



REAPPRAISAL PLAN
Tax Years 2025 & 2026

Date of Public Hearing: September 4, 2024

Date of Adoption by Board of Directors: September 4, 2024

Executive Summary

According to the US Census Bureau estimates, Guadalupe County continues to observe sustained annual growth in population at a rate just north of 3%. Recent estimates have the county nearly surpassing the 190,000 mark in 2023. A breakdown of the County's population indicates 10.6% are a result of in-state migration from other Texas counties and 3.6% coming from out-of-state¹. Proximity to military bases and services they provide makes Guadalupe County an ideal location for active or retiring service members.

Over the past 24 months, the Federal Reserve's policies, including eleven rate increases, have significantly impacted the local housing markets in Guadalupe County. The increased cost of capital has led to a decline in residential home sales during this period. Additionally, year-over-year value growth for homestead properties in Guadalupe County has turned negative, dropping by 60 basis points to an average market value of \$323,600. Many homeowners, benefiting from interest rates below current market levels, have postponed selling their homes, affecting supply levels and shifting the responsibility of adding new units to the market onto developers. Residential inventory levels, including vacant or partially completed homes, rose significantly in 2024 to approximately 7,400 accounts, compared to 5,200 in the previous two appraisal years. If the Federal Reserve reduces funding rates in the coming years and existing homeowners return to the market, the increased inventory of new homes could help stabilize home prices.

We continue to see new developments pop up in previously rural areas. Growth within major cities of western Guadalupe County has pushed new development east along FM 78 back toward the county seat. At time of this plan's adoption there were over 80 residential developments actively under construction bringing new home units to market.

Multi-Family, commercial and industrial categories of property are experiencing varying market reactions post COVID. While signs of weakness by way of decreasing occupancy levels has been observed within multi-tenant properties, others like multi-family and warehouses have shown themselves to be strengthening. New value added to 2024 appraisal roll, as a result of new construction, was highest within multi-family (+11%).

Looking ahead, the Guadalupe Appraisal District (GAD) will conduct annual reappraisals of all taxable properties within the district. This approach ensures that GAD appraisals accurately reflect changes in the local real estate market over the next two years, helping to mitigate market unpredictability. By reappraising each year, GAD gains the flexibility to assess current market data, adjust for changing building costs, redefine neighborhood and economic boundaries, and fine-tune mass appraisal models. Additionally, GAD will continue to send appraisal notices to property owners whose market values have increased by \$1,000 or more from the previous year.

The appraisal district will persist in refining its processes and valuation methodologies to maintain accuracy and fairness. This cycle will integrate artificial intelligence and machine learning programs. By adopting cutting-edge technologies, GAD aims to enhance the efficiency and effectiveness of valuing the over 100,000 properties under its jurisdiction. In doing so, GAD remains committed to delivering quality service to our taxing units while emphasizing the importance of being responsible stewards of taxpayer funds.

¹ 2022 American Community Survey 1-Year Estimates, S0701 Residential Mobility (US Census Bureau)

Reappraisal Plan (RP) Overview

The Guadalupe Appraisal District (District) has prepared and published this Biennial Reappraisal Plan to provide the Property Tax Division of the Texas Comptroller of Public Accounts, the taxing jurisdictions in Guadalupe County, as well as property owners and any interested party with a comprehensive description of the District's responsibilities and activities required by law.

Prior to 1979 Texas residents were facing a chronic and growing problem of inequitable and unfair taxation. The Texas Constitution required property owners to pay property taxes, with the exception of government, schools, non-profits, and other properties exempted by federal law; however, each taxing agency had its own independent tax office, with each following its own standards and local practices. It was common to have properties appraised at different values with no uniformity between taxing entities.

In 1979 the 66th Texas Legislature passed Senate Bill 621 which required that a centralized agency be established in each county for the purpose of appraising property for ad valorem taxation purposes. These agencies, called Central Appraisal Districts consolidated the appraisal function of all taxing units into one office in each county and were organized to ensure that property taxation was fair, equitable, and accurate.

The District is a political subdivision of the State of Texas and was created on January 1, 1980. The provisions of the Texas Property Tax Code govern the legal, statutory, and administrative requirements of the District. Where applicable, the District also complies with the Government Code, Local Government Code, Occupations Code, and other bodies of law. Recent legislative changes have upgraded the Board of Directors (BOD) from a 5-member board to a 9-member board. New configuration includes the county tax assessor-collector as a voting member (ex officio director). The Chief Appraiser, appointed by the Board of Directors, is the chief administrator and chief executive officer of the District.

The District appraises all property in the county, unless considered exempt by state or federal statute. Individual taxing units use those values to calculate tax liabilities in their jurisdiction. Each appraisal district is headed by a chief appraiser who manages staff, prepares budgets, administers applications for exemptions, and oversees the day-to-day operations of the office. The Texas Property Tax Code prescribes appraisal standards and appeal procedures and ensures regular review of each appraisal District by the Property Tax Assistance Division of the Texas Comptroller of Public Accounts. The Comptroller's office is also engaged in the setting of rules that apply to the property tax system in Texas.

The District endeavors to function as accurately, fairly, and efficiently as possible. The Texas Comptroller's Property Tax Assistance Division (PTAD) conducts a performance audit of our appraisal efforts, to determine accuracy and equity. PTAD also conducts a biennial review of the operations, practices, and procedures of the organization. To ensure that the District remains financially responsible and sound, independent auditors conduct financial audits yearly.

The District appraises all of the property within Guadalupe County. The county covers an area of approximately 712 square miles. As of August 2024, approximately 108,000 accounts were located in Guadalupe County.

The District is responsible for local property tax appraisal and exemptions administration for approximately 32 jurisdictions or taxing units in the county. A list of these jurisdictions are located in **Appendix I**.

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Board of Directors

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Jim Lievens – Member

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Charles Kelm – Member

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District Executive Team

Peter Snaddon – Chief Appraiser

Jennifer Tovar – Deputy Chief Appraiser

Patricia Meyers – Director of Administration

² Guadalupe County Tax Assessor-Collector

³ Vacancy will be filled January 1, 2025 per §6.03 TX Tax Code

Overview of Tax Code Requirement

Passage of Senate Bill 1652 in 2005 amended the Texas Property Tax Code (TPTC) to require each appraisal district to prepare a biennial reappraisal plan. The following details the Tax Code requirements.

The Written Plan

Texas Property Tax Code Section 6.05, states:

To ensure adherence with generally accepted appraisal practices, the board of directors of an appraisal district shall develop biennially a written plan for the periodic reappraisal of all property within the boundaries of the district according to the requirements of Section 25.18 and shall hold a public hearing to consider the proposed plan. Not later than the 10th day before the date of the hearing, the secretary of the board shall deliver to the presiding officer of the governing body of each taxing unit participating in the district a written notice of the date, time, and place of the hearing. Not later than September 15 of each even-numbered year, the board shall complete its hearing, make any amendments, and by resolution finally approve the plan. Copies of the approved Plan shall be distributed to the presiding officer of the governing body of each taxing unit participating in the district and to the comptroller within 60 days of the approval date.

Plan for Periodic Reappraisal

Texas Property Tax Code Section 25.18(a) and (b) states:

Each appraisal office shall implement the plan for periodic reappraisal of property approved by the board of directors under Section 6.05(i).

The plan shall provide for the following reappraisal activities for all real and personal property in the district at least once every three years:

1. identifying properties to be appraised through 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;
2. identifying and updating relevant characteristics of each property in the appraisal records;
3. defining market areas in the district;
4. identifying property characteristics that affect property value in each market area, including:
 - a. the location and market area of the property;
 - b. physical attributes of the property, such as size, age, and condition;
 - c. legal and economic attributes; and
 - d. easements, covenants, leases, reservations, contracts, declarations, special assessments, ordinances, or legal restrictions;
5. developing an appraisal model that reflects the relationship among the property characteristics affecting value in each market area and determines the contribution of individual property characteristics;
6. applying the conclusions reflected in the model to the characteristics of the properties being appraised; and
7. reviewing the appraisal results to determine value.

Plan Review, Amendments and Alterations

Any amendments to the current adopted written reappraisal plan, other than updating of personnel changes, will be presented to District's Board of Directors for adoption through resolution.

Revaluation Decision

IAAO Standard on Mass Appraisal of Real Estate provides the following guidance under section 4.8 Frequency of Reappraisals,

Section 5.1 of the Standard on Property Tax Policy (IAAO 2020) states, "Current market value implies annual assessment of all property. This does not necessarily mean that every value must be changed each year. In annual assessment, the assessing officer should consciously reevaluate the factors that affect value, express the interactions of those factors mathematically, and use mass appraisal techniques to estimate property values. Thus, it is necessary to observe and evaluate, but not always to change, the assessment of each property each year in order to achieve current market value.....When assessments are not updated annually, the valuations on properties not reassessed in a given cycle may change dramatically when they are reassessed; this in turn adds to criticisms of current market value-based systems."

The Guadalupe Appraisal District, by policy, adopted by the Board of Directors, will **reappraise all properties in the county each year**. The results of this policy are that a complete reappraisal will occur for tax years 2025 and 2026.

Appraised, assessed, and taxable values shall be determined as of January 1, as required by the Constitution and statutes of the State of Texas.

General Statement on Reappraisal Plan:

Reference to a specific work project contained within the reappraisal plan herein is to be considered tentative plans for the District at this time. The reappraisal plan was developed, and work projects considered with reasonable assumptions of no major natural disasters, drastic reduction in designated property tax professionals or new legislative requirements that would require the District to reallocate available resources.

Market Value, Appraisals Generally, and Special Provisions

Market Value

Except as otherwise outlined in the Tax Code, all taxable property is appraised at its “**market value**” as of January 1st. Market value, as defined by the Tax Code⁴, 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 the purchaser seek to maximize their gains, and neither is in a position to take advantage of the exigencies of the other.***

Appraisals Generally

§23.01(b) of the Tax Code, states:

“The market value of property shall be determined by the application of generally accepted appraisal methods and techniques. If the appraisal district determines the appraised value of a property using mass appraisal standards, the mass appraisal standards must comply with the Uniform Standards of Professional Appraisal Practice (U.S.P.A.P.). The same or similar appraisal methods and techniques shall be used in appraising the same or similar kinds of property. However, each property shall be appraised based upon the individual characteristics that affect the property’s market value, and all available evidence that is specific to the value of the property shall be taken into account in determining the property’s market value.”

Additionally, *§23.01 (c) of the Tax Code* provides guidance on use of foreclosure sales and declining markets, “chief appraiser may not exclude from consideration the value of other residential property that is in the same neighborhood as the residence homestead being appraised and would otherwise be considered in appraising the residence homestead because the other residential property:

1. was sold at a foreclosure sale conducted in any of the three years preceding the tax year in which the residence homestead is being appraised and was comparable at the time of sale based on relevant characteristics with other residence homesteads in the same neighborhood; or
2. has a market value that has declined because of a declining economy.”

Generally Accepted Appraisal Methods and Techniques

The 86th Legislative Session (2019) passed Senate Bill 2 (SB2) which provided specific publications as context to §23.01(h) requirement that appraisal districts use, “*generally accepted appraisal methods and techniques*”. The most recent versions of the following industry publications are considered to provide the professional appraiser with generally accepted appraisal methods and techniques:

⁴ Texas Property Tax Code §1.04 (7)

1. Appraisal of Real Estate - Appraisal Institute
2. Dictionary of Real Estate - Appraisal Institute
3. Uniformed Standards of Professional Appraisal Practice (USPAP) - Appraisal Foundation
4. A publication that includes information related to mass appraisal.

Examples of Publications referenced by the District include:

- Property Appraisal and assessment Administration (IAAO)
- Fundamentals of Mass Appraisal (IAAO)
- Technical Standards (IAAO)

Special Appraisal Provisions

Chapter 23 of the Tax Code provides special appraisal provisions for the valuation of various property types. These property types include:

- ◆ Residential Homesteads (§23.01, §23.23)
- ◆ Residential Real Property Inventory (§23.12)
- ◆ Dealer Inventories (§23.121, §23.124, §23.1241, and §23.127)
- ◆ Oil and Gas Interest (§23.175)
- ◆ Homeowner Association Owned Property (§23.18)
- ◆ Non-Exempt Property used for Low- or Moderate-Income Housing (§23.215)
- ◆ Productivity Value – Agricultural Land Uses (§23.41)
- ◆ Restricted Land (§23.22, §23.83)

PERSONNEL & RESOURCES

The Chief Appraiser is responsible for overall planning, organizing, staffing, coordinating, and controlling of district operations. District operations are divided into two functions: administration and appraisal. The function of administration is to manage and organize business support functions for the district to include human resources, budget, finance, records management, mapping, purchasing, fixed assets, facilities, and public services. The appraisal side of the district is responsible for the valuation of all real and personal property accounts. The types of properties appraised by the district include single family, multi-family, commercial, industrial, minerals, utilities, aircraft, and land.

The 2025 adopted budget (**Appendix H**) provides for 41 full-time employees. This level of staffing reflects no change from previous RP. District will consider implementation of new AI tools, when cost effective, in lieu of increasing staffing levels. The district has two office locations; main office is located in the county seat of Seguin. A substation located at 1052 FM 78, suite 103 within the Guadalupe County Service Center building (Schertz). This location will have 2-3 full-time employees available to assist property owners with additional office space and resources for appraisers working in the area.

The growth within District has resulted in the need to expand facilities used to support the increased demand of services. Discussions have been held on the topic to date. District will continue to seek out options for addressing facility spacing needs over the next two-year period. Goal of District is to have details of project presented to taxing units for approval during 2025 and construction commencing before the end of this RP period.

TARGETED PROJECT(S)

Target projects are actions/ activities to be undertaken by the District over the next 24-month period of this RP. Projects can be newly mandated tax code requirements, such as newly passed requirement for performing periodic audits of all active/ granted homestead exemptions. Projects may be performed to assist in the reappraisal process (i.e., ChangeFinder program, market area determinations or analysis, valuation model development, etc.). Finally, targeted projects can also fall under analysis or activities performed to address organizational needs, as a whole. These type of projects would include the current activity relating to analysis of GAD's healthcare provider vs. market participants. GAD accepted the assistance of multiple insurance brokers to seek out competitive medical plans for consideration as GAD's 2025 medical insurance provider. Below are the projects that will be a primary focus of District staff during the course of this RP.

Homestead Exemption Audit

Appraisal districts are required to develop a program for the periodic review of each residence homestead exemption granted by the district under Section 11.13. Senate Bill 1801 amended Section 11.43 of Property Tax Code adding Section 11.43(h) which states a homestead exemption be reviewed for eligibility once every five tax years. The framework of the program is included for reference at back of RP, **Appendix G**.

ChangeFinder Aerial Imagery

Tax year 2025 will be the inaugural cycle for use of GAD's new AI tool; ChangeFinder by EagleView. Incorporating the new digital imagery technology, which is able to identify (flag) accounts where footprints differ between two compared years, will aid GAD in minimizing costs associated with remaining in compliance with reinspection requirements. ChangeFinder will be tested throughout RP period by GAD appraisal staff seeking to maximize efficiency and accuracy through use of new program within reappraisal process. Areas of use to be tested include, but are not limited to, the following:

- Reinspection Compliance
- New Improvement Discovery
- Missing Improvement Detection

Facility Planning

GAD leadership will seek to build on progress gained during first half of 2024 from the returned 'Space Planning Survey' of participating taxing units. Expansion of current facility to include acquiring of two-acre parcel behind current location or possible a complete renovation of existing property will all be considered. Final presentation for taxing unit approval of project is tentatively scheduled for 1st Quarter 2025, at earliest, 4th Quarter 2025, at the latest. Timeline is subject to change until approved.

TARGETED MARKET(S)

When atypical events or conditions occur, which may impact the valuations of properties within a specific market area, the district will choose to target these areas for monitoring. Examples of events or conditions include, but are not limited to the following: Guadalupe-Blanco River Authority (GBRA) controlled dam failure, installation of water and sewer lines, addition of or change to builder within a developing subdivision, creation of new taxing unit(s), health crisis, etc.

For the two-year period of this RP the District is actively monitoring the following markets for possible use within the reappraisal process:

◆ Designated Lakes along Guadalupe River

In response to the GBRA dam failures beginning in 2019, four (4) Water Control & Improvement Districts have been created to date. Lake Dunlap completed construction of their dam restoring water levels during fall of 2023. Dam replacement projects have commenced in both Lake McQueeney and Lake Placid designated sections of the Guadalupe River. Construction is scheduled to be substantially complete in early fall 2025 and late summer 2025, respectively. The impact of dewatering to waterfrontage improvements will be monitored for presence of obsolescence (physical/functional/external).

◆ High Density Residential Development

Guadalupe County continues to experience sustained population growth. This trend is expected to continue through the two-year period of this RP. The demand for housing, within the county, results in local municipalities expanding utilities infrastructure to accommodate the development of large vacant tracts of land. The impact these events and activities have on surrounding land values is monitored for modification and/or calibration of land valuation models for impacted properties.

The development activity within the following cities and school districts are monitored for possible reappraisal, because of changes to land uses and available utilities:

- City of Marion/ Marion ISD
- City of Seguin/ Seguin ISD
- City of Cibolo/ SCUC ISD
- City of San Marcos/ San Marcos ISD
- Navarro ISD

TARGETED INSPECTIONS

GAD's macro-level approach to targeted inspections closely follows IAAO's guidelines for attempting an onsite-inspection when one of the following conditions exists:

1. Significant construction changes are detected;
2. A property is sold; or
3. Area is affected by catastrophic damage.

Outside of the three conditions mentioned above, GAD will attempt to complete all inspections remotely to limit cost to taxpayers

IAAO states that all property characteristics data should be reviewed and updated at least every 4 to 6 years (IAAO, 2017). An acceptable alternative to on-site periodic inspections is the use of digital imaging technology tools. The imaging tool(s) should include the following to satisfy requirements of IAAO standards:

- ◆ *Current high-resolution street-view images (at a sub-inch pixel resolution that enables quality grade and physical condition to be verified).*
- ◆ *Orthophoto images (minimum 6-inch pixel resolution in urban/suburban and 12-inch resolution in rural areas, updated every 2 years in rapid-growth areas or 6–10 years in slow-growth areas).*
- ◆ *Low-level oblique images capable of being used for measurement verification (four cardinal directions, minimum 6-inch pixel resolution in urban/suburban and 12-inch pixel resolution in rural areas, updated every 2 years in rapid-growth areas or 6–10 years in slow-growth areas).*

As previously mentioned, a new digital imagery tool from EagleView, an aerial imagery provider, will be utilized for reappraisal activities in 2025. This tool meets the specified requirements as an alternative to expensive on-site inspections. ChangeFinder will identify properties with changes in their footprint compared to the previous year's aerial imagery. This process will significantly reduce the time appraisal staff spend annually reviewing new aerial imagery for changes since the last inspection. Generally, GAD assigns 20% of all real property accounts to a five-year inspection cycle

The district has decided to continue re-inspecting all properties at regular intervals. These intervals are set on either a three- or five-year cycle, depending on the GEO Region and/or the state classification of the account. The primary goal of GAD's re-inspection process is to comply with IAAO standards for periodic inspections. The methods used to achieve this goal serve as a guide for compliance. As GAD staff become more familiar with the ChangeFinder program and its integration into annual reappraisal activities, the program's use will be tested during the RP period.

