

# City Assessor's 2016-2017 Annual Report To the Ames City Conference Board



## Conference Board Members

### **Chairperson:**

Ames Mayor Ann Campbell

### **Ames City Council:**

Bronwyn Beatty-Hansen • Gloria Betcher • Amber Corrieri • Tim Gartin • Chris Nelson • Peter Orazem

### **Story County Board of Supervisors:**

Wayne Clinton • Rick Sanders • Paul Toot

### **School Boards of Directors:**

#### **Ames:**

Rodney Briggs • Luke Deardorff • Mike Espeset • Alisa Frandsen • Tim Rasmussen  
• Lewis Rosser • Bill Talbot

#### **Gilbert:**

Brian Anderson • Sean Barber • Tyler Holck • Kim Mosiman • John Nelson

#### **United:**

Valerie Brewer • Leonard Larsen • Ron Miller • Kathy Toms • Kristin Zehner



**Ames City Assessor's Budget Proposal for the 2016-2017 Fiscal Year**  
For the Conference Board meeting at 5:30 p.m. on January 12, 2016

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The following report outlines the structure, programs, duties and activities of the Ames City Assessor's Office.

The Mini Conference Board met January 22, 2015, to review the Assessor's budget proposal. Members present were Peter Orazem, Ames City Council; Bill Talbot, Ames School Board of Directors; Rick Sanders, Story County Board of Supervisors; and Greg Lynch, Ames City Assessor. Also present were Brenda Swaim (City Assessor), and Dawn Tank (City Assessor).

For Conference Board Members, minutes from the Mini Conference Board meeting were included with the *2016-2017 Annual Report*. The public may view the minutes by visiting the Ames City Assessor's Office in City Hall.

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### **CONFERENCE BOARD**

Iowa assessment laws can be found in Chapter 441 of the *Iowa Code*. Other chapters affect the process, and there are numerous administrative rules. The *Code* creates a Conference Board for each county. City Assessors are optional for cities with populations over 10,000. City Assessors are created by ordinance and a Conference Board is automatically created. The City Conference Board includes the City Council, School Boards of Directors (Ames, Gilbert, and United Community) and County Board of Supervisors. The Mayor is chairperson. The Conference Board votes as three voting units, with a majority of the members present for each unit determining the unit's vote. At least two members of a voting unit must be present in order to vote. A quorum is reached when at least two members from two units are present.

The Conference Board must meet annually to propose a budget for publication. The Board must meet again to hold a budget hearing and approve a budget. The Ames City Conference Board has used a subcommittee called the Mini Conference Board to facilitate the budget discussion. Each of the three voting bodies appoints one member to the Mini Board to conduct a preliminary meeting to discuss budget proposals with the Assessor and report back to their full body. The Mini Board has also been used to draft a personnel policy handbook and advise the Assessor on policy issues.

The Conference Board appoints the Assessor, Examining Board and Board of Review. The Examining Board is activated when the Assessor position is vacant, or in the unlikely event of a Deputy Assessor appealing a termination or disciplinary action.

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### **BOARD OF REVIEW**

The Ames Board of Review has five members. Members are appointed for staggered six-year terms. The *Code* requires members to have different occupations, and that at least one is experienced in real estate or construction. The Board of Review meets annually in a limited time frame to hear appeals. Most decisions from the Assessor can be appealed (e.g. value, classification, exemption). The expiration date for each of the board members is as follows:

|                |            |               |            |
|----------------|------------|---------------|------------|
| Thomas Jackson | 12/31/2020 | Judy Albright | 12/31/2018 |
| Tom Carey      | 12/31/2016 | Jami Larson   | 12/31/2019 |
| Roy Zingg      | 12/31/2017 |               |            |

## **ASSESSOR**

The Conference Board appoints, or reappoints, an assessor for a six-year term. Iowa assessors are required to pass a comprehensive examination before being eligible to be appointed. In order to be reappointed, 150 hours of state-approved continuing education, of which at least 90 hours must be tested courses, are required during the six-year term.

