

COOKE COUNTY APPRAISAL DISTRICT

ANNUAL REPORT

2018

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 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 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 2018, 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 2018 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 2018 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 all 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
- Appoint a “Chief Appraiser”
- Appoint the Appraisal Review Board “ARB”
- Make General Policy
- Adopt a Budget

2018 BOARD MEMBERS

Chairperson – Eddie Hadlock

Vice Chairperson – Randell Reed

Secretary – Jason Snuggs

Jerry Fleitman

Joe Knight

2018 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:

- Update Ownerships and Maps
- Appraise all real and personal property
- Administer Exemptions & Special Valuation
- Notify property owner of Proposed Values and the Appeals Process
- Certify Values to the Taxing Entities

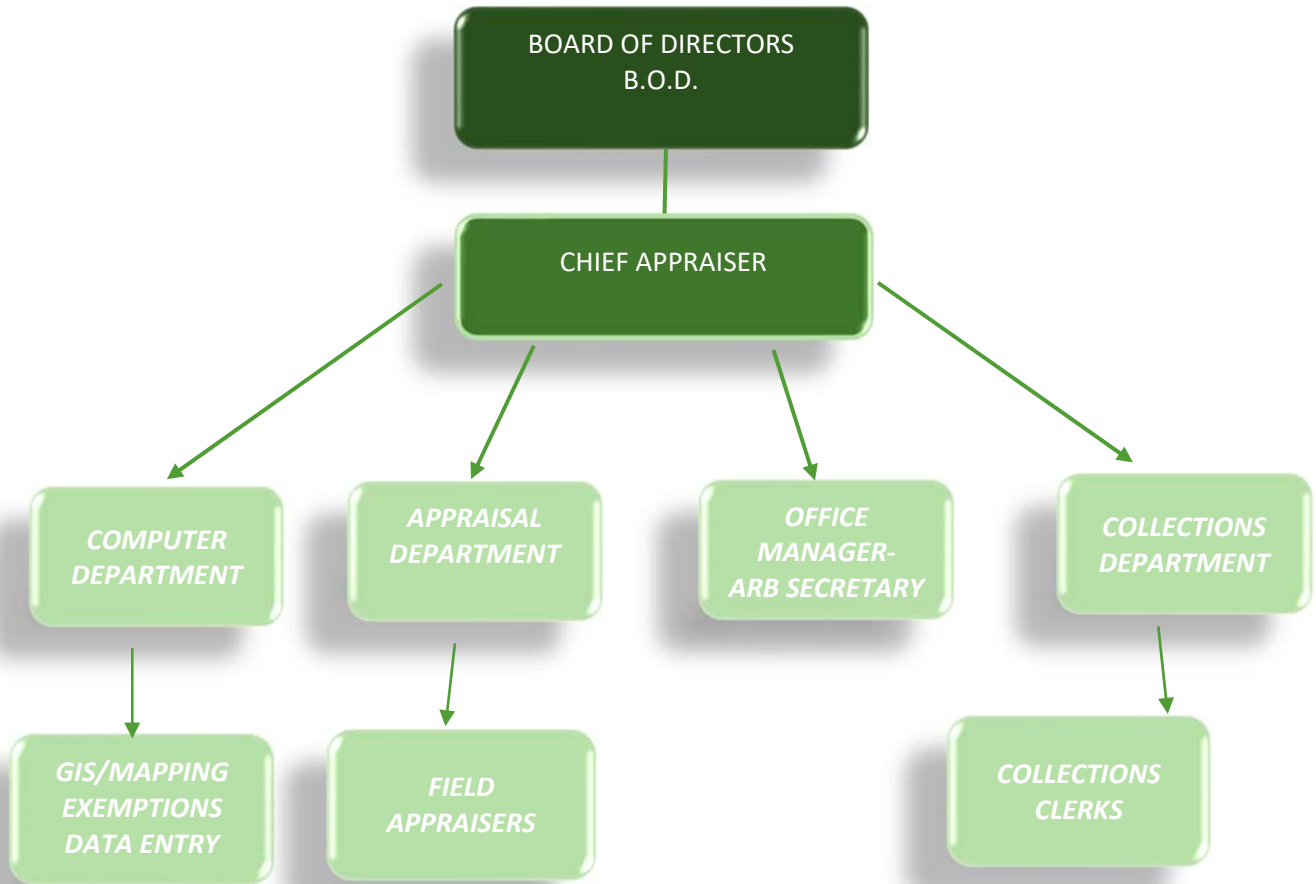
| | |
|--|---------------------------|
| <i>Total Salaries</i> | <i>\$707,684</i> |
| <i>Appraisal Review Board</i> | <i>\$9,000</i> |
| <i>Vehicle Expenses</i> | <i>\$19,500</i> |
| <i>Attorney, BOD & Auditors</i> | <i>\$10,460</i> |
| <i>Building Expenses</i> | <i>\$10,000</i> |
| <i>Computer Expenses</i> | <i>\$87,300</i> |
| <i>Miscellaneous Office Expenses</i> | <i>\$80,800</i> |
| <i>Taxes, Insurance, Benefits</i> | <i>\$266,200</i> |
| <i>Mineral & Utility Appraisal</i> | <i>\$89,120</i> |
| <i>Education, Dues & Memberships</i> | <i>\$18,200</i> |
| <i>Utilities</i> | <i>\$12,800</i> |
| <i>Other Income</i> | <i>-\$2,000</i> |
| TOTAL | <i>\$1,311,064</i> |
| <i>Number of Parcels</i> | <i>61,394</i> |
| <i>Cost per Parcel</i> | <i>\$21.35</i> |

