



CITY OF SACRAMENTO

43-1

DEPARTMENT OF DATA PROCESSING
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D.P. MANAGER

July 15, 1980

City Council
Sacramento, California

Honorable Members in Session:

SUBJECT: Proposed City Automated Parcel File

SUMMARY

A feasibility study was completed by staff to determine the economic and operational impact of developing an automated parcel file. The proposed parcel file would contain basic information relating to each land parcel in the City and would directly benefit: (1) City Clerk, (2) Planning, (3) Real Estate, (4) Utility Billing, (5) Revenue and Collections, and (6) Weed Abatement. The results of the study indicate that operationally this file has been needed for a long time but the City has only recently advanced to a point where technically we can consider implementing this process. Economically, the cost/benefit analysis indicates that the tangible savings will totally pay for the system within the first full year of operation. Therefore, it is recommended that the City develop a Citywide parcel file system at a one-time initial expenditure of \$52,600 for equipment and outside keypunch services, plus \$6,500 annual cost for maintenance of equipment and lease of four terminals.

BACKGROUND INFORMATION

The parcel file is an automated data base of all property in the City and County of Sacramento. This data base is currently maintained by the Sacramento County Assessor's office for the sole purpose of property tax billing and collection. The maintenance, however, over the past several years has been sporadic at best.

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Each year by July, the file is brought up to date. Up to date in this case means that all deed changes and/or parcel splits that occur by the preceding March are applied to the file.

Throughout the course of the year the City also maintains parcel information. This information is maintained in the form of a property maintenance card file. This file is located in the Revenue and Collections office and is the focal point for the maintenance of additional manual files in real estate, weed abatement and utility billing. Microfilm copies of deeds are routed to Revenue and Collections from the County recorder. This microfilm is received daily and contains deeds recorded the previous day. Revenue and Collections staff physically searches the microfilm for deeds reflecting changes to property within the City. Once this determination is made a hard copy of the deed is produced by the microfilm viewer and the previously mentioned property maintenance card file is updated. Unfortunately, the deed itself often times does not include information vital to the maintenance of the property file. In this case, parcel maps are manually reviewed and appropriate action taken. Once the property maintenance card is brought up to date, the document itself is routed to UB who prepares xerox copies for their own and weed abatement's use. The original cards are returned to Revenue and Collections where they are separated in two groups. One which has no effect on bond assessments and those that do. The cards that have no effect on bond assessments are returned to the property maintenance card file while the group that does have an effect are used to manually update the "pencil role". When this update is completed, the cards are filed in the maintenance card file.

UB, once having completed their xerox responsibility performs a great deal of research to determine the effect on the UB accounts that a deed change in ownership would have. Once this research is completed, UB files are appropriately updated. Weed abatement, with the other copy of the property maintenance card, makes a determination as to whether or not the deed change is related to vacant lots. If in fact the deed effects the ownership of a vacant lot, the weed abatement staff develops a history file for weed abatement billing. These files are subsequently routed to Data Processing for weed abatement billing. The original xerox copy of the deed is routed to the real estate section who maintains parcel map information.

Indepth discussions with representatives from Revenue and Collections, Utility Billing, Weed Abatement, Real Estate, Planning, City Clerk, and Finance Administration provided the detail for the following "Benefits" and "Financial Data" analysis.

BENEFITS

The primary benefit of developing a City parcel file is that the City will centralize and standardize parcel related information currently maintained by several City Departments. By so doing we will eliminate duplication of effort, provide for uniformity and consistency in all our dealing with parcel related information. In addition, we will be able to provide an automated means of communicating with the citizenry through mass mailings.

Itemized below by Department is a listing of tangible and intangible benefits that can be derived through the implementation of the proposed system.

A. Tangible Cost Savings:

1. City Clerk
 - a. Cost savings by providing a means of indexing deed information \$5,000
2. Planning
 - a. Elimination of manual mailing 2,500
 - b. Improved access to information disseminated at the public counter thereby allowing for reallocation of approximately 500 hours of one planner annually 6,500
3. Real Estate
 - a. Elimination of the need to acquire ownership and property description information from local title companies at the rate of \$3.00 per parcel 5,000

4. Utility Billing	
a. Elimination of the need to xerox parcel information (cards)	2,500
b. Elimination of one full time Utility Billing representative.	15,000
5. Revenue and Collection	
a. Elimination of two CETA positions which can be reallocated to other City functions.	<u>21,600</u>
Total Annual Savings	58,100

B. Intangible Benefits

1. City Clerk

- a. Improved access to deed information currently maintained by the City Clerk
- b. Improved public communication through the use of mass mailing capability provided by the system

2. Planning

- a. Improved citizen service with respect to public questions related to zoning and parcel data.
- b. Improved communication to public on zoning changes through mass mailing capability.
- c. Improved source for research thereby eliminating the need to access county parcel records.

3. Real Estate

- a. Reallocation of approximately 1,000 staff hours per year from file maintenance to other more productive efforts.
- b. Improved management of City owned property.
- c. Reduction of value appraisal time by approximately 200 hours per year

4. Revenue and Collections

A significant benefit that can easily be identified and justified is the potential loss of the records as maintained today. The information is stored on index cards in "fire proof" files that are not operative. Further, the records are maintained without any security for identification of lost records, access to the records by only authorized personnel, or protection from destruction by any means. Replacement of the records would involve extensive research in the County files, Real Estate Division files, Revenue and Collections bond files and other sources without any assurance of 100% replacement resulting. Each of the 120,000 records could take from .5 hours to 2 hours to reconstruct.

