



The Idaho Association of Assessment Personnel

Promoting Education • Communication • Excellence

## From the President

Summer time is upon us and in full force. Things really heat up this time of the year and I am not just talking about the temperature. Welcome to the time of the year that three letters are easily recognized by the assessor's office, B.O.E. The general consensus throughout the state is that the number of appeals is down from last year. With most counties lowering the assessed value on a majority of the parcels, this would stand to reason. The protest that were filed were because of the values staying the same or not going down enough and were represented with comments from the taxpayer such as "Don't you realize the economy is down?" Typically not a reason to protest, but we did have one that the owner was not happy the value did go down.

With the economy the way it is, I am pleased that the number of IAAP members did not decline. We held steady with a total of 285 and at an unchanged and incontestable great bargain price of only \$15. The attached summer school schedule on page 9 portrays some very good classes being offered this year. Course 402 "Property Tax Policy" has not been offered for quite some time and is presented by Alan Dornfest and Richard Almy and course 158 "Highest and Best Use" is brand new and presented by Marion Johnson.

As my tenure of serving as an IAAP board member comes to a close, I would like to thank everyone for allowing me this wonderful opportunity. The people I have met via the membership has been rewarding. I believe that is what being a member of IAAP is all about, and that is expanding your career by means of interaction with the vast wealth of knowledge from individuals involved within and around the organization. If you have not visited the IAAP website, [www.iaapidaho.org](http://www.iaapidaho.org), you should. IAAP secretary Alan Smith has done a terrific job creating and maintaining the site. It is a tremendous way to correspond in the forum section with fellow members regarding appraisal dilemmas. I want to thank all the individuals who submitted articles for the newsletter. The variety of articles relating to our field has been great. A great big thank you is warranted to Kayla Bovey for taking my piecemeal articles and creating a highly professional newsletter, and to Jan Barnard of the Idaho State Tax Commission, thank you for being a great resource and asset to the state and to the IAAP. I wish the new board well with all their endeavors and may they find it as rewarding as I have.

George Green  
President

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Summer 2010 Edition

# News

# IAAP Officers



## President

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GeorgeGreen@co.nezperce.id.us



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jcoleman@latah.id.us

# IAAO Rep News

One of the perks I, as an IAAO Representative, can offer is half-off discount membership to new members of IAAO. Well, the half off discount will no longer be available after July 31, 2010. If you have ever thought about being a member of IAAO, this is your last opportunity to get your first year membership at a discount. Use the special membership application provided in this newsletter. Membership perks include networking with your peers, discounts on IAAO meetings and publications, the on-line discussion forum "AssessorNet", access to the IAAO research library, IAAO's monthly magazine "Fair & Equitable", and more.

Want to have some fun? Members can join in a special project with IAAO. The organization wants to make a video compilation of photos consisting of members in a working setting or near a unique landmark in their jurisdiction to be shown at the 76<sup>th</sup> annual conference in Orlando. The goal is to have pictures of members from every state in the US, every province in Canada, and the other 25 countries with IAAO members. Now the thing that would make this video of photos most interesting is using some creativity when taking your photo! I know you have it in you. Send your photo to [weatherford@iaao.org](mailto:weatherford@iaao.org) or [reed@iaao.org](mailto:reed@iaao.org). The photos are due July 16, 2010.

Speaking of the 76<sup>th</sup> Annual Conference; "Building Strong Communities Through Assessment Innovation" will be held August 29-September 1, 2010 in Orlando, Florida. Discounted registration must be paid before July 9, 2010. Registration increases after that date. If you need financial help don't forget about the IAAO Scholarship Fund. The Fund is available to IAAO members who may need financial assistance to attend the IAAO annual conference. (It is also available for other IAAO educational activities, attaining an IAAO professional designation or to perform research.) If you have never been to an IAAO conference, you are in for a treat. They are awesome!

If I can help you with IAAO needs in any way, please let me know.

Susan Ripley  
[sripley@latah.id.us](mailto:sripley@latah.id.us)  
208-892-4569



# County Spotlight: Adams



Adams County in Idaho was established in 1911 and named for America's second president, John Adams. It is comprised of 1,376 square miles of mountains, forests, rivers, high desert and is bordered on the west by Hells Canyon. The Council valley was a meeting place for the Nez Perce and Shoshoni Indian Tribes. Perry Clark, a member of the Idaho Territorial Legislature and later an Indian Valley

school teacher, said that from on top of the little hill just north of present-day downtown Council, he could see "... many hundreds of Indians and thousands of head of Indian horses at one site, literally covering the valley as a blanket." Clark never actually lived here, but he named the place "Council Valley" because of these gatherings that he interpreted as being Indian "Council" meetings.

County Vitals	
Founded	March 3, 1911
Seat	Council
Largest City	Council
Total Area	1370 Sq Miles
Land Area	1365 Sq Miles
Water Area	5 Sq Miles
Population Total	3476 (2000 Census)
Population Density	2.5 Per Sq Mile
Time zone	Mountain
Website	<a href="http://www.co.adams.id.us">www.co.adams.id.us</a>
Named For	John Adams, the second president of the United States

Demographics	
Avg. Resident Age	44 Years Old
Median Household Income	\$28,423
Avg. Commute Time to Work	22.2 Minutes

Assessment Statistic Overview	
Total Number of Parcels	7300
Residential Parcels	3220
Manufactured Homes	520
Agricultural Parcels	2700
Commercial Parcels	260
Personal Property Parcels	600
Total County Wide Assessed Value	\$502.1 million
Total Assessed Value Change 2008/2009	-1.02%

# News & Notes

## Annual General Membership Meeting/Luncheon

Are you attending the 45th annual summer appraisal school in Boise July 26 - 30? If so, join your fellow IAAP members at the general membership meeting. The meeting will be held during a luncheon sponsored by the association. It's a great way to connect with other IAAP members and it's free! For more information see page 9 or 19.

## IAAP Website

Be sure to make the IAAP website one of your regular stops online. Come and check out the Idaho Appraisal Forum, ask questions, network, and communicate with other appraisers around the state of Idaho. Looking for a new job or does your county need a new employee? View or post appraisal employment opportunities around state of Idaho!

## Just for laughs



Brrrd House

# Ada County Assessor's Office: Attaining Mobile Solutions for Appraisers

by Alan Smith and Carly Wantulok



When the Ada County Assessor's office applied for the ESRI Mobile Government Grant Program in November, 2009 the office was in the midst of adapting our existing system of paper files into an electronic data system to streamline

information and make it available to appraisers on an as needed basis from their computer terminals.

By attaining the ESRI grant we gained several valuable tools and support. With this we received a Trimble Juno handheld computer, Arc GIS mobile enterprise software, along with training and support from ESRI. The grant program was available to government institutions and contractors that were interested in, or currently developing mobile data applications. The number of recipients was limited to 20 entities nationwide. While the competition was stiff, we felt that the effort to gain additional support and resources were worth the effort. As a part of the program we are going through a 1 year development and documentation process, in which applications that are developed by grant recipients are shared.

## Project Vision and Objectives:

The Ada County electronic mobile data collection initiative encompasses the full integration of Computer Aided Mass Appraisal (CAMA) and GIS systems into a mobile platform. The foundational backbone of this system is based on the integration of a mobile electronic database with a GIS interface that will map out appraiser workflows pertaining to properties that have active building permits. Depending on the permit type, the property form may be blank if it is a new construction permit, or populated in the case of a remodel permit where property characteristics are already present. By utilizing geo-coding to map workflow and rank priority status of active permitted properties, the system will allow for efficient record keeping as well as progress tracking on properties that are under construction or being remodeled.

Illustrated in Figure 1 is the current system utilized for new construction and remodel permitted properties.

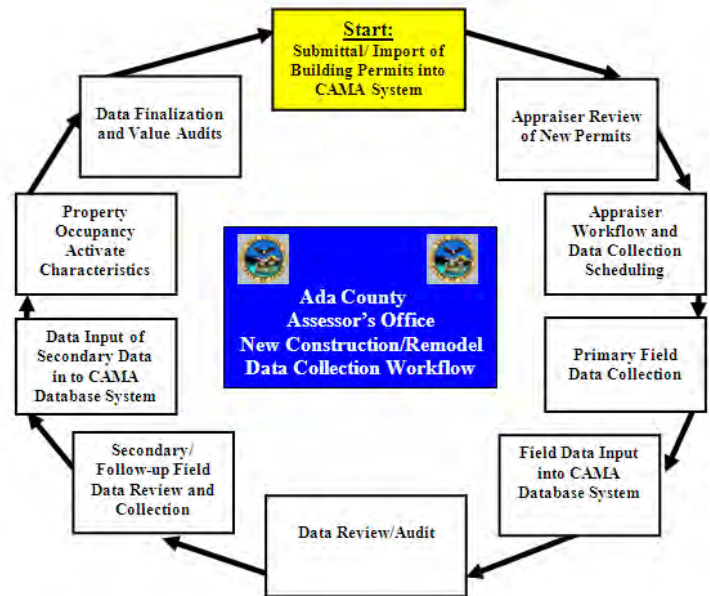


Figure 1. Current Ada County New Construction/Remodel Workflow Diagram

One can see the multiple steps in which appraisers are collecting and entering data into the CAMA system. While this system is currently paper driven, within our proposed electronic mobile system, appraisers will utilize a GIS interface to navigate, access, and update property characteristic data via the electronic data collection template loaded onto the mobile device. Secondly, appraisers will be able to view building permit information and other pertinent property information, as well as utilize the mobile device to measure, photograph, and map workflow of parcels with active building permits. Along with these features, we envision the integration of CAD software such as Apex Medina Mobile to provide field input of building footprints and area calculations, which will populate the electronic data collection form on the mobile device. Upon return to the office, the mobile device will go through a process of synchronization with the CAMA system to update characteristic values of inspected properties as well as update the building permit database. This synchronization will in turn update the county GIS system to show the work completed and provide a map of workflow for future data collection. The culmination of these streamlined processes will yield increased levels of accuracy, productivity, and efficiency

