

# MEMORANDUM OF UNDERSTANDING

between

Blount County and The Division of Property Assessments

DATE: 11/9/22

TO: Todd Orr, Assessor of Property

Ed Mitchell, County Mayor (or Executive)

RE: Blount County 4 Year Reappraisal Program

FROM: **Tennessee Comptroller of the Treasury**  
**Division of Property Assessments**

The purpose of this memorandum of understanding is to clarify the areas of responsibility for all parties involved in the reappraisal of Blount County. It is intended to express the requirements needed to successfully complete reappraisal and to define the extent of involvement expected of the Comptroller's Division of Property Assessments. A reappraisal program is defined as the updating of all values in the county by analyzing current information and establishing new tables, models, schedules, rates and depreciation.

Tenn. Code Ann. § 67-5-1601 provides for assessors of property to have the option to reappraise either on a 6- year cycle with an update of values in the third year or to reappraise on a 4- or 5-year cycle with no updates. Tenn. Code Ann. § 67-5-1601 (d) requires the Division of Property Assessments to provide technical assistance to counties during the year of reappraisal. The resources available to the Division of Property Assessments enable them to provide technical assistance to counties during the reappraisal year; however, the amount of division involvement will be determined by the workload resulting from all counties that are scheduled for reappraisal during each year.

**The amount of Division of Property Assessments involvement must be determined and clearly understood prior to the county producing a plan for reappraisal. The assessor of property will prepare a plan that accomplishes reappraisal in accordance**

**with standards and procedures prescribed by the Division of Property Assessments. The reappraisal plan must include all specific items identified in this memorandum of understanding.**

## **I. County Responsibility**

The assessor of property will be responsible for ensuring that all phases of the reappraisal program are conducted in accordance with Division of Property Assessment's policies and procedures relating to **property valuation, sales verification, appeal defense and statistical standards**. The county must **resolve data quality reports, provide accurate property characteristics, provide adequate data entry, demonstrate its ability to organize and manage a program, provide adequate staffing and provide financial support.**

**A. Property Valuation:** All types of property will be valued following standard procedures.

**1. Residential** - Residential properties will be valued by determining the proper base rate for each residential improvement type in the jurisdiction. The base rates will be developed using sale properties with recently constructed improvements whenever possible to reduce the difficulties of estimating depreciation and to increase the accuracy of the land values. The base rate analysis will consider the new depreciation that will automatically be calculated when the year of reappraisal changes. The assessor of property shall retain all base rate analyses for appeal purposes. Appropriate depreciation and/or effective age will be used to adjust groups of parcels where market evidence supports it. When additional depreciation or effective age changes are used to adjust values, market analysis must be retained to support the adjustments. Individual property characteristics will not be improperly altered to achieve acceptable analysis results. Outbuildings and Yard Items (OBYs) will be valued using standard abbreviations and updated cost tables. The cost tables will be developed from nationally recognized cost services and calibrated to the local market. The assessor of property will retain all necessary supporting documentation for review and appeal purposes. Residential land will be valued using accepted appraisal practices and available computer techniques. All residential market area (neighborhood) delineation codes will be reviewed to determine their accuracy, and the necessary action will be taken to correct any changes indicated by the market since the last reappraisal program.

**2. Rural Land** - Rural land will be valued using standard rural land valuation procedures. Rural sales will be located and verified to determine if they meet the requirements of a valid transaction. All rural sales will be reviewed by the assessor of property or a staff member

with either the buyer, seller, or agent to determine the conditions of the sale and if any adjustments are needed. A rural land sales verification form will be completed on all rural sales. These forms will be maintained in the assessor of property's office for review and use in appeals. Rural land will be valued using the rural land valuation tables. Appropriate sales analysis must be conducted to produce a rural land schedule and to determine all factors affecting value. Areas of the county that cannot be valued using the base rural land schedule will be valued using the rural land schedule adjusted to the appropriate level of value. Land grade maps will be used to determine the appropriate land grade for each parcel. The land grade maps, if not already available, will be constructed by using Natural Resources Conservation Service (NRCS) soil survey information. All maps will be updated to reflect the most current base features such as wooded areas and areas that have been cleared since the last reappraisal program. All rural market area (neighborhood) delineation codes will be reviewed to insure they conform to current market conditions.

**3. Commercial/Industrial Property** - All commercial and industrial property shall be valued using standard valuation procedures. The listing of commercial and industrial properties will be reviewed for accuracy. All commercial property will be reviewed to determine if valuation by the income approach is the most appropriate method. In these instances, it will be necessary to gather sufficient income and expense data from the market to calculate an indication of value by the income approach. Completed income and expense forms will be retained for review and appeal purposes. All income data must be analyzed by making comparisons with like properties such as comparing offices to offices, warehouses to warehouses, and restaurants to restaurants. All commercial sales will be verified to determine if any special circumstances such as personal property or unusual financing are included. Commercial and industrial base rates will be developed for each type of commercial and industrial improvement in the jurisdiction. This is typically accomplished using a combination of local information and a professional cost service. All industrial properties shall be revalued using the most appropriate method, typically the cost approach. All commercial and industrial land will be revalued using the most appropriate unit of comparison, and all pertinent information such as zoning will be indicated on the land valuation maps. All analyses and sales information used to determine the commercial and industrial land values will be retained by the assessor of property for review and appeal purposes. All commercial and industrial market area (neighborhood) delineation codes will be verified to determine if they need to be revised due to changes in the market.

