



**GREGG APPRAISAL
DISTRICT**

2023 & 2024

REAPPRAISAL PLAN

As Adopted August 30, 2022

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I. EXECUTIVE SUMMARY

Tax Code Requirement

Passage of SB 1652 amended the Texas Property Tax Code to require a written biennial reappraisal plan. The following details the changes to the Tax Code:

The Written Plan

Section 6.05, Tax Code, was amended by adding Subsection (i) to read as follows:

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

Plan for Periodic Reappraisal

Subsections (a) and (b), Section 25.18, Tax Code, were amended to read as follows:

- (a) Each appraisal office shall implement the plan for periodic reappraisal of property approved by the board of directors under Section 6.05 (i).
- (b) The plan shall provide for the following reappraisal activities for all real and personal property in the district at least once every three years:
 - (1) Identifying properties to be appraised through physical inspection or by other reliable means of identification, including deeds or other legal documentation, aerial photographs, land-based photographs, surveys, maps, and property sketches;
 - (2) Identifying and updating relevant characteristics of each property in the appraisal records;
 - (3) Defining market areas in the district;
 - (4) Identifying property characteristics that affect property value in each market area, including:

- (A) The location and market area of the property;
 - (B) Physical attributes of property, such as size, age, and condition;
 - (C) Legal and economic attributes; and
 - (D) Easements, covenants, leases, reservations, contracts, declarations, special assessments, ordinances, or legal restrictions;
- (5) Developing an appraisal model that reflects the relationship among the property characteristics affecting value in each market area and determines the contribution of individual property characteristics;
 - (6) Applying the conclusions reflected in the model to the characteristics of the properties being appraised; and
 - (7) Reviewing the appraisal results to determine value

Calendar Amendments and Alterations

The Chief Appraiser is authorized to administratively amend or alter the 2023 and/or the 2024 Operations Calendar as he deems necessary. Calendar changes can be made periodically and will not be considered alterations or amendments to the plan and do not require action by the Board of Directors.

II. REVALUATION POLICY - (REAPPRAISAL CYCLE)

The Gregg County Appraisal District Board of Directors, by approval of this 2023/2024 reappraisal plan, and by the recommendation of the Chief Appraiser, adopts the policy that GCAD reappraise all property in the district each year, therefore both 2023 and 2024 are reappraisal years.

III. REAPPRAISAL YEAR ACTIVITIES

A. Performance Analysis - in each tax year, 2023 and 2024, the previous tax year's equalized values are analyzed with ratio studies to determine appraisal accuracy and appraisal uniformity overall and by market area within state property reporting categories. Ratio studies are conducted in compliance with the current Standard on Ratio Studies from the International Association of Assessing Officers. Mean, median, and weighted mean ratios are calculated for properties in each reporting category to measure the level of appraisal (appraisal accuracy), by property reporting category. In each appraisal year this analysis is used to develop the starting point for establishing the level and accuracy of appraisal performance.

The Gregg County Appraisal District conducts ratio reports at specific dates during each appraisal cycle. These reports are run post certification, at year end, prior to and during value schedule analysis, and again post schedule implementation.

Attachment #1, the 2023 and 2024 GCAD Appraisal Calendars, show scheduled dates of each ratio report/analysis.

B. Analysis of Available Resources – staffing and budget requirements for tax year 2023 are detailed in the 2023 appraisal district budget, as adopted by the board of directors and attached to the written biennial plan by reference. This reappraisal plan is adjusted to reflect the available staffing in tax year 2023 and the anticipated staffing for tax year 2024. Staffing will impact the cycle of real property re-inspection and personal property on-site review that can be accomplished in the 2023-2024 time period.

Existing appraisal practices, which are continued from year to year, are identified and methods utilized to keep these practices current are specified. Real property appraisal depreciation tables and cost new tables are tested against verified sales data to ensure that they represent current market data. The cap rate study by commercial real property type is updated from current market data and market rents are reviewed and updated from local market and published data. Personal property valuation schedules are tested and analyzed based on rendition, current market information and prior year hearing documentation.

Information Systems (IS) support is detailed with year specific functions identified and system upgrades scheduled. Computer generated forms are reviewed for revisions based on year and reappraisal status. Legislative required changes are scheduled for completion and testing. Existing maps and data requirements are specified and updates are maintained on a continuous basis. GCAD also has mapping, property data, and state forms available to the public through its web site, www.gcad.org.

C. Planning and Organization - a calendar of key events with critical completion dates is prepared for each major work area. This calendar identifies all key events for appraisal, clerical, customer service, and information systems. These dates often require modification in order to meet the requirements of the office and of the Tax Code. A calendar is prepared for tax years 2023 and 2024. Production standards for field activities are calculated and incorporated in the planning and scheduling process.

Attachment #1, the 2023 and 2024 GCAD Appraisal Calendars, provide dates for annual activities by department.

D. Mass Appraisal System - Computer Assisted Mass Appraisal (CAMA) system revisions required are specified and scheduled with Information Systems. All computer forms and IS procedures are reviewed and revised as required. All updated procedures are documented for employee use and public inspection. Following is a synopsis of the procedures followed to ensure that GCAD maintains the most current and accurate records/appraisal information possible.

Real Property Valuation

Revisions to cost models, income models, and market models are specified, updated and tested each appraisal year, multiple ratio reports and analysis are tools used to ensure correct results.

Cost schedules are tested with market data (sales) to ensure that the appraisal district is in compliance with Texas Property Tax Code, Section 23.011. Replacement cost new tables as well as depreciation tables are tested for accuracy and uniformity using ratio study tools and compared with cost data from recognized industry leaders, such as *Marshall Valuation*.

Land tables are updated using current market data (sales) and then tested with ratio study tools. Value modifiers are developed for property categories by market area and tested on a pilot basis with ratio study tools.

Income, expense, and occupancy data is updated in the income models for each market area and cap rate studies are completed using current sales data. The resulting models are tested using ratio study tools.

Personal Property Valuation

GCAD has developed cost & depreciation tables based on information from Marshall Valuation Services, these tables are updated annually. Also, information received during the previous tax year from renditions, and hearing documentation is reviewed and tested against current schedules.

Noticing Process

Annually, 25.19 Notice of Appraised Value forms, along with all other forms and accompanying instructional materials are reviewed and edited for updates to meet all legislative requirements and changes. Any

changes are approved by appraisal district management or the Texas State Comptroller as required. Updates also include the most current versions of application forms and taxpayer assistance publications as issued by the Comptroller's office and the delivery requirements for each.

Hearing Process

Protest hearing scheduling for informal and formal Appraisal Review Board hearings is reviewed and updated as required. Standards of documentation are reviewed and amended as required. GCAD's in-house hearing documentation is reviewed and updated to reflect the current valuation process. Production of documentation is tested and compliance with HB 201 session 72R, §41 Tax Code, is insured.

E. Data Collection Requirements – field and office procedures are reviewed and revised as required for data collection. Activities scheduled for each tax year include new construction, demolition, remodeling, re-inspection of problematic market areas, re-inspection of the universe of properties on a specific cycle (4 – 6 years) as recommended by IAAO *Standard on Mass Appraisal of Real Property*, and field verification of sales data and property characteristics.

New Construction/Demolition

New construction field and office review procedures are identified and revised as required. Field production standards are established and procedures for monitoring tested. Source of building permits is confirmed and system input procedures are identified. Process of verifying demolition of improvements is specified. This critical annual activity is projected and entered on the key events calendar for each tax year.

Remodeling

Market areas with extensive improvement remodeling are identified, verified and field activities scheduled to update property characteristic data. Updates to valuation procedures are tested with ratio studies before finalized in the valuation modeling. This field activity when entered in the key events calendar must be monitored carefully.

Re-Inspection of Problematic Market Areas

Real property market areas, by property classification, are tested for: low or high protest volumes; low or high sales ratios; or high coefficient of dispersion. Market areas that fail any or all of these tests are determined to be problematic. Field reviews are scheduled to verify and/or correct property characteristic data. Additional sales data is researched and

verified. In the absence of adequate market data, neighborhood delineation is verified and neighborhood clusters are identified.

Re-inspection of the Universe of Properties

The International Association of Assessing Officers, *Standard on Mass Appraisal of Real Property* specifies that the universe of properties should be re-inspected on a cycle of 4-6 years. The annual re-inspection requirements for tax years 2023 and 2024 are identified by property type and property classification and are scheduled on the key events calendar. A detailed "recheck" (re-inspection) schedule by abstract and subdivision is included. Also included is a "Zone" map showing the geographic areas denoted on the recheck schedule. Personal Property accounts are inspected annually.

Attachment #1, 2023 & 2024 GCAD "Appraisal Calendar", department "R" events include scheduled dates for Residential rechecks, "C" events include scheduled dates for Commercial rechecks.

Field Verification of Sales Data & Property Characteristics

Sales information must be verified and property characteristic data contemporaneous with the date of sale captured. The sales ratio tools require that the property that sold must equal the property appraised in order that statistical analysis results will be valid. Field inspection by appraisers verify the validity of the sales information, the actual physical attributes of the property, whether the sale was an arm's length transaction, and if the sold property is a fair representative of the neighborhood, or a "benchmark property".

F. Pilot Study by Tax Year - New and/or revised mass appraisal models are tested on randomly selected market areas. These modeling tests (sales ratio studies) are conducted by the Gregg Appraisal District four times each year as noted on the key events calendar. Actual test results are compared with anticipated results and those models not performing satisfactorily are refined and retested. The procedures used for model specification and model calibration are in compliance with *Uniform Standards of Professional Appraisal Practice*, STANDARD RULE 5. The Gregg County Appraisal District has developed guidelines for its in-house ratio studies. Both the guideline information and the actual ratio studies are maintained in the Senior Residential Appraisers office.

Attachment #1, 2023 & 2024 GCAD "Appraisal Calendar", department "R" events include scheduled dates for Ratio Reports.

G. Valuation by Tax Year – using market analysis of comparable sales and locally tested cost data, market area specific income and expense data, valuation models are specified and calibrated in compliance with the supplemental standards from the International Association of Assessing Officers and the *Uniform Standards of Professional Appraisal Practice*. The calculated values are tested for accuracy and uniformity using ratio studies. Performance standards are those as established by the *IAAO Standard on Ratio Studies*. Property values in all market areas are updated each reappraisal year. Both tax years 2023 and 2024 are scheduled reappraisal years.

The following is information pertaining to the methods used by the Gregg County Appraisal District in appraising properties within its boundaries.

Residential Real Property

To ensure equality and uniformity in our daily work, as directed by the Texas Property Tax Code, and the standards required by USPAP, the Gregg County Appraisal District has developed in-house guidelines for use by its appraisal staff. The “Residential Property Manual” portion of the *GCAD Appraisal Guidelines* explains our office’s process of appraising residential property from discovery techniques to the formulation, testing and implementation of value schedules. This also describes the techniques used by GCAD in the market, cost, and income approaches to value on residential properties.

The “Residential Field Appraisal Guide” section of the “Residential Property Manual” contains day to day residential field work instructions. Basic field inspection requirements are set out here. It illustrates how to complete a parcel field card, including all amenities and special feature pricing, how to determine percent complete on unfinished properties, instructions on mobile home pricing, and pad site costing among many other appraisal details. Also contained in this section is a guideline for the classification of residential properties. The classification section sets out the standard specifications relevant to each property class along with pictures of local properties representing each class.

The “Current Market Trends” section of this manual contains current market information concerning residential properties located in the Gregg County Appraisal District. The current complete residential cost schedule by class is contained in this portion of the manual as well as a listing of GCAD’s depreciation tables. GCAD has established and identified its residential market areas through neighborhood codes. A neighborhood adjustment chart provides a comparison of the prior to

current year adjustments. The "Current Market Trends" section also provides information on new subdivisions and new construction evaluation in our county by location and by property classification.

Attachment #1, the 2023 and 2024 GCAD "Appraisal Calendar", department "R" events are related to the appraisal of Residential Real Property.

Special Inventory Residential Property

The pricing of residential land is addressed in the "Land Valuation" section of the "Field Appraisal Guide". It describes the combination of methods, (pure base-lot, allocation, abstraction and sales comparison), used by GCAD in the valuation of this property type. This section also provides the methods employed to measure subdivision lot absorption and the assignment of special inventory value to qualifying lots. The detailed information related to these property types is maintained in the Senior Residential Appraiser's office.

Attachment #1, the 2023 and 2024 GCAD "Appraisal Calendar", department "R" events include Special Inventory Residential Property

Multifamily Residential/Commercial Property

The valuation methods used by Gregg County Appraisal District for multifamily residential, (duplex, triplex, quadraplex), property are as follows. GCAD appraisers gather and verify sales and rental income and expense information on multifamily properties. This information is reviewed annually. Economic areas are defined to ensure uniformity in evaluation, and the same information is used to develop cap rates, typical market rental rates and expenses within each economic area. This information is used in a proforma unique to each area, this ensures uniformity among the properties within that area. Sales data is used as a test to insure market value. Manuals related to all multifamily residential properties are kept in the office of the Senior Residential Appraiser. These manuals contain the information used to calculate cap rates, the rental and expense information, and uniformity tables broken into economic area showing each property in relation to its neighboring properties within that area.