The clustering of accounts for re-inspection cycle planning should not imply that every account within a cluster must be inspected in the cluster's designated year. If an account within a cluster has a last inspection date that meets IAAO standards as of the annual reappraisal date, and it has not been flagged by the ChangeFinder program, no further action is required.

Re-inspection intervals for property state coded **A, C, D, E, M or O**; the district has configured these targeted re-inspections on a five-year cycle. Each year of the cycle is noted as a 'cluster' containing approximately 20% of the total accounts. See **Appendix B** for a complete summary of the five-year cycle.

Re-inspection intervals for property state coded **B or F**; the district has chosen to re-inspect these accounts on a three-year cycle. Below is a summary of the inspection break-down for the next three-year cycle ; 2025, 2026 and 2027.

Year of Cycle	Multi-Family (B)	Commercial (F)	Proj. Annual Re-Inspection Count
2025	227	1150	1377
2026	208	305	513
2027	332	1000	1332
Total Accounts (B & F)			3222

Re-inspection of non-industrial business personal property (**BPP**), state coded **L1**, is accomplished through the two following methods: three-year re-inspection cycle and annual review of accounts with a market value greater than \$1,000,000. The accounts re-inspected via a three-year cycle are identified by lack of rendering and/or have not been inspected in previous three years. The projected number of inspections for the next three tax year cycles is provided below.

Year of Cycle	Business Personal Property (L1)
2025	2614
2026	516
2027	597
Total Accounts (B & F)	3727

In comparing total number of accounts which have a market value equal to or greater than \$1,000,000 in value, total number of accounts climbed over 23% since adoption of most recent RP. See **Appendix C** for a complete listing of accounts that fall within Top 3% and summary of inspection break-down for the next three-year cycle; 2025, 2026 and 2027.

REAPPRAISAL ACTIVITIES

I. Identifying Properties for Appraisal (*Discovery*)

a. Methods of Identification – Real Property

The District continues to implement several means to identify properties that require inspection for the purpose of updating relevant property characteristics. The following is a listing of the methods commonly used accompanied by a brief description of the process:

- **Building/ Septic Permits:** Issued by cities (building permits) and the Department of Health and Sanitation of Guadalupe County (septic permits). These types of permits are regularly collected from or provided by these sources. The data collected is matched with the corresponding appraisal district accounts and flagged for inspection.
- **On-Site Field Inspections:** Conducted by field appraisers, on-site inspections are performed within newly developed subdivisions and existing subdivisions with ongoing development. Typically, two rounds of on-site inspections are conducted within these developing communities. The first round beginning in August after certification with a second round conducted in December.
- **Aerial Photography:** The use of current aerial photography has become an invaluable tool for appraisal districts across the state, as an acceptable alternative to the more costly on-site inspection. To further assist the District, remain in compliance with re-inspection requirements, use of EagleView's ChangeFinder digital imagery program begins in 2025. This new AI tool will flag accounts where a change in a structure's previous footprint or a new improvement all together is detected. This process occurs in late winter once the annual flyover of county has been completed and delivered for inspection by EagleView. District incorporates the following option, outlined by IAAO⁵:
 - ❖ *Orthophoto images (minimum 6-inch pixel resolution in urban/suburban and 12-inch resolution in rural areas, updated every 2 years in rapid-growth areas or 6–10 years in slow-growth areas).*
 - ❖ *Low-level oblique images capable of being used for measurement verification (four cardinal directions, minimum 6-inch pixel resolution in urban/suburban and 12-inch pixel resolution in rural areas, updated every 2 years in rapid-growth areas or 6–10 years in slow-growth areas).*
 - ❖ *ChangeFinder Program*

⁵ Guidance on International Mass Appraisal and Tax Policy (2014)

- **Other Methods:** Additional options for discovery used by the appraisal district include:
 - *Driveway Permits*
 - *Mechanics Liens*
 - *Information from Listings for Sale*
 - *District Sale Confirmation Survey Letters*
 - *Income & Expense Performance Survey*
 - *Recorded Deeds of Trust*
 - *Property Owners*
 - *Reports on recently assigned 911 Addresses*
 - *Fee Appraisals*

b. Methods of Identification – Personal Property

The identification of Non-Industrial Business Personal Property (BPP) that require inspection for the purpose of updating relevant property characteristics is accomplished through the following methods:

- Field Inspections
- Annual Rendition Process⁶
- Commercial Building Permits
- Doing Business As (DBA) filings
- Commercial Vehicle Listings
 - ◆ *Third-Party Vendors*
 - ◆ *Monthly/Annual Vehicle Declarations by dealers*
- General Distinguishing Number Listing
- Texas Parks & Wildlife Listings
- Federal Aviation Administration (FAA)
- Commercial Property Transactions
- Other Methods: Additional options for discovery used by the appraisal district, as it relates to BPP, include the review of:
 - ◆ *Retail Strip Centers (On-Site Inspections)*
 - ◆ *Texas Alcohol Beverage Commission List*
 - ◆ *Food Permits*
 - ◆ *Certificate of Occupancy Permits*
 - ◆ *Child-care Operation Licenses by Child Protective Services*
 - ◆ *State Health Services Licenses*
 - ◆ *Local Publications (Advertisements)*
 - ◆ *Online Publications and Websites*

⁶ Texas Property Tax Code, Chapter 22

c. Contract Appraisal Services

The District annually enters a services contract with Capitol Appraisal Group (CAG) for the appraisal of the following categories of property:

- Designated Industrial Real Property
- Industrial Personal Property
- Utility, Railroad and Pipeline
- Oil and Gas Property (*also called Minerals*)

Please refer to **Appendix A** for a comprehensive list of actions and processes that CAG will use to identify properties for appraisal, ensuring they fulfill their contractual reappraisal duties during this RP period.

d. Parcels Identified for Re-Inspection

1. As of August 19, 2024, District’s normal reappraisal-discovery process has identified 2,812 accounts that require an inspection. These accounts, identified through the various methods of discovery outlined above, are flagged for inspection by entering the date of January 1st of the corresponding year. For example, accounts identified for reinspection in 2025 would have a “Next Inspection Date” of 01/01/2025. Accounts within this grouping encompass all categories, types and locations.
2. This identification process is continuous and will yield additional field inspections throughout each calendar year. Obtaining a current listing of accounts requiring a reinspection can be accomplished two ways, outlined below:

❖ **By Query**

```
SELECT DISTINCT appr_card_curr_property_vw.prop_val_yr,
appr_card_curr_property_vw.prop_id, appr_card_curr_property_vw.prop_type_cd,
appr_card_curr_property_vw.next_appraisal_dt,
appr_card_curr_property_vw.next_appraisal_rsn,
appr_card_curr_property_vw.prop_inactive_dt, property_profile.state_cd
FROM pacs_oltp.dbo.appr_card_curr_property_vw appr_card_curr_property_vw,
pacs_oltp.dbo.property_profile property_profile
WHERE property_profile.prop_id = appr_card_curr_property_vw.prop_id AND
property_profile.prop_val_yr = appr_card_curr_property_vw.prop_val_yr AND
((appr_card_curr_property_vw.prop_val_yr=2025) AND
(appr_card_curr_property_vw.prop_inactive_dt Is Null) AND
(appr_card_curr_property_vw.prop_type_cd In ('MH','R')) AND
(appr_card_curr_property_vw.next_appraisal_dt={ts '2025-01-01 00:00:00'})
```

❖ **By Printing of Appraisal Card (via PACS)**

In PACS tab **Activities>>>Appraisal Cards>>>Print User Defined**; criteria screen will appear. In the 'Next Appraisal Date' field insert the dates of 0101202X-1231202X to yield the most up to date appraisal cards for this listing.

3. Vacant lots within new and developing residential subdivisions are inspected annually until the subdivision is finished out. The count of accounts requiring inspection will fluctuate annually with the recording of new subdivisions, improved lots, and closed out developments. As of 08/19/2024, there are 83 actively developing subdivisions in Guadalupe County with a total of 7,351 lots. The median and average number of lots within developing subdivisions are 66 and 89 lots, respectively.

II. Identifying and Updating Relevant Characteristics (*Data Collection*)

a. Improved Property

Identifying and updating relevant characteristics of an improved property is accomplished using a three-step inspection process of available data found via online search, aerial imagery and on-site field inspections.

1. **Online Search:** The incorporation of web-based real estate industry business models has provided appraisal districts with a quality resource when conducting a re-inspection. Specifically, interior characteristics (quality, condition, updating, renovations, etc.) of residential properties can often be confirmed based on current or recent market data published online when a property was listed for sale or rent by their respective real estate professional.
2. **Aerial Inspection:** The assigned appraiser shall view the latest aerial photograph, acquired by the District, of the subject property to collect/confirm relevant data about the property. Initial types of details one can collect through aerial inspection include total structure count and measurements of structures (GIS Measuring Tool). Additionally, incorporation of District account imagery and Google's street view application aids in quality of construction classification of new improvements, confirming construction quality classification of existing improvements, and/or level of physical deterioration. Presence of possible external obsolescence, among other characteristics impacting properties, can also be evaluated with these noted tools.
3. **On-Site Field Inspection:** If the initial aerial inspection does not provide the data necessary for the inspecting appraiser to make an informed decision on the relevant property characteristics, the account will be flagged for an on-site inspection. The assigned appraiser will physically visit the site of the property to gather the needed information to complete the inspection. Protocols for On-Site field inspections, by District appraisers, are provided within the established guidelines⁷ of the District. Inspecting appraisers shall adhere to these guidelines, which are routinely reviewed for necessary modifications or updating. Field Appraisers are reminded of these protocols following certification and prior to beginning field inspections for the new appraisal year.

Types of Data and Collection Process

The appraiser will identify and/or confirm relevant characteristics observed during the inspection process, regardless of collection method used. Examples of characteristics considered relevant include, but are not limited to:

- ❖ *Situs Address*
- ❖ *State Code Classifications*
- ❖ *Region Codes*
- ❖ *Neighborhood Codes*
- ❖ *Property Use Codes*
- ❖ *Property Classification*
- ❖ *Construction Type and Quality*
- ❖ *Condition*
- ❖ *Obsolescence (depreciation) Factors*
- ❖ *Detailed Improvement Features*
- ❖ *Municipal Zoning Ordinances*
- ❖ *Flood Zone Designations*

⁷ See District Residential Manual

Field inspection datasheet templates have been developed for use by the Appraisal Staff in their inspection process. The use of a prescribed templates aid in uniformed data collection of relevant characteristics by field appraisers. Additionally, District has incorporated iPads as a data collection tool used remotely by staff appraisers performing on-site field inspections.

Once all relevant data has been collected and/or confirmed it is submitted to data entry support personnel for processing. Data collected and recorded by the inspecting appraiser using the property's current appraisal card and a field inspection datasheet is required at time of submission to data entry. Staff appraisers, at their discretion and limited in scope, may input/update account with collect data.

Administrative quality control (QC) procedures have been implemented for periodic review of the levels of accuracy achieved during the collection process and processing of data. Measured observations are used to make determinations on modifications to the process for the purpose of improved accuracy. Additionally, results from QC reviews can assist in development of new training to increase efficiency and practices among staff.

b. Unimproved Property

Identifying and updating relevant characteristics of an unimproved property is accomplished through a similar three-step inspection process, as outlined above in previous section for improved property, aerial and on-site field inspections.

The integration of current aerial photography within the district CAMA system's GIS mapping application is a valuable resource to District staff appraisers performing reappraisal inspections of unimproved property. The GIS mapping application provides users with the ability to activate specific data points which will populate when viewing a property.

Types of Data and Collection Process

An assigned appraiser will identify and/or confirm relevant characteristics observed during the inspection process, regardless of collection method used. Examples of characteristics considered relevant to unimproved property include, but are not limited to:

- ❖ *Situs Address*
- ❖ *State Code Classifications*
- ❖ *Region Codes*
- ❖ *Neighborhood Codes*
- ❖ *Property Classification*
- ❖ *AG Use (Open-Land, Wildlife Management)*
- ❖ *AG Land Type Codes (Pasture, Tillable, Native, Pecans, Bee Keeping)*
- ❖ *Flood Zone Designations (Floodway, 100yr, 500yr)*
- ❖ *Municipal Zoning Ordinances (Varies by Municipality)*
- ❖ *Road Frontage/ Access*
- ❖ *Dedicated Easements (Access, Utilities, etc.)*
- ❖ *Shape & Topography*
- ❖ *Availability of Utilities*

Assigned appraisers are expected to document all relevant data collected during reinspection on the property appraisal card. At the conclusion of the reinspection process by the assigned appraiser, the necessary updating of the properties can be accomplished in two ways; 1) submit to data entry department for processing or 2) process changes through CAMA system's mass update tool. The mass update option is best, when application of a specific characteristic or adjustment is to be applied to a large sample of properties.

Administrative quality control (QC) procedures have been implemented for periodic review of the levels of accuracy achieved during the collection process and processing of data. Measured observations are used to make determinations on modifications to the process for the purpose of improved accuracy. Additionally, results from QC reviews can assist in development of new training to increase efficiency and practices among staff.

c. Business Personal Property (Non-Industrial)

The primary source of data for updating relevant characteristics of the business personal property parcels shall be through rendition information and on-site inspections. Collected data is verified and cross referenced through comparisons with existing confidential records on file and/or information obtained from third-party databases. Characteristics, identified as a value drive which impacts the property's market value, are noted on the appraisal card. The assigned appraiser may choose to update the electronic records or submit to data entry for processing.

d. Contract Appraisal Services

The District annually enters a services contract with Capitol Appraisal Group (CAG) for the appraisal of the following categories of property:

- ❖ Designated Industrial Real Property
- ❖ Industrial Personal Property
- ❖ Utility, Railroad and Pipeline
- ❖ Oil and Gas Property (*also called Minerals*)

Refer to **Appendix A** for a complete listing of the actions and processes, as it relates to data collection CAG will use in successfully carrying out their contractual reappraisal responsibilities during this RP period.

III. Defining market areas in the district (*Geographic Stratification*)

a. Purpose of Market Areas

The understanding of a market area, and the value drivers within, is a key element in the proper valuation of real estate. Specific to mass appraisal, models are developed to facilitate the annual value assessment of a defined group or universe of property. The IAAO⁸ provides the following guidance on market areas, “.... geographic stratification is appropriate when the value of property attributes varies significantly among areas and each area is large enough to provide adequate sales. It is particularly effective when housing types and styles are relatively uniform within areas.”

Additionally, the IAAO⁹ defines market area, or economic area, and neighborhood in the following terms:

- ❖ **Economic Area** - *A geographic area, typically encompassing a group of neighborhoods, defined on the basis that the properties within its boundaries are more or less equally subject to a set of one or more economic forces that largely determine the value of the properties in question.*
- ❖ **Neighborhood** - *(1) The environment of a subject property that has a direct and immediate effect on value. (2) A geographic area (in which there are typically fewer than several thousand properties) defined for some useful purpose, such as to ensure for later multiple regression modeling that the properties are homogeneous and share important locational characteristics.*

b. Residential, Rural, and Commercial Property

District currently uses four different classifications of market areas to evaluate residential property, rural property, commercial property, and business personal property (BPP): County-Wide, Regions, Independent School Districts, and Neighborhoods. The remaining three market area classifications are outlined below.

- ❖ **Regions** – Geographical regions are the broadest defined market areas used by the District. Guadalupe County is divided into thirty regions. These geographical areas are primarily defined by major thoroughfares, natural boundaries (i.e. rivers), and county lines. This level of stratification is used primarily by the AG land department in the valuation of farm and ranch land. Grouping regions, based on agricultural uses and soil type, has been implemented when reviewing sales activity for schedule modification or calibration.
- ❖ **Independent School Districts (ISD)** – Defining market areas by school district boundaries has been used by the commercial department in the appraisal of 2 to 4-unit residential rental properties. Premise in the use of this level of stratification centers on the importance renters, like home buyers, place on the quality of the local ISD.

⁸ Standard on Mass Appraisal of Real Property (2017)

⁹ Glossary for Property Appraisal and Assessment, 2nd Edition (2013)

- ❖ **Neighborhoods** – The most densely populated market areas within the district are defined by use of neighborhoods. Defining this classification of market area is often based on the boundaries of a platted subdivision for residential categories of property. Rural neighborhoods have been created in recent years to provide District appraisers with the ability to calibrate less densely populated areas of county. Commercially defined neighborhoods are typically based on the proximity and/or exposure to major thoroughfares.

COMMENTS ON MARKET AREA BOUNDARIES

Some of the areas in the district are undergoing a change in the highest and best use of the land, particularly rural land that is in close proximity to growing cities, such as the City of Cibolo, the City of Schertz, City of New Braunfels, and the City of Seguin. The district will closely monitor these areas to identify any market area changes that are occurring to accurately group these parcels to reflect the value as of the January 1st appraisal date.

The above referenced market areas are to be used as a guide for identifying a property's considered market area. All properties may not conform to defined market area descriptions and overlapping of characteristics is possible among bordering market areas. In these instances, the District will determine which market area best represents a property's individual characteristics. Current listings of active market areas used by the District are provided within the exhibits of this RP, **Appendix D**.

c. Business Personal Property (non-industrial)

When defining a market area for business personal property, the boundaries of Guadalupe County are considered the primary market area for BPP. When unique situations arise, the market area may be expanded to a regional or state level. The market for business personal property is determined by the design and use of the property in question, thus the type of business the property can be used within will determine the buyers and sellers of the property. A current listing of the standard industrial class (SIC) codes used by the BPP department can be found within exhibits of this RP, **Appendix F**.

d. Contract Appraisal Services

The District annually enters a services contract with Capitol Appraisal Group (CAG) for the appraisal of the following categories of property:

- ❖ Designated Industrial Real Property
- ❖ Industrial Personal Property
- ❖ Utility, Railroad and Pipeline
- ❖ Oil and Gas Property (*also called Minerals*)

Refer to **Appendix A** for a complete listing of the actions and processes, as it relates to defining market areas, CAG will use in successfully carrying out their contractual reappraisal responsibilities during this RP period.