The automated records would be backed up and easily recoverable in the event of destruction, misplacement or whatever. Therefore, you can consider the automated system as an insurance policy to cover 60,000 to 240,000 hours of staff time in the event of a disaster, hence a significant cost savings.

5. Utility Billing

- a. Improved service for property transfers and ownership changes.
- b. More accurate lien processing
- c. Provides a base to assure proper billing of accounts receiving service

6. Weed Abatement

- a. Elimination of approximately 800 hours of research each year.
- b. Reallocation of research time to field inspections.
- c. Provides a means of assuring up-to-date ownership information and reduces billing errors.

FINANCIAL DATA

The cost of developing the City parcel file is based on the use of the County parcel file and the property maintenance card file currently located in the Revenue and Collections office. The conversion of these files to the proposed automated data base is the single most difficult task in the development. The data base itself will consist of approximately 120,000 records and will necessitate the purchase of an additional disk drive for the City computer. Maintenance and inquiry of the data base will require the addition of four video display terminals to the communication network. In addition, City personnel will be required to convert the data base and develop the computer programs. The following provides a breakdown of the manpower and cost for development of the proposed system.

A. One Time Cost

1. Equipment and Services

a. Sperry Univac Disk Storage Device	\$35,000
b. Sales Tax	2,100
c. Disk Pack	500
d. Key punching of Conversion Data (Outside KDE Service Bureau)	<u>15,000</u>
Total One Time	52,600

2. *Conversion Effort

a. Preparation of Input Data (Revenue & Collections)	5 Person Months
b. Program Development (Data Processing)	5 Person Months

* Would be provided from existing staff.

B. Ongoing Expenditures

1. Equipment and Services

a. Annual Maintenance on Disk Storage Device	2,500
b. Annual Lease Purchase of 4 Terminals (With Maintenance)	<u>4,000</u>
Total Ongoing Annual Cost	6,500

2. *Maintenance Effort

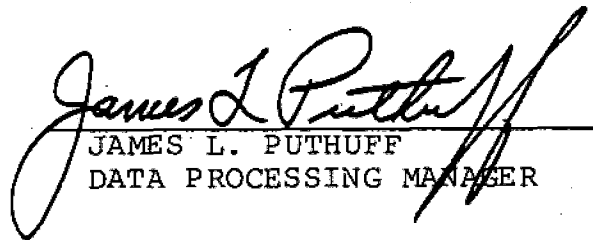
- a. Programmer Analyst
(Data Processing) 4 Person Months
- b. Typist/Clerk
(Revenue & Collections) 12 Person Months

* Would be provided from existing staff.

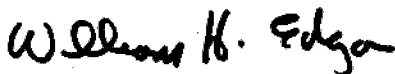
RECOMMENDATION

The staff recommends that City Council, by resolution, approves the development of a Citywide parcel file and authorize the one-time expenditure of \$52,600 from contingency funds for equipment and outside keypunch services plus \$6,500 for the on-going expenditure for equipment maintenance and lease of four terminals for the using departments.

Respectfully submitted,


JAMES L. PUTHUFF
DATA PROCESSING MANAGER

Approved:



WALTER J. SLIPE
CITY MANAGER

RESOLUTION NO.

Adopted by The Sacramento City Council on date of

RESOLUTION SUSPENDING COMPETITIVE BIDDING FOR
SUPPLIES, EQUIPMENT AND NON-PROFESSIONAL SERVICES
FOR DEVELOPING CITY AUTOMATED PARCEL FILE

WHEREAS, it appears that developing a City automated parcel file would produce significant tangible and intangible benefits for the City; and

WHEREAS, the supplies, equipment and non-professional services required for developing a City automated parcel file are only available from one source;

THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO:

Pursuant to City Code Section 57.401(c), two thirds of the City Council voting therefor, the City Council determines that it is in the best interests of the City to suspend competitive bidding for the purchase of supplies, equipment and non-professional services for developing a City automated parcel file in that competitive bidding would produce no economic advantage to the City.

MAYOR

ATTEST:

CITY CLERK

~~APPROVED
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~~JUL 29 1980~~

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RESOLUTION NO. 80-503

Adopted by The Sacramento City Council on date of

A RESOLUTION AMENDING THE FY 1980-81 BUDGET
AND SUSPENDING COMPETITIVE BIDDING FOR SUPPLIES,
EQUIPMENT AND NON-PROFESSIONAL SERVICES FOR
DEVELOPING CITY AUTOMATED PARCEL FILE

WHEREAS, it appears that developing a City automated parcel file would produce significant tangible and intangible benefits for the City; and

WHEREAS, the supplies, equipment and non-professional services required for developing a City automated parcel file are only available from one source;

THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO:

Section 1. Pursuant to City Code Section 57.401(c), two-thirds of the City Council voting therefor, the City Council determines that it is in the best interests of the City to suspend competitive bidding for the purchase of supplies, equipment and non-professional services for developing a City automated parcel file in that competitive bidding would produce no economic advantage to the City.

Section 2. That the fiscal year 1980-81 City Budget is hereby amended by transferring \$59,100 from the Administrative Contingency Budget to the City Data Processing Budget for the purpose of developing a City-wide parcel file.

MAYOR

ATTEST:

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