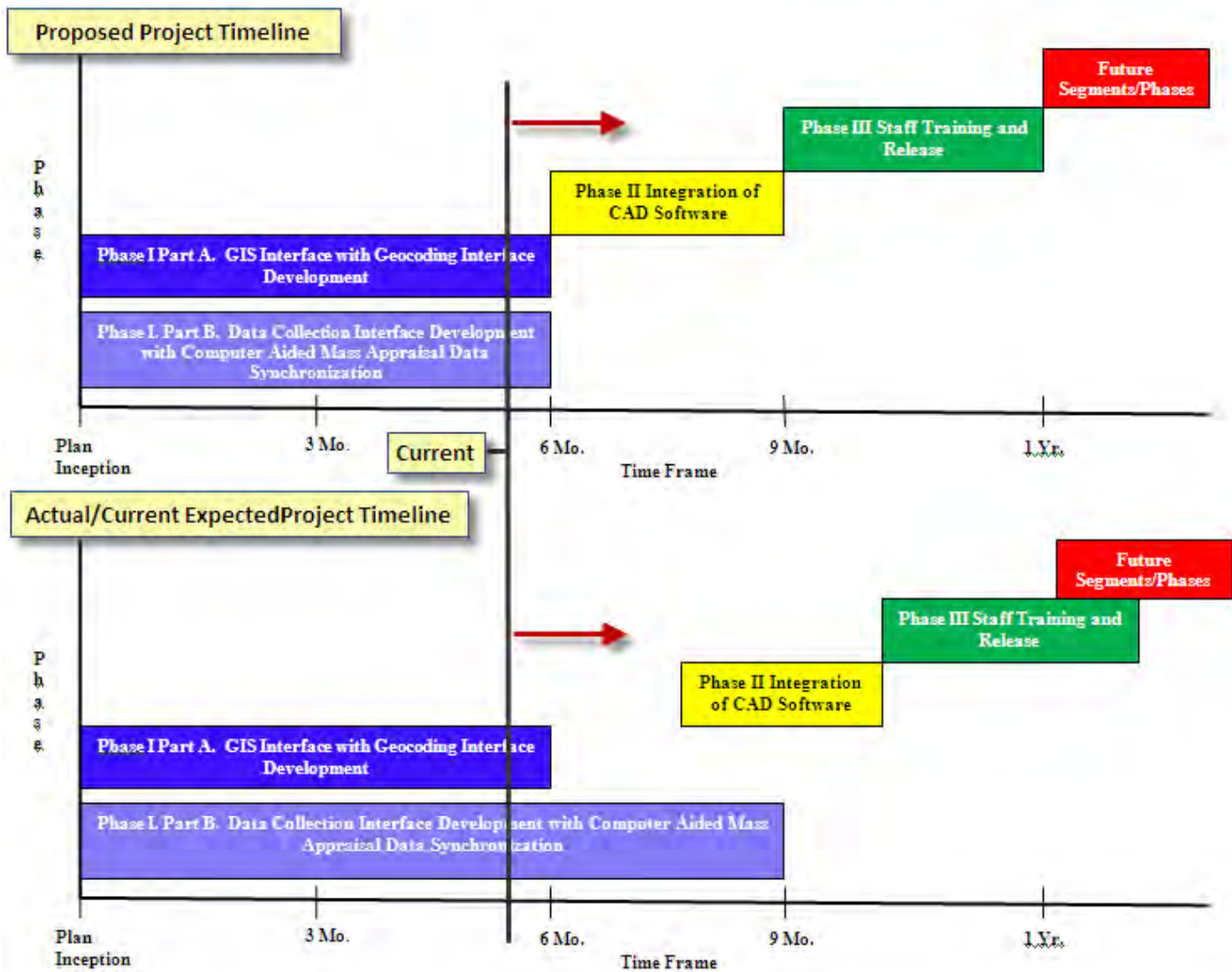


Figure 2. New Construction/Remodel Mobile Data Collection Project Timelines: Proposed vs. Actual

for our appraisal system. Additionally, by using a multifunctional computerized platform, appraisers will find that they can do much more, while carrying much less into the field.

**Project Implementation:  
Research and Development**

Upon announcement of Ada County’s acceptance into the ESRI mobile government grant program, our office was invigorated by the opportunity to obtain additional resources from both the equipment and support standpoints. Initially our office formed a committee of 12 individuals interested in working on Mobile Appraisal Data Collection. These employees had previously been part of the team that created the Virtual Packet for the Appraisal Department in an attempt to move away from cumbersome paper files to a centralized electronic database of property documentation.

This committee was divided into three teams: the Research Team, the Software Development and System Integration Team, and the Field Testing and Process Implementation Team.

The Research Team was charged with contacting other agencies and jurisdictions both within the State and throughout the country. Our hope was to create a catalog of the devices and programming that other offices are using as well as determine what had been successful and identify what struggles had been encountered. To this end, our research team conducted an extensive study, contacting 1324 jurisdictions in over 40 states. Amongst the myriad of sought information, we asked municipalities what types of handheld devices were being used, who wrote the mobile data collection programs, whether or not the devices have GIS capabilities, what kind of problems were encountered, and did they use similar processes



for commercial and residential properties, along with other similar questions. Through this process we made several great contacts and obtained an abundance of information.

Karl McManus told us that their office uses swivel monitor laptops loaded with an “Aurora application that uses SQL as a database, Arc-Interface, Arc-Info and Map Objects front end.” Their tablets all have GIS maps, satellite

and overfly imagery, topography, soils and many additional layers. According to McManus their appraisers are able to edit characteristic data while in the field, then upon returning to the office they dock their tablets and upload the information into the network server.

Category	Totals	Pct. of Total	Pct. of Responses
Total Jurisdictions Contacted	1324	-	-
Count of Responding Jurisdictions	297	-	-
Total % Responding	22.4%	-	-
Jurisdiction <b>Did Not Use</b> Electronic Mobile Data	202	15.3%	68.0%
Jurisdiction <b>Did Use</b> Electronic Mobile Data	95	7.2%	32.0%

Table 1. Survey Results of Assessor’s Office Electronic Mobile Data Collection Usage

A summary of usage results is related in Table 1 above. Overall, we found that the majority of assessor’s offices were not utilizing mobile data collection procedures in their offices. However, it was found that those jurisdictions that did practice mobile data collection, utilized Arc View or related applications to provide GIS interface to their mobile appraisal programs. Another of the reverberating themes revealed through our research was the lack of PDA or small hand held devices from mobile data collection systems. We determined that one of the underlying reasons that handheld devices are infrequently used is the lack of processing power necessary to run applications of mobile GIS and database information collection systems in tandem. Of the mobile data collecting jurisdictions, we found a relatively short list of computer hardware utilized to collect data.

- Motion 800, 1600, and 1700 tablets w Apex Nexus touch screen sketching software
- Tough Book computer systems,
- Dell Latitude XT & IBM regular laptops
- Toshiba Tablets
- IBM Lenovo Convertible
- iX104C Lite (Xplore technologies) w/ CAMA application that uses SQL as a database, Arc-Interface, Arc-Info, & Map Objects front end
- Digital Leica Distometers w/ Bluetooth capability for sketching
- Fujitsu pen tablet PC’s (Fujitsu Lifebook T5010 Tablet PC and the Stylistic ST6012 Tablet PC)

While we found that the hardware and software used for data collection varied, the importance of the overall vision of integrated GIS and Computer Aided Mass Appraisal (CAMA) systems were common among survey respondents. Fairbanks County Alaska Deputy Assessor

Meanwhile, we found that a number of jurisdictions had difficulty integrating the technology into their day-to-day workflow. Clay County, Missouri related that they’ve struggled with implementing the technology into their everyday workflow, as they found that it was difficult to carry the bulky tablet as well as other necessary equipment including cameras and measuring tapes. Other jurisdictions including Deschutes County, Colorado found laptops to be too cumbersome to even use for fieldwork. For the most part municipalities that have embraced some form of technology were happy with the results, despite the difficulties encountered. They felt that changing to a paperless, technologically advanced system outweighed any negative drawbacks. This aspect of our research reinforced the importance of having stable, and user-friendly processes in place prior to designing and implementing any hardware or software programs.

Armed with a plethora of information, our team took on the task of designing our own mobile program integration, taking into account what we’d learned from other agencies. We mocked up sample screens that laid out the data fields determined to be necessary for field collection. These screen simulations and lists of the data points to be collected remotely were given to our Land Records Programmer who had the task of making our vision a reality.