IV. Identifying Property Characteristics Affecting Value (*Value Drivers*)

All influences on property value can be classified by one of four value driving forces: Social, Economic, Physical/Environmental, and Governmental. District appraisers will annually review market areas on a broad level for measurable changes to local markets because of instability among elements within the forces that affect property values. The process is then continued to the smallest level of market areas. The types of characteristics (or variables) affecting property value varies depending on the highest and best use of the property. The use of multiple regression analysis can provide statistical support for identifying those variables which are found to have the greatest impact. Below are examples of the four forces outlined above as driving property values:

- ❖ Types of Social Forces – Population trends on the rise, decline or stable. Security consciousness centered on an area’s perceived crime rate. Functional utility of homes to meet changing needs of homeowners.
- ❖ Types of Economic Forces – Desirability of location and consumers’ ability to purchase real estate. Employment trends, housing construction costs, utility costs, and interest rates are various economic forces affecting value.
- ❖ Types of Physical/Environmental Forces – The easiest to identify, physical/environmental forces include site location, transportation infrastructure, availability of public transportation, topography of site, and local climate/weather.
- ❖ Types of Governmental Forces – This classification of force can impact property value from a variety of levels: national, state, or local. Federal/State income taxation, real estate taxes, quality of school system, quality of municipality provided services, or federal monetary policy can greatly impact values of affected property.

V. Appraisal Model (*Approach to Value*)

IAAO states that valuation models are to be developed for a defined group of properties' uses (IAAO, 2017). The choice of the most appropriate approach to value will vary based on the category of property being appraised and availability of the data necessary to provide reliable results considered reflective of current market conditions. For reference, typical usefulness of each approach to value, by property type, is outlined below by IAAO¹⁰:

Type of Property	Cost Approach	Sales Comparison Approach	Income Approach
Single-Family Residential	2	1	3
Multi-Family Residential	3	1, 2	1, 2
Commercial	3	2	1
Industrial	1, 2	3	1, 2
Non-Agricultural Land	-	1	2
Agricultural Land ¹¹	-	2	1
Special-Purpose ¹²	1	2, 3	2, 3

a. Residential Land

Residential land is appraised as though vacant using the market/sales approach as the appraisal model for valuation. The value of the land component of the total property appraisal is extracted 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 value of land located in the market area or neighborhood. When necessary, the land appraisal is adjusted for specific factors and conditions that influence the value of the land. These adjustments may include conditions of access, shape, and or size. When necessary, abstraction and allocation methods will be used to ensure that estimated land values reflect the contributory market value of the land to the overall property value.

¹⁰ Standard on Mass Appraisal of Real Property (2017)

¹¹ Includes farm, ranch, and forest properties

¹² Includes institutional, governmental, and recreation properties

b. Single-Family Residences

Appraisals for single-family residences are derived by using the market/sales approach as the model for valuation. The master residential valuation schedule is annually calibrated by collecting sales of residential properties for the prior 12–15-month period. The district includes foreclosure sales in the overall residential analysis conducted, as outlined in §23 of the Texas Tax Code, again a jurisdictional exception.

All sales are reviewed and grouped accordingly per the residential structure’s assigned quality classification. Once grouped, a sales ratio study is conducted for each quality group. The sales ratio study is a simple and straightforward exercise in mathematics: the prior year appraisal for each individual property included in the study is divided by the current sales price of that property. The result is a ratio expressed as a percentage. If the prior year appraisal is less than the sales price, the result will be a percentage less than 100%; if greater than the sales price, the result will be a percentage greater than 100%. The purpose of the sales ratio study is to determine the accuracy of prior year appraisal with respect to current market [sales] value of properties within the study.

Once individual ratios have been determined, the average and median ratios are calculated for each quality group. In addition, the weighted mean is calculated for each quality group as well as for the entire study. The weighted mean for each quality group is calculated by summing the appraisals for each property within the quality group, then summing the sales prices for the same properties and then dividing the first result by the second. The weighted mean for the entire study is calculated by summing the appraisal of all properties (regardless of class), then summing the sales price for all properties and then dividing the first result by the second. Generally, within each statistical group, the most weight is given to the average weighted mean ratio.

The resulting statistics of the mean ratios, median ratios and weighted mean ratios are then used to conclude adjustments to the residential valuation schedules to arrive at near 100% market value within each quality group of property.

The general procedure described above is implemented by these specific actions:

- a. Apply land value update as determined by land value analysis.
- b. Perform residential time adjustment analysis using sales ratio trend method to verify if time adjustment will be required for ratio studies.
- c. Perform ratio studies for each residential class group to note ‘effective change in value’ prior to any possible schedule changes. Note ‘effective’ change in overall market as well as for each quality group.
- d. Review data published in nationally recognized appraisal publication and, if necessary, reset RCN@1800sqft, District Multiplier, Local Multiplier, and/or Area Modifier matrices to correspond with published data.
- e. Post matrices adjustment: perform ratio studies for each residential class group to note ‘effective change in value’ prior to any possible changes to: Index Multiplier, and/or District (Sales) Modifier matrices.
- f. Adjust relevant matrices as required to arrive at near 100% market value as stipulated by statute.

Following the calibration of the master residential valuation model, further appraisal analysis is performed in terms of neighborhood and/or defined market areas. This level of analysis is performed to “fine tune” the appraisals and determine if properties, within certain neighborhoods or market areas, are selling at a premium or discount when compared to the calibrated master residential valuation model. Neighborhood analysis is performed by conducting ratio studies within individual neighborhoods or defined market areas. The observed results will aid in determining if appraisals within the neighborhood need to be adjusted; downward or upward. When necessary, properties located within a neighborhood will receive a “mass adjustment” to increase or decrease the market value indications and achieve desired results within ratio study. If there is not a mass adjustment at the neighborhood level (i.e. 100% factor), it was determined that that ratio study conducted based on the current appraisals were sufficient and did not require further adjustment.

c. Multi-Family Residential

For duplex and four-plex properties, sales comparison approach is the primary approach used to estimate market value. Incorporating a Gross Income Multiplier (GRM) to reconcile an opinion of market value via an income approach may be a viable option when market sales data is limited. Cost approach is the least likely approach used to valuing an existing income producing property that is reached stabilized occupancy post construction.

For apartment complexes, the income approach will be developed and used, based on the District’s ability to annually acquire and validate adequate market data for income and expense information. When there is insufficient sales information to derive reliable appraisals, additional appraisal models will be implemented.

This category of property is primarily owned for income generation, the net income they produced can be capitalized to reconcile an opinion of market value. Therefore, the income approach can be a reliable model for appraising multi-family properties. If adequate sales or income information is unavailable, the cost approach may be used to estimate property value. Occasionally, federal governmental restrictions on large-scale multi-family units must be considered when determining market value.

All three approaches to value may be used, provided sufficient and reliable information is available. The assigned value will reflect the market value of the property. Ideally, there would be ample information and cooperation from property owners to use all three approaches to determine an indicated value. However, this is rarely the case, as property owners often provide limited information.

In lieu of, or in addition to, locally obtained income performance data, District confirms market data is through subscription based third-party vendors; Costar and RealtyRates.

d. Rural, Commercial & Platted Residential Land

According to accepted appraisal theory, only the income and market/sales comparison approaches are acceptable for determining the market value of land. The cost approach is generally not used in the district’s land valuation process. The sales comparison approach is the most widely used method for determining market value and will be implemented by the District to appraise all types of land.

In instances where both the sales comparison and income approaches can be applied, both methods will be used. The final assigned value will be determined by the approach that best reflects the market value of the land, considering the specific characteristics of the subject property and current market conditions.

Additionally, for residential platted lots, appraisers will generate sales reports during the residential neighborhood analysis. This data will be reviewed, and any necessary adjustments will be made to reflect the market value accurately.

e. Business Personal Property (non-industrial)

Several methods may be used to appraise the market value of business personal property. Generally, the cost approach is preferred due to the availability and reliability of information. District appraisal staff will use developed depreciation schedules to aid in determining indicated values. The replacement cost new less depreciation (R.C.N.L.D.) may be derived from property owners' reports of historical costs. Additionally, national valuation guides and actual sales information may be considered in the valuation process.

The method chosen for this type of valuation often depends on which approach incorporates the most information about the property and accurately reflects its market value as of the January 1st appraisal date. Typically, the cost approach (R.C.N.L.D.) provides the most accurate information and thus produces the most precise indicated value. The District will create schedules based on rendition information and implement these for the SIC codes identified in **Appendix F**.

f. Commercial

Several methods may be used in appraising the market value for commercial property. Generally, cost, market/sales comparison approach and the income approach may all be feasible approaches to value for this category of properties in the District, on different occasions. The approach to value most applicable will depend highly on the category of property as well as the quantity and quality of information available at the time of the appraisal. Generally, the District will appraise the following property classes utilizing the Income Approach to Value: Multi-Family (120/123/126/128/130), Discount Retail Stores (210), Professional and Medical Offices (400/410), Self-Storage facilities (550), Industrial Warehouse/Distribution Properties >50,000 Sq. ft. (510), Industrial Flex Space Properties <50,000 Sq. ft. (530), Lodging Properties (100) with an annual gross revenue amount >\$100,000, Multi-Tenant Retail Centers (250/255/260), and Mobile Home/Recreational Vehicle Parks (160/165). Generally, the Cost Approach to Value, calibrated to reflect obtained market sales activity, will be used by the District in appraising the following classes of property (Prop Use Code): Aircraft Hangers (560), Daycare Facilities (640), Assisted Living Facilities (140), Nursing Home Facilities (145), Auditoriums (680), Drugstores (200), Auto Dealerships (280), Fire Stations (010), Banks (440), Barber/Beauty Shops (350), Funeral Homes (390), Portable Classrooms, Bowling Alleys (710), Health/Fitness Centers (700), Restaurants (300/310), Churches (620), Educational Learning Facilities (600), Free-Standing Retail Stores (200), Jail/Detention Facilities (020), Laundry Facilities (230/235), Service Garages (360), Convenience/Quick Stop Stores (220), Veterinary Facilities (430), Dance Halls (325), Mini-Lube Facilities (365), Theaters (720), Condominiums (Townhomes), Lodging (<\$100k annual revenue), and Industrial Warehouses (510/530).

Assisted during the process through sale ratio analysis, the appraiser will consider results that best address the individual characteristics of the subject property. The process may include, depending on property type and available data, developing, and testing multiple valuation models before determining which model to use for the January 1st appraisal date. See **Appendix E** for a full listing of GAD's active property use codes.

g. Contract Appraisal Services

The District annually enters a services contract with Capitol Appraisal Group (CAG) for the appraisal of the following categories of property:

- ❖ Designated Industrial Real Property
- ❖ Industrial Personal Property
- ❖ Utility, Railroad and Pipeline
- ❖ Oil and Gas Property (*also called Minerals*)

Refer to **Appendix A** for a complete listing of the actions and processes, as it relates to appraisal model development, CAG will use in successfully carrying out their contractual reappraisal responsibilities during this RP period.

VI. Review of Appraisal Results (Analysis and Implementation)

I. Statistical Analysis

Annually, the appraisal district staff will perform statistical analysis to evaluate whether estimated values are equitable and consistent with the market activity. Sales ratio studies are conducted on each of the active defined neighborhoods to judge the two primary aspects of mass appraisal accuracy and level of 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.

Through the sales ratio analysis process, appraisers will review neighborhoods each year. 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 study information affords the appraiser an excellent means of judging the present level of appraised value and uniformity of the sales within the neighborhood. The appraiser, based on the sales ratio statistics, makes a preliminary decision as to whether the value level in a neighborhood needs to be changed or whether the market value in a neighborhood is at an acceptable level of appraisal.

II. Review by Inspecting Appraiser

In addition to the above-described process, appraisers will review, as time permits, the results of any fieldwork conducted to determine if the resulting appraisal accurately describes the value of the property and will make any adjustments deemed necessary.

In cases when multiple appraisal models are implemented, the appraiser considers the results that best address the individual characteristics of the subject property. Once the best result is determined, it is then selected and entered as the appraisal for the given year.

III. Rural, Commercial & Platted Residential Land

Annually, the appraisal district staff will perform statistical analysis to evaluate whether estimated values are equitable and consistent with the market activity. Sales ratio studies are conducted on each of the defined geographic market areas for rural land and each residential and commercial neighborhood to judge the two primary aspects of mass appraisal level of accuracy 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 (residential or commercial) and geographic market area. A comparison of neighborhood weighted means reflects the general level of appraised value between comparable neighborhoods. The appraiser considers results that best address the individual characteristics of the subject property when multiple appraisal models are used.

IV. Business Personal Property (Non-Industrial)

Appraisal district staff will perform annual analysis to determine if the estimated market values are equitable in the district. The appraisal district staff will conduct annual review of SIC codes to determine an equitable valuation of business personal property with similar business groupings where reliable and available data exists. The application will result in schedule development based on rendered data sets by defined SIC codes. Developed, modified, or calibrated schedules are applied to the entire universe of properties sharing common SIC code identification, in an equal and uniformed manner.

V. Contract Appraisal Services

The District annually enters a services contract with Capitol Appraisal Group (CAG) for the appraisal of the following categories of property:

- ❖ Designated Industrial Real Property
- ❖ Industrial Personal Property
- ❖ Utility, Railroad and Pipeline
- ❖ Oil and Gas Property (*also called Minerals*)

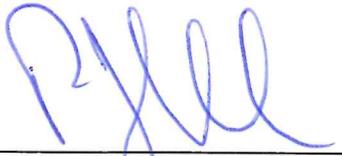
STATEMENT OF LIMITING CONDITIONS

The appraised value estimates provided by the district are subject to the following conditions:

- (1) The appraisals are prepared exclusively for ad valorem tax purposes. Any other use of these appraisal records is expressly prohibited, and the issuer does not warrant any other uses.
- (2) It is assumed that the title to the property is good and marketable, and the legal description is correct.
- (3) No responsibility is assumed for legal matters. All existing liens, mortgages, or other encumbrances have been disregarded, and the property is appraised as free and clear, under responsible ownership and competent management.
- (4) All sketches in the appraisal documents are intended as visual aids and should not be construed as surveys or engineering reports.
- (5) Appraisers developing appraisals under mass appraisal guidelines for ad valorem purposes are not required to give testimony or attend court by reason of the appraisal, unless directed by, employed by, and provided legal counsel by the Guadalupe Appraisal District.
- (6) Appraisers have inspected properties by observation and are limited where consent is not given by property owners for a field inspection. Inspections may be conducted via aerial observations and, where consent is given, for exterior field inspections. However, it is not possible to personally observe conditions that are not visible, such as the interior of structures, items beneath the soil, or hidden structural components within the improvements. Therefore, no representations are made regarding these matters unless specifically considered in an individual appraisal. Interior structure inspections are not conducted.
- (7) The property characteristic data used for the appraisals is assumed to be accurate. Exterior inspections were conducted as resources and time allowed, utilizing aerial photography when access was not granted or time constraints were present.
- (8) Market transaction details are validated through confirmation sale surveys by the grantee, field inspections, and reliable third-party private entities. The sales file maintained by the Guadalupe Appraisal District is confidential, as outlined in Section 552 of the Texas Government Code.
- (9) Attached is a list of staff members and contract appraisers who provided significant mass appraisal assistance to the person signing this certification.
- (10) Extraordinary assumptions are made throughout the mass appraisal process for the January 1st valuation date, based on the information available to the Guadalupe Appraisal District at the time of appraisal. If any extraordinary assumption is proven inaccurate, either in whole or part, the appraiser may revise their opinion of value accordingly.

Certification Statement:

"I, Peter Snaddon, Chief Appraiser for the Guadalupe 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 this time, at an appraised value which, to the best of my knowledge and belief, was determined as required by law. I have no present or prospective interest in the properties that are the subject of the report. I have no bias in respect to the properties that are the subject of this report. My engagement in the assignment was not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value opinion, or the attainment of a stipulated result. All appraisal staff and contracted appraisal firms that have provided significant mass appraisal assistance are identified on the subsequent pages."



Peter Snaddon, R.P.A., C.C.A.
Chief Appraiser
TDLR# 72458

Appendix A – Capitol Appraisal Group 2025-2026 RP

Document 3A

2025-2026

CAD Plan for Periodic Reappraisal of Industrial Real Property

Subsections (a) and (b), Section 25.18, Tax Code:

- (a) CAD shall implement the plan for periodic reappraisal of property approved by the board of directors under Section 6.05 (i).
- (b) The plan provides for annual reappraisal of selected industrial property appraised by the CAD. The CAD has a professional services contract with Capitol Appraisal Group, LLC (CAGL) to appraise these properties for the CAD.
 - (1) Identifying properties to be appraised: Appraisal of properties is limited to those indicated in the contract with the appraisal district, unless additionally requested by the appraisal district. Newly discovered properties will be discussed with the appraisal district to confirm they are to be appraised by Capitol Appraisal. Industrial properties are identified as part of the appraiser's physical inspection process each year and through submitted data by the property owner. The appraiser may also refer to legal documents, photography and other descriptive items.
 - (2) Identifying and updating relevant characteristics of each property in the appraisal records: The appraiser identifies and updates relevant characteristics through the inspection process. Confidential rendition, assets lists and other confidential data also provide additional information. Subject property data is verified through previously existing records and through published reports.
 - (3) Defining market areas in the district: Market areas for industrial properties tend to be regional, national and sometimes international. Published information such as prices, financial analysis and investor services reports are used to help define market area.
 - (4) Developing an appraisal approach that reflects the relationship among property characteristics affecting value and determines the contribution of individual property characteristics: Among the three approaches to value (cost, income and market), industrial properties are most commonly appraised using replacement/reproduction cost new less depreciation models because of readily available cost information. If sufficient income or market data are available, those appraisal models may also be used.
 - (5) Comparison and Review: The appraiser considers results that best address the individual characteristics of the subject property and that are based on the most reliable data when multiple models are used. Year-to-year property value changes for the subject property are examined using computer-assisted statistical review. Periodic reassignment of properties among appraisers or the review of appraisals by a more experienced appraiser also contributes to the review process.