The collections part of budget:

- Provide information to the taxing entities so they can 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

| | |
|--|------------------|
| <i>Total Salaries</i> | \$166,928 |
| <i>Vehicles Expenses</i> | \$1,800 |
| <i>Auditors</i> | \$9,950 |
| <i>Building Expenses</i> | \$4,700 |
| <i>Computer Expenses</i> | \$40,300 |
| <i>Miscellaneous Office Expenses</i> | \$37,550 |
| <i>Taxes, Insurance, Benefits</i> | \$80,100 |
| <i>Education, Dues & Memberships</i> | \$5,900 |
| <i>Utilities</i> | \$5,500 |
| <i>Other income</i> | -\$2,000 |
| TOTAL | \$354,728 |
| <i>Number of Parcels</i> | 61,394 |
| <i>Cost per Parcel</i> | \$5.77 |

ORGANIZATIONAL CHART



The appraisal department has 6 people: 1 supervisor and 5 appraisers.

The computer department has 4 people: 1 supervisor, 2 support clerks and 1 mapping-GIS & ownership person.

There is one office manager.

The collections department has 3 people: 1 supervisor and 2 collection clerks.

TAXPAYER APPEAL RESULTS

| | 2018 | 2017 | 2016 | 2015 |
|----------------------------------|---------------|---------------|---------------|---------------|
| Notices Mailed - Cooke CAD | 28,303 | 23,715 | 22,665 | 18,560 |
| Notices Mailed - Mineral | 3,478 | 3,347 | 3,409 | 4,329 |
| TOTAL Notices Mailed | 31,328 | 27,062 | 26,074 | 22,889 |
| Inquiries Opened | 861 | 947 | 657 | 412 |
| Protests - Real, Commercial, BPP | 2,311 | 1,035 | 1,404 | 843 |
| Protest - Mineral | 1,169 | 805 | 812 | 825 |
| TOTAL Protests | 3,480 | 1,840 | 2,216 | 1,668 |
| Protests Withdrawn | 1,500 | 925 | 1,424 | 1,006 |
| Protest Settled | 878 | 691 | 511 | |
| No Shows | 551 | 327 | 171 | 577 |
| Cases Heard | 89 | 52 | 58 | 44 |
| ARB DID NOT Change Value | 59 | 35 | 46 | 36 |
| ARB Changed Value | 30 | 17 | 12 | 5 |

