

**LEON COUNTY APPRAISAL DISTRICT
MASS APPRAISAL REPORT**

2023



PREPARED BY:

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GENERAL OVERVIEW:

THE MASS APPRAISAL REPORT

The appraisal district works off of a time schedule of events that must take place each tax year in order to ensure that property values get certified to the taxing entities by July 25th. The date of certification is the conclusion of the year's work that includes the discovery process, the revaluation process, the notice process and the appeal process. The certification date is the date as generally required by law that all protests have been resolved and the values can then be certified to the taxing entities. The mass appraisal report is completed in compliance with USPAP Rule 6-8. The signed certification by the chief appraiser is compliant with USPAP Standard Rule 6-9.

The Texas Property Tax Code governs the legal, statutory, and administrative requirements of the appraisal district. It is governed by the board of directors elected by the voting taxing units within its boundaries. The boundary of the Leon CAD is set forth by the physical lines of Leon County. It is recognized that the school districts of Leon, Buffalo, Normangee and Oakwood all extend across the county line into adjoining counties while Centerville is the lone district situated entirely in Leon County. Those areas that overlap are appraised by the county appraisal districts in which they are located (Freestone, Madison and Robertson).

Appraisals established by LCAD allocate the year's tax burden on the basis of each taxable property's January 1st market value as defined in the Texas Property Tax Code, Section 1.04(7).

"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 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.

The Leon CAD Chief Appraiser and staff conduct the business of the Leon CAD in a manner as prescribed by TDLR (Texas Department of License and Regulations), Texas Property Tax Code and the Texas Comptroller of Public Accounts. This is done in order to assure that the taxpayers of Leon County are afforded the best possible, most ethical, treatment available.

The 16 taxing entities, as identified in the table below, are the intended users of the appraised values as determined by the Leon Central Appraisal District. The certified values are delivered to each taxing entity in written, or electronic, format prior to July 25 of that year, as required by the Texas Property Tax Code. The entities utilize the appraisals conducted by the LCAD for ad valorem tax purposes with the effective date of those appraisals being January 1st 2023.

LEON COUNTY	BUFFALO ISD
CENTERVILLE ISD	LEON ISD
NORMANGEE ISD	OAKWOOD ISD
CITY OF BUFFALO	CITY OF CENTERVILLE
CITY OF OAKWOOD	CITY OF JEWETT
CITY OF NORMANGEE	CITY OF MARQUEZ
SOUTHEAST ESD #1	SOUTHWEST ESD #2
NORTHWEST ESD #3	NORTHEAST ESD #4

Reappraisal Plan

As set forth by the Texas Property Tax Code, the Leon County Appraisal District Board of Directors is responsible for approving a reappraisal plan that is prepared and presented by the Chief Appraiser for the next two years. This plan is prepared and approved during even number years and it is the responsibility of the Chief Appraiser to make sure that all of the items identified in the reappraisal plan are acted upon as per the Texas Property Tax Code.

Included as Addendum A is a copy of the most current reappraisal plan (2023 – 2024) for the Leon CAD. This plan calls for a reappraisal of all property types in the district, with physical inspections of real and personal properties being made at least once every three years. Cost schedules are tested against sold properties and adjustments are made as needed in order to keep them reflective of market values. The Chief Appraiser views this as an annual reappraisal of the district's parcels. The district is divided into three major areas for the purpose of the inspection of properties. The three areas are cities, rural subdivisions and rural properties. Oil and gas properties, as well as pipelines, heavy industrial and other properties requiring specific expertise are appraised annually by Pritchard & Abbott, Inc.

Reappraisal Activities

1. Performance Analysis —The performance of the appraisal district is determined by the Property Tax Division of the Texas Comptroller of Public Accounts via the annual property value study. In the study, the previous year's values are analyzed against sales of properties and appraisals performed by State Field Appraisers in order to determine a ratio. The ratio study received in 2023 (utilizing data from 2022) indicated an overall ratio of approximately 1.02% for the entire district. As a result, the CAD is analyzing sales of different types of property preparing to run internal ratio studies to identify those areas that are lacking or may need adjustments. This includes the primary steps involved in the reappraisal process that includes the gathering of sales information, testing of schedules, field review of property, administration of exemptions and special valuations, notification to the taxpayer, the appraisal review process and certification of the appraisal roll to the taxing entities.
2. Analysis of Available Resources - Staffing and budget requirements for tax year 2023 are detailed in the 2023 budget, as adopted by the board of directors. Section 6.06 of the Property Tax Code sets forth the guidelines and requirements by which the budget is prepared and adopted. The CAD complied with all steps in the 2023 budget process. For all appraisal purposes, the CAD utilized its current staff for not only completing all appraisal assignments, but also in the everyday operations of the appraisal district.

Jeffery Beshears – RPA, Chief Appraiser and CEO of the Leon CAD
Richard Williams – RPA, Deputy Chief Appraiser
David Faske- RPA Business Personal Property Appraiser and Field Appraiser
Leigh Ann Ross – RPA Field Appraiser
Marcus Williams– Class III Field Appraiser
Wesley Roe– Class II Field Appraiser
Julia Richenburger – Class I Appraiser
Jazmine Diaz – Administrative Assistant
Joseline DeLeon – Clerk
Karen Johnson - Clerk

Pritchard and Abbott, Inc., is under contract with the Leon Central Appraisal District to provide professionally prepared appraisals for the CAD on all mineral and industrial properties that are not handled by the CAD on a local level. All appraisers with P&A are licensed appraisers by TDLR and are qualified to be doing appraisal work for Leon CAD. Attached as Addendum D is a copy of the 2023 Mass Appraisal Report on those properties appraised by Pritchard & Abbott, Inc.

3. Planning and Organization — a calendar of key events with critical completion dates will be prepared for each major work area. This calendar identifies key events for appraisal,

mapping and records, administrative, inquiry, and information systems. Production goals for field activities will be established and incorporated in the planning and scheduling process.

Listed below is a brief calendar that outlines the accomplishments of the appraisal district staff with regard to the responsibilities necessary to complete the reappraisal plan.

The staff of the Leon Central Appraisal District work diligently to conform to all deadlines imposed by the Texas Property Tax Code and any deadlines set by the Chief Appraiser. As a guideline, the Leon CAD operates with the following deadlines and schedules; however, some deviations have occurred.

January thru April:	Complete field work and mail all applications;
February:	Run notice in paper regarding exemptions and other required publications;
March/April	Update schedules and land values, recalculate system and adjust schedules;
April/May	Mail notices on exemption and applications not received back by the appraisal district;
April 30 th – May 15 th Mail notices of appraised values for current year;	
April 30 th	Estimates of value to taxing entities;
Before July 20 th	Conclude ARB hearings and approve Appraisal Records;
July 25 th	Deadline to certify rolls
July – January	Pick up new improvements for next year, check market areas, and work on specific projects.

4. Mass Appraisal System — Pritchard & Abbott, Inc. provides the district with software and hardware necessary to generate mass appraisals. This type of system is often referred to as a CAMA (computer assisted mass appraisal) appraisal system. Each year the system is revised

and updated with new equipment and software. For 2023, the software was updated to the Paragon System. This is newest and latest version of the Pritchard and Abbott, Inc., CAMA system.

5. Identifying and updating relevant characteristics — Field and office procedures will be reviewed and revised as required for data collection. Activities scheduled for each tax year include new construction, demolition, remodeling, re-inspection of market areas as needed, periodic re-inspection of the universe of properties, and field or office verification of sales data and property characteristics. Re-inspection of properties is to be completed using 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.

Valuation by tax year — Valuation models are specified and calibrated using market analysis of comparable sales and cost data, and market area specific income and expense data. Calculated values are tested for accuracy and uniformity using ratio studies. Property values in all market areas are reviewed for update each year.

Attached as Addendum B is a copy of the 2023 tax rates as set by the 16 taxing entities of the county. In addition, a chart of historical certified values for each of the taxing units has been included as Addendum C.

6. Value defense —The Appraisal District has the burden of proof regarding protests related to appraisal or market value as well as unequal appraisal. Inspection and/or disclosure of evidence and related materials will comply with Section 41.461 of the Tax Code. The 2023 appraisal roll was subjected to the appraisal review process that took place once all of the Notice of Appraised Values were sent in late May. There were over 18,000 notices of appraised value concerning the real property of Leon County sent to their owner or owner's representative for 2023. In addition, another 3,060 of mineral/industrial notices were sent. The total number of notices that were sent to taxpayers totaled over 21,000 for the 2023 tax year. The month of June was utilized by the appraisal staff to address any issues from the taxpayers with regard to values or exemptions that might be worked out through an informal appeal. All of those protests that could not be resolved were scheduled to be heard before the Appraisal Review Board for a formal hearing in the late parts of July. 2019 was a record year for value increases at the Leon CAD, however 2020, 21 and 22 was also years in which values continued to increase. It is estimated that over 1000 protests were filed, including both mineral/industrial and real property. Many of these protests were discussed with the

owners, and owners withdrew afterwards. In the end, all of the protest were either heard, settled or withdrawn.

7. New Construction/Demolition – The field appraisers and office staff of the Leon CAD utilize all available sources for the identification of any new construction and or demolition of structural improvements each year. There are no building permits in Leon County and therefore it becomes necessary for the field appraisers to stay on the road every week looking for new construction. However, the district purchased Eagleview (Pictometry) in 2018 and has begun using change finder to locate improvements that are either new, or have never been on the appraisal roll. This addition has greatly enhanced the appraisal district's ability to keep up with new construction. The Field Appraisers spend many hours looking for any type of new construction. In addition, the district has utilized this sophisticated aerial photography to locate missing structural improvements. When these improvements are located, they are back-assessed as required by the Texas Property Tax Code.
8. Remodeling – This is the most difficult aspect of discovery, with regard to structural improvements of any type. With the lack of building permits in the county, the appraisal district has a difficult time locating and identifying structures that are subject to remodeling. There is a great dependency by the LCAD on local contractors and the taxing entities to report this activity to the appraisal district, when known.

Market Area Review

Real property market areas, stratified by property classification, will be tested for low or high sales ratios, and high coefficients of dispersion. Market areas that fail any or all of these tests will be reviewed. Field reviews will be scheduled to verify and correct property characteristics data. Additional sales data will be researched and verified in order to assess whether the market area is correctly defined and stratified.

Market Area Delineation

Market areas are defined by the physical, economic, governmental and social forces that influence property values. The effects of these forces were used to identify, classify, and stratify or delineate similarly situated properties into smaller, more comparable and manageable subsets for valuation purposes. Delineation can involve the physical drawing of neighborhood boundary lines on a map or, it can also involve statistical separation or stratification based on attribute analysis. These homogeneous properties have been delineated into valuation neighborhoods for residential property or economic class for commercial property. Because there are discernible patterns of growth that characterize a neighborhood or

market segment, analyst staff will evaluate and redefine the neighborhood boundaries or market segments, when necessary, in order to ensure homogeneity of property characteristics.

The Chief Appraiser notes that there are two areas of interest, with regard to residential development, that is driven by different demands than those that inhibit the other residential areas of the district. These are Lake Limestone and Hilltop Lakes. Hilltop Lakes is an over-65 community built around several lakes and an 18-hole golf course. This area was developed in the late 1960's and early 1970's. This residential area was originally developed as a resort, which includes a small asphalt paved runway, lodging and tennis courts, but later became an over-65 community. There are currently 667 plus homes in this community that is located in the Normangee ISD. Lake Limestone, on the other hand, is located in Leon ISD and is situated in the northwest portion of the county. The lake actually straddles the Leon/Robertson and Limestone county lines, and is heavily developed with residential properties. There are many full-time residents at Lake Limestone but the vast majority of the residents are part-time residents enjoying their 2nd home or vacation property. These two described residential areas tend to succumb to different demands in the market other than your normal residential property demands. A lot of the ownership around the subdivisions on Lake Limestone are out-of-county homes. The CAD, in the last 12 months, has continued to monitor the very active market surround the lake. Studies indicated that the market continues to grow with surges that are not normally found in other markets in the county.