The commercial multifamily properties, apartment complexes and larger multifamily residential, are appraised in much the same way. The properties are ranked based on their amenities. The income and expense information is initially gathered through a general survey which is conducted annually and from operating statements from the actual

properties. The survey includes inspection, apartment unit breakdown, rental rates, occupancy, apartment amenities and additional features. Potential Gross Rent (PGR) is established on each complex. Publications and local market information is used to develop vacancy rates, expense rates, capitalization rates, and reserve for replacement rates. Actual operating statements are also used to test and develop the rates used. A spreadsheet breaking down the rental rates by square foot is used in analysis to ensure uniformity. Sales prices are used to test values and cap rates. The annual analysis information on these properties is contained in the "Commercial/Industrial Manual" section of the GCAD *Appraisal Guidelines* manual. The detailed information related to each property is maintained in the Senior Commercial Appraiser's office.

Attachment #1, the 2023 and 2024 GCAD "Appraisal Calendar", Multifamily Residential Properties are included in department "R" events, the Multifamily Commercial Properties are included in department "C" events

Commercial and Industrial Real Property

The "Commercial/Industrial Manual" section of the GCAD *Appraisal Guidelines* manual explains GCAD methods of appraising commercial and industrial properties. It details data collection techniques, market analysis, and highest and best use analysis. All commercial properties will be valued by the cost approach, the income approach, or the sales comparison approach whichever is deemed most appropriate pursuant to Section 23.0101 of the Texas Property Tax Code. Studies are performed to test the level and uniformity of appraisal within specific property use categories.

The "Current Trends" section of the GCAD *Appraisal Guidelines* provides information on current projects and annual valuation work. The analysis information on these properties used for uniformity studies is also included in this section.

Attachment #1, the 2023 and 2024 GCAD "Appraisal Calendar", department "C" events are related to the appraisal of Commercial and Industrial Real Property.

Vacant Real and Special Valuation Properties

The methods used for the evaluation of vacant property are contained in the "Land Valuation" and the "Rural Land Manual" sections of the GCAD *Appraisal Guidelines* manual. These sections provide the

appraiser guidelines for the appraisal of vacant tracts within subdivisions as well as those located in rural areas.

The sales comparison approach is the most common and preferred method of appraising vacant real property. A combination of pure base-lot, allocation, abstraction as well as sales comparison information is used. Rural land pricing is also based on market or sales information. Economic areas for rural land properties are defined and road type and frontage factors along with topography are considered for each property. Sales occurring within each economic area are analyzed to determine market value annually. For more detailed information please see the "Rural Land Manual" section of GCAD Appraisal Guidelines manual. This section also contains GCAD's current rural land pricing schedules. The actual working maps for rural land sales are kept in the Senior Residential Appraiser's office.

Information related to GCAD's methods of valuing Special Valuation Properties is also contained in the "Rural Land Manual" section of the *Appraisal Guidelines* manual. Current calculation methods, cap rates and other information used in the formulation of Open Space, Wildlife Management, and Timber Special Valuation are detailed in this section. The current pricing schedules are also included.

The Gregg County Appraisal District also utilizes the following publications from the Texas Comptroller of Public Accounts; the "Manual for the Appraisal of Agricultural Land", the "Guidelines for the Qualification of Agricultural Land in Wildlife Management Use", and the "Manual for the Appraisal of Timberland" as guidelines in evaluating those properties qualifying for special valuation.

Attachment #1, the 2023 and 2024 GCAD "Appraisal Calendar", Vacant Real and Special Valuation properties are included in department "R" events.

Utilities

Gregg County Appraisal District contracts with Capitol Appraisal Group to appraise all utility properties annually.

Capitol Appraisal Group "2023 & 2024 Reappraisal Plan" contains the section "Plan for Periodic Reappraisal of Utility, Railroad and Pipeline Property", which relates to the appraisal of Utility properties. This manual is maintained in the office of the Chief Appraiser.

Mineral Interest

Gregg County Appraisal District contracts with Capitol Appraisal Group to appraise all Mineral Interest properties annually.

Capitol Appraisal Group "2023 & 2024 Reappraisal Plan" contains the section "Plan for Periodic Reappraisal of Oil and Gas Property". This manual is maintained in the office of the Chief Appraiser.

Tangible Business Personal Property

The "Personal Property Manual" section of the GCAD *Appraisal Guidelines* manual provides information relevant to the methods used by GCAD in the appraisal of Business Personal Property. This section covers the appraisal of this property type from the process of discovery, data collection, market analysis, cost, market and income approaches to value, statistical and uniformity review and model testing. It also includes a listing of resources used by this department to assist in property discovery, the SIC coding used to ensure accurate classification and the depreciation schedules and age-life methodology used to ensure uniformity in asset valuation.

The Gregg County Appraisal District uses many other resources to assist in the appraisal of Tangible Business Personal Property, among these are Marshall Valuation Services, and various publications and reports which are updated annually. All resource publications and reports are maintained in the Business Personal Property department.

Attachment #1, the 2023 and 2024 GCAD "Appraisal Calendar", department "P" events are related to the Business Personal Property department.

Industrial Tangible Business Personal Property

Gregg County Appraisal District contracts with Capitol Appraisal Group to appraise Industrial Tangible Personal Property accounts annually.

Capitol Appraisal Group "2023 & 2024 Reappraisal Plan", contains the section "Reappraisal of Industrial, Utility, and Related Personal Property", which relates to the appraisal of Industrial Tangible Personal Property. This manual is maintained in the office of the Chief Appraiser.

H. The Mass Appraisal Report - each tax year the tax code required Mass Appraisal Report is prepared and certified by the Chief Appraiser at the

conclusion of the appraisal phase of the ad valorem tax calendar on or about April 15th. The Mass Appraisal Report is completed in compliance with STANDARD RULE 5 - 8 of the *Uniform Standards of Professional Appraisal Practice*. The signed certification by the Chief Appraiser is compliant with STANDARD RULE 5 - 8 of *USPAP*.

I. Value Defense - evidence to be used by the appraisal district to meet its burden of proof for market value and equity in both informal and formal appraisal review board hearings is specified and tested. Inspection and/or disclosure of evidence and related materials comply with Section 41.461 of the Property Tax Code. Below are some examples of evidence presented:

- 1) Residential Property - protest form, field information card, comparable grid (uniformity and/or equity), value/depreciation schedules, maps, pictures, local property classification guide, etc
- 2) Special Inventory Residential Property - protest form, sales information, ratio studies, parcel card, maps, lot absorption analysis
- 3) Multifamily Residential Property - protest form, sales information, ratio studies, parcel card, maps, expense/income information, uniformity analysis, maps
- 4) Commercial Real Property - protest form, field information card, Marshall/Swift calculation, income & expense information, cap rate information, publications, maps, pictures
- 5) Vacant Real Property - protest form, parcel card, sales information, uniformity analysis, ratio studies, maps
- 6) Industrial Real Property - protest form, field information card, Marshall/Swift calculation, income & expense information, cap rate information, publications, maps, pictures
- 7) Utilities - protest form, property card, asset information, depreciation tables, pricing guides
- 8) Mineral Interest - protest form, production information, decline information, reserve information, operating costs, and pricing information.
- 9) Special Valuation Properties - protest form, Ag/Timber schedules, income/expense information, parcel card, maps, aerial photography

10) Tangible Business Personal Property - protest form, field information card, rendition, valuation guides and publications, in-house value and life expectancy schedules, comparables, vehicle registration listing

11) Industrial Tangible Business Personal Property - protest form, field information card, rendition, valuation guides and publications, in-house value and life expectancy schedules, comparables, vehicle registration listing

ATTACHMENT #1

2023 and 2024 Gregg CAD Operations Calendars

Appraisal Department Key Events Calendar

GREGG COUNTY APPRAISAL DISTRICT

2023 & 2024

OPERATIONS CALENDARS

DEPARTMENT CODING

AT..... APPRAISAL TECHNICIANS DEPARTMENT
C..... COMMERCIAL REAL ESTATE APPRAISAL DEPARTMENT
CA..... CHIEF APPRAISER
DCA..... DEPUTY CHIEF APPRAISER
DP..... DATA PROCESSING DEPARTMENT
GCAD..... GREGG CAD – ALL DEPARTMENTS
GIS..... GEOGRAPHIC INFORMATION SYSTEM DEPARTMENT
P..... BUSINESS PERSONAL PROPERTY APPRAISAL DEPARTMENT
R..... RESIDENTIAL REAL ESTATE APPRAISAL DEPARTMENT
RT..... RECORDS TECHNICIANS DEPARTMENT
TLO..... TAXPAYER LIASON OFFICER

2023
OPERATIONS CALENDAR

2023 GREGG CAD OPERATIONS CALENDAR

DATE	DEPT	DESCRIPTION
AUGUST 2022		
1	DP	CERTIFICATION SUBMISSION TO STATE (MANDATE 8/1)
1	DP	MAIL TNT POSTCARD (MANDATE PRIOR TO 8/7)
1-31	R	FIELDWORK RE-CHECKS
1-31	P	SUPPLEMENTS & ENTITY CHANGES
3	P	REMOVE PROP CODES (RR,RW,RL,RM & ET)
3	CA	EVERY EVEN YEAR - BEGIN WORK ON DEPOSITORY FOR BOD
3	DP	SALES FILE SUBMISSION TO STATE
3	DP	SHAPE FILES TO CAPITOL
3	DP	UPDATE WEBSITE MAPS
3	GIS	BEGIN MAINT ON MAPS FOR SPLITS AND ACREAGE CHANGES
3	AT	LATE AG/TIMBER LETTERS TO TAXPAYERS/ENTITIES (LATE PENALTY)
3	GCAD	BI-ANNUAL REVIEW OF DISASTER PLAN
3	R	REVIEW/NOMINATE NEW AG/TIM ADVISORY BOARD MEMBERS TO BOD
3	R	RUN QUERY FUNC'S WITHOUT P-CODE DATE
3	R	POST CERTIFICATION RATIO REPORT
3	R	PLAN SPECIAL PROJECTS & ANNUAL DOCUMENTATION
3	C	PRINT RECHECK CARDS AND P-CODES
3	R	BEGIN SALES ENTRY (FEB - JULY)
3-8	R	DETERMINE TIME/PERSONNEL FOR REAPPRAISAL PLAN
3-15	DP	PREPARE APPR ROLLS FOR CAD & TAX OFFICES
3-15	DP	RUN EXEMPT ROLL
3-15	C	FIELDWORK RE-CHECKS, SALES & P-CODES
5	AT	BEGIN NEW YEAR DATA ENTRY
5	AT	AG/TIMBER FILES CLEAN-UP
10	P	DP - RUN ALPHA LIST OF L1 PROPERTIES FOR MANUAL FILE CHECK
10	P	DP-REQUEST BPP ALPHA LISTING & STREET CROSS REF
10	DP	DP UPDATE "VALUE SUMMARIES" INFO ON WEBSITE
10	P	RUN LIST OF CAPITOL ACCOUNTS
10-19	P	FIELD WORK PREPARATION & PLANNING
12	P	DP - PRINT PERSONAL PROPERTY FIELD CARDS
12	R/C/P	SUBMIT DEPARTMENT GOALS AND OBJECTIVES
17	AT	PREPARE ANNUAL VALUE SUMMARIES PUBLICATION + BOOKS & CD'S
17	AT	OBITUARIES STATUS
17	AT	DETERMINE FALL ARB HEARING DATE
17-22	P	FIELDWORK
22-31	CA	NOTIFY ENTITIES & LNJ OF BUDGET & REAPPRAISAL PLAN MEETING - 10 DAYS PRIOR
24	DP	TAP DATA ENTRY
24	DP	DEADLINE - ISD SHAPE FILES TO STATE
SEPTEMBER 2022		
1	R	PROOF LIST BUYER/SELLER LTR (RUN PREVIOUS 6 MONTHS)
1	P	ALTERNATE INVENTORY APPRAISAL DATE, IF QUALIFIED (MANDATE 9/1)
1	AT	SEND TAX OFC OV NEW VALUE ADDED LIST EXCEPT P.T.
1	GCAD	OPEN ENROLLMENT FOR INSURANCE
1-6	P	SEPTEMBER 1 INSPECTIONS & NEW VIT ACCTS

