

TO: Mayor Justin Nickels  
FROM: Sarah Hoppe, City Assessor  
RE: Assessment Services  
DATE: October 6, 2015

*Sarah Hoppe*

As part of the 2016 Budget, you are asking the Common Council to consider proposals to contract assessment services versus in-house assessor/office. I would like to clarify a few items with regard to a City wide revaluation.

According to the Wisconsin Property Assessment Manual (WPAM), "there are a number of different ways that a revaluation may be undertaken:

1. The City may hire expert help under Wis. Stats. 70.055. To initiate a revaluation, the governing body passes an Expert Assessment Resolution. The Resolution is sent to the Department of Revenue. The DOR prescribes a Standard Contract and Specifications for a Revaluation to ensure that the required processes and procedures are followed. The Standard Contract and Specifications should be used by the City to develop a Request for Proposal to solicit bids for the revaluation. If the Common Council should pursue to contract out the entire assessment function, this process would be a requirement.
2. The City may hire one or more assistant assessors under Wis. Stats. 70.05(2) to assist the local assessor in performing a revaluation. When a revaluation is conducted under this section, the City is not statutorily required to use the Standard Contract and Specifications prescribed by the state for revaluations under Wis. Stats. 70.055; however, the City should be sure that the contract used meets their needs. Under this section, the statutory assessor still has the final responsibility for the assessment. The 2007 Revaluation was conducted under this section by employing Tyler Technologies to assist myself and the staff.
3. The third option is to hire additional help to complete the Revaluation and it is not necessary to hire expert help under Wis. Stats. 70.055 or assistant assessors under Wis. Stats. 70.05(2).
4. The last option is hopefully never used as it is done when taxpayers petition the DOR for action under Wis. Stats. 70.75."

In the past, we have discussed the different types of Revaluations; Full, Exterior only, Interim Market Update, and Annual Maintenance. The 2007 Revaluation was a "Full" Revaluation and the years following have been "Annual Maintenance". During the "Annual Maintenance" year, the tables and schedules are not updated. The assessor needs to be careful not to upset uniformity and unfairly lower one property's assessment, shifting the tax burden to other property owners. According to DOR "After one or more maintenance assessment years, it is likely that most market-based assessments will have diverged from their statutorily required standard." If the City would like to maintain assessments at 100% full value year after year, this would require an "Interim Market Update".

If you have any questions as we move through the budget process, please let me know.

Thank you.

cc:

Nicolas Sparacio, Community Development Director  
Steve Corbeille, Finance Director

## ANNUAL ASSESSOR REQUIREMENTS BY ASSESSMENT TYPE

	Full Revaluations	Exterior Revaluation	Interim Market Update	Annual Review/Maintenance
Appropriate when	PRC is outdated for accurate assessment (to include poor or full revaluation hasn't been done in 6 years or assessment uniformity is poor or assessment is required per statute 70.75	Most PRC information can be verified by exterior inspection and full revaluation completed within past 6-9 years	PRC is deemed reliable and full revaluation completed within past 5 years and assessment level shows unacceptable degree of variance in some neighborhoods or classes	PRC is deemed reliable and revaluation was completed within past 5 years and assessment level during previous assessment year is within acceptable parameters
Real Property affected	All property	All property	Changes identified in column D PLUS Analysis of problem strata identified from previous assessment year	Annexed properties Change in exemption status Demolitions & fire damage New construction Change in classification Parcels with ongoing construction Change in legal description Change in zoning
Land Study	On-site Inspection All Buildings	On-site Inspection All Buildings	As necessary Buildings w/changes	As necessary Buildings w/changes
Inspect Exterior	All Buildings	All Buildings	Buildings w/changes	Buildings w/changes
Inspect Interior	Measure all buildings	Buildings w/changes	Buildings w/changes	Buildings w/changes
Building Measurements	Measure all buildings	Measure or verify as needed	Measure or verify as needed	Measure or verify as needed
Photos	All primary buildings	As necessary	As necessary	As necessary
Sketch	All primary buildings	As necessary	As necessary	As necessary
Analyze neighborhoods, property types, trends	Required	Required	Required: Results determine whether assessment is full value or aggregate assessment level	Optional
Property Record Card (PRC)	Create new	Update/create new as needed	Update/create new as needed	Update/create new as needed
Review classifications	Required	Required	Required	Required
Validate usability of sales	Required	Required	Required	Required
Verify sales attributes	Required	Required	Required	Required
Parcels to be valued	All Parcels	All Parcels	Parcels with changes	Parcels with changes
Review / revalue properties	All Parcels	All Parcels	Parcels with changes	Parcels with changes
Assessment level	Full Value	Full Value	Aggregate assessment level or full value as appropriate	Aggregate Assessment
Mail Notice of Change in Assessmt	Only if assessment changes	Only if assessment changes	Only if assessment changes	Only if assessment changes
Discovery & assessment of Personal Property	Required	Required	Required	Required
Add omitted property to roll (Stat 70.44)	Required	Required	Required	Required
Correct errors in roll (Stat 70.43)	Required	Required	Required	Required
Hold open book / attend BOR	Required	Required	Required	Required
<b>A change in color across a row indicates a change in the level of task work required compared to the preceding assessment type</b>				