



City Assessor's Office
414.302.8230
assessor@westalliswi.gov

To: Administration and Finance Committee
CC: Rebecca Grill, City Administrator
From: Jason Williams, Interim City Assessor
Date: 6/15/2017
Re: Communication regarding City Assessor Office

Background

On January 17, 2017 a communication was presented to the Administration and Finance committee recommending that the City of West Allis adopt a “hybrid approach” in providing assessment services. The city would retain the current city assessor to serve as the statutory assessor along with one clerical support person. An assessment firm would be hired to perform a commercial revaluation and provide assessment services in coordination with in-house staff. The committee unanimously voted to accept the proposal. The Common Council placed the recommendation on file.

Currently there is an Interim City Assessor, a full-time Appraiser, and a full-time Administrative Support Specialist. The current Interim City Assessor, Jason Williams, was sworn into office on March 20, 2017 and has acted as the statutory assessor for the City of West Allis.

Update

Since then the City has issued a request-for-proposal (RFP) for annual assessment services and a full commercial revaluation. Four firms responded to the RFP. Interviews of all four firms were conducted by staff, which was then followed by reference calls to current and former clients of each of the four firms.

In short, staff would like to give an informal presentation to the Administration and Finance Committee to update the members on the hybrid approach discussed at the January meeting, to provide a summary of the proposals, and proposed costs.

The recommended option for the hybrid approach would involve hiring a firm to perform a single commercial revaluation for the year 2019 with preparatory work being done in 2017 and 2018. This approach would also include hiring the firm to assist staff in performing annual assessment services from August 1, 2017 to July 31, 2019.

Additionally, staff will give an update on the results of the 2017 Assessment Cycle.

The following is a preliminary budget of the proposed Hybrid Approach:

Budget Item	2017	Hybrid Approach			
	Budget	2018	2019	2020	2021
Salaries & Benefits	\$498,000	\$182,837	\$301,177	\$346,193	\$353,117
Professional Services	\$6,925	\$6,925	\$6,925	\$6,925	\$6,925
Maintenance Contracts	\$11,050	\$17,050	\$17,050	\$17,050	\$17,050
Utilities	\$550	\$550	\$550	\$550	\$550
Supplies	\$6,350	\$6,350	\$6,350	\$6,350	\$6,350
Books & Periodicals	\$2,345	\$2,345	\$2,345	\$2,345	\$2,345
Printing	\$550	\$5,000	\$7,500	\$5,000	\$5,000
Training & Travel	\$4,350	\$2,350	\$2,350	\$2,350	\$2,350
Regulatory & Safety	\$100	\$40	\$80	\$80	\$80
	\$530,220	\$223,447	\$344,327	\$386,843	\$393,767
Contract - Maintenance	\$40,833	\$99,042	\$58,625	\$0	\$0
Contract - Revaluation	\$38,230	\$91,750	\$53,520	\$0	\$0
	\$79,063	\$190,792	\$112,145	\$0	\$0
TOTAL ANNUAL BUDGET		\$414,239	\$456,472	\$386,843	\$393,767
Previous Budget Carried Forward		\$540,824	\$551,641	\$562,674	\$573,927
Savings from Prior LOS		-\$126,586	-\$95,169	-\$175,831	-\$180,160

It should be noted that as of June 14, 2017 there is approximately \$285,000 remaining in the Department budget total, benefits excluded. The 2017 revaluation and maintenance expenses would come from this budget amount.

With direction from the Administration and Finance Committee staff would follow-up with a formal presentation at the July 11, 2017 Common Council meeting.