1-29	C	FIELDWORK RE-CHECKS ETC
1-29	R	FIELDWORK RE-CHECKS ETC
1-29	P	FIELDWORK
5	GCAD	REVIEW/REVISE GCAD ARB PROCESS/PROCEDURES
8	DCA	EVEN YEARS ONLY - DEADLINE BOD APPROVAL REAPPRAISAL PLAN(MANDATE 9/15)
8	CA	LAST DAY FOR BOARD OF DIR TO ADOPT BUDGET (MANDATE 9/15)
12	CA	EVEN YRS - CALC & DELIVER TO ENTITIES # BOD VOTES (6.03 d & e) (MANDATE 10/1)
14	AT	HB 1200 - PROPERTIES OVER \$100M - TEXAS ECONOMIC DEVELOPMENT
14	R	ENTER/LOAD SALES INFO
15	AT	OBITUARIES STATUS
15	AT	REQUEST ENTITY TAX RATES & LEVY INFORMATION
15	CA	EVEN YEARS ONLY - SEND LETTERS FOR DEPOSITORY
20	AT	PVS TAX RATE SUBMISSION REPORT TPTC SEC 5.091 (MANDATE 10/1)
28	GCAD	FALL ARB HEARING (STATE MANDATE 90 DAYS AFTER ARB APPROVES ROLL)
29	AT	PRINT OA & DP TAX DEFERRAL LIST FOR PROOFING
29	DCA	DEADLINE TO FILE LAWSUITS
29	DP	COMPLETE TAP DATA ENTRY
29	AT	SEND SDM AFFIDAVITS AND CANCELLATIONS
29	R	INITIAL BUYER/SELLER LETTERS MAILING
OCTOBER 2022		
3	R	LOAD AND BEGIN WORKING PERMITS
3	R	LOAD 08/01 P-CODES
3-12	P	FIELDWORK SPT
3-31	P	FIELDWORK SKG
3-31	R	FIELDWORK RECHECKS, SALES AND PERMITS
3-31	C	FIELDWORK RECHECKS, SALES AND PERMITS
3	R	TEXAS FARM & RANCH SURVEY TO COMPTROLLERS OFFICE
3	DCA	NOTIFY ENTITIES OF FILED LAWSUITS
3	R	COLLECT BLDG & SEPTIC PERMITS, & FIRE REPORTS, ETC
10	R	CK PROP GRP CODE DNCVAL
10	CA	NOTIFY ENTITIES OF REAPPRAISAL PLAN & BUDGET
10	C	COMPLETE 7/31 P-CODES
11	R	PROCESS BUYER/SELLER LETTERS
12-17	P	FIELDWORK SWO
20	AT	PVS TAX RATE SUBMISSION POST-ELECTION RATE FORM 50-866-A (MANDATE 11/1)
19-31	P	FIELDWORK SGW
24	R	ENTER/LOAD SALES INFO
26	R	BEGIN SALES VERIFICATION
26	AT	OBITUARIES STATUS
26	AT	PRINT OA & DP TAX DEFERRAL LIST FOR PROOFING
31	AT	SEND SDM AFFIDAVITS AND CANCELLATIONS
31	DP	COMPLETE TAP DATA ENTRY
NOVEMBER 2022		
1	CA	EVEN YEARS BOD MEETING FOR DEPOSITORY
1-30	C/R	FIELDWORK RECHECKS, SALES AND PERMITS
2	R/C/P	REQUEST ARB OVERRIDE LISTING - REVIEW VALUES

2023 GREGG CAD OPERATIONS CALENDAR

2	AT	OA RENEWALS FREEZE YEAR	
2	AT	MAIL OA, DP,HS RENEWALS	
2-9	P	FIELDWORK SGW	
2-28	P	FIELDWORK SLV	
7	P	ORDER AIRCRAFT BLUEBOOK	
9	AT	ORDER ENVELOPES FOR 1/1 MAIL OUTS	
9	R	PROCESS BUYER/SELLER LETTERS	
10-28	P	FIELDWORK SSB	
14	AT	OA RENEWAL DEADLINE	
14	AT	RECHECKS-RELIGIOUS/CHARITABLE	
14	AT	RUN MH PARK LISTINGS	
14	R	ENTER/LOAD SALES INFO	
14	P	CHECK PROP CODE OF PA, REND, REND7350	
21	AT	OBITUARIES STATUS	
21	AT	RUN LIST OF AG/T OWNERSHIP CHANGES & CODE REAPPLY	
21	AT	PREPARE MH PARK LETTERS	
24	R	CONTINUE SALES VERIFICATION	
24	AT	PRINT OA & DP TAX DEFERRAL LIST FOR PROOFING	
24	AT	SEND SDM AFFIDAVITS AND CANCELLATIONS	
24	DP	COMPLETE TAP DATA ENTRY	
DECEMBER 2022			
1	C	RUN NO LAST INSPECTION DATE	
1	R	RUN VN SALES REPORT TO IDENTIFY VN SALES	
1	R	SET UP AG/TIMBER ADVISORY BOARD MEETING FOR JANUARY	
1	R	RUN NO LAST INSPECTION DATE	
1	DP	UPDATE JAN 1 LETTERS & FORMS	
1	P	ORDER CAR & OLDER CAR BOOK (NADA 2 COPIES)	
1	P	AIRPORT & OFFICE BLDG LETTERS	
1	AT	PRINT AG/T REAPPLY LTRS & OAG	
1	AT	MAIL OUT MH PARK LETTERS	
1	TLO	ARB SURVEY RESPONSES & SPREADSHEETS	
1	P	ORDER COMMERCIAL TRUCK BOOK	
1-19	P	FIELD WORK SLV	
1-29	DP	PRINT REQUESTED 1/1 LETTERS	
1-29	C	FIELDWORK RE-CHECKS, SALES & PERMITS	
1	P	REQUEST CAPITOL RENDITIONS	
5	P	REQUEST DECLARATION LETTER PRINTED	
7	P	PREPARE BPP INVENTORY NEWS RELEASE	
14	P	ORDER AIRPAC CD	
14	C	BEGIN DRIVE OUTS-PHOTO ALL % COMPLETE PROPERTIES	
14	C	PRODUCE ABATEMENT & RECREATIONAL LISTS -1- PINE CREST	
14	P	CHECK ACCOUNTS WITH POLLUTION CONTROL	
14	R	VERIFY ALL SALES (VV, VF, XX, UV,CIC)	
14	AT	MAIL AG/T LETTERS , OAG & WILDLIFE ANNUAL REPORT LTR (MANDATE 1/31)	
14	P	PREPARE BPP RENDITIONS FOR MAILING	
14	CA	TPTC SEC 6.05© CHIEF APPRAISER ELIGIBILITY (MANDATE 1/1)	

15	DP	ORDER NEW COMPUTER EQPT
18	AT	PREPARE ANNUALLY REQUIRED APPLICATIONS & LETTERS
18	AT	OBITUARIES STATUS
21-29	R	REVIEW OF DISTRIBUTED VALUE ACCOUNTS & ARB VALUE ACCOUNTS
21	R	RATIO REPORT RUN & CHECK OUTLIERS
21	AT	MAIL 2ND REQUEST LETTERS TO MH PARKS
22	AT	MAIL OA RENEWAL NO RESPOND CANCELLATION LETTERS
22	C	BEGIN 1/1 SHOPPING CENTER OCCUPANCY CHECKS
28	R	MAIL "NEED TO MEASURE" LETTERS
28	AT	PRINT OA & DP TAX DEFERRAL LIST FOR PROOFING
28	AT	MAIL RECREATIONAL & CHODO APPS
28	AT	MAIL ANNUALLY REQUIRED APPLICATIONS-HABITAT, JR ACHV, LIONS, HISTORIC
28	R	BEGIN RESIDENTIAL DRIVE OUTS
29	AT	PREPARE ABATEMENT REAPPLY LETTERS FOR MAILING
29	P	MAIL OUT PERSONAL PROPERTY NEWS RELEASE
29	AT	MAIL ABATEMENT APPLICATIONS
29	AT	RUN AGENT EXPIRATION DATE LIST
29	P	LETTERS TO CRAFTERS, PIPE YARDS, WAREHOUSES & TRUCKING
29	P	MAIL OUT DECLARATION FORMS FOR VIT ACCTS
29	P	MAIL BPP RENDITIONS/LETTERS
29	DP	UPDATE WEBSITE FOR NEW YEAR
29	DP	COMPLETE TAP DATA ENTRY
29	AT	SEND SDM AFFIDAVITS AND CANCELLATIONS
29	R	ENTER/LOAD SALES INFO
JANUARY 2023		
1	GCAD	APPRAISAL & EXEMPTION QUALIFICATION DATE (MANDATE 1/1)
1	CA	NOTIFICATION TO COMPTROLLER OF CA ELIGIBILITY (MANDATE 1/1)
1-31	C	FIELDWORK RE-CHECKS, SALES & PERMITS
4	C	MAIL INCOME/RENTAL SURVEYS
4	R	COLLECT BLDG & SEPTIC PERMITS, & FIRE REPORTS, ETC
4	R	CONTINUE SALES VERIFICATION
4	AT	PRINT AOA LETTER FOR UPDATED AGENTS
4	AT	PRINT OA QUALIFY LIST
4	R	LOAD 01/01 YEAR P-CODES INTO I-PADS
4	TLO	LIST OF NEW ARB/BOD MEMBERS - OPEN RECORDS/MEETINGS TRAINING
4	P	BIS TURN ON ON-LINE FORM BPP RENDITION
4	P	DP-SPECIAL INVENTORY CHANGE DATES/MONITOR RUN
4	C	COMPLETION OF 1/1 SHOPPING CENTER OCCUPANCY CHECKS
4	AT	RUN PRINTOUT FOR EXEMPT PROPERTIES WITH AG/T
4	R	PROCESS BUYER/SELLER LETTERS FOR DEC & JAN
4	TLO	ELECTRONIC COMM. PUBLIC NOTICE TO NEWSPAPER (MANDATE 2/1)
4	C	COMMERCIAL JAN 1 DRIVE OUT
4	C	BEGIN UPDATE OF SALES/INCOME DATABASE (COMPLETE IN MARCH)
4-9	R	RESIDENTIAL DRIVE OUTS
4-9	P	JANUARY 1 INSPECTIONS & DRIVE OUTS
4-16	R	FIELDWORK ON "01" & % COMPLETE PROPERTIES

2023 GREGG CAD OPERATIONS CALENDAR

11	R	MAIL 2ND REQUEST "NEED TO MEASURE" LETTERS
11-16	P	OFFICE BUILDING INSPECTIONS
11-16	C	INSPECTION OF LONGVIEW & GLADEWATER AIRPORTS
11-31	P	FIELD WORK SLV
11-31	R	PERMIT FIELDWORK
12	C	INPUT MKT/EX VAL FOR REC USE PROPS & UPDATE W/REAPPLY DATES
16	DP	PRINT HS FORMS FOR NEW PROPERTY OWNERS
16	AT	REVIEW EXEMPTION RESETS
16	P	DP-CHANGE DATES FOR PROPS W/PP LINKS SOLD 6/1 TO 12/31 FOR MONITOR
16	DP	RUN JANUARY 1 FUNCTIONS
16	AT	NO MORE ZA, MAT, ZO & ZT TO BE CODED GIVE TO AG/TIM COORDINATOR
18	AT	MAIL HS FORMS TO NEW OWNERS (RESET) & MHS
18	DP	ALL SPLITS DONE & TURNED INTO APPRAISER'S
18-31	GCAD	EXTRA APPR IN HOUSE(CUSTOMER SERVICE-COLLECTIONS DEADLINE)
19	C	CALCULATE LOW INCOME HOUSING CAP RATE (MANDATE 1/31)
19	R	ENTER SALES
19	C	SEND BANK SURVEY FOR LOCAL CAP RATE
19	C	SHOPPING CENTER SURVEYS
23	R	CONTINUE SALES VERIFICATION FIELDWORK
23	P	PERSONAL PROPERTY RENDITION TRAINING
23	AT	65TH BIRTHDAY LETTERS (OA1) ENTER AUTOMATIC OA
23	RT	PRINT OA & DP TAX DEFERRAL LIST FOR PROOFING
23	AT	OBITUARIES STATUS
25	AT	RUN AND REVIEW PROOF LISTS
30	GCAD	COMPROLLER'S PRELIMINARY PVS TO ISD'S (MANDATE 1/31)
30	AT	SEND SDM AFFIDAVITS AND CANCELLATIONS
30	C	DEADLINE FOR MAILING ABATEMENT APPLICATIONS (MANDATE 1/31)
30	DP	COMPLETE TAP DATA ENTRY
30	R	PROOF LIST BUYER/SELLER LTR (RUN PREVIOUS 6 MONTHS)
FEBRUARY 2023		
1	GCAD	DELINQUENCY DATE FOR COLLECTIONS (MANDATE 2/1)
1	P	SPECIAL INV DEADLINE FOR DEALER INV DECLARATION (MANDATE 2/1)
1	GCAD	CHECK BOD MEMBERS PROPERTY TAXES PAID
1	TLO	CHECK ARB MEMBERS PROP TAXES PAID/NEW MEMBER BACKGROUND
1	DCA	PVS FINDINGS MUST BE PUBLISHED PRIOR TO 1/31 (MANDATE)
1	C	COMPLETE DRIVEOUTS
1	C	FINISH CHECK OF PARTIAL COMPLETE PROPERTIES AND ADD PICTURES
1	DP	SCHEDULE CYBER SECURITY TRAINING PRIOR TO 6/1 (MANDATE)
1	DP	SALES FILE SUBMISSION TO STATE
1-6	R	RUN VN, UV, CIC, VF & XX SALES REPORT CHECK FOR OUTLIERS
1-6	R	MH PARK FIELD WORK
1-28	P	FIELD WORK SLV
1-28	P	RENDITION WORK
1-28	C	FIELDWORK RE-CHECKS, SALES & PERMITS
2	P	UPDATE BPP DEPRECIATION SCHEDULE
2-28	R	BEGIN WORKING AG/TIMBER APPLICATIONS

