



Memo

DATE: September 7, 2016
TO: Mayor Nickels
FROM: Nic Sparacio
Community Development Director
RE: Assessor Services Options

I'm providing this memo to document potential options for assessor services moving forward. The accompanying spreadsheet costs out three models: 1) the 2016 budget, 2) an updated City Assessor and consultant services combination, and 3) a City Assessor and Assessor Technician combination.

1. Full Time City Assessor, Contracted Personal Property and Open Book Services, CLT Software

The 2016 budget included the staff Assessor at grade M, step 6, but was only utilizing the Single plans for health and dental. Tyler Tech was providing consultant services for a limited scope of work centered around personal property accounts, up to 400 residential property assessments, and assistance for Open Book. The CLT software and supporting Oracle software add \$55,000 to the City's IT budget every year.

2. Full Time City Assessor, Contracted Personal Property and Open Book Services, Grota Software

This option assumes a new staff Assessor could be hired at step 1 of grade M, but little cost savings are realized when the Family health and dental options are added to the model. This option assumes that the City wants to keep working with Tyler Tech to provide similar support as they do today, but this is not necessarily a good assumption based on their performance. It is a fairly safe assumption that Tyler Tech or any other consultant could work with the Market Drive software. The initial year fees for Market Drive account for setup and data conversion, so future year fees are lower. This is the only option that allows for eventual, substantial savings that could help build capacity for a future revaluation project, but could also result in continued issues of consultant service quality.

3. Full Time City Assessor, Full Time City Technician, Grota software

This option is shown to provide an estimate for potentially eliminating all consultant services. It includes the personnel costs for both a staff Assessor and Assessment Technician at step 1 of their respective grades as well as Family plan for health and dental. Minimal consulting fees are retained for currently budgeted services other than Tyler Tech. The software assumptions are that same as option 2. Future years of this option are still potentially less costly than the current budget due to reduced software costs. But the savings are not substantial enough to save for a future revaluation project.

Recommendation: Use Option 2, but procure for a new consultant to provide the personal property accounts, up to 400 residential property assessments, and assistance for Open Book.

CC: Steve Corbeille, Finance Director