

Town of Catlin 2023 Reassessment project		
Item	Project Plan	Town of Catlin
1.	Project Planning/Startup  ORPTS staff speak with Assessor to design project plan  Board Resolution  Memorandum of Understanding letter	8/17/22    10/14/22
2.	Public Relations	On going
3.	Parcel Inventory Data Collection/Verification	Estimated Completion 12/22
4.	Computerization of Parcel Data Verification of Sale Data	Estimated Completion 1/23
5.	Production and mailing of Data Mailers	NA
6.	Clean up of data from response to Data Mailers.	NA
7.	Computerized Valuation Testing and Production	Land table Depreciation table Manual Model Production
8.	Review of appraisal documents to determine preliminary 2023 assessment. Assessor review of those preliminary values.	Estimated Completion 2/23
9.	ACR Plan  The Aid for Cyclical Reassessment plan for the municipality must be filed before January 1 of the year in which they intend to implement the reassessment roll.	12/31/2022
10	Additional updating of values on RPS database. Recalculation of some exemptions.	Estimated Completion 3/23
11.	<b>** ORPTS Staff to perform initial statistical test of values (Overall Level and Uniformity) to determine eligibility for State Aid. **</b>	
12.	Assessment Disclosure Notice production, Public Meetings, Mailing the notices.	Estimated Completion Late March Early April
13.	Informal Meetings with property owners and field related activities.	April & May
14.	Prepare and file Tentative Roll, Mail Assessment Change notices where required.  <b>By 05/01/2023</b>	05/01/2023