**Project Implementation: Software Development and System Integration**

Starting from a solid system server based GIS applications and a proven Computer Aided Mass Appraisal (CAMA) system, the challenge for our office is not the development server based GIS systems; rather it is the integration of GIS and mass appraisal database systems. Currently, our GIS and appraisal systems work in tandem

as our CAMA program has access to geographic data systems to allow appraisers geo-spatial data regarding property boundaries, location, sales data, and valuation information. Additionally, geographic layering of development service, FEMA, and other land attributes are incorporated to ensure that appraisers have foremost access to all relevant land records data as related to valuation of property. With these systems in place we hope to create the foundation for which our GIS and CAMA systems can be fully integrated into a mobile appraisal system as is illustrated in Figure 3 below.



Figure 3. Mobile Data Collection Data Flow

We are using Microsoft Visual Studio 2008 with the ArcGIS Mobile SDK to develop our appraisal mobile application. This application syncs spatial and tabular data collected in the field to the features in an SDE geodatabase, which is housed on SQL Server 2005 and accessed via an ArcGIS Service. Our spatial data is all currently stored in SQL Server and because of a proprietary CAMA system Ada County develops and maintains; our CAMA data is stored in DB2.

Because we are using multiple database systems, we will develop a syncing application within the CAMA system that the appraisal staff will use each time they sync their Trimble handhelds with ArcGIS server. The sync will

update the appropriate CAMA tables from the attributes collected in the field, add the appropriate audit data to the log required by our CAMA application, then sync back the changes and any updates entered via the CAMA system since the last synchronization of the data.

Currently, we are focused on the data collection workflow and updating the feature attributes stored in SDE. Once we have completed the interface, collection and sync procedures we will work with our IT Programmer Analyst to sync the attribute data between SQL Server and the CAMA DB2 databases. The next phase of the project will be to integrate sketching of new structures into our mobile solution.

### Project Implementation: Field Testing



Figure 4. Ada County Appraisers Alan Smith, Mark Southard, and Diana Starkey test the Trimble Juno in the field on a new construction site.

While the Research team tackled the project of collecting data, the Field Testing and Process Implementation Team was responsible for working with the Trimble itself, testing it in the field, and communicating with the software development team to provide appraiser focused



development and adaptation of the software to best suit the needs of appraisal data collection procedures. Throughout the design of our systems, our field testers were working the Trimble Juno to test its capabilities, and to discern whether it would suit the long term needs of the Assessor's office for mobile data collection.



Figure 5. Ada County Appraiser Mark Southard takes a wall dimension with the Trimble Juno in hand.

Through our testing we noted that there were some advantages and disadvantages to the Trimble unit. First of all the size of the unit is conducive to being portable and not so unwieldy that it cannot be taken onto a job site for fear that it may be easily damaged. Moreover, the Trimble provides multi-functionality of having onboard GPS, camera, and a compact and user-friendly operating system. Along with these features, field testers found that a device of this size was compact enough to carry along with measurement instruments as shown in Figure 5 above.

On the downside, one of the first difficulties encountered

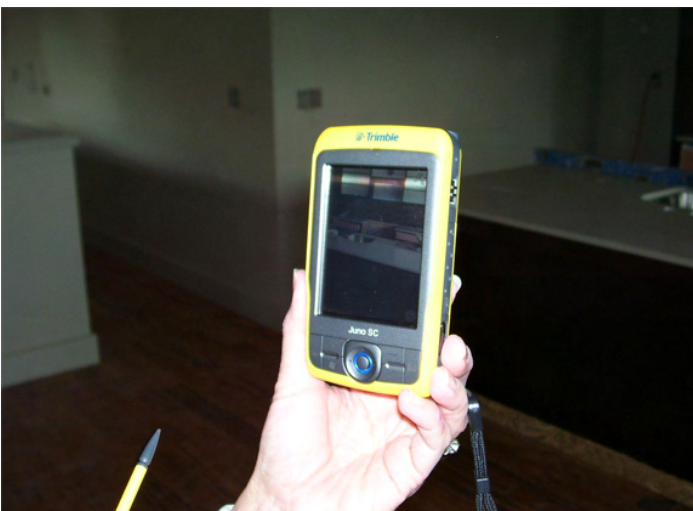


Figure 6. Trimble Juno's reflective screen in high light conditions.

was that of the limited screen size of the handheld along with the reflective screen surface making it difficult to view on-screen data in bright light conditions; an example of this is shown in Figure 6. Another difficulty was the somewhat limited storage capabilities of the device. Initially we had hoped to load all parcel information and ortho-map images onto the device, but this massive amount of information slowed the loading and syncing process, so it was determined that prior to heading out into the field, an appraiser would load the parcel data for the particular area they would be working in. Once data collection was complete the appraiser would return to the office to upload collected data into the CAMA database populating property characteristics. The Ada County Mobile GIS system is shown in action

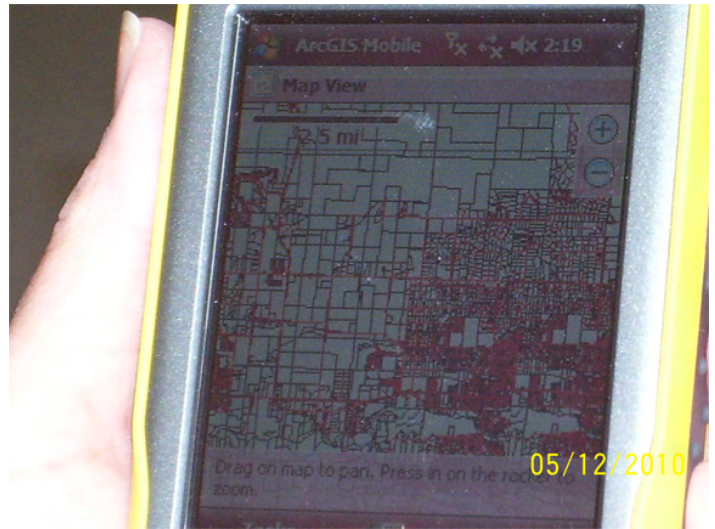


Figure 7. Ada County Assessor's Office Mobile GIS Data

in Figure 7 with newly permitted construction parcels highlighted on the map. With the GPS on the Trimble unit turned on, appraisers can view their current location, and are easily able to navigate into the appropriate data collection interface to gather needed characteristics for



parcels highlighted in the area. Once data collection forms are finalized and linked for access through the GIS interface, field testers will be able to fully evaluate the Trimble Juno's ability to function as a mobile appraisal device.

### Looking to the Future

While the overall development of our mobile data collection is far from over, we are off to a roaring start. With the foundational steps of our development taken, we are now at a point of adapting our systems for optimal efficiency and ease of use. We recognize that while the computer hardware chosen may be different than we first anticipated, we will soon have a solid and adaptable software platform that can easily be transitioned to whatever type of computer hardware we choose.

At the current point of our research and testing phase, we have determined that the Trimble Juno may not be the ideal device for mobile appraisal data collection. While the size and weight of the Trimble makes it easily transportable, its limited screen size and reduced

programming capabilities make it difficult to load, collect and store the amount of information necessary to make it a truly effective appraisal device. Other devices that offer similar portability and toughness, while providing more memory and greater processing capabilities such as the Trimble Yuma would likely be a better alternative for jurisdictions dealing with larger amounts of data.

Overall, the development process would have been much more difficult without the options provided by the ESRI Mobile Government Grant Program. The development of these systems has generated a renewed enthusiasm throughout our office for aggressively pursuing the most efficient, technologically advanced tools and processes. While difficulties have been present, we are encouraged by technological trends and opportunities for development and testing offered by companies like ESRI. Moreover, we are excited by the prospect of developing a system that will provide great benefit not only to our office, but assessor's offices across the country and around the world.

# Who said there's no free lunch?



*The Idaho Association of Assessment Personnel*

Promoting

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- Communication
- Excellence

Join us for the annual general membership meeting.  
This year's meeting will be held during  
a free luncheon sponsored by IAAP.

- When:** Tuesday, July 27, 2010  
11:30am to 1:30pm
- Where:** Cascade Conference Room,  
Holiday Inn, Boise
- Why:** You have to eat and it's free!

**If you plan on attending the luncheon,  
please contact George Green at 208-799-3148  
georgegreen@co.nezperce.id.us  
or Alan Smith at 208-287-7200  
asmith@adaweb.net**



The guest speaker is  
**Rick Stuart, CAE**  
Senior Consultant  
Topeka, Kansas

The IAAP annual meeting is held in conjunction with STC summer school. Jan Barnard is informing all instructors of the event so that attending the luncheon shouldn't be an issue.

# 45th Annual Summer Appraisal School

## July 26-30, 2010 • Boise

You are invited to the 45th Annual Summer Appraisal School. This brochure contains a list of all the courses offered this session. You can attend either a week-long session or any combination of other shorter classes that fit into the full week. You can also come for one or two classes if you only need a few hours of credit. All texts for classes will be available each morning at the registration table located in the Convention Center lobby of the Holiday Inn Boise Airport. Be sure to bring a calculator, notebook, and pen/pencil to school.

**Continuing Certification:** To maintain your certification, you must have obtained 32 hours of continuing education credit within the past two calendar years.

**Education Committee Chair:**  
Greg Himes, Gem County Assessor

**County Support Division Education Director:**  
Jan Barnard

### Registration

Please register early because many classrooms have limited seating. Register online at [tax.idaho.gov](http://tax.idaho.gov).

### Class Times

Monday classes start at 8:30 a.m.

Tuesday through Friday classes start at 8 a.m.

