NDWA Parcel Assessment Application

Current parcel assessment process

The current assessment process is cumbersome and inefficient and a new solution is needed to tackle the following issues:

Issue 1 - Time consuming to identify APN changes across 4 counties

Issue 2 – Difficult to manage all changes to multiple APNs when parcels are split or changed

Issue 3 – Overly complex to create all reports for billing and year end assessment bills

Issue 4 – With the county's raising the minimum bill size there will be more direct billings

MBK recommends building a new web-based database application to help simplify and streamline the overall process, so that the assessment process takes less time each year.

Overview of application

MBK proposes designing and building a brand new web-based database application that provides the same reports and assessment functions, but with improved tools and processes to simplify each year's assessment. The application will consist of a robust database to store all the parcel and assessment fee information and a series of web pages and tools to complete each step of the assessment. The proposed budget will be to create an application for MBK's use only, but it will be a living tool that can be modified and adapt as our needs change. Five main web pages – Welcome, Reports, QC Roll, Update Fees, and Edit Parcel pages, will contain the following components and reports:

Components
- Search for an APN by APN value or owner's name
- Start new a county parcel assessment
- Compare County's Tax Roll to last year's APN list
- Edit a parcel record
- Edit yearly assessment fees
- Split parcel into multiple parcels
- Flag parcels that are included and not included in the yearly assessment
- Will be hosted internally in MBK's network

Reports
- 4 County load files
- A Direct bill list formatted for easy loading into QuickBooks
- A DWR & DFG report
- Export county tax roll into an excel file
- Create an assessment report that compares this year vs last year

Solution Benefits
1) More accurate (decrease errors) and consistent record keeping
2) More up to date information
3) More efficient analysis of changes to parcels
4) More efficient management of whole process from beginning to end
5) Time savings 25-30% per year with the new application (spent 105 hours in 2016 on 2016-17 assessment)

Costs to build the Application

We estimate approximately 160 hours of MBK staff time to build the application with the reports and components listed above. The initial cost to build the application is estimated to be $30,000. Once built, in addition to improved accuracy and functionality, we estimate an annual savings of approximately $5,000 in MBK costs to assemble the county load files and direct billing lists. Application will also allow other reports, such as mailing lists by county, to be developed in the future. (Costs do not include cost to obtain County Tax Rolls each year as this expense was already approved by NDWA.)