Document 3B
2025-2026
CAD Plan for Periodic Reappraisal of Industrial Personal Property

Subsections (a) and (b), Section 25.18, Tax Code:

- (a) CAD shall implement the plan for periodic reappraisal of property approved by the board of directors under Section 6.05 (i).
- (b) The plan provides for annual reappraisal of all industrial personal property appraised by the CAD. The CAD has a professional services contract with Capitol Appraisal Group, LLC (CAGL) to appraise these properties for the CAD.
 - (1) Identifying properties to be appraised: Appraisal of properties is limited to those indicated in the contract with the appraisal district, unless additionally requested by the appraisal district. Newly discovered properties will be discussed with the appraisal district to confirm they are to be appraised by Capitol Appraisal. Through inspection the appraiser identifies personal property to be appraised. The appraiser begins with properties from the previous tax year and identifies new properties from visual identification and/or publications, newspaper articles, or information obtained through the interview of property owners. The appraiser may also refer to other documents, both public and also confidential, to assist in identification of these properties. Such documents might include but are not limited to the previous year's appraisal roll, vehicle listing services and private directories.
 - (2) Identifying and updating relevant characteristics of each property in the appraisal records: Data identifying and updating relevant characteristics of the subject properties are collected as part of the inspection process through directories and listing services as well as through later submissions by the property owner, sometimes including confidential rendition. These data are verified through previously existing records and through public reports.
 - (3) Defining market areas in the district: Market areas for industrial personal property are generally either regional or national in scope. Published price sources are used to help define market areas.
 - (4) Developing an appraisal approach that reflects the relationship among property characteristics affecting value and determines the contribution of individual property characteristics. Personal property is appraised using replacement/reproduction cost new less depreciation models. Income approach models are used when economic and/or subject property income is available, and a market data model is used when appropriate market sales information is available.
 - (5) Comparison and Review: The appraiser reconciles multiple models by considering the model that best addresses the individual characteristics of the subject property. Year-to-year property value changes for the subject property are examined using computer-assisted statistical review. Periodic reassignment of properties among appraisers or the review of appraisals by a more experienced appraiser also contributes to the review process.

Document 3C

2025-2026

CAD Plan for Periodic Reappraisal of Utility, Railroad and Pipeline Property

Subsections (a) and (b), Section 25.18, Tax Code:

- (a) CAD shall implement the plan for periodic reappraisal of property approved by the board of directors under Section 6.05 (i).
- (b) The plan provides for annual reappraisal of all utility, railroad and pipeline property appraised by the CAD. The CAD has a professional services contract with Capitol Appraisal Group, LLC (CAGL) to appraise these properties for the CAD.
 - (1) Identifying properties to be appraised: Appraisal of properties is limited to those indicated in the contract with the appraisal district, unless additionally requested by the appraisal district. Newly discovered properties will be discussed with the appraisal district to confirm they are to be appraised by Capitol Appraisal. Utility, railroad and pipeline properties that are susceptible to inspection are identified by inspection. The appraiser may also refer to other documents, both public and also confidential, to assist in identification of these properties. Due to the varied nature of utility, railroad, and pipeline properties there is no standard data collection form or manual. New permitting documents on record with the Railroad Commission of Texas provide a source to identify potential new pipeline projects but does not provide indication if the project was actually started, completed, or a distinct location of the proposed project. Every effort is made to discover new utility, railroad, and pipeline properties through personal observation combined with permitting documents.
 - (2) Identifying and updating relevant characteristics of each property in the appraisal records: The appraiser identifies and updates relevant characteristics through data collected as part of the inspection process and through later submissions by the property owner, sometimes including confidential rendition. Additional data are obtained through public sources, regulatory reports and through analysis of comparable properties.
 - (3) Defining market areas in the district: Market areas for utility, railroad and pipeline property tend to be regional or national in scope. Financial analyst and investor services reports are used to help define market areas.
 - (4) Developing an appraisal approach that reflects the relationship among property characteristics affecting value and determines the contribution of individual property characteristics: For all three types of property, the appraiser must first form an opinion of highest and best use. Among the three approaches to value (cost, income and market), pipeline value is calculated using a replacement/reproduction cost new less depreciation model [RCNLD]. In addition to the RCNLD indicator, a unit value model may also be used if appropriate data are available. Utility and railroad property are appraised in a manner similar to pipeline except that the RCNLD model is not used.
 - (5) Comparison and Review: The appraiser considers results that best address the individual characteristics of the subject property when multiple models are used. Year-to-year property value changes for the subject property are examined using computer-assisted statistical review. Periodic reassignment of properties among appraisers or the review of appraisals by a more experienced appraiser also contributes to the review process. These types of property are also subject to review by the Property Tax Division of the Texas Comptroller's Office through their annual Property Value Study.

Document 3D

2025-2026

CAD Plan for Periodic Reappraisal of Oil and Gas Property

In accordance with Section 25.18 of the Tax Code:

- (a) CAD shall implement the plan for periodic reappraisal of property as approved by the board of directors under Section 6.05 (i).
- (b) The plan provides for annual reappraisal of all oil and gas property appraised by the CAD. The CAD has a professional services contract with Capitol Appraisal Group, LLC (CAGL) to appraise these properties for the CAD.
 - (1) Identification of new property and its situs. As subsurface mineral properties lie within the earth, they cannot be physically identified by inspection like other real property. However, the inability to directly inspect does not appreciably affect the ability to identify and appraise these properties. To identify new properties, CAGL obtains monthly oil and gas lease information from the Railroad Commission of Texas [RRC] to compare against oil and gas properties already identified. The situs of new properties is determined using plats and W-2/G-1 records from the RRC, as well as CAGL's in-house map resources.
 - (2) Identifying and updating relevant characteristics of all oil and gas properties to be appraised. Relevant characteristics necessary to estimate value of remaining oil or gas reserves are production volume and pattern, product prices, expenses borne by the operator of the property, and the rate at which the anticipated future income should be discounted to incorporate future risk. CAGL obtains information to update these characteristics annually from regulatory agencies such as the RRC, the Comptroller of Public Accounts, submissions from property owners and operators, as well as from published investment reports, licensed data services, service for fee organizations and through comparable properties, when available.
 - (3) Defining market areas in the district and identifying property characteristics that affect property value in each market area. Oil and gas markets are regional, national and international. Therefore, they respond to market forces beyond defined market boundaries as observed among more typical real properties.
 - (4) Developing an appraisal approach that best reflects the relationship among property characteristics affecting value and best determines the contribution of individual property characteristics. Among the three approaches to value (cost, income and market), the income approach to value is most commonly used in the oil and gas industry. Through use of the discounted cash flow technique in particular, the appraiser is able to bring together relevant characteristics of production volume and pattern, product prices, operating expenses and discount rate to determine an estimate of appraised value of an oil or gas property.
 - (5) Comparison and Review. Use of the income approach is the first step in determining an estimate of market value. After that the appraiser reviews the estimated market value compared to its previous certified value and also compares it to industry expected payouts and income indicators. The appraiser examines the model's value with its previous year's actual income, expecting value to typically vary within in a range of 2-5 times actual annual income, provided all appropriate income factors have been correctly identified. Finally, periodic reassignment of properties among appraisers and review of appraisals by a more experienced appraiser further expand the review process.

Procedures for Identifying New Property

Industrial Real Property and Industrial Business Personal Property

Appraisal of industrial properties is limited to those properties indicated in the contract with the appraisal district unless the appraisal district requests the appraisal of other properties. Newly discovered properties will be discussed with the appraisal district to confirm they are to be appraised by Capitol Appraisal.

Utility, Railroad and Pipeline Property

Utility, railroad and pipeline properties that are susceptible to inspection are identified by inspection. The appraiser may also refer to other documents, both public and also confidential, to assist in identification of these properties.

Oil and Gas Property

As subsurface mineral properties lie within the earth, they cannot be physically identified by inspection like other real property. However, the inability to directly inspect does not appreciably affect the ability to identify and appraise these properties. To identify new properties, CAG uses the following procedure:

1. Obtain a list from the Texas Railroad Commission of all leases currently producing or permitted in the CAD. Obtain permit plat for leases contained within the county.
2. Obtain a list of leases currently producing or permitted in neighboring counties with common borders and map relative location of leases to county's border. Obtain permit plat to determine if leases may have lease boundaries extending into county.
3. Using plats of leases with partial or all lease boundaries within the county, create a list of potential additional property to be added to the appraisal roll.
4. Compare list of potential leases with all currently producing leases in the CAD on January 1st of current tax year to determine any lease duplication.
5. Check to see if the lease was completed prior to January 1st or producing before January 1st of current tax year.
6. If lease has not previously been added to the CAD's appraisal roll, do so and obtain ownership.

Procedure for Evaluating Results of Contractor's Property Discovery

Industrial Real Property, Industrial Business Personal Property, and Utilities

1. Review renditions and compare to appraisal roll.
2. Review local news articles.
3. Have chief appraiser or another appraiser ride with contract personnel during inspection process.
4. Meet with contract personnel and go over any discrepancies.
5. Stay aware of what is going on in the area and meet with contractor about new projects.
6. Review contractor's appraisal roll and discuss any discrepancies.

Oil and Gas Property

1. Obtain a list from the Texas Railroad Commission of all new leases currently producing in the CAD.
2. Choose a sample of leases or if time permits list all new leases producing on January 1st. of current tax year.
3. Check to see if the lease was completed prior to January 1st or producing before January 1st of current tax year.
4. Compare to list of new leases currently producing or completed prior to January 1st of current tax year. If discrepancies exist contact contractor to discover why lease may be left off tax rolls. Some reasons may include but are not limited to: incorrect RRC reporting data, lease being listed under its permit number on current tax roll, or lease being currently listed under a prior RRC lease number.
5. If contractor has accounted for all new production and leases, the CAD has complied with the MAP requirement.

Model Calibrations

INDUSTRIAL PROPERTY
APPRAISED BY CAPITOL APPRAISAL GROUP

Review and Testing

Field review of appraisals is performed through the regular inspection of subject properties. The periodic reassignment of properties among appraisers or the review of appraisals by an experienced appraiser also contributes to the review process. A computer-assisted statistical review of property value changes is also conducted.

Appraisal-to-sales ratios are the preferred method for measuring performance, however sales are very infrequent. Furthermore, market transactions normally occur for multiple sites and include both real and personal property, tangible and intangible, making analysis difficult and subjective. Performance is also measured through comparison with valid single-property appraisals submitted for staff review. Lastly, Capitol Appraisal Group's industrial appraisal methods and procedures are subject to review by the Property Tax Division of the Texas Comptroller's office. The Comptroller's review as well as comparisons with single-property appraisals indicate the validity of the models and the calibration techniques employed.

BUSINESS PERSONAL PROPERTY
APPRAISED BY CAPITOL APPRAISAL GROUP

Review and Testing

Field review of appraisals is performed through the regular inspection of subject properties. The periodic reassignment of properties among appraisers or the review of appraisals by an experienced appraiser also contributes to the review process. A computer-assisted statistical review of property value changes is also conducted.

Appraisal-to-sales ratios are the preferred method for measuring performance and are used when possible. However, sales for some types of personal property are very infrequent. Furthermore, many market transactions occur for multiple sites and include both real and personal property, tangible and intangible, making analysis difficult and subjective. Performance is also measured through comparison with valid single-property appraisals submitted for staff review. Lastly, Capitol Appraisal Group's industrial appraisal methods and procedures for real and personal property are subject to review by the Property Tax Division of the Texas Comptroller's office. The Comptroller's review as well as appraisal-to-sale ratios and comparisons with single-property appraisals indicate the validity of the models and the calibration techniques employed. Commercial personal property appraised by Capitol Appraisal Group, LLC is not subject to a methods and procedures review however it is included in the Property Tax Division's annual ratio study with satisfactory results.

UTILITY, RAILROAD, AND PIPELINE PROPERTIES
APPRAISED BY CAPITOL APPRAISAL GROUP

Review and Testing

Field review of appraisals is performed through the regular inspection of subject properties. The periodic reassignment of properties among appraisers or the review of appraisals by an experienced appraiser also contributes to the review process. A computer-assisted statistical review of property value changes is also conducted.

Appraisal to sales ratios are the preferred method for measuring performance, however sales are very infrequent. Furthermore, market transactions normally occur for multiple sites and include both real and personal property, tangible and intangible, making analysis difficult and subjective. Performance is also measured through comparison with valid single-property appraisals submitted for staff review. Appraisal results are tested annually by the Property Tax Division of the Texas Comptroller's Office. The Comptroller's review as well as comparisons with single-property appraisals indicate the validity of the models as well as the calibration techniques employed.

OIL AND GAS RESERVES
APPRAISED BY CAPITOL APPRAISAL GROUP

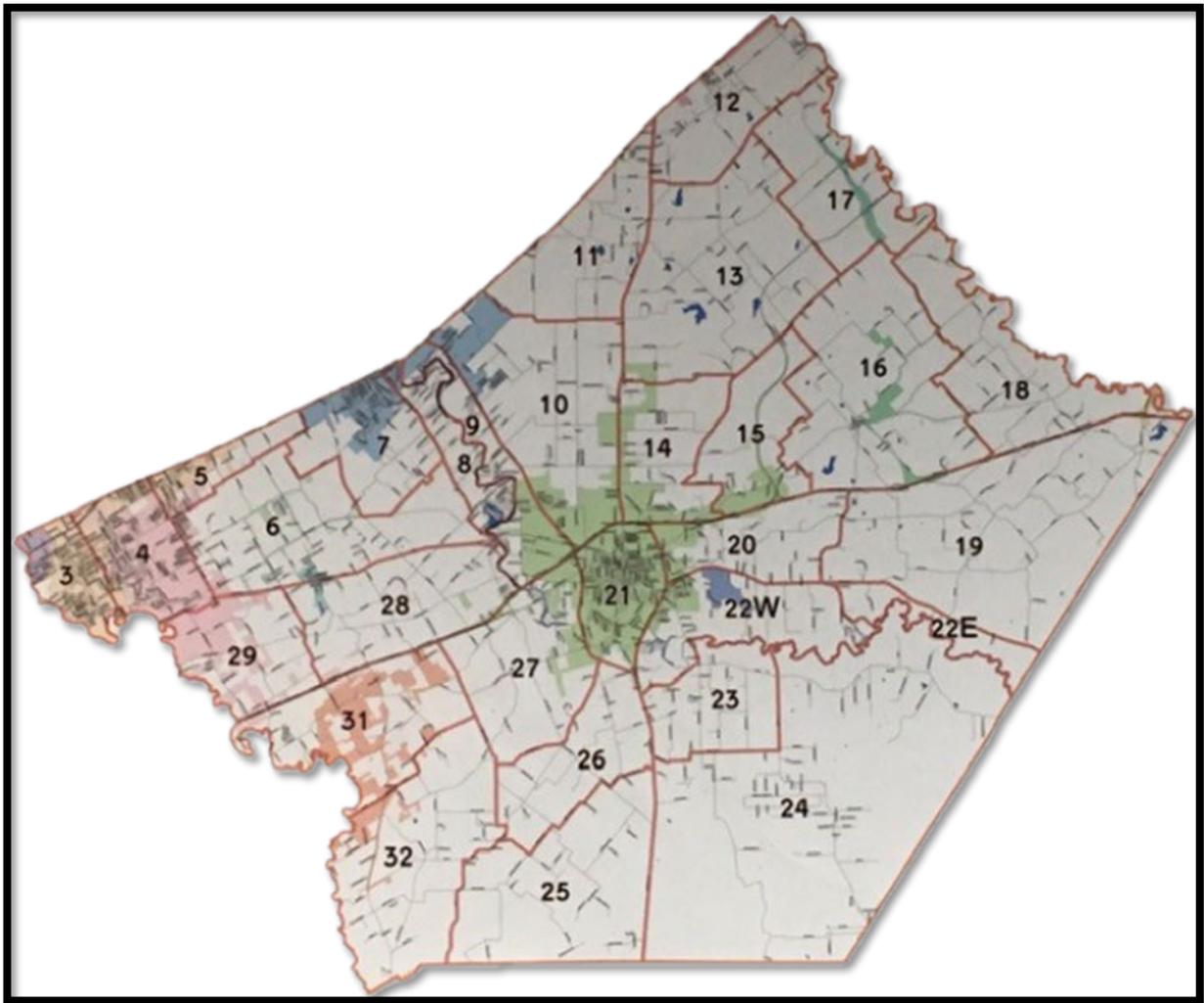
Review and Testing

Each year we review the estimated market value for each mineral property appraised according to its year-to-year value change and also to industry expected payouts and income indicators. We also examine income projected to be received with the previous year's income and test that income against the lease's appraised value. Market value for income producing properties is a multiple of its monthly or annual income. Our experience through the years indicates that values typically vary within in a range of 2-5 times income, provided all appropriate income factors have been appropriately identified. Periodic reassignment of properties among appraisers and review of appraisals by a more experienced appraiser also contribute to the review process.