Monday through Thursday classes will end by 5 p.m.

Friday classes (unless otherwise noted) will end by noon.

### Class Locations

Classes will be held at two locations (see map):

Holiday Inn Boise Airport 3300 Vista Ave.	Idaho Tax Commission Washington Group Complex 800 Park Blvd.
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### Parking

The Holiday Inn Boise Airport offers free parking for students and hotel guests. The Holiday Inn will provide a shuttle to and from the hotel to all classrooms in alternate locations, and provide a shuttle to the downtown area each evening,

free of charge. Please give the Holiday Inn sufficient notice to reserve the shuttle for your classes. The evening shuttle service hours will be posted at the registration table.

The Tax Commission also provides free parking. You will need to register as a visitor with the security stations at the respective plazas.

### Questions

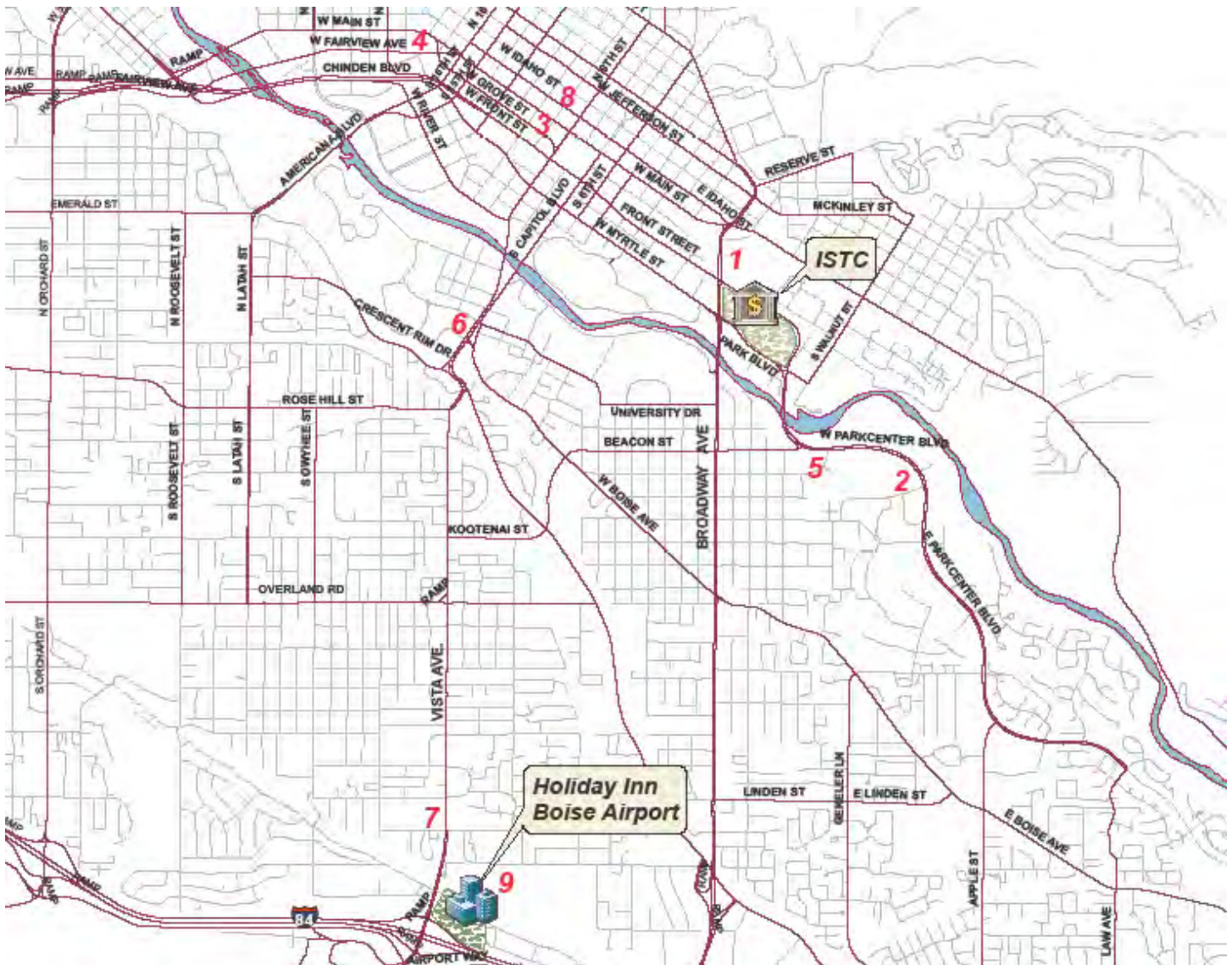
If you have any questions about Summer Appraisal School, contact: Jan Barnard at (208) 334-7733 or [jan.barnard@tax.idaho.gov](mailto:jan.barnard@tax.idaho.gov)

### Motels and Hotels near the Tax Commission

1. The Courtyard - 222 Broadway Ave.  
(208) 331-2700
2. Marriott SpringHill Suites - 424 E. Parkcenter Blvd.  
(208) 342-1044
3. Best Western Safari - 11th & Grove St.  
(800) 541-6556
4. Red Lion Boise Downtowner - 1800 W. Fairview Ave.  
(208) 344-7691
5. Doubletree Club - 475 W. Parkcenter Blvd.  
(208) 345-2002
6. Residence Inn - 1401 Lusk Avenue  
(208) 344-1200
7. Holiday Inn Express - 2613 S. Vista Ave.  
(208) 388-0800
8. Owyhee Plaza - 11th & Main St.  
(208) 343-4611
9. Holiday Inn Boise Airport - 3300 Vista Ave.  
(208) 343-4900

See hotels on map on next page.





### IAAO Course 101: Fundamentals of Real Property Appraisal - AQB Certified

Course 101 is designed to provide the students with an understanding and working knowledge of the procedures and techniques required to estimate the market value of vacant and improved properties. It concentrates on the skills necessary for estimating the market value of properties using two approaches to value: the cost approach and the sales comparison approach.

Successful completion of this course meets one of Idaho's three requirements for becoming a "Certified Property Tax Appraiser."

**Text:** Property Assessment Valuation (green book) - \$25

**Instructor:** Kathlynn Ireland, STC

**Dates:** Monday, July 26 – Friday, July 30 (a.m.)

**Location:** Silverhorn conference room – Holiday Inn Boise Airport

**Hours:** 32

**Notes on this class:** Bring a calculator and #2 pencil.

### IAAO Course 102: Income Approach to Valuation – AQB Certified

Income Approach to Valuation is designed to provide students with an understanding and working knowledge of the procedures and techniques required to estimate the market value of vacant or improved properties by the income approach. Topics include:

- Selection of capitalization rates
- Analysis of income and expenses to estimate operating income
- Capitalization methods and techniques
- Application of the approach
- Real estate finance and investment

Successful completion of this course meets one of Idaho's three requirements for becoming a "Certified Property Tax Appraiser."

**Text:** Property Assessment Valuation (green book) - \$25

**Recommended:** STC Course 1 or IAAO Course 101

**Instructor:** Rod Brevig, STC

**Dates:** Monday, July 26 – Friday, July 30 (a.m.)  
**Location:** Alpine conference room – Holiday Inn Boise Airport  
**Hours:** 32  
**Note:** Bring a calculator and #2 pencil.

### **IAAO Course 112: Income Approach to Valuation II – AQB Certified**

IAAO Course 112 is a comprehensive, interactive program intended for mid-level, commercial-industrial appraisers. The material will cover the income approach to value in depth, and reflect contemporary appraisal theory. The course will be broad based, while covering many topics that will focus on a case study problem that utilizes methodology learned in the course, and will allow the audience to work through the case study to its conclusion. Depending on the size of the class, students will be grouped based on the instructor's summation of the student's class participation. The groups will generally consist of 2-4 students. Each group will be expected to present its results to the remainder of the class. The instructor will be available to assist each group.

**Text:** Property Assessment Valuation (green book) - \$25

**Recommended:** STC Course 1 or IAAO Course 101 and Course 102

**Instructor:** Marilee Fuller, CAE

**Dates:** Monday, July 26 – Friday, July 30 (a.m.)

**Location:** Teton conference room – Holiday Inn Boise Airport

**Hours:** 32

**Note:** Bring a calculator and #2 pencil.

### **IAAO Course 201: Appraisal of Land – AQB Certified**

Course 201 covers the theory and techniques of appraising land. The five land appraisal methods (sales comparison, allocation, anticipated use, capitalization of ground rent, and land residual capitalization) are studied in depth.

Topics include:

- Classifying land
- Estimating highest and best use
- Discovering significant trends and factors and their effects on value
- Data collection
- Selection of correct physical units of land measurement for appraisal

Successful completion of this course meets one of Idaho's three requirements for becoming a "Certified Property Tax Appraiser."

**Text:** Property Assessment Valuation (green book) - \$25  
**Recommended:** STC Course 1, IAAO Course 101, or IAAO Course 102

**Instructor:** Scott Erwin, RES

**Dates:** Monday, July 26 – Friday, July 30 (a.m.)

**Location:** Ponderosa conference room – Holiday Inn Boise Airport

**Hours:** 32

**Note:** Bring a calculator and #2 pencil.

### **IAAO Course 312: Commercial/Industrial Modeling Concepts**

This course presents a detailed study of the mass appraisal process as applied to income-producing property.

