COOKE COUNTY APPRAISAL DISTRICT ANNUAL REPORT 2020

This Annual Report provides some information about the operations of the CCAD. The report has been designed to provide a compilation of information which is published and printed in many different documents by the appraisal district.

The information in this report highlights the structure of the appraisal district, certification of the 2020 appraisal roll, appraisal or collection 2021 budgets, a comparison of the last 4 years of the appeals process, statistical comparisons from the Property Tax Assistance Division Property Value Study and trends in ownership transfers.

CCAD Mission Statement

- > To uphold the standards of our profession
- > To treat the public and co-workers with courtesy and respect
- > To appraise property at market value in an equal and uniform manner using professional standards, practices and procedures
- > To produce an appraisal roll
- > To administer exemptions and special use valuation in an equal manner adhering to the law and guidelines we must follow

There are many functions within the appraisal district, other than appraising property, that help to produce an appraisal roll. These duties include staying current on deed changes, our GIS mapping system, state reports, required manuals and procedures as directed in Texas Property Tax Law and Comptrollers' Rules and tax collections. Unlike many appraisal districts, Cooke CAD also collects tax revenue that is generated through the appraisal processes. By having the collections as part of the appraisal district office, it saves the taxpayer from going back and forth to different offices when questions arise. CCAD feels this saves the taxpayers money by funding only one office instead of two. It makes the whole system function better when you are able to apply homesteads, change addresses, ask questions, etc. at one office. A collection clerk is always available to greet you. CCAD strives to keep all our staff knowledgeable, courteous, and helpful.

In 2020, the CCAD once again successfully certified a timely appraisal roll. We believe it is our highest priority to not only efficiently serve our taxing units, but to humbly serve the citizens of Cooke County by providing a supportable estimate of market value that is also equal and uniform so that the tax burden can be equitably distributed.

This annual report for 2020 endeavors to provide information about the operations of CCAD. Within this report, the reader will find statistical information on our appraisal operations, appeals process, and the 2020 budget for the appraisal department as well as a separate budget for the collections department.

While Cooke CAD is proud of our many accomplishments, we are always striving to improve. We realize that we are stewards of the taxpayers' money and we are here to provide a service for <u>all</u> property owners and taxing entities. Because improvements can always be made, we welcome your ideas and suggestions in the following report. Thank you for allowing us to serve you!

Respectfully,

Doug Smithson

Chief Appraiser

TAXING ENTITIES

Cooke County Appraisal District services 26 taxing entities. They are as follows;

- → Independent School Districts Callisburg, Collinsville, Era, Gainesville, Lindsay, Muenster, Pilot Point, Saint Jo, Sivells Bend, Slidell, Valley View, Walnut Bend, Whitesboro
- → Cities Callisburg, Gainesville, Lindsay, Muenster, Oakridge, Road Runner, Valley View
- → County Cooke
- → Hospital Districts Gainesville, Muenster
- → Water Districts Clear Creek Watershed, Muenster Water District
- → College North Central Texas College

BOARD OF DIRECTORS

The Cooke CAD **Board of Directors** (**BOD**) are individuals who are appointed by the taxing entities. These individuals are not compensated; they take on the job of a public servant. Their primary responsibilities are to:

- > Establish an office
- Hiring a "Chief Appraiser"
- Appoint the Appraisal Review Board (ARB) members
- Make General Policy
- Adopt a Budget

