

COOKE COUNTY APPRAISAL DISTRICT

ANNUAL REPORT

2016

This Annual Report endeavors to provide some information about the operations of the CCAD. The report has been designed to provide the reader a summarization of information which is published and printed in many different formats by the appraisal district. It highlights the results of our appraisal operations, our collections operations, our taxpayer assistance programs, our financial stewardship, statistical comparisons in the appeals process in the last four years, and statistical comparisons from the Property Tax Assistance Division Property Value Study.

CCAD Mission Statement

- To uphold a professionalism fitting the dignity and honor 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 the 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 2016 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 2016 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 2016 budget for the appraisal department and a separate budget for the collections department.

TAXING ENTITIES

Cooke County Appraisal District services 25 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, Valley View
- ➔ **County** – Cooke
- ➔ **Hospital Districts** – Gainesville, Muenster
- ➔ **Water Districts** – Clear Creek, Muenster
- ➔ **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
- Appoint a “Chief Appraiser”
- Appoint the Appraisal Review Board “ARB”
- Make General Policy
- Adopt a Budget

2016 BOARD MEMBERS

Chairperson
Eddie Hadlock

Vice Chairperson
Randell Reed

Secretary
Jason Snuggs

Jerry Fleitman
Joe Knight

2016 BOD ADOPTED BUDGET

The chief appraiser prepares and submits two separate budgets (appraisal & collections) to the Board of Directors. The Board of Directors review, approve and adopt the budgets. Cooke CAD's budget is divided into two parts; appraisal and collections.

The appraisal part of the budget:

- Updating Ownerships and Maps
- Appraisal of all real and personal property
- Administering Exemptions & Special Valuation
- Notification of Proposed values and Appeals Process
- Certifying Values to the Taxing Entities

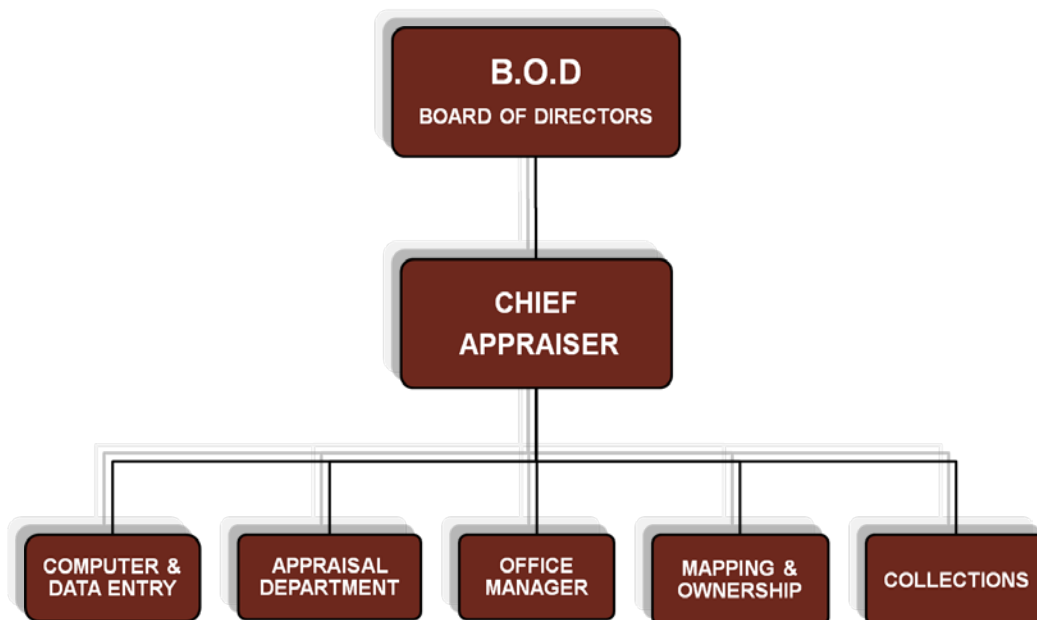
| | |
|-------------------------------|--------------------|
| Total Salaries | \$600,389 |
| Appraisal Review Board | \$9,000 |
| Vehicle Expenses | \$14,400 |
| Attorney, BOD & Auditors | \$9,860 |
| Building Expenses | \$9,800 |
| Computer Expenses | \$95,116 |
| Miscellaneous Office Expenses | \$49,800 |
| Taxes, Insurance, Benefits | \$213,500 |
| Mineral & Utility Appraisal | \$73,520 |
| Education, Dues & Memberships | \$16,000 |
| Utilities | \$12,800 |
| Other Income | -\$2,000 |
| TOTAL | \$1,102,185 |
| Number of Parcels | 60,267 |
| Cost per Parcel | \$18.29 |

The collections part of budget:

- Provides information to the taxing entities to set their “effective” tax rate
- Create & Mail the Tax Bills
- Collect the Tax Revenue and disburse to the Taxing Entities
- Work with the Delinquent Tax Attorney

| | |
|-------------------------------|------------------|
| Total Salaries | \$151,188 |
| Vehicles Expenses | \$1,800 |
| Auditors | \$9,800 |
| Building Expenses | \$4,500 |
| Computer Expenses | \$26,250 |
| Miscellaneous Office Expenses | \$38,900 |
| Taxes, Insurance, Benefits | \$65,800 |
| Education, Dues & Memberships | \$5,000 |
| Utilities | \$5,500 |
| Other income | -\$2,000 |
| TOTAL | \$305,388 |
| Number of Parcels | 60,267 |
| Cost per Parcel | \$5.07 |

ORGANIZATIONAL CHART



The appraisal department staff is a total of 6 individuals 1 supervisor, and 5 appraisers.

The computer & data entry department staff is a total of 3, the computer coordinator and 2 data entry.

The mapping/GIS & ownership is a one person operation.

The office manager totals 1 person

The collections department staff is a total of 3; 1 supervisor and 2 collection clerks

TAXPAYER APPEAL RESULTS

| | 2016 | 2015 | 2014 | 2013 |
|----------------------------------|--------|--------|--------|--------|
| Notices Mailed - Cooke CAD | 22,665 | 18,560 | 16,157 | 23,099 |
| Notices Mailed - Mineral | 3,409 | 4,329 | 1,580 | 16,622 |
| TOTAL Notices Mailed | 26,074 | 22,889 | 17,737 | 39,721 |
| | | | | |
| Inquiries Opened | 657 | 412 | 821 | 998 |
| | | | | |
| Protests - Real, Commercial, BPP | 1,404 | 843 | 1011 | 977 |
| Protests - Mineral | 812 | 825 | 585 | 482 |
| TOTAL Protests | 2,216 | 1,668 | 1,596 | 1,459 |

| | 2016 | 2015 | 2014 | 2013 |
|--------------------------|-------|-------|------|------|
| Protests Withdrawn | 1,424 | 1,006 | 621 | 593 |
| Protest Settled | 511 | | | |
| No Shows | 171 | 577 | 312 | 151 |
| Cases Heard | 58 | 44 | 64 | 68 |
| ARB Did NOT Change Value | 46 | 36 | 47 | 32 |
| ARB Changed Value | 12 | 5 | 36 | 36 |
| | | | | |

**EXEMPTION
BREAKDOWN
FOR COOKE COUNTY**

| Exemption | Count | Local | State | Total |
|------------------|--------------|----------------|----------------|----------------|
| AB | 26 | \$ 102,434,689 | \$ - | \$ 102,434,689 |
| DP | 311 | \$ - | \$ - | \$ - |
| DV1 | 25 | \$ - | \$ 177,489 | \$ 177,489 |
| DV2 | 18 | \$ - | \$ 148,500 | \$ 148,500 |
| DV3 | 17 | \$ - | \$ 165,710 | \$ 165,710 |
| DV4 | 225 | \$ - | \$ 1,868,264 | \$ 1,868,264 |
| DV4S | 9 | \$ - | \$ 60,000 | \$ 60,000 |
| DVHS | 75 | \$ - | \$ 8,924,090 | \$ 8,924,090 |
| DVHSS | 6 | \$ - | \$ 1,499,429 | \$ 1,499,429 |
| EX | 19 | \$ - | \$ 59,000 | \$ 59,000 |
| EX (Prorated) | 1 | \$ - | \$ 30,579 | \$ 30,579 |
| EX-XG | 9 | \$ - | \$ 532,697 | \$ 532,697 |
| EX-XL | 5 | \$ - | \$ 417,708 | \$ 417,708 |
| EX-XR | 21 | \$ - | \$ 625,994 | \$ 625,994 |
| EX-XU | 46 | \$ - | \$ 2,389,684 | \$ 2,389,684 |
| EX-XV | 866 | \$ - | \$ 229,501,347 | \$ 229,501,347 |
| EX-XV (Prorated) | 5 | \$ - | \$ 168,809 | \$ 168,809 |
| EX366 | 7,000 | \$ - | \$ 550,981 | \$ 550,981 |
| LIH | 1 | \$ - | \$ 2,465,000 | \$ 2,465,000 |
| LVE | 104 | \$ 8,459,232 | \$ - | \$ 8,459,232 |
| OV65 | 3,677 | \$ 28,597,934 | \$ - | \$ 28,597,934 |
| OV65S | 96 | \$ 738,436 | \$ - | \$ 738,436 |
| PC | 8 | \$ 1,627,082 | \$ - | \$ 1,627,082 |
| PPV | 131 | \$ 50,486 | \$ - | \$ 50,486 |
| SO | 4 | \$ 734,334 | \$ - | \$ 734,334 |
| Totals | | \$ 145,613,745 | \$ 249,585,281 | \$ 395,199,026 |

CERTIFIED TOTALS

| | 2016 | 2015 | 2014 |
|-----------------------------|------------------|------------------|------------------|
| <i>ENTITY</i> | | CERTIFIED | CERTIFIED |
| Cooke County | \$ 3,755,232,661 | \$ 3,126,171,117 | \$ 3,775,353,747 |
| FM & Lateral Road | \$ 3,755,320,271 | \$ 3,686,106,634 | \$ 3,775,353,747 |
| Road & Bridge Fund | \$ 3,755,320,271 | \$ 3,686,106,634 | \$ 3,775,353,747 |
| North Central Texas College | \$ 3,748,127,242 | \$ 3,680,167,402 | \$ 3,770,212,645 |
| Gainesville Hospital | \$ 3,249,361,300 | \$ 3,073,859,053 | \$ 3,115,154,495 |
| Muenster Hospital | \$ 498,776,204 | \$ 606,322,106 | \$ 655,059,060 |
| Callisburg ISD | \$ 733,205,438 | \$ 724,220,571 | \$ 719,181,634 |
| Collinsville ISD | \$ 1,849,045 | \$ 1,763,714 | \$ 1,703,320 |
| Era ISD | \$ 160,957,824 | \$ 210,419,541 | \$ 226,351,962 |
| Gainesville ISD | \$ 1,211,062,991 | \$ 1,196,923,218 | \$ 1,188,536,482 |
| Lindsay ISD | \$ 530,922,358 | \$ 419,759,299 | \$ 459,197,049 |
| Muenster ISD | \$ 366,246,835 | \$ 415,933,024 | \$ 445,946,609 |
| Pilot Point ISD | \$ 158,984,388 | \$ 152,359,303 | \$ 146,207,283 |
| Sivells Bend ISD | \$ 121,385,251 | \$ 125,810,250 | \$ 138,530,420 |
| Saint Jo ISD | \$ 38,604,183 | \$ 39,506,654 | \$ 41,492,210 |
| Slidell ISD | \$ 6,086,899 | \$ 11,714,736 | \$ 9,082,622 |
| Valley View ISD | \$ 313,442,420 | \$ 273,949,578 | \$ 276,559,487 |
| Walnut Bend ISD | \$ 27,845,575 | \$ 32,841,826 | \$ 43,459,935 |
| Whitesboro ISD | \$ 77,366,985 | \$ 74,785,116 | \$ 73,779,814 |
| Callisburg, Town of | \$ 11,446,092 | \$ 11,380,932 | \$ 10,977,029 |
| Gainesville, Town of | \$ 1,353,019,721 | \$ 1,227,392,630 | \$ 1,263,468,443 |
| Lindsay, Town of | \$ 78,250,786 | \$ 74,322,818 | \$ 72,004,140 |
| Muenster, Town of | \$ 132,450,119 | \$ 126,175,170 | \$ 120,773,826 |
| Oak Ridge, Town of | \$ 7,716,713 | \$ 6,668,517 | \$ 6,231,480 |
| Valley View, Town of | \$ 45,429,455 | \$ 42,928,807 | \$ 44,420,339 |
| Clear Creek Watershed | \$ 125,979,954 | \$ 203,531,343 | \$ 228,519,786 |
| Muenster Water District | \$ 132,450,119 | \$ 126,175,170 | \$ 120,773,826 |

BREAKDOWN BY CATEGORY

| State | Description | Count | New Value Market | Market Value |
|-------|------------------------------------|--------|---------------------|------------------------|
| A | SINGLE FAMILY RESIDENCE | 12,066 | \$20,342,041 | \$1,362,622,336 |
| B | MULTIFAMILY RESIDENCE | 146 | \$540,951 | \$30,710,692 |
| C1 | VACANT LOTS AND LAND TRACTS | 2,182 | \$0 | \$37,565,914 |
| D1 | QUALIFIED OPEN-SPACE LAND | 9,642 | \$0 | \$1,871,008,051 |
| D2 | IMPROVEMENTS ON QUALIFIED OPEN SP | 2,857 | \$2,404,827 | \$64,074,559 |
| E | RURAL LAND, NON QUALIFIED OPEN SPA | 5,458 | \$12,975,369 | \$585,790,625 |
| F1 | COMMERCIAL REAL PROPERTY | 1,184 | \$3,736,123 | \$280,788,503 |
| F2 | INDUSTRIAL AND MANUFACTURING REAL | 83 | \$1,792,356 | \$142,034,438 |
| G1 | OIL AND GAS | 16,824 | \$0 | \$86,577,670 |
| J1 | WATER SYSTEMS | 13 | \$0 | \$169,734 |
| J2 | GAS DISTRIBUTION SYSTEM | 17 | \$0 | \$6,070,086 |
| J3 | ELECTRIC COMPANY (INCLUDING CO-OP) | 125 | \$0 | \$53,407,987 |
| J4 | TELEPHONE COMPANY (INCLUDING CO-O | 83 | \$0 | \$11,502,074 |
| J5 | RAILROAD | 13 | \$0 | \$20,072,546 |
| J6 | PIPELAND COMPANY | 216 | \$0 | \$33,253,000 |
| J7 | CABLE TELEVISION COMPANY | 73 | \$0 | \$4,740,180 |
| J8 | OTHER TYPE OF UTILITY | 15 | \$0 | \$12,360,093 |
| L1 | COMMERCIAL PERSONAL PROPERTY | 1,876 | \$0 | \$201,438,097 |
| L2 | INDUSTRIAL AND MANUFACTURING PERS | 859 | \$0 | \$501,268,224 |
| M1 | TANGIBLE OTHER PERSONAL, MOBILE H | 750 | \$1,292,309 | \$13,780,197 |
| O | RESIDENTIAL INVENTORY | 388 | \$48,335 | \$2,836,174 |
| S | SPECIAL INVENTORY TAX | 38 | \$0 | \$13,467,026 |
| X | TOTALLY EXEMPT PROPERTY | 8,208 | <u>\$1,776,215</u> | <u>\$248,223,069</u> |
| | | | \$44,908,526 | \$5,583,761,275 |

