

Attachment 7 – Report List Summary

Report Name	Description	Report Type*			Provided Y/N
		KPI	INV	PM	
Initial Inspection	Copy of existing form. PINs data elements will be used to prefill certain fields (PID #, property address, etc.)			X	
Notice of Forfeiture	Copy of existing report. PINs data elements will be used to prefill certain fields (property address)			X	
TFL Aging Inventory and Summary	<p>A measure of how long a parcel has been in the Tax Forfeited Land inventory. There is a need to differentiate between those properties that are held from auction and be able to exclude outlier properties with unusual circumstances that could potentially skew meaningful tracking.</p> <p>+Report is limited to the following record codes F = Forfeited A = Available for Auction S = Available for Sale</p> <p>Subtotal number of properties and calculate average number of days since forfeiture for each record code listed above</p> <p>Grand total of all properties in inventory Grand total of all properties for each record code listed above Calculate average number of days since forfeiture</p>		X		
TFL Historical Tracking	<p>A year-over-year measure of the number of forfeited properties.</p> <p>+ Report is limited to the following record codes G = Government subdivision R = Repurchased P = purchased</p> <p>Subtotal number of properties and calculate average number of days from forfeiture to final action for each code listed above.</p> <p>Grand total of all properties in history Grand total of all properties for each record code listed above Calculate average number of days from forfeiture to final action Note: This report does NOT include properties on Aging Inventory report (i.e. those properties without a final action and still on TFL inventory).</p>		X		

Report Name	Description	Report Type*			Provided Y/N
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TFL Final Action Measurement of Success	<p>Historical report that lists data grouped by the Action Taken against the properties, sorted in descending order by year.</p> <p>Report is grouped by date of final action, sorted by date of forfeiture.</p> <p>Final Action codes R = Repurchase G =Public Use/Conditional Use Deed to Govt Subdivision S =“For Sale” Sale at Public Auction or AO auction</p> <p>Note: Other Record Status codes may be defined, e.g. Sale under MOU</p> <p>Subtotal: For each of the codes above Ave # days from forfeiture to action for each of the c Ave Mrk Value at time of forfeiture Ave Assess value after forfeiture Ave Min Bid amount Average Sale amount</p> <p>Grand totals Grand total Group by each of the record codes R = Repurchase G =Public Use/Conditional Use Deed to Govt Subdivision S =“For Sale” Sale at Public Auction or AO auction Note: Other Record Status codes may be defined, e.g. Sale under MOU</p> <p>Ave # days from forfeiture to action Ave Mrk Value at time of forfeiture Ave Assess value after forfeiture Ave Min Bid amount Average Sale amount Ave difference sale amt less assed value after forfeiture</p>	X			
TFL Public Auction Results	<p>Historical report of public auction activity. Provides summarized measures of success including winning bid sales price compared with the appraised value minimum bid price. Excludes unsold parcels.</p> <p>Group by Date of Auction Subtotal by Property type</p> <p>Subtotal for each auction date by each property type: Number of properties available by property type Number of properties sold by property type Calculate % sold by property type</p>	X			

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	Calculate Ave Minimum bid amount by property type Calculate Average Sale amount by property type Calculate difference sale amount less minimum bid amount by property type Subtotal for auction date Number of properties available Number of properties sold Calculate % sold Calculate Ave Minimum bid amount Calculate Average Sale amount Calculate difference sale amount less minimum bid amount Grand totals Number of properties available (all auction dates) Number of properties sold (all auction dates) Calculate % sold (all auction dates) Calculate Ave Minimum bid amount Calculate Average Sale amount Calculate difference sale amount less minimum bid amount				
TFL – Forfeitures by Munic and Neighborhood	Detail of all forfeited properties by date of forfeiture and calculated the percentage of properties. Also listed by neighborhood if in the city of Minneapolis Descending by year of forfeiture Sorted Munic code and by property type Group by Year of forfeiture Munic Code Property type Subtotal number of properties by forfeiture year and property type Grand total of all forfeited properties, grouped by property type		X		
Current Value of Previous TFL Properties	Same content as TFL Historical Tracking report, slightly revised report summary and grand totals to read better.				
Days to Complete	A measure of the completion percentage of identified key tasks that are performed within established performance standards. Options to include/exclude properties held from auction and those identified as outlier properties due to unusual circumstances Group by Year of forfeiture Property Manager Subtotal by type of task assigned to each property manager	X			

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	Calculate average Task duration and Median Difference (Task Allotment vs. Actual) Subtotal by auction year Grand total of all property tasks for all years Note: Business to provide allotted task duration.				
Personal Property Notification	Data source is from Deeds so this information would likely need to be keyed manually. This will add more fields to the database. Once keyed, user will be able to print these off as part of their preliminary work prior to an initial inspection. Note this does NOT relate to personal property taxes.			X	
Personal Property Notices (14-day and 28-day notices)	These are standard template notices to document notice to the former occupant/owner to meet statutory requirements related to disposal of abandoned personal property (e.g. furniture, personal items). This does NOT relate to personal property taxes collection.			X	
Standard Notices and Indemnity and Hold Harmless Agreements	These are standard County Attorney templates that are used to provide short-term access to TFL properties, signed by the person seeking access to the sites.			X	
RAR Repurchases				X	
RAR – Classification Lists				X	
RAR – Public Auction List				X	
RAR – Adjacent Owner Auction Lists				X	
RAR – Conditional Use Deed for Munics				X	
RAR – Private Sales to Governmental Subdivisions				X	
RAR – Contract Cancellation Lists				X	

Hennepin County Functional Specifications

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RAR Cancellation of Forfeiture Lists				X	
RAR – Contract Reinstatement Lists				X	
RAR – Annual Schedule for Hearing Dates/Delegati on to Hearing Officers				X	
RAR – Miscellaneous Transactions (Easements, etc.)				X	

*REPORT TYPE LEGEND

KPI = Key Performance Indicator: Primary purpose of these reports are to provide performance related data based on specific criteria.

INV = Inventory Tracking: Primary purpose of these reports are to provide tallies of information, grouped by select data elements.

PM = Property Manager Reports: Primary purpose of these reports are to aid the staff in performing their day-to-day job functions.