2020 BOARD MEMBERS

Chairperson – Joe Knight

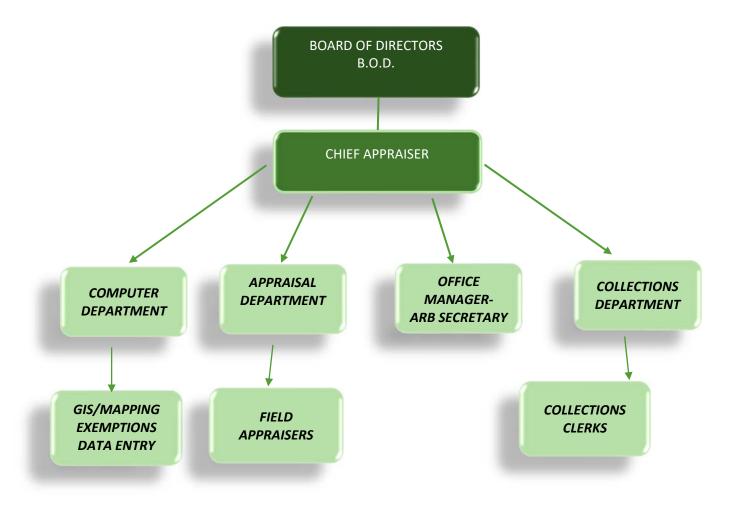
Vice Chairperson – James Collins

Secretary – Jerry Fleitman

Nancy Brannon

Nathan D Dempsey

ORGANIZATIONAL CHART



The appraisal district is made up of 15 employees.

- Chief Appraiser
- Office Manager
- Appraisal department real property with 1 supervisor and 5 appraisers
- Business Personal Property has 1 appraiser
- Computer department with 4 employees: 1 supervisor, 2 appraisal support clerks and 1 mapping/GIS & ownership transfers.
- Collections department with 3 employees: 1 supervisor and 2 collection clerks.

The chief appraiser will prepare and submit two individual budgets to the district's Board of Directors. One for the appraisal district the other for assessment and collections for taxes. The Board of Directors will then review, approve and adopt the budgets.

2021 ADOPTED BUDGET

2021 ADOPTED BUDGET - APPRAISAL EXPENSES			
SALARIES			
Chief Appraiser/Business Manger	\$ 94,000		
Business Manager	\$ 34,615		
Appraisers	\$ 425,700		
Computer/Data Entry	\$ 199,620		
Longevity	\$ 10,085		
TOTAL SALARIES	\$ 764,020		
EXPENSES			
Car Allowance-Chief Appraiser	\$ 6,000		
FICA & Medicare Tax	\$ 11,500		
Group Health Insurance	\$ 196,452		
Retirement	\$ 109,600		
TWC Unemployment Tax	\$ 3,000		
Appraisal Review Board	\$ 25,000		
Board of Directors/Travel	\$ 4,000		
Auditing	\$ 4,650		
ARB Attorney	\$ 2,500		
Appraisal District Attorney	\$ 2,300		
Building Maintenance	\$ 6,000		
Custodial Services	\$ 6,000		
Computer Hardware Maintenance	\$ 4,000		
IPAD Internet	\$ 3,200		
Computer Upgrades	\$ 7,500		
Dues & Memberships	\$ 5,500		
Legal Notice	\$ 3,500		
Office Supplies	\$ 15,000		
Printing / Notices / Rolls	\$ 10,000		
TNT Mailing (Truth and Taxation)	\$ 6,500		
Misc Equipment Maintenance	\$ 6,000		
Equipment Lease / Postage	\$ 4,000		
FF&E	\$ 1,000		
Postage Equipment Maintenance	\$ 500		
Postage & Freight	\$ 25,000		
Deeds	\$ 1,200		
GIS ESRI License	\$ 1,800		
Mapping Software Maintenance	\$ 1,800		
Pictometry	\$ 25,000		
Mineral & Utility Appraisal	\$ 90,000		
Software Maintenance - True Automation	\$ 78,000		
Software Maintenance - BIS	\$ 9,000		
Schools & Seminars	\$ 15,000		

Insurance - Dishonesty Bond	\$ 700
Insurance - Liability	\$ 2,500
Insurance - Property	\$ 2,300
Insurance - Workman Comp	\$ 4,800
Insurance - Vehicle	\$ 3,500
Electric	\$ 7,500
Telephone	\$ 3,700
Water	\$ 2,500
Vehicle Fuel & Maintenance	\$ 8,500
Vehicle Mileage Allowance	\$ 6,000
TOTAL OPERATIONS	\$ 732,502
TOTAL SALARIES & OPERATIONS	\$ 1,496,522
Other Income	\$ (3,000
	\$ 1,493,522

2021 ADOPTED BUDGET - COLLECTION E	EXPENSES
SALARIES	
Chief Appraiser	\$ 14,282
Business Manager	\$ 27,619
Salaries	\$ 130,100
Longevity	\$ 10,000
TOTAL SALARIES	\$ 182,001
EXPENSES	
FICA & Medicare Tax	\$ 3,000
Group Health Insurance	\$ 70,000
Retirement	\$ 29,000
TWC Unemployment Tax	\$ 1,200
Auditing	\$ 10,850
Building Maintenance	\$ 3,500
Custodial Services	\$ 2,500
Computer Hardware Maintenance	\$ 500
Computer Upgrades	\$ 4,500
Dues & Memberships	\$ 1,000
Legal Notice	\$ 500
Office Supplies	\$ 7,000
Tax Statements / Envelopes	\$ 12,000
Printing / Notices / Rolls	\$ 4,500
Equipment Maintenance	\$ 2,800
Equipment Lease / Postage	\$ 2,200
FF&E	\$ 500
Postage Equipment Maintenance	\$ 250
Postage & Freight	\$ 17,000
Software Maintenance - True Automation	\$ 36,000
Software Maintenance - BIS	\$ 7,000
Schools & Seminars	\$ 5,500
Insurance - Dishonesty Bond	\$ 450
Insurance - Liability	\$ 1,200
Insurance - Property	\$ 1,500
Insurance - Workman Comp	\$ 4,200
Electric	\$ 4,000
Telephone	\$ 1,500
Water	\$ 1,300
Vehicle Mileage Allowance	\$ 1,800
TOTAL OPERATIONS	\$ 237,250
TOTAL SALARIES & OPERATIONS	\$ 419,251
Other Income	\$ (2,000)
	\$ 417,251

Taxpayer Appeal Stats

	2020	2019	2018	2017
Notices Mailed - Cooke CAD	30,027	29,166	28,303	23,715
Notices Mailed - Mineral				
	23,885	3,700	3,478	3,347
TOTAL Notices Mailed	53,912	32,866	31,328	27,062
Inquiries Opened	659	1,525	861	947
Protests - Real, Commercial, BPP	3,438	3,089	2,311	1,035
Protest - Mineral	1,080	1,033	1,169	805
TOTAL Protests	4,518	4,127	3,480	1,840
	10			
Appraisal Review Boa	ard Stati	stical Bi	reakdow	n
Total Protest Filed Online (E-File)	1123			
Total Affidavits	53			
Total ARB Hearings by Phone	179			
ARB No Change Value	100	47	59	35
ARB E-Filed No Change	4			
ARB Changed Value	107	37	30	17
ARB E-Filed Changed Value	4			
ARB TopLine Appproved	242			
ARB No Shows	449	705	551	327
ARB E-Filed Protest No Shows	103			
Protests Withdrawn	1,036	1,235	1,500	925
E-Filed Protest Withdrawn	170			
Protest Settled	1,522	2,023	878	691
E-Filed Protest Settled	558			

^{****}Data used in the next 3 charts were taken from the Cooke County Certified Totals.

2020 Exemptions

Exemption	Count	Local	State	Total
AB	7	\$42,638,467		\$42,638,467
DP	249			
DV1	27		\$ 188,727	\$188,727
DV1S	1		\$5,000	\$5,000
DV2	25		\$ 223,500	\$223,500
DV3	23		\$ 238,000	\$238,000
DV3S	1		\$ 10,000	\$10,000
DV4	263		\$ 1,957,426	\$1,957,426
DV4S	25		\$ 144,980	\$144,980
DVHS	114		\$20,564,276	\$20,564,276
DVHSS	12		\$ 2,986,517	\$2,986,517
EX	107		\$ 3,557,729	\$3,557,729
EX (Prorated)	1		\$9,444	\$9,444
EX-XD	1		\$11,900	\$11,900
EX-XG	9		\$ 755,675	\$755,675
EX-XG (Prorated)	0			
EX-XL	10		\$ 1,183,688	\$1,183,688
EX-XR	22		\$ 1,005,987	\$1,005,987
EX-XU	47		\$ 2,697,464	\$2,697,464
EX-XV	863		\$ 291,656,507	\$291,656,507
EX-XV (Prorated)	0			
EX366	10,280		\$ 593,403	\$593,403
LIH	1		\$ 2,465,000	\$2,465,000
LVE	84	\$8,410,665		\$8,410,665
MASSS	1		\$192,341	\$192,341
OV65	4,079	\$31,018,425		\$31,018,425
OV65S	283	\$2,172,667		\$2,172,667
PC	9	\$1,613,965		\$1,613,965
PPV	95	\$1,423,365		\$1,423,365
so	20 Totals	\$814,904 \$88,092,458	\$330,447,564	\$814,904 \$418,540,022

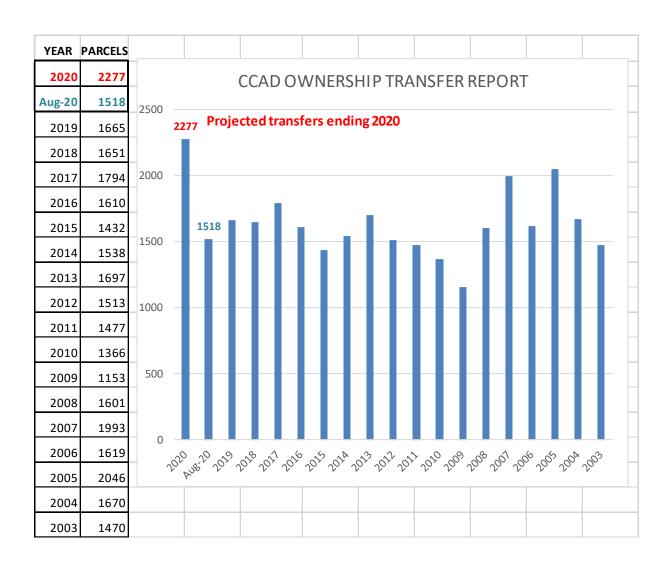
2020 Certified Assessed Totals

ENTITY	YEAR 2020 Certified Taxable		YEAR 2019 le Certified Taxable		YEAR 2018 Certified Taxable	
Cooke County	\$	4,469,004,565	\$	4,235,244,803	\$	3,899,127,378
FM & lateral Road	\$	4,452,901,976	\$	4,219,066,946	\$	3,882,415,343
Road & Bridge Fund	\$	4,469,016,009	\$	4,235,244,803	\$	3,899,127,368
North Central Texas College	\$	4,420,664,969	\$	4,182,235,311	\$	3,840,309,386
Gainesville Hospital	\$	3,733,388,590	\$	3,474,055,121	\$	3,151,638,227
Muenster Hospital	\$	670,375,763	\$	691,157,740	\$	671,326,499
Callisburg ISD	\$	948,392,195	\$	840,951,059	\$	742,958,355
Collinsville ISD	\$	2,885,266	\$	1,972,478	\$	1,929,487
Era ISD	\$	196,278,517	\$	195,475,818	\$	177,692,551
Gainesville ISD	\$	1,417,671,897	\$	1,305,718,937	\$	1,168,994,621
Lindsay ISD	\$	347,595,636	\$	373,466,839	\$	505,537,607
Muenster ISD	\$	413,331,940	\$	388,703,900	\$	378,505,588
Pilot Point ISD	\$	175,380,363	\$	156,031,795	\$	134,913,294
Sivells Bend ISD	\$	179,594,263	\$	158,842,022	\$	142,736,559
Saint Jo ISD	\$	37,894,212	\$	45,346,943	\$	46,484,894
Slidell ISD	\$	8,728,829	\$	5,769,633	\$	5,305,219
Valley View ISD	\$	356,886,009	\$	349,058,155	\$	298,243,224
Walnut Bend ISD	\$	13,168,617	\$	14,563,038	\$	13,411,662
Whitesboro ISD	\$	87,296,446	\$	77,853,940	\$	63,621,167
Callisburg, Town of	\$	13,945,466	\$	11,722,779	\$	10,203,722
Gainesville, Town of	\$	1,277,942,750	\$	1,235,379,602	\$	1,149,994,176
Li ndsay, Town of	\$	96,710,479	\$	87,757,505	\$	79,210,817
Muenster, Town of	\$	173,570,967	\$	153,151,611	\$	137,099,563
Oak Ridge, Town of	\$	13,540,411	\$	12,439,743	\$	10,784,222
Pilot Point, Town of	\$	9,554	\$	9,397	\$	643,238
Road Runner, Town of	\$	13,044,995	\$	11,533,451	\$	9,881,263
Valley View, Town of	\$	58,214,172	\$	54,887,370	\$	48,199,346
Clear Creek Watershed	\$	175,926,900	\$	181,772,489	\$	167,621,400
Muenster Water District	\$	173,570,967	\$	153,151,611	\$	137,068,305

2020 State Category Breakdown

STATE CODE	DESCRIPTION	COUNT	NEW VALUE MARKET	MARKET VALUE
	TOTAL NUMBER OF PARCELS:	71,754		
A	SINGLE FAMILY	12,357	\$ 38,166,522	\$ 2,043,599,671
В	MULTIFAMILY RESIDENCE	151	\$ 347,678	\$ 57,991,197
CI	VACANT LOTS AND LAND TRACTS	2,177	\$ -	\$ 62,901,756
D1	QUALIFIED OPEN-SPACE LAND	10,007		\$ 2,478,241,560
D2	IMPROVEMENT ON QUALIFIED OPEN SPACE	2,936	\$ 3,554,214	\$ 77,363,351
E	RURAL LAND, NON QUALIFIED OPEN SPACE	5,989	\$ 29,424,268	\$ 912,243,064
F1	COMMERCIAL REAL PROPERTY	1,193	\$ 15,260,535	\$ 397,458,363
F2	INDUSTRIAL AND MANUFACTURING REAL	85	\$ 1,212,180	\$ 195,061,104
G1	OIL AND GAS	25,394		\$ 139,057,171
J1	WATER SYSTEMS	13		\$ 352,390
J2	GAS DISTRIBUTION SYSTEM	16		\$ 8,288,062
J3	ELECTRIC COMPANY (INCLUDING CO-OP)	183		\$ 71,756,009
J4	TELEPHONE COMPANY (INCLUDING CO-OP)	86		\$ 13,537,275
J 5	RAILROAD	13		\$ 26,339,155
J6	PIPELINE COMPANY	290		\$ 45,922,332
J7	CABLE TELEVISION COMPANY	2		\$ 12,886,901
J8	OTHER TYPE OF UTILITY	9		\$ 10,898,688
L1	COMMERCIAL PERSONAL PROPERTY (BPP)	1,815		\$ 164,563,653
L2	INDUSTRIAL AND MANUFACTURING BPP	545	\$ 2,952,356	\$ 343,528,773
M1	TANGIBLE OTHER PERSONAL, MOBILE HOME	886	\$ 2,090,637	\$ 24,359,838
0	RESIDENTIAL INVENTORY	274	\$ 631,005	\$ 5,015,664
S	SPECIAL INVENTORY TAX	37		\$ 16,204,121
X	TOTALLY EXEMPT PROPERTY	11,516	\$ 680,856	\$ 313,770,827
		TOTALS	\$ 91,136,393	\$ 7,421,340,925

2020 Ownership Transfer Report



2020 Tax Rates

TAXING ENTITIES	TAXING ENTITIES CODE	M & O	1&5	2020 TAX RATE
Cooke County	ССОК	0.280200	0.017200	0.297400
FM & Lateral Road	FMRD	0.000100	0.000000	0.000100
Road & Brodge Fund	RDBD	0.125000	0.000000	0.125000
North Central Texas College	NCTC	0.072833	0.024982	0.097815
Gainesville Hospital	HOGV	0.038300	0.102300	0.140600
Muenster Hospital	HOMU	0.197500	0.000000	0.197500
Callisburg ISD	SDCL	0.902800	0.140000	1.042800
Collinsville ISD *	SDCV	1.004400	0.266500	1.270900
Era ISD	SDER	0.966400	0.170000	1.136400
Gainesville ISD	SDGV	1.021600	0.080000	1.101600
Lindsay ISD	SDLI	0.966400	0.000000	0.966400
Muenster ISD	SDMU	0.966400	0.360000	1.326400
Pilot Point ISD *	SDPP	1.018600	0.200000	1.218600
Sivells Bend ISD	SDSB	0.893100	0.000000	0.893100
Saint Jo ISD *	SDSJ	1.054700	0.270000	1.324700
Slidell ISD *	SDSL	0.976400	0.084000	1.060400
Valley View ISD	SDVV	1.021400	0.251500	1.272900
Walnut Bent ISD	SDWB	0.966400	0.000000	0.966400
Whitesboro ISD *	SDWH	1.054700	0.195000	1.249700
Callisburg, Town of	TNCL	0.160100	0.000000	0.160100
Gainesville, Town of	TNGV	0.495200	0.192300	0.687500
Lindsay, Town of	TNLI	0.217100	0.269100	0.486200
Muenster, Town of	TNMU	0.317800	0.000000	0.317800
Oak Ridge, Town of	TNOK	0.123000	0.000000	0.123000
Pilot Point, Town of *	TNPP	0.434579	0.206649	0.641228
Road Runner, Town of	TNRR	1.000000	0.000000	1.000000
Valley View, Town of	TNVV	0.204228	0.000000	0.204228
Clear Creek Watershed	WACC	0.036500	0.000000	0.036500
Muenster Water District	WAMU	0.062500	0.138900	0.201400

^{*} COOKE CAD DOES NOT COLLECT FOR THESE ENTITIES

Method and Assistance Program (MAP)

Cooke CAD is reviewed on odd years with a **Methods and Assistance Program (MAP)** Review. Under Section 5.102 of the Property Tax Code: "the comptroller shall review the governance of each appraisal district, the taxpayer assistance provided, and operating and appraisal standards, procedures, and methodology used by each appraisal district". This information is to determine compliance with generally accepted standards, procedures, and methodology.

The appraisal district has begun working on the 2021 Methods and Assistance review. The results of the review will not be available until early 2022. The results of the 2019 MAPs' review are stated below. If you want to look at the complete review for 2019 you can find it on the Comptroller's website using the website address below. Scroll down until you from Cooke.

https://comptroller.texas.gov/taxes/property-tax/map/2019/index.php

The results of the 2019 under "Mandatory Requirements" shows that the appraisal district did not pass this question. The appraisal district did have the recent reappraisal plan current however it was not submitted to and approved by the Board of Directors prior to September 15, 2018.

Under the category of "Governance" the appraisal districts score was 13 out of a total of 15. One of the failing points was due to the reappraisal plan submission date after September 15th, see above. The second the appraisal district budget was not submitted and approved by the Board of Directors prior to September 15th. All of these points of failure have been corrected.

The appraisal district encourages the reader to visit the comptroller's website and read the questions and results of the full Methods and Assistance Report.

