



CITY OF MANITOWOC

WISCONSIN, USA

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Date: May 29, 2026

To: Finance Committee

From: Community Development Director Adam Tegen & Finance Director Shawn M. Alfred

Re: Oversight of the Assessor

Within the Manitowoc Municipal Code (MMC) Section 3.01(6), the Assessor Department reports to the Finance Committee and is listed under the Finance/Treasury Department. However, the operational decision was made previously (prior to 2016) to place the responsibilities of oversight of the Assessor under the Community Development Director. It is staff's understanding that this decision was made based at the time based on foot traffic, colocation of the offices, and some inter-department efficiencies. With the transition from an in-house Assessor to a contracted position that rationale is no longer applicable. The majority of the direct interaction with the Assessor typically occurs with the City Clerk as they assist with notices for the assessment process including Open Book, Board of Appeals and signing of the Assessment Roll. Although the City Clerk works closely with the Assessor, due to some of the statutory interactions, it is best to not have that department in the oversight roll. Additional oversight of the Assessor involves the Request for Proposals process every 4 years, contract terms, and reviewing invoices.

The Mayor and City staff met internally to discuss if the current oversight structure being the responsibility of Community Development is still appropriate. Ultimately, with the above noted considerations, it was determined that the responsibility would be most appropriate under the responsibility of the Finance Director.

It is important to note that this change would not alter the change in service to the residents of Manitowoc.

The MMC currently details the Assessor under Finance/Treasury Department; therefore, no ordinance revision is necessary. **However; City Staff recommends the Finance Committee, approve the transfer of oversight responsibilities of the Assessor Department from the Community Development Director to the Finance Director. An official resolution will be presented at the June 15th Common Council.**