Application of appraisal-to-sales ratios is another method for measuring performance. However, single property sales or sales of interest(s) within a property remain difficult to obtain due to Texas' disclosure laws. Furthermore, many market transactions are normally for multiple properties in multiple areas and include both real and personal property, tangible and intangible. We access licensed databases providing statistical data for company and property sales to compare our efforts. We also measure our performance through comparison of valid single-property market transactions, if any, that are submitted for staff review. Lastly, Capitol Appraisal's mineral appraisal values are subject to review each year in the Property Value Study conducted by the Property Tax Division of the Texas Comptroller of Public Accounts. The Property Tax Division's review as well as comparisons to industry transactions and to single-property market value sales (when available), indicate the validity of the models, techniques and assumptions use

Appendix B – Periodic Re-Inspection Interval Guide

<u>Cluster</u>	<u>Year</u>	<u>Geo Regions</u>	<u>Total Accts*</u>
A	2025	3 and 7	18,223
B	2026	4 and 5	18,986
C	2027	6, 8, 9, 10	21,830
D	2028	12, 21, G22W, 24, 27	18,009
E	2029	11, 13, 14, 15, 16, 17, 18, 19, 20, 23, 25, 26, 28, 29, 31, 32, G22e	17,625



Appendix C – Business Personal Property Re-Inspection List (>\$1M)

RP Year	PID	Market Value	RP Year	PID	Market Value	RP Year	PID	Market Value	RP Year	PID	Market Value
2025/ 2026	186899	\$ 28,760,000	2025/ 2026	195073	\$ 3,053,133	2025/ 2026	194988	\$ 1,866,599	2025/ 2026	187219	\$ 1,294,781
2025/ 2026	199506	\$ 10,853,884	2025/ 2026	186382	\$ 3,008,180	2025/ 2026	148026	\$ 1,831,767	2025/ 2026	152122	\$ 1,283,625
2025/ 2026	36027	\$ 10,494,504	2025/ 2026	170473	\$ 2,886,993	2025/ 2026	147935	\$ 1,791,199	2025/ 2026	180429	\$ 1,275,450
2025/ 2026	199567	\$ 10,170,672	2025/ 2026	145647	\$ 2,861,660	2025/ 2026	126704	\$ 1,784,979	2025/ 2026	153459	\$ 1,273,739
2025/ 2026	156461	\$ 8,918,646	2025/ 2026	117504	\$ 2,830,820	2025/ 2026	181035	\$ 1,779,390	2025/ 2026	153453	\$ 1,268,702
2025/ 2026	199625	\$ 8,755,001	2025/ 2026	163316	\$ 2,761,636	2025/ 2026	199923	\$ 1,771,249	2025/ 2026	109655	\$ 1,264,487
2025/ 2026	75893	\$ 8,742,500	2025/ 2026	134265	\$ 2,761,625	2025/ 2026	172923	\$ 1,749,164	2025/ 2026	199850	\$ 1,257,728
2025/ 2026	131088	\$ 7,967,001	2025/ 2026	139330	\$ 2,740,972	2025/ 2026	106514	\$ 1,734,751	2025/ 2026	176266	\$ 1,231,609
2025/ 2026	139329	\$ 7,331,446	2025/ 2026	192403	\$ 2,731,628	2025/ 2026	163114	\$ 1,726,022	2025/ 2026	192446	\$ 1,219,941
2025/ 2026	26543	\$ 7,301,582	2025/ 2026	160489	\$ 2,704,664	2025/ 2026	152186	\$ 1,723,988	2025/ 2026	148069	\$ 1,205,891
2025/ 2026	114618	\$ 7,082,832	2025/ 2026	129582	\$ 2,606,435	2025/ 2026	180925	\$ 1,704,855	2025/ 2026	167567	\$ 1,189,458
2025/ 2026	116910	\$ 6,657,011	2025/ 2026	192399	\$ 2,468,788	2025/ 2026	181122	\$ 1,691,329	2025/ 2026	169713	\$ 1,186,369
2025/ 2026	146610	\$ 6,420,588	2025/ 2026	170468	\$ 2,451,287	2025/ 2026	72774	\$ 1,671,528	2025/ 2026	72776	\$ 1,184,396
2025/ 2026	165498	\$ 6,207,336	2025/ 2026	174815	\$ 2,416,914	2025/ 2026	142434	\$ 1,664,340	2025/ 2026	146858	\$ 1,180,398
2025/ 2026	153221	\$ 5,942,417	2025/ 2026	128156	\$ 2,406,452	2025/ 2026	174830	\$ 1,657,155	2025/ 2026	146670	\$ 1,177,430
2025/ 2026	45574	\$ 5,538,483	2025/ 2026	179913	\$ 2,400,000	2025/ 2026	114416	\$ 1,656,502	2025/ 2026	149595	\$ 1,175,956
2025/ 2026	53342	\$ 5,530,341	2025/ 2026	169363	\$ 2,388,197	2025/ 2026	174773	\$ 1,648,372	2025/ 2026	170860	\$ 1,172,873
2025/ 2026	138270	\$ 5,195,858	2025/ 2026	192155	\$ 2,366,585	2025/ 2026	160581	\$ 1,646,248	2025/ 2026	153624	\$ 1,172,723
2025/ 2026	148119	\$ 5,185,890	2025/ 2026	19848	\$ 2,322,711	2025/ 2026	172694	\$ 1,637,519	2025/ 2026	199878	\$ 1,146,633
2025/ 2026	119400	\$ 5,053,081	2025/ 2026	151883	\$ 2,314,885	2025/ 2026	132561	\$ 1,633,030	2025/ 2026	185184	\$ 1,122,867
2025/ 2026	160445	\$ 4,870,567	2025/ 2026	136605	\$ 2,301,453	2025/ 2026	160588	\$ 1,624,803	2025/ 2026	147943	\$ 1,119,205
2025/ 2026	160527	\$ 4,860,412	2025/ 2026	148481	\$ 2,262,847	2025/ 2026	176240	\$ 1,605,696	2025/ 2026	14434	\$ 1,117,069
2025/ 2026	181109	\$ 4,811,251	2025/ 2026	179571	\$ 2,247,475	2025/ 2026	191075	\$ 1,592,673	2025/ 2026	148487	\$ 1,114,890
2025/ 2026	160478	\$ 4,663,636	2025/ 2026	186950	\$ 2,239,930	2025/ 2026	192805	\$ 1,551,898	2025/ 2026	200410	\$ 1,112,762
2025/ 2026	148488	\$ 4,563,721	2025/ 2026	131575	\$ 2,226,838	2025/ 2026	59180	\$ 1,542,096	2025/ 2026	200058	\$ 1,109,388
2025/ 2026	193349	\$ 4,371,099	2025/ 2026	136527	\$ 2,212,600	2025/ 2026	187053	\$ 1,533,000	2025/ 2026	53349	\$ 1,109,214
2025/ 2026	192408	\$ 4,236,932	2025/ 2026	179849	\$ 2,208,767	2025/ 2026	147932	\$ 1,507,445	2025/ 2026	69388	\$ 1,107,040
2025/ 2026	171696	\$ 4,119,457	2025/ 2026	170476	\$ 2,175,451	2025/ 2026	121437	\$ 1,493,508	2025/ 2026	23181	\$ 1,106,641
2025/ 2026	186765	\$ 4,103,107	2025/ 2026	192519	\$ 2,170,997	2025/ 2026	199582	\$ 1,486,158	2025/ 2026	191102	\$ 1,106,250
2025/ 2026	160603	\$ 4,065,259	2025/ 2026	186760	\$ 2,147,921	2025/ 2026	193033	\$ 1,485,351	2025/ 2026	150291	\$ 1,079,662
2025/ 2026	192402	\$ 4,011,504	2025/ 2026	170202	\$ 2,144,000	2025/ 2026	136602	\$ 1,472,209	2025/ 2026	153627	\$ 1,056,502
2025/ 2026	145376	\$ 3,863,102	2025/ 2026	192420	\$ 2,133,830	2025/ 2026	199604	\$ 1,460,198	2025/ 2026	176753	\$ 1,049,200
2025/ 2026	145863	\$ 3,741,670	2025/ 2026	141589	\$ 2,124,181	2025/ 2026	64617	\$ 1,433,854	2025/ 2026	158612	\$ 1,038,643
2025/ 2026	199475	\$ 3,710,663	2025/ 2026	180117	\$ 2,078,775	2025/ 2026	148680	\$ 1,423,659	2025/ 2026	170475	\$ 1,036,362
2025/ 2026	148482	\$ 3,710,224	2025/ 2026	192073	\$ 2,075,936	2025/ 2026	106275	\$ 1,421,428	2025/ 2026	166979	\$ 1,033,291
2025/ 2026	194986	\$ 3,596,224	2025/ 2026	179741	\$ 2,052,938	2025/ 2026	153626	\$ 1,414,393	2025/ 2026	146774	\$ 1,022,765
2025/ 2026	19844	\$ 3,594,658	2025/ 2026	192097	\$ 2,051,572	2025/ 2026	184666	\$ 1,389,683	2025/ 2026	125945	\$ 1,022,528
2025/ 2026	73400	\$ 3,513,602	2025/ 2026	192506	\$ 2,044,774	2025/ 2026	199974	\$ 1,388,530	2025/ 2026	114417	\$ 1,021,192
2025/ 2026	148489	\$ 3,450,426	2025/ 2026	153078	\$ 2,022,258	2025/ 2026	175308	\$ 1,361,995	2025/ 2026	151746	\$ 1,019,493
2025/ 2026	156435	\$ 3,360,452	2025/ 2026	200021	\$ 2,000,727	2025/ 2026	176721	\$ 1,356,016	2025/ 2026	191592	\$ 1,017,494
2025/ 2026	121369	\$ 3,351,793	2025/ 2026	136980	\$ 1,998,659	2025/ 2026	151715	\$ 1,353,430	2025/ 2026	185201	\$ 1,014,212
2025/ 2026	41323	\$ 3,330,197	2025/ 2026	175341	\$ 1,979,272	2025/ 2026	64602	\$ 1,345,525	2025/ 2026	192404	\$ 1,008,424
2025/ 2026	139086	\$ 3,326,434	2025/ 2026	197273	\$ 1,953,732	2025/ 2026	146717	\$ 1,345,222	2025/ 2026	182974	\$ 1,001,275
2025/ 2026	145339	\$ 3,198,412	2025/ 2026	127119	\$ 1,950,641	2025/ 2026	51438	\$ 1,333,010	2025/ 2026	194985	\$ 1,000,000
2025/ 2026	136712	\$ 3,114,424	2025/ 2026	160582	\$ 1,940,500	2025/ 2026	191092	\$ 1,325,232	2025/ 2026	184945	\$ 1,000,000
2025/ 2026	191037	\$ 3,113,400	2025/ 2026	163931	\$ 1,900,000	2025/ 2026	19840	\$ 1,317,903	2025/ 2026	180630	\$ 1,000,000
2025/ 2026	169161	\$ 3,104,922	2025/ 2026	192511	\$ 1,898,661	2025/ 2026	176357	\$ 1,316,260	2025/ 2026	184060	\$ 1,000,000
2025/ 2026	199914	\$ 3,089,106	2025/ 2026	192381	\$ 1,870,249	2025/ 2026	59661	\$ 1,306,671			

Appendix D – Neighborhood (Market Area) Codes

- D.1 Residential (Non-Waterfront) &
Residential Flying Communities
- D.2 Rural (Non-Waterfront) &
Mobile/ Manuf. Home Communities
- D.3 Waterfront
- D.4 Commercial

D.1 Residential (Non-Waterfront)

**Neighborhood
(NBHD) Codes:** Residential
(Non-Waterfront)

NBHD Code	Parcel Count
1G0080-ALL	50
1G0100-ALL	36
1G0118-ALL	674
1G0124-ALL	115
1G0129-ALL	27
1G0137-ALL	117
1G0140-ALL	15
1G0152-RES	42
1G0154-ALL	13
1G0250-ALL	5
1G0254-ALL	66
1G0257/259	9
1G0258-ALL	619
1G0261-ALL	173
1G0263-ALL	134
1G0264-ALL	882
1G0295-ALL	16
1G0352-ALL	32
1G0356-ALL	15
1G0415-ALL	23
1G0435-FS	100
1G0449-ALL	617
1G0460-ALL	8
1G0466-ALL	337
1G0467-ALL	67
1G0484-ALL	89
1G0503-ALL	223
1G0515-ALL	69
1G0583-ALL	800
1G0608-ALL	275
1G0611-ALL	130
1G0613-ALL	181
1G0615-ALL	101
1G0643-ALL	78
1G0670-ALL	1
1G0684-ALL	35
1G0688-ALL	47
1G0690-ALL	42
1G0727-ALL	162
1G0737-BEL	67
1G0737-DAU	166
1G0737-GEH	17
1G0739-ALL	142
1G0788-ALL	40
1G0808-ALL	762
1G0812-ALL	319
1G0820-ALL	128
1G0825-ALL	39
1G0933/2-3	91
1G0955-ALL	208

**Neighborhood
(NBHD) Codes:** Residential
(Non-Waterfront)

NBHD Code	Parcel Count
1G0962-ALL	221
1G0963-ALL	48
1G0969-ALL	804
1G1005-ALL	69
1G1049-ALL	379
1G1080-ALL	220
1G1112-ALL	136
1G1120-FS	301
1G1126AREA	23
1G1142-ALL	95
1G1196-ALL	159
1G1212-ALL	75
1G1237-ALL	130
1G1238-ALL	235
1G1239-ALL	40
1G1242-ALL	52
1G1243-2	13
1G1260-ALL	175
1G1260-DUP	12
1G1292-ALL	326
1G1342-ALL	373
1G1362-ALL	408
1G1364-ALL	78
1G1365-ALL	65
1G1390NW	32
1G1395-ALL	118
1G1404-ALL	437
1G1410-ALL	108
1G1417-ALL	68
1G1418-ALL	66
1G1427-ALL	29
1G1429-ALL	222
1G1443-ALL	748
1G1455-ALL	70
1G1483-ALL	28
1G1493-ALL	70
1G1663-ALL	237
1G1664-ALL	321
1G1665-ALL	65
1G1690-ALL	23
1G1851-ALL	141
1G1877-ALL	232
1G1912-ALL	213
1G1918-ALL	220
1G1920SCHE	458
1G1920SELM	400
1G1976-SFR	88
1G1990-ALL	285
1G2011-ALL	77
1G2017-ALL	46

**Neighborhood
(NBHD) Codes:** Residential
(Non-Waterfront)

NBHD Code	Parcel Count
1G2050-ALL	47
1G2081-ALL	480
1G2083-ALL	98
1G2093-ALL	124
1G2102-ALL	468
1G2112-ALL	167
1G2119-ALL	47
1G2134-3A	86
1G2146-ALL	19
1G2148-ALL	1099
1G2149-ALL	215
1G2159-ALL	37
1G2162-ALL	91
1G2180-ALL	53
1G2193-ALL	121
1G2195-ALL	100
1G2210-ALL	85
1G2269-ALL	47
1G2270-ALL	85
1G2307-ALL	127
1G2310-ALL	149
1G2337-ALL	183
1G2348-ALL	31
1G2356-ALL	258
1G2361-ALL	378
1G2365-ALL	61
1G2366-ALL	216
1G2368-ALL	402
1G2402-ALL	234
1G2576-ALL	402
1G2599-ALL	51
1G2603/1-2	4
1G2603-ALL	598
1G2604-2	4
1G2604-ALL	214
1G2606-ALL	118
1G2608-ALL	250
1G2612-ALL	230
1G2748-ALL	180
1G2785-ALL	402
1G2790GH	33
1G2790NGH	192
1G2820-ALL	4
1G3040-ALL	20
1G3042-ALL	51
1G3048-ALL	281
1G3075-DUP	15
1G3084-ALL	71
1G3120-ALL	68
1G3120-DUP	10

**Neighborhood
(NBHD) Codes:** Residential
(Non-Waterfront)

NBHD Code	Parcel Count
1G3130-ALL	5
1G3132-ALL	161
1G3147-ALL	587
1G3154-ALL	304
1G3155-ALL	144
1G3166-ALL	163
1G3168-ALL	53
1G3169/6-8	159
1G3194-ALL	25
1G3204-DUP	29
1G3210-ALL	34
1G3245-ALL	304
1G3260-1	85
1G3289-ALL	126
1G3315-NWV	4
1G3315-WV	5
1G3341-ALL	30
1G3384-ALL	207
1G3402-ALL	23
1G3404-ALL	598
1G3405-ALL	132
1G3419-ALL	238
1G3485-ALL	187
1G3496-ALL	197
1G3570/2-4	119
1G3570-1	21
1G3574-ALL	122
1G3575-BVM	55
1G3575-RAU	84
1G3628-1	119
1G3630-ALL	98
1G3636-ALL	290
1G3637-ALL	62
1G3645-ALL	85
1G3705-ALL	16
1G3706-ALL	43
1G3710	14
1G3712-ALL	75
1G3714-ALL	251
1G3728-ALL	230
1G3734-ALL	285
1G3787-ALL	187
1G3808-ALL	268
1G3828-ALL	298
1G3855-ALL	30
1G3890-ALL	81
1G3892-ALL	267
1G3900-ALL	755
1G3901-ALL	17
1G3905-ALL	341

**Neighborhood
(NBHD) Codes:** Residential
(Non-Waterfront)

NBHD Code	Parcel Count
1G3906-ALL	229
1G3932-ALL	529
1G3994-ALL	449
1G3995E1-3	216
1G3995W-S	385
ARRDELCLHE	35
AVERY/8-13	488
AVERY1&3-7	478
AVERY-2	46
BC-ALL	774
BLOGC	88
BLOMV	6
BLCNONGOLF	84
BLUE STEM	36
CHAPFLDWY	48
CHAPFLDWYI	118
CHAPNONFLD	79
CINOR1	22
CINOR2	161
CNTRYACRES	142
CNTRYSDTC	18
CNTYLINE01	689
CROSSNWF	25
CSG-GERCRK	35
DCJA&RYLND	142
DCRKFLAIR	205
DCRKSF	178
DUNLAP-NW1	25
DUPLEX-2	267
EASTRDGN&S	42
ECHOL	11
ELLEY-ALL	541
ELMHLDY-NW	165
ELMWOODVIL	72
EN&ES@RIAT	85
FALLSMARNW	35
FM466	2
FM466RN	21
FM467	14
FM477	12
FM78W	22
FORSHAGNWR	83
G0165/2224	33
G0288G3998	156
G03RES-01	503
G06RES-01	106
G0760G3180	83
G08-RES-01	284
G12REDWOOD	914
G1568G1958	92

**Neighborhood
(NBHD) Codes:** Residential
(Non-Waterfront)

NBHD Code	Parcel Count
G1673G3124	25
G1930G2610	229
G3432G1866	1236
G3847G0476	120
GCNWFLDWY	64
GCNWFLDWYI	11
GCNWNFLD	28
GSPADDTOWN	17
GSPLONLY	12
GRNSHIREJB	119
GRNSHIREPL	118
H90A	121
HBTHMTY	23
I130W621	13
I30FM20	28
I30WI10	7
IH35N	4
JON1-3WDBR	5
KB SCUCISD	1
KB-COS	835
KB-NAS	195
KB-SCS	1235
KELLHTSR	165
KENSINGTON	978
KIMBLGLOTS	12
KIMBSMLOTS	19
KREULKWDNW	123
LB1-6&LHNW	159
LB7-11&PLN	119
LCNW	74
LEGEND	972
LKPLCDAREA	186
LKRIDGENW	103
LOWSEGNBHS	65
MARRURAL#1	156
MESAOAK1&2	142
NC1&2&5&E	490
NC-AREA01	432
NOBHLFLOOD	24
NOBHLNOFLD	64
OAKSPNRID	36
OAKSPRIDW	31
OASISLD-NW	65
OLDCBSCRES	703
OLDCSCRES	7
OLDMCQRESN	79
OLDMCQRESS	67
PLHTS	101
RBENDACRE	23
RBENDNOWAT	29