The main duties of the Assessor are to classify and value all taxable property in the assessment jurisdiction. Iowa law requires reassessment in odd-numbered years and notification of changes of value in even-numbered years. Even-numbered year changes are typically new construction or renovation of existing structures. In odd-numbered years, the Ames office recalculates values and sends notices to property owners.

In addition, the Assessor administers multiple credit and exemption programs. The most common are the homestead credit and military service exemption. Less common, but more problematic, are exemption claims for religious and charitable organizations and business property tax credits.

In the course of classifying and valuing property in Ames, extensive property-related information is acquired. Public information laws require, and common sense dictates, that most of this information be readily available for review. This often involves considerable time and effort, but it is an essential part of the operation.

It is also important for the Conference Board members to fully understand what the Assessor does not do:

- Does not calculate or collect taxes.
- Does not set the level of value – the Assessor measures the level of value, as indicated by sales of real property in Ames.
- Does not make the laws and rules for assessments.

The most visible function of the office tends to be providing information to the public via the Internet or through requests in the office. However, the first priority and the primary effort of the office is discovering changes in real property, such as new construction, and maintaining the classification and values for the entire tax base of Ames.

In summary, the Assessor has a variety of duties and functions and is an integral component of local government operations.

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## **SENATE FILE 295 AND VALUATION**

In July of 2013, Senate File 295 was enacted. It deals with property tax reform. It contains the most sweeping changes to assessment practices in recent history. There are many changes within this law, but in particular, four components have or will directly impact our office. The following is a brief description of them:

1. Business Property Tax Credit (Effective January 2013)
  - We initially implemented the Business Property Tax Credit late 2013 and early 2014. Identifying 1076 qualifying “unit.”
  - As class changes, ownership changes, splits, combines and new subdivisions have occurred in 2015, we continued to maintain these credits, removing those that no longer qualify and providing pre-filled applications to the owners for newly qualifying parcels. This has now become a routine mandated process that is ongoing.
2. New rollbacks or assessment limitation & replacement claims for commercial, industrial, and railroad properties.
  - 95% for 2013 Assessment
  - 90% for 2014 Assessment
3. Changes to taxable value growth for residential & agricultural property.
  - Reduced from 4% to 3%
4. New Classifications (Effective January 2015)
  - A. Dual Class**
    - Separate values for commercial and residential components.
    - Portions of properties less than three units, used or intended to be used for human habitation (and a portion of the land), regardless of the number of units and that is not otherwise classed residential.
  - B. Multiresidential**
    - Properties used or intended to be used for human habitation, containing three or more separate dwelling units, as follows:
      - Commercially classed apartments
      - Commercially classed mobile home parks
      - Commercially classed manufactured home communities
      - Commercially classed nursing / retirement homes
      - Commercially classed land-leased communities
    - We classified and revalued 216 parcels for January 1, 2015 as Multi-Residential.
    - This classification has a graduated reduction of the rollback until year 2022, at which time it will equal the residential rollback. Here is the reduction schedule:
      - 2015 Assessment 86.25%
      - 2016 Assessment 82.50%
      - 2017 Assessment 78.75%
      - 2018 Assessment 75.00%
      - 2019 Assessment 71.25%
      - 2020 Assessment 67.50%
      - 2021 Assessment 63.75%
      - 2022 Assessment = Residential rollback

## ASSESSED AND TAXABLE VALUES

It should be understood that when a rollback (assessment limitation is legal terminology for rollback) is applied, it reduces the taxable value. So when a rollback decreases, it also decreases the taxable value. This is shown below:

|                |           |           |
|----------------|-----------|-----------|
| Assessed Value | \$100,000 | \$100,000 |
| Rollback       | 50%       | 45%       |
| Taxable Value  | \$50,000  | \$45,000  |

The tax base changes for assessed and taxable values from 2014 to 2015 are shown in the following two tables:

