

PALO PINTO APPRAISAL DISTRICT  
2019 STRATEGIC PLAN

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**1. Status of current situation:**

A Recognize changes to legal and administrative mandates

For 2019 the district will make adjustments to its appraisal and office procedures to conform to all changes to the tax code.

B. Mission statement of district

The purpose of Palo Pinto Appraisal District is to provide a uniform and equal appraisal of all properties in the district in a timely and efficient manner according to the statutes of the Texas Property Tax Code. The district shall work, each year, to set all property values in the district at 100 percent of market value. All employees of the district shall strive to do this while working with the public and the taxing entities in the most courteous and professional manner at all times.

C. Goals of the district

The Gemini appraisal software that PPAD has obtained through Southwest Data Solutions is meeting all the needs of the district. It has enhanced and simplified the appraisal process in the area of field work, data entry and also the equalization phase. The district will strive to appraise all properties at a level between 95 percent and 105 percent of their current market value.

**2. Organizational background:**

A. Organization chart

No change to the organizational chart for 2019.

B. Description of organizational unit functions and personnel assignments:

Chuck Lyon as the Deputy Chief is responsible for the annual appraisal process, timeliness and accuracy of the appraisers under his supervision.

a. Team

#1

STRAWN ISD & CITY  
THE RANCH  
BOBWHITE BLUFFS  
NEELEYS SLOUGH  
THE CLIFFS  
SEPTIC / BLDG PERMITS & RECHECKS  
SPLIT RAIL

b. Team #2

GRAFORD ISD-NOT CITY - ABSTRACTS  
HILL COUNTRY HARBOR  
M/W ISD-NOT CITY - SUBDIVISIONS  
SEPTIC / BLDG PERMITS & RECHECKS

c. Team #3

PALO PINTO ISD  
PK EAST  
MILLSAP ISD  
PERRIN/WHITT CISD  
GAINESBEND  
NORTH PK  
SEPTIC / BLDG PERMITS & RECHECKS

d. Team #4

P/P - ALL ACCOUNTS  
DOWNTOWN COMMERCIAL REAL  
ESTATE IN MWC

**3. Operational background:**

A. System descriptions and work flow charts

1. The chief appraiser along with the deputy chief appraiser and the deeds/exemptions supervisor are responsible for keeping updated descriptions and procedures for:
  - a. Ratio studies,
  - b. Appraisal roll and map maintenance,
  - c. Gathering and verification of sales and creation of sales files,
  - d. Reappraisal programs, including property data collection and recording, valuation and appraisal review,
  - e. Gathering income and expense data and developing valuation standards for commercial properties,
  - f. Processing building permits and appraising new construction and improvements and processing exemption applications, including verification of eligibility.

## B. Operational strengths and weaknesses

### 1. Strengths

- a. All appraisers at PPAD have had the experience and the training and have passed all exams to achieve their RPA designation.
- b. PPAD has 14 employees that when added together have well over 200 years of experience in property tax in appraisal districts. Each employee knows their job very well and strive to keep up with current changes in the Texas Property Tax System.
- c. PPAD gets compliments on our GIS from many property owners. The district also has purchased Pictometry which is a new aerial flight with software for every user. The online option of this software has helped efforts to locate both omitted and deleted properties in order to produce a consistent appraisal roll.
- d. The district has excellent employees that are very positive and strive toward excellence in customer service.
- e. PPAD has a very informed and cooperative Board of Directors.
- f. The district has a very efficient and friendly ARB atmosphere.

### 2. Weaknesses

Improve communication inside and outside the district.

1. Although we do have staff meetings. Regular meetings of PPAD staff members. Even though sometimes the employees might not have much that needs discussing, regular meetings would help to keep all the employees informed.
2. Work to enhance communication with all taxing entities, business leaders, brokers, appraisers, builders, and business owners.

## 4. Performance History

### A. Work Loads

For 2019 the P/P appraiser will have the responsibility of Commercial Real Estate in Mineral Wells City. After the 2018, it is projected that the P/P appraiser will be responsible for all Commercial Real Estate in Palo Pinto County.

### B. Past performances vs objectives

The objective of the district is to provide equal and uniform market value to all properties in the district. The 2017 Property Value Study by the comptroller of public accounts showed that the district had all properties valued within the 95% to 100% confidence interval. PPAD works annually to keep the values at this level.

## **5. Planning assumptions and forecasts, noting trends and cyclical aspects of key activities:**

- A. Methods and Assistance Program (MAP) review. A tremendous amount of hours by PPAD staff are devoted to the MAP review every other year.
- B. The local economy was still feeling the downturn in the economy as many oilfield workers and business had no work. Many homes have gone through the foreclosure process. This is in the urban and rural areas, not the lake areas of the county. However, in the recreational areas of Palo Pinto County although there are more homes for sale than normal, the sales prices of those homes seem to be steady if not increasing.

## **6. Plan objectives**

- A. Production work objectives
  - Production Work- 1/3 of the district's real estate parcels will be appraisal each year.
- B. Recurring project objectives
  - Recurring Projects-
    - a. Building permits must be requested and processed to be worked during the annual review of the 2019 areas to be appraised. Any building permits that are for an area that is not scheduled to be reappraised in 2019 must be set aside and given to the appropriate appraisal team to be completed before the end of March.
    - b. Appraisal manuals must be updated with new cost and schedules prior to notices of appraised values being mailed.
    - c. A conscious effort will be dedicated to correcting problem areas in our GIS system. These problem area have been created by errors in digitizing from our first computer system and from the lack of communication of the old CAMA system and the GIS system. Mapping Coordinator and the Deed Supervisor will be updating and correcting as the ARB Coordinator will be making changes to our current GIS system.

## **7. Resource requirements**

- A. Employees
  - Please see [Calendar of Events in Reappraisal Plan 2019-2020](#)
  - The district does not predict many hours of comp time to be accumulated during 2019.
- B. Services, supplies & equipment
  - The Hogg Bend area requires the district to either rent a boat or use Pictometry since these properties are water access only.