8	AT	1ST WIDOW'S LETTER DEADLINE
10	AT	LAST SUPPLEMENTAL NOTICES TO BE MAILED
10	AT	OBITUARIES STATUS
10	AT	RUN LIST OF HB3613
10	R	PROCESS BUYER/SELLER LETTERS
10	C	UPDATE M&S COST AND DEPRECIATION TABLES
10	DP	CONTACT VENDOR CONCERNING APPRAISAL NOTICES
14	C	CHECK REINVESTMENT ZONES
15	P	MAIL AIRCRAFT AFFIDAVIT/LETTERS
15	GCAD	UPDATE DISASTER PLAN
15	AT	60 DAY DEADLINE FOR 60 DAY RENEWAL CANCELLATION (OA'S)
15-27	R	SALES VERIFICATION FIELDWORK
20	C	REQUEST UPDATED "TRENDS" PRICING GUIDE
20	R	QC ALL SPITS FOR THE YEAR FOR ACCURACY
22	AT	SEND CERTIFIED AGENT HEARING DAY LETTER
22	AT	PRINT OA & DP TAX DEFERRAL LIST FOR PROOFING
27	R	DP REQ AG/T QUESTIONNAIRE PRIOR YEAR (PROP GRP CODE "ATX")
27	DP	COMPLETE TAP DATA ENTRY
27	AT	SEND SDM AFFIDAVITS AND CANCELLATIONS
27	P	DP-CHANGE DATES NEW SPECIAL INVENTORY ACCTS 1/1 TO 2/28 FOR MONITOR
MARCH 2023		
1	AT	RUN PRINTOUT FOR EXEMPT PROPERTIES WITH AG/T
1	R/C	RUN P-CODE LIST FOR PRIOR YEARS TO ENSURE P-CODES ARE CLEARED
1-15	C	FIELDWORK RE-CHECKS, SALES & PERMITS
1-29	P	RENDITION WORK
1-29	R	CONTINUE AG/TIMBER APPLICATION & FIELD WORK
1	C	2ND MAILING OF ABATEMENT APPLICATIONS
1	AT	MAILOUT 2ND REQUEST AG/TIM OAG
1	DP	REQUEST ESRI MAINTENANCE QUOTE
1	P	UPDATE BPP MANUAL
1	C	UPDATE HOTEL/MOTEL INCOME INFO FROM COMPTROLLER
1	C	REQUEST ABATEMENT COMPLIANCE CERTIFICATES FROM ENTITIES
1	DP	WORK WITH CAD STAFF TO UPDATE VALUATION SCHEDULE TABLES
1	R	RUN 12/1/YEAR P-CODES FOR "CHECK UNIFORMITY FUNC"
1	R	RUN 3/1/YEAR P-CODES FOR "FRAMED NEW CONSTRUCTION"
1	TLO	PREPARE PUBLIC SERVICE ADS
3	GCAD	ARB HEARINGS
6	R	LAST DAY OF FIELD WORK
6	R	PROCESS BUYER/SELLER LETTERS (LAST PRIOR TO CERTIFICATION)
10	R	ALL FIELD WORK TURNED IN FOR DATA ENTRY
10	R	VERIFY ALL SALES (VV, VF, XX, UV & CIC)
13	C	COMPLETION OF LAND REVALUATION PROJECT
13	GCAD	MAPS REVIEW IN HOUSE
13	R	REMINDER LETTER 01 INV LOT APPS
13	GCAD	DEADLINE FOR APPEAL OF PVS STUDY (MANDATE 3/13)
15	AT	SUPPLEMENT CLOSED

2023 GREGG CAD OPERATIONS CALENDAR

15	AT	OBITUARIES STATUS	
15	AT	DEADLINE DATE FOR ELECTRONIC COMM REQUEST TAX CODE SEC. 1.086	
15	R	BEGIN WORK ON AG & TIMB PROD VALUE SCHEDULES	
15	R	CHECK THAT ALL HS ACCTS W/AG ARE READY FOR NOTICE	
15	DP	SEND 4/1 ROLL FORMAT LETTER TO ENTITIES (MANDATE 4/1)	
15	C	LAST DAY OF FIELD WORK/TURN IN ALL FIELD WORK FOR DATA ENTRY	
15	R	COMPLETION DATE FOR AG & TIMB PROD VAL SCHEDULE	
15	TLO	SEND PUBLIC SERVICE ADS TO NEWSPAPER	
15	AT	RESIDENTIAL DATA ENTRY COMPLETE	
17	AT	MAIL ANNUAL REAPPLY OAG 2ND REQUEST LETTERS	
20	R	RUN RATIO REPORTS/BEGIN RESIDENTIAL SCHEDULE WORK	
20	R	CHECK NEW VALUE ADDED PROP GROUP CODE "CAP OK"	
22	AT	REMOVE AG/T FOR FAILURE TO REAPPLY	
22	R	TURN IN ALL XN RESIDENTIAL ACCOUNTS FOR DATA ENTRY	
22	R	RMV AG FROM WILDLIFE THAT FAILED TO UPDATE WILDLIFE PLAN	
22	R	UPDATE RECHECK LIST WITH NEW NBHD CODES	
22	AT	ORDER PROOF LISTS	
22	AT	DATA ENTRY COMPLETE - RESIDENTIAL	
22	R	UPDATE MH SCHEDULE & DEPRECIATION TABLE	
22	GCAD	REVIEW OF DISASTER PLAN W/STAFF	
22	C	UPDATE & REFINE INCOME MODELS- SUPPLEMENT W/CURRENT MKT DATA	
22	R	BEGIN WORK ON RURAL LAND SALES	
22	TLO	PUBLIC SERVICE ADS PUBLISHED	
22	R	STRATIFY LAND SALES BY AREA /SIZE	
22	R	FINAL TEST RATIO & COMPLETION OF RESIDENTIAL SCHEDULES	
27	CA	RECEIVE VALUES FOR REAL PROPERTIES FROM CAPITOL	
27	R	RURAL LAND SALES ANALYSIS/SCHEDULE TESTING/IMPLEMENTATION	
27	CA	MASS APPR SUMMARY REPORT DUE WHEN ALL SCHEDULES COMPLETED	
27	C	DATA ENTRY COMPLETE - COMMERCIAL	
29	DP	SEND NOTICES TO VENDOR ALL REAL (RESIDENTIAL & COMMERCIAL)	
29	RT	PRINT OA & DP TAX DEFERRAL LIST FOR PROOFING	
29	AT	SEND SDM AFFIDAVITS AND CANCELLATIONS	
29	DP	COMPLETE TAP DATA ENTRY	
29	AT	OPERATIONS SURVEY DUE	
29	AT	DEADLINE CHODO PROP BOUGHT/SOLD (MANDATE 3/31) SEC 11.182	
APRIL 2023			
1	CA	CHECK FOR RECEIPT OF OPERATIONS SURVEY FROM PTAD	
1	DP	MAILOUT NOTICE OF RESIDENCE H.S. EXEMPT ELIGIBILITY SEC 25.192	
1	DP	DUE DATE FOR ROLL FORMAT LETTERS TO ENTITIES (MANDATE 4/1)	
1	AT	CHANGE TO CEILING LTR NEW OR OMITTED	
1	AT	MAIL OUT HSN (HOMESTEAD NOTICE)	
1	R	01 INV LOT REND DEADLINE (MANDATE 4/1)	
1	DP	PROOF LIST BUYER/SELLER LTR (RUN PREVIOUS 6 MONTHS)	
1	C	CALCULATE ABATEMENTS	
3	R/C	CHECK FOR ANY ACCOUNTS THAT NEED TO BE "XN"	
1-30	GCAD	RENDITION WORK	

1-30	R	CONTINUE AG/TIMBER APPLICATION WORK
5	DP	CYBER SECURITY TRAINING STATE MANDATE BY JUNE 14TH
5	R/C	UPDATE GCAD APPRAISAL MANUAL
5	AT	MAIL OV NEW VALUE ADDED LETTER
5	R	PRINT SALES BOOK & VALUATION REPORT
5	C	UNIQUE PROPERTIES REVIEW & VALUATION DOCUMENTATION
5	DP	REAL NOTICES TO VENDOR
5	GCAD	STAFF INFORMAL & FORMAL ARB ORIENTATION
7	DP	MAIL ALL REAL NOTICES (RESIDENTIAL & COMMERCIAL)
12	TLO	PREPARE PROTEST PROCEDURES FOR PUBLICATION (MANDATE 5/15)
14	P	BPP RENDITION DEADLINE (MANDATE 4/15)
17	AT	ADD NOTICE PROCESS FREEZE
17	DP	PRINT REAL ESTATE 'XN' NOTICES IN-HOUSE
17	AT	OBITUARIES STATUS
17	AT	RECEIVE ESTIMATES FROM CAPITOL AND LOCAL RECAPS
17	GCAD	BEGIN INFORMALS - ALL REAL (RESIDENTIAL & COMMERCIAL)
17	R/C	REAL NOTICES MAILED
19	AT	RECEIVE ESTIMATES FROM CAPITOL RUN LOCAL RECAPS
19	P	ENTER BPP XN'S
19	RT	MAIL EXEMPTION DENIAL LETTERS (CHECK CERTIFIED REQUIREMENTS)
19	AT	CERTIFY ESTIMATES TO ENTITIES (MANDATE 4/30)
19	AT	MAIL REMAINING REAL NOTICES (MANDATE 5/15 OR AS SOON)
18-21	AT	RUN TOP 10 FOR SGW
18-21	AT	PREPARE ESTIMATES
21	P	BPP NOTICES TO PRINTER
26	AT	RECEIVE CAPITOL PRELIMINARY DATA IMPORT
26	RT	PRINT OA & DP TAX DEFERRAL LIST FOR PROOFING
26	DP	PERSONAL PROPERTY NOTICES TO PRINTER
26	P	DP-CHANGE DATES NEW SP INV ACCTS 3/1 TO 4/30 FOR MONITOR
28	CA	DUE DATE FOR OPERATIONS SURVEY
28	RT	SEND SDM AFFIDAVITS AND CANCELLATIONS
28	P	BPP AND CAPITAL NOTICES MAILED
28	DP	COMPLETE TAP DATA ENTRY
28	C	DEADLINE FOR ABATEMENT APPLICATION (MANDATE 4/30)
MAY 2023		
1	AT	FINAL DATE FOR SPECIAL APPRAISAL APPLICATIONS (MANDATE 5/1)
1	AT	DEADLINE DATE FOR RAILROAD ROLLING STOCK REPORTS (MANDATE 5/1)
1	AT	DEADLINE DATE FOR REQUESTS FOR SEPARATE TAXATION (MANDATE 5/1)
1-31	GCAD	RENDITION WORK
1-31	R	COMPLETE WORK OF AG/TIMBER APPLICATIONS
3	DP	UPDATE WEBSITE MAPS
3	P	BEGIN INFORMALS - PERSONAL & CAPITOL
3	P	PROCESS FOREIGN TRADE ZONE APPLICATIONS
3	AT	RUN FINAL ABATEMENT PROOF LISTING
3	TLO	PUBLISH PROTEST PROCEDURES (MANDATE 5/15)
3	AT	MAIL AG/T DENIAL LETTERS (CERTIFIED MAILING REQUIRED)

2023 GREGG CAD OPERATIONS CALENDAR

10	AT	OBITUARIES STATUS
10	AT	COMPLETE ABATEMENT WORK & REPORT-COPY TO COMPTROLLER
10	AT	MAIL PER PROP, CAPITOL AND REMAINING NOTICES
12	CA	(MANDATE 5/15...OR AS SOON...) SUBMISSION OF APPR. RECORDS TO ARB
17	P	PERSONAL PROPERTY RENDITION EXTENSION DEADLINE (MANDATE 5/15)
17	GCAD	PROTEST DEADLINE DATE FOR REAL PROPERTY
17	P	BIS TURN OFF ON-LINE FORM BPP RENDITION
19	P	REQUEST LIST FROM CAPITOL FOR NON-COMPLIANCE NOTICES
19	GCAD	ARB HEARING
22	P	DP REQUEST LIST OF 10% PENALTY & MAIL NON-COMPLIANCE NOTICES
24	RT	PRINT OA & DP TAX DEFERRAL LIST FOR PROOFING
29	P	DP REQ NON-REND OR NO 30 DAY EXTENSIONS & ENTER 10% PENALTY
29	DP	COMPLETE TAP DATA ENTRY
31	AT	DEADLINE RELIG ORG AMEND CHARTER & FILE NEW APP (MANDATE 5/31)
JUNE 2023		
1-30	GCAD	INFORMALS
2	P	BPP & CAPITOL PROTEST DEADLINE DATE
7	CA	DEADLINE CA SUBMIT BUDGET TO BOD & ENTITIES (MANDATE 6/14)
9	GCAD	ARB HEARINGS & EVENING OPTION
14	GCAD	ARB HEARINGS
14	DP	RECEIVE CAPITOL OWNER/MAILING IMPORT FOR TNT POSTCARDS
16	GCAD	ARB HEARINGS-TELECONFERENCING
16	AT	OBITUARIES STATUS
21	GCAD	LAST PROTEST DAY BPP, MINERAL & REMAINING
21	GCAD	ARB HEARINGS
23	GCAD	ARB HEARINGS - CAPITOL/AGENT DAY
26	P	AUDIT PROPERTIES RECEIVING TCEQ & FREEPORT
26	C	AUDIT PROPERTIES RECEIVING ABATEMENTS
28	GCAD	ARB HEARINGS - TELECONFERENCE
28	RT	PRINT OA & DP TAX DEFERRAL LIST FOR PROOFING
28	DP	COMPLETE TAP DATA ENTRY
JULY 2023		
1	AT	COMPLETE REVIEW OF RAILROAD ROLLING STOCK VAUES (MANDATE 7/1)
3	DP	PROOF LIST BUYER/SELLER LTR (RUN PREVIOUS 6 MONTHS)
3	DP	OWNER/MAILING INFORMATION TO VENDOR FOR TNT MAILING
3	GCAD	COMPTR. CERT PVS FINDINGS TO EDUC. COMM. & ISD'S (MANDATE 7/3)
3	DP/AT	PRINT ARB DETERMINATION LETTERS
5	DP	CAPTL/LOCAL RECAPS HB366 BEFORE LOAD & "ALL REAL APPR BY CAD"
5-10	AT	OA/DP NEW VALUE ADDED REMOVE OVERRIDE
5-10	P	RUN PROOF LISTS & BEGIN CERTIFICATION PROCESS
5-10	R	REVIEW "SPECIAL PROJECTS" INFO & INTEGRATE W/REAPPRAISAL PLAN
5-10	DP	LOAD MINERAL ACCOUNTS IN SYSTEM FROM CAPITOL
5-10	DP	RUN CERTIFICATION PROCESS
7	GCAD	ARB HEARINGS - CATCH ALL APPROVE ROLL
7	AT	ABATEMENT AND TCEQ PROPERTIES/CALCULATIONS FROM CAPITOL & F2 ACCTS
10	R	PRINT RESIDENTIAL RE-CHECK CARDS

10	GCAD	ARB HEARINGS IF NEEDED	
12	DP	SYSTEM LOCKED PENDING BALANCE TO STATE & CERTIFICATION	
12	R	COLLECT BLDG & SEPTIC PERMITS, & FIRE REPORTS, ETC	
12	P	DP - CHANGE DATES FOR REND DATE 2020 WITHOUT SCAN DATE 2020 MONITOR	
12	AT	OBITUARIES STATUS	
12	AT	RECEIVE CAPITOL CERTIFIED VALUES	
12	DP	TNT POSTCARD TO PRINTER (MANDATE PRIOR TO AUGUST 7TH)	
12	AT	BEGIN WORK FOR ANNUAL VALUE SUMMARY BOOKS	
19	GCAD	DEADLINE FOR APPROVAL OF APPRAISAL RECORDS (MANDATE 7/20)	
19	P	ORDER VEHICLE LISTING	
19	AT	CERTIFY VALUES TO ENTITIES (MANDATE 7/25)	
19	DP	APPRAISAL ROLLS TO TAX OFFICE VENDORS (ELECTRONIC FORMAT)	
24	DP	FINAL SUBMISSION/STATE REPORTING TO COMPTROLLER	
25	RT	NEW VALUE ADDED REPORT FOR TAX OFFICE	
25	DP	CHECK CAPITAL ACCOUNTS ARE ACTIVE FOR AGENTS	
25	AT	DEADLINE COMPT CERTIFY RR ROLLING STOCK APPORT (MANDATE 7/25)	
26	CA	EVEN YEARS - PREPARE DEPOSITORY RFP & REAPPRAISAL PLAN FOR APPROVAL	
26	CA	REVIEW BUDGET FOR APPROVAL	
26	P	DP - CONVERT ALL ACCTS W/APPR METHOD "SUB" TO "F"	
26	P	DP-CHANGE DATES OF PROPERTIES WITH BPP LINKS SOLD JANUARY-JUNE FOR MONITOR	
26	DP	TARGET DATE TO BRING SYSTEM BACK UP FOR DATA ENTRY	
26	RT	PRINT OVER-65 & DP TAX DEFERRAL LIST FOR PROOFING	
31	DP	COMPLETE TAP DATA ENTRY	
31	AT	OBITUARIES	
31	P	DEADLINE DATE SEPTEMBER 1 INVENTORY APPLICATION (MANDATE 7/31)	

2024
OPERATIONS CALENDAR

2024 GREGG CAD OPERATIONS CALENDAR

DATE	DEPT	DESCRIPTION
AUGUST 2023		
1	DP	CERTIFICATION SUBMISSION TO STATE (MANDATE 8/1)
1	DP	MAIL TNT POSTCARD (MANDATE PRIOR TO 8/7)
1-31	R	FIELDWORK RE-CHECKS
1-31	P	SUPPLEMENTS & ENTITY CHANGES
3	P	REMOVE PROP CODES (RR,RW,RL,RM & ET)
3	CA	BEGIN WORK ON DEPOSITORY FOR BOD EVERY EVEN YEAR
3	DP	SALES FILE SUBMISSION TO STATE
3	DP	SHAPE FILES TO CAPITOL
3	DP	UPDATE WEBSITE MAPS
3	GIS	BEGIN MAINT ON MAPS FOR SPLITS AND ACREAGE CHANGES
3	AT	LATE AG/TIMBER LETTERS TO TAXPAYERS/ENTITIES (LATE PENALTY)
3	GCAD	BI-ANNUAL REVIEW OF DISASTER PLAN
3	R	REVIEW/NOMINATE NEW AG/TIM ADVISORY BOARD MEMBERS TO BOD
3	R	RUN QUERY FUNC'S WITHOUT P-CODE DATE
3	R	POST CERTIFICATION RATIO REPORT
3	R	PLAN SPECIAL PROJECTS & ANNUAL DOCUMENTATION
3	C	PRINT RECHECK CARDS AND P-CODES
3	R	BEGIN SALES ENTRY (FEB - JULY)
3-8	R	DETERMINE TIME/PERSONNEL FOR REAPPRAISAL PLAN
3-15	DP	PREPARE APPR ROLLS FOR CAD & TAX OFFICES
3-15	DP	RUN EXEMPT ROLL
3-15	C	FIELDWORK RE-CHECKS, SALES & P-CODES
4	AT	BEGIN NEW YEAR DATA ENTRY
4	AT	AG/TIMBER FILES CLEAN-UP
10	P	DP - RUN ALPHA LIST OF L1 PROPERTIES FOR MANUAL FILE CHECK
10	P	DP-REQUEST BPP ALPHA LISTING & STREET CROSS REF
10	DP	DP UPDATE "VALUE SUMMARIES" INFO ON WEBSITE
10	P	RUN LIST OF CAPITOL ACCOUNTS
10-18	P	FIELD WORK PREPARATION & PLANNING
11	P	DP - PRINT PERSONAL PROPERTY FIELD CARDS
11	R/C/P	SUBMIT DEPARTMENT GOALS AND OBJECTIVES
17	AT	PREPARE ANNUAL VALUE SUMMARIES PUBLICATION + BOOKS & CD'S
17	AT	OBITUARIES STATUS
17	AT	DETERMINE FALL ARB HEARING DATE
17-22	P	FIELDWORK
22-31	CA	NOTIFY ENTITIES OF BUDGET & REAPPRAISAL PLAN BOD MEETING
24	DP	TAP DATA ENTRY
24	DP	DEADLINE - ISD SHAPE FILES TO STATE
SEPTEMBER 2023		
1	R	PROOF LIST BUYER/SELLER LTR (RUN PREVIOUS 6 MONTHS)
1	P	ALTERNATE INVENTORY APPRAISAL DATE, IF QUALIFIED (MANDATE 9/1)
1	AT	SEND TAX OFC OV NEW VALUE ADDED LIST EXCEPT P.T.
1	GCAD	OPEN ENROLLMENT FOR INSURANCE
1-4	P	SEPTEMBER 1 INSPECTIONS & NEW VIT ACCTS

1-29	C	FIELDWORK RE-CHECKS ETC
1-29	R	FIELDWORK RE-CHECKS ETC
1-29	P	FIELDWORK
5	GCAD	REVIEW/REVISE GCAD ARB PROCESS/PROCEDURES
8	GCAD	BOD ADOPTION OF CAD BUDGET & REAPPRAISAL PLAN
8	DCA	DEADLINE BOD APPROVAL WRITTEN REAPPRAISAL PLAN(MANDATE 9/15)
8	CA	LAST DAY FOR BOARD OF DIR TO ADOPT BUDGET (MANDATE 9/15)
12	CA	CALC & DELIVER TO ENTITIES # BOD VOTES (6.03 d & e) (MANDATE 10/1)
12	CA	NOTIFY ENTITIES REAPPRAISAL PLAN HEARING (MANDATE 10TH DAY PRIOR)
14	AT	HB 1200 - PROPERTIES OVER \$100M - TEXAS ECONOMIC DEVELOPMENT
14	R	ENTER/LOAD SALES INFO
15	AT	OBITUARIES STATUS
15	AT	REQUEST ENTITY TAX RATES & LEVY INFORMATION
15	CA	EVEN YEARS ONLY - SEND LETTERS FOR DEPOSITORY
20	AT	PVS TAX RATE SUBMISSION REPORT TPTC SEC 5.091 (MANDATE 10/1)
28	GCAD	FALL ARB HEARING (STATE MANDATE 90 DAYS AFTER ARB APPROVES ROLL)
29	AT	PRINT OA & DP TAX DEFERRAL LIST FOR PROOFING
29	DCA	DEADLINE TO FILE LAWSUITS
29	DP	COMPLETE TAP DATA ENTRY
29	AT	SEND SDM AFFIDAVITS AND CANCELLATIONS
29	R	INITIAL BUYER/SELLER LETTERS MAILING
OCTOBER 2023		
2	R	LOAD AND BEGIN WORKING PERMITS
2	R	LOAD 08/01 P-CODES
2-12	P	FIELDWORK SPT
3-31	P	FIELDWORK SKG
3-31	R	FIELDWORK RECHECKS, SALES AND PERMITS
3-31	C	FIELDWORK RECHECKS, SALES AND PERMITS
3	R	TEXAS FARM & RANCH SURVEY TO COMPTROLLERS OFFICE
3	DCA	NOTIFY ENTITIES OF FILED LAWSUITS
3	R	COLLECT BLDG & SEPTIC PERMITS, & FIRE REPORTS, ETC
10	R	CK PROP GRP CODE DNCVAL
10	CA	NOTIFY ENTITIES OF REAPPRAISAL PLAN & BUDGET
10	C	COMPLETE 7/31 P-CODES
11	R	PROCESS BUYER/SELLER LETTERS
12-17	P	FIELDWORK SWO
20	AT	PVS TAX RATE SUBMISSION POST-ELECTION RATE FORM 50-866-A (MANDATE 11/1)
19-31	P	FIELDWORK SGW
24	R	ENTER/LOAD SALES INFO
26	R	BEGIN SALES VERIFICATION
26	AT	OBITUARIES STATUS
26	AT	PRINT OA & DP TAX DEFERRAL LIST FOR PROOFING
31	AT	SEND SDM AFFIDAVITS AND CANCELLATIONS
31	DP	COMPLETE TAP DATA ENTRY
NOVEMBER 2023		
1	CA	EVEN YEARS BOD MEETING FOR DEPOSITORY

2024 GREGG CAD OPERATIONS CALENDAR

1-30	C/R	FIELDWORK RECHECKS, SALES AND PERMITS
2	R/C/P	REQUEST ARB OVERRIDE LISTING - REVIEW VALUES
2	AT	OA RENEWALS FREEZE YEAR
2	AT	MAIL OA, DP,HS RENEWALS
2-9	P	FIELDWORK SGW
2-28	P	FIELDWORK SLV
7	P	ORDER AIRCRAFT BLUEBOOK
9	AT	ORDER ENVELOPES FOR 1/1 MAIL OUTS
9	R	PROCESS BUYER/SELLER LETTERS
10-28	P	FIELDWORK SSB
14	AT	OA RENEWAL DEADLINE
14	AT	RECHECKS-RELIGIOUS/CHARITABLE
14	AT	RUN MH PARK LISTINGS
14	R	ENTER/LOAD SALES INFO
14	P	CHECK PROP CODE OF PA, REND, REND7350
21	AT	OBITUARIES STATUS
21	AT	RUN LIST OF AG/T OWNERSHIP CHANGES & CODE REAPPLY
21	AT	PREPARE MH PARK LETTERS
24	R	CONTINUE SALES VERIFICATION
24	AT	PRINT OA & DP TAX DEFERRAL LIST FOR PROOFING
24	AT	SEND SDM AFFIDAVITS AND CANCELLATIONS
24	DP	COMPLETE TAP DATA ENTRY
DECEMBER 2023		
1	C	RUN NO LAST INSPECTION DATE
1	R	RUN VN SALES REPORT TO IDENTIFY VN SALES
1	R	SET UP AG/TIMBER ADVISORY BOARD MEETING FOR JANUARY
1	R	RUN NO LAST INSPECTION DATE
1	DP	UPDATE JAN 1 LETTERS & FORMS
1	P	ORDER CAR & OLDER CAR BOOK (NADA 2 COPIES)
1	P	AIRPORT & OFFICE BLDG LETTERS
1	AT	PRINT AG/T REAPPLY LTRS & OAG
1	AT	MAIL OUT MH PARK LETTERS
1	TLO	ARB SURVEY RESPONSES & SPREADSHEETS
1	P	REQUEST CAPITOL RENDITIONS
1	P	ORDER COMMERCIAL TRUCK BOOK
1-19	P	FIELD WORK SLV
1-29	DP	PRINT REQUESTED 1/1 LETTERS
1-29	C	FIELDWORK RE-CHECKS, SALES & PERMITS
5	P	REQUEST DECLARATION LETTER PRINTED
7	P	PREPARE BPP INVENTORY NEWS RELEASE
14	P	ORDER AIRPAC CD
14	C	BEGIN DRIVE OUTS-PHOTO ALL % COMPLETE PROPERTIES
14	C	PRODUCE ABATEMENT & RECREATIONAL LISTS -1- PINE CREST
14	P	CHECK ACCOUNTS WITH POLLUTION CONTROL
14	R	VERIFY ALL SALES (VV, VF, XX, UV,CIC)
14	AT	MAIL AG/T LETTERS , OAG & WILDLIFE ANNUAL REPORT LTR (MANDATE 1/31)

14	P	PREPARE BPP RENDITIONS FOR MAILING
14	CA	TPTC SEC 6.05© CHIEF APPRAISER ELIGIBILITY (MANDATE 1/1)
15	DP	ORDER NEW COMPUTER EQPT
18	AT	PREPARE ANNUALLY REQUIRED APPLICATIONS & LETTERS
18	AT	OBITUARIES STATUS
21-29	R	REVIEW OF DISTRIBUTED VALUE ACCOUNTS & ARB VALUE ACCOUNTS
21	R	RATIO REPORT RUN & CHECK OUTLIERS
21	AT	MAIL 2ND REQUEST LETTERS TO MH PARKS
22	AT	MAIL OA RENEWAL NO RESPOND CANCELLATION LETTERS
22	C	BEGIN 1/1 SHOPPING CENTER OCCUPANCY CHECKS
28	R	MAIL "NEED TO MEASURE" LETTERS
28	AT	PRINT OA & DP TAX DEFERRAL LIST FOR PROOFING
28	AT	MAIL RECREATIONAL & CHODO APPS
28	AT	MAIL ANNUALLY REQUIRED APPLICATIONS-HABITAT, JR ACHV, LIONS, HISTORIC
28	R	BEGIN RESIDENTIAL DRIVE OUTS
29	AT	PREPARE ABATEMENT REAPPLY LETTERS FOR MAILING
29	P	MAIL OUT PERSONAL PROPERTY NEWS RELEASE
29	AT	MAIL ABATEMENT APPLICATIONS
29	AT	RUN AGENT EXPIRATION DATE LIST
29	P	LETTERS TO CRAFTERS, PIPE YARDS, WAREHOUSES & TRUCKING
29	P	MAIL OUT DECLARATION FORMS FOR VIT ACCTS
29	P	MAIL BPP RENDITIONS/LETTERS
29	DP	UPDATE WEBSITE FOR NEW YEAR
29	DP	COMPLETE TAP DATA ENTRY
29	AT	SEND SDM AFFIDAVITS AND CANCELLATIONS
29	R	ENTER/LOAD SALES INFO
JANUARY 2024		
1	GCAD	APPRAISAL & EXEMPTION QUALIFICATION DATE (MANDATE 1/1)
1	CA	NOTIFICATION TO COMPTROLLER OF CA ELIGIBILITY (MANDATE 1/1)
1-31	C	FIELDWORK RE-CHECKS, SALES & PERMITS
4	C	MAIL INCOME/RENTAL SURVEYS
4	R	COLLECT BLDG & SEPTIC PERMITS, & FIRE REPORTS, ETC
4	R	CONTINUE SALES VERIFICATION
4	AT	PRINT AOA LETTER FOR UPDATED AGENTS
4	AT	PRINT OA QUALIFY LIST
4	R	LOAD 01/01 YEAR P-CODES INTO I-PADS
4	TLO	LIST OF NEW ARB/BOD MEMBERS - OPEN RECORDS/MEETINGS TRAINING
4	P	BIS TURN ON ON-LINE FORM BPP RENDITION
4	P	DP-SPECIAL INVENTORY CHANGE DATES/MONITOR RUN
4	C	COMPLETION OF 1/1 SHOPPING CENTER OCCUPANCY CHECKS
4	AT	RUN PRINTOUT FOR EXEMPT PROPERTIES WITH AG/T
4	R	PROCESS BUYER/SELLER LETTERS FOR DEC & JAN
4	TLO	ELECTRONIC COMM. PUBLIC NOTICE TO NEWSPAPER (MANDATE 2/1)
4	C	COMMERCIAL JAN 1 DRIVE OUT
4	C	BEGIN UPDATE OF SALES/INCOME DATABASE (COMPLETE IN MARCH)
4-9	R	RESIDENTIAL DRIVE OUTS

2024 GREGG CAD OPERATIONS CALENDAR

4-9	P	JANUARY 1 INSPECTIONS & DRIVE OUTS
4-16	R	FIELDWORK ON "01" & % COMPLETE PROPERTIES
11	R	MAIL 2ND REQUEST "NEED TO MEASURE" LETTERS
11-16	P	OFFICE BUILDING INSPECTIONS
11-16	C	INSPECTION OF LONGVIEW & GLADEWATER AIRPORTS
11-31	P	FIELD WORK SLV
11-31	R	PERMIT FIELDWORK
12	C	INPUT MKT/EX VAL FOR REC USE PROPS & UPDATE W/REAPPLY DATES
16	DP	PRINT HS FORMS FOR NEW PROPERTY OWNERS
16	AT	REVIEW EXEMPTION RESETS
16	P	DP-CHANGE DATES FOR PROPS W/PP LINKS SOLD 6/1 TO 12/31 FOR MONITOR
16	DP	RUN JANUARY 1 FUNCTIONS
16	AT	NO MORE ZA, MAT, ZO & ZT TO BE CODED GIVE TO AG/TIM COORDINATOR
18	AT	MAIL HS FORMS TO NEW OWNERS (RESET) & MHS
18	DP	ALL SPLITS DONE & TURNED INTO APPRAISER'S
18-31	GCAD	EXTRA APPR IN HOUSE(CUSTOMER SERVICE-COLLECTIONS DEADLINE)
19	C	CALCULATE LOW INCOME HOUSING CAP RATE (MANDATE 1/31)
19	R	ENTER SALES
19	C	SEND BANK SURVEY FOR LOCAL CAP RATE
19	C	SHOPPING CENTER SURVEYS
23	R	CONTINUE SALES VERIFICATION FIELDWORK
23	P	PERSONAL PROPERTY RENDITION TRAINING
23	AT	65TH BIRTHDAY LETTERS (OA1) ENTER AUTOMATIC OA
23	RT	PRINT OA & DP TAX DEFERRAL LIST FOR PROOFING
23	AT	OBITUARIES STATUS
25	AT	RUN AND REVIEW PROOF LISTS
30	GCAD	COMPTROLLER'S PRELIMINARY PVS TO ISD'S (MANDATE 1/31)
30	AT	SEND SDM AFFIDAVITS AND CANCELLATIONS
30	C	DEADLINE FOR MAILING ABATEMENT APPLICATIONS (MANDATE 1/31)
30	DP	COMPLETE TAP DATA ENTRY
30	R	PROOF LIST BUYER/SELLER LTR (RUN PREVIOUS 6 MONTHS)
FEBRUARY 2024		
1	GCAD	DELINQUENCY DATE FOR COLLECTIONS (MANDATE 2/1)
1	P	SPECIAL INV DEADLINE FOR DEALER INV DECLARATION (MANDATE 2/1)
1	GCAD	CHECK BOD MEMBERS PROPERTY TAXES PAID
1	TLO	CHECK ARB MEMBERS PROP TAXES PAID/NEW MEMBER BACKGROUND
1	DCA	PVS FINDINGS MUST BE PUBLISHED PRIOR TO 1/31 (MANDATE)
1	C	COMPLETE DRIVEOUTS
1	C	FINISH CHECK OF PARTIAL COMPLETE PROPERTIES AND ADD PICTURES
1	DP	SCHEDULE CYBER SECURITY TRAINING PRIOR TO 6/1 (MANDATE)
1	DP	SALES FILE SUBMISSION TO STATE
1-6	R	RUN VN, UV, CIC, VF & XX SALES REPORT CHECK FOR OUTLIERS
1-6	R	MH PARK FIELD WORK
1-28	P	FIELD WORK SLV
1-28	P	RENDITION WORK
1-28	C	FIELDWORK RE-CHECKS, SALES & PERMITS

2	P	UPDATE BPP DEPRECIATION SCHEDULE
2-28	R	BEGIN WORKING AG/TIMBER APPLICATIONS
8	AT	1ST WIDOW'S LETTER DEADLINE
9	AT	LAST SUPPLEMENTAL NOTICES TO BE MAILED
9	AT	OBITUARIES STATUS
9	AT	RUN LIST OF HB3613
9	R	PROCESS BUYER/SELLER LETTERS
9	C	UPDATE M&S COST AND DEPRECIATION TABLES
9	DP	CONTACT VENDOR CONCERNING APPRAISAL NOTICES
14	C	CHECK REINVESTMENT ZONES
15	P	MAIL AIRCRAFT AFFIDAVIT/LETTERS
15	GCAD	UPDATE DISASTER PLAN
15	AT	60 DAY DEADLINE FOR 60 DAY RENEWAL CANCELLATION (OA'S)
15-27	R	SALES VERIFICATION FIELDWORK
20	C	REQUEST UPDATED "TRENDS" PRICING GUIDE
20	R	QC ALL SPITS FOR THE YEAR FOR ACCURACY
22	AT	SEND CERTIFIED AGENT HEARING DAY LETTER
22	AT	PRINT OA & DP TAX DEFERRAL LIST FOR PROOFING
27	R	DP REQ AG/T QUESTIONAIRRE PRIOR YEAR (PROP GRP CODE "ATX")
27	DP	COMPLETE TAP DATA ENTRY
27	AT	SEND SDM AFFIDAVITS AND CANCELLATIONS
27	P	DP-CHANGE DATES NEW SPECIAL INVENTORY ACCTS 1/1 TO 2/28 FOR MONITOR
MARCH 2024		
1	AT	RUN PRINTOUT FOR EXEMPT PROPERTIES WITH AG/T
1	R/C	RUN P-CODE LIST FOR PRIOR YEARS TO ENSURE P-CODES ARE CLEARED
1-15	C	FIELDWORK RE-CHECKS, SALES & PERMITS
1-29	P	RENDITION WORK
1-29	R	CONTINUE AG/TIMBER APPLICATION & FIELD WORK
1	C	2ND MAILING OF ABATEMENT APPLICATIONS
1	AT	MAILOUT 2ND REQUEST AG/TIM OAG
1	DP	REQUEST ESRI MAINTENANCE QUOTE
1	P	UPDATE BPP MANUAL
1	C	UPDATE HOTEL/MOTEL INCOME INFO FROM COMPTROLLER
1	C	REQUEST ABATEMENT COMPLIANCE CERTIFICATES FROM ENTITIES
1	DP	WORK WITH CAD STAFF TO UPDATE VALUATION SCHEDULE TABLES
1	R	RUN 12/1/YEAR P-CODES FOR "CHECK UNIFORMITY FUNC"
1	R	RUN 3/1/YEAR P-CODES FOR "FRAMED NEW CONSTRUCTION"
1	TLO	PREPARE PUBLIC SERVICE ADS
4	GCAD	ARB HEARINGS
6	R	LAST DAY OF FIELD WORK
6	R	PROCESS BUYER/SELLER LETTERS (LAST PRIOR TO CERTIFICATION)
11	R	ALL FIELD WORK TURNED IN FOR DATA ENTRY
11	R	VERIFY ALL SALES (VV, VF, XX, UV & CIC)
13	C	COMPLETION OF LAND REVALUATION PROJECT
13	GCAD	MAPS REVIEW IN HOUSE
13	R	REMINDER LETTER 01 INV LOT APPS

