

OUR CITY OF MADISON



City Assessor

Michelle Drea, Esq., City Assessor

Megan Lukens, Business Systems Manager

Vision and Mission

Inclusive – Innovative – Thriving



CITY OF MADISON

Our Agency's Vision and Mission

Vision

Municipalities are the primary units of property tax administration in Wisconsin. The law requires that the assessor assess all property not exempt by law.

Mission

The City Assessor's Office, through the efforts of dedicated employees, will deliver the highest quality services to City taxpayers by establishing fair and equitable assessments of all taxable real and personal property and maintaining complete and accurate assessment rolls and property records.

Structure, Services, and Staff



Structure



Services

The assessor provides three major services:

- Administer the official duties of the office such as preparing assessment rolls, grant and manage property tax exemptions, file reports required by the state, and monitoring assessment performance
- To discover, list, and classify all property in the municipality
- Value property – the law requires that the assessor assess all property not exempt by statute

Services

Annual Assessment Cycle

- Annual cycle is derived from state statute and the Wisconsin Department of Revenue
- Repeats annually and is the foundation for our work plan each year
- Annual cycle can be broken into two categories: yearly and monthly
- Property is assessed as of Jan. 1 each year

Services

Annual Assessment Cycle

- Quarter 1: Valuation
- March: Excessive assessment claims from prior year, property tax exemption requests deadline
- April: Assessment Notices
- April – October: Due Process
 - Open Book
 - Board of Assessors
 - Board of Review
- October – December
 - Close the assessment roll
 - Final reports to DOR
 - Convert assessment roll to tax roll (IT/Finance)
 - Tax bills sent (Treasurer/Finance)
 - CURVE BALL: Ongoing Litigation, law changes

Services

Monthly Assessment Cycle

- Data Processing: Triggers for review in our office subject to statutory mandates to discover, list, and value:
 - Permits: update property records and note any change to value
 - Sales: analyze sale – arm's length transaction? Derive ratio to apply for trending
 - Inspections: condition issues – impact
 - Information provided by property owners

Key Staff

- Megan Lukens – Business Systems Manager
Megan manages all of our data and infrastructure.

- Scott West – Assessment Operations Manager
Scott manages our appraisal teams.

Common Citywide Collaborations

Inclusive – Innovative – Thriving



CITY OF MADISON

Common Citywide Collaborations

Staff in our agency most often collaborate with these agencies across TeamCity:

Agency	Topic(s)
IT	Valuation and property listing software, portals for information submission, maintenance of most visited webpage in the City; GIS and mapping
Attorney	Board of Assessor, Board of Review, litigation
Human Resources	Recruitment and retention, training
Building Inspection	Building permit data

Common Citywide Collaborations

Staff in our agency most often collaborate with these agencies across TeamCity:

Agency	Topic(s)
Engineering	Addressing and parcel maintenance for GIS
Planning, Zoning, Building Inspection	Property data
Treasurer	Assessment data for tax roll
Finance	State reporting to DOR for levy limit and other required submissions such as TID

Boards, Committees, Commissions

Our agency staffs the following City of Madison Boards, Committees and Commissions:

Board, Committee, Commission	Key Staff
Board of Assessors	Comprised of the City Assessor (Michelle Drea), Assessment Operations Manager (Scott West) and four rotating appraisal staff members.
Board of Review	Comprised of citizen members serving on a quasi-judicial Board, Laurie Muench serves as the Board of Review Clerk.

Agency Resources

Inclusive – Innovative – Thriving



Our Agency's Key Links

- Agency Website(s): <https://www.cityofmadison.com/assessor/>
- Key Report(s):
 - Annual Report on the Property Tax Base in Madison:
<https://www.cityofmadison.com/assessor/reports/>
- [Wisconsin State Statutes](#)
 - Chapter 70
 - Chapter 74
- [Madison General Ordinances](#)
 - 33.03; 33.08
- [Wisconsin Property Assessment Manual](#), Vol 1 and Vol 2

Our Agency's Acronyms

Common acronyms used by our agency include:

BOA

- Board of Assessors

BOR

- Board of Review

CAMA

- Computer Assisted Mass Appraisal

DOR

- Department of Revenue

RE/PP

- Real Estate/Personal Property

WPAM

- Wisconsin Property Assessment Manual

OUR CITY OF MADISON



Let's Connect!

Michelle Drea, Esq. City Assessor
mdrea@cityofmadison.com

Megan Lukens, Business Systems Manager
mlukens@cityofmadison.com

CITY OF **MADISON**