Data Collection section of this report, pertinent data from actual sales of properties, both vacant and improved, is pursued throughout the year in order to obtain relevant information which can be used in all aspects of valuation. Sales of similarly improved properties can provide a basis for the depreciation schedules in the Cost Approach and as a direct comparison in the Sales Comparison Approach. Improved sales are also used in ratio studies, which afford the appraiser an excellent means of judging the present level and uniformity of the appraised value. These sales and equity studies are performed prior to final appraisal and to annual noticing.

Business Personal Property Valuation

In January of each year Rendition Forms are mailed to each business located in San Saba County requiring the business owners to render their furniture and fixtures, inventory, supplies, equipment and vehicles.

The highest and best use of property is the reasonable and probable use that supports the greatest income and the highest present value as of the date of the appraisal. The highest and best use must be physically possible, legal, financially feasible, and productive to its maximum. The highest and best use of personal property is normally its current use.

An outside vendor provides the district with a listing of commercially used vehicles within the jurisdiction. The vendor develops this listing from the Texas Department of Transportation Title and Registration Division records. Other sources of data include property owner renditions and field inspections.

Sic Code Analysis

Business personal property is classified and utilizes a four digit numeric code called Standard Industrial Classification (SIC) codes that were developed by the federal government to describe property. These classifications are used by the district to classify personal property by business type.

SIC codes identification and delineation is the cornerstone of the personal property valuation system at the district. All of the personal property analysis work done in association with the personal property valuation process is SIC code specific. Sic Codes are delineated based on observable aspects of homogeneity and business use.

Quality/Density Schedules

Quality and Density schedules are developed based on the SIC code by district appraisers. The schedules are developed by analyzing cost data from property owner renditions, hearings, state schedules and published cost guides. The cost schedules are reviewed as necessary to conform to changing market conditions. The schedules are typically in a price per square foot format, but some exceptions SIC's are in an alternate price per unit format.

Depreciation Schedule

The district's primary approach to the valuation of business personal property is the cost approach. The replacement cost new (RCN) is wither developed from property owner reported historical cost or from CAD developed valuation models. The trending factors used by the CAD to develop RCN are based on published valuation guides. The percent good depreciation factors used by the CAD are also based on published valuation guides. The index factors and percent good depreciation factors are used to develop present value factors (PVF) by year of acquisition as follows:

$$\text{PVF} = \text{INDEX FACTOR} \times \text{PERCENT GOOD FACTOR}$$

The PVF is used as an "express" calculation in the cost approach. The PVF is applied to reportd historical cost as follows:

$$\text{MARKET VALUE ESTIMATE} = \text{PVF} \times \text{HISTORICAL COST}$$

The mass appraisal PVF schedule is used to ensure that estimated values are uniform and consistent within the market and reflect current economic pressures of supply and demand.

Appraisal Performance Tests and Performance Measures Attained

The primary analytical tool used by the appraisers to measure and improve performance is the ratio study. The district ensures that the appraised values that it produces meet the standards of accuracy in several ways. Overall sales ratios are generated for each neighborhood to allow the appraiser to review general market trends within their area of responsibility and provide an indication of market appreciation over a specified period of time. The PC-based ratio studies are designed to emulate the finding of the state comptroller's annual property value study for category A property.

The Texas Comptroller of Public Accounts conducts a biennial study to determine the degree of uniformity of and the median level of appraisals by the appraisal district within each major category of property, as required by Section 5.10, Property Tax Code.

House Bill 8, effective January 1, 2010, amended Section 5.102, Tax Code to require the Comptroller of Public Accounts to review appraisal district governance, taxpayer assistance,


operating standards and appraisal standards, procedures and methodology at least once every two years. HB 8 also amended Government Code Section 403.302 to change the frequency of the property value study for school districts from every year to every other year. Starting in January 2010, the Comptroller's PTAD began performing Methods and Assistance Program (MAP) reviews of appraisal districts. The Comptroller's office will conduct a property value study on San Saba CAD in 2019 and a MAP review in 2019.

Certification Statement

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



Jan Vanderburg
Chief Appraiser



Date

Staff providing significant Mass Appraisal Assistance:

<i>Name</i>	<i>Title</i>	<i>Registration Number</i>
Jan Vanderburg	Chief Appraiser	67493
Justin Cost	Field Appraiser	75554
Ryan Beam	Field Appraiser	73928
Richard Petree	Field Appraiser	16308