Neighborhood Residential
(NBHD) Codes: (Non-Waterfront)

NBHD Code	Parcel Count
RIVEROAKNW	33
S123S	204
SAMUELS CT	123
SBANKNOWAT	230
SBGH	78
SCHRTZ-GH1	47
SCHRTZRES1	915
SCHRTZRES2	256
SCS-LGLOTS	230
SEGUIN-01	2503
SEGUIN-02	529
SEGUIN-03	1956
SEGUIN-04	361
SEGUIN-GH1	112
SHADOAKTNW	10
SHDY-GLNNW	27
SKYLINE	31
SKYVLLY-NW	215
SUNGATECOM	31
TERMLOOPNW	31
TORNWTFLD	40
TORNWTNOFL	70
TRESISNWF1	14
TRESISNWFV	9
TURT/LSNW	90
TWNWDVECI	28
TWNWDVENCI	112
WDLKFLD	109
WDLKLGLOTS	9
WDLKNOFLD	61
WDLNDO5-10	232
WDLNOK34HO	488
WILLOWBRDG	799
WLAKE4CNDO	6

Neighborhood Residential
(NBHD) Codes: (Flying Communities)

NBHD Code	Parcel Count
AIRPARKS-1	68
ZAP1	32
ZAP2	116

D.2 Rural (Non-Waterfront) Mobile/ Manuf. Home Communities

**Neighborhood
(NBHD) Codes:** Rural
(Non-Waterfront)

NBHD Code	Parcel Count
RURAL_505	68
RURAL_G03	116
RURAL_G04	437
RURAL_G05	259
RURAL_G06	1360
RURAL_G07	518
RURAL_G08	506
RURAL_G09	307
RURAL_G10	904
RURAL_G11	489
RURAL_G12	301
RURAL_G13	1158
RURAL_G14	582
RURAL_G15	413
RURAL_G16	995
RURAL_G17	385
RURAL_G18	547
RURAL_G19	822
RURAL_G20	551
RURAL_G21	5
RURAL_G22E	133
RURAL_G22W	415
RURAL_G23	819
RURAL_G24	1684
RURAL_G25	1115
RURAL_G26	805
RURAL_G27	914
RURAL_G28	868
RURAL_G29	611
RURAL_G31	808
RURAL_G32	1424

**Neighborhood
(NBHD) Codes:** Mobile/ Manufactured
Homes Communities

NBHD Code	Parcel Count
MH-1G0095	29
MH-1G0290	194
MH-1G0422	33
MH-1G0575	53
MH-1G0601	23
MH-1G0665	84
MH-1G0697	29
MH-1G0970	77
MH-1G1104	28
MH-1G1224	40
MH-1G1822	34
MH-1G1943	39
MH-1G1977	20
MH-1G2080	75
MH-1G2455	8
MH-1G2783	66
MH-1G2984	17
MH-1G3042	40
MH-1G3145	72
MH-1G3540	79
MH-1G3680	13
MH-1G3783	23
MH-1G3939	37
MH-1G3988	6
MHALTWEIN	83
MHCBLTOLL	21
MH-ENCHANT	28
MHFORESTOH	196
MHFORSHGWN	108
MHGRNMOHVN	154
MHHIGHRDGE	62
MHLEANOAKS	26
MHLKMCQEST	354
MH-LV & RF	139
MHMBLVILLA	60
MHMEADOWWW	34
MHPARK@CRK	135
MHRVRBNDNW	201
MHSANTACL	87
MHSASSMAN	131
MHSAUD-CLR	122
MHSTAGECHL	138

D.3 Waterfront

Neighborhood Lake Region
(NBHD) Codes: Waterfront (McQueeneey)

NBHD Code	Parcel Count
LM_COM	4
LCCANAL	44
LMES3OAKS	39
LMES3OAKSS	9
LMESBRISAS	65
LMESLMGRV	42
LMESISLEVV	43
LMESLAGUNA	26
LMESLRIDGE	50
LMESWATERW	26
LMLVCANAL	23
LMWS725HI	67
LMWSFM725	17
LMWSGALLAG	19
LMWSHAPPYH	37
LMWSISCANL	47
LMWSISLAND	63
LMWSLAKECK	30
LMWSLONGCK	16
LMWSSHANGR	24
LMWSSMISLE	25
LMWSTCONDO	25
LMWSTERMLP	109
LMWSTPOINT	21
LMWSVISTAD	29
LMWSWOODLK	38

Neighborhood Lake Region
(NBHD) Codes: Waterfront (Placid)

NBHD Code	Parcel Count
LPESBAMBOO	7
LPESBLUMPK	40
LPESCYPRES	45
LPESHSHOE	38
LPESLEE	27
LPESLEECAN	8
LPESLKSCAN	2
LPESLKSIDE	15
LPESTURTLE	62
LPESUTURL	19
LPWSELRHEA	12
LPWSESKIN	18
LPWSFM725	8
LPWSLKPLDR	57
LPWSLREILY	3
LPWSLWCANA	21
LPWSPLHTS	20
LPWSRELOOP	19
LPWSRVCANL	4
LPWSRVIEW	29
LPWSUREILY	31
LPWSVOIGT	10

Neighborhood Lake Region
(NBHD) Codes: Waterfront (Dunlap)

NBHD Code	Parcel Count
RBENDCANAL	53
LDESALLENB	10
LDESCAMPWL	87
LDESKVILLE	87
LDESMARYCV	16
LDESSTEIN	40
LDWSCHINAB	16
LDWSKLEIN	31
LDWSLSPASS	38
LDWSRBEND	8
LDWSSBEACH	39
LDWSSOUTHB	29
LDWSZIPPBS	111

D.3 Waterfront (cont.)

Neighborhood Lake Region Waterfront
(NBHD) Codes: (Meadow)

NBHD Code	Parcel Count
GCWATER	30
CHAPARRALW	22
MLNSBUERGE	27
MLNSGLORIA	33
MLSSDEERHI	8
MLSSDEERLO	33
MLSSDEERSL	8
MLSSMEADOW	53
MLSSSGNHL	22
MLSSWAMPUM	27

Neighborhood Lake Region
(NBHD) Codes: Waterfront (Seguin)

NBHD Code	Parcel Count
GRNSBOENIG	8
GRNSBURGES	29
GRSSPARKVW	51
GRSSSKYVL	4

Neighborhood Rural
(NBHD) Codes: Waterfront

NBHD Code	Parcel Count
LGRN	156
LGRNDF	41
LGRNRT	52
LGRS	115
GCWF	152
GCWFHERMIT	3
KELLHTSGCK	1
SHADOAKTW	8
SMRRCREEK	7
SMRRESTATE	20
SMRREXCUT	24
SMRRFLDWAY	7
SMRRNONWAT	14
SMRRPREMIE	16
SMRRWF	20
SMWF	239
SMWFCOTTON	12
SMWFREDBIR	16
SMWFWALDRI	6
FLSMARTWAT	37

D.4 Commercial

**Neighborhood
(NBHD) Codes:** Commercial

NBHD Code	Parcel Count
CLA01	5
CLA02	50
CLA03	56
CLA04	10
CLA05	12
CLA06	23
CLA07	30
CLA08	26
CLA09	44
CLA10	35
CLA11	60
CLA12	42
CLA13	147
CLA14	105
CLA15	41
CLA16	40
CLA17	65
CLA18	30
CLA19	25
CLA20	17
CLA21	16
CLA22	83
CLA23	31
CLA24	24
CLA25	59
CLA26	20
CLA27	69
CLA28	37
CLA31	62
CLA32	115
CLA33	123
CLA34	106

**Neighborhood
(NBHD) Codes:** Commercial

NBHD Code	Parcel Count
CLA35	129
CLA35/F725	5
CLA36	79
CLA37	10
CLA38	65
CLA39	51
CLA40	26
CLA41	96
CLA42	79
CLA43	134
CLA44	10
CLA45	127
CLA46	141
CLA47	478
CLA47S	408
CLA48	159
CLA49	75
CLA50	131
CLA50NS	106
CLA51	258
CLA59	8
CLA60	43
520-CITY	40
520-RURAL	12
MAC465	15
MAC78	60
MAINST1	41
MAINST2	22
MAR INDUST	16
MF-2	164
HUBER AIR	35
URBAN HTS	35

The following are general boundary guidelines used for the purpose of evaluating the market value potential of vacant or improved parcels. Highest and Best Use of parcels located within defined CLA markets typically is for non-residential uses and will generally share similarities in the four forces commonly known to directly impact a parcel's market value potential: Social, Economic, Physical/Environmental, and Governmental. The boundaries of these outlined market areas can vary in scope. They may be as narrow as the east side of a street to as broad as an incorporated city's limits. Zoning within CLAs can be diverse or feature a single permitted use. For example, a defined market can include all industrial zoned parcels within the city limits of Seguin (i.e. CLA48). Multi-family residential properties, such as duplexes or apartment complexes, will generally be included within the designated market area it is located in. In compliance with HB3613, parcels improved with a single-family dwelling and an active Homestead Exemption will not be included within a defined CLA.

The following descriptions of market area boundaries, having been identified and implemented as of 01/01/2020, are meant to provide guidance and may periodically be modified to reflect changing market conditions; to include the development of new market areas.

CLA01 – Corner properties at the intersection of Interstate Highway 35 and FM 3009.

CLA02 – Parcels, improved or unimproved, sharing similar physical, economic and/or governmental characteristics with Interstate Highway 35 frontage located NE of FM 3009 to Old Wiederstein Road.

CLA03 – Parcels, improved or unimproved, sharing similar physical, economic and/or governmental characteristics with Interstate Highway 35 frontage located SW of FM 3009 to Legacy Oaks/Journeys Way.

CLA04 – Parcels, improved or unimproved, sharing similar physical, economic and/or governmental characteristics with FM 3009 frontage located SE of Interstate Highway 35 to Wiederstein Road.

CLA05 – Parcels, improved or unimproved, sharing similar physical, economic and/or governmental characteristics with FM 3009 frontage located NW of Interstate Highway 35 to the Comal/Guadalupe County line.

CLA06 – Parcels, improved or unimproved, sharing similar physical, economic and/or governmental characteristics with no major road frontage located among the boundaries outlined above beginning with CLA02.

CLA07 – Parcels, improved or unimproved, sharing similar physical, economic and/or governmental characteristics with Schertz Parkway frontage SE of Interstate Highway 35 to Wiederstein Road and Enterprise Avenue frontage NW of Interstate Highway 35 to Verde Parkway.

CLA08 - Parcels, improved or unimproved, sharing similar physical, economic and/or governmental characteristics with Interstate Highway frontage NE of Cibolo Valley Drive to the Comal/Guadalupe county line.

CLA09 - Properties, industrial in nature, sharing similar economic and/or physical characteristics bordered by FM 3009 to the NE, Interstate Highway 35 to the SE, Enterprise Avenue to the SW, and Comal/Guadalupe County line to the NW.

CLA10 - Parcels, improved or unimproved, sharing similar physical, economic and/or governmental characteristics with Interstate Highway 35 frontage located between of Journeys Way/Legacy Oaks to the NE and FM 1518 to the SW.

CLA 11 - Parcels, improved or unimproved, sharing similar physical, economic and/or governmental characteristics with no direct Interstate Highway 35 frontage bordered by Enterprise Avenue/Journeys Way/Legacy Oaks to the NE, Interstate Highway 35 to the SE, FM 1518 to the SW, and Comal/Guadalupe County line to the NW.

CLA12 - Parcels, improved or unimproved, sharing similar physical, economic and/or governmental characteristics influenced by or located on FM 1518 between Interstate Highway 35 to the NW and Maske Road to the SE.

CLA13 - Parcels, improved or unimproved, sharing similar physical, economic and/or governmental characteristics influenced by or located on FM 1518 between Maske Road to the NW and Oak Street to the SE.

CLA14 - Parcels, improved or unimproved, sharing similar physical, economic and/or governmental characteristics with Main Street or FM 78 frontage located between Oak Street and the Bexar/ Guadalupe County line to the SW, Schertz Parkway to the NE, First Street to the SE, and stretching East to approximately the 1000 Block of FM 78. The east boundary is meant to generally coincide with the end of the 100yr floodplain, which is a characteristic all parcels within this market area share.

CLA15 - Parcels, improved or unimproved, sharing similar physical, economic and/or governmental characteristics influenced by or located on Schertz Parkway between Wiederstein Road to the NW and Live Oak Road to the SE.

CLA16 - Parcels, improved or unimproved, sharing similar physical, economic and/or governmental characteristics influenced by or located on Schertz Parkway between Live Oak Road to the NW and FM 78 to SE.

CLA17 - Parcels, improved or unimproved, sharing similar physical, economic and/or governmental characteristics influenced by or located on FM 3009 between Wiederstein Road to the NW and Live Oak Road to the SE.

CLA18 - Parcels, improved or unimproved, sharing similar physical, economic and/or governmental characteristics located on FM 3009 between Live Oak Road to the NW and FM 78 to the SE.

CLA19 - Parcels, improved or unimproved, sharing similar physical, economic and/or governmental characteristics influenced by their proximity to FM 3009 but having no direct frontage along FM 3009 between Old Wiederstein Road to the NW and FM 78 to the SE.

CLA20 - Parcels, improved or unimproved, sharing similar physical, economic and/or governmental characteristics located on Cibolo Valley Drive between Old Wiederstein Road to the NW and Borgfeld Road to the SE.

CLA21 - Parcels, improved or unimproved, sharing similar physical, economic and/or governmental characteristics located on the north side of Borgfeld Road or east side of North Main Street between Dietz Road to the SW and FM 1103 to the SE.

CLA22 - Parcels, improved or unimproved, sharing similar physical, economic and/or governmental characteristics located on FM 1103 bordered by the Comal/Guadalupe County line to the NW and Weil Road to the SE.

CLA23 - Parcels, improved or unimproved, sharing similar physical, economic and/or governmental characteristics located on FM 1103 between Weil Road to the NE and Main Street the SW.

CLA24 - Parcels, improved or unimproved, sharing similar physical, economic and/or governmental characteristics located along Cibolo Valley Drive and Main Street between Borgfeld Road to the NW following Cibolo Valley Drive SE to intersection of Main Street and FM 1103.

CLA25 - Parcels, improved or unimproved, sharing similar physical, economic and/or governmental characteristics located between Indian Circle to the NE, Union Pacific train tracks to the S, and Borgfeld Road to the NW. Parcels with direct frontage on FM 1103 are considered superior to those located in the platted industrial parks; Schneider, Cibolo and Buffalo.

CLA26 - Parcels, improved or unimproved, sharing similar physical, economic and/or governmental characteristics located on FM 78 between, approximately, the 1000 Block of FM 78 and Dietz Creek to the East (boundary of Schertz / Cibolo city limits).

CLA27 - Parcels, improved or unimproved, sharing similar physical, economic and/or governmental characteristics located on south side of FM 78 between Dietz Creek to the West and Haeckerville Road to the East.

MAINST1 – In 2018, the MAINST1 market area was developed and implemented to account for the property use changes occurring as a result of an approved revitalization project for the downtown Cibolo area (Core). Since the approval by the City Council in 2014 numerous improved parcels have been sold with intent by new ownership to renovate and repurpose for a variety of city approved uses per current zoning ordinances. MAINST1 is identified as

commercial improved parcels or unimproved parcels zoned for commercial development located along Main Street in Cibolo between Buffalo Trail to the North and FM 78 to the South.

MAINST2 – In 2018, the MAINST2 market area was developed and implemented to account for the property use changes occurring as a result of an approved revitalization project for the downtown Cibolo area (Core). Since the approval by the City Council in 2014 numerous improved parcels have been sold with intent by new ownership to renovate and repurpose for a variety of city approved uses per current zoning ordinances. MAINST2 is identified as non-homesteaded residentially improved parcels, zoned for commercial development, located along Main Street in Cibolo between Buffalo Trail to the North and FM 78 to the South.

OLDCIBCOM – Parcels, improved or unimproved, zoned by City of Cibolo under “Old Town/ Town Center” bordered by Pfeil Road to North, Rhea Drive to the West, north side of FM 78 to the South, and the intersection of FM 78/ Loop 539 to the East.

CLA28 - Parcels, improved or unimproved, sharing similar physical, economic and/or governmental characteristics located on FM 78 between Haeckerville Road to the West and Santa Clara Road to the East.

CLA31 - Parcels, improved or unimproved, sharing similar physical, economic and/or governmental characteristics located on FM 78 or FM 725 within the following boundaries: Old San Antonio Road to the West on FM 78, Union Pacific Train Tracks to the North on FM 725, Interstate Highway 10 to the East on FM 78, and Interstate Highway 10 to the South on FM 725.

CLA32 - Parcels, improved or unimproved, sharing similar physical, economic and/or governmental characteristics located on FM 725 between the Union Pacific Train Tracks to the South and Lakeside Pass to the North.

CLA33 - Parcels, improved or unimproved, sharing similar physical, economic and/or governmental characteristics located on both FM 725 between Lakeside Pass to the South and County Line Road to the North or County Line Road between FM 1044 to the West and FM 725 to the East.

CLA34 - Parcels, improved or unimproved, sharing similar physical, economic and/or governmental characteristics located along Interstate Highway 10 between Bexar/Guadalupe County line to the West and the Santa Clara Creek to the East.

CLA35 – Parcels, improved or unimproved, sharing similar physical, economic and/or governmental characteristics located along Interstate Highway 10 between Santa Clara Creek to the West and FM 464 to the East (excludes corner properties at intersection of IH 10 and FM 725).

CLA35/FM 725 – Corner properties at the intersection of Interstate Highway 10 and FM 725.

CLA36 – Parcels, improved or unimproved, sharing similar physical, economic and/or governmental characteristics located along West US 90 (W. Kingsbury Street) between Interstate Highway 10 to the West and FM 464 to the East. Properties stretching north and south on FM 725 from intersection at the 3000 block of West US 90 are considered to fall within this market area.

CLA37 – Parcels, improved or unimproved, sharing similar physical, economic and/or governmental characteristics fronting Interstate Highway 10 along the North, FM 464 to the West, West Kingsbury to the South, and the Caterpillar Plant to the East.

