

Budget by Fund

	2018 Actual	2019 Adopted	2020 C2C	2020 Request	\$ Change
General	2,654,301	2,667,024	2,601,023	2,601,023	(66,001)
Other-Expenditures	-	-	-	-	-
TOTAL	\$ 2,654,301	\$ 2,667,024	\$ 2,601,023	\$ 2,601,023	\$ (66,001)

Budget by Service

	2018 Actual	2019 Adopted	2020 C2C	2020 Request	\$ Change
ASSESSOR	2,654,301	2,667,024	2,601,023	2,601,023	(66,001)
TOTAL	\$ 2,654,301	\$ 2,667,024	\$ 2,601,023	\$ 2,601,023	\$ (66,001)

Budget by Major

	2018 Actual	2019 Adopted	2020 C2C	2020 Request	\$ Change
Personnel	2,431,086	2,410,413	2,308,863	2,308,863	(101,550)
Non-Personnel	204,873	237,399	271,714	271,714	34,315
Agency Billings	18,342	19,212	20,446	20,446	1,234
TOTAL	\$ 2,654,301	\$ 2,667,024	\$ 2,601,023	\$ 2,601,023	\$ (66,001)



City of Madison

Office of the City Assessor

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Memorandum

Date: July 11, 2019

To: Dave Schmiedicke, Finance Director

From: Michelle Drea, City Assessor

Subject: 2019 Operating Budget Transmittal Memo

The goal of the City of Madison, Assessor's Office is to determine accurate property assessments to ensure the fair and equitable distribution of property taxes. The 2020 operating budget request seeks to put forth a spending plan consistent with the Mayor's directive. The provision of this service must be in a manner that controls costs and ensures compliance with statutory and case law mandates.

Our focus in 2020 includes the following: to discover, to list, and to value all taxable property within Madison. Including, but not limited to, the following services: residential appraisal, commercial appraisal, personal property appraisal, real property listing, conducting Boards of Review and Boards of Assessment, property tax litigation, and other services related to property tax administration as required.

Data collection in the assessment world has undergone a fundamental shift. Our inspections are now subject to the 4th amendment warrant requirement and a new restrictive notice requirement. This means that our inspections operate under the same restrictions as law enforcement pursuant to the holding in *Milewski v. Dover*, 2017 WI 79, 377 Wis.2d 38. As a result, property owners are reluctant to consent to inspections as we can no longer leverage access to the Board of Review to gain access to property. This leads to less data available. Prior to these changes, our response rate hovered around 60%. On average we have plummeted to below 30% and the downward trend is increasing. In some areas, we have less than a 10% response rate. The situation is dire and requires an immediate response. We need to figure out new ways to access data. Identifying other resources, tools, and processes is critical to maintain accurate records and equitable assessments. Our proposed budget includes funding to explore and expand these options.

Our office is reliant on processes built around a data collection model sourced from outdated statutes with a static database. We need to adapt our data collection and management to reflect current law with modern technology. Sustainable, accurate, and efficient systems are necessary. The acquisition and migration to a Computer Assisted Mass Appraisal (CAMA) system needs to be thoroughly researched, strategized, planned, acquired, tested, and implemented. It is hugely impactful for the City and requires an approximate three year arc from research through complete implementation phase.

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Currently, we are in the research/strategy portion of the arc. Resources are required to conduct the requisite research and create a meaningful strategy for the RFP or acquisition portion. This research includes education regarding companies, available technology and products, and future advancements. Vendors do not seek out Wisconsin jurisdictions as clients due to the municipal assessment structure. We are not a terribly lucrative jurisdiction. Thus, we must educate ourselves and seek out those companies with the most to offer. However, we cannot effectively seek a system that we cannot define. This process will require staff time and resources to ensure success. Our proposed budget includes funding to fully research, explore, and quantify needs before and during the RFP process. This level of careful consideration with adequate resources will allow effective change management for impacted staff and nurture staff morale during the transition period.

I look forward to meeting with you to discuss our proposal.

Thank you,

Best,

Michelle Drea, Esq.

City Assessor

2020 Operating Budget Service Budget Proposal

IDENTIFYING INFORMATION

SELECT YOUR AGENCY:

Assessor

SELECT YOUR AGENCY'S SERVICE:

Assessor

SERVICE NUMBER:

101

SERVICE DESCRIPTION:

This service provides three major duties: to discover, to list, and to value all taxable property within Madison.

Part 1: Base Budget Proposal

BUDGET INFORMATION

	2017 Actual	2018 Adopted	2018 Actual	2019 Adopted	2020 C2C	2020 Request
<i>Budget by Fund</i>						
General-Net	\$2,491,810	\$2,597,181	\$2,656,307	\$2,667,024	\$2,601,023	\$2,601,023
Other-Expenditures	\$0	\$0	\$0	\$0	\$0	\$0
<i>Total</i>	<i>\$2,491,810</i>	<i>\$2,597,181</i>	<i>\$2,656,307</i>	<i>\$2,667,024</i>	<i>\$2,601,023</i>	<i>\$2,601,023</i>
<i>Budget by Major</i>						
Revenue	\$0	\$0	\$0	\$0	\$0	\$0
Personnel	\$2,273,905	\$2,343,924	\$2,431,086	\$2,410,413	\$2,308,863	\$2,308,863
Non-Personnel	\$198,530	\$234,915	\$206,879	\$237,399	\$271,714	\$271,714
Agency Billings	\$19,375	\$18,342	\$18,342	\$19,212	\$20,446	\$20,446
<i>Total</i>	<i>\$2,491,810</i>	<i>\$2,597,181</i>	<i>\$2,656,307</i>	<i>\$2,667,024</i>	<i>\$2,601,023</i>	<i>\$2,601,023</i>
FTEs		24.00		24.00	24.00	24.00

PRIORITY

Citywide Element

Describe how this service advances the Citywide Element:

Through the efforts of dedicated employees, we will deliver the highest quality services to City taxpayers by: (1) establishing fair and equitable assessments of all taxable real and personal property; and (2) maintaining complete and accurate assessment rolls and property records.