2024 GREGG CAD OPERATIONS CALENDAR

13	GCAD	DEADLINE FOR APPEAL OF PVS STUDY (MANDATE 3/13)
15	AT	SUPPLEMENT CLOSED
15	AT	OBITUARIES STATUS
15	AT	DEADLINE DATE FOR ELECTRONIC COMM REQUEST TAX CODE SEC. 1.086
15	R	BEGIN WORK ON AG & TIMB PROD VALUE SCHEDULES
15	R	CHECK THAT ALL HS ACCTS W/AG ARE READY FOR NOTICE
15	DP	SEND 4/1 ROLL FORMAT LETTER TO ENTITIES (MANDATE 4/1)
15	C	LAST DAY OF FIELD WORK/TURN IN ALL FIELD WORK FOR DATA ENTRY
15	R	COMPLETION DATE FOR AG & TIMB PROD VAL SCHEDULE
15	TLO	SEND PUBLIC SERVICE ADS TO NEWSPAPER
15	AT	RESIDENTIAL DATA ENTRY COMPLETE
18	AT	MAIL ANNUAL REAPPLY OAG 2ND REQUEST LETTERS
20	R	RUN RATIO REPORTS/BEGIN RESIDENTIAL SCHEDULE WORK
20	R	CHECK NEW VALUE ADDED PROP GROUP CODE "CAP OK"
22	AT	REMOVE AG/T FOR FAILURE TO REAPPLY
22	R	TURN IN ALL XN RESIDENTIAL ACCOUNTS FOR DATA ENTRY
22	R	RMV AG FROM WILDLIFE THAT FAILED TO UPDATE WILDLIFE PLAN
22	R	UPDATE RECHECK LIST WITH NEW NBHD CODES
22	AT	ORDER PROOF LISTS
22	AT	DATA ENTRY COMPLETE - RESIDENTIAL
22	R	UPDATE MH SCHEDULE & DEPRECIATION TABLE
22	GCAD	REVIEW OF DISASTER PLAN W/STAFF
22	C	UPDATE & REFINE INCOME MODELS- SUPPLEMENT W/CURRENT MKT DATA
22	R	BEGIN WORK ON RURAL LAND SALES
22	TLO	PUBLIC SERVICE ADS PUBLISHED
22	R	STRATIFY LAND SALES BY AREA /SIZE
22	R	FINAL TEST RATIO & COMPLETION OF RESIDENTIAL SCHEDULES
27	CA	RECEIVE VALUES FOR REAL PROPERTIES FROM CAPITOL
27	R	RURAL LAND SALES ANALYSIS/SCHEDULE TESTING/IMPLEMENTATION
27	CA	MASS APPR SUMMARY REPORT DUE WHEN ALL SCHEDULES COMPLETED
27	C	DATA ENTRY COMPLETE - COMMERCIAL
29	DP	SEND NOTICES TO VENDOR ALL REAL (RESIDENTIAL & COMMERCIAL)
29	RT	PRINT OA & DP TAX DEFERRAL LIST FOR PROOFING
29	AT	SEND SDM AFFIDAVITS AND CANCELLATIONS
29	DP	COMPLETE TAP DATA ENTRY
29	AT	OPERATIONS SURVEY DUE
29	AT	DEADLINE CHODO PROP BOUGHT/SOLD (MANDATE 3/31) SEC 11.182
APRIL 2024		
1	CA	CHECK FOR RECEIPT OF OPERATIONS SURVEY FROM PTAD
1	DP	MAILOUT NOTICE OF RESIDENCE H.S. EXEMPT ELIGIBILITY SEC 25.192
1	DP	DUE DATE FOR ROLL FORMAT LETTERS TO ENTITIES (MANDATE 4/1)
1	AT	CHANGE TO CEILING LTR NEW OR OMITTED
1	AT	MAIL OUT HSN (HOMESTEAD NOTICE)
1	R	01 INV LOT REND DEADLINE (MANDATE 4/1)
1	DP	PROOF LIST BUYER/SELLER LTR (RUN PREVIOUS 6 MONTHS)
1	C	CALCULATE ABATEMENTS

3	R/C	CHECK FOR ANY ACCOUNTS THAT NEED TO BE "XN"
1-30	GCAD	RENDITION WORK
1-30	R	CONTINUE AG/TIMBER APPLICATION WORK
5	DP	CYBER SECURITY TRAINING STATE MANDATE BY JUNE 14TH
5	R/C	UPDATE GCAD APPRAISAL MANUAL
5	AT	MAIL OV NEW VALUE ADDED LETTER
5	R	PRINT SALES BOOK & VALUATION REPORT
5	C	UNIQUE PROPERTIES REVIEW & VALUATION DOCUMENTATION
5	DP	REAL NOTICES TO VENDOR
5	GCAD	STAFF INFORMAL & FORMAL ARB ORIENTATION
8	DP	MAIL ALL REAL NOTICES (RESIDENTIAL & COMMERICAL)
15	TLO	PREPARE PROTEST PROCEDURES FOR PUBLICATION (MANDATE 5/15)
15	P	BPP RENDITION DEADLINE (MANDATE 4/15)
17	AT	ADD NOTICE PROCESS FREEZE
17	DP	PRINT REAL ESTATE 'XN' NOTICES IN-HOUSE
17	AT	OBITUARIES STATUS
17	AT	RECEIVE ESTIMATES FROM CAPITOL AND LOCAL RECAPS
17	GCAD	BEGIN INFORMALS - ALL REAL (RESIDENTIAL & COMMERICAL)
17	R/C	REAL NOTICES MAILED
19	AT	RECEIVE ESTIMATES FROM CAPITOL RUN LOCAL RECAPS
19	P	ENTER BPP XN'S
19	RT	MAIL EXEMPTION DENIAL LETTERS (CHECK CERTIFIED REQUIREMENTS)
19	AT	CERTIFY ESTIMATES TO ENTITIES (MANDATE 4/30)
19	AT	MAIL REMAINING REAL NOTICES (MANDATE 5/15 OR AS SOON)
18-22	AT	RUN TOP 10 FOR SGW
18-22	AT	PREPARE ESTIMATES
22	P	BPP NOTICES TO PRINTER
26	AT	RECEIVE CAPITOL PRELIMINARY DATA IMPORT
26	RT	PRINT OA & DP TAX DEFERRAL LIST FOR PROOFING
26	DP	PERSONAL PROPERTY NOTICES TO PRINTER
26	P	DP-CHANGE DATES NEW SP INV ACCTS 3/1 TO 4/30 FOR MONITOR
29	CA	DUE DATE FOR OPERATIONS SURVEY
29	RT	SEND SDM AFFIDAVITS AND CANCELLATIONS
29	P	BPP AND CAPITAL NOTICES MAILED
29	DP	COMPLETE TAP DATA ENTRY
30	C	DEADLINE FOR ABATEMENT APPLICATION (MANDATE 4/30)
MAY 2024		
1	AT	FINAL DATE FOR SPECIAL APPRAISAL APPLICATIONS (MANDATE 5/1)
1	AT	DEADLINE DATE FOR RAILROAD ROLLING STOCK REPORTS (MANDATE 5/1)
1	AT	DEADLINE DATE FOR REQUESTS FOR SEPARATE TAXATION (MANDATE 5/1)
1-31	GCAD	RENDITION WORK
1-31	R	COMPLETE WORK OF AG/TIMBER APPLICATIONS
3	DP	UPDATE WEBSITE MAPS
3	P	BEGIN INFORMALS - PERSONAL & CAPITOL
3	P	PROCESS FOREIGN TRADE ZONE APPLICATIONS
3	AT	RUN FINAL ABATEMENT PROOF LISTING

2024 GREGG CAD OPERATIONS CALENDAR

3	TLO	PUBLISH PROTEST PROCEDURES (MANDATE 5/15)
3	AT	MAIL AG/T DENIAL LETTERS (CERTIFIED MAILING REQUIRED)
10	AT	OBITUARIES STATUS
10	AT	COMPLETE ABATEMENT WORK & REPORT-COPY TO COMPTROLLER
10	AT	MAIL PER PROP, CAPITOL AND REMAINING NOTICES
13	CA	(MANDATE 5/15...OR AS SOON...) SUBMISSION OF APPR. RECORDS TO ARB
17	P	PERSONAL PROPERTY RENDITION EXTENSION DEADLINE (MANDATE 5/15)
17	GCAD	PROTEST DEADLINE DATE FOR REAL PROPERTY
17	P	BIS TURN OFF ON-LINE FORM BPP RENDITION
20	P	REQUEST LIST FROM CAPITOL FOR NON-COMPLIANCE NOTICES
20	GCAD	ARB HEARING
22	P	DP REQUEST LIST OF 10% PENALTY & MAIL NON-COMPLIANCE NOTICES
24	RT	PRINT OA & DP TAX DEFERRAL LIST FOR PROOFING
29	P	DP REQ NON-REND OR NO 30 DAY EXTENSIONS & ENTER 10% PENALTY
29	DP	COMPLETE TAP DATA ENTRY
31	AT	DEADLINE RELIG ORG AMEND CHARTER & FILE NEW APP(MANDATE 5/31)
JUNE 2024		
1-30	GCAD	INFORMALS
3	P	BPP & CAPITOL PROTEST DEADLINE DATE
7	CA	DEADLINE CA SUBMIT BUDGET TO BOD & ENTITIES(MANDATE 6/14)
10	GCAD	ARB HEARINGS & EVENING OPTION
14	GCAD	ARB HEARINGS
14	DP	RECEIVE CAPITOL OWNER/MAILING IMPORT FOR TNT POSTCARDS
16	GCAD	ARB HEARINGS-TELECONFERENCING
16	AT	OBITUARIES STATUS
21	GCAD	LAST PROTEST DAY BPP, MINERAL & REMAINING
21	GCAD	ARB HEARINGS
24	GCAD	ARB HEARINGS - CAPITOL/AGENT DAY
26	P	AUDIT PROPERTIES RECEIVING TCEQ & FREEPORT
26	C	AUDIT PROPERTIES RECEIVING ABATEMENTS
28	GCAD	ARB HEARINGS - TELECONFERENCE
28	RT	PRINT OA & DP TAX DEFERRAL LIST FOR PROOFING
28	DP	COMPLETE TAP DATA ENTRY
JULY 2024		
1	DP	PROOF LIST BUYER/SELLER LTR (RUN PREVIOUS 6 MONTHS)
1	DP	OWNER/MAILING INFORMATION TO VENDOR FOR TNT MAILING
1	AT	COMPLETE REVIEW OF RAILROAD ROLLING STOCK VAUES (MANDATE 7/1)
3	GCAD	COMPTR. CERT PVS FINDINGS TO EDUC. COMM. & ISD'S(MANDATE 7/3)
3	DP/AT	PRINT ARB DETERMINATION LETTERS
5	DP	CAPTL/LOCAL RECAPS HB366 BEFORE LOAD & "ALL REAL APPR BY CAD"
5-10	AT	OA/DP NEW VALUE ADDED REMOVE OVERRIDE
5-10	DP	RUN PROOF LISTS & BEGIN CERTIFICATION PROCESS
5-10	R	REVIEW "SPECIAL PROJECTS" INFO & INTEGRATE W/REAPPRAISAL PLAN
5-10	DP	LOAD MINERAL ACCOUNTS IN SYSTEM FROM CAPITOL
5-10	DP	RUN CERTIFICATION PROCESS
8	GCAD	ARB HEARINGS - CATCH ALL APPROVE ROLL

8	AT	ABATEMENT AND TCEQ PROPERTIES/CALCULATIONS FROM CAPITOL & F2 ACCTS
10	R	PRINT RESIDENTIAL RE-CHECK CARDS
10	GCAD	ARB HEARINGS IF NEEDED
12	DP	SYSTEM LOCKED PENDING BALANCE TO STATE & CERTIFICATION
12	R	COLLECT BLDG & SEPTIC PERMITS, & FIRE REPORTS, ETC
12	P	DP -CHANGE DATES FOR REND DATE 2020 WITHOUT SCAN DATE 2020 MONITOR
12	AT	OBITUARIES STATUS
12	AT	RECEIVE CAPITOL CERTIFIED VALUES
12	DP	TNT POSTCARD TO PRINTER (MANDATE PRIOR TO AUGUST 7TH)
12	AT	BEGIN WORK FOR ANNUAL VALUE SUMMARY BOOKS
19	GCAD	DEADLINE FOR APPROVAL OF APPRAISAL RECORDS (MANDATE 7/20)
19	P	ORDER VEHICLE LISTING
19	AT	CERTIFY VALUES TO ENTITIES (MANDATE 7/25)
19	DP	APPRAISAL ROLLS TO TAX OFFICE VENDORS (ELECTRONIC FORMAT)
24	DP	FINAL SUBMISSION/STATE REPORTING TO COMPTROLLER
25	RT	NEW VALUE ADDED REPORT FOR TAX OFFICE
25	DP	CHECK CAPITAL ACCOUNTS ARE ACTIVE FOR AGENTS
25	AT	DEADLINE COMPT CERTIFY RR ROLLING STOCK APPORT (MANDATE 7/25)
26	CA	EVEN YEARS - PREPARE DEPOSITORY RFP & REAPPRAISAL PLAN FOR APPROVAL
26	CA	REVIEW BUDGET FOR APPROVAL
26	P	DP - CONVERT ALL ACCTS W/APPR METHOD "SUB" TO "F"
26	P	DP-CHANGE DATES OF PROPERTIES WITH BPP LINKS SOLD JANUARY-JUNE FOR MONITOR
26	DP	TARGET DATE TO BRING SYSTEM BACK UP FOR DATA ENTRY
26	RT	PRINT OVER-65 & DP TAX DEFERRAL LIST FOR PROOFING
31	DP	COMPLETE TAP DATA ENTRY
31	AT	OBITUARIES
31	P	DEADLINE DATE SEPTEMBER 1 INVENTORY APPLICATION (MANDATE 7/31)

**APPRAISAL DEPARTMENT
KEY EVENTS CALENDAR**

Appraisal Staff Key Events Calendar

The following is a calendar of key events as related to annual activities for the appraisal year. The day to day activities of all departments in the district are contained in the "Gregg CAD Operations Calendar".

