

Assessors' Handbook

August 21, 2018
Board Meeting



ITEM K3.1
08/21/18

Overview

- ▶ Series of Manuals Developed by BOE Staff
- ▶ Currently there are 28 Assessors' Handbook Sections
- ▶ Three are updated annually
 - AH 531, *Residential Building Costs*
 - AH 534, *Rural Building Costs*
 - AH 581, *Equipment and Fixtures Index, Percent Good and Valuation Factors*
- ▶ Other Manuals

Objective/Purpose

- ▶ Provide principles of property appraisal & assessment for property tax purposes
- ▶ Serve as a guide for the appraisal & assessment of real and personal property
- ▶ Presents Board staff's interpretation of rules, laws, and court decisions on property assessment

Drafting Process

- ▶ Identify Project – Assessors' Handbook Section
- ▶ Develop Project Timeline
- ▶ Develop Mailing List
- ▶ Create Project Page on BOE Website
- ▶ Commence Project

Drafting Process

- ▶ Draft manual issued via LTA
- ▶ Interested parties submit comments/suggestions
- ▶ Staff meets with interested parties
- ▶ Unresolved issues presented to the Board for discussion and adoption
- ▶ Board adopts manual

Current Handbook Project

- ▶ Assessors' Handbook Section 260, *General Exemptions*
 - New handbook section – 4 Phases
 - **Phase 1:** *Aircraft for Display, Aircraft of Historical Significance, Works of Art, Exhibition*
 - **Phase 2:** *Free Public Library & Free Museum, College, Public School, Lessors'*
 - **Phase 3:** *Homeowners', Disabled Veterans', Veterans'*
 - **Phase 4:** *Leased Property used Exclusively for Low-Income Rental Housing, Tribal Housing, Low-Value Property, Property Acquired After the Lien Date, Filing Dates and Late Filing*

BOE Website – Project Page

Assessors' Handbook Section 260, *General Exemptions*

Board staff has initiated a project to draft a new handbook to provide guidance on general property tax exemptions including qualification and filing requirements. This handbook section will be completed in four phases. The first phase will include information on the following exemptions: Aircraft of Historical Significance, Aircraft for Display, Works of Art, and Exhibitions.

[Register online](#) to receive notice and updates on the AH 260 project via email.

Date	Description of Task
8/1/2018	Staff to release letter advising recipients of the project and inviting interested parties to submit proposed changes to the draft handbook section.
9/14/2018	Deadline for interested parties to provide proposed changes, in the form of alternative text to staff.
11/14/2018	Staff to post an agenda matrix, summarizing suggestions and comments, for an interested parties meeting.
12/4/2018	Staff to meet with interested parties to discuss proposed changes to the draft language.
–	Staff to post issue paper and other related documents for the Board Meeting.
–	Board to hear presentations on any unresolved issues regarding the language of the handbook, and adopt recommendations.
–	Adopted handbook distributed.