

## DATA MANAGEMENT METHODOLOGY

### GOALS

1. Produce a list of NCC-owned properties
2. Create a survey list for the survey team
3. Identify properties owned by Newark Housing Authority, City of Newark, the Newark Board of Education, and private entities in order to create data for the GIS team to map.

#### *1) Produce a list of NCC-owned properties*

We constructed a property database using two main sources: NCC's Master Property List and the City of Newark's property tax records. We used the City of Newark's parcel map to reconcile NCC's master property list with the City's property tax records.

#### *2) Create a survey list for the survey team*

First, we used Newark's property tax records to identify NCC's properties. To do so, we retrieved properties listed in the tax records billed directly to New Community Corporation. We then compared the resulting list to NCC's own property list and then reconciled and classified these properties by their land use, using NCC's map and master property list. In addition, we identified vacant properties for the survey.

After we created the initial vacant lot list, we met with the organization to identify areas of development interest. This meeting helped to narrow down the survey areas to three main areas, plus a survey of NCC vacant land. Once NCC specified the areas, we obtained data about the parcels in specific blocks, and created a list of parcels on those blocks to be surveyed. We did not include property owned by the Public Housing Authority and the Board of Education because we were able to obtain this ownership information from the property tax records.

#### *3) Identify properties owned by Newark Housing Authority, City of Newark, the Newark Board of Education, and private entities in order to create data for the GIS team to map.*

Using the property tax records and the State of New Jersey Department of Youth and Family Services, we were able create a list of property owned by the Newark Public Housing Authority and the Newark Board of Education, as well as universities, hospitals, and daycare facilities in the area. We felt that this data, while not specific to NCC's properties, would be an informative background layer on the parcel map, as well as to aid in NCC's future development decisions.

The final database submitted to NCC contains the following components:

- Verified NCC properties, use of the property, relevant survey data, old and new tax assessments, and tax abatement and exemption status.
- Properties identified for the survey. Information includes ownership and relevant survey data.
- A complete description of the database and codes used to interpret the information in the database (Appendix \*).

Once we completed the database, we joined cross-referenced data to digital parcel map. We could not reconcile the majority of properties associated with the subdivision of several blocks for the Community Hills development and various other properties that had been consolidated with the parcel map. We found that consolidated or subdivided properties had not been updated on the parcel map. In this case, parcel identification exists in the database for mapping, but has no effect on taxes since the properties do not exist separately in property tax records. We also identified a handful of properties that were not listed on NCC's original master property list. We list these questionable properties in an appendix for NCC's use (Appendix \*).