With regard to rural land markets, the county as a whole is considered to be the market. This is best supported by the fact that LCAD utilizes a universe of rural land sales from across the county when examining the land schedules each year. It is noted that as of 2023 there is no market evidence that would tend to support more than one rural land market in the county. All factors must be considered when analyzing vacant land sales such as time, sale date, location, access, topography and other influential factors that are relative to the price paid by a knowledgeable buyer to a knowledgeable seller.

Re-inspection of the Universe of Properties

Re-inspection of properties will be completed using a combination of field inspections and office review. Office review of property for the 2023 tax year will include the examination of aerial photography (Goggle Earth) and the district's mapping system. In 2018, Pictometry (Eagleview) was purchased for the CAD. This is a software package that does a year-to-year aerial photography comparison to identify structural differences. This would include new structures and additions to existing structures. The district is responsible for establishing and maintaining approximately 37,000 real and personal property accounts within Leon County Appraisal District's jurisdiction. A

goal of the CAD is to be able to inspect approximately 15,000 to 20,000 real parcels each year. This can only be achieved with the appropriate mapping software.

Residential Real Property

Ratio studies will be conducted on each of the residential valuation neighborhoods in the district to judge the two primary aspects of mass appraisal accuracy--level and uniformity of value. The valuation process for residential property typically begins in September. Land analysis, sales outlier review, neighborhood sales analysis, and finalization of proposed estimates of value will likely occur from September through March. As previously noted, the residential market includes the cities of the county, Hilltop Lakes and Lake Limestone, and the rural markets.

Valuation Methods Used

Cost Approach

The district will use a combined cost-market approach when valuing single-family and multifamily residential properties. A review and revision as needed of the base cost and additional residential cost schedules will be performed before each reappraisal year.

Residential cost schedules are reviewed and revised using sales of newly constructed sold properties of varying construction quality in Leon County. In this method, the indicated "base cost" must be "backed into". In the last several years this process has become more difficult with many home-builders using widely varying profit margins, often from one project to the next.

The district also uses the comparative unit method to develop the "base" cost of a structure. In this method the base would be the remaining difference (constant) after all additional components are determined by using the unit-in-place method. Table-driven cost factors, taken from Marshall & Swift, a nationally recognized commercial cost service, will be adjusted for local or regional differences in construction and labor costs. When reliable data is available from the local market it will be used, particularly with regards to secondary structures. The results of this comparison will be analyzed using several measures, including stratification by quality and review of estimated building costs, as well as land value to sales prices.

The focus on new cost (discussed above), may result in a pattern of under-appraisal of older

properties and neighborhoods. This sometimes occurs because of limited data in our market required to accurately adjust depreciation tables. Ratio studies limited to sales of homes with depreciated RCNs may be used to determine the necessary adjustment to the base-cost to more accurately appraise the older homes/neighborhoods. This enables efficient and more accurate direct equalization between neighborhoods, in effect providing for direct compensation of any appraisal inaccuracies in new construction on a neighborhood basis.

In 2025 the methods described above were used and the results reconciled to determine appropriate adjustments to the base-cost. Neighborhood or Market Adjustment factors will be developed from appraisal statistics provided by ratio studies to ensure that estimated values reflect both the supply and demand side of the market. The following equation denotes the model used:

$$MV = (((RCN - D) + AV) * MA) + L$$

Where MV = appraised or estimated market value

RCN = replacement cost new of improvements(s)

MA = Market Area – specific adjustment factor

D = Accrued depreciation

AV = additional improvement value

L = land value

Market Area-specific adjustment factors are applied to account for local differences between defined areas. This appraisal phase is also known as direct equalization.

Residential land values are estimated based on market sales. Adjustments to land appraisals may be based on parcel size, shape, rights-of-way or easements, slope, drainage issues, and where necessary, economic obsolescence. Land values are calculated by any of the various units in place or, when data is insufficient to accurately determine the appropriate unit or unit values, by site value.

In saturated Market Areas (Neighborhoods) where there are insufficient vacant land sales available, market area specific adjustment factors for land are calculated based upon ratio studies. The appropriate land adjustment will be determined by calculating the MA required to achieve an appropriate land: total value or land: total sale price ratio. This model may be described in equation form as follows:

$$MV = ((RCN - D) + AV) + (L * MA)$$

After this has been completed the ratio study will then be used to determine whether an additional MA is required to adjust the improvement values to accomplish accurate appraisals. The model required to adjust both the improvement and land values may be described in the equation form as follows:

$$MV = [((RCN-D) + AV) * MA] + (L * MA)$$

The sales used to determine the market adjustment factor(s) will reflect the market influences and conditions only for the specified neighborhood, thus producing more representative and supportable values. The market adjustment factor(s) calculated for each update neighborhood will be applied uniformly to all properties within a neighborhood and a second set of ratio studies will be generated that compares recent sale prices with the proposed market values for these sold properties. From this set of ratio studies, the analyst will judge the appraisal level and uniformity in both update and non-update neighborhoods.

Sales Comparison Approach

As indicated in *Property Appraisal and Assessment Administration (IAAO, 1990)*, in the absence of a sale of the subject, sales prices of comparable properties are usually considered the best evidence of market value. The sales comparison approach models the behavior of the market by comparing the properties being appraised with comparable properties that have recently sold or for which offers to purchase have been made. Their sales prices will then be adjusted for differences from the subject and a market value for the subject is estimated from the adjusted sales prices of comparable properties.

Although the district does not use the direct sales comparison approach as a primary method of valuation, it is, on occasion, used for verification of market value estimates.

Income Approach

The income approach is based on the principle that the value of an investment property reflects the quality and quantity of the income it is expected to generate over its life. In other words, value is the estimated present value of future benefits, namely income and proceeds from the sale of the property. The appraiser must estimate income from a property and capitalize the income into an estimate of current value.

The model used to estimate the present value of income expected in the future is represented by the following formulas known as IRV.

Value Income/Rate or, Income = Rate x Value or, Rate = Income/Value

The income approach is most suitable for types of properties frequently purchased and held for the purpose of producing income, such as apartments, commercial buildings, and office buildings. It is not conducive to the valuation of single-family residential properties that are seldom rented, or where market demand factors such as personal preferences or location unduly influence the market.

Inventory Residential Property

Residential improved and vacant property, when qualified as an inventory, will be appraised in compliance with the Texas Property Tax Code, Section 23.12 (a).

In general, the district uses its land value estimates and the actual itemized construction, labor, and material costs, plus other soft or indirect costs to estimate market value as of the assessment date. The market values of improved inventory will be reviewed annually and inventory consideration will be eliminated when ownership transfers to the individual property owner.

Vacant residential inventory, when appropriate, will be valued using a discounted cash flow formula that considers value relative to the income or cash flow, the interest or discount rate, and the number of years the property is likely to be held. As with improved inventory, full market value will be applied once the vacant land is absorbed and ownership transfers for the purpose of residential construction. However, it is noted that as of 2023 there are no inventory residential properties subject to this valuation.

Agricultural and Timber Land, Rural Land

The appraisal of agricultural or timber land is governed by Chapter 23 of the Property Tax Code. The appraised value of qualified open-space or timber land is determined on the basis of the category of land, using accepted income capitalization methods applied to average net to land. Schedules for valuing qualified land have been developed for various agricultural uses and types of timber production. These schedules are reviewed annually and updated as needed using data from recognized sources such as the Texas Forest Service and the Texas Agricultural Extension Service as well as local landowners engaged in leasing land for agricultural use.

In addition, vacant rural land is valued based on a land schedule developed for each size tract in the county. The land schedule is a combination of historical values that have been adjusted over the years to address the current year's value. This schedule is revised annually based on an analysis utilizing the most recent vacant rural land sales.

Commercial Real Property

All commercial properties including but not limited to retail properties, apartments, warehouses, medical offices, golf courses, office buildings and mobile home parks will be valued by the cost approach, the income approach, or the sales comparison approach as deemed most appropriate pursuant to Section 23.0101 of the Property Tax Code. Ratio studies will be performed to test the level and uniformity of appraisal within specific property use categories.

Valuation Methods Used

Cost Approach

The cost approach to value will be applied using the comparative unit method. This methodology involves the use of national cost data estimating services as well as actual cost information on comparable properties whenever possible. Cost models are typically developed based on *Marshall & Swift Service* and cost tables developed from local construction indexes. Cost models include the use of replacement cost new (RCN) of all improvements. The "replacement cost" will be used because it values the cost of a property that is a utility equivalent of the property being appraised using current construction methods and materials. Such costing is contra to "reproduction cost", which is defined as the cost to construct an exact duplicate of the property being appraised. Replacement cost new includes comparative base rates, per unit adjustments and lump sum adjustments. Time and location modifiers will be necessary to adjust cost data to reflect conditions in a specific market and changes in costs over a period of time. Because a national cost estimating service is used as a primary basis for our cost models, local modifiers will be applied to adjust the base costs specifically for Leon County.

Depreciation schedules are developed based on what is typical for each property type of a specific age. Depreciation schedules have been implemented for what is typical of each major class of commercial property by economic life categories. Schedules have been developed for improvements with various terms of estimated expected economic life. These schedules will be tested periodically to ensure they will be reflective of current market conditions. The actual and effective ages of improvements will be noted in the PACS software. Effective age estimates will be based on the utility of the improvements relative to the improvement's total economic life and its competitive position in the marketplace.

Market adjustment factors such as external, economic and functional obsolescence will be applied, if warranted. A depreciation calculation override will be applied if the condition or effective age

of a property varies from the norm. This override is indicated by appropriately noting the physical condition and functional utility ratings on the property data characteristics. These adjustments will typically be applied to a specific property type or location and will be developed through ratio studies or other market analyses. Accuracy in the development of the cost schedules, condition ratings, and depreciation schedules usually minimize the necessity of this type of an adjustment factor.

Sales Comparison Approach

Although all three of the approaches to value are based on market data, the Sales Comparison Approach is most frequently referred to as the Market Approach. This approach is utilized not only as a primary method for estimating land value but also in comparing sales of similarly improved properties to each parcel on the appraisal roll. Pertinent data from actual sales of properties, both vacant and improved, will be obtained throughout the year in order to analyze relevant information, which is then used in all aspects of valuation. Sales of similarly improved properties can provide a basis for the depreciation schedules in the cost approach, rates and multipliers used in the income approach, and as a direct comparison in the sales comparison approach. Improved sales will also be used in ratio studies, which afford the analyst an excellent means of judging the present level and uniformity of the appraised values.

Based on the market data analysis and review discussed in the cost, income and sales approaches, the cost and income models will be calibrated annually. The calibration results will be keyed to the schedules and models in the PACS system for utilization on all commercial properties in the district.

Income Approach

The income approach to value will be applied to those real properties that are typically viewed by market participants as "income producing", which are bought and sold based on the property's ability to produce income, and for which the income methodology is considered a leading value indicator. The first step in the income approach pertains to the estimation of market rent. This is derived primarily from actual rent data furnished by property owners and local market study publications. This per unit rental rate multiplied by the number of units results in the estimate of potential gross rent.