EXEMPTIONS

| Exemption | Count | Local | State | Total |
|------------------|---------------|--------------------|--------------------|--------------------|
| AB | 19 | 127,045,830 | 0 | 127,045,830 |
| DP | 323 | 0 | 0 | 0 |
| DV1 | 22 | 0 | 131,000 | 131,000 |
| DV2 | 19 | 0 | 151,500 | 151,500 |
| DV3 | 19 | 0 | 178,000 | 178,000 |
| DV3S | 1 | 0 | 10,000 | 10,000 |
| DV4 | 255 | 0 | 2,114,463 | 2,114,463 |
| DV4S | 17 | 0 | 96,000 | 96,000 |
| DVHS | 93 | 0 | 13,776,781 | 13,776,781 |
| DVHSS | 11 | 0 | 2,205,418 | 2,205,418 |
| EX | 30 | 0 | 919,437 | 919,437 |
| EX-XG | 11 | 0 | 1,581,423 | 1,581,423 |
| EX-XL | 11 | 0 | 1,170,590 | 1,170,590 |
| EX-XR | 22 | 0 | 765,330 | 765,330 |
| EX-XU | 43 | 0 | 2,650,785 | 2,650,785 |
| EX-XV | 864 | 0 | 267,369,478 | 267,369,478 |
| EX-XV (Prorated) | 4 | 0 | 81,674 | 81,674 |
| EX366 | 6,295 | 0 | 532,951 | 532,951 |
| LIH | 1 | 0 | 2,465,000 | 2,465,000 |
| LVE | 98 | 10,097,438 | 0 | 10,097,438 |
| MASSS | 1 | 0 | 158,959 | 158,959 |
| OV65 | 3,742 | 28,836,910 | 0 | 28,836,910 |
| OV65S | 182 | 1,373,103 | 0 | 1,373,103 |
| PC | 7 | 1,343,511 | 0 | 1,343,511 |
| PPV | 141 | 2,858,979 | 0 | 2,858,979 |
| SO | 4 | 660,028 | 0 | 660,028 |
| | Totals | 172,215,799 | 296,358,789 | 468,574,588 |

CERTIFIED ASSESSED TOTALS

| ENTITY | YEAR 2018 | YEAR 2017 | YEAR 216 |
|------------------------------------|--------------------|--------------------|--------------------|
| | Certified Assessed | Certified Assessed | Certified Assessed |
| <i>Cooke County</i> | \$ 3,899,127,368 | \$ 3,983,758,562 | \$ 3,755,232,661 |
| <i>FM & Lateral Road</i> | \$ 3,882,415,343 | \$ 3,983,758,562 | \$ 3,755,320,271 |
| <i>Road & Bridge Fund</i> | \$ 3,899,127,368 | \$ 3,983,758,562 | \$ 3,755,320,271 |
| <i>North Central Texas College</i> | \$ 3,840,309,386 | \$ 3,976,455,656 | \$ 3,748,127,242 |
| <i>Gainesville Hospital</i> | \$ 3,151,638,227 | \$ 3,315,497,187 | \$ 3,249,361,300 |
| <i>Muenster Hospital</i> | \$ 671,326,499 | \$ 660,871,572 | \$ 498,776,204 |
| <i>Callisburg ISD</i> | \$ 742,958,355 | \$ 768,451,487 | \$ 733,205,438 |
| <i>Collinsville ISD</i> | \$ 1,929,487 | \$ 1,969,558 | \$ 1,849,045 |
| <i>Era ISD</i> | \$ 177,692,551 | \$ 170,514,050 | \$ 160,957,824 |
| <i>Gainesville ISD</i> | \$ 1,168,994,621 | \$ 1,237,518,341 | \$ 1,211,062,991 |
| <i>Lindsay ISD</i> | \$ 505,537,607 | \$ 503,423,730 | \$ 530,922,358 |
| <i>Muenster ISD</i> | \$ 378,505,588 | \$ 524,104,007 | \$ 366,246,835 |
| <i>Pilot Point ISD</i> | \$ 134,913,294 | \$ 168,351,923 | \$ 158,984,388 |
| <i>Sivells Bend ISD</i> | \$ 142,736,559 | \$ 136,874,297 | \$ 121,385,251 |
| <i>Saint Jo ISD</i> | \$ 46,484,894 | \$ 38,166,062 | \$ 38,604,183 |
| <i>Slidell ISD</i> | \$ 5,305,219 | \$ 5,172,756 | \$ 6,086,899 |
| <i>Valley View ISD</i> | \$ 298,243,224 | \$ 311,335,524 | \$ 313,442,420 |
| <i>Walnut Bend ISD</i> | \$ 13,411,662 | \$ 29,043,367 | \$ 27,845,575 |
| <i>Whitesboro ISD</i> | \$ 63,621,167 | \$ 81,371,526 | \$ 77,366,985 |
| <i>Callisburg, Town of</i> | \$ 10,203,722 | \$ 11,730,557 | \$ 11,446,092 |
| <i>Gainesville, Town of</i> | \$ 1,149,994,176 | \$ 1,337,365,244 | \$ 1,353,019,721 |
| <i>Lindsay, Town of</i> | \$ 79,210,817 | \$ 80,353,470 | \$ 78,250,786 |
| <i>Muenster, Town of</i> | \$ 137,099,563 | \$ 137,321,916 | \$ 132,450,119 |
| <i>Oak Ridge, Town of</i> | \$ 10,784,222 | \$ 8,488,007 | \$ 7,716,713 |
| <i>Pilot Point, Town of</i> | \$ 643,238 | \$ 9,789 | \$ 9,789 |
| <i>Road Runner, Town of</i> | \$ 9,881,263 | - | - |
| <i>Valley View, Town of</i> | \$ 48,199,346 | \$ 45,880,451 | \$ 45,429,455 |
| <i>Clear Creek Watershed</i> | \$ 167,621,403 | \$ 136,722,759 | \$ 125,979,954 |
| <i>Muenster Water District</i> | \$ 137,068,305 | \$ 137,323,158 | \$ 132,450,119 |