**4. Small Tracts** - Land that does not qualify as a farm and is not part of an organized development is considered a small tract. It is typically valued as an individual unit and priced per unit or per acre. A total countywide small tract analysis must be accomplished in order to determine reasonable values. After the analysis has been accomplished and a pricing guide developed, the existing small tracts are to be reviewed to determine consistency. After making any needed adjustments to improve consistency, the small tracts will be revalued using accepted appraisal practices and any appropriate computer-assisted techniques. The assessor of property will maintain all analyses and sales information used in the valuation of small tracts for review and appeal purposes. All market area (neighborhood) delineation codes that influence the valuation of small tracts will be reviewed to determine accuracy, and any adjustments needed will be made.

**5. Unique Properties** - Usually, unique properties will exist in a county that will require special treatment. These can be lake properties, mobile homes, large industrial complexes, mineral interest, leasehold interest, etc. The reappraisal plan will address these properties and explain how they will be valued.

**B. Sales Verification:** A major element in the success of a reappraisal program is the completeness and accuracy of the sales file. The Division of Property Assessments maintains a publication entitled *Property Assessor's Procedures for Sales Data Collection and Verification* to guide assessors through this process. These procedures will be followed to ensure the necessary accuracy in sales analysis. Any attempt to influence the results of the analysis by inaccurate sales verification must be avoided. The quality of the final statistical analysis depends on the integrity of the sales file, and every effort should be made to ensure its accuracy. The assessor of property will maintain records on the verification of sales for review and appeal purposes.

**C. Appeal Defense:** Any reappraisal program must have the necessary data and information to defend the appraisals. The assessor of property and staff must have the ability to present the value-supporting data in a manner that provides the property owners and appeal boards with the information necessary to understand how and why the value conclusions were determined. The assessor of property and staff will resist making unnecessary changes just to satisfy the property owner when the appraisal is otherwise correct. All elements of the valuation process must consider the appeal process. An effort must be made to maintain sufficient data to defend the values, and this data includes the following: base rate analysis; sales analysis;

cost information; land valuation information; adjustments to sales; income and expense information; and any other information that will be useful in the appeal process.

**D. Statistical Standards for Reappraisal:** The Division of Property Assessments utilizes statistical standards developed by the International Association of Assessing Officers (IAAO) for evaluating the results of reappraisal programs. The reappraisal program should be completed with these standards as the goal. Failure to meet these standards indicate the reappraisal program may be flawed and unacceptable. The standards apply to property by its statutory classification such as residential, commercial/industrial, and farm. Within each classification, properties may be further stratified based on a detailed analysis of the information available. The data used to produce the analysis must be accurate and uninfluenced by personal bias. The discovery of inaccurate data that has an influence on the results of the statistical analysis will be considered in the overall evaluation of the program. If the results of the statistical analysis fail to meet acceptable standards, said results will be reported to the State Board of Equalization for appropriate action.

**E. Data Quality Reports:** Data quality reports include edits that enable the assessor to identify data problems. Since the success of a reappraisal program is determined by the accuracy of the data, each county must identify and resolve errors found on data quality reports. Typically, this information is produced from the assessor of property's computer file and analyzed locally. Counties utilizing the state computer-assisted mass appraisal (CAMA) system may contact Division of Property Assessments staff for assistance as needed to generate data quality reports. Counties operating independent CAMA systems are expected to accomplish this without Division assistance.

**F. Data Entry:** A reappraisal increases the amount of data entry because of changes and adjustments to the file, especially where extensive field reviews are required. Any plan for reappraisal must consider this additional data entry workload.

**G. Organization and Management:** The completion of a successful reappraisal program is dependent upon the ability of the assessor of property to organize work activities and to manage employees throughout the reappraisal cycle. Any reappraisal plan must consider topics including but not limited to: staffing (both in quantity and in assignment of duties), training, quality control, and office space.

**H. Approval for 4-Year and 5-Year Cycles:** The assessor of property in any county that plans a 4- or 5-year reappraisal program must have approval by resolution from the county legislative body. The plan for reappraisal prepared by the assessor of property must be submitted for review to the county executive and the county legislative body. The county legislative body must provide the funding to accomplish the reappraisal program as outlined in the plan for reappraisal.

