



MEMORANDUM

To: City of Menasha Common Council

From: Peggy Steeno, Administrative Services Director

Date: March 16, 2015

RE: Assessment Contract Update

In light of the issues the City had regarding property assessments, and the tax increases created by those issues, during the 2015 tax roll process, I am providing an update in regard to the City's current assessment agreement and steps that have been taken to improve the process.

Following the tax billing process, the Mayor and I met with the city's contract assessor, Associated Appraisal, to discuss the details surrounding the reporting issues and estimate that caused the tax rates to fluctuate over the past two years for our citizens in Calumet County. During that meeting, we discussed the shortcomings of past processes and implemented a new timeline to ensure that estimated numbers will no longer be used to determine the City's equalized values, which are the basis for calculating the tax bills for our citizens. This advanced timeline for the following: the assessment change notifications, the open book period, and the opportunity for citizens to request review of their assessment by the Board of Review, will meet all statutory notification deadlines as well as statutory reporting deadlines.

Also, please note that the City's current agreement with Associated Appraisal expires on April 30, 2015. Because the 2015 assessment year work will not be completed at that time per normal course of business, staff will be requesting that the Council approve a month to month extension of the current agreement at the April 21, 2015 Council Meeting. The extended agreement, if approved, would continue through July 31, 2015, which will allow Associated Appraisal ample time to complete the 2015 assessment year work. Also, staff is recommending an RFP (Request for Proposal) process in advance of the July 31, 2015 extended contract end date so that we can receive proposals from assessment companies to complete the City's assessment work in the future. As discussed in December of 2014, staff will include specific requirements in the RFP to ensure that there is not a repeat of the issues that have occurred recently.

Please let me know if you have questions or would like additional information on this matter.