BREAKDOWN BY CATEGORY 2018

| State Code | Description | Count | New Value Market | Market Value |
|------------|--------------------------------------|---------------|---------------------|------------------------|
| A | SINGLE FAMILY RESIDENCE | 12,099 | \$29,585,164 | \$1,555,268,657 |
| B | MULTIFAMILY RESIDENCE | 152 | \$11,571,513 | \$48,511,825 |
| C1 | VACANT LOTS AND LAND TRACTS | 2,216 | \$0 | \$49,715,453 |
| C2 | COLONIA LOTS AND LAND TRACTS | 1 | \$0 | \$17,375 |
| D1 | QUALIFIED OPEN-SPACE LAND | 9,787 | \$0 | \$2,200,965,624 |
| D2 | IMPROVEMENTS ON QUALIFIED OPEN SPACE | 2,843 | \$1,761,318 | \$66,009,029 |
| E | RURAL LAND, NON QUALIFIED OPEN SPACE | 5,710 | \$24,428,548 | \$693,907,113 |
| F1 | COMMERCIAL REAL PROPERTY | 1,169 | \$11,705,401 | \$306,101,704 |
| F2 | INDUSTRIAL AND MANUFACTURING REAL | 84 | \$281,559 | \$234,644,122 |
| G1 | OIL AND GAS | 19,345 | \$0 | \$145,515,290 |
| J1 | WATER SYSTEMS | 13 | \$0 | \$233,306 |
| J2 | GAS DISTRIBUTION SYSTEM | 17 | \$0 | \$7,584,240 |
| J3 | ELECTRIC COMPANY (INCLUDING CO-OP) | 178 | \$0 | \$67,315,217 |
| J4 | TELEPHONE COMPANY (INCLUDING CO-OP) | 96 | \$0 | \$12,698,625 |
| J5 | RAILROAD | 13 | \$0 | \$23,057,106 |
| J6 | PIPELAND COMPANY | 221 | \$0 | \$45,169,480 |
| J7 | CABLE TELEVISION COMPANY | 78 | \$0 | \$5,070,940 |
| J8 | OTHER TYPE OF UTILITY | 10 | \$0 | \$10,890,080 |
| L1 | COMMERCIAL PERSONAL PROPERTY | 1,868 | \$0 | \$217,226,017 |
| L2 | INDUSTRIAL AND MANUFACTURING BPP | 978 | \$0 | \$524,505,466 |
| M1 | TANGIBLE OTHER PERSONAL, MOBILE HOME | 804 | \$3,517,780 | \$19,507,588 |
| O | RESIDENTIAL INVENTORY | 310 | \$0 | \$4,828,109 |
| S | SPECIAL INVENTORY TAX | 41 | \$0 | \$13,720,909 |
| X | TOTALLY EXEMPT PROPERTY | 7,518 | \$15,898,594 | \$290,493,085 |
| | | Totals | \$98,749,877 | \$6,542,956,360 |

TOTAL NUMBER OF PARCELS IN COOKE COUNTY: 61,394

Methods 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 results of the 2017 MAP review are shown above and can also be viewed at the Comptrollers’ website.

<https://comptroller.texas.gov/taxes/property-tax/map/2017/index.php>

Glenn Hegar
Texas Comptroller of Public Accounts
2016-17 Final Methods and Assistance Program Review

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? | PASS |
| 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 | Meets All |
| 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) |
|--|---|--------------------|---|
| Governance | 12 | 12 | 100 |
| Taxpayer Assistance | 14 | 14 | 100 |
| Operating Procedures | 22 | 21 | 95 |
| Appraisal Standards, Procedures and Methodology | 28 | 28 | 100 |

Property Value Study

Cooke CAD is reviewed on 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 sold properties to compare 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, 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.

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/2016f/049index.php>

2018 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 2018 audit will be completed in early 2019, and then given to the district board of directors for review.

TAX RATES

| TAXING ENTITIES | TAXING ENTITIES CODE | M & O | I & S | 2018 TAX RATE |
|-----------------------------|----------------------|----------|----------|-----------------|
| Cooke County | CCOK | 0.328400 | 0.017600 | 0.034600 |
| FM & Lateral Road | FMRD | 0.000100 | 0.000000 | 0.000100 |
| Road & Bridge Fund | RDBD | 0.115000 | 0.000000 | 0.115000 |
| North Central Texas College | NCTC | 0.080800 | 0.029400 | 0.110200 |
| Gainesville Hospital | HOGV | 0.043400 | 0.125700 | 0.169100 |
| Muenster Hospital | HOMU | 0.188700 | 0.000000 | 0.188700 |
| Callisburg ISD | SDCL | 1.040000 | 0.167850 | 1.207850 |
| Collinsville ISD * | SDCV | 1.170000 | 0.259600 | 1.429600 |
| Era ISD | SDER | 1.040000 | 0.170000 | 1.210000 |
| Gainesville ISD | SDGV | 1.170000 | 0.100000 | 1.270000 |
| Lindsay ISD | SDLI | 1.040000 | 0.000000 | 1.040000 |
| Muenster ISD | SDMU | 1.040000 | 0.355400 | 1.395400 |
| Pilot Point ISD * | SDPP | 1.170000 | 0.200000 | 1.370000 |
| Sivells Bend ISD | SDSB | 1.040000 | 0.000000 | 1.040000 |
| Saint Jo ISD * | SDSJ | 1.170000 | 0.000000 | 1.170000 |
| Slidell ISD * | SDSL | 1.060000 | 0.067500 | 1.127500 |
| Valley View ISD | SDVV | 1.120000 | 0.260000 | 1.380000 |
| Walnut Bent ISD | SDWB | 1.040000 | 0.000000 | 1.040000 |
| Whitesboro ISD * | SDWH | 1.170000 | 0.195000 | 1.365000 |
| Callisburg, Town of | TNCL | 0.207000 | 0.000000 | 0.207000 |
| Gainesville, Town of | TNGV | 0.496790 | 0.225750 | 0.722540 |
| Lindsay, Town of | TNLI | 0.269700 | 0.216500 | 0.486200 |
| Muenster, Town of | TNMU | 0.344800 | 0.000000 | 0.344800 |
| Oak Ridge, Town of | TNOK | 0.131800 | 0.000000 | 0.131800 |
| Pilot Point, Town of * | TNPP | 0.448368 | 0.098259 | 0.546627 |
| Road Runner, Town of | TNRR | 1.000000 | 0.000000 | 1.000000 |
| Valley View, Town of | TNVV | 0.200000 | 0.000000 | 0.200000 |
| Clear Creek Watershed | WACC | 0.039000 | 0.000000 | 0.039000 |
| Muenster Water District | WAMU | 0.064900 | 0.184000 | 0.248900 |

* COOKE CAD DOES NOT COLLECT FOR THIS ENTITY

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 2019-2022180 **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.