## **II. Division of Property Assessments' Responsibility:**

Tenn. Code Ann. § 67-5-1601 provides that all work (accomplished by the assessor of property) is subject to the supervision and approval of the director of the Division of Property Assessments. The Division of Property Assessments is required to supervise and direct all reappraisal and revaluation programs. The Division of Property Assessments' statutory responsibilities include providing technical assistance and ensuring the accuracy of the reappraisal program. All counties conducting reappraisal programs accept the condition of limited involvement from the Division of Property Assessments and agree to maintain records and provide sufficient data and reports to enable the Division of Property Assessments to evaluate the quality of the reappraisal program.

**A. Technical Assistance:** Technical assistance is provided to a county by staff members of the Division of Property Assessments. The amount of technical assistance to be provided by the Division of Property Assessments will be determined after considering available resources and existing workload of county reappraisal programs scheduled during each year.

### **Examples of technical assistance to the assessor's office may include:**

- Residential Base Rate Development
- Residential Analysis
- OBY Cost Tables Development
- Rural Land Schedule Development
- Homesite Analysis
- Commercial & Industrial Base Rate Development
- Income & Expense Analysis
- Commercial Market Analysis
- Industrial Property Appraisal
- Small Tract Sales Analysis
- Small Tract Pricing Guide Development
- Sales Adjustments Determination
- Sales Verification Instruction
- Unique Properties Appeal Preparation
- Data Preparation for Appeals Defense
- Overall Statistical Results Review
- Data Quality Reports Production
- Assessable Mineral Interest Valuation
- Assessable Leasehold Interest Valuation
- On-The-Job Training for Assessor's Staff
- Market Area (Neighborhood) Delineation Codes Review

**B. Modification of Responsibility**

Due to level of expertise, number of staff members, and resources available to the assessor of property, there may be a need to modify areas of responsibility in the memorandum of understanding. The purpose of the modification of responsibility is to provide latitude between the assessor and the division regarding the identified areas of responsibility. The following are specific modifications to this agreement that will be mutually beneficial for both parties and allow for better utilization of resources during the revaluation program:

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**III. Accuracy of Program**

The assessor of property will prepare a final value report at the end of the revaluation year that will give an overview of the reappraisal program and support the value indications. The accuracy of the reappraisal program shall be determined by a review of the supporting documentation for the following: base rate development; land valuation; application of market adjustments; market area (neighborhood) delineation codes analysis; rural land sales analysis; small tract analysis; identification and valuation of unique properties; completeness of the sales file; quality of records developed for appeal defense; results of the statistical analysis; resolution of the data quality reports; and correctness of property characteristic data.

**IV. Computer Appraisal System**

In the event the assessor of property chooses to change the current CAMA system, information regarding the new system and a detailed plan of implementation must be included with the reappraisal plan for approval by the State Board of Equalization.

**V. Failure to Comply**

It is the expressed intent of this memorandum of understanding to provide the county and the Division of Property Assessments with a clear understanding of the responsibility of each party

regarding the completion of the next reappraisal program. It is the intent of the Division of Property Assessments to take whatever action necessary to ensure the accurate and timely completion of the reappraisal program. Failure on the part of the county on any of the items agreed to herein shall result in the reporting of said failure to the State Board of Equalization for appropriate action.

**It is with full understanding that we accept the conditions identified in this memorandum of understanding and accept responsibility to accomplish all items identified herein. We recognize that failure on the part of the county legislative body or the assessor of property to complete the agreed to requirements will result in the action identified herein.**

**County Mayor (or Executive)** \_\_\_\_\_  
*Signature* *Date*

**Assessor of Property** \_\_\_\_\_  
*Signature* *Date*

**Manager**  
**Div. of Property Assessments** \_\_\_\_\_  
*Signature* *Date*

**Senior Manager**  
**Div. of Property Assessments** \_\_\_\_\_  
*Signature* *Date*

**Assistant Director**  
**Div. of Property Assessments** \_\_\_\_\_  
*Signature* *Date*

RESOLUTION NO. \_\_\_\_\_

**RESOLUTION AUTHORIZING  
A CONTINUOUS FOUR (4) YEAR REAPPRAISAL CYCLE**

WHEREAS, Tenn. Code Ann. § 67-5-1601 establishes a general six (6) year reappraisal for updating and equalizing property values for every county in Tennessee for property tax purposes, and

WHEREAS, a six (6) year reappraisal program consists of an on-site review of each parcel of real property over a five-year period followed by revaluation of all such property in the year following completion of the review period and includes a current value updating during the third year of the review cycle and sales ratio studies during the second and fifth years of the review cycle, and

WHEREAS, Tenn. Code Ann. § 67-5-1601 provides that upon the submission of a plan by the assessor and upon approval of the State Board of Equalization, a reappraisal program may be completed by a continuous four (4) year cycle comprised of an on-site review of each real property over a three (3) year period followed by revaluation of all such property in the year following completion of the review period, and