**Table 1.**

| <b>Ames Taxable Valuations by Class: 100% Assessed Values<br/>(in Thousands of Dollars)</b> |                     |                     |                            |             |
|---|---------------------|---------------------|----------------------------|-------------|
| Class   | 2014 Actual         | 2015 Actual         | Difference<br>2014 to 2015 | % Change    |
| Ag Land & Ag Bldgs  | \$ 4,205            | \$ 3,575            | \$ (630)                   | -15.0%      |
| Residential   | \$ 2,785,315        | \$ 2,962,477        | \$ 177,162                 | 6.4%        |
| Multiresidential  | \$ -                | \$ 123,939          | \$ 123,939                 | N/A         |
| Commercial  | \$ 842,003          | \$ 774,436          | \$ (67,567)                | -8.0%       |
| Industrial  | \$ 134,033          | \$ 151,482          | \$ 17,449                  | 13.0%       |
| Railroads & Utilities Minus Gas & Electric  | \$ 11,708           | \$ 12,198           | \$ 490                     | 4.2%        |
| Total Except Gas & Electric   | \$ 3,777,264        | \$ 4,015,910        | \$ 238,646                 | 6.3%        |
| Gas & Electric Valuation  | \$ 17,023           | \$ 17,702           | \$ 679                     | 4.0%        |
| <b>100% Assessed Values Total</b>   | <b>\$ 3,794,287</b> | <b>\$ 4,033,611</b> | <b>\$ 239,324</b>          | <b>6.3%</b> |
| <b>T.I.F Value Not Included</b>   | <b>\$0</b>          | <b>\$0</b>          | <b>\$0</b>                 |             |

Sources: Iowa Department of Management Reports for Story County as of January 1, 2016, published December 23, 2015.

**Table 2.**

| <b>Ames Taxable Valuations by Class: Rolled Back or Taxable Values<br/>(in Thousands of Dollars)</b> |                     |                     |                            |             |
|--|---------------------|---------------------|----------------------------|-------------|
| Class  | 2014 Actual         | 2015 Actual         | Difference<br>2014 to 2015 | % Change    |
| Ag Land & Ag Bldgs   | \$ 1,879            | \$ 1,649            | \$ (230)                   | -12.3%      |
| Residential  | \$ 1,552,353        | \$ 1,647,905        | \$ 95,552                  | 6.2%        |
| Multiresidential   | \$ -                | \$ 106,897          | \$ 106,897                 | N/A         |
| Commercial   | \$ 757,803          | \$ 696,993          | \$ (60,810)                | -8.0%       |
| Industrial   | \$ 120,630          | \$ 136,334          | \$ 15,704                  | 13.0%       |
| Railroads & Utilities Minus Gas & Electric   | \$ 11,121           | \$ 11,523           | \$ 402                     | 3.6%        |
| Total  | \$ 2,443,786        | \$ 2,601,299        | \$ 157,513                 | 6.4%        |
| Military Exemptions  | \$ (2,514)          | \$ (2,350)          | \$ 164                     | -6.5%       |
| Taxable Total Except Gas & Electric  | \$ 2,441,272        | \$ 2,598,949        | \$ 157,677                 | 6.5%        |
| Gas & Electric Valuation   | \$ 5,566            | \$ 5,323            | \$ (243)                   | -4.4%       |
| <b>Taxable Values Total</b>  | <b>\$ 2,446,838</b> | <b>\$ 2,604,273</b> | <b>\$ 157,435</b>          | <b>6.4%</b> |
| <b>T.I.F Value Not Included</b>  | <b>\$0</b>          | <b>\$0</b>          | <b>\$0</b>                 |             |

Sources: Iowa Department of Management Reports for Story County as of January 1, 2016, published December 23, 2015.