Topics include:

- Comparison of single-property appraisal and mass appraisal
- Major steps in the mass appraisal process
- Data requirements
- Market analysis
- Applications of the approaches to value
- Use of sales ratio studies
- Valuation review techniques

**Text:** Mass Appraisal of Real Property (grey book) - \$40

**Recommended:** STC Course 1, IAAO Course 101, IAAO Course 102, or IAAO Course 300

**Instructor:** Tony Hagenstein, CAE

**Dates:** Monday, July 26 – Friday, July 30 (a.m.)

**Location:** Elkhorn conference room – Holiday Inn Boise Airport

**Hours:** 32

**Note:** Bring a calculator and #2 pencil.

### **IAAO Course 402: Property Tax Policy \*Updated Workshop\***

Course 402 offers students strategies for assisting in the effective formulation and implementation of tax policies and presents background enabling students to understand the context under which property tax policy is established. Students will be given analytical tools with which they can explain the effects of proposed property tax changes. They will be provided with a sound theoretical basis to guide decision-making and to assist in creating workable solutions for their jurisdictions. The course is designed for assessment administrators and students of taxation, as well as professional policy advisors who guide and make decisions in the area of tax policy on a regular basis.

**Text:** Fundamentals of Tax Policy - \$50 (needed for course curriculum)

**Recommended:** STC Course 1 or IAAO Course 101

**Instructors:** Alan Dornfest, AAS and Richard Almy



**Dates:** Monday, July 26 – Friday, July 30 (a.m.)

**Location:** Executive Dining Room in Central Plaza – Washington Group Complex

**Hours:** 32

**Note:** Bring a calculator and #2 pencil.

### **IAAO Workshop 151: Uniform Standards of Professional Appraisal Practice (National)**

This workshop covers material from The Appraisal Foundation's "Uniform Standards of Professional Appraisal Practice" (USPAP).

Topics include:

- Definitions
- Preamble
- Ethics rule
- Competency rule
- Departure rule
- Jurisdictional Exception rule
- Supplemental Standards rule
- Standards 1 through 10

Supplementary materials include "Uniform Standards of Professional Appraisal Practice" (USPAP). This workshop includes an exam and is required for IAAO designations.

**Instructor:** Ken Joyner, RES, AAS

**Dates:** Monday, July 26 – Tuesday, July 27

**Location:** Brundage conference room – Holiday Inn Boise Airport

**Hours:** 15

**Note:** Bring a calculator and #2 pencil.

### **IAAO Workshop 155 – Depreciation Analysis – AQB Certified**

This workshop provides a comprehensive, advanced treatment of the techniques of estimating depreciation of residential property. Through a series of market oriented case studies and demonstration problems, types of depreciation and generally recognized methods for measuring depreciation are covered, with emphasis on the observed condition method. Depreciation measurements are applied to a single subject property, providing experience in analyzing the advantages and limitations of each method. This workshop includes an exam.

**Recommended:** STC Course 1, IAAO Course 101, or IAAO Course 102

**Instructor:** Michael Ireland, CAE

**Dates:** Monday, July 26 – Tuesday, July 27

**Location:** Cascade conference room – Holiday Inn Boise Airport

**Hours:** 15

### **IAAO Workshop 158 – Highest and Best Use \*New Workshop\***

This workshop is designed to provide a formal, systematic, comprehensive program of study for conducting a highest and best use analysis with emphasis mainly on mass appraisal. The very nature of a highest and best analysis provides a challenge for mass appraisers.

The concept of highest and best use is one of the most important steps in the appraisal process and sometimes a misunderstood principle in real estate appraisal. The principle of highest and best use means that the market value of property depends on potential use rather than on current use alone. However, the highest and best use can also be the current use. The determination of the highest and best use of a property, more than anything else, is what directs its market value. It provides conclusions that guide the assessor/appraiser in the application of the three approaches to value. This workshop includes an exam.

**Recommended:** STC Course 1, IAAO Course 101, or IAAO Course 102

**Instructor:** Marion Johnson, CAE

**Dates:** Monday, July 26 – Tuesday, July 27

**Location:** Coeur d'Alene conference room – Holiday Inn Boise Airport

**Hours:** 15

### **IAAO Workshop 163 - Marshall & Swift Cost Approach (Commercial) – AQB Certified**

This workshop is designed to teach participants how to use the Marshall & Swift Commercial Valuation Guide. Participants will spend most of their time working several case study problems to assist them in learning how to apply this service. This workshop includes an exam.

**Instructor:** Michael Ireland, CAE

**Dates:** Wednesday, July 28 – Thursday, July 29

**Location:** Coeur d'Alene conference room – Holiday Inn Boise Airport

**Hours:** 15

### **IAAO Workshop 710 – Golf Course Valuation and Tour**

This workshop will provide an understanding of characteristics of golf courses regarding separating personal property value and intangible value as well as an overview of golf participation, national golf trends and golf investment criteria. Students will learn to recognize often overlooked issues relating to value.

Topics include:

- Adjusting comparable sales
- Reviewing operating statements

- Estimating land value
- Dealing with memberships and entry fees

There will be hands-on case studies to reinforce the issues taught and practical information to help assessors find market data. This workshop includes an exam.

**Instructor:** Ken Joyner, RES, AAS

**Dates:** Wednesday, July 28 – Friday, July 30 (a.m.)

**Location:** Brundage conference room – Holiday Inn Boise Airport

**Hours:** 18

### **IAAO Workshop 851 – RES Case Study Review**

This workshop provides a comprehensive review and case study for the valuation of residential property.

Anyone preparing for a comprehensive exam - such as for a professional designation or state certification - or wanting a detailed overview, would be a candidate for this workshop. Participants must have taken at least the basic appraisal courses and have experience in the appraisal of residential property. This is not an introductory workshop.

**Instructor:** Marion Johnson, CAE

**Dates:** Wednesday, July 28 – Friday, July 30 (a.m.)

**Location:** Peregrine conference room – Holiday Inn Boise Airport

**Hours:** 18

### **Advanced Residential Applications and Case Studies – AQB Certified**

This class focuses on complex properties that include valuing unique and high-end residential dwellings, comm.-wall structures, and residential properties with substantial and, sometimes unique, accessory structures and/or amenities. This class includes an exam.

Topics include:

- Complex property, ownership, and market conditions
- Deriving and supporting adjustments
- Residential market analysis
- Advanced case studies

**Instructor:** ExecuTrain

**Dates:** Monday, July 26 – Tuesday, July 27

**Location:** Conference room 1CR7 (first floor) in Plaza IV - Washington Group Complex (Tax Commission office)

**Hours:** 15

### **Appraising Green Buildings and Tour**

This workshop provides some guidance and suggestions

on the process of analysis and valuation of green buildings. Information from various areas of the U.S. will be used to help establish some process and procedures. Images and property characteristics of sold properties will be used.

**Instructor:** Rick Stuart, CAE

**Dates:** Thursday, July 29 – Friday, July 30 (a.m.)

**Location:** Cascade conference room – Holiday Inn Boise Airport

**Hours:** 11

### **Art of Making a Powerful Presentation**

Making a presentation is an art and not a science. Multiple people can deliver the same presentation with differing results. This workshop explains the process of preparation, the gathering of knowledge, and the development of confidence.

Topics include:

- Taking inventory
- Overcoming anxiety
- Preparing the presentation
- Making the presentation
- You are in charge
- What an audience knows

**Instructor:** Rick Stuart, CAE

**Dates:** Wednesday, July 28

**Location:** Cascade conference room – Holiday Inn Boise Airport

**Hours:** 7

### **AS400 Classes**

#### **Creating Basic Queries**

This is a hands-on class for students new to querying the UAD system and/or new to AS/400 query techniques. Using the UAD file structure, students will learn basic query skills.

Topics include:

- Record selection
- Result fields
- Joining files
- Selection tests

Depending on time and the interest of the students, additional topics may be covered.

**Instructor:** STC staff

**Dates:** Wednesday, July 28

**Location:** Conference room 1CR5 (first floor) in Plaza IV - Washington Group Complex (Tax Commission office)

**Hours:** 7



## Creating Intermediate Queries

This is a hands-on class for students who have completed the Basic Query class or those individuals who are familiar with the AS/400 Query tool. Using the UAD file structure, students will learn intermediate to advanced query skills.

Topics include:

- Joining files (matched and unmatched options)
- Defining result fields
- Advanced selection test
- Creating an output file
- Creating multiple queries for desired results

Depending on time and the interest of the students, additional topics may be covered.

**Instructor:** STC staff

**Dates:** Thursday, July 29 – Friday, July 30 (a.m.)

**Location:** Conference room 1CR5 (first floor) in Plaza IV - Washington Group Complex (Tax Commission office)

**Hours:** 11

## Basic Legal Descriptions

This is a great course for those who are new to reading and plotting legal descriptions and for those with more experience but who need practice. This is very hands-on, with many worksheets and handouts to enhance the learning experience.

Topics include:

- Basic mapping tools
- PLSS
- Metes and bounds descriptions
- Calculating areas of parcels

**Instructor:** Mark Dupree, CMS

**Dates:** Monday, July 26

**Location:** Syringa conference room – Holiday Inn Boise Airport

**Hours:** 7

## Basic Queries of ArcMap

This course is designed to help mapping staff become proficient creating basic queries and code within ArcMap 9.3. This class is for nonprogrammers who want to explore methods to improve their work products and processes. Students will learn about the many places that queries and code can be entered in ArcMap to enhance maps, manipulate labeling, edit or create attribute data, and perform analysis. If time permits we will introduce the use of Model Builder.

