



City of Waukesha
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Committee: Finance Committee	Date: 6/11/2024
Common Council Item Number: 24-9978	Date: 6/18/2024
Submitted By: Samuel A Walker, City Assessor	City Administrator Approval: 06/03/2024
Finance Department Review: 06/03/2024	City Attorney's Office Review: 05/30/2024
Subject: Request to contract commercial appraisal work to Accurate Assessor	

Details:

Since the retirement of our commercial appraiser, we have been unable to find a replacement. In order to complete the appraisal work, we have started to look at contracting the work out to an appraisal firm. The contract that we have received would cost \$5,400 a month/\$64,800 a year. This is less than the employee would make at the bottom of the pay range including benefits.

To that end, we have started a reorganization of the Assessor's Office that would remove the commercial appraiser (Senior Appraiser), split the current Real Property Lister into a full time Appraiser and part time Real Property Lister, and reclassify the Clerical Assistant to a Sales Analyst. This would decrease the Full-Time Equivalencies from 5 to 4.5 plus the contract assessor for the commercial work. This request was approved by the HR Committee on May 15, 2024

Making all of these changes would effectively decrease personnel costs and the overall budget. If approved both requests (HR Committee and Finance Committee) would then be sent to Council for final approval of the reorganization.

Highlights of the proposed contract:

- Initial 2-year contract for the 2025 and 2026 assessment years (including 2025 citywide revaluation)
- Includes all commercial work (permits, sales, values, appeals, inquiries, etc.)
- Total 2-year fee of \$129,600 paid in 24 monthly installments of \$5,400 (to start once the work begins)
- Option to renew contract for 2027 and 2028 assessment years.

The Assessor recommends approving the contract with Accurate for the terms listed and approval of the reorganizational plan of the Assessor's Office.

Options & Alternatives:

Deny the contract, continue to look for a Senior Appraiser to take on commercial work at a higher cost.

Financial Remarks:

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Executive Recommendation:

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