TOTAL NUMBER OF PARCELS IN COOKE COUNTY; 58,839

METHODS AND ASSISTANCE PROGRAM (MAPS) 2015 RESULTS



Cooke County Appraisal District

| Mandatory Requirements | PASS/FAIL |
|---|-----------|
| 1. Does the appraisal district have up-to-date appraisal maps? | PASS |
| 2. Is the implementation of the appraisal district's most recent reappraisal plan current? | PASS |
| 3. Does the appraisal district comply with its written procedures for appraisal? | PASS |
| 4. Are values reproducible using the appraisal district's written procedures and appraisal records? | PASS |

| Appraisal District Activities | RATING |
|---|-----------|
| Governance | MEETS ALL |
| Taxpayer Assistance | MEETS ALL |
| Operating Procedures | MEETS ALL |
| 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 Not Applicable questions and Not Evaluated questions) | Total "Yes" Points | Total Score (Total "Yes" Questions/Total Questions) x 100 |
|--|--|-----------------------|---|
| Governance | 3 | 3 | 100 |
| Taxpayer Assistance | 14 | 14 | 100 |
| Operating Procedures | 10 | 10 | 100 |
| Appraisal Standards, Procedures and Methodology | 18 | 18 | 100 |

Methods and Assistance Program (MAP)

Cooke CAD is reviewed on the 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 results of the 2015 MAP review is shown above and can also be viewed at the Comptrollers’ website.

<https://www.comptroller.texas.gov/taxes/property-tax/map/2015/cooke-MAP.pdf>

Property Value Study

Cooke CAD is reviewed on the even years with a **Property Value Study**. The “Property Value Study” takes a random sample of sold and unsold properties within each school district. A ratio study is done on the sold properties to CCAD’s value to the sales price of the property. When there are not enough sales within a school district the comptrollers’ appraiser will randomly pull properties and do an appraisal on the property to compare their estimate of market value with CCAD’s and then determine a ration. 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.

A copy of CCAD’s “Property Value Study” can be found on the Texas Comptrollers’ website:

<https://www.comptroller.texas.gov/taxes/property-tax/pvs/2014f/049index.php>

2016 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 citizens, taxpayers, customers, 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 2016 audit will be completed in early 2016, and then given to the district board of directors 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/index.php>

ADDITIONAL INFORMATION

Cooke CAD's 2017-2018 **Reappraisal Plan** can be viewed on the Appraisal District's website.

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

TAX RATES

| | | |
|-------------------------|--|-------------|
| CCOK | | \$ 0.384700 |
| FMRD | | \$ 0.000100 |
| RDBD | | \$ 0.115000 |
| Gainesville Hospital | | \$ 0.111900 |
| Muenster Hospitla | | \$ 0.192500 |
| NCTC | | \$ 0.121900 |
| Callisburg ISD | | \$ 1.243500 |
| Collinsville ISD | | \$ 1.449270 |
| Era ISD | | \$ 1.308000 |
| Gainesville ISD | | \$ 1.280000 |
| Lindsay ISD | | \$ 0.980650 |
| Muenster ISD | | \$ 1.455400 |
| Pilot Point ISD | | \$ 1.370000 |
| Sivells Bend ISD | | \$ 1.040000 |
| Saint Jo ISD | | \$ 1.170000 |
| Slidell ISD | | \$ 1.135000 |
| Valley View ISD | | \$ 1.410000 |
| Walnut Bend ISD | | \$ 1.040000 |
| Whitesboro ISD | | \$ 1.400000 |
| Town of Callisburg | | \$ 0.211700 |
| Town of Gainesville | | \$ 0.705030 |
| Town of Lindsay | | \$ 0.436200 |
| Town of Muenster | | \$ 0.368500 |
| Town of Oak Ridge | | \$ 0.150600 |
| Town of Pilot Point | | \$ 0.557199 |
| Town of Valley View | | \$ 0.195400 |
| Clear Creek Water Dist. | | \$ 0.040000 |
| Muenster Water Dist. | | \$ 0.270476 |

While Cooke CAD is proud of our many accomplishments we are always striving to improve. We realize that we are stewards of the tax payer's money and that we are here to provide a service for all the property owners and taxing entities. Because "*improvements can always be made*", we welcome your ideas and suggestions. Thank you for allowing us to serve you!

Respectfully,

Doug Smithson

Chief Appraiser