Topics include:

- Formatting tags
- Select by attribute

- Label expressions
- Definition queries and field calculator
- Defining label classes
- GIS linkage

**Recommended:** Introduction to ArcGIS

**Instructor:** Karl DeHart, STC

**Dates:** Monday, July 26

**Location:** Conference room 5CR3 (fifth floor) in Plaza IV - Washington Group Complex (Tax Commission office)

**Hours:** 7

## Building a Cadastral Map

This workshop reviews the basic steps needed to create a cadastral mapping system. Attendees will be reviewing the different strengths and weaknesses of the many surveying, control, and base maps that are used in the creation of cadastral mapping systems. Worksheets and handouts are used to strengthen the attendees' understanding of land records, legal descriptions, and mapping techniques.

Topics include:

- Survey, control, and base maps
- Document and materials collection
- Mapping tools and techniques
- Parcel numbers
- Managing your cadastral map

**Instructor:** Mark Dupree, CMS

**Dates:** Wednesday, July 28

**Location:** Syringa conference room – Holiday Inn Boise Airport

**Hours:** 7

## Business Ethics

Students will learn about the decision-making process to solve ethical dilemmas, understanding barriers and consequences when making ethical decisions, and the process for blowing the whistle when unethical situations arise.

Topics include:

- Common managerial ethical issues
- Being proactive with ethical issues
- Addressing subordinates' ethical issues
- Identifying causes of unethical behavior
- Recognizing unethical behavior
- Four categories of corporate social responsibility

**Instructor:** ExecuTrain

**Dates:** Wednesday, July 28

**Location:** Conference room 5CR4 (fifth floor) in Plaza IV - Washington Group Complex (Tax Commission office)

**Hours:** 7

### **CAI Property: Value Calculations and Modifiers**

CAI Property users will learn how values are calculated, how modifiers are applied, and what tools are available to assist the user. Students will learn the difference between LCM, area modifiers and trend modifiers, and get advice on when to use each one. Characteristic trends and parcel trends will be discussed in detail, with a focus on how to create the trends and test those out so students get the best results.

**Instructor:** Brett Hill, CAI

**Dates:** Thursday, July 29

**Location:** Conference room 5CR4 (fifth floor) in Plaza IV - Washington Group Complex (Tax Commission office)

**Hours:** 7

### **Collection, Interpretation, and Model Building of Income and Expense Data**

This workshop will assist appraisers in the collection and interpretation of income and expense data for the construction of income models for establishing market value.

Topics include:

- Review of the income approach
- Forms and methods of data gathering and additional data source
- Templates for storing and use of data
- Review of reconstructing income and expense statements
- Data analysis
- Interpretation and model building
- Extraction and development of capitalization rates
- Testing the income models, data write-ups, and documentation

**Instructor:** Rick Stuart, CAE

**Dates:** Monday, July 26

**Location:** Peregrine conference room – Holiday Inn Boise Airport

**Hours:** 7

### **Creating Map Layouts in Arc 9.3**

This hands-on, two-day workshop teaches beginning mappers to design map layouts and create map templates in ArcGIS 9.3 software. You'll learn to add map components, including legends, map view, scale, county logo, neatlines, and more. You'll also learn to create templates from layouts designed during this workshop to create county maps on which you can plot parcels. You'll join CAMA information (ProVal/AS400 data) and GIS map data to create maps with labels that will also assist the appraisers.

Topics include:

- Scaling
- Labeling
- Annotation
- Cartography principles

**Instructor:** Karl DeHart, STC

**Dates:** Wednesday, July 28 - Thursday, July 29

**Location:** Central Training Room (CPT) in Central Plaza – Washington Group Complex

**Hours:** 14

**Note:** This workshop is designed for beginning mappers. Class size is limited to 14 students.

### **Crystal Reports 11.0**

In this hands-on, two-day workshop, you'll learn the basic functionality of Crystal Reports 11. This workshop is mainly for the first-time user but is also a good refresher.

**Instructor:** Dwight McGee, STC

**Date:** Tuesday, July 27 - Wednesday, July 28

**Location:** Conference room 5CR3 (5th floor) in Plaza IV – Washington Group Complex (Tax Commission office)

**Hours:** 14

**Note:** Class size is limited to 15 students.

### **Evaluating Commercial Construction – AQB Certified**

This course shows how light industrial, office, and retail buildings are assembled and then may deteriorate over time. More than 1,250 construction images and a 150-page reference manual illustrate site improvements, structure, envelope, interior, and environmental system components of a commercial building and how these elements can affect value.

The educational objectives of this unique, two-day program are to:

- Present prevailing commercial construction techniques and associated terminology
- Display the typical combinations of commercial construction assemblies and systems
- Illustrate where to look for potential physical deficiencies that may be hidden from view
- Enhance the seminar participants' confidence to ask articulate construction-related questions as part of future due diligence inquiries

**Text:** Evaluating Commercial Construction - \$25

**Instructor:** James C. Canestaro, AIA, AICP

**Location:** Auditorium in Central Plaza – Washington Group Complex

**Dates:** Monday, July 26 – Tuesday, July 27

**Hours:** 15

## Evaluating Residential Construction – AQB Certified

This course shows how single-family houses are constructed from the ground up. More than 960 construction images and a 120-page reference manual illustrate site conditions, structure, envelope, interior and environmental system components for houses ranging from custom to affordable and even double-wides.

The educational objectives of this information-packed, one-day program are to:

- Present prevailing residential construction techniques with associated terminology
- Identify diverse levels of single family housing construction quality
- Illustrate where to look for potential physical deficiencies in a house

**Text:** Evaluating Residential Construction - \$25

**Instructor:** James C. Canestaro, AIA, AICP

**Location:** Auditorium in Central Plaza – Washington Group Complex

**Date:** Wednesday, July 28

**Hours:** 7

## Excel 2007 Classes

### Basic Excel

In this hands-on, one-day workshop, you'll use 2007 Excel software to:

- Create a basic worksheet
- Enter and edit data
- Modify a worksheet
- Use functions
- Format worksheets
- Create and modify charts
- Manage large workbooks

**Text:** Axzo Press Level I manual

**Recommended:** Experience using software on the Windows operating system.

**Instructors:** Steve Onofrei, STC & STC Staff

**Dates:** Monday, July 26

**Location:** Conference room 1CR5 (1st floor) in Plaza IV – Washington Group Complex (Tax Commission office)

**Hours:** 7

**Note:** Class size is limited to 15 students.

### Intermediate Excel

In this hands-on, one-day workshop, you'll use 2007 Excel software to learn about:

- Multiple worksheets and workbooks
- Advanced formatting
- Outlining and subtotals

- Cell and range names
- Lists and tables
- Web and Internet features
- Advanced charting
- Documenting and auditing
- Templates and settings

**Text:** Axzo Press Level II manual

**Recommended:** Basic Excel class and/or experience using Excel

**Instructors:** Steve Onofrei, STC & STC Staff

**Dates:** Tuesday, July 27

**Location:** Conference room 1CR5 (1st floor) in Plaza IV – Washington Group Complex (Tax Commission office)

**Hours:** 7

**Note:** This workshop is not for beginners. Class size is limited to 15 students.

## Intermediate Legal Descriptions

This is a more advanced workshop. It's a hands-on course for the moderately experienced user that covers the

many aspects of legal descriptions. Topics include:

- Bearing, azimuths, and field angles
- Curves in legal descriptions
- When legal descriptions don't close

**Recommended:** Basic legal descriptions course or equivalent experience

**Instructor:** Mark Dupree, CMS

**Dates:** Tuesday, July 27

**Location:** Syringa conference room – Holiday Inn Boise Airport

**Hours:** 7

## Intermediate Map Maintenance

It seems that the more you work with maintaining maps, the more you realize that things just don't always fit like they should. This hands-on workshop is more advanced. A variety of worksheets and handouts will be used to help reinforce the techniques taught, such as more advanced field angles, curves, and legal descriptions.

Topics include:

- Advanced map maintenance concepts
- Metes and bounds and PLSS
- Advanced angles
- Working with advanced curves
- Advanced area calculations

**Recommended:** Basic map maintenance course or equivalent experience

**Instructor:** Mark Dupree, CMS

**Dates:** Thursday, July 29



**Location:** Syringa conference room – Holiday Inn Boise Airport

**Hours:** 7

### Operating Property Fundamentals

The Centrally Assessed Property seminar will focus on the appraisal of utilities and railroads, describing the process of central assessment for operating properties. In conjunction with the description, the seminar will use the assessment of a large telecommunications company to provide a specific example of the unitary assessment process of a nonregulated telephone company.

**Instructors:** Ross Stephenson, STC & STC Staff

**Dates:** Monday, July 26

**Location:** Conference room 5CR4 (fifth floor) in Plaza IV – Washington Group Complex (Tax Commission office)

**Hours:** 7

### Oregon Manual

This two-day seminar will cover standards for determining appropriate residential class selection for the 2005 Oregon Residential Cost Manual. Also included will be instruction on proper application of rates for nonstandard component costs and cost considerations utilized in the UAD residential characteristics subsystem.