Categorical changes of the 2015 taxable values are illustrated in the following table:

**Table 3.**

| Class                   | 2014 Taxable Value<br>(in Thousands) | 2015 Taxable Value<br>(in Thousands) | Change from Revalue of Existing Property | Change from Class Transfers & Annexation | Net Change from New Construction & Buildings Removed | Change from Rollback Percentage | Change from New & Expiring Exemptions, TIF, Court Reductions, Equalization | Total Change 2014 to 2015<br>(in Thousands) |
|-------------------------|--------------------------------------|--------------------------------------|--|--|--|---------------------------------|--|---|
| <b>Residential</b>      | \$ 1,552,353                         | \$ 1,647,905                         | \$ 56,476                                | \$ 2,252                                 | \$ 40,718  | \$ (3,188)                      | \$ (707)   | \$ 95,551                                   |
| % Changes               |                                      |                                      | 3.6%                                     | 0.1%                                     | 2.6%   | -0.2%                           | 0.0%   | 6.2%  |
| <b>MultiResidential</b> | \$ -                                 | \$ 106,897                           | \$ 1,526                                 | \$ 98,346                                | \$ 7,676   | \$ -                            | \$ -   | \$ 106,897                                  |
| % Changes               |                                      |                                      | 0.2%                                     | 13.0%                                    | 1.0%   | 0.0%                            | 0.0%   | 14.1%                                       |
| <b>Commercial</b>       | \$ 757,803                           | \$ 696,993                           | \$ 25,991                                | \$ (111,357)                             | \$ 16,534  | \$ -                            | \$ 8,021   | \$ (60,810)                                 |
| % Changes               |                                      |                                      | 3.4%                                     | -14.7%                                   | 2.2%   | 0.0%                            | 1.1%   | -8.0%                                       |
| <b>Industrial</b>       | \$ 120,630                           | \$ 136,334                           | \$ 13,586                                | \$ -                                     | \$ -   | \$ -                            | \$ 2,118   | \$ 15,704                                   |
| % Changes               |                                      |                                      | 11.3%                                    | 0.0%                                     | 0.0%   | 0%                              | 1.8%   | 13.0%                                       |
| <b>Agricultural</b>     | \$ 1,879                             | \$ 1,649                             | \$ (383)                                 | \$ (18)                                  | \$ -   | \$ 50                           | \$ 120   | \$ (231)                                    |
| % Changes               |                                      |                                      | -20.4%                                   | -1.0%                                    | 0.0%   | 2.7%                            | 6.4%   | -12.3%                                      |
| <b>Totals</b>           | \$ 2,432,665                         | \$ 2,589,777                         | \$ 97,196                                | \$ (10,777)                              | \$ 64,928  | \$ (3,137)                      | \$ 9,553   | \$ 157,111                                  |
| % Changes               |                                      |                                      | 4.0%                                     | -0.4%                                    | 2.7%   | -0.1%                           | 0.4%   | 6.5%  |

*Note: Does not include state-assessed property*

Sources: 2015 Abstract of Assessment; 2015 Reconciliation Report.

**Agricultural assessed values (Table 1)** decreased 15.0% from 2014 to 2015. This was due primarily to revaluation and reclassification.

**Agricultural taxable values (Tables 2 & 3)** experienced a decrease of 12.3% from 2014 to 2015. Categorically it decreased due to revaluation and reclassification. Increases were due to an increase in the rollback from 44.7021% of the 2014 assessed value (payable fall of 2015 and spring of 2016) to 46.1068% for 2015. The net result is a decrease of 12.3% of taxable value for 2015.

**Residential assessed values (Table 1)** increased 6.4% from 2014 to 2015. This was a result of revaluation, new construction and class change from commercial.

**Residential taxable values (Tables 2 & 3)** experienced an increase of 6.2% from 2014 to 2015. The largest contributing factors were the increase due to revaluation and new construction.

**Commercial assessed values (Table 1)** experienced a significant decrease of 8.0% from 2014 to 2015. This is the result of properties being reclassified as Multiresidential.

