**Workshop Outline**

**Principles of Maintaining Assessment Databases**

**Intended audience:** This workshop is for assessors, appraisers, clerical, and mapping staff.

**Workshop summary**: This workshop will cover current mapping and appraisal routines, emerging technologies, possible assessment workflow changes, real property law principles for assessment staff, land ownership, boundary surveying, and the evolution of the PLSS.

**Learning objective:** Attendees should understand the importance of their cadastral/assessment databases and new and emerging technologies that will benefit their integrity and streamline the property evaluation workflow.

**Benefits to the audience:** Attendees of this workshop will have a greater appreciation for the importance of maintaining assessment databases and their current uses and future applications. Students will also be exposed to emerging technologies that refine the accuracy of property assessments. It will also contextualize that expertise and knowledge while reminding students of their various roles in maintaining assessment databases.

**Day one topics:**

 8 AM- 9 AM

* Setting the record straight on a county cadastre
* American property law
* The difference between law and equity

9 AM- 9:45 AM

* The evolution of the American property taxation system
* The origins of mass appraisals
* The logic of ad valorem tax
* Fair and equitable property taxation

 9:45 AM- 10 AM - Break

10 AM- 11 AM

* Equalization
* Modern mass appraisal systems
* The science of property assessment

 11 AM - 12 PM

* Understanding the assessor’s database
* The value of assessment information
* The evolution of CAMA software

 1 PM – 2 PM

* The inner workings of GIS
* State plane coordinate systems

 2 PM – 2:45 PM

* Uses of GIS within the assessor’s office

2:45 – 3:00 PM - Break

3 PM – 4 PM

* Orthophotography, its history and benefits
* How Covid changed protocols and office procedures

 4 PM – 5 PM

* Drone technology and its use for property assessment
* Case study- Pitkin County, Colorado - “The tax assessor cometh”

**Day Two**

 8 AM -9 AM

* The mechanics of maintaining an assessment database
* Why county assessors care about information related to ownership of property and property rights

9 AM-9:45 AM

* How property should be listed for tax purposes
* Present Estates in land
* What are rights, title, and interests in land

9:45 – 10 AM - Break

10 AM – 11 AM

* Real property law for assessment staff
* Concurrent ownership
* Land tenure limitations

 11 AM – 12 PM

* Types of property descriptions

 1 PM – 5 PM

* Various types of deeds: warranty, release, beneficiary, partition, administrative, etc.
* Understanding various legal documents related to land assessments

**Day Three**

 8 AM – 9 AM

* Case study discussion – is the assessor also the deed police?
* Correction and affidavit documents

 9 AM – 9:45 AM

* Water rights
* Deed fraud and the assessment office

9:45 – 10 AM - Break

1. AM – 11 AM
* Easements: What are they, and do they need to be addressed by assessment staff
1. AM – 12 PM
* Railroad right-of-way’s
* How do you know when you have property boundaries located correctly
* Case study - A Mississippi County legal quandary
* Case study - A Wyoming Assessor’s court preparation

 1 PM – 5 PM

* Rules to follow regarding ambiguous legal documents
* Adverse possession
* Allodial title
* Actual case studies involving Allodial title
* Working with your recorder’s office

**Day Four**

 8 AM – 9:45 AM

* No longer nomads: the history of real estate
* The evolution of boundary creations and land surveying techniques

9:45 AM – 10 AM Break

10 AM – 12 PM

1784- The year everything changed: The political, Cultural, and Social History of the PLSS

1 PM – 3 PM continuation of the Public Land Survey System

3 PM – 5 PM Summary and review