**Instructors:** Cliff McLean, Matt Virgil, STC & STC Staff

**Dates:** Monday, July 26 – Tuesday, July 27

**Location:** Central Training Room (CPT) in Central Plaza – Washington Group Complex

**Hours:** 14

**Note:** Please bring a calculator.

### ProVal

#### Beginning ProVal

In this hands-on, one-day workshop, you'll apply ProVal Plus software to value property.

Topics include:

- Navigating ProVal
- Neighborhood and modeling concept
- Tables and neighborhoods
- Data entry
- Administrative maintenance
- Splits and combinations
- Sketching
- Valuation exercises

This workshop is a good starting point for new ProVal users or a good refresher for the experienced user.

**Instructor:** Tony Magnelli, STC

**Date:** Thursday, July 29

**Location:** Conference room 5CR3 (5th floor) in Plaza IV – Washington Group Complex (Tax Commission office)

**Hours:** 7

**Note:** Class size is limited to 10 students.

### ProVal Roundtable

This will be an open forum discussion covering all things ProVal. Attendees should come prepared to ask questions.

**Recommended:** Beginning ProVal or experience using ProVal

**Instructor:** Tony Magnelli, STC

**Dates:** Friday, July 30 (a.m.)

**Location:** Conference room 5CR3 (5th floor) in Plaza IV – Washington Group Complex (Tax Commission office)

**Hours:** 4

### To Share or Not to Share – How to Answer That Question

This course will provide students with an overview of the myriad of options to share your parcel and assessment data. It is designed to give the student a big-picture look at the issue of data sharing to allow a more informed decision.

Topics include:

- Privacy concerns
- Data content
- Targeting your audience
- Choosing the right application
- Demonstrations of different software delivery methods

**Instructor:** Frank Roberts, GIS Manager, CDA Tribe

**Dates:** Tuesday, July 27

**Location:** Conference room 5CR4 (fifth floor) in Plaza IV - Washington Group Complex (Tax Commission office)

**Hours:** 7

### Valuation of Historical Properties

This workshop will provide guidance and suggestions on the process of data collection and analysis of historic properties. Information from various sources and areas of the United States will be used to help processes and procedures to determine if the market reacts differently to historic versus nonhistoric properties.

Topics include:

- USPAAP
- Background information on National Register of Historic Places
- Definitions and designation as an historic place
- Websites and data sources

- Highest and best use analysis
- Review of economic principles
- Three approaches to value

**Instructor:** Rick Stuart, CAE

**Dates:** Tuesday, July 27

**Location:** Peregrine conference room – Holiday Inn Boise Airport

**Hours:** 7

**More Information:**

- Registration closes on July 6, at 5 p.m.
- Register online at tax.idaho.gov
- Classes are filled on a first-come, first-served basis.
- A majority of seats are reserved for county and state employees.
- Idaho counties will be billed on completion of courses. For all others, submit payment when registering.
- Make checks payable to "ISTC Education Training Fund."

If you have a disability and require services or accommodations to attend or participate in any class, please contact Jan Barnard at (208) 334-7733 or jan.barnard@tax.idaho.gov.

**Holiday Inn Boise Airport Classrooms**

(See page 21 for the layout of the hotel conference rooms.)

Alpine	First Floor Conference Room
Elkhorn	First Floor Conference Room
Ponderosa	First Floor Conference Room
Silverhorn	First Floor Conference Room
Brundage	First Floor Conference Room
Peregrine	First Floor Conference Room
Caribou	First Floor Conference Room
Syringa	First Floor Conference Room
Teton	First Floor Conference Room
Coeur d'Alene	Second Floor Conference Room

**Idaho Tax Commission Classrooms**

1CR7	1st Floor Conference Room, Plaza IV
1CR5	1st Floor Conference Room, Plaza IV
5CR3	5th Floor Conference Room, Plaza IV
5CR4	5th Floor Conference Room, Plaza IV

**Washington Group Complex Classrooms**

CPT	Central Plaza Training Room
Auditorium	Central Plaza Auditorium
Executive	Dining Room
Central	Plaza Executive Dining Room

# Who said there's no free lunch?



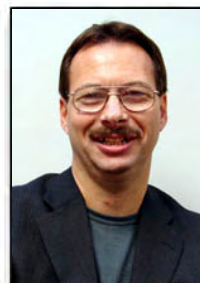
*The Idaho Association of Assessment Personnel*

Promoting

- Education
- Communication
- Excellence

Join us for the annual general membership meeting.  
This year's meeting will be held during  
a free luncheon sponsored by IAAP.

- When:** Tuesday, July 27, 2010  
11:30am to 1:30pm
- Where:** Cascade Conference Room,  
Holiday Inn, Boise
- Why:** You have to eat and it's free!



The guest speaker is  
**Rick Stuart, CAE**  
Senior Consultant  
Topeka, Kansas

**If you plan on attending the luncheon,  
please contact George Green at 208-799-3148  
georgegreen@co.nezperce.id.us  
or Alan Smith at 208-287-7200  
asmith@adaweb.net**

The IAAP annual meeting is held in  
conjunction with STC summer school.  
Jan Barnard is informing all instructors of the event  
so that attending the luncheon shouldn't be an issue.

**Summer Appraisal School - Class Schedule  
(July 26 - 30, 2010)**

Morning classes begin at 8 a.m., and afternoon classes begin at 1 p.m., unless otherwise noted.

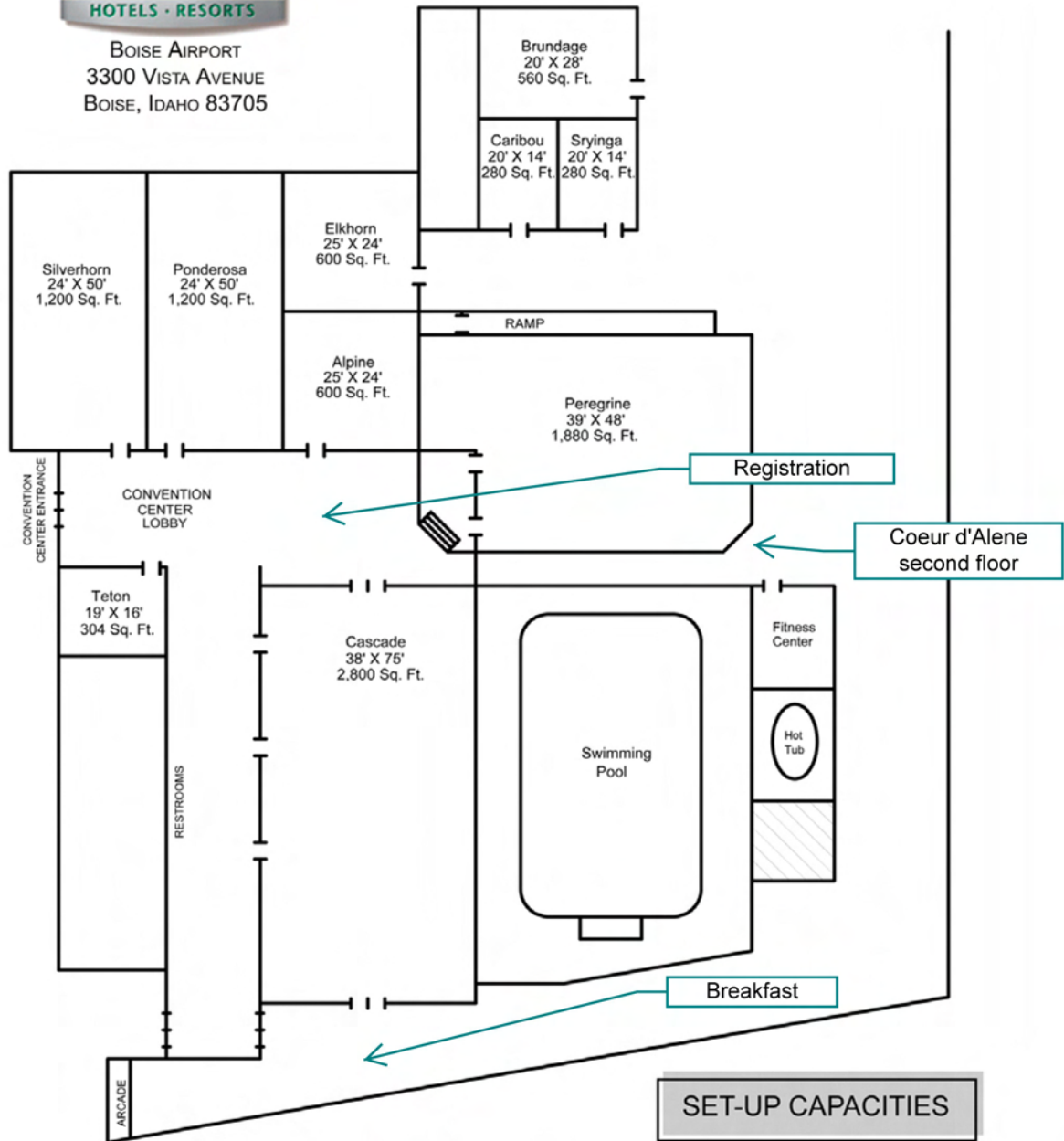
Course	Room*	Fee		Mon 26 <sup>th</sup>	Tue 27 <sup>th</sup>	Wed 28 <sup>th</sup>	Thurs 29 <sup>th</sup>	Fri 30 <sup>th</sup>
		Govt	Nongovt					
IAAO Course 101 – Fund. of Real Prop Appraisal	Silverhorn	\$384	\$432	X	X	X	X	a.m.
IAAO Course 102 – Income Approach to Value	Alpine	\$384	\$432	X	X	X	X	a.m.
IAAO Course 112 – Income Approach – Adv.	Teton	\$384	\$432	X	X	X	X	a.m.
IAAO Course 201 – Appraisal of Land	Ponderosa	\$384	\$432	X	X	X	X	a.m.
IAAO Course 312 – Comm/Ind Modeling	Elkhorn	\$384	\$432	X	X	X	X	a.m.
IAAO Course 402 – Property Tax Policy	Exec Dining Rm	\$384	\$432	X	X	X	X	a.m.
IAAO Workshop 151 – USPAP (National)	Brundage	\$180	\$203	X	X			
IAAO Workshop 155 – Depreciation Analysis	Cascade	\$180	\$203	X	X			
IAAO Workshop 158 – Highest and Best Use	Coeur d’Alene	\$180	\$203	X	X			
IAAO Workshop 163 – M & S Commercial	Coeur d’Alene	\$180	\$203			X	X	
IAAO Workshop 710 – Golf Course Valuation	Brundage	\$216	\$243			X	X	a.m.
IAAO Workshop 851 – RES Case Study Review	Peregrine	\$216	\$243			X	X	a.m.
Advanced Residential Applications & Case Studies	1CR7	\$180	\$203	X	X			
Appraising Green Buildings and Tour	Cascade	\$132	\$149				X	a.m.
Art of Making a Powerful Presentation	Cascade	\$84	\$95			X		
AS/400 – Creating Basic Queries	1CR5	\$84	\$95			X		
AS/400 – Creating Intermediate Queries	1CR5	\$132	\$149				X	a.m.
Business Ethics	5CR4	\$84	\$95			X		
CAI Property: Value Calculations and Modifiers	5CR4	\$84	\$95				X	
Collect, Interpret... Income & Expense Data	Peregrine	\$84	\$95	X				
Crystal Reports 11.0	5CR3	\$168	\$189		X	X		
Evaluating Commercial Construction	Auditorium	\$168	\$189	X	X			
Evaluating Residential Construction	Auditorium	\$84	\$95			X		
Excel - Basic	1CR5	\$84	\$95	X				
Excel - Intermediate	1CR5	\$84	\$95		X			
Operating Property Fundamentals	5CR4	\$84	\$95	X				
Oregon Manual	CPT	\$168	\$189	X	X			
ProVal - Beginning	5CR3	\$84	\$95				X	
ProVal Roundtable	5CR3	\$48	\$54					a.m.
Valuation of Historical Properties	Peregrine	\$84	\$95		X			
Basic Legal Descriptions	Syringa	\$84	\$95	X				
Basic Queries of ArcMap	5CR3	\$84	\$95	X				
Building a Cadastral Map	Syringa	\$84	\$95			X		
Creating Map Layouts	CPT	\$168	\$189			X	X	
Intermediate Legal Descriptions	Syringa	\$84	\$95		X			
Intermediate Map Maintenance	Syringa	\$84	\$95				X	
To Share or Not to Share	5CR4	\$84	\$95		X			

