

OFFICE OF THE MAYOR

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Shawn N. Reilly
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April 7, 2021

Dear Common Council,

On the agenda for the April 8, 2021 Common Council meeting is the appointment of Samuel Walker as the Assessor for the City of Waukesha. As background, Paul Klauck served as the City Assessor for 34 years and resigned July 1, 2020. The employment of the Assessor requires that it be done via appointment by the Mayor, subject to confirmation by the Common Council. The purpose of tonight's action is to officially appoint Mr. Samuel Walker as the Assessor for the City.

The process for finding a new Assessor was as follows:

- The position was posted May 6 through June 3, 2020, with a salary range of \$84,486-\$114,056.
- The position was advertised on the City website, Governmentjobs.com, Milwaukeejobs.com, the City of Waukesha Facebook page, the City's e-mail newsletter, the HR Director's LinkedIn page, and the Wisconsin Association of Assessing Officers website. (Attached is the original posting).
- The application deadline was extended two weeks until June 19 in the hopes of receiving additional applications.
- The Human Resources Department pre-screened the applicants and determined that only two of them met the minimum qualifications for the position and forwarded those applications to the City Administrator.
- Interviews with the applicants took place on July 21, 2020. The interview committee consisted of Kevin Lahner (City Administrator), Jennifer Andrews (Community Development Director), Rich Abbott (Senior Financial and Accounting Administrator), and Marquise Vasquez (Human Resources Director). Based on the individuals interviewed, Mr. Walker was the clear front-runner.
- A contingent offer was proffered to Mr. Walker on or around July 23rd with a starting salary of \$100,000.
- Mr. Walker returned a signed copy of his acceptance on July 29th and his first day at the City of Waukesha was August 24, 2020.

As you can see from the above details, there was an extensive search for a qualified Assessor to replace our prior Assessor. The most qualified applicant was selected by the hiring committee to be offered the position. I have reviewed the qualifications of those considered for the position and Mr. Walker was clearly the most qualified for the position. My appointment of Mr. Samuel Walker comes with my highest recommendation

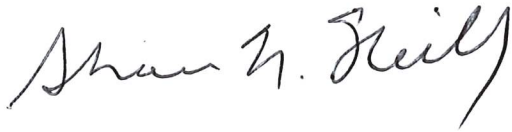
I apologize that this appointment did not come to the Common Council prior to the position being filled. It is somewhat of an anomaly of State Statutes that the Assessor is considered an "Officer" of the municipality, and therefore, the position is required to be appointed by the Mayor. Our City ordinances clearly put the Assessor position under the administrative review of the City Administrator, and I did not think it was my responsibility to appoint the Assessor. After review, the Mayor is required to appoint



the individual to this position. In addition, our City ordinances require that the Mayor's appointment be confirmed by the Common Council. (Confirmation by the Common Council is not required by State Statutes).

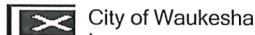
I am asking the Common Council to please confirm the appointment of Mr. Samuel Walker to the position of Assessor for the City of Waukesha.

Respectfully,

A handwritten signature in black ink that reads "Shawn N. Reilly". The signature is written in a cursive, flowing style.

Shawn N. Reilly
Mayor

CITY OF WAUKESHA
invites applications for the position of:



Assessor

SALARY: \$84,486.00 - \$114,056.00 Annually

OPENING DATE: 05/06/20

CLOSING DATE: 06/03/20 04:00 PM

DESCRIPTION:

This is a managerial position responsible for directing the work of the Assessor's Office, including developing, implementing and administering the appraisal of all taxable property in the City for assessment purposes.

Starting Salary: \$84,486; maximum \$114,056 achieved through merit increases.

EXAMPLES OF ESSENTIAL DUTIES:

1. Directs the valuation, assessment and recording of residential, commercial and personal property and mobile homes.
2. Prepares and maintains the assessment roll, statement of assessment and exempt computer value report for the overall assessment district and for each tax incremental finance district.
3. Prepares the annual assessment report, the municipal assessment report and the TID assessment reports for the assessment district.
4. Certifies as to the assessment ratio to full value, accuracy and equitableness of all assessments entered into the various assessment rolls.
5. Prepares, defends and substantiates assessments to the Board of Review.
6. Participates in the preparation of complex appraisals and assists the City Attorney in property tax cases.
7. Reviews new plats, surveys, certified surveys, annexations and attachments, etc. to determine values.
8. Updates and supervises the update of the assessment maps showing each real estate parcel within the City's jurisdiction.
9. Develops various assessment reports required and requested by the legislative and administrative bodies of the City and processes all reports required by statutory mandate and the Department of Revenue.
10. Allocates property to exempt and non-exempt categories.
11. Reviews appraisers' reports and inspects questionable cases; reviews complaints of over assessment and adjusts assessments as appropriate.
12. Coordinates office functions with the DOR related to TIF District reporting and changes of "utilities" property use.
13. Coordinates the assessment activities of the City with other City departments.
14. Prepares and administers department budget.
15. Hires, trains and supervises department staff.
16. Develops Department policy in accordance with applicable Wisconsin statutes; establishes and reviews techniques used in the appraisal procedures of the Department; designs, supervises and implements office procedures.
17. Supervises the preparation and maintenance of necessary files and records.
18. Attends Council and Committee meetings as needed.
19. Provides education on assessment related procedures to the general public.
20. Establishes and maintains good public relations.

TYPICAL QUALIFICATIONS: