

Schedule of Appraisal Activities for 2020

Date	Event
8/1/19 to 4/30/20	Accept applications for exemptions and special valuations for 2020
8/1/19	Request Nominations from taxing jurisdictions for BOD 2020-2021 term
8/1/19 to 7/14/20	Review Exemption & Special Use Applications filed for 2020
8/1/19 to 7/17/18	Correspond with property owners regarding newly filed applications
8/1/19 to 3/27/20	Ownership changes posted to CAMA & GIS databases from CAD research
8/1/19 to 2/14/20	Perform scheduled improvement on-site inspections
8/1/19 to 4/3/20	Perform scheduled land inspections
8/1/19 to 1/24/20	Perform scheduled business personal property inspections
8/1/19 to 3/15/20	Collect and review sales information to calibrate appraisal model
8/13/19	Publish Public Notice to accept applications for 2020-2021 ARB Office Vacancies
8/14/19	Regular meeting of Board of Directors 7:00 pm at CAD office
8/19/19 to 8/23/19	Staff orientation for 2020 Reappraisal Activities
8/26/19	Deliver 4th quarter payment notices to taxing jurisdictions
9/2/19	Labor Day Holiday - Office closed
9/11/19	Regular meeting of Board of Directors 7:00 pm at CAD office
10/1/19	4th quarter payment due from taxing jurisdictions
10/9/19	Regular meeting of Board of Directors 7:00 pm at CAD office
10/10/19	Chief Appraiser presents 3rd Qtr Appraisal Roll Changes to ARB & BOD
10/10/19	Investment officer's report due for 3rd Qtr.
10/10/19	Internal auditors reports due on appraisal operations 3rd Qtr.
10/10/19	Unpaid 4th quarter payments from taxing jurisdictions accrue penalty
10/14/19	Columbus Day Holiday - Office Closed
10/15/19	Deadline for taxing jurisdictions to submit nominations for BOD members
10/18/19	Deadline for Chief Appraiser to prepare and deliver ballots to voting taxing jurisdictions
11/11/19	Veteran's Day Holiday - Office closed
11/13/19	BOD approves 4th Qtr Appraisal Roll Changes as presented by Chief Appraiser
11/13/19	Regular meeting of Board of Directors 7:00 pm at CAD office
11/13/19	BOD Appoints New ARB members for 2020-2021 term
11/13/19	BOD approves 3rd Qtr Appraisal Roll Changes as presented by Chief Appraiser
11/14/19	ARB 4th Quarterly Meeting
11/14/19	ARB approves 3rd Qtr Appraisal Roll Changes as presented by Chief Appraiser
11/25/19	Deliver 1st quarter payment notices to taxing jurisdictions

Date	Event
11/27/19 to 11/29/19	Thanksgiving Holiday - office closed Wed @ noon, all day Thursday & Friday
12/6/19	Mail BPP Rendition Forms
12/11/19	Regular meeting of Board of Directors 7:00 pm at CAD office
12/11/19	BOD conducts Chief Appraiser Performance Evaluation
12/16/19	Deadline for taxing jurisdictions to return ballots cast in election of 2018-2019 BOD
12/23/19 to 12/25/19	Christmas Holiday - office closed
12/27/19	Deadline for Chief Appraiser to notify taxing jurisdictions and BOD nominees of election results
12/31/19 to 1/1/20	New Year's Holiday - office closed Tuesday at noon & all day Wednesday
1/2/20 to 7/16/19	1st quarter payment due from taxing jurisdictions
1/8/20	Regular meeting of Board of Directors 7:00 pm at CAD office
1/10/20	Chief Appraiser presents 4th Qtr Appraisal Roll Changes to ARB & BOD
1/10/20	Unpaid 1st quarter payments from taxing jurisdictions accrue penalty
1/10/20	Internal auditors reports due on appraisal operations 4th Qtr.
1/10/20	Investment officer's report due for 4th Qtr
1/20/20	Martin Luther King Holiday - office closed
1/27/20 to 2/7/20	Inspect newly discovered business personal property parcels
2/1/20	Filing Deadline for PTC Chapter 25 Protests
2/1/20	Late Filing Deadline for 2017 Homestead Exemptions
2/3/20	Tax Delinquency Date
2/10/20 to 5/19/20	Review BPP Renditions
2/12/20	Regular meeting of Board of Directors 7:00 pm at CAD office
2/17/20	President's Day Holiday - office closed
2/21/20	End Scheduled Improvement Inspections
2/24/20	Deliver 2nd quarter payment notices to taxing jurisdictions
2/24/20	Begin New Improvement Inspections /Other Unscheduled Inspections
3/2/20 to 3/13/20	Internal Ratio Study and Appraisal Model Calibration
3/2/20 to 4/3/20	Review Vehicle Registration List
3/11/20	Regular meeting of Board of Directors 7:00 pm at CAD office
3/13/20	Last deed date read for ownership changes before notices
3/16/20 to 7/14/20	Ownership changes posted to CAMA and GIS databases from owner documents brought in by property owners/sellers
3/17/20	Ag Advisory Board Meeting
3/24/20	ARB 1st Quarterly Meeting
3/26/20	Chief Appraiser presents 4th Qtr Appraisal Roll Changes to ARB for approval
3/26/20	ARB approves 4th Qtr Appraisal Roll Changes as presented by Chief Appraiser
3/27/20	Data entry for appraisal records ends

Date	Event
3/27/20	Ownership change data entry ends
3/30/20 to 4/3/20	Error edits on appraisal file prior to printing appraisal notices
4/1/20	2nd quarter payment due from taxing jurisdictions
4/6/20	Print 25.19 Notices of Appraised Value for Real Property
4/8/20	Regular meeting of Board of Directors 7:00 pm at CAD office
4/8/20	BOD approves 1st Qtr Appraisal Roll Changes as presented by Chief Appraiser
4/10/20	Good Friday Holiday - office closed
4/10/20	Unpaid 2nd quarter payments from taxing jurisdictions accrue penalty
4/10/20	Chief Appraiser presents 1st Qtr Appraisal Roll Changes to ARB & BOD
4/10/20	Internal auditors reports due on appraisal operations 1st Qtr
4/10/20	Investment officer's report due for 1st Qtr
4/13/20	Update preliminary appraisal data on website - turn on electronic protest option on homestead properties
4/15/20	Mail 25.19 Notices of Appraised Value for Real Property
4/15/20	Rendition filing Deadline and deadline for requesting extension for filing late rendition
4/16/20 to 5/15/20	Late Rendition filing period
4/28/20	Publish public notice of protest procedures
4/30/20	Last day to file exemption/open space applications without penalty
4/30/20	Chief Appraiser delivers certified estimates to taxing jurisdictions
5/1/20 to 7/14/20	Accept Late Filed 1-d-1 Open Space & Timber Applications for 2020 - 10% penalty applicable
5/1/20 to 7/14/20	Receive late applications for exemptions
5/13/20	Regular meeting of Board of Directors 7:00 pm at CAD office
5/13/20	2020 Budget Workshop during BOD meeting
5/15/20	Deadline for filing late renditions
5/15/20	Last day to file protests for 04/15/20 appraisal notices (REAL)
5/19/20	Edit BPP file for 25.19 Appraisal Notice preparation
5/22/20	Mail 25.19 Appraisal Notices on Min/Util/Indus/BPP property
5/22/20	Mail Penalty Assessment Notice to Unrendered BPP property owners
5/25/20	Memorial Day Holiday - office closed
5/26/20	Deliver 3rd quarter payment notices to taxing jurisdictions
5/28/20	ARB 2nd Quarterly Meeting
5/28/20	ARB accepts 2020 appraisal records from Chief Appraiser
5/28/20	ARB approves 1st Qtr Appraisal Roll Changes as presented by Chief Appraiser
5/28/20	BOD approves 2nd Qtr Appraisal Roll Changes as presented by Chief Appraiser
6/2/20	Publish and post public notice of 06/17/20 hearing on 2021 budget
6/17/20	Regular meeting of Board of Directors 7:00 pm at CAD office

Date	Event
6/17/20	Public Hearing for consideration and adoption of 2021 operating budget
6/18/20	Notify taxing jurisdictions of budget adoption
6/22/20	Last day to file protests for 05/22/20 appraisal notices (MIN & BPP)
6/22/20	Last day to mail Notice Of Hearing and requested evidence for protests scheduled on 07/07/20
6/24/20	Last day to mail Notice Of Hearing and requested evidence for protests scheduled on 07/09/20
6/29/20	Last day to mail Notice Of Hearing and requested evidence for protests scheduled on 07/14/20
7/1/20	3rd quarter payment due from taxing jurisdictions
7/1/20	Last day to mail Notice Of Hearing and requested evidence for protests scheduled on 07/16/20
7/3/20	Independence Day Observed- office closed
7/7/20	Scheduled ARB protest hearings starting at 1:30 pm
7/8/20	Regular meeting of Board of Directors 7:00 pm at CAD office
7/9/20	Scheduled ARB protest hearings starting at 1:30 pm
7/10/20	Unpaid 3rd quarter payments from taxing jurisdictions accrue penalty
7/10/20	Chief Appraiser presents 2nd Qtr Appraisal Roll Changes to ARB & BOD
7/10/20	Investment officer's report due for 2nd Qtr
7/10/20	Internal auditors reports due on appraisal operations 2nd Qtr
7/14/20	ARB 3rd Quarterly Meeting
7/14/20	Scheduled ARB protest hearings starting at 1:30 pm
7/14/20	ARB approves 2nd Qtr Appraisal Roll Changes as presented by Chief Appraiser
7/14/20	ARB Approves Appraisal Records
7/14/20	Final filing deadline for 1-d-1 Open Space Land & Timber Applications
7/15/20 to 7/17/20	Error edits to close appraisal file for certification
7/16/20	Scheduled ARB protest hearings starting at 1:30 pm (MIN-UTIL-IND)
7/20/20	Create Certified History File for Real & Mineral Records
7/24/20	Archive GIS map data to match certified roll data
7/24/20	Chief Appraiser certifies appraisal records to taxing jurisdictions
7/25/20	Archive GIS map data to match certified roll data
7/27/20	Update certified appraisal data on website
7/27/20 to 7/31/20	Prepare and Archive CAD copies of certified appraisal rolls & lists
7/27/20 to 7/31/20	Process jurisdiction requests for certified appraisal rolls/records/data files