WHEREAS, the county legislative body of Blount County understands that by approving such a four (4) year reappraisal cycle, a sales ratio study will be conducted during the second year of the review cycle and the centrally assessed properties and commercial/industrial tangible personal property will be equalized by the sales ratio adopted by the State Board of Equalization;

NOW, THEREFORE, BE IT RESOLVED by the county legislative body of Blount County, meeting in \_\_\_\_\_ session on this the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, that:

PURSUANT to Tenn. Code Ann. § 67-5-1601, reappraisal shall be accomplished in Blount County by a continuous four (4) year cycle beginning July 1, 2023, comprised of an on-site review of each parcel of real property over a three (3) year period followed by revaluation of all such property for tax year 2027.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

APPROVED:

\_\_\_\_\_  
County Mayor (or Executive)

ATTEST:

\_\_\_\_\_  
County Clerk

**4 - YEAR  
REAPPRAISAL PLAN**

***Blount County***

**SUBMISSION DATE:**

***1 JANUARY 2023***

**ASSESSOR OF PROPERTY**

***Todd Orr***

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# Blount County

## 3 - YEAR VISUAL INSPECTION CYCLE

START DATE OF INSPECTION CYCLE: JULY 1st, 2023

ASSESSOR: Todd Orr

URBAN 1'=50' & 100' MAPS	<u>39,144</u>	(Except C//Other)
RURAL 1'=400' MAPS	<u>24,785</u>	(Except C//Other)
COMMERCIAL/INDUSTRIAL	<u>4,216</u>	
ALL OTHER TOTAL	<u>1,777</u>	
PARCELS	<u>69,922</u>	
PARCELS ENTERED	<u>69,922</u>	

TOTAL MAPS	1" = 50'	<u>0</u>
	1" = 100'	<u>511</u>
	1" = 400'	<u>128</u>

# 1ST INSPECTION YEAR

## PARCELS TO BE INSPECTED FOR 2024

URBAN	RURAL	COMM/IND	OTHER	TOTAL	% TOTAL
20,916	854	1,817	545	24,132	34.5%

## MAPS TO BE INSPECTED FOR 2024

<b>1" = 400' Maps</b>	1, 2, 3, 4, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 21, 22, 30, 31, 39, 40, 41, 42, 43
	44, 45, 46, 47, 48, 50, 51, 53, 54, 58, 68, 89, 90, 99, 100, 101, 102

<b>1" = 100' Maps</b>	1M,2O,3O,4E,K,M,N,8B,E,F,J,K,L,M,N,9A,B,G,H,I,J,K,P,12C,D,E,F,G,J,K,L,N,O
	12P,13I,14B,C,G,K,M,N,15F,G,H,J,M,16C,F,K,M,N,18F,G,H,I,K,21B,E,H,M,N,22A
	30G,H,I,J,P,39A,D,G,I,J,K,L,O,40B,42D,K,43B,F,G,I,J,K,N,O,44D,F,N,45A,C,D,E,45F,H,K,M,N,O, 46A,B,C,D,E,F,G,I,J,K,L,M,N,O
	47A,B,C,D,F,51K,N,54C,58A,B,C,D,E,F,G,H,I,J,K,L,M,N,O,P,68A,B,C,D,E,F,G,H,I,J,K,L,M,N,O,P, 89A,C,H,I,L,M,90B,D,I,J,N,O,P,99C,100D,E,F,K,P,101A,B,F,M,102H,I,21K,L

<b>1" = 50' Maps</b>	

<b>PERCENTAGE OF TOTAL PARCELS TO BE INSPECTED THIS YEAR:</b>	<b>34.5%</b>
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## % OF PARCELS CHECKED FOR QUALITY CONTROL

URBAN	RURAL	COMM/IND	OTHER	TOTAL %
5%	5%	5%	5%	5%

## 2ND INSPECTION YEAR

### PARCELS TO BE INSPECTED FOR 2025

URBAN	RURAL	COMM/IND	OTHER	TOTAL	% TOTAL
22,371	983	1,413	503	25,270	36.1%

### MAPS TO BE INSPECTED FOR 2025

<b>1" = 400' Maps</b>	19, 20, 23, 24, 25, 26, 27, 28, 29, 32, 33, 37, 49, 55, 56, 59, 60, 61, 62, 63, 64, 65, 66
	72, 73, 74, 78, 79, 82, 83, 84, 85, 86, 95, 103, 104, 110, 111, 112, 113, 114