**Commercial taxable values (Tables 2 & 3)** experienced a decrease of 8.0% from 2014 to 2015. The large decrease caused by reclassification was offset by gains in revaluation and new construction.

**Industrial assessed values (Table 1)** experienced a solid increase of 13.0% from 2014 to 2015. This is due to revaluation.

**Industrial taxable values (Table 3)** mirrored the 100% assessed values from 2014 to 2015. Categorically it increased due to revaluation and expiring exemptions.

As shown in Table 3, excluding railroads and utilities, the overall change for the upcoming fiscal year is 6.5% more taxable value.

## DEPARTMENT ACTIVITIES

On April 1, 2015, our office mailed out 10,868 assessment notices. Of these 10,003 were residential, 461 were commercial, 19 were industrial, 216 were multiresidential, 29 were dual class, 101 were agricultural and 39 were for exempt parcels.

I would like to publicly thank Judy Heimerman, Dawn Tank, and Brenda Swaim for the extraordinary amount of hours they spent accomplishing this. I realized while driving home at 10:30 p.m. on March 31<sup>st</sup> after having just dropped off the last of the assessment rolls at the Post Office, how lucky I was to have these dedicated, professional women as coworkers. It was also accomplished with the aid of interns and temporary help, which is discussed further under ExtraHelp/Interns.

We were able to fill the two vacant appraiser positions with Don (D.W.) Wacker and Chris Malloy. Both started in December and are busy getting familiar with our software and office work flow. They will be instrumental in inspecting all the new residential homes in addition to the existing houses that have had additions built or remodeling done.

We have been very fortunate to have two interns and three temporary employees as part of our team. Thanks to them we have been able to make significant progress migrating our residential properties into our CAMA system.

The new construction segment of the residential market remained stable. The table on **Attachment “C”** shows the quarterly activity of sales that are good for analysis (arms-length sales). The number of new homes built in 2015 is shown at 26, but due to a backlog of entering this data, this number is misleading. We expect it to be similar to the 53 built in 2014.

**New Construction Sales:** The price per square foot is the most reliable indication of price increase. Annual percentage changes and cumulative changes since 1995 are the right two columns. The report shows that the sales price for new homes increased. The average new home price per square foot is up approximately 4.8% as compared to 2014 (shown in the row heading “New construction sales”). It was \$189.20 in 2014 and \$198.33 in 2015. The median sales price showed an increase of 12.93% from \$286,521 in 2014 to \$323,558 in 2015 (shown in the column heading “Median Price”).

**Existing House Sales:** The total number of sales increased by 31.88% from 643 in 2014 to 848 in 2015. The average sale price per square foot stayed pretty much the same from \$134.51 in 2014 to \$135.04 in 2015 (shown in the row heading “Existing houses”). The median sales price showed a decrease of 6.5% from \$180,000 in 2014 to \$168,250 in 2015 (shown in the column heading “Median Price”).

There is ongoing development of our Beacon website ([WWW.AmesAssessor.org](http://WWW.AmesAssessor.org)) to better serve our needs as well as the public’s. This site continues to be our most active method of communication with the public. The data files created for the website are the backbone of real property information for several city and county departments. Map files are uploaded regularly from the Story County Auditor’s files, and data files are uploaded nightly from the county’s real estate system and both assessors’ offices. In addition, map layers for Ames zoning are updated by the city’s GIS staff as the Planning department makes zoning changes.

Digital photos for most properties are available on our website, but continue to require ongoing maintenance.

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## STAFF

The full-time employees of the City Assessor's Office and their starting dates as full-time employees with this office are as follows:

|  |          |      |
|--|----------|------|
| ▪ Greg Lynch, City Assessor                | February | 2006 |
| ▪ Brenda Swaim, Chief Deputy Assessor      | December | 1996 |
| ▪ Judy Heimerman, Office Assistant I       | January  | 1990 |
| ▪ Dawn Tank, Administrative Assistant      | January  | 2015 |
| ▪ Don (D.W.) Wacker, Residential Appraiser | December | 2015 |
| ▪ Chris Malloy, Residential Appraiser      | December | 2015 |
| ▪ Database Manager                         |          |      |

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## BUDGET PROPOSAL

**Attachment A** is the budget expense proposal. Explanations for various line item expenses follow:

**Salaries:** The Consumer Price Index (CPI), published by the Bureau of Labor Statistics of the U.S. Department of Labor, shown in a news release dated November 17, 2015, indicates an increase of 1.9% for all items less food and energy since October of 2014.

