

December 4, 2024

Teddy J. Faust, Jr., Revenue Commissioner
Baldwin County
1705 U.S. Hwy 31 S.
Bay Minette, AL 36507

Dear Mr. Faust,

J.F. Ryan Associates, Inc. is pleased to submit this proposal for commercial and industrial mass appraisal services. The outline below sets forth a general scope of work in collaboration with the County's Assessment Consulting Expert, Lisa Hobart, for which we propose to provide mass appraisal advisory services for 2025:

1. Preliminary information gathering:
 - A. Number of Commercial Parcels
 - B. Number of Industrial Parcels
 - C. Breakdown of parcel counts by major property type
 - D. List of Real Property Abatements
 - E. Calculate the current appraised value per square foot (SF) for improvements and either a SF or acre value for land value for the entire jurisdiction and for each breakdown category.
2. Standardize the Data Collection Sheet. (Electronic) Participate in the data collection process with focus on properties not recently inspected.
3. Standardize Quality/Condition within the existing commercial/industrial database
4. Review two-year sales studies sorted by property type; develop *market factors* for 2026.
5. Assist in delineating market areas encompassing all Commercial/Industrial parcels.
6. Assist in developing Income/Expense Mailers for income producing properties.
7. Assist in identifying additional sources for income/expense data.
8. Assist in developing procedure(s) to update property images.
9. Initial Zoom meeting with additional Zoom meetings as needed.
10. One-week onsite meetings with staff - tentative January 15-17.

Long-term Options:

1. Supplement existing valuation approach with the income approach to value for appropriate properties assuming the availability of accurate economic data.
2. Provide advisory services for managing property assessment appeals.
3. Provide expert appraisal services in setting Commercial/Industrial land values

The proposed fee for J.F. Ryan Associates, Inc., is \$15,000 for Tasks 1-10 in 2025. The Long-term options noted above are not exhaustive and are subject to the County's future needs.

We look forward to working with you and your staff on this project.



John F. Ryan, CAE

John F. Ryan, CAE, FIAAO

J.F. Ryan Associates Inc., Florida/Massachusetts

Mr. Ryan is a recognized expert in real and personal property appraisal, including mass appraisal, consulting with a range of state, county and municipal property assessment agencies over the past 46 years. He provides litigation support in federal, state and district courts on complex commercial/industrial real and personal property single property and mass appraisal valuation cases as well providing expert consulting support to numerous law firms, government assessment agencies and state appraiser licensing boards.

Mr. Ryan managed property appraisal/assessment review programs for state regulatory agencies as well as serving as a Chief Appraiser for a city in the metropolitan Boston area. Mr. Ryan also served as a member and past Chair and Vice-Chair of The Appraisal Foundation's Appraiser Qualifications Board (AQB). He also served the AQB as a subject matter expert in developing the national real estate appraiser exams from 2007-2016.

Since 1984, Mr. Ryan has served as a Senior National Instructor for the International Association of Assessing Officers (IAAO) throughout North America instructing advanced level courses in both mass appraisal and commercial and industrial appraisal courses. He is a Certified USPAP course instructor and is also licensed in several states as a Certified General Appraiser. He received his Master's Degree from Pennsylvania State University in 1978 and a BA from Merrimack College