<b>1" = 100' Maps</b>	17B,C,D,F,I,K,L,N,O,P,18N,O,P,20E,N,23J,24A,D,F,25A,B,D,F,G,K,L,26A,E,G,H,L,N,27A,B,C,G,H,I,K,L,N,P,29E,H,I,M,P,32E,M,P,33E,F,G,P,27B,C,47G,H,I,J,K,L,M,N,O,P
	48A,C,D,E,F,H,I,J,K,L,M,O,49A,B,C,G,H,I,J,54G,55I,N,P,56B,C,E,F,G,H,J,K,L,M,N,O,P,59A,D,E,G,K,O,P,60A,B,62B,C,G,H,I,63H,J,65K,66B,C,D,72G,73I,78A,D,E,F,G,H,J,K,L,M,N,O,79A,B
	79C,D,E,F,G,H,I,J,82A,O,83J,N,85L,86I,95C,D,E,F,J,K,102M,104F,G,J,N,O,P,110L,M
	111D,E,L,O,112C,E,F,P,113D,114E,20D,37E,F,G,I,J,LK,L,M,N,O,P,55J

<b>1" = 50' Maps</b>	

<b>PERCENTAGE OF TOTAL PARCELS TO BE INSPECTED THIS YEAR:</b>	<b>36.1%</b>
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### % OF PARCELS CHECKED FOR QUALITY CONTROL

URBAN	RURAL	COMM/IND	OTHER	TOTAL %
5%	5%	5%	5%	5%

# 3RD INSPECTION YEAR

## PARCELS TO BE INSPECTED FOR 2026

URBAN	RURAL	COMM/IND	OTHER	TOTAL	% TOTAL
17,807	998	984	731	20,520	29.3%

## MAPS TO BE INSPECTED FOR 2026

<b>1" = 400' Maps</b>	34, 35, 36, 38, 57, 67, 69, 70, 71, 75, 76, 77, 80, 81, 88, 91, 92, 93, 94, 96, 97, 106
	107, 115, 117, 118, 121, 122, 123, 124, 125, 126, 133, 134, 136, 137, 138, 145
	146, 147, 148, 156, 158, 170

<b>1" = 100' Maps</b>	34L,M,35A,M,36C,D,E,F,G,I,J,K,L,M,O,P,38A,D,H,I,K,L,N,57B,C,D,E,F,G,I,J,K,L,M,N,O,P,66E,F,G,K,L,67C,D,E,F,I,L,O,P,69F,H,I,J,K,M,N,O,P,70H,I,M,P,71A,B,C,76A,B,I
	76M,N,77D,E,F,J,L,N,79K,L,M,N,O,P,80B,D,G,H,I,J,O,P,81A,88E,F,91A,C,E,F,H,I,M,O,P,92A,H,I,93K,95L,N,96E,F,J,K,L,M,97H,J,O,106A,B,C,N,107C,P,114L,M,115A,B,H,122CF,H
	123C,H,126C,134C,156M,157H,I

<b>1" = 50' Maps</b>	

<b>PERCENTAGE OF TOTAL PARCELS TO BE INSPECTED THIS YEAR:</b>	<b>29.3%</b>
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## % OF PARCELS CHECKED FOR QUALITY CONTROL

URBAN	RURAL	COMM/IND	OTHER	TOTAL %
5%	5%	5%	5%	5%

# 4TH INSPECTION YEAR

## PARCELS TO BE INSPECTED FOR 2027

URBAN	RURAL	COMM/IND	OTHER	TOTAL	% TOTAL
				0	0.0%

## MAPS TO BE INSPECTED FOR 2027

1" = 400' Maps	

1" = 100' Maps	

1" = 50' Maps	

<b>PERCENTAGE OF TOTAL PARCELS TO BE INSPECTED THIS YEAR:</b>	<b>0.0%</b>
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## % OF PARCELS CHECKED FOR QUALITY CONTROL

URBAN	RURAL	COMM/IND	OTHER	TOTAL %
5%	5%	5%	5%	5%

# 5TH INSPECTION YEAR

## PARCELS TO BE INSPECTED FOR 2028

URBAN	RURAL	COMM/IND	OTHER	TOTAL	% TOTAL
				0	0.0%

## MAPS TO BE INSPECTED FOR 2028

1" = 400' Maps	

1" = 100' Maps	

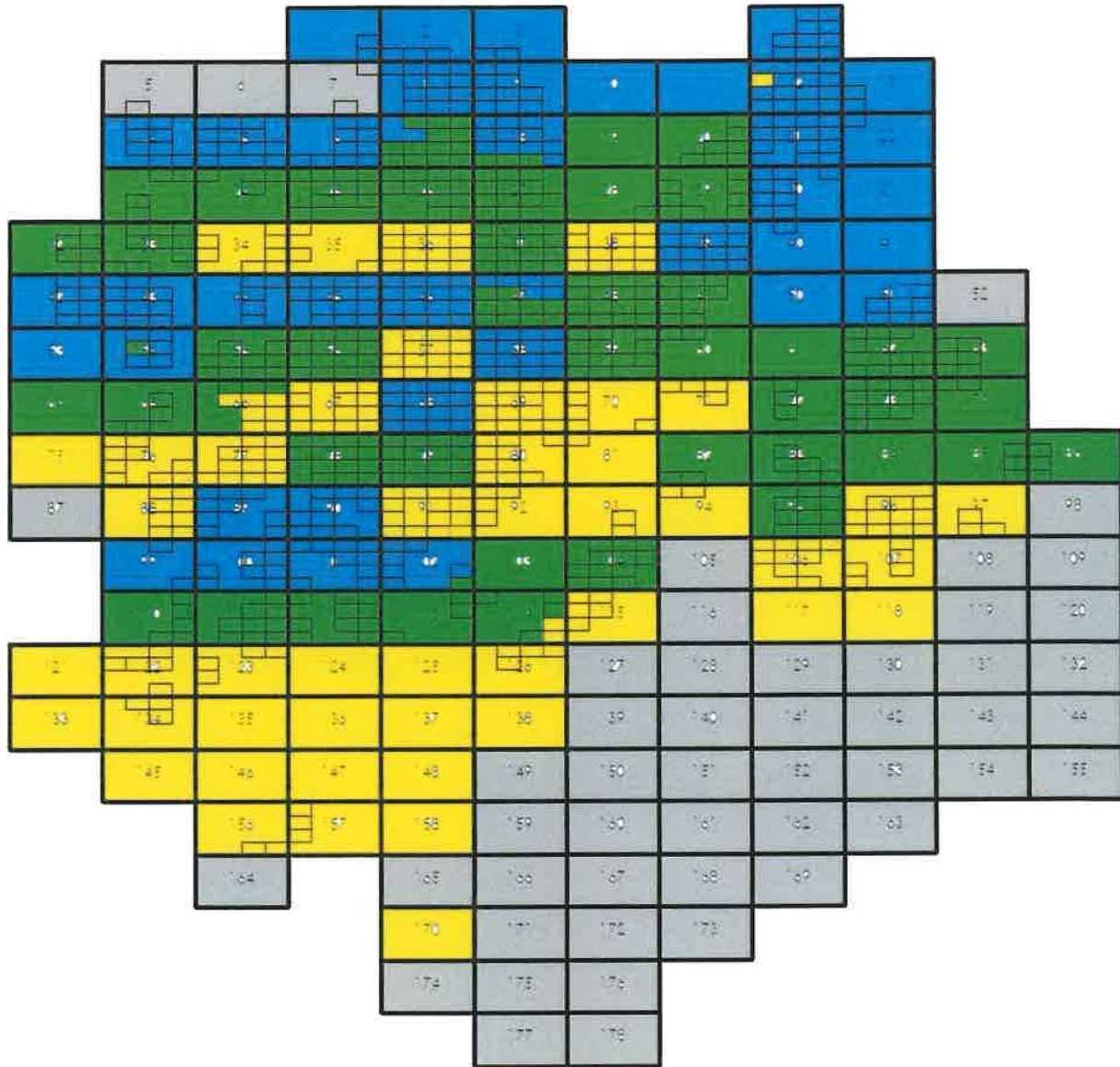
1" = 50' Maps	

<b>PERCENTAGE OF TOTAL PARCELS TO BE INSPECTED THIS YEAR:</b>	<b>0.0%</b>
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## % OF PARCELS CHECKED FOR QUALITY CONTROL

URBAN	RURAL	COMM/IND	OTHER	TOTAL %
5%	5%	5%	5%	5%

# COUNTY INDEX MAP



\*Grayed areas= no parcels

## NARRATIVE INFORMATION --- VISUAL INSPECTION

- A. **Field Inspectors:** The assessor's office will utilize trained, competent field personnel to measure and list all types of improvements in the field. Assistance may be requested from the Division of Property Assessments (DPA) upon encountering any special or unique improvements where additional expertise is needed.
- B. **Training Recommended:** The assessor's office will participate in DPA, CTAS, and/or TnAAO seminars, workshops, and courses relating to current procedures and valuation of properties.
- C. **Quarterly Progress Reports:** The assessor's office will provide a quarterly progress report to the DPA that accurately documents progress achieved during the reporting period. This report will show the number of parcels reviewed, current data entry status, and a listing of the maps that have been reviewed.
- D. **Accuracy of All Attributes:** Both land and improvements will be reviewed on every parcel during the review phase for accuracy and completeness. This includes the physical attributes of the land, such as topography, and tree lines that may have changed since the last inspection cycle.
- E. **Changes to Parcels:** Any new structures, additions, and remodeling will be keyed in the current file to maintain fairness and equity among all property owners. Changes held until reappraisal or future years, if any, will be nominal in nature. Review will be considered complete when changes have been entered into the CAMA system.
- D. **Geographic Areas Assigned:** Annual visual inspection of parcels are defined for each year in this report. The inspection of all rural, urban, commercial and exempt properties will be completed by the end of the cycle explained within this report.
- F. **Map Maintenance Schedule and Explanations:** Map maintenance will be worked on a daily basis, with the CAMA file being current at all times. Sales verification procedures will comply with procedures outlined in current publications of the DPA.