A vacancy and collection loss allowance is the next item to consider in the income approach. The projected vacancy and collection loss allowance is established from actual data furnished by property owners and local market publications. This allowance accounts for periodic fluctuations in occupancy, both above and below an estimated stabilized level. The market

derived stabilized vacancy and collection loss allowance is subtracted from the potential gross rent estimate to yield an effective gross rent. A secondary income or service income is calculated as a percentage of stabilized effective gross rent. Secondary income represents parking income, escalations, reimbursements, and other miscellaneous income generated by the operations of real property. The secondary income estimate is derived from actual data collected and available market information. The secondary income estimate is then added to effective gross rent to arrive at an effective gross income or EGI.

Allowable expenses and expense ratio estimates will be based on a study of the local market, with the assumption of "prudent management". An allowance for non-recoverable expenses such as leasing costs and tenant improvements will be included in the expenses. A non-recoverable expense represents costs that the owner pays to lease rental space. Different expense ratios will be developed for different types of commercial property based on use. For instance, retail properties are most frequently leased on a triple-net basis, whereby the tenant is responsible for his pro-rata share of taxes, insurance and common area maintenance. In comparison, a multi-tenant office building is most often leased on a base year expense stop. This lease type stipulates that the owner is responsible for all expenses incurred during the first year of the lease. However, any amount in excess of the total per unit expenditure in the first year is the responsibility of the tenant. Under this scenario, the total operating expense in year one establishes the base rate. Any increase in expense over the base rate throughout the remainder of the lease term would be the responsibility of the tenant. As a result, expense ratios will be implemented based on the type of commercial property.

Another form of allowable expense is the replacement of short-lived items, such as roof or floor coverings, air conditioning or major mechanical equipment, or appliances requiring expenditures of large lump sums. When these capital expenditures are analyzed for consistency and adjusted, they may be applied on an annualized basis as stabilized expenses. When performed according to local market practices by commercial property type, these expenses when annualized are known as replacement reserves. Subtracting the allowable expenses (inclusive of non-recoverable expenses and replacement reserves) from the effective gross income yields an estimate of net operating income or NOI.

Rates and multipliers will be used to convert income into an estimate of market value. These include income multipliers, overall capitalization rates, and discount rates. Each of these is used in specific applications. Rates and multipliers also vary between property types, as well as by location, quality, condition, design, age, and other factors. Therefore, application of the various rates and multipliers must be based on a thorough analysis of the market and are substantiated by national and regional surveys.

Capitalization analysis will be used in the income approach models. This methodology involves the capitalization of net operating income as an indication of market value for a specific property. Capitalization rates, both overall (going-in) cap rates for the direct capitalization method and terminal cap rates for discounted cash flow analyses will be derived from the market. Sales of improved properties from which actual income and expense data are obtained provide a very good indication of what a specific market participant is requiring from an investment at a specific point in time. Additionally, overall capitalization rates can be derived from the built-up method, band-of-investment, debt coverage ratio, and published sources for similar properties, as well as results from verified sales. The capitalization rates relate to satisfying the market return requirements of both the debt and equity positions of a real estate investment. This information is obtained from real estate and financial publications, as well as cap rate studies conducted by the district using verified sales and income information for that specific property.

Rent loss concessions will be made on specific properties with known vacancy problems. A rent loss concession accounts for the impact of lost rental income while the building is moving toward stabilized occupancy. The rent loss will be calculated by multiplying the rental rate by the percent difference of the property's stabilized occupancy and its actual occupancy. Build out allowances (for first generation space or retrofit/second generation space) and leasing expenses will be added to the rent loss estimate. A leasing expense necessary to bring the property to a stabilized level is also included in this adjustment. The total adjusted loss from these real property operations will be discounted using an acceptable risk rate. The discounted value, inclusive of rent loss due to extraordinary vacancy, build out allowances and leasing commissions, becomes the rent loss concession and will be deducted from the value estimate of the property at stabilized occupancy. A variation of this technique allows that for every year that the property's actual occupancy is less than stabilized occupancy a rent loss deduction may be estimated. Conversely, if a property were consistently above the stabilized occupancy level as of the appraisal date, the market would pay a premium for this situation. In this instance, the present value of the excess income over the stabilized level will be added to the value of the property.

The Leon CAD utilizes the Income Approach to value hotels and motels within the boundaries of the district. The Income Approach has been utilized for these properties for several years now and represent a change from prior valuation methods. Beginning in 2020 the mini warehouse market has also been considered as one of the methods of valuation. However, this approach has been hampered by the owner's refusal to complete the income/expense surveys sent out. As a result, the mini warehouse market is currently valued utilizing the Cost

Approach. Should enough market information be ascertained, the Income Approach will be utilized for future valuations on these types of property.

Industrial Real Property

These properties will be valued each tax year by Pritchard & Abbott, Inc., and to a lesser extent by the district staff. Industrial properties will typically be valued on a cost approach basis since these properties have a low frequency of being bought and sold in the open market compared to commercial and residential properties. In addition, since most of these properties are owner occupied, the income approach to value will rarely be applicable to industrial properties.

Some special use properties, such as amusement facilities, will be valued in the commercial section. An income approach may be used to value these properties.

Valuation Methods Used:

Cost Approach

The cost approach is most applicable to the valuation of industrial properties. The values will be appropriately adjusted for age and condition and, if warranted, additional adjustment will be made for facility utilization. For example, two facilities making the same or similar products will not necessarily have values close together because one facility may have better efficiencies, which makes that facility worth more in the market. The market's estimation of the worth of a facility will be taken into account since there will rarely be any similar properties available for comparison under the sales or income approaches to value.

Cost schedules will be tested to ensure that the appraisal district is in compliance with Texas Property Tax Code, Section 23.011. Replacement cost new tables as well as depreciation tables will be tested for accuracy and uniformity using cost data primarily from *Marshall & Swift*.

Sales Comparison Approach

As previously stated, industrial real property does not have a history of being bought and sold with any regularity in the open market. In fact, most industrial facilities remain just as they are, without changing ownership.

The few sales of industrial facilities that do occur are not typically used as market sales, because the sales are usually part of a merger or acquisition or liquidation and other assets and intangible considerations are part of the sales price, and are not disclosed. There will usually not be enough verifiable sales of stand-alone industrial properties to have a representative sample of properties to which to compare when valuing industrial properties.

Utility properties, such as electric generation, electric transmission, telephone, and cable systems will rarely be sold in the open market on a stand-alone basis. In other words, when a utility sells, it sells as an entire company, not piecemeal assets. The sales comparison approach is not an appropriate method of valuation.

Income Approach

Industrial facilities are rarely valued by the income approach to value since they are usually owner occupied. These facilities are usually general commercial structures built to meet an industrial owner's very specific needs over a certain period of time. In other words, an industrial facility is built for that owner's needs and not built to lease out the facility to another industrial user. There are not enough industrial facilities built by industrial users that are leased out to other industrial users to be a meaningful universe of properties for valuation purposes, if they can be found at all.

Industrial real property valuation analysts consider all three approaches to value to see which approach is most applicable to the property being valued. Usually, the cost approach is most applicable for the reasons previously given, but if there are any commercial properties that are closely similar to the industrial property being valued, then the approach to value for the commercial property is reviewed to see if its method is suitable for the industrial property being examined.

The income approach is the most valid approach to use in valuing utility properties. The reason is that the unit as a whole is being valued and the result apportioned to the component parts of the whole. The worth of this income stream can be compared to other investment opportunities to select the proper capitalization rate to apply to the income stream to estimate the value of the system. The worth of a utility is the income stream the system will generate compared to

alternative investments that may have less risk in the market. The capitalization rate that is used to estimate the value of the income stream from the utility will always have a risk component in the capitalization rate. The usual forms of depreciation will be applied to the valuation and any additional consideration for economic issues will be applied. These factors will usually be reflected in the risk portion of the capitalization rate.

Business and Industrial Personal Property

Valuation Methods Used:

Cost Approach

The primary approach to the valuation of business and industrial personal property is the cost approach. Cost schedules will be developed based on Standard Industrial Classification (SIC) codes. These schedules will be reviewed to conform to changing market conditions, if necessary.

Actual original cost data is used to derive valuation models for specific categories of assets and/or SIC codes. The models indicate a range of values for replacement cost new (RCN) per square foot (or applicable unit).

These model values will be used to estimate the value of new accounts for which no property owner's rendition is filed. They also establish parameters for testing the valuation of property for which prior years' data exist or for which current year rendered information is available. This approach uses RCN, which is developed from property owner reported historical cost or from existing valuation models provided by the Property Tax Division of the State Comptroller's Office.

The percent good depreciation factors will be consistent with the depreciation schedules for furniture, fixtures, and equipment provided by the Property Tax Division of the State Comptroller's Office each year. This mass appraisal percent good depreciation schedule is used to ensure that estimated values are uniform and consistent within the market. RCN and percent good depreciation factors will be utilized to develop value estimates using the following formula:

MARKET VALUE ESTIMATE = RCN x PERCENT GOOD FACTOR

Sales Comparison Approach

Business personal property is typically sold as part of the business as a whole and not by itself,

which makes this approach unsuitable for valuing most personal property. This approach is only suitable for the valuation of certain types of vehicles, heavy equipment, and airplanes. Value estimates for vehicles will be provided by independent sources and are based on data furnished by National Market Reports. These types of properties will be appraised using published market guides such as NADA book values or Aircraft Bluebook Price Digest.

There are not enough known sales of industrial personal property to have a meaningful population of sales for value comparison purposes. This category of personal property is inclusive of all types at a facility, such as furniture, computers, and machinery. It is typical for personal property to be included in the sale of a facility, instead of being sold separately. There may be subsets of personal property that are sold, but that does not provide the sales of all personal property necessary to make value comparisons under the sales approach.

Income Approach

The income approach has limited use in the appraisal of machinery, equipment, furniture, fixtures, and leasehold improvements because of the difficulty in estimating future net benefits; except in the case of certain kinds of leased equipment. When reliable data on equipment leases is available, the income approach may be used to estimate fair market value of the equipment.

The income approach is not suitable in the appraisal of industrial personal property because the industrial facility operator in the production of an end service or product is using the personal property. Industrial facilities are not in the business of leasing their personal property to another industrial facility for the production of an end service or product.

Oil, Gas and Utility Property

Oil and gas properties can be complex and require expertise that the LCAD is unable to provide. Pritchard and Abbott Inc., an oil and gas appraisal company, is contracted on an annual basis to provide the appraisals of all oil, gas and utility properties within the district. They are contractually obligated to appraise these types of property as required by The Texas Property Tax Code, USPAP and any other applicable standards.

All three approaches to value are considered, however, considering the nature of the property being appraised only the Income Approach to value is considered to be applicable in most cases. In addition, when necessary, the Unit Value is utilized within the definition of Income Approach.

Value Defense

The appraisal district, to meet its burden of proof for market value and equity in both informal and/or formal appraisal review board hearings, will rely on data in its possession or data obtained from other sources, as appropriate. Inspection and/or disclosure of evidence and related materials will comply with Section 41.461 of the Property Tax Code. Disclosure of such data will be compliant with statutory confidentiality requirements.

Certification Statement:

I certify that, to the best of my knowledge and belief:

- The statements of fact, contained in this report are true and correct.
- The reported analysis, opinions, and conclusions are limited only by the reported assumptions and limiting conditions, and is my personal, unbiased professional analyses, opinions, and conclusions.
- I have no present or prospective interest in the properties that are the subject of this report, except for those properties that are personally owned, and I have no personal interest with respect to the parties involved.
- I have no bias with respect to any property that is the subject of this report or to the parties involved with this assignment.
- My compensation is not contingent upon the reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value estimate, the attainment of a stipulated result, or the occurrence of a subsequent event.
- My analysis, opinions, and conclusions were developed, and this report has been prepared, in conformity with the Uniform Standards of Professional Appraisal Practice.
- I have made limited inspections of a general sample of the various properties that is the subject of this report.
- No one provided significant professional assistance to the person signing this report.