CLA38 – Parcels, improved or unimproved, sharing similar physical, economic and/or governmental characteristics with frontage along State Highway 46 between Union Pacific train tracks to the North and West Court Street to the South. The market area boundary stretches east to Fleming Street for properties with frontage along Interstate Highway 10 East and West to FM 464 for properties with frontage along Interstate Highway 10 West.

CLA39 – Parcels, improved or unimproved, sharing similar physical, economic and/or governmental characteristics with frontage along Interstate Highway 10 beginning at Huber Road to the West and stretching East to Heideke Street.

CLA40 – Parcels, improved or unimproved, sharing similar physical, economic and/or governmental characteristics located within the following boundaries: Heideke Street to the West, Martindale Road to the North, Jay Road to the East, and Soechting to the South.

CLA41 – Parcels, improved or unimproved, sharing similar physical, economic and/or governmental characteristics with frontage along various roadways; State Highway 123 Bypass, North Austin Street, Stempel Street, Heideke Street, or Guadalupe Street. The market area is generally bordered by Cordova Road to the North, Heideke Street to the SE, Stempel Road to the South, and Guadalupe Street to the West.

CLA42 - Parcels, improved or unimproved, sharing similar physical, economic and/or governmental characteristics with frontage along State Highway 123 Bypass (northbound) beginning at Kingsbury Street traveling south to East Court Street, stretching East then on Court Street to Medical Drive, and continuing south on Bypass to southern boundary marked by the Guadalupe River. It should be noted that all properties south of Eastwood Drive (excluding southbound corner parcels) are considered to be within this market area regardless of direction of travel along Bypass.

CLA43 - Parcels, improved or unimproved, sharing similar physical, economic and/or governmental characteristics located within the following boundaries: beginning at Kingsbury Street to the North traveling south to College Street, stretching west on College Street to King Street, west boundary follows King Street south till it intersects with State Highway 123 Bypass marking the southern boundary. The southbound side of State Highway 123 Bypass marks the entire East boundary for this market area between Kingsbury Street and Eastwood Drive.

CLA44 - Parcels, improved or unimproved, sharing similar physical, economic and/or governmental characteristics located along State Highway 123-Business (also known as Stockdale Highway) between the Guadalupe River to the North and Tor Drive to the South.

CLA 45 - Parcels, improved or unimproved, sharing similar physical, economic and/or governmental characteristics with frontage along a number of roadways south of the Guadalupe River. The general boundaries for this market area are as follows: beginning south of the Guadalupe River on State Highway 123 Bypass and traveling south till highway intersects with both State Highway 123-Business and State Highway 46 (commonly referred to as the “crow’s foot”), continuing along State Highway 46 North back towards the Guadalupe River, and stretching outward (west) on FM 725 to the city limits of Seguin. Parcels along roadways within the boundaries outlined (i.e. FM 725, Meadow Lake Drive, Tor Drive, FM 467, and Stockdale Highway) will fall within this market area.

CLA46 – The boundaries of this market area are based on the designation of the Historic Downtown District of Seguin. Properties within this area are required to adhere to specific building codes which are meant to preserve the historic qualities (design and appearance) of the downtown area. Generally speaking, the boundaries are: Ireland Street to

the North, sections of River and Crockett Street to the East, Washington Street to the South, and sections of Travis and Camp Street to the West.

CLA47 – The market area is considered to encompass all remaining properties within the city limits of Seguin, which do not fall within one of the previously outlined market areas, located along roadways considered to be primary thoroughfares. These primary thoroughfares would include: Austin Street, Court Street, State Highway 46, King Street, and Kingsbury Street (excluding portions of West Kingsbury between Guadalupe Street and Vaughn Avenue).

CLA47S - Parcels, improved or unimproved, sharing similar physical, economic and/or governmental characteristics located along roadways within Seguin city limits considered secondary to primary thoroughfares. Examples include Guadalupe Street, Jefferson Avenue, New Braunfels Street, and Heideke Street (including portions of West Kingsbury Street between Guadalupe Street and Vaughn Avenue).

CLA48 – For this specific market area, market boundaries are defined by the city limits of Seguin. All areas zoned for industrial use, light or otherwise, by the Seguin Planning and Zoning department will fall within this market area for valuation purposes.

CLA49 - Parcels, improved or unimproved, sharing similar physical, economic and/or governmental characteristics located along US Highway 90 beginning at Geronimo Creek to the SW and stretching east to State Highway 130.

CLA50 - Parcels, improved or unimproved, sharing similar physical, economic and/or governmental characteristics located along State Highway 46 beginning at Cordova Road heading north to the Guadalupe/Comal county line. Parcels included within this market area will have wastewater (sewer) utility availability. Note: If a parcel features frontage on the highway and a waterway the parcel will typically be coded to the corresponding waterfront neighborhood code for valuation purposes.

CLA50NS – Market area boundaries are identical to CLA50. Identifying difference between CLA50NS and CLA50 is the lack of wastewater (sewer) utility availability.

CLA51 - Parcels, improved or unimproved, sharing similar physical, economic and/or governmental characteristics located along State Highway 123 beginning at Cordova Road and heading north to the Guadalupe/Hays county line.

CLA59 - Parcels, improved or unimproved, sharing similar physical, economic and/or governmental characteristics with Interstate Highway 10 road frontage, not to extend past exit ramps, at the intersection of Interstate Highway 10 and Highsmith Road (Exit 625).

CLA60 - Parcels, improved or unimproved, sharing similar physical, economic and/or governmental characteristics with Interstate Highway 10 road frontage, not to extend past exit ramps, at the intersection of Interstate Highway 10 and State Highway 80 (Exit 628).

Comment on Market Boundaries: The above referenced boundaries are to be used as a guide for identifying a property's considered market area. All properties may not conform to defined market area descriptions and overlapping of characteristics is possible among bordering market areas. In these instances, the District will determine which market area best represents a property's individual characteristics.

Appendix E: Property Use Codes

Property Use Code Listing (Active)

GAD uses property use codes to assist with uniformity in application of generally accepted appraisal practices and methods. Majority of all commercial and industrial property has been tagged with an appropriate property use code. A property use code is generally reflective of the current occupancy use of the space. Below are the currently active property use codes, implemented by GAD, with a brief description.

2025 Property Use Category: Lodging

Prop Use Code	Property Use Description
100	HOTEL/MOTEL - INTERIOR CORRIDOR
100E	HOTEL/MOTEL - EXTERIOR CORRIDOR
170	SHORT TERM RENTAL

2025 Property Use Category: Multi-Family

Prop Use Code	Property Use Description
120	Conventional Complex - Large (90+ Units)
123	Conventional Complex - Small (5-89 Units)
126	Master Metered Complex
128	Rent Restricted Complex
130	MULTI-FAMILY
140	ASSISTED LIVING
145	NURSING HOME
160	MOBILE HOME PARK
165	RV PARK

2025 Property Use Category: Miscellaneous Uses

Prop Use Code	Property Use Description
000	GOVERNMENTAL BLDGS
005	TAX EXEMPT PROPERTIES
010	PUBLIC SAFETY
015	SOLAR/WIND FARMS
020	DETENTION/JAIL
025	CEMETERY
050	SEGUIN DOWNTOWN HISTORIC DIST.
165-PAD	IMPROVED PAD SITE (RV)
160-PAD	IMPROVED PAD SITE (MH)
460	MIX-USE OCCUPANCIES
900	BPP ACCOUNTS (L1)
920	COMMERCIAL CONDO
999	COM COST METHOD % COMPLETES & AG/COMM MIX

2025 Property Use Category: Single-Family Residence

Prop Use Code	Property Use Description
040	Single Family Residence - A1
045	Single Family Residence - E1

2025 Property Use Category: Unimproved Land

Prop Use Code	Property Use Description
030	Vacant Commercial Lot
031	Vacant Residential Lot
032	Special Valuation - D1
033	Special Valuation - D2
034	Special Valuation - D3
035	Special Valuation - D5
036	Special Valuation - D7
037	Non-Qualifying Land - E5

2025 Property Use Category: Food Services

Prop Use Code	Property Use Description
300	RESTAURANT-LOUNGE
310	RESTAURANT-FAST FOOD
325	BAR/DANCE HALL
350	BARBER/BEAUTY SHOP

2025 Property Use Category: Retail

Prop Use Code	Property Use Description
200	RETAIL STORE
210	DISCOUNT STORE
220	QUICK STOP STORE
240	SUPER MARKET
250	RETAIL CENTERS (MULTI-TENANT)
255	NEIGHBORHOOD SHOPPING CENTER
260	COMMUNITY SHOPPING CENTER
280	AUTO DEALERSHIP

2025 Property Use Category: General Services

Prop Use Code	Property Use Description
230	LAUNDROMAT
235	DRY CLEANING FACILITY
360	AUTO SERVICE GARAGE
365	MINI-LUBE SERVICE
370	CAR WASH-SELF SERVICE
375	CAR WASH-FULL SERVICE
390	FUNERAL HOME
400	NON-MEDICAL OFFICE
405	NON-CONFORMING OFFICE
410	MEDICAL OFFICE
420	OUTPATIENT CENTER
430	VETERINARY CLINIC/HOSPITAL
440	BANK

2025 Property Use Category: Industrial Uses

Prop Use Code	Property Use Description
500	INDUSTRIAL (MISC-NON CONFORMING)
505	INDUSTRIAL-UNDEFINED NBHDs
510	INDUSTRIAL-DISTRIBUTION
520	INDUSTRIAL-MANUFACTURING
530	INDUSTRIAL BLDG-FLEX
535	COMPUTER/DATA CENTER
540	MEGA STORAGE/DISTR. WHSE
545	TRANSIT WAREHOUSE
550	MINI STORAGE
551	STORAGE COVERED/OPEN AIR PARKING
560	AIR HANGER

2025 Property Use Category: Community/ Health & Fitness

Prop Use Code	Property Use Description
600	SCHOOL / EDUCATION
620	WORSHIP CENTER
640	DAY CARE FACILITY
660	COMMUNITY CENTER
680	AUDITORIUM
700	HEALTH/FITNESS CENTER
710	BOWLING ALLEY
720	THEATER
730	GOLF COURSE
735	DRIVING RANGE (GOLF)
750	GYMNASIUM

Appendix F: Standard Industrial Class Codes (SIC Codes)

Exception SIC's

- 1 Bussey's Vendors
- 2 Leased Vehicles
- 4 Inventory Only/Consignment
- 5 Other Leased Equipment
- 8 Capital Accounts

Manufacturing

- 2499 Manufacturing - Lumber
- 3089 Manufacturing - Plastics
- 3999 Manufacturing Industries, (NEC)

Agricultural, Forestry & Fishing

- 191 General Farms, Primarily Crop
- 291 General Farms, Primarily Livestock & Animal Specialties
- 742 Veterinarians
- 782 Lawn & Garden Services

Mining

- 1389 Oil and Gas Field Services, (NEC)
- 1499 Miscellaneous Nonmetallic Minerals, Except Fuels

Construction

- 1520 Building Contractor (Residential & Commercial)
- 1531 Operative Builder
- 1711 Plumbing (& Septic)/ Heating & A/C (Contractors)
- 1731 Electrical Contractor
- 1781 Water Well Drilling
- 1799 Contractor - Misc.

Transportation, Communication & Public Utilities

- 4119 Ambulance / Limousine W/ Drivers
- 4212 Trucking w/o Storage
- 4213 Trucking, except Local
- 4225 Storage / Mini - Self
- 4311 Postal Service - Private
- 4500 Airplanes / Aircraft
- 4724 Travel Agency
- 4911 Electric Supply
- 4941 Water Supply
- 4953 Refuse Systems - Garbage/Recycling

Wholesale Trade

5042 Medical Equipment & Supplies
5060 Electrical / Plumbing Supply
5083 Farm Equipment Sales
5199 Misc. Wholesale

Retail Trade

5261 Nurseries Retail
5271 Mobile Home Dealers
5311 Department Stores - Retail
5372 Discount Store - Retail
5412 Supermarket
5413 Convenience Store
5421 Meat & Fish Market
5461 Bakery - Retail Bake & Sell
5511 Auto Dealer - New & Used
5531 Auto Store - Retail
5541 Gasoline Service Station
5551 Boat Dealer
5561 Recreational Vehicle Dealer
5621 Clothing - Women's & Boutique
5651 Clothing - Family
5661 Shoe Store - Family
5712 Furniture Stores - Retail
5731 Cellular Phone Store
5732 Electronics Stores

Retail Trade (cont.)

5735 Pre-recorded music, games, & video rental
5736 Musical Instrument Store
5810 Bar
5813 Nightclub (NEC)
5814 Restaurants - Fast Food
5815 Restaurants - Full-Service
5816 Restaurants - Local Chains / Limited Menu
5817 Restaurants - NEC (catering)
5912 Drug Stores Retail
5913 Pharmacy - Retail
5921 Liquor Store
5933 Pawn Shop
5941 Sporting Goods Store
5942 Bookstores - New & Used
5943 Office Supply Store - Retail
5944 Jewelry Stores - Retail
5947 misc. small Art Goods / Gift & Novelty Retail
5984 Bottle Gas Sales (propane)
5991 Farm & Ranch (Feedstores)
5992 Florists - Retail
5993 Tobacco & Pipe (Seguin Cigar)
5997 Guns / Ammunition / Small Arms - Retail
5998 Pet Grooming, Food & Supplies
5999 Misc. Retail

Finance, Insurance, & Real Estate

6029	Bank, Credit Union & Financial Institute
6099	Check Cashing Service
6141	Personal Credit Institutions
6411	Insurance Agents / Brokers & Services
6513	Apartment Rentals
6515	Mobile Home Park Operators
6531	Real Estate / Property Management / Appraisal
6541	Title company
6553	Cemetery

Services

7011	Hotel / Motel
7012	Bed & breakfast / Lodges
7032	RV Park / Sporting & Rec camp
7212	Dry Cleaners
7215	Laundries (coin operated)
7221	Photo & Portrait Studios
7231	Beauty, hair Styling Salon
7232	Nail Salon
7251	Shoemaker & Repair
7261	Funeral Home
7299	Misc. Personal Services
7312	Advertising - Outdoor - Bill Boards
7342	Exterminator, Pest Control
7349	Janitorial & Cleaning Service
7353	Rental - Heavy Construction Equipment
7359	Equipment rental, NEC
7361	Employment Agency
7378	Computer Maintenance & Repair

Services (cont.)

7389	Business Services - Misc. (Bail bonds. Etc.)
7513	Rental - Truck
7514	Rental - Auto
7532	Paint & Body
7538	Auto Repair - General
7542	Car Wash
7549	Auto Services / Except / Repair & Car wash (Towing)
7699	Misc. Repair (Taxidermists, Musical, Gun, Engine, etc.)
7832	Movie Theater
7991	Physical Fitness Facilities
7997	Clubs & Private Sports
7999	Amusement & Recreation misc.
8011	Doctors' Offices, Clinics & misc.
8021	Dentist
8042	Doctor - Optometrist
8051	Nursing Home Skilled Care
8071	Medical Laboratory
8099	Health & Allied Services (Home health)
8092	Kidney Dialysis Centers
8111	Attorneys, Legal Services
8249	Trade & Vocational school
8299	School - Educational NEC
8322	Social Service - Individual / Family
8351	Daycare center - child
8711	Engineers
8713	Surveyors
8721	Accountant, Bookkeeper, CPA
8999	General Office

Appendix G: Homestead Exemption Audit

Homestead Audit Procedures SB 1801

(Effective 09/01/2023)

Overview: SB 1801 amends Section 11.43 of the Property Tax Code, requiring periodic reviews of residence homestead exemptions to confirm eligibility. Each exemption must be reviewed at least once every five tax years.

Review Process:

1. Verify Application:
 - Ensure an application is on file for the current owner.
2. Verify Mailing Address:
 - Confirm the mailing address matches the property address.
3. Verify Date of Birth:
 - Check the date of birth for the owner and spouse.
4. Check Other Information:
 - Driver's license or valid ID matches property location.
 - Confirm if the owner(s) are deceased.

Tracking Phases (5-Year Cycle):

1. Phase 1:
 - Year 1: HS Audit District will verify an application is on file for the current owner
2. Phase 2:
 - Year 2: HS Audit District will verify mailing address matches the property address
3. Phase 3:
 - Year 3: HS Audit District will verify the date of birth for the owner and spouse
4. Phase 4:
 - Year 4: HS Audit District will verify driver's license or valid ID matches the property location
5. Phase 5:
 - Year 5: HS Audit District will verify/confirm if the owner(s) are deceased

Use of Property Group Codes:

1. Assignment:
 - Group codes assigned to all HS properties based on the phase.
2. Maintenance:
 - Do not remove group codes unless the property no longer has an exemption.
3. Audit Identification:
 - Identify properties with missing identifying factors.
4. Application Review:
 - Update HS Audit Year based on yearly mailout.
5. New Exemptions:
 - Add property group code HSAUDIT(YR) to new and updated applications for the 5-year cycle

Letter Processing:

1. Mailing:
 - Send letters to property owners requesting an updated application.
2. Review and Update:
 - Review applications and update homestead records.
 - Follow property group code procedures.
3. Tracking:
 - Create an event on each account for tracking purposes.