ACTIVITIES PERFORMED BY THIS SERVICE

Activity	% of Effort	Description
Discover Property	35	The Assessor must maintain accurate maps identifying each parcel of land in the city. Great care is taken to ensure that the data is accurate and up-to-date. Constant attention must be given to businesses that sell, move, or are created in the City to ensure all property receives an equitable assessment.
Listing Property	25	The Assessor must maintain accurate records of ownership. The office records contact information, property description, and prepares a legal description. When values are established and listed on the assessment roll, they must include the correct

classification: Residential, Commercial, Agricultural, Agricultural Forest, Undeveloped, Forest, and Other.

Valuing Property

40

The Assessor must value all taxable property in the City on an annual basis including personal property (ex. office equipment and fixtures). There are over 75,000 parcels in the City that require accurate valuation each year.

SERVICE BUDGET CHANGES

Service Impact

What is the proposed change to the service's budget from cost to continue to agency request?

N/A

What are the service level impacts of the proposed funding changes?

Personnel-Permanent Positions

Are you proposing an allocation change to the FTEs for this service? No

Type	Fund	Amount	Description
Perm Wages			
Benefits			
Total			

Explain the assumptions behind the allocation change.

What is the justification behind the allocation change?

Personnel-Other Personnel Spending

Are you requesting additional personnel spending for non-annualized pay? No

Type	Fund	Amount	Description
Overtime			
Premium Pay			
Hourly			
Total		\$0	

Explain the assumptions behind the requested funding.

What is the justification behind the increased funding?

Revenue

Are you proposing a change to the service's budgeted revenue?

No

Are you proposing an increase or a decrease to the budgeted revenue?

Select...

Fund	Major	Amount	Description

Explain the assumptions behind the change to budgeted revenue.

What is the justification behind the proposed change?

Non-Personnel

Are you requesting additional non-personnel funding for this service?

No

Fund	Major	Amount	Description

Explain the assumptions behind the requested funding.

What is the justification behind the proposed change?

Part 2: Scaling Service Delivery

What amount is 2.5% of the service expenditure budget? \$65,025

Increase

Explain how you would change the service activities and the level of service as a result of implementing a 2.5% funding increase to this service:

The training, education, and software tools would broaden with this increase. Our office is reliant on processes built around a data collection model sourced from outdated statutes with a static database. We need to adapt our data collection and management to reflect current law with modern technology. Sustainable, accurate, and efficient systems are necessary.

Further, the Assessment Technicians require new tools and training for data collection in the field considering the new constraints provided by the Dover case and a new notice statute. Our inspections are now subject to the 4th amendment warrant requirement and notices to request an inspection require explicit language advising the property owner of their right to refuse the inspection. Prior to these changes, our response rate to requests for inspection hovered around 60%. On average we have plummeted to below 30% and the downward trend is increasing. In some areas, we have less than a 10% response rate. The situation is dire and requires an immediate response. Without data, assessment is not possible. The situation requires creativity and increased reliance on technology to efficiently collect accurate data. Field tools for accurate measurement, online orthography, and other related tools increase the level of data we collect and ensures accuracy.

Finally, as we anticipate acquiring a CAMA system, considerable research must be undertaken to ensure the most useful and effective product for Madison. This research includes education regarding companies, available technology and products, and future advancements. Vendors do not seek out Wisconsin jurisdictions as clients due to the municipal assessment structure. We are not a terribly lucrative jurisdiction. Thus, we must educate ourselves and seek out those companies with the most to offer. We cannot effectively seek a system that we cannot define. This process will require staff time and resources to ensure success.

Explain the changes by major expenditure category that your agency would implement as a result of a 2.5 % funding increase to this service:

The impact would be to our Purchased Services and Work Supplies categories.

Would the changes include an increase to permanent staffing levels for this service? No If yes, FTEs:

What impacts would City residents and visitors experience if this service is provided a 2.5% increase in funding?

Accurate data collected efficiently within the constraints of Wisconsin State Statutes and case law. Efficient use of resources for tax assessment. Anticipation of need within a CAMA system and use of the RFP year (2020) to research, study, and strategize for the transfer to the system. Also, addition of change management resources to nurture staff morale in the development of electronic processes from paper based systems. Sustainability, efficiency, and effectiveness are the cornerstones for the use of these resources.

Decrease

Explain how you would change the service activities and the level of service as a result of implementing a 2.5% funding decrease to this service:

We would scale back training and software/technology tool acquisition. For example, we acquired a Change Finder detection software with orthography to assist with data collection. We would suspend these efforts.

Explain the changes by major expenditure category that your agency would implement as a result of a 2.5 % funding decrease to this service:

The impact would be in the Purchased Services and Work Supplies categories.

Would the changes include a decrease to permanent staffing levels for this service? No If yes, FTEs:

What impacts would City residents and visitors experience if this service is provided a 2.5% decrease in funding?

Inaccurate data or severely limited data upon which to base our valuations. This would ultimately lead to inequitable assessments with the potential for an ultimate increase in litigation, disgruntled citizens, and Department of Revenue interjection into our process. The integrity of our assessment system would be in question and our ability to satisfy the requirements of the Uniformity Clause of the Wisconsin State Constitution would be in jeopardy.