Jeff Beshears, Chief Appraiser, RPA

ADDENDUM A

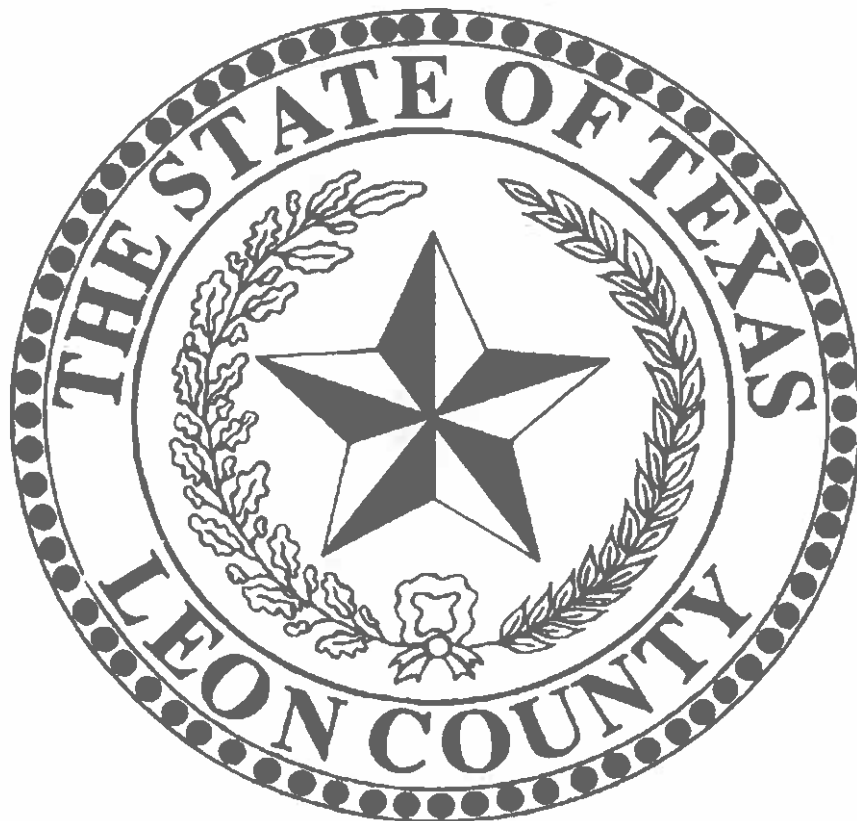
2023 – 2024

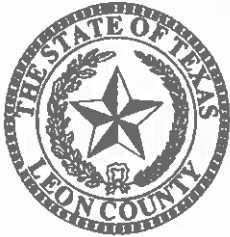
REAPPRAISAL PLAN

LEON CENTRAL APPRAISAL DISTRICT

2023 - 2024

Reappraisal Plan





LEON CENTRAL APPRAISAL DISTRICT
JEFF BESHEARS, CHIEF APPRAISER

P.O. Box 536, 141 West St. Marys, Centerville, Texas 75833 903/536-2252 903/536-2377-FAX
Leoncentral@windstream.net

CERTIFICATION STATEMENT

"I, Jeff Beshears, Chief Appraiser for the Leon Central 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."



Jeff Beshears, RPA, Chief Appraiser
Leon CAD

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Leon County Central Appraisal District Reappraisal Plan 2023 - 2024

INTRODUCTION

Scope of Responsibility

The Leon County Central Appraisal District has prepared and published this reappraisal plan and appraisal report to provide our Board of Directors, citizens and taxpayers with a better understanding of the district's responsibilities and activities. This report has several parts: a general introduction and then, several sections describing the appraisal effort by the appraisal district.

The Leon County Central Appraisal District (CAD) is a political subdivision of the State of Texas that was created thru legislation that was effective January 1, 1980. The Central Appraisal District Office was officially open January 1, 1983. The provisions of the Texas Property Tax Code govern the legal, statutory, and administrative requirements of the appraisal district. A seven-member Board of Directors, elected by the taxing units within the boundaries of Leon County, constitutes the district's governing body. The Leon County Tax Assessor/Collector is a non-voting member of the board, and their position is an appointment by the Texas State Legislators. The other six members are elected to a two-year term every odd calendar year. The chief appraiser, appointed by the Board of Directors, is the chief administrator and chief executive officer of the appraisal district. Each year the Board of Directors approves an Operating Budget that is provided by the Chief Appraiser. The 16 taxing entities that make up the taxing units of the Leon Central Appraisal District fund the budget.

The appraisal district is responsible for local property tax appraisal and exemption administration for 16 jurisdictions or taxing units in the county. Each taxing unit, such as the county, a city, school district, emergency special district, etc., 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. Property appraisals and estimated values by the appraisal district allocate the year's tax burden on the basis of each taxable property's market value and rendered business personal property value. We also determine 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. The Leon Central Appraisal District contracts with Pritchard and Abbott Inc., to appraise all mineral, industrial and utilities, for the purpose of ad valorem taxation. The contract for the mineral/industrial/utilities is typically a three-year contract that is generally re-negotiated and renewed in the third year of each contract. In addition to the MII IP contract, Pritchard

and Abbot, Inc., are also under contract with Leon CAD to provide hardware and software for the office that allows the district to appraise and maintain records of the real estate, and all of the local property that is appraised by the local staff.

Except as otherwise provided by the Property Tax Code, all taxable property is appraised at its "market value" as of January 1st. 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 gains and neither is in a position to take advantage of the exigencies of the other.

The Property Tax Code defines special appraisal provisions for the valuation of residential homestead property (Sec. 23.23), productivity (Sec. 23.41), real property inventory (Sec. 23.12), dealer inventory (Sec. 23.121, 23.124, 23.1241 and 23.127), nominal (Sec. 23.18) or restricted use properties (Sec. 23.83) and allocation of interstate property (Sec. 23.03). The owner of real property inventory may elect to have the inventory appraised at its market value as of September 1st of the year proceeding the tax year to which the appraisal applies by filing an application with the chief appraiser requesting that the inventory be appraised as of September 1st.

The Texas Property Tax Code, under Sec. 25.18, requires each appraisal office to implement a plan to update appraised values for real property at least once every three years. Appraised values are reviewed annually and are subject to change each year. Business personal properties, minerals and utility properties are appraised every year. The appraised value of real estate is calculated using specific information about each property. Using computer-assisted mass appraisal programs, and recognized appraisal methods and techniques, we compare that information with the data for similar properties, and with recent cost and market data. The district follows the standards of the International Association of Assessing Officers (IAAO) regarding its appraisal practices and procedures, and subscribes to the standards promulgated by the Appraisal Foundation known as the Uniform Standards of Professional Appraisal Practice (USPAP) to the extent they are applicable.

Personnel Resources

The office of the Chief Appraiser is responsible for all operations of the district, whether administrative or appraisal related. The Chief Appraiser oversees the planning, organizing, staffing, coordinating, and controlling of district operations, as well as the functions that relate to human resources, budget, finance, records management, purchasing, fixed assets, facilities and postal services. These responsibilities are in addition to being responsible for the valuation of all real and personal property accounts. The property types appraised include commercial, residential, business personal, mineral, utilities, and industrial. The district's appraisers are subject to the provisions of the Property Taxation Professional Certification Act and must be duly registered with the Texas Department of Licensing and Regulation.

The appraisal district staff consists of 10 (ten) full time employees with the following classifications:

- Chief Appraiser
- Deputy Chief Appraiser
- Field Appraiser – Eagle View/Pictometry
- Field Appraiser/Ag Appraiser
- Field Appraiser – Eagle View/Pictometry
- Field Appraiser – BPP & Real Estate
- Field Appraiser – Eagle View/Pictometry
- Clerk – Bookkeeping
- Clerk – Deeds & Ownership
- Clerk – Customer Service

Staff Education and Training

All personnel that are performing appraisal work are registered with the Texas Department of Licensing and Regulation and are required to take appraisal courses to achieve the status of Registered Professional Appraiser within five years of employment as an appraiser. After they are awarded their license, they continue to receive continuing education as required by the Texas Department of Licensing and Regulation, with many of the required hours being centered on USPAP and the Code of Ethics.

Additionally, because of the small size of Leon Central Appraisal District, all appraisal personnel receive extensive on-the-job training delivered directly by a combination of the Chief Appraiser and the Deputy Chief Appraiser to ensure consistency with regard to appraisal methods.

Data

The district is responsible for establishing and maintaining approximately 71,422 real property, minerals/industrial and business personal property accounts covering approximately 688,000 acres within Leon County. Portions of adjoining counties include properties of three districts (Leon ISD, Buffalo ISD, Normangee ISD) that are centrally located within Leon County but extend (over-lapping) into Madison, Robertson and Freestone County. Under current law, those counties, where the districts overlap, are responsible for appraising those portions of over-lapping school districts and certifying those values to each individual school district. Those areas outside Leon County are not the responsibility of the Leon County CAD.

This data includes property characteristics, ownership, and exemption information. Property characteristic data on new construction is updated through an annual field effort; existing property data is maintained through a field review utilizing Pictometry and other aerial photography. Sales are routinely validated during a separate field effort; however, numerous sales are validated as part of the new construction and field inspections. General trends in employment, interest rates, new construction trends, cost and market data are acquired through various sources, including university research centers, and market data centers and vendors.

The district has entered into a contract with Pritchard and Abbott Inc., to convert all existing Bentley files to an Esri computer program. The purpose of this conversion is to make the district's mapping system an interactive system. The conversion is necessary in order to convert the existing maps from line form to shape files. As of January 2023, this process will be approximately 90% complete with only clean-up work left. In addition to this conversion P&A will also complete any portion of the county that is not currently mapped. This will be done in partnership with the CAD. Mapping is currently estimated at approximately 80 percent complete and is a work in progress.

Information Systems

The district utilizes a network server system with individual PC's for the staff that operates on software provided by Pritchard and Abbott Inc. (P&A). Pritchard and Abbott Inc. stays abreast of the latest laws and requirements and update the mass appraisal system software periodically. In addition, all property information as required by the State Comptroller's Office is filed electronically by P&A, who is also contracted by the Appraisal District to appraise all mineral and industrial property that is not appraised by the local staff. The Leon Central Appraisal District does not collect taxes for any of the 16 taxing entities within its boundaries.

Independent Performance Test

According to Chapter 5 of the TPTC and Section 403.302 of the Texas Government Code, the State Comptroller's Property Tax Division (PTD) conducts an annual property value study (PVS) of each Texas school district and each appraisal district. As part of this annual study, the code requires the Comptroller to: use sales and recognized auditing and sampling techniques; review each appraisal district's appraisal methods, standards and procedures to determine whether the district used recognized standards and practices (MSP review); test the validity of school district taxable values in each appraisal district and presume the appraisal roll values are correct when values are valid; and, determine the level and uniformity of property tax appraisal in each appraisal district. The methodology used in the property value study includes stratified samples to improve sample representativeness and techniques or procedures of measuring uniformity. This study utilizes statistical analyses of sold properties (sale ratio studies) and appraisals of unsold properties (appraisal ratio studies) as a basis for assessment ratio reporting. For appraisal districts, the reported measures include median level of appraisal, coefficient of dispersion (COD), the percentage of properties within 10% of the median, the percentage of properties within 25% of the median and price-related differential (PRD) for properties overall and by state category.

There are 5 independent school districts in Leon CAD for which appraisal rolls are annually developed. The preliminary results of this study are released January 31st in the year following the year of appraisal. The final results of this study are certified to the Education Commissioner of the Texas Education Agency (TEA) the following July of each year. This outside (third party) ratio study provides additional assistance to the CAD in determining areas of market activity or changing market conditions.