**G. Use of Aerial Photography for Review:** Maps may be reviewed using a combination of on-site inspection and aerial photography and/or oblique imagery for all attributes of the parcels, provided that the outcome will result in accurate assessments. On-site field review will be utilized when accurate information cannot be ascertained from the aerial and/or oblique imagery.

**H. Quality Assurance Efforts Planned:** Quality of work for visual review and data entry will be maintained by the assessor. All field review work and data entry will be subjected to quality control measures by a staff member in the office who did not complete the initial work. Additionally, assessment summaries and other tools within the CAMA system will be reviewed on a regular basis to identify any irregularities in value which may indicate significant errors.

## NARRATIVE INFORMATION – REVALUATION YEAR

A. **Personnel Needs:** The assessor's office will ensure that staff adequate in quantity and training will be available to perform the functions necessary to complete a timely and acceptable revaluation program. Where additional expertise is needed, the assessor's office may request assistance from the DPA while understanding that existing DPA workload may limit the amount of resources available during the revaluation year. It is further understood that DPA assistance will generally be prioritized first for 6- and 5-year reappraisal cycle counties and lastly for 4-year reappraisal cycle counties.

B. **Office Space and Equipment Needs:** Adequate office supplies and necessary equipment for the assessor's office will be planned and budgeted for so that a timely and acceptable revaluation program can be completed.

C. **Use of Aerial Photographs / Oblique Imagery:** Aerial photography and/or oblique imagery will be utilized to review and update location, access, land grades, improvements, tree lines, acreage, etc. Additional tools that integrate CAMA data into geographic information systems (GIS) will also be used to evaluate and update the consistency of improvement types, land tables, NBHD codes, etc.

D. **Assistance of Division of Property Assessments:** Technical support in developing base rates (base house, commercial improvement types, etc.), OBY rates, small tract valuation tables, market and use farm schedules, and commercial and industrial property valuation may be requested from the DPA while understanding the constraints as mentioned in section A above.

E. **Development of Sales File:** Sales data will be entered into the CAMA system in a timely manner to ensure the most relevant, accurate information is available for revaluation purposes. It is understood and acknowledged that ninety (90) days from the date of recording should be considered the maximum amount of time for sales data entry. The assessor's office will make reasonable efforts to minimize the number of days that elapse between the recording of deeds and sales data entry during the revaluation year.

F. **Neighborhood Codes:** Neighborhood codes will be checked for consistency and delineated in a manner that is reasonable for mass appraisal purposes.

**G. Improvement Valuation:**

1. **Base Rate Development:** Residential improvement values (base house) will be based on the most current market derived data available. Commercial rates will be derived from Marshall & Swift Valuation Service and adjusted for the local market.
2. **Out Building and Yard Items:** OBY costs and depreciation tables will be derived from Marshall & Swift Valuation Service. If the local market dictates a deviation from the published cost data, sufficient evidence will be collected and maintained to support such a deviation.
3. **Collection & Use of Income & Expense Information:** Questionnaires will be sent to selected income producing properties during the revaluation year for use in property valuation and appeals.
4. **Quality Assurance Efforts:** The quality of work completed by field personnel and data entry staff will be reviewed and monitored on a regular basis by the assessor or senior staff. In addition, assessment summaries will be monitored for any irregularities.

**H. Land Valuation:**

1. **Rural Land & Use Value:** Market value schedules with any necessary size and location adjustments will be developed by the assessor with DPA assistance as needed. Use value schedules will be developed by the DPA pursuant to current state law.
  2. **Unit of Measure Tables:** UM tables will be used to value residential land from 0 to 14.99 acres (small tracts). DPA assistance may be requested.
  3. **Commercial & Industrial:** Commercial/industrial land, whether urban or rural, will be reviewed and revalued according to current market data. DPA assistance may be requested.
  4. **Quality Control:** The assessor will conduct quality control at all times with a review of randomly selected parcels. Statistical analysis will be utilized to identify outliers and to ensure standard statistical measures are achieved.
- I. Mineral and/or Leaseholds:** Applicable questionnaires will be mailed to identified properties in the revaluation year by the assessor's office. DPA assistance in the valuation of leaseholds or mineral interests may be requested.

J. **Valuation Analysis:** Statistical analysis will be performed by the DPA to ensure final statistics fall within acceptable standards in all categories of properties. Final value correlation will consider all approaches to value with the most applicable being utilized in each instance where sufficient data exists.

K. **Mapping and Ownership:** Mapping and ownership information will be kept as current as reasonably possible during the revaluation year understanding the importance of timely information during revaluation.

L. **New Construction:** New improvements and/or remodeling will be kept as current as reasonably possible during the revaluation year with emphasis on (including, but not limited to): effective year built (EYB) or condition, proration, and accurate OBY data.

M. **Final Value Meeting:** A final value meeting between the assessor's office and the DPA will address all aspects of revaluation. The final analysis will be based upon standard statistical measures of performance. It is understood and acknowledged that the DPA must approve the final product of the revaluation effort.