Appendix H: Active Taxing Units

(as of 09/04/2024)

Taxing Unit ID #	Taxing Unit Name
094-000-00	GUADALUPE COUNTY
094-101-03	CITY OF MARION
094-102-03	CITY OF SCHERTZ
094-103-03	CITY OF SEGUIN
094-104-03	CITY OF CIBOLO
094-106-03	CITY OF SANTA CLARA
094-201-04	LONE OAK FARM MUD
094-201-09	YORK CREEK WATER DISTRICT
094-201-19	LAKE PLACID WCID #1
094-202-04	GUADALUPE COUNTY MUD 4
094-202-19	LAKE MCQUEENEY WCID #1
094-203-19	MEADOW LAKE WCID #1
094-204-04	GUADALUPE COUNTY MUNICIPAL UTILITY DISTRICT NO. 06
094-205-04	GUADALUPE COUNTY MUNICIPAL UTILITY DISTRICT NO. 10
094-207-04	SKY RANCH MUNICIPAL UTILITY DISTRICT
094-901-02	SEGUIN ISD

Taxing Unit ID #	Taxing Unit Name
094-902-02	SCHERTZ-CIBOLO-U.C. ISD
094-903-02	NAVARRO I.S.D.
094-904-02	MARION ISD
015-115-03	UNIVERSAL CITY
015-120-03	CITY OF SELMA
028-102-03	CITY OF LULING
028-903-02	LULING ISD
028-906-02	PRAIRIE LEA I.S.D.
046-101-03	CITY OF NEW BRAUNFELS
046-202-19	LAKE DUNLAP WCID
046-901-02	NEW BRAUNFELS ISD
046-902-02	COMAL ISD
089-903-02	NIXON-SMILEY ISD
105-103-03	CITY OF SAN MARCOS
105-902-02	SAN MARCOS ISD
247-903-02	LA VERNIA ISD

Appendix I: GAD 2025 Adopted Budget Summary

Payroll Costs	2025 Adopted Budget
<i>Salaries</i>	\$ 2,382,300.23
<i>FICA Tax</i>	\$ 186,398.17
<i>Workman's Compensation</i>	\$ 4,307.60
<i>Health/Dental Insurance</i>	\$ 536,074.84
<i>Disabililty Insurance</i>	\$ 15,594.10
<i>Unemployment Ins.</i>	\$ 10,332.00
<i>Retirement</i>	\$ 321,618.31
<i>Life Insurance</i>	\$ 3,690.00
<i>Longevity</i>	\$ 18,524.27
<i>Vehicle Allowance</i>	\$ 74,400.00
<i>Overtime</i>	\$ 54,277.11

Expenditures	2025 Adopted Budget
<i>Mileage Reimbursement</i>	\$ 18,283.50
<i>Education, Training, Registration</i>	\$ 58,274.30
<i>Insurance (Liability and Property)</i>	\$ 23,377.00
<i>General Operating Expenses</i>	\$ 130,008.20
<i>HR: Finance/ Payroll</i>	\$ 12,810.00
<i>Systems/ IT</i>	\$ 164,591.76
<i>Equipment (Rental)</i>	\$ 18,739.72
<i>Reserve Fund Commitments</i>	\$ -
<i>Contingency Funds</i>	\$ 308,360.32
<i>Contract Services</i>	\$ 362,804.49
<i>Contract Stipend: ARB</i>	\$ 123,200.00
<i>Contract Stipend: Taxpayer Liaision</i>	\$ 17,600.00
<i>Security Detail (ARB)</i>	\$ 44,000.00
<i>Industry Publications & Valuation Tools</i>	\$ 25,118.00
<i>Contract Appraisal Service</i>	\$ 103,224.00
<i>Equipment & Devices</i>	\$ 1,400.00
<i>Software/Hardware Maintenance</i>	\$ 77,683.00
<i>Acquisition of Information</i>	\$ 1,300.00
<i>Utilities</i>	\$ 19,600.00
<i>Telecommunications</i>	\$ 21,427.32
<i>Maintenance and Repair</i>	\$ 10,000.00
<i>Capital Expenditures</i>	\$ 70,000.00
2025 Adopted BUDGET TOTAL	\$ 5,219,318.25

Appendix J: 2025-2026 Reappraisal Timelines

2025 REAPPRAISAL – GAD TIMELINE of RELATED ACTIVITY or EVENT

August 2024

- Continue informal and formal hearings of unresolved 2024 Protests
- Determine education requirements of appraisal staff and schedule accordingly
- Review 'Areas of Concern' spreadsheet for reappraisal task assignment
- Begin review of market sales data obtained during appeal season
- Begin processing of income performance data obtained during appeal season
- Begin review of building permit data
- Begin quarterly mailouts of sale confirmation surveys to grantees

September

- Sept. 1st – Statutory Appraisal Date for Certain Inventory Properties (Sec. 23.12)
- Sept. 15th – Statutory Deadline for GAD Board of Directors to Approve
 - 2025 Budget
 - 2025-2026 Reappraisal Plan
- Begin creating of newly recorded residential subdivisions or phases
- Begin processing of account splits & mergers
- Begin 2025 Commercial and BPP Data Collection Begins
- Begin targeted inspections
- Begin review of returned sale confirmation surveys for database entry

October

- Tax Office Mails 2024 Tax Bills
- Begin Review of Cost Schedules for Model Calibrations
- Begin Open-Space Appraisal Productivity Schedule Reviews
- Begin Land Analysis and Model Calibrations
- Begin development of new BPP density schedules for 2025
- Complete informal and formal hearings of Timely 2024 Protests

November

- GAD Managers and Supervisors begin 2024 Employee Performance Reviews
- Begin 2025 HS Audit procedures of designated accounts
- Begin Residential New Construction Inspections within Developing Subdivisions
- Begin Commercial New Construction Inspections
- Begin New Business Inspections for 2025 BPP Accounts
- Review and return PTD Clerical Error Report For 2024 Property Value Study (PVS)

December

- Complete 2025 Land Analysis and Model Calibration
- Begin Review for Model Calibration of GAD Income Schedules
- Initial mailing of Open-Space Reapplication Letters
- Initial 2025 HS re-application request mailout
- Complete 2024 Employee Performance Reviews

January 2025

- Jan. 1st – Statutory Appraisal Date for Most Categories of Taxable Property
- Set January 1st Owner within PACS
- Mail BPP Renditions and Freeport Applications
- Mail BPP Vendor and Tenant Letters
- Complete New Construction Inspections (All property categories)
- Complete targeted inspections for 2025
- Preliminary Release of 2024 PVS Results

February

- Begin Open-Space Appraisal Application Inspections
- Begin Neighborhood Analysis for application of Market Adjustments
- Begin Working 2025 Business Personal Property Renditions
- Texas Association of Appraisal Districts Conference – Austin

March

- Finalize Neighborhood Analysis
- Review of 2025 Sale Ratios for all real property
- Begin QC edits in preparation of main notice run

April

- First Mailing of 2025 Appraised Value Notices
- BPP Rendition Deadline - April 15th
- Deadline to File Abatement & Exemption Applications - April 30th
- Begin Hearing Informal Appeals
- Begin Preparation For 2026 Budget

May

- Chief Appraiser Submits Completed 2025 Appraisal records to ARB
- 2025 Appraisal Review Board Hearings Begin
- Continue Mailing Of 2025 Real & BPP Value Notices
- Continue Hearing Informal Appeals
- Statutory Deadline – May 15th
 - BPP Rendition Extension
 - Timely Submission of Protests to Appraisal Review Board

June

- Continued Mailing Of 2025 Real & BPP Value Notices
- Continue Hearing Informal Appeals
- 2025 Appraisal Review Board Hearings Continue

July 2025

- Appraisal Review Board Approves 2025 Appraisal Records to Create Appraisal Roll
- Chief Appraiser Certifies 2025 Appraisal Roll to Taxing Units

2026 REAPPRAISAL – GAD TIMELINE of RELATED ACTIVITY OR EVENT

August 2025

- Continue informal and formal hearings of unresolved 2025 Protests
- Determine education requirements of appraisal staff and schedule accordingly
- Review 'Areas of Concern' spreadsheet for reappraisal task assignment
- Begin review of market sales data obtained during appeal season
- Begin processing of income performance data obtained during appeal season
- Begin review of building permit data
- Begin quarterly mailouts of sale confirmation surveys to grantees

September

- Sept. 1st – Statutory Appraisal Date for Certain Inventory Properties (Sec. 23.12)
- Sept. 15th – Statutory Deadline for GAD Board of Directors to Approve
 - 2026 Budget
- Begin creating of newly recorded residential subdivisions or phases
- Begin processing of account splits & mergers
- Begin 2026 Commercial and BPP Data Collection Begins
- Begin targeted inspections

October

- Tax Office Mails 2025 Tax Bills
- Begin Review of Cost Schedules for Model Calibrations
- Begin Open-Space Appraisal Productivity Schedule Reviews
- Begin Land Analysis and Model Calibrations
- Begin development of new BPP density schedules for 2026
- Complete informal and formal hearings of Timely 2025 Protests

November

- GAD Managers and Supervisors begin 2025 Employee Performance Reviews
- Begin 2026 HS Audit procedures of designated accounts
- Begin Residential New Construction Inspections within Developing Subdivisions
- Begin Commercial New Construction Inspections
- Begin New Business Inspections for 2026 BPP Accounts

December

- Complete 2026 Land Analysis and Model Calibration
- Begin Review for Model Calibration of GAD Income Schedules
- Initial mailing of Open-Space Reapplication Letters
- Initial 2026 HS re-application request mailout
- Complete 2025 Employee Performance Reviews

January 2026

- Jan. 1st – Statutory Appraisal Date for Most Categories of Taxable Property
- Set January 1st Owner within PACS
- Mail BPP Renditions and Freeport Applications
- Mail BPP Vendor and Tenant Letters
- Complete New Construction Inspections (All property categories)
- Complete targeted inspections for 2026

February

- Begin Open-Space Appraisal Application Inspections
- Begin Neighborhood Analysis for application of Market Adjustments
- Begin Working 2026 Business Personal Property Renditions
- Texas Association of Appraisal Districts Conference – Austin

March

- Finalize Neighborhood Analysis
- Review of 2026 Sale Ratios for all real property
- Begin QC edits in preparation of main notice run

April

- First Mailing of 2026 Appraised Value Notices
- BPP Rendition Deadline - April 15th
- Deadline to File Abatement, Exemption, and Special Valuation Applications - April 30th
- Begin Hearing Informal Appeals
- Begin Preparation For 2027 Budget

May

- Chief Appraiser Submits Completed 2026 Appraisal records to ARB
- 2025 Appraisal Review Board Hearings Begin
- Continue Mailing Of 2026 Real & BPP Value Notices
- Continue Hearing Informal Appeals
- Statutory Deadline – May 15th
 - BPP Rendition Extension
 - Timely Submission of Protests to Appraisal Review Board

June

- Continued Mailing Of 2026 Real & BPP Value Notices
- Continue Hearing Informal Appeals
- 2025 Appraisal Review Board Hearings Continue

July 2026

- Appraisal Review Board Approves 2026 Appraisal Records to Create Appraisal Roll
- Chief Appraiser Certifies 2026 Appraisal Roll to Taxing Units

Capitol Appraisal Group
Mass Appraisal Procedure and Timeline
Industrial Real Property

Although valuation is set for either January 1 of the tax year or September 1 of the previous calendar year prior to the current tax year, the appraisal process begins in September of the previous year and continues through August of the tax year.

September 1 of previous year to March 31 of the current tax year

Discovery and listing. This includes physical inspection of existing properties to appraise and discovery of potential new properties to appraise. New potential properties are reported to the appraisal district to determine if Capitol Appraisal will value the property for the current tax year.

April 1 until complete

Appraisal of properties both market value and taxable value. Deadlines for completion of appraisals and sending out value notices are based upon individual deadlines set by the appropriate appraisal district. Every effort is made to appraise every property timely so that values can be included in certification. Properties not included in certification are reported to the appraisal district and the appraisal process continues until final value is reached. Supplementing the tax roll with those properties is based upon the timeline established by the appraisal district.

July 25

Appraisal roll is certified. Every effort is made to ensure all properties have a final valuation by this date. Exceptions may include properties with late renditions, extensions, or other allowable justifications which preclude final valuation by July 25.

July 26 to August 31

Review current tax year methods and procedures and begin general property classification research for the next tax year. Special reports for the appraisal districts are created at this time as requested.

Capitol Appraisal Group
Mass Appraisal Procedure and Timeline
Industrial Personal Property

Although valuation is set for either January 1 of the tax year or September 1 of the previous calendar year prior to the current tax year, the appraisal process begins in September of the previous year and continues through August of the tax year.

September 1 of previous year to March 31 of the current tax year

Discovery and listing. This includes physical inspection of existing properties to appraise and discovery of potential new properties to appraise. New potential properties are reported to the appraisal district to determine if Capitol Appraisal will value the property for the current tax year.

April 1 until complete

Appraisal of properties both market value and taxable value. Deadlines for completion of appraisals and sending out value notices are based upon individual deadlines set by the appropriate appraisal district. Every effort is made to appraise every property timely so that values can be included in certification. Properties not included in certification are reported to the appraisal district and the appraisal process continues until final value is reached. Supplementing the tax roll with those properties is based upon the timeline established by the appraisal district.

July 25

Appraisal roll is certified. Every effort is made to ensure all properties have a final valuation by this date. Exceptions may include properties with late renditions, extensions, or other allowable justifications which preclude final valuation by July 25.

July 26 to August 31

Review current tax year methods and procedures and begin general property classification research for the next tax year. Special reports for the appraisal districts are created at this time as requested.

Capitol Appraisal Group
Mass Appraisal Procedure and Timeline
Utility, Railroad and Pipeline Property

Although valuation is set for either January 1 of the tax year or September 1 of the previous calendar year prior to the current tax year, the appraisal process begins in September of the previous year and continues through August of the tax year.

September 1 of previous year to March 31 of the current tax year

Research and capitalization rate development. For properties valued via the income approach data is obtained and analyzed for calculation of a capitalization rate appropriate to a specific property type.

October to December

Submission of appraisals to the Property Tax Assistance Division (PTAD) of the Comptroller's office and preparation of value defense for any properties included in their ratio study. Defense documentation and appraisal analysis of the PTAD appraisal is prepared and submitted to the appraisal district or the representative of the taxing jurisdictions whichever is appropriate.

April 1 until complete

Appraisal of properties both market value and taxable value. Deadlines for completion of appraisals and sending out notice of value are based upon individual deadlines set by the appropriate appraisal district. Every effort is made to appraise every property timely so that values can be included in certification. Properties not included in certification are reported to the appraisal district and the appraisal process continues until final value is reached. Supplementing the tax roll with those properties is based upon the timeline established by the appraisal district.

July 25

Appraisal roll is certified. Every effort is made to ensure all properties have a final valuation by this date. Exceptions may include properties with late renditions, extensions, or other allowable justifications which preclude final valuation by July 25.

July 26 to August 31

Review current tax year methods and procedures and begin general property classification research for the next tax year. Special reports for the appraisal districts are created at this time as requested.

Capitol Appraisal Group
Mass Appraisal Procedure and Timeline
Oil & Gas

Capitol Appraisal Group, LLC (CAGL) contracts with Appraisal Districts and other governmental entities to appraise all oil and gas subsurface, producing, mineral interests within the purview of the law.

October-December:

SEC 10(k) data gathered for use in discount rate study.

A base discount rate is developed using the Securities and Exchange Commission (SEC) 10k Standard Measure of Value, before Federal Income Tax (BFIT), for a grouping of Exploration and Production (E&P) companies, and then matching their 10k Standard Measure of Value (BFIT), reserves and costs, through a discounted cash flow (DCF) technique. This reserve and cost match is used with Section 23.175 pricing directives to determine a discount rate necessary to equal the stock and debt value of the companies, as of January 1 for a given tax year. This analysis is calibrated with a WACC for the same companies that are used in the stock and debt analysis. Management determines an appropriate base discount rate to be used.

January:

Discount rate study finalized

November-March:

The appraiser commences the annual appraisal cycle with identification of new property and determination of situs.

“Minerals in place” and an estate or interest in the same, are classified by the state of Texas as real property. They cannot be physically identified by inspection like other real property. However, the inability to directly inspect does not appreciably affect the ability to identify and appraise these minerals in place and estates or interests in the same. CAGL obtains monthly oil and gas lease production information from the Railroad Commission of Texas [RRC] and compares it to existing oil and gas properties already identified and appraised. New properties are identified in this process by comparing existing data to new information obtained from the RRC.

The appraiser determines the validity of new properties and then determines the situs of these new properties by obtaining plats, W-2/G-1 records obtained from the RRC, and using in-house mapping resources.

January-March:

Appraisers begin entering detailed new property information.

Along with RRC lease specific information, the appraiser enters the lease’s legal description, its situs, and detailed lease information obtained from the RRC. This process of discovery and entry into the appraisal system continues year-round to identify assessable properties that are obtained because of delays in the RRC reporting system.

February:

Comptroller’s 23.175 pricing data and market condition factors are obtained and incorporated into the appraisal system.

February-April:

Properties are appraised and values are posted on the CAG web site for clients, operators and agents to review and submit information.

Appraiser(s) access production declines for leases to be appraised. Based on the appraiser's decline rate analysis and review of previous year's appraisal parameters and current Comptroller pricing data, the estimated value for the current appraisal year is determined.

Preliminary appraised values are available from the CAG web site www.cagi.com following appraiser and supervisor review.

April-May:

Preliminary appraisals reviewed.

Appraisers review operating expenses, product prices, new or revised information about production submitted by operators and agents before Notifications of Value are mailed to taxpayers.

May-July:

Notified values formally & informally reviewed.

Appraisers work with taxpayers following Notification of Value and continue to review information submitted by royalty owners, operators and agents. The ARB process is part of this review

**Guadalupe
Appraisal
District**



830-303-3313 Option 1

3000 North Austin Street

Seguin, Texas 78155

RESOLUTION 2024-04

**RESOLUTION APPROVING THE BIENNIAL (2025-2026) WRITTEN
REAPPRAISAL PLAN FOR THE GUADALUPE APPRAISAL DISTRICT**

WHEREAS, §6.05 (i) of the Texas Tax Code requires that the DISTRICT Board of Directors (B.O.D.) biennially approve a written plan for periodic reappraisal of all property within the boundaries of the district, according to §25.18 of the Texas Tax Code, and

WHEREAS, the DISTRICT B.O.D. has notified the presiding officer of the governing body of each taxing unit participating in the DISTRICT of a written notice of the time, date, and place of the public hearing for September 4, 2024, and,

WHEREAS, the DISTRICT B.O.D. has held a public hearing on September 4, 2024 to consider any amendments to the written plan, and there were no amendments made to the written plan, and

NOW THEREFORE, be it RESOLVED that the DISTRICT B.O.D. adopts the 2025-2026 written reappraisal plan.

RESOLVED FURTHER, that the CHIEF APPRAISER of the DISTRICT is authorized and directed to deliver copies of the approved written reappraisal plan in compliance with the remainder of §6.05(i) to the presiding officer of the governing body of each taxing unit participating in the DISTRICT and to the Texas State Comptroller of Public Accounts within 60 days of the approval date.

READ, PASSED AND APPROVED BY THE BOARD OF DIRECTORS FOR THE
GUADALUPE APPRAISAL DISTRICT THIS THE 4th DAY OF SEPTEMBER 2024.

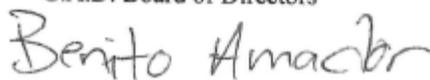


Darren Dunn, Chairman
G.A.D. Board of Directors

ATTEST:



Daryl John, Secretary
G.A.D. Board of Directors



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