*\*Classroom assignments are subject to change based on size of enrollment*





BOISE AIRPORT  
3300 VISTA AVENUE  
BOISE, IDAHO 83705



**SET-UP CAPACITIES**

	CEILING	CLASSROOM	THEATER	BANQUET	ROUNDS	U-SHAPE	CONFERENCE
Convention Center	9'	210	450	330	250	n/a	n/a
Alpine	9'	32	50	40	30	20	22
Elkhorn	9'	32	40	40	30	20	22
Ponderosa	9'	70	120	90	70	35	40
Silverhorn	9'	70	120	90	70	35	40
Cascade	12'	140	300	210	150	40	45
Peregrine	11'	90	175	130	110	40	40
Brundage	8'	32	50	40	30	20	22
Caribou	8'	12	25	16	10	9	12
Syringa	8'	12	25	16	10	9	12
Teton	8'	20	20	24	20	12	16



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*The Idaho Association of Assessment Personnel*

## Membership Application

Name \_\_\_\_\_

Address \_\_\_\_\_

County/Agency \_\_\_\_\_

Job Title \_\_\_\_\_

Areas of specialization

- Manufactured Homes
- Commercial
- Residential
- Other \_\_\_\_\_
- Personal Property
- CAMA
- Mapping

Dues are \$15 per year, renewable January 1 of each year. Send to:

Rachel Baird, Treasurer  
190 E Front Street Suite 107  
Boise, ID 83702

### **Purpose of IAAP**

The purpose of this organization is to benefit and enhance the evaluation and appraisal process of each assessing jurisdiction across the state of Idaho. To strive toward better communications between Assessors, Appraisers, and the State Tax Commission. To support education and seek practical answers to common appraisal problems. To address existing and forthcoming legislation and keep members aware of new laws and their impact. And to advance the concept of excellence and equity in the Ad Valorem appraisal process.

## IAAO MEMBERSHIPS



### Regular Membership

is available to: all officers, officials, and employees of a governmental authority or jurisdiction who have any or all of their duties related to property valuation, property tax administration, or property tax policy; all persons engaged as individuals, or employees of an organization, who exclusively spend their time to provide professional services to governmental officers, officials, or offices of a governmental authority or jurisdiction in support of the property valuation, property tax administration, or property tax policy functions. Professional services do not include the providing of hardware, software, equipment or the sale of either goods or services to governmental agencies.

### Associate Membership

is available to: all officers, officials or employees of governmental agencies who do not have any duties directly involved in property valuation, property tax administration, or property tax policy; all officers, administrators, employees and enrolled students of educational institutions; individuals involved in or interested in property valuation, property tax administration, or property tax policy; any member of any organization, group, or association, whether local, regional, national, or international, interested in property valuation, property tax administration or property tax policy.

### Affiliate Membership

is open to groups or associations of public officials, employees or citizens interested in property valuation for property tax purposes, property tax administration and property tax policy. For application and information please contact: membership@iaao.org.

### Dues are payable in advance.

Please complete this application and return with payment of dues: If paying by credit card, please provide the information requested below and fax to 816/701-8149.

**TOTAL MEMBERSHIP DUES** \$ \_\_\_\_\_

For information about an accredited membership designation, go to [www.iaao.org](http://www.iaao.org).

VISA      Cardholder Name (Print) \_\_\_\_\_  
 MasterCard      \_\_\_\_\_  
 AMEX      Card Number \_\_\_\_\_      Expiration Date \_\_\_\_\_

If paying by check, please make check payable to IAAO in U.S. Funds and mail to: IAAO, P.O. Box 504183, St. Louis, MO 63150-4183 (The returned check charge is \$25.00)

## INTERNATIONAL ASSOCIATION OF ASSESSING OFFICERS MEMBERSHIP APPLICATION

Name \_\_\_\_\_ Title \_\_\_\_\_  
Jurisdiction/Firm \_\_\_\_\_  
Office Street Address \_\_\_\_\_  
Office City \_\_\_\_\_ Office State/Province/Country \_\_\_\_\_ Office ZIP/Postal Code \_\_\_\_\_  
Office Phone \_\_\_\_\_ Office Fax \_\_\_\_\_ Office E-mail \_\_\_\_\_  
Home Street Address \_\_\_\_\_  
Home City \_\_\_\_\_ Home State/Province/Country \_\_\_\_\_ Home ZIP/Postal Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Home Fax \_\_\_\_\_ Home E-mail \_\_\_\_\_  
Send mail to:  Office  Home  Check here if you do not wish to receive membership e-mails.  
*E-mail is a vital link between IAAO and it's members. It is IAAO policy not to sell, rent, or distribute e-mail addresses.*

Susan Ripley  
Person referring applicant (if anyone) \_\_\_\_\_  Check here if you are an elected official.

*I hereby apply for membership in the International Association of Assessing Officers and agree to comply with the requirements of the IAAO Code of Ethics and Standards of Professional Conduct. If accepted for membership, I will abide by the IAAO Constitution, pay the established dues, and comply with the Code and Standards.*

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Please indicate if you have been convicted of a felony or crime of office which may reflect on your ability to abide by the IAAO Code of Ethics and Standards of Professional Conduct.  Yes  No

**HALF PRICE ENDS JULY 31, 2010**

Office use only:  
REP0710

Proration Schedule

Date Application Received	May - June	July
Regular Member	\$65.63	\$43.75
Associate Member	\$67.50	\$45.00

**Prices valid  
May, 1 -  
July 31, 2010**  
Do not use this form after  
July 31, 2010.

Price reflected is for the remainder of the current year.  
Renews at regular price of \$175 or \$180 dependent on member type.

### Councils and Sections Interest Areas

(you may join more than one at **no** additional charge)

- Public Utility Section
- Computer Assisted Appraisal Section
- State and Provincial Council
- Metropolitan Jurisdiction Council
- Mapping and GIS Section
- Personal Property Section
- Tax Collection Council

Questions? Call 800/616-IAAO



### Some of the membership benefits you will enjoy include:

- Networking with your peers
- Discounts on IAAO meetings and publications
- AssessorNET—an online discussion forum
- IAAO Research Library
- Fair & Equitable—IAAO's monthly magazine
- Internationally recognized professional designations