Glenn Hegar **Texas Comptroller of Public Accounts** 2018-19 Final Methods and Assistance Program Review

Cooke County Appraisal District

This review is conducted in accordance with Tax Code Section 5.102(a) and related Comptroller Rule 9.301. The Comptroller is required by statute to review appraisal district governance, taxpayer assistance, operating procedures and appraisal standards.

Mandatory Requirements	PASS/FAIL
Does the appraisal district have up-to-date appraisal maps?	PASS
Is the implementation of the appraisal district's most recent reappraisal plan current?	FAIL
Are the appraisal district's appraisal records up-to- date and is the appraisal district following established procedures and practices in the valuation of property?	PASS
Are values reproducible using the appraisal district's written procedures and appraisal records?	PASS

Appraisal District Activities	RATING
Governance	Needs Some Improvement
Taxpayer Assistance	Meets All
Operating Procedures	Meets
Appraisal Standards, Procedures and Methodology	Meets All

Appraisal District Ratings:

Meets All – The total point score is 100

Meets – The total point score ranges from 90 to less than 100
Needs Some Improvement – The total point score ranges from 85 to less than 90

Needs Significant Improvement - The total point score ranges from 75 to less than 85

Unsatisfactory - The total point score is less than 75

Review Areas	Total Questions in Review Area (excluding N/A Questions)	Total "Yes" Points	Total Score (Total "Yes" Questions/Total Questions) x 100
Governance	15	13	87
Taxpayer Assistance	11	11	100
Operating Procedures	22	21	95
Appraisal Standards, Procedures and Methodology	29	29	100

Property Value Study

The **Property Value Study** is conducted by the comptroller's office every even year. The most recent Property Value Study for Cooke CAD was 2018. The Property Value Study takes a random sample of sold and unsold properties within each school district. A ratio study is done by the comptroller's office using all sold properties within the different categories

A ratio study is the study of the relationship between appraised value and market value. Indicators of market value may be either sales or independent "expert" appraisals.

Under section 5.10 of the Texas Property Tax Code "the comptroller shall conduct a study in each appraisal district to determine the degree of uniformity of and the median level of appraisals by the appraisal district within each major category of property". The published findings of a ratio study is then distributed to all members of the legislature and to all appraisal district.

A ratio study is calculated by taking the selling price of property sold on either side of January 1, then compared to CCAD's value for the same property. Sold properties are then compared to unsold properties to check for uniformity in the unsold property. When there are not enough sales within a school district, the comptrollers' appraiser will randomly pull properties, do an appraisal on the property to compare their estimate of market value with CCAD's, then determine a ratio. This ratio tells the comptroller and the appraisal district how closely the appraisal district is appraising properties to market value. It is also used to determine whether the appraisal district is appraising similar properties in a similar manner.

The comptroller's office is currently in the process of a ratio study for 2020. The preliminary results of the study will not be available until January 31, 2021.

A copy of CCAD's last "Property Value Study" can be found on the Texas Comptrollers' website:

https://www.comptroller.texas.gov/taxes/property-tax/pvs/2018f/049index.php

2019 Audit

A financial audit is performed at least once each year, as required by the Property Tax Code Sec. 6.063. The audit is performed by an independent certified public accountant. A copy of the report shall be given to each taxing unit that is eligible to vote on the appointment of district directors, with copies available for review at the appraisal district office.

The report is designed to provide the taxpayers, supporting tax units, creditors, and Cooke County Appraisal District Board of Directors with a general overview of the District's finances showing

accountability for the money it receives. The 2019 audit for the full year ending December 31, 2019 was reported to the district's Board of Directors during their August 12^{th} board meeting. A copy of the audit is available at the appraisal district for review.

Tax Calendar

A copy of the tax calendar can be found on the Comptrollers' website:

https://www.comptroller.texas.gov/taxes/property-tax/calendars/imp-dates.php

Additional Information

Cooke CAD's 2020-2021 **Reappraisal Plan** can be viewed on the Appraisal District's website.

Cooke CAD's 2020 Mass Appraisal Report can be viewed on the Appraisal District's website.