N. **Hearings (Formal and Informal):** The assessor's staff will be responsible for informal hearings, and it is understood and acknowledged that DPA assistance for informal hearings cannot be guaranteed. Assistance with formal hearings may be requested from the DPA by submitting such requests on a parcel-by-parcel basis directly to the DPA assistant director for field operations.

Is your county currently on the IMPACT system? Yes  No

Do you plan to change to another system? Yes  No

If so, list the name and the date: \_\_\_\_\_

\_\_\_\_\_  
Date

## ASSESSOR'S PERSONNEL ASSIGNMENT

POSITION # 1	
TITLE	PROPERTY ASSESSOR
NAME	Todd Orr
YEARS OF SERVICE	1
PHASE RESPONSIBILITY	ALL PHASES OF THE REAPPRAISAL PROGRAM
POSITION # 2	
TITLE	DEPUTY ASSESSOR
NAME	Trevor McMurray
YEARS OF SERVICE	20
PHASE RESPONSIBILITY	ALL PHASES OF THE REAPPRAISAL PROGRAM
POSITION # 3	
TITLE	PERSONAL PROPERTY/CLERK
NAME	Robin Loope
YEARS OF SERVICE	1
PHASE RESPONSIBILITY	PERSONAL PROPERTY, KEYPUNCH, AND CLERICAL DUTIES
POSITION # 4	
TITLE	MAPPING
NAME	Phillip Stevens
YEARS OF SERVICE	6
PHASE RESPONSIBILITY	MAPPING AND CLERICAL DUTIES AS NEEDED
POSITION # 5	
TITLE	FIELD REVIEW
NAME	Matt Miller
YEARS OF SERVICE	17
PHASE RESPONSIBILITY	REVIEW OF PROPERTY AND NEW CONSTRUCTION
POSITION # 6	
TITLE	FIELD REVIEW
NAME	Jeff Walshan
YEARS OF SERVICE	15
PHASE RESPONSIBILITY	REVIEW OF PROPERTY AND NEW CONSTRUCTION
POSITION # 7	
TITLE	FIELD REVIEW
NAME	Randy Satterfield
YEARS OF SERVICE	10
PHASE RESPONSIBILITY	REVIEW OF PROPERTY AND NEW CONSTRUCTION

**ASSESSOR'S PERSONNEL ASSIGNMENT**

<b>POSITION # 8</b>	
<b>TITLE</b>	<b>FIELD REVIEW</b>
<b>NAME</b>	<b>TRAVIS GALYON</b>
<b>YEARS OF SERVICE</b>	<b>9</b>
<b>PHASE RESPONSIBILITY</b>	<b>REVIEW OF PROPERTY AND NEW CONSTRUCTION</b>
<b>POSITION # 9</b>	
<b>TITLE</b>	<b>FIELD REVIEW</b>
<b>NAME</b>	<b>TROY FREELS</b>
<b>YEARS OF SERVICE</b>	<b>3</b>
<b>PHASE RESPONSIBILITY</b>	<b>REVIEW OF PROPERTY AND NEW CONSTRUCTION</b>
<b>POSITION # 10</b>	
<b>TITLE</b>	<b>FIELD REVIEW</b>
<b>NAME</b>	<b>TODD OLIVER</b>
<b>YEARS OF SERVICE</b>	<b>8</b>
<b>PHASE RESPONSIBILITY</b>	<b>REVIEW OF PROPERTY AND NEW CONSTRUCTION</b>
<b>POSITION # 11</b>	
<b>TITLE</b>	<b>FIELD REVIEW</b>
<b>NAME</b>	<b>CHANCE VANANDA</b>
<b>YEARS OF SERVICE</b>	<b>7</b>
<b>PHASE RESPONSIBILITY</b>	<b>REVIEW OF PROPERTY AND NEW CONSTRUCTION</b>
<b>POSITION # 12</b>	
<b>TITLE</b>	<b>FIELD REVIEW</b>
<b>NAME</b>	<b>DONNIE ALEXANDER</b>
<b>YEARS OF SERVICE</b>	<b>5</b>
<b>PHASE RESPONSIBILITY</b>	<b>REVIEW OF PROPERTY AND NEW CONSTRUCTION</b>

Signature Page

\_\_\_\_\_  
ASSESSOR OF PROPERTY (Signature)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
COUNTY MAYOR / EXECUTIVE (Signature)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CHAIRMAN, COUNTY COMMISSION (Signature)

\_\_\_\_\_  
DATE

**ATTACHED RESOLUTION FOR 4 OR 5 YEAR CYCLES?**

**YES** \_\_\_\_\_ **NO** \_\_\_\_\_

**DATE SUBMITTED TO STATE BOARD OF EQUALIZATION:**

**DATE** \_\_\_\_\_

## RESOLUTION