As of January 1, 2022, all school districts were reported to be in compliance with regard to the 2021 Property Value Study. This followed one of the largest reappraisal years in the history of the CAD. Total market value for the county increased in excess to over \$5,661,364,000 of total value for 2022. The real estate market in the county has seen double digit increases over the past several years as a result of huge increases in demand for rural properties. In five years, the total market value of Leon County has increased by more than 45% while the taxable value has increased by more than 68%. This is believed to be a result of several factors but the pandemic's effect on the market is thought to be one of the main reasons. In addition to ownership changes involving people from the State of Texas, there has also been a tremendous increase in ownership from other areas, but most notably such as California and Florida. Every taxing entity in the county has realized a positive increase in taxable value over the past two or more years. Many of the local real estate brokers have complained that they cannot keep an inventory of property to sale and that many times when a new property hits the market that within

2023 – 2024 Reappraisal Plan

Leon County Central Appraisal District

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hours it can have as many as 10 or more offers on it. As a result, most properties are selling for their asking price or even more.

Appraisal Activities

INTRODUCTION

Appraisal Responsibilities

- **General Responsibilities:** The field appraisal staff is responsible for collecting and maintaining property characteristic data for classification, valuation, and other purposes. Accurate valuation of real and personal property by any method requires a comprehensive physical description of personal property, and land and building characteristics. This appraisal activity is responsible for administering, planning and coordinating all activities involving data collection and maintenance of all commercial, residential and personal property types located within the boundaries of Leon County and the jurisdictions of this appraisal district. The data collection effort involves the field inspection of real and personal property accounts, as well as data entry of all data collected into the existing information system.
- **Reappraisal Plan:** The goal is to field inspect residential, commercial, agricultural and personal properties in the district at a minimum of once every three years. Over the next three years LCAD will utilize the routing schedules developed over the past two years. This three-year plan will continue the inspection of all rural residential and agricultural property, land companies, municipal residential, commercial and personal property respectively.

Due to the rural nature of Leon County many properties are not physically inspected every other year due to the lack of access to an improvement that is located behind locked gates. In these instances, every effort is made by the appraiser to contact the property owner for access, i.e. telephone, email or certified postal mail. In the event the property owners cannot be contacted the properties that are inaccessible for physical inspection will be appraised by use of the "Eagle View" Pictometry program.

The Eagle View Pictometry system is a computer software system that uses oblique imagery which is high resolution aerial photography images captured at an angle of 40 to 45 degrees. This imagery is designed to provide a natural perspective and make objects easy to recognize and interpret. The images are captured from all points of the compass to offer a 360-degree view of every property and parcel. Every pixel in Eagle View Pictometry is georeferenced giving the CAD users the ability to interact with, measure and extract data from these actionable images. The photographs are updated every 24 months (odd number years) with the flyover done in January of those years. An update flight was completed January 2021.

The county was divided into 24 different zones, excluding the cities of Buffalo, Centerville, Oakwood, Normangee, Jewett, Marquez and Flynn, within the county. These smaller zones make it more comfortable for the appraisers to identify specific properties and any problems with those properties. More importantly, the Change Finder program utilizes the zones to determine which properties are to be back-assessed. As a result, the CAD is able to track which areas of the county have been analyzed for missing improvements. The cities are analyzed for missing improvements every two years. Improvement changes within the cities are more easily recognizable than the rural areas.

- **New Construction:** The field appraisal staff is responsible for discovering and listing all new construction and renovation activity. The Leon County CAD Field Appraisers are on the road every day so many properties are subject to a visual inspection numerous times a year. With the aid of Eagle View - Change Finder, new structures are identified on the Eagle View Change Finder mapping display. The Field Appraisers follow up with a Field Review of these improvements, if accessible, for verification and appraisal. If the improvements are inaccessible the Appraisers will contact the owner for access. If the Field Appraisers are unable to contact or do not receive a response from the owner the Appraiser will list the improvements by the characteristics identified on Pictometry. Additionally, Field Appraisers routinely review septic system permits and mechanic liens for construction and renovation activities.

Appraisal Resources

- **Personnel** – 5 (five) appraisers conduct the appraisal activities.
- **Data** - The data used by field appraisers includes the existing property characteristic information contained in CAMA (Computer Assisted Mass Appraisal System) from the district's computer system. The data is printed on an appraisal card, or personal property data sheets. Other data used includes Eagle View Pictometry system from the photography flight in 2021, maps, sales data, septic installation reports, revaluation request, photos and actual cost and market information. Sources of information are gathered using excellent reciprocal relationships with other participants in the real estate market place. The district cultivates sources and gathers information from both buyers and sellers participating in the real estate market.

Appraisal Frequency and Method Summary

- **Residential Property** - Residential property that is accessible will be physically examined every two to three years with appraisers noting any physical changes that affect the physical condition of each home. This will include new improvements, obvious remodeling, age and condition and any other factors that

might possibly affect the market value of the property. Eagle View Change Finder will be updated every third year with the next flight to occur in January 2024. Change Finder will identify improvements added that are in addition to improvements identified in the 2021 flight. There is an on-going analysis of home sales in order to maintain a constant vigil on market value. If sales, combined with the Comptrollers Property Value Study, indicate that the value of homes, whether negative or positive are changing, then attention will be given to the building cost schedules of the class of homes effected. Because of the time frame of the PVS, the protesting of the preliminary findings, and the release of the final value findings, any issues which must be addressed are actually accomplished in the following year.

- **Agricultural Property** - Rural acreage is the largest class of property appraised by the Leon Central Appraisal District. Inspection of rural property is an everyday occurrence with the appraisers of the Leon Central Appraisal District. Rural property values are analyzed yearly. Specific Inspections of these properties are not conducted each year, but daily outings by the field appraiser allow us to keep an eye on these properties for any change that might be evident. Agriculture productivity is calculated annually or semi-annually, based on an analysis of lease rates and expenses associated with property that is qualified as 1-d-1 Open Space Valuation, whether that use be ag or timber.
- **Commercial Property** - Due to the limited amount of commercial and industrial real estate. These properties are observed annually with consideration given to change and condition. There is limited sales information available within the market due to the market being driven largely by owner occupied property as opposed to investor-owned property. All three approaches to Market Value are considered, however, only the Cost Approach is typically utilized due to the overall lack of information within the market. The exception to this is hotel/motels whereby the Income Approach is also given consideration due to the availability of income information from the State Web site for hotel/motel income. There are, from time to time, market sales of commercial property, and when applicable, these sales are compared against the commercial schedules utilized by the appraisal district.
- **Business Personal Property**- Renditions, as required by the Texas Property Tax Code, are filed annually for all businesses located within the boundaries of Leon County. Around January 1st of each year the appraisal district mails a blank copy of a BPP Rendition form, as promulgated by the state, to each business owner in the district. As required by the Texas Property Tax Code Sec 22.23, the deadline for filing renditions is May 15th. By written notice, this deadline may be extended so renditions are required to be filled out by the business owner and returned to the CAD by May 31th of the current year. An additional 15 days extension may be granted by the Chief Appraiser if good cause can be illustrated.

- **Minerals-** Working and royalty interests of producing oil and gas wells are appraised annually. The most recent production data available from the Texas Railroad Commission is downloaded into appraisal software that estimates economically recoverable reserves. Those reserves are then valued based upon State mandated pricing using the previous year's average of oil or gas values. A discount is applied over the anticipated life of the well in order to consider the value of money over time to recover those reserves. Each producing lease is valued as a unit and then that value is divided according to the various owners of the lease listed in division orders. Pritchard & Abbott, Inc. appraises all mineral values.
- **Utilities and Pipelines-** Utility companies and pipelines are appraised annually using a unit value developed using all three approaches to value. For example, a utility company's total value in the State is estimated using cost, market, and income approaches to value and then the entire value is allocated using the components of that utility company that have situs in the various tax units of Leon CAD. Components include such things as miles of transmission lines, miles of distribution lines, substations and the like for an electric utility. Pritchard & Abbott, Inc. appraises all industrial values.

WORK SCHEDULE

The staff of the Leon Central Appraisal District will work diligently to conform to all deadlines imposed by the Texas Property Tax Code and any deadlines set by the Chief Appraiser. As a guideline, the Leon CAD will operate with the following deadlines and schedules; however, some deviation can be expected.

January thru April:	Complete field work and mail all applications;
February:	Run notice in paper regarding exemptions and other required publications;
March/April	Update schedules and land values, recalculate system and adjust schedules;
April/May	Mail notices on exemption and applications not received back by the appraisal district;
April 30 th – May 15 th	Mail notices of appraised values for current year;
June 1 st	Estimates of value to taxing entities;
Before July 20 th	Conclude ARB hearings and approve Appraisal Records;
July 25 th	Deadline to certify rolls
July – January	Pick up new improvements, check market areas, and work on specific projects.

PRELIMINARY ANALYSIS

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.

Sources of Data

The sources of data collection are through property inspection, new construction field effort, data review list field effort, hearings, sales validation field effort, commercial sales verification and field effort, newspapers, publications, and property owner correspondence by mail or via the Internet. 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. Soil surveys and agricultural surveys of farming and ranching property owners and industry professionals are helpful for productivity value calibration. Improvement cost information is gathered from local building contractors and Marshall and Swift Valuation Service.

Property owners are one of 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 on-site. We depend on the property owners to provide accurate and current information. For the property owner without access to the Internet, letters 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 Collection Procedures

With the breakdown of the county into 24 separate zones, the appraisers are routinely rotating from one zone to the next, by school district, in order to maintain equality in their analysis. A ledger is maintained to help assist the appraisers from duplicate analysis and work. There are no known economic factors that would indicate an unusual amount of discrepancy among the five school districts that make up the market area of Leon County.

The quality of the data used by the appraisal district is extremely important in estimating market values of taxable property. The more accurate the data utilized, obviously, the more accurate the appraisal results. The Chief Appraiser is responsible for the ultimate verification of all data utilized in building schedules that are then used to determine the value of property within the district lines. Inspection of, and verification, of good data is the key to maintaining accurate schedules to work with. While the Leon CAD may maintain a record of numerous sales that have occurred, it is the policy of the appraisal district to not include non-arm's length transactions in the analysis of sales that are utilized to build land and building schedules.

Data Maintenance

The field appraiser is responsible for the data entry of his/her fieldwork into the computer file. This responsibility includes not only data entry, but also quality assurance to ensure that all records are as accurate as possible. The Chief Appraiser, with assistance from the Deputy Chief Appraiser, is responsible for maintaining all schedules and building classes to help assist the field appraisers in their normal daily work of appraising property for the purpose of Ad Valorem Taxation.

INDIVIDUAL VALUE REVIEW PROCEDURES

Field Review

The date of last inspection and the CAD appraiser responsible are listed on the CAMA record or property card. If a property owner or jurisdiction disputes the district's records concerning this data during a hearing, via a telephone call or other correspondence received, the record may be corrected based on the evidence provided or an on-site inspection may be conducted. Typically, a field inspection is requested to verify this information for the current year's valuation or for the next year's valuation. Every year a field review of real property located in certain areas or neighborhoods in the jurisdiction is done during the data review/re-list field effort. A random field review is performed on selected personal property accounts within the various jurisdictions each year.

Office Review

Office reviews are completed on properties where updated information has been received from the owner of the property and is considered accurate and correct. Data mailers, sent in masse, or at the request of the property owner, frequently verify some property characteristics or current condition of the property. When the property data is verified in this manner, and considered accurate and correct, field inspections may not be required. The appraisal district mails personal property rendition forms, 1-d-1 Open Space Valuation Applications, Timber Applications, Wildlife Management Applications and Homestead Applications each year. This mailing generally takes place as near to January 1st as is possible.

PERFORMANCE TEST

The Chief Appraiser is responsible for conducting ratio studies and comparative analysis on properties within the district to determine compliance with the Texas Property Tax Code's requirement to stay within 5% of the median level of appraised value. Ratio studies are conducted on property located within certain neighborhoods or districts by appraisal staff. The sale ratio and comparative analysis of sale property to appraised property forms the basis for determining the level of appraisal and market influences and factors for the neighborhood. This information is the basis for updating property valuation for the entire area of property to be evaluated. Field appraisers, in many cases, may conduct field inspections to ensure the accuracy of the property descriptions at the time of sale for this study. This inspection is to ensure that the ratios produced are accurate for the property sold and that appraised values utilized in the study are based on accurate property data characteristics observed at the time of sale. Also, property inspections are performed to discover if property characteristics had changed as of the sale date or subsequent to the sale date. Sale ratios should be based on the value of the property as of the date of sale not after a subsequent or substantial change was made to the property after the negotiation and agreement in price was concluded. Properly performed ratio studies are a good reflection of the level of appraisal for the district.

The Leon CAD Chief Appraiser relies heavily on a comparison between state estimated ratios and those ratios conducted by the CAD in order to determine if and when reappraisals or schedule adjustments are warranted. It should be noted that under current market conditions there are many sales that do not exhibit any type of rhyme or reason, that some may be excluded. For instance, there are properties that were listed for sale at an amount that ended up being very low compared to the actual sales price.

Residential Valuation Process

INTRODUCTION

Scope of Responsibility

Appraisal Resources

The residential appraisers are responsible for estimating equal and uniform market values for residential improved and vacant property. There are approximately 10,215 residential improved single and multiple family parcels and 9,761 vacant residential properties in Leon County.

- **Personnel** - The residential appraisal staff consists of 6 appraisers. The Chief Appraiser is responsible for collecting data utilized to support the building schedules of the appraisal district. The following appraisers are responsible for estimating the market value of all property appraised by the Leon Central Appraisal District.

Chief Appraiser, RPA

Deputy Chief Appraiser, RPA

Field Appraiser, Class I Appraiser

Field Appraiser, Class III Appraiser

Field Appraiser, Class III Appraiser

Business Personal Property & Field Appraiser, RPA

- **Data** - An individualized set of data characteristics for each residential dwelling and multiple family units in this district are collected in the field and data entered to the computer. The property characteristic data drives the application of computer-assisted mass appraisal (CAMA) under the Cost, Market, and Income Approaches to property valuation.

VALUATION APPROACH

Land Analysis

Residential land valuation analysis is conducted prior to neighborhood sales analysis. The value of the land component to the property is estimated based on available market sales for comparable and competing land under similar usage. A comparison and analysis of comparable land sales is conducted based on a comparison of land characteristics found to influence the market price of land located in the neighborhood. A computerized land table files stores the land information required to consistently value individual parcels within neighborhoods given known land characteristics. Specific land influences are considered, where necessary, and depending on neighborhood and individual lot or tract characteristics, to adjust parcels outside the neighborhood norm for such factors as access, view, shape, size, and topography. The appraisers use abstraction and allocation methods to ensure that estimated land values best reflect the contributory market value of the land to the overall property value.

Area Analysis

Data on regional economic forces such as demographic patterns, regional locational factors, employment and income patterns, general trends in real property prices and rents, interest rate trends, availability of vacant land, and construction trends and costs are collected from private vendors and public sources and provide the field appraiser a current economic outlook on the real estate market. Information is gleaned from real estate publications and sources such as continuing education in the form of IAAO and BTPE classes.

Neighborhood and Market Analysis

Market Areas in Leon County are designated as Rural Residential/Agricultural, Residential Land Companies, Municipal Residential, Municipal Commercial, Lake Limestone Residential and Hilltop Lakes. However, in the last two years a new market has emerged in Leon County and is considered to be part of the Residential Land Companies market. Large parcels bought and broken into much smaller parcels and offered at a never-before-seen price. Many of these new subdivisions are being marketed over the internet. In some cases, these tracts of land are selling out in a weekend. This type of aggressive marketing is a new aspect to Leon County.

Neighborhood analysis involves the examination of how physical, economic, governmental and social forces and other influences affect property values. The effects of these forces are also used to identify, classify, and stratify comparable properties into smaller, manageable subsets of the universe of properties known as neighborhoods. Residential valuation and neighborhood analysis are conducted on various market areas within each of the political entities known as Independent School Districts (ISD). Analysis of comparable market sales forms the basis of estimating market activity and the level of supply and demand affecting market prices for any given market area, neighborhood or district. Market sales indicate the effects of these market forces and are interpreted by the appraiser into an indication of market price ranges and indications of property component change considering a given time period relative to the date of appraisal. Cost and Market Approaches to estimate value are the basic techniques utilized to interpret these sales. For multiple family properties the Income Approach to value is also utilized to estimate an opinion of value for investment level residential property.

The first step in neighborhood analysis is the identification of a group of properties that share certain common traits. A "neighborhood" for analysis purposes is defined as the largest geographic grouping of properties where the property's physical, economic, governmental and social forces are generally similar and uniform. Geographic stratification accommodates the local supply and demand factors that vary across a jurisdiction. Once a neighborhood with similar characteristics has been identified, the

next step is to define its boundaries. This process is known as "delineation". Some factors used in neighborhood delineation include location, sales price range, lot size, age of dwelling, quality of construction and condition of dwellings, square footage of living area, and story height. Delineation can involve the physical drawing of neighborhood boundary lines on a map, but it can also involve statistical separation or stratification based on attribute analysis. Part of neighborhood analysis is the consideration of discernible patterns of growth that influence a neighborhood's individual market. Few neighborhoods are fixed in character. Each neighborhood may be characterized as being in a stage of growth, stability or decline. The growth period is a time of development and construction. As new neighborhoods in a community are developed, they compete with existing neighborhoods. An added supply of new homes tends to induce population shift from older homes to newer homes. In the period of stability, or equilibrium, the forces of supply and demand are about equal. Generally, in the stage of equilibrium, older neighborhoods can be more desirable due to the stability of residential character and proximity to the workplace and other community facilities. The period of decline reflects diminishing demand or desirability. During decline, general property use may change from residential to a mix of residential and commercial uses. Declining neighborhoods may also experience renewal, reorganization, rebuilding, or restoration, which promotes increased demand and economic desirability.

Neighborhood identification and delineation is the cornerstone of the residential valuation system at the district. All the residential analysis work done in association with the residential valuation process is neighborhood specific. Neighborhoods are field inspected and delineated based on observable aspects of homogeneity. Neighborhood delineation is periodically reviewed to determine if further neighborhood delineation is warranted. Whereas neighborhoods involve similar properties in the same location, a neighborhood group is simply defined as similar neighborhoods in similar locations. Each residential neighborhood is assigned to a neighborhood group based on observable aspects of homogeneity between neighborhoods. Neighborhood grouping is highly beneficial in cost-derived areas of limited or no sales, or use in direct sales comparison analysis. Neighborhood groups, or clustered neighborhoods, increase the available market data by linking comparable properties outside a given neighborhood. Sales ratio analysis, discussed below, is performed on a neighborhood basis, and in soft sale areas on a neighborhood group basis.

The real estate market of Leon County has illustrated signs of diversity over the past three years that is typical of a market that continues to grow and show signs of sophistication. Over the past three years there appears to be a separation of markets between the rural market and the rural subdivision markets. In the past, these two markets have basically coexisted as one; however, sales within the past two to three years have started to show

that buyers are willing to pay more for land that is located within a "rural subdivision" than for property located entirely in a rural location. It is the belief of the Chief Appraiser, that the availability of utilities and typically good road surfaces is the driving factors for the diversification between the two. The rural subdivision market typically deals with tracts of land that are 50 acres and smaller. However, it is noted that there are exceptions to every rule and this would also be true in this regard. The more recent activity is been isolated to tracts that are smaller than 20 acres and tend to average in the 10-to-12-acre range. These particular tracts are selling very fast and at a very high price.

Hilltop Lakes and Lake Limestone Residential properties continue to be two separate residential markets that obviously isolated themselves from other residential markets in the area. Hilltop Lakes is largely a retirement community with a private golf course, airplane runway and numerous lakes with lake front building opportunities. This area has separated itself from the remainder of Leon County with a historical record of sales that continue to lead the county with regard to price per square foot. While this market is subject to the same driving forces that affect all markets (size, location, time, style and design, etc.), the amenities available to the homeowners in this area are the driving force that divides and elevates this market from the typical housing market in other areas of the county. Homes that sell within this market are not considered to be comparable to other homes located outside the Hilltop Lakes market area and vice versa. Hilltop, just like other areas of the market, has realized a substantial increase in value over the past two years. The increase has resulted in a high increase in the residential values in the area. This particular market for 2018 and 2019 was monitored very closely with expected growth in the year 2020. Values were increased during 2022 and are expected to continue into the coming years.

Lake Limestone is a typical popular waterfront subdivision. Values have exploded in the last 24 months in the subdivisions on the lake. Lake Limestone is very non-typical with regard to its location. It is situated in parts of three counties and all three counties have experienced growth in the lake side neighborhoods. The market of Lake Limestone differs from Hilltop Lakes in that it is driven by different types of buyers. Hilltop Lakes is a retirement type community while Lake Limestone is a combination of local owners and recreational owners from Dallas and Houston areas.

Other markets noted in the area served by the Leon CAD are the residential market and commercial markets that are located within the cities of the county.

The city market has remained very consistent over the past five years and has shown very little erratic activity. Sales have been slow at times but prices have remained constant for the most part. Most of the homes are owner occupied and there continues

to be a solid demand for rental properties. There are six different cities in the county; Buffalo, Centerville, Jewett, Marquez, Normangee and Oakwood. Each of the cities has their own individual markets but the values appear to be consistent as of the date of this writing. The discrepancy in price between cities seems to be based solely on the class of property as well as the size of the property being sold, or analyzed. Each city provides the same essential services, and for the most part, prices are consistent.

Buffalo continues to lead the cities in the county with regard to commercial development. For years, the City of Buffalo has been the location of any type of new major commercial development for the county. This is attributed largely to the intersection of IH 45 and SH 79. Two major traffic arteries that intersect in an area where there is surrounding available property, adequate utilities, and an obvious demand for growth. Each time there is a new development in this area, there appears to be more support for even more development. With the available utilities and growth potential, it is likely that this area will continue to see more growth in the near future. Construction has been completed on the new entrance and exit ramps on the south bound side of IH 45. This also involved the IH 45 and SH 79 interchange.

A rather new commercial development that could make an impact on Leon County is the presence of solar farms. Even though there has been no construction yet, there have been a number of Chapter 313 applications filed in the county involving several different school districts. Trouble acquiring the panels has delayed construction start dates. However, it is estimated that approximately 5,000 to 7,000 acres are potentially subject to this type of new energy development.

Overall, the Leon County real estate market is in very seller friendly market as of the date of this reappraisal plan. Trends and values are making history in the area as many real estate professionals have made mention of not ever experiencing this type of activity before. Record sales prices combined with limited supply are expected to continue into 2023. Barring a complete failure of the market, there is no indication of prices softening in the near future.

The soundness of the market is attributable to the location of Leon County with regards to the major metropolitan areas of Texas such as Houston and Dallas, combined with the presence of energy exploration in the immediate area. In addition, the cattle market is also considered to be a factor that contributes in a positive manner to the sound real estate market within the area. There are no known conditions that exist that would negatively impact the near future of the market. This is not to say that a major catastrophe in the nations market could not also adversely affect the local economy.

