

TAX BOARD PORTAL

The fundamental goal of the Monmouth County Tax Board and its partners is to establish and maintain a fairer system to distribute the annual tax levy. This is accomplished by improving the accuracy of the individual assessments. The TAX BOARD PORTAL is borne from the failings of the existing property tax system.

The **Tax Board Portal** represents Monmouth County's online access point to a growing suite of *Assessment Function Technology* tools for both the public and assessment practitioners. In our progressive property assessment model, the local Assessor annually maintains the assessments of each property within their district to market value. This proactive approach generates a need for new technology. The **Tax Board Portal** is a creative solution, intended to provide the public with transparent and cost effective access to assessment data. For the first time, the public can both validate and question the accuracy of individual assessments. The **Tax Board Portal** tools are intended to enhance the local Assessor's ability to annually analyze the current mass-appraisal costing model against recent property sales and determine areas in need of recalibration and assist in quantifying the appropriate adjustment.

TAX BOARD PORTAL COMPONENT SUMMARY:

1. **TIARA (Taxpayer Informal Assessment Review Application)**

If the taxpayer believes that the current assessment is inaccurate, TIARA provides the taxpayer with the ability to register within the system and submit a pre-tax year request to have the assessment reviewed by the Assessor. The system will have secure registration, property selection, email event notification and the ability to attach/upload documents/photographs in support of the taxpayers claim. TIARA is meant to be a proactive public service that seeks to address assessment concerns BEFORE they become binding on the municipality.

2. **Income & Expense Portal**

Technology solution to manage Ch. 91 Income and Expense requests and data. The goal is to provide a cost effective way to gather critical data so that the Assessor can make more accurate individual value estimates. Online submissions should be viewed as an easier process for the public. Online submissions provide the "data" to the assessor as opposed to a static image of the form. The online environment provides the vehicle for the digital records to be merged with the paper-filed records.

At the request of the Assessor, the Tax Board shall mail the Ch 91 requests to all class 4 properties in the town. This "regular mail" is asking the taxpayer to visit the County's Tax Board Portal, register, and submit Ch 91 data online.

The Assessor (or the Tax Board at the Assessor's request) will be able to generate the Certified Mailing package from the list of "non-respondent class 4 properties". The Certified mailing package may include greater personalization of signature and letterhead.

If the municipality receives paper-filed returns for either the regular-mail or the certified-mail the Tax Board staff will, at the Assessor's request, scan, index and return the paper documents so that the Assessor has a single file of all Ch. 91 data. This data will be available for mapping within the Tax Board Portal. This data will also be able to be exported as an excel file for further analysis.

3. **Farmland Application Portal**

Technology solution to manage Farmland Assessment applications and data. The goal is to provide a cost effective way to gather critical data so that the Assessor can accurately administer the Farmland Program. Online submissions should be viewed as an easier process for the public. Online submissions provide the "data" to the assessor as opposed to a static image of the form. The online environment provides the vehicle for the digital records to be merged with the paper-filed records. Ultimately, the data gathered by the Assessor can be accessed, approved and shared as necessary with stakeholders in the State, specifically Agriculture, Forestry and Taxation who all in some part re-enter the same data.

At the request of the Assessor, the Tax Board shall mail a letter to all current recipients of Farmland Assessment, class 3B properties. This "regular mail" is asking the taxpayer to visit the County's Tax Board Portal, register, and submit the Farmland Assessment data online.

The Assessor (or the Tax Board at the Assessor's request) will be able to generate the follow-up Paper Farmland Mailing package from the list of "non-respondent class 3B properties. The Paper Farmland Mailing package may include greater personalization of signature and letterhead.

If the municipality receives paper-filed returns for either the regular-mail or the certified-mail the Tax Board staff will, at the Assessor's request, scan, index and return the paper documents so that the Assessor has a single file of all Farmland Assessment Applications. This data will be available for mapping within the Tax Board Portal. This data will also be able to be exported as an excel file for further analysis.

4. **ADAM 360 – Assessment Data Analysis Module**

ADAM 360 is a suite of tools for analyzing the Assessor's Preliminary Tax List and Annual Maintenance efforts. Meant in part to be an instrument for the local Assessor to review and revise the *Preliminary Tax List* before submission to the County, the technology will also serve as the "Guardian of the Gate" for the Tax Board oversight. ADAM 360 is intended to help ensure uniformity for properties within each town and uniformity amongst each town within the County. ADAM 360 will provide year-over-year assessment change tools for the annual reassessment towns as well as the towns that have opted-out of annual reassessments. Reports:

- **PRC Statistics,**
- **Ratio Scatter Diagram,**
- **Assessment Change Review,**
- **Appeal Review,**
- **VCS Review**