August

- Run post certification ratio reports
- Update annual work documentation
- Plan annual goals/objectives & special projects for appraisal activities
- Review property alterations per aerial photography
- Begin field work for annual recheck properties, various coded properties and utility reports
- Begin working January - July building permits & mechanic's liens

September

- September 1 inspections
- Submission of reappraisal plan to GCAD Board of Directors
- Field work for annual recheck properties, various coded properties, mechanics liens & building permits
- Second order annual recheck property cards
- Initial buyer/seller letters mailing post certification

October

- Begin sales verification field work
- Begin working August/September building permits & mechanic's liens
- Field work for annual recheck properties, various coded properties, mechanics liens & building permits

November

- Field work for annual recheck properties, various coded properties, mechanics liens & building permits
- Continue sales verification fieldwork
- Third order annual recheck property cards

December

- Field work for annual recheck properties, various coded properties & building permits
- Mid cycle ratio reports
- Continue sales verification fieldwork
- Begin miscellaneous January 1 property inspections, (incomplete property construction, shopping center occupancy, office building occupancy, mall, airports, etc.)
- Begin drive outs (residential-all non-city limit area roads in county, commercial & BPP-all main CBD's & business areas of county)

- Annual application mail outs: abatements, pollution control, recreational use, CHODO, homestead renewals, etc.
- Mobile home park owner's 1/1 occupancy questionnaire mail out

January

- Continue miscellaneous January 1 property inspections
- Complete drive outs & new construction inspections (photo all % complete)
- Fieldwork for new & developing subdivisions
- Mail commercial income/rental/expense surveys,
- Mail BPP letters to pipe yards, warehouses, trucking companies, craft malls, office buildings, airports, etc.
- "Need to Measure" letters (sent out prior to estimating unobtainable information on properties)
- Final building permit download, November & December permits
- Continue field work for annual recheck properties, various coded properties, mechanics liens & building permits
- Mail out ag/timber reapply letters & wildlife mgmt. annual report forms
- Continue sales verification fieldwork
- Final annual recheck field card order
- Update sales and income databases
- Begin rendition period of Business Personal Property
- Begin rural land sales analysis
- Run mid-cycle proofing lists
- Re-evaluate goals/objectives activities

February

- Mail second requests on application mail outs
- Begin personal property rendition processing
- Finalize rural land valuation schedules, vacant lots and builder inventory lots/new subdivision absorption rates
- Final sales verification for current year value schedules
- Run residential ratio reports and begin schedule work
- Mobile home park field inspections
- Update mobile home cost & depreciation tables
- Begin update, refine & testing of commercial income models
- Update commercial cost & depreciation tables

March

- Complete fieldwork all appraisal departments (excluding ag/timber application fieldwork)
- Final test ratio & completion of residential cost & depreciation schedules
- Update Business Personal Property cost & depreciation schedules
- Complete ag/timber productivity schedules
- Finalize expense & cap rates

- Implement and test all finalized schedules
- Update annual property evaluation reports
- Prepare Mass Appraisal report

April

- Continue ag/timber application fieldwork & processing
- Continue personal property rendition processing
- Run proofing lists
- Update appraisal manuals
- Staff informal & formal ARB orientation
- Mail residential property appraisal notices
- Rendition deadline
- Receive preliminary import from Capitol Appraisal
- Prepare estimates for entities
- Begin informal hearings with property owners
- Mail exemption & ag/timber denial letters

May

- Completion of ag/timber application fieldwork & processing
- Continue personal property rendition processing
- Continue informal hearings with property owners
- Submission of appraisal rolls to Appraisal Review Board
- Extension deadline for Business Personal Property Renditions
- Mail balance of appraisal notices
- Mail business personal property non-compliance notices

June

- Continue informal hearings with property owners
- Submit preliminary budget to Board of Directors and entities
- Continue personal property rendition processing
- Begin Appraisal Review Board Hearings

July

- Continue & complete Appraisal Review Board Hearings
- Appraisal Review Board approval of appraisal records
- Load Capitol Appraisal certified values
- Proof list work
- Submit and balance to state on certification information
- Certify values to the entities
- Begin planning work for upcoming appraisal cycle
- First order residential recheck field cards

ATTACHMENT #2

Residential Recheck Schedule

Commercial Recheck Schedule

2020-2025 RESIDENTIAL RECHECK SCHEDULE
(SIX YEAR CYCLE)

YEAR 1	2020	
	GLADEWATER ISD	3,076
	WHITE OAK ISD	2,863
	SPRING HILL ISD	3,677
	TOTAL	9,616
YEAR 2	2021	
	LONGVIEW ISD	10,234
YEAR 3	2022	
	LONGVIEW ISD	10,140
YEAR 4	2023	
	SABINE ISD	3,812
	LONGVIEW ISD	3,914
	TOTAL	7,726
YEAR 5	2024	
	PINE TREE ISD	9,449
YEAR 6	2025	
	KILGORE ISD	5,971
	TOTAL	53,136

RECHECK SCHEDULE

YEAR 1

RGW-001	553
RGW-002	446
RGW-003	477
RGW-004	414
RGW-005	567
RGW-006	584
RLD-001	60
TOTAL GLADEWATER ISD	3101

RWO-001	397
RWO-002	464
RWO-003	511
RWO-004	539
RWO-005	494
RWO-006	450
TOTAL WHITE OAK ISD	2855

RSH-001	357
RSH-002	530
RSH-003	293
RSH-004	586
RSH-005	383
RSH-006	402
RSH-007	597
RSH-008	547
TOTAL SPRING HILL ISD	3695

TOTAL YEAR ONE	9651
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RECHECK SCHEDULE

YEAR 2

RML-001	540
RML-002	495
RML-003	500
RML-004	452
RML-005	494
RML-006	475
RML-007	437
RML-008	499
RML-009	455
RML-021	1125
RML-028	478
RML-029	597
RML-030	495
RML-031	460
RML-032	443
RML-033	419
RML-034	487
RML-035	404
RML-036	474

TOTAL YEAR 2 9729

RECHECK SCHEDULE

YEAR 3

RML-010	407
RML-011	554
RML-012	449
RML-013	457
RML-014	547
RML-015	471
RML-016	355
RML-017	535
RML-018	472
RML-019	419
RML-020	474
RML-022	472
RML-023	517
RML-024	398
RML-025	451
RML-026	467
RML-027	440
RNL-001	454
RNL-002	509
RNL-003	457
RNL-004	578
RNL-005	574

TOTAL YEAR 3

10457

RECHECK SCHEDULE

YEAR 4

RSB-001	387
RSB-002	540
RSB-003	408
RSB-004	505
RSB-005	421
RSB-006	485
RSB-007	552
RSB-008	495
RSL-001	495
RSL-002	527
RSL-003	508
RSL-004	504
RSL-005	581
RSL-006	720
RLC-001	430

TOTAL YEAR 4 **7558**

RECHECK SCHEDULE

YEAR 5

RPT-001	514
RPT-002	550
RPT-003	459
RPT-004	456
RPT-005	482
RPT-006	431
RPT-007	426
RPT-008	557
RPT-009	494
RPT-010	422
RPT-011	425
RPT-012	383
RPT-013	494
RPT-014	352
RPT-015	473
RPT-016	747
RPT-017	424
RPT-018	379
RPT-019	487
RPT-020	393

TOTAL YEAR 5 **9348**

RECHECK SCHEDULE

YEAR 6

RKG-001	511
RKG-002	533
RKG-003	596
RKG-004	509
RKG-005	401
RKG-006	485
RKG-007	469
RKG-008	449
RKG-009	539
RKG-010	470
RKG-011	495
RKG-012	586

TOTAL YEAR 6 **6043**

Rechecks
Commercial Property Department
Gregg Appraisal District

There are approximately 7,945 commercial/industrial properties in the jurisdiction of Gregg CAD. Through previous experience we have determined that the current number of two appraisers working in the commercial property department should be able to review each of these properties at least one time in a period of five years. Our initial goal was to complete this task every three years but we have found that to be impractical.

We are estimating that a minimum of 500 man-hours will be necessary each year to complete this amount of work. This would include printing cards, maps, and other necessary information before reviewing the property, the drive to and from the subject property, downloading the pictures, and making the necessary changes to the subject properties.

Each inspection will require a review of all M-S info, a visual inspection, possible physical inspection or re-measure on foot, and a picture of the subject properties. Time spent on each property could range from several minutes to over an hour depending on the nature and complexity of the property.

The current schedule is:

YEAR	ISD	PARCELS
2023-24	Kilgore ISD	1,318*
2024-25	Longview ISD (North)	1,745*
2025-26	Longview ISD (South)	2,243*
2027-28	Gladewater ISD	640*
	Longview ISD (CLP)	52*
	Sabine ISD	326*
	Spring Hill ISD	139*
	White Oak ISD	220*
	TOTAL	1,377*
2028-29	Pine Tree ISD	1,262*

*July 25th, 2022 numbers

Rechecks summary

ATTACHMENT #3

General Overview Gregg County Market Areas

Land Zone Map

Market Areas within Gregg County - General Overview

The identification of market areas and forces within our county is an everchanging process. Market areas are generally defined by physical boundaries, economic areas, social desires and/or governmental forces. These influences drive valuation variances within the jurisdiction. Major contributors of market area influence, both negative and positive, are found throughout the county. Within the larger market areas are smaller neighborhoods, each with unique factors affecting value.

Gregg County contains 276 square miles of area. The county has a population of approximately 123,700 and contains nine cities, the largest being Longview, which also serves as the County seat. Encompassing the entire county are seven school district jurisdictions.

The most active growth area in the county is within Longview ISD. Major construction, both commercial and residential, is found in the northeast area of this district. Another area of Longview ISD, delineated by highway 80 on the north, contains the City of Longview's central business district. The "old down town" area is undergoing a period of gentrification, with renewed interest in purchase and restoration of properties there. Major areas of commerce include Loop 281, Eastman Road/US 259, Hawkins Parkway and business and industrial parks located in various locations. New development is occurring along recent extensions to George Richey Road and North Fourth Street, which are major commercial connecting thoroughfares.

The City of Kilgore's central business district, lying to the west of State Highway 31, is also experiencing market activity and the rehabilitation of some structures in the area. Other market impact features in Kilgore include a community college located adjacent to their CBD and a healthy industrial property presence. Historically, Kilgore was located in the heart of the East Texas Oilfield, and has retained a strong presence of oilfield related industrial and service businesses.

Other market areas are defined by the major highways in Gregg County. One of these is Interstate 20, a major east-west thoroughfare, bringing high traffic count through the county and encouraging commercial growth along its corridor. However, another major market influence, the Sabine River with its low lying, flood prone areas, hinders development along a fair portion of Interstate 20. The Sabine River flows southeast through the entire county, with impact to land usage in areas of six of the seven school districts within Gregg County.

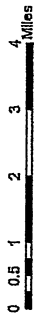
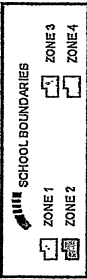
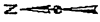
Much of the physical area in the southern half of the county is rural in nature, excluding the City of Kilgore. Again, attributed largely to the low lying areas along the Sabine

River. Many of these areas are unbuildable, but rural subdivisions are found in all school districts as well as a scattering of individual rural residential and agricultural properties.

The cities of White Oak and Gladewater are quiet, small town areas, both containing neighborhoods in various stages of growth, stability or decline. Both of these towns are located along US Highway 80, an east-west two-lane highway running parallel to Interstate 20. Us Highway 80 is an older highway with gentrified areas at major intersections, but marked by older commercial buildings often vacant or in poor condition along much of its corridor.

Lake Cherokee, located in the southeastern area of Gregg County and along the Gregg/Rusk County line, is another market area in the county. Only a portion of the lake property is located in Gregg County. This active, rural market area contains mostly residential properties.

GREGG CAD ZONES



Source: Aerial Imagery

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 any other purpose. It is not intended to be used for
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 survey and represents only the approximate
 relative location of property boundaries.

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AS OF AUGUST 16, 2011
 SPECIAL PROJECTS/BROW_ZONES/SCHEDULE