Highest and Best Use Analysis

The highest and best use of property is the reasonable and probable use that supports 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 residential property is normally its current use. This is due in part to the fact that residential development, in many areas, through use of deed restrictions and zoning, precludes other land uses. Residential valuation undertakes reassessment of highest and best use in transition areas and areas of mixed residential and commercial use. In transition areas with ongoing gentrification, the appraiser reviews the existing residential property use and makes a determination regarding highest and best use. Once the conclusion is made that the highest and best use remains residential, further highest and best use analysis is done to decide the type of residential use on a neighborhood basis. As an example, it may be determined in a transition area that older, non-remodeled homes are economic mis improvements, and the highest and best use of such property is the construction of new dwellings. In areas of mixed residential and commercial use, the appraiser reviews properties in these areas on a periodic basis to determine if changes in the real estate market require reassessment of the highest and best use of a select population of properties.

VALUATION AND STATISTICAL ANALYSIS (Model Calibration)

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. Costs 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. The cost schedules are reviewed regularly as a result of recent state legislation requiring that the appraisal district cost schedules be within a range of plus or minus 10% from nationally recognized cost schedules.

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 district are considered. The property data characteristics of these properties are verified and photographs are taken of the samples. 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 measures, 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 of neighborhood economic factors are developed for use in the district's cost process. These new economic indexes are estimated and used to adjust the district's cost schedule to comply with local building costs as reflected by the local market.

Sales Information

A sales file for the storage of "snapshot" sales data at the time of sale is maintained for real property. Residential vacant land sales, along with commercial improved and vacant land sales are maintained in a sales information system. Residential improved and vacant sales are collected from a variety of sources, including: district questionnaires sent to buyer and seller, field discovery, protest hearings, Board of Realtor's MLS, 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 sale 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.

Monthly time adjustments are estimated based on comparative analysis using paired comparison of sold property. Sales of the same property were considered and analyzed for any indication of price change attributed to a time change or influence. Property characteristics, financing, and conditions of sale were compared for each property sold in the pairing of property to isolate only the time factor as an influence on price.

Statistical Analysis

The residential valuation appraisers perform statistical analysis annually 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--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, makes a preliminary decision as to whether the value level in a neighborhood needs to be updated or whether the level of market value in a neighborhood is at an acceptable level.

Market and Cost Reconciliation and Valuation

Neighborhood analysis of market sales to achieve an acceptable sale ratio 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 comparison 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 building contributory values and uses 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 level of appraisal to an acceptable standard as indicated by market sales. Thus, demand side economic factors and influences may be observed and considered. These market, or location adjustments, may be abstracted and applied uniformly within neighborhoods to account for locational variances between market areas or across a jurisdiction. Whereas, in accordance with the Market Approach, the estimated market value (MV) of the property equals the basic unit of property under comparison, times the market price range per unit for sales of comparable property. For residential property, the unit of comparison is typically the price per square foot of living area or the price indicated for the improvement contribution. This analysis for the hybrid model is based on both the cost and market approaches as a correlation of indications of property valuation. A significant unknown for these two indications of value is determined

to be the rate of change for the improvement contribution to total property value. The measure of change for this property component can best be reflected and based in the annualized accrued depreciation rate. This cost related factor is most appropriately measured by sales of similar property. The market approach, when improvements are abstracted from the sale price, indicates the depreciated value of the improvement component, in effect, measuring changes in accrued depreciation, a cost factor. The level of improvement contribution to the property is measured by abstraction of comparable market sales, which is the property sale price less land value. The primary unknown for the cost approach is to accurately measure accrued depreciation affecting the amount of loss attributed to the improvements as age increases and condition changes. This evaluation of cost results in the depreciated value of the improvement component based on age and condition. The evaluation of this market and cost information is the basis of reconciliation and indication of property valuation under this hybrid model.

When the appraiser reviews a neighborhood, the appraiser reviews and evaluates a ratio study that compares recent sales prices of properties, appropriately adjusted for the effects of time, within a delineated neighborhood, with the value of the properties' based on the estimated depreciated replacement cost of improvements plus land value. The calculated ratio derived from the sum of the sold properties' estimated value divided by the sum of the time adjusted sales prices indicates the neighborhood level of appraisal based on sold properties. This ratio is compared to the acceptable appraisal ratio, 96% to 100%, to determine the level of appraisal for each neighborhood. If the level of appraisal for the neighborhood is outside the acceptable range of ratios, adjustments to the neighborhood are made.

If reappraisal of the neighborhood is indicated, the appraiser analyzes available market sales, appropriately adjusted for the apparent effects of time, by market abstraction of property components. This abstraction of property components allows the appraiser to focus on the rate of change for the improvement contribution to the property by providing a basis for calculating accrued depreciation attributed to the improvement component. This impact on value is usually the most significant factor affecting property value and the most important unknown to determine by market analysis. Abstraction of the improvement component from the adjusted sale price for a property indicates the effect of overall market suggested influences and factors on the price of improvements that were a part of this property, recently sold. Comparing this indicated price or value allocation for the improvement with the estimated replacement cost new of the improvement indicates any loss in value due to accrued forms of physical, functional, or economic obsolescence. This is a market driven measure of accrued depreciation and results in a true and relevant measure of improvement marketability, particularly when based on

multiple sales that indicate the trending of this rate of change over certain classes of improvements within certain neighborhoods. Based on this market analysis, the appraiser estimates the annual rate of depreciation for given improvement descriptions considering age and observed condition. Once estimated, the appraiser recalculates the improvement value of all property within the sale sample to consider and review the effects on the neighborhood sale ratio. After an acceptable level of appraisal is achieved within the sale sample, the entire neighborhood of property is recalculated utilizing the indicated depreciation rates taken from market sales. This depreciation factor is the basis for trending all improvement values and when combined with any other site improvements and land value, brings the estimated property value through the cost approach closer to actual market prices as evidenced by recent sale prices available within a given neighborhood. Therefore, based on analysis of recent sales located within a given neighborhood, estimated property values will reflect the market influences and conditions only for the specified neighborhood, thus producing more representative and supportable values. The estimated property values calculated for each update neighborhood are based on market indicated factors applied uniformly to all properties within a neighborhood. Finally, with all the market-trend factors applied, a final ratio study is generated that compares recent sale prices with the proposed appraised values for these sold properties. From this set of ratio studies, the appraiser judges the appraisal level and uniformity in both update and non-update neighborhoods and verifies appraised values against overall trends as exhibited by the local market, and finally, for the school district as a whole.

TREATMENT OF RESIDENCE HOMESTEADS

Beginning 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 (assessed value) 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.

INDIVIDUAL VALUE REVIEW PROCEDURES

Field Review

The appraiser identifies individual properties in critical need of field review through sales ratio analysis. Sold properties are field reviewed on a monthly and periodic basis to check for accuracy of data characteristics. In the case that the CAD discovers a property that has sold, and the sale price is known, and there is a large differential between the sale price and the appraised value, the property is then inspected to ensure that all structural improvements are on the appraisal roll and that all improvements are appropriately classed. If errors are discovered, then legally allowed corrections are made to the appraisal roll.

As the district's parcel count has increased through new home construction, and the homes constructed in the boom years of the late 70's and early 80's experience remodeling, the appraisers are required to perform the field activity associated with transitioning and high demand neighborhoods. Increased sales activity has also resulted in a more substantial field effort on the part of the appraisers to review and resolve sales outliers. Additionally, the appraiser frequently field reviews subjective data items such as quality of construction, condition, and physical, functional and economic obsolescence, factors contributing significantly to the market value of the property. After preliminary estimates of value have been determined in targeted areas, the appraiser takes valuation documents to the field to test the computer-assisted values against his own appraisal judgment. During this review, the appraiser is able to physically inspect both sold properties and unsold properties for comparability and consistency of values.

Office Review

Once field review is completed, the appraiser conducts a routine valuation review of all properties as outlined in the discussion of ratio studies and market analysis. Valuation reports comparing previous values against proposed and final values are generated for all residential improved and vacant properties. The percentage of value difference are noted for each property within a delineated neighborhood allowing the appraiser to identify, research and resolve value anomalies before final appraised values are released.

Previous values resulting from a hearing protest are individually reviewed to determine if the value remains appropriate for the current year.

Once the appraiser is satisfied with the level and uniformity of value for each neighborhood within his area of responsibility, the estimates of value go to noticing.

PERFORMANCE TESTS

Sales Ratio Studies

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 findings of the state comptroller's annual property value study for category a property. The appraisal district relies heavily on the Annual PVS in addition to our own study in order to more accurately reflect the values of the Leon Central Appraisal District.

Management Review Process

Once the proposed value estimates are finalized, the appraiser reviews the sales ratios by neighborhood and presents pertinent valuation data, such as weighted sales ratio and pricing trends, to the appraisal supervisors and the Chief Appraiser for final review and approval. This review includes comparison of level of value between related neighborhoods within and across jurisdiction lines. The primary objective of this review is to ensure that the proposed values have met preset appraisal guidelines appropriate for the tax year in question.

Field Review

The date of last inspection, extent of that inspection, and the Leon County CAD appraiser responsible are listed in the CAMA system. If a property owner disputes the District's records concerning this data in a protest hearing, CAMA may be adjusted based on the credibility of the evidence provided. Normally, a new field check is then requested to verify this information for the current year's valuation or for the next year's valuation. There are no building permits required in Leon County, only septic permits. Adding Pictometry with Change Finder aids in offsetting the gap caused by the lack of a Building Permit process. Eagle View flew Leon County in 2021 for the Pictometry system now employed in our county. Eagle View Change Finder utilizes the data collected from this photography flight and compared it to available satellite imagery. This comparison was used to produce a visual overlay to the Pictometry map that identifies any improvements that were not evident on the satellite imagery. The process will continue with Eagle View accomplishing a new photography flight every three years. The flight in 2021 is compared

to the photography flight accomplished in 2018 rather than satellite imagery for an even higher degree of accuracy. Additionally, the data provided by Change Finder will be verified by a Field Review of the property.

The Chief Appraiser is somewhat limited in the time available to field review all commercial properties of a specific use type. However, a major effort is made by appraisers to field review as many properties as possible or economic areas experiencing large numbers of remodels, renovations, or retrofits, changes in occupancy levels or rental rates, new leasing activity, new construction, or wide variations in sale prices. Field review of real property accounts is accomplished while business personal property is reviewed and inspected in the field. Additionally, the appraisers frequently field review subjective data items such as building class, quality of construction (known as cost modifiers), condition, and physical, functional and economic obsolescence factors contributing significantly to the market value of the property. In some cases, field reviews are warranted when sharp changes in occupancy or rental rate levels occur between building classes or between economic areas. With preliminary estimates of value in these targeted areas, the appraisers test computer assisted values against their own appraisal judgment. While in the field, the appraisers physically inspect sold and unsold properties for comparability and consistency of values.

Office Review

Office reviews are completed on properties subject to field inspections and are performed in compliance with the guidelines required by the existing classification system. Office reviews are typically limited by the available market data presented for final value analysis. These reviews summarize the pertinent data of each property as well as comparing the previous value to the proposed value conclusions of the various approaches to value. These evaluations and reviews show proposed value changes, income model attributes or overrides, economic factor (cost overrides) and special factors affecting the property valuation such as new construction status, and a three years sales history (USPAP property history requirement for non-residential property). The appraiser may review methodology for appropriateness to ascertain that it was completed in accordance with USPAP or more stringent statutory and district policies. This review is performed after preliminary ratio statistics have been applied. If the ratio statistics are generally acceptable overall the review process is focused primarily on locating skewed results on an individual basis. Previous values resulting from protest hearings are individually reviewed to determine if the value remains appropriate for the current year based on market conditions. Each appraiser's review is limited to properties in their area of responsibility by property type (improved) or geographic area (commercial vacant land). Once the appraiser is satisfied with the level and uniformity of value for each commercial property within their area of responsibility, the estimates of value go to noticing. Each parcel is subjected to the value parameters appropriate for its use type.

