



Administrative/Fiscal Note



Part I.

Date:	File/Resolution Number:
July 7, 2017	R-2017-0195
	Original: <input checked="" type="radio"/> Substitute: <input type="radio"/>
Title:	
Hybrid Approach to Assessment Services and engagement with contract assessing firm	
Submitted By (Name, Title, Department, Ext.)	
Jason Williams, Interim City Assessor, Assessor's Office	
Description:	
Resolution authorizing a "Hybrid Approach" for the City Assessor Office and engagement with Tyler Technologies, Inc. to perform annual assessment services and a commercial revaluation starting August 1, 2017 and ending July 31, 2019, for a total sum not to exceed \$430,000.	
Mandate:	Sunset?
<input type="checkbox"/> No <input type="checkbox"/> Yes (attach documentation)	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes – term? August 1, 2017 to July 31, 2019

Part II.

This file (check all that apply):	
<input type="checkbox"/> Increases previously authorized expenditures	<input checked="" type="checkbox"/> Decreases previously authorized expenditures
<input type="checkbox"/> Increases city services	<input type="checkbox"/> Decreases city services
<input type="checkbox"/> Increases revenue	<input type="checkbox"/> Decreases revenue

Part III.

Purpose	Specify type/use	Expenditure	Revenue	Ongoing	1-3 yrs	3-5 yrs
Salaries/Wages		\$	\$			
Fringe Benefits		\$	\$			
Supplies/Materials		\$	\$			
Equipment		\$	\$			
Services	Contract Assessing Services	\$382,000	\$	Yes	2 years	
Other	Optional funds for increased staffing levels and miscellaneous costs	\$48,000	\$	Yes	2 years	

Assumptions used in arriving at fiscal estimate:
 Assumes an implementation date of August 1, 2017.
 Costs are for implementation of contract assessing services starting August 1, 2017 and ending July 31, 2019. Annualized amounts for contract services would be approximately \$79,063 for 2017, \$190,792 for 2018 and \$112,145 for 2019.
 Additional cost of \$48,000 is allocated \$8,800 for unforeseen miscellaneous costs, e.g., (printing, postage, etc.) and \$39,200 for an optional increase in staffing levels over the two-year period.

Part IV.

Revenue Source:

- Department Account # 100-0501-517.30-02
- Grants Matching Fees TIF Contingent Fund
- Other, list:

Part V.

Impacts

Does this impact citizens or businesses in the City? No Yes – Describe impact: Because previously funded salary/wages/benefits impact the Budget, and the Budget is substantially funded by property taxes, there is an impact on citizens and businesses in the City per the cost savings listed on the previous page.

Does this impact employees or operations? No Yes – Describe impact: The Hybrid Approach eliminates three vacant positions and one appraiser position currently filled. The Hybrid Approach and contracted assessment services will improve operations from previous levels and improve assessment practices.

What are the goals?

The goals of the Hybrid Approach and contracted assessment services is to conduct a full revaluation of all commercial properties and to implement best assessment services in the Assessor's Office for annual assessment services.

What are the performance criteria?

Performance criteria includes completing the full revaluation of all commercial properties in 2019 and bringing property class and city-wide assessment ratios within compliance of State Law

Describe Timetable:

Contract assessment services will begin August 1, 2017 and end July 31, 2019

Miscellaneous

Does this require new positions? No Yes, how many?

Information Technology resources needed?

No Yes – describe: Additional Apex sketching software license and integration of GIS with Market Drive CAMA System

Part VI.

Performance Measurement Review Requested by committee or Common Council? Yes No

Timeline for review: Future performance measurement to be scheduled at A&F after the close of the 2018 Assessment roll