

Assessor Property Assessment System (APAS)
Project

Exhibit E5

Data Cleansing Project Plan

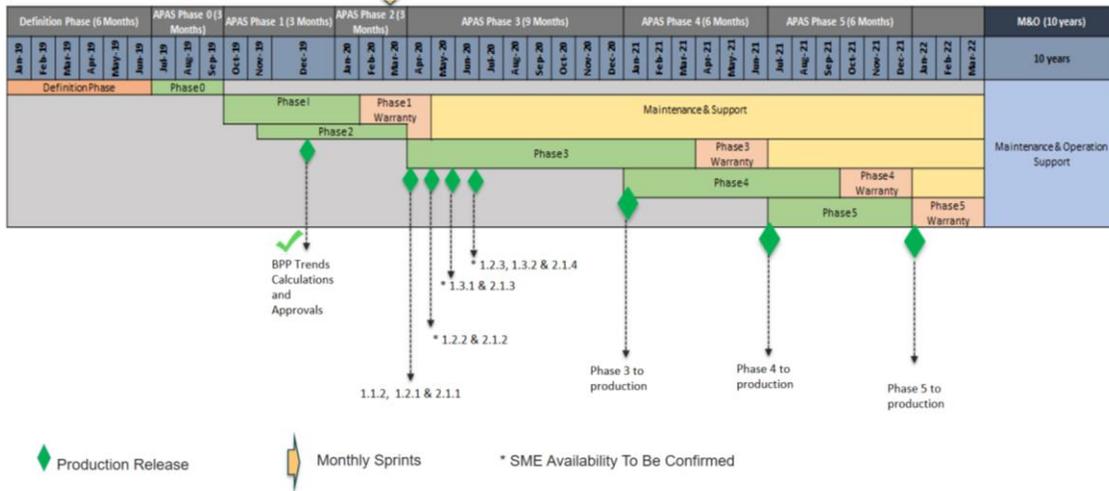
February 27, 2020

Table of Contents

1. High Level Project Plan	3
2. Milestones Summary	3
3. Covered in Data Cleansing Mini Project Part 1 & 2	4
4. Milestone Details	4
4.1 Milestone 1	4
4.2 Milestone 2	5
4.3 Milestone 3	5
4.4 Milestone 4	5
4.5 Milestone 5	5
4.6 Milestone 6	6
4.7 Milestone 7	6
4.8 Milestone 8	6

1. High Level Project Plan

Data cleansing project plan is shown below along with the APAS program phases. Contractor will work with county to keep the plan updated and synchronized with APAS. Contractor and County use change control procedures when required.



2. Milestones Summary

High level summary of all the key milestones is available below:

Milestone#	APAS Release #	Description	Completion Date
1	1.3	PI and TPZ & Williamson Act	July 01 2020
2	3.1	Parcel Management and Change in Ownership	Oct 01 2020
3	3.2	Real Property Management and Real Property Valuation	Jan 01 2020
3	3.3	Secured Roll Management	Apr 01 2021
5	4.1	Business Personal Property Management, Business Statement Processing,	Jul 01 2021

		Business Personal Property Valuation	
6	4.2	Unsecured Roll Management	August 01 2021
7	5.1	Exemptions, Decline, BPP Property Discovery	Nov 01 2021
8	5.2	BPP Audit, Calamities, Appeals	Jan 01 2022

3. Covered in Data Cleansing Mini Project Part 1 & 2

Functional Capabilities: Build Permits, Aircraft and Mills Act

Dependent Data Sources:

1. South Tech Building Permit System (Building Permits - Electronic Files) (RP007)
2. The Mills Act Inventory Excel Sheet(RP017)
3. Fixed Based Operators(FBO) List(BP005)

4. Milestone Details

4.1 Milestone 1

Non Functional Deliverables:

- Project Initiation and Management Plan
- Strategy and Roadmap for Data Extraction, Profiling, Cleansing and Merging Process Design, Development and implementation
- Master Testing Strategy and Plan
- High-level Data Extraction, Profiling, Cleansing and Merging Requirements Document
- Data Cleansing Environment

Functional Capabilities: PI and TPZ & Williamson Act

Dependent Data Sources:

1. NON-SFIA Possessory Interest Annual Usage Report & Supplemental Report(RP012)
2. NON-SFIA Possessory Interest Agency Contact List(RP011)
3. Non-SFIA possessory interest leasehold structures and fixtures file(RP013)
4. AG access database(RP014)
5. TPZ access database(RP016)
6. SFIA possessory interest master sheet – concession(RP020)
7. SFIA Possessory Interest Master Sheet – Aviation(RP021)
8. SFIA Leasehold Improvements Sheet(RP022)
9. Landed-Weight Ranking Report(RP024)
10. Landing Rights PI Assessment Worksheet(RP025)
11. Comcast report(RP026)

12. PI depreciation factor table - excel sheet(RP052)
13. FSZ excel spreadsheet(RP053)
14. PI worksheet(BP023)

4.2 Milestone 2

Functional Capabilities: Parcel Management & Change in Ownership

User Interface: Read Only Data Catalog and Cleansing logs view

Dependent Data Sources:

1. Secured EZ Access
2. Legal Long Description from Recorded Docs (PM011)
3. List of New Situs Addresses from City/County Building Department (PM001)
4. APAS (reconciliation)

4.3 Milestone 3

Functional Capabilities: Real Property Management and Real property Appraisal

User Interface: Editable Data Catalog and Reconciliation Dashboard

Dependent Data Sources:

1. Secured EZ Access
2. Cal Water Allocations Per Water Plant(RP018)
3. Mine & Mineral Accounts(RP019)
4. Residential Land Sales Spreadsheet(RP028)
5. Commercial Properties Leasing Database(RP039)

4.4 Milestone 4

Functional Capabilities: Secured Roll Management

Dependent Data Sources:

1. Secured EZ Access

4.5 Milestone 5

Functional Capabilities: Business Personal Property Management, Business Statement Processing, Business Personal Property Valuation

Dependent Data Sources:

1. Non-Secured EZ Access
2. Annual Trend Files of Unsecured Data in As400 System(BP003)
3. Harbor Masters Contact List(BP006)
4. Boat Berth Rate(BP013)
5. Airline Fleet Valuation Spreadsheet(BP014)
6. Rotables Valuation Spreadsheet (For United Airlines) (BP015)

7. Leasing Email Database List (BP026)
8. Personal Property Equipment Life Master File ("Quick Reference Guide") (BP028)

4.6 Milestone 6

Functional Capabilities: Unsecured Roll Management

Dependent Data Sources:

1. Non Secured EZ Access

4.7 Milestone 7

Functional Capabilities: Exemptions, Decline, BPP Property Discovery

Dependent Data Sources:

1. Declines MySQL Database (RP005)
2. Standard Industrial Classification (Sic) Code Master File(BP001)
3. Welfare Exemption Access DB (EX010)

4.8 Milestone 8

Functional Capabilities: BPP Audit, Calamities, Appeals

Dependent Data Sources:

1. Audit List (BP024)
2. Audit Program [Excel Based Macro File](BP025)
3. Appeals Management Portal Database(AP003)

Non Functional Deliverables:

1. Completed and Finalized all project artifacts
2. Fully functional Data Extraction, Profiling, Cleansing and Merging Process
Source Code/Scripts, Tools, Logs, Database Objects and Documentation
3. Documented Project Closeout