Business Personal Property Valuation Process

INTRODUCTION

Appraisal Responsibility

There are four different personal property types appraised by the district's personal property section: Business Personal Property accounts; leased assets; vehicles and aircraft; and multi-location assets. All commercial and heavy industrial valuations are handled by Pritchard and Abbott, Inc. Renditions are filed with the appraisal district for review before being forwarded to the staff at Pritchard and Abbott, Inc., The Chief Appraiser is available to assist the staff of Pritchard and Abbott, Inc., with any questions or concerns involving the accounts handled by Pritchard and Abbott.

- **Personnel** - The personal property staff consists of the Chief Appraiser and the field appraiser that works in the market on a daily basis.
- **Data** – The Leon Central Appraisal District maintains copies of renditions for year-to-year reference purposes on business personal property accounts. The staff of the appraisal district collects field data and maintains electronic property files making updates and changes gathered from field inspections, newspapers, property renditions, sales tax permit listing and interviews with property owners.

VALUATION APPROACH

SIC Code Analysis

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

Highest and Best Use Analysis

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.

DATA COLLECTION/VALIDATION

Data Collection Procedures

Personal property data collection procedures are published and distributed to Business Personal Property appraiser involved in the appraisal and valuation of personal property. The appraisal procedures are reviewed and revised to meet the changing requirements of field data collection.

Sources of Data

Business Personal Property

The district's property characteristic data was collected through a massive field data collection effort coordinated by the district over the recent past and from property owner renditions. From year to year, reevaluation activities permit district appraisers to collect new data via an annual field inspection. This project results in the discovery of new businesses, changes in ownership, relocation of businesses, and closures of businesses not revealed through other sources. Tax assessors, city and local newspapers, and the public often provide the district information regarding new personal property and other useful facts related to property valuation.

Vehicles

An outside vendor provides Leon CAD with a listing of vehicles within the jurisdiction. The vendor develops this listing from the Texas Department of Transportation (TX DOT) Title and Registration Division records. Other sources of data include property owner renditions and field inspections.

Leased and Multi-Location Assets

The primary source of leased and multi-location assets is property owner renditions of property. Other sources of data include field inspections.

VALUATION AND STATISTICAL ANALYSIS (model calibration)

Cost Schedules

Cost schedules are developed based on the SIC code by the Property Tax Division of the Comptroller's Office and by district personal property valuation appraisers. Analyzing cost data from property owner renditions, hearings, state schedules, and published cost guides develops the cost schedules. 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 exception SIC's are in an alternate price per unit format, such as per room for hotels.

Statistical Analysis

Summary statistics including, but not limited to, the median, weighted mean, and standard deviation provide the appraisers an analytical tool by which to determine both the level and uniformity of appraised value by SIC code. Review of the standard deviation can discern appraisal uniformity within SIC codes.

Depreciation Schedule and Trending Factors:

Business Personal Property

Leon CAD's primary approach to the valuation of business personal property is the cost approach. The replacement cost new (RCN) is either 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 Leon 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:

$$PVF = INDEX\ FACTOR \times PERCENT\ GOOD\ FACTOR$$

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

$$MARKET\ VALUE\ ESTIMATE = PVF \times HISTORICAL\ COST$$

This 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.

Computer Assisted Personal Property Appraisal (CAPPA)

The CAPPA valuation process has two main objectives: 1) Analyze and adjust estimated asset cost with existing SIC models. 2) Develop new models for business classifications not previously integrated into CAPPA. The delineated sample is reviewed for accuracy of SIC code, square footage, field data, and original cost information. Models are created and refined using actual original cost data to derive a typical replacement cost new (RCN) per square foot for a specific category of assets. The RCN per square foot is depreciated by the estimated age using the depreciation table adopted for the tax year. The data sampling process is conducted in the following order: 1) Prioritizing Standard Industrial Classification (SIC) codes for model analysis. 2) Compiling the data and developing the reports. 3) Field checking the selected samples. The models are built and adjusted using internally developed software. The models are then tested against the previous year's data. The typical RCN per square foot (or applicable unit) is determined by a statistical analysis of the available data.

CAPPA model values are used in the general business personal property valuation program to estimate the value of new accounts for which no property owner's rendition is filed. Model values are also used to establish tolerance parameters for testing the valuation of property for which prior data years' data exist or for which current year rendered information is available. The calculated current year value or the prior year's value is compared to the indicated model value by the valuation program. If the value being tested is within an established acceptable percentage tolerance range of the model value, the account passes that range check and moves to the next valuation step. If the account fails the tolerance range check, it is flagged for individual review. Allowable tolerance ranges may be adjusted from year to year depending on the analysis of the results of the prior year.

Vehicles

Value estimates for vehicles are provided by an outside vendor and are based on Red Book published book values, and there are also considerations available for high mileage. An appraiser using PVF schedules or published guides values vehicles that are not valued by the vendor.

Leased and Multi-Location Assets

Leased and multi-location assets are valued using the PVF schedules mentioned above. If the asset to be valued in this category is a vehicle, then Red Book published book values are used. Assets that are not valued by the vendor are valued by an appraiser using PVF schedules or published guides.

INDIVIDUAL VALUE REVIEW PROCEDURES

Office Review

Business Personal Property

A district valuation computer program exists in a mainframe environment that identifies accounts in need of review based on a variety of conditions. Property owner renditions, accounts with field or other data changes, accounts with prior hearings, new accounts, and SIC cost table changes are all considered. The accounts are processed by the valuation program and pass or fail preset tolerance parameters by comparing appraised values to prior year and model values. The appraisers review accounts that fail the tolerance parameters.

PERFORMANCE TESTS

Ratio Studies

Each year the Property Tax Division of the state comptroller's office conducts a property value study (PVS). The PVS is a ratio study used to gauge appraisal district performance. Results from the PVS play a part in school funding. Rather than a sales ratio study, the personal property PVS is a ratio study using state cost and depreciation schedules to develop comparative personal property values. These values are then compared to Leon CAD's personal property values and ratios are indicated.

Value Review Procedures

The method of value review for this type of property is based on the review of the factors estimated within the discounted cash flow analysis methodology such as the discount rate, product prices, and operating expenses. Evaluation and verification of these economic factors as to their validity within current economic times and based on current capital requirements for investment in this type property is re-confirmed and reviewed for reasonableness. Sales of mineral properties are considered but adequate sale data is usually not available due to difficulty in confirming sales. The market for this type of property is neither an active nor an efficient market, there are very few participants and pricing information is mostly confidential. There is no central source for tracking these transactions and property owners are reluctant to reveal market information concerning prices paid or terms of the transaction. Because of a lack of market sales on mineral property, appraised values are regularly compared to similar properties within the same production field, field of exploration, strata of formation, or production history and expense level.

When market sales are available the ratio study is based on a comparison of the appraised value to the sale price. For mineral property, which lacks available market sales, a ratio study is a comparison of another appraisal opinion with the opinion of the district to determine level and uniformity of appraisal. The Property Tax Division of the Comptroller's Office conducts an annual ratio study of selected mineral properties to gauge the districts appraisal performance. The PTD utilizes the same valuation methodology to appraise individual mineral properties. This opinion of value is then utilized as market evidence with the same significance as if the property sold for that value. The estimated value of the property by Leon CAD is compared to the appraisal by the PTD to calculate the ratio and the indicated level of appraisal. This study indicates the median and mean levels of appraisal for mineral property and is considered reliable as a review and evaluation tool.

2023 - 2024 Reappraisal Plan

Leon County Central Appraisal District

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Reappraisal Plan Approval

This plan was approved by the Leon Central Appraisal District Board of Directors in an Open Meeting held September 12, 2022. This meeting was done in accordance to all applicable laws as set forth by the Texas Property Tax Code and the meeting notice was duly posted. This meeting was recorded by both audio and video and was subject to all requirements of the Open Meeting Act.

Appendix A
APPRAISAL PLAN BY YEAR

APPRAISAL PLAN YEAR 1 – Rural Residential – Agricultural Market Areas
Rural properties by abstract, Divided by four Sections: Dividing lines being IH 45 North & South and Hwy 7, East & West - See Appendix "B" Page B-1
#1 SE Section - See Appendix "B" Page B-2
#2 NE Section - See Appendix "B" Page B-3
#3 NW Section - See Appendix "B" Page B-4
#4 SW Section - See Appendix "B" Page B-5
This phase of the Reappraisal will cover Abstract #1 through Abstract # 1469 - Except and excluding abstracts and properties within Land Companies & City Limits

Reappraisal Plan 2021 – 2022
Leon County Central Appraisal District

Appendix A
APPRAISAL PLAN BY YEAR

APPRAISAL PLAN YEAR 2 – Residential Land Company Market Area	
Land Company	Abstract #
Centerville Independent School District	
3178 Land Company	935
811 Land Company	536,904
B & B Land Company	8
Anna Land Company	1146
B & C Land Company	580,283
BWB Land Company	8
Beaver Dam estates	8,306
Big 3 Land Company	8
Big oaks Estates	14
Big Oaks Vista	14
Bit Land Company	8
Black Land Company	43,97,187,241,281,346,459, 98,619,872,942,1344,1367
Boggy Creek Land Company	1,29
Boykin Land Company	722,366
Burleson Place	54, 944
Byron Knight	1009
CJ Ranch	550,670,10
Cairo Bluff Estates	161,387,653,794
Carroll Land Company	224,13,660
Carter Land Company	665
Carter Land Company II	540
Cindy's Place	161
Ben Cleveland	220
William R Coffey	55
Jeff C Coleman	11,502
Courson Land Company	425
Dawn Land Company	55
Dixie Land Estates	387,882,103,550,16
Dorman	579,197,624,1176,935
Durst Land Company	5
Wayne Gillespie	18,91
Gindratt Land Company	27
Goolsby Land Company	18
H&H Land Company	18,1370
HM Land Company	14
Darrell Hall Subdivision	460
Darrell Hall	535
AC Heil	1051,580,283
AC Heil	11
Hickman Land Company	29
Hicks Land Company	944

Reappraisal Plan 2021 – 2022
Leon County Central Appraisal District

Appendix A
APPRAISAL PLAN BY YEAR

Land Company	Abstract #
Highway Seven Estates	540
Highway 7 Land Company	1023
Hill Subdivision	18,1370
Homestead Acres	29
I-45 Estates	717
I-45 Land Company	271
Jackson Road Land Company	412
Jackson Road Subdivision	310,1433,1052,415,1006,412
King Land Company	1294
Lakewood Subdivision	122,217
Largent Estates	29,16
Largent Land Company	29
Leona Land Company	5
Lower Keechi Creek Land Company	109,435,667,730,903
Luedke Land Company	875,876
Matheny Land Company	29
Monroe Land Company	606
J A Neal	1294
North Creek Land Company	583
Oakhill Land Company	224,8
Oakhill Subdivision	14,18
Oden Travis Estates	527,436
Pine Branch Estates	541,540
Pine Branch Hollow 1&2	503
Piney Grove Land Company	436,519
R P Land Company	7
Ranchett Estates	14
Red Oak Subdivision	5
Riverland Acres	161,435
Riverland Estates Section 2	8
River Road Subdivision	8
River Oaks Subdivision	2
Rocky Land Company	875,876
Rolling K Land Company	1233,8
H H Salter	605
Sean Land Company Phase 1	18
Senator Ranch	96
Small Land Company	366
Stell Estates	55
Suttle Hattie B Estates	1269,1264
Sunshine Acres	2
Charles Tisdale	11