The expense items for the Assessor and all other staff are budgeted with a 2% cost of living increase and a 1.00% merit pool, for a total of 3.0%. (As always, exact salaries for staff will be based upon individual evaluations.)

Board of Review salaries are \$17.50 per hour. Their total remains the same as it was for FY 2015-2016. There is also a clerk to take the minutes. For budgeting purposes, we estimate that the clerk will need to put in 1.5 times the hours of the Board. The clerk is paid at a rate of \$15.00 per hour.

**Extra Help/Interns:** During FY 2016-2017, we would like to employ four interns to assist us with various projects that arise. This expense is estimated to be \$35,000 and it's shown on the Extra Help/Interns line item. This is an increase of \$2,000.

It should also be noted that we are estimating this line item expense for FY 2015-2016 to be \$88,500. This is almost triple the budgeted amount of \$33,000. We were fortunate to have hired two interns and three temporary employees that were instrumental in getting data entered into our CAMA database and helping out anywhere they were needed. They were needed (and affordable) because of the vacant Appraiser and Database Manger positions.

**Taxable Fringe Benefits:** This line includes mileage allowance for four of the full-time employees who use their private auto for work purposes. Employees must provide a copy of their insurance card and driver's license annually. In return for maintaining liability insurance and a dependable vehicle that is available to the employee during working hours, each full-time employee is paid monthly as follows (less mileage reimbursement\*):

|                |       |
|----------------|-------|
| Assessor       | \$100 |
| Deputy         | \$90  |
| Appraisers (2) | \$90  |

Additionally, this line includes a monthly cell phone allowance of \$25.00 a month for all five full-time employees that have regular duties outside the office. The allowance is paid if the employee has a cell phone available for office use during work hours.



**Health Insurance:** The amount budgeted last year was based on our current staffing and use levels. I received notice that we could expect a 7% increase in health insurance costs for the upcoming fiscal year.

This line also includes a pro-rated amount of the group workers' compensation insurance for the fiscal year.

**Board of Review Expenses:** This line represents payment of the Board's mileage, postage and supplies.

\* **Mileage:** This line represents reimbursement to employees who use their personal auto for work purposes. It is paid at the current IRS rate. For 2016, the rate is \$0.54 per mile.

We had been using a pool vehicle provided by the city whenever possible. The rate for it is currently \$0.45 per mile. We plan to keep this option open for the new appraisers.

**Document Management Software (Data Processing):** This is a continuation of our budget from last year. I have separated it, so that it doesn't distort our historic line items.

As you may remember, our office was exploring Enterprise Content Management Systems, which would allow us to fully transition from paper hard-copy driven processes to digital documents. We were exploring two avenues to the fruition of this project. We would like to be a part of a larger city-wide initiative to a unified document management system. Our office is aware that this has been an ambition of the city for quite some time, and projects particular to an entity the size of the city of Ames can incur substantial expense and require a lot of project planning.

The City Assessor's office would still like to have an alternate contingency plan should it be determined the likelihood of a city-wide ECM system will not be imminent within the next two years. We had earmarked \$17,000 in the FY 2015-2016 budget and have included \$17,000 in the FY 2016-2017 budget to begin planning for an Enterprise Content Management System that is scaled to the needs of our office. This project will allow us to integrate many of the paper forms, applications and records into our current CAMA, appeals, and real estate system. Advantages include more efficient retrieval of information, improved customer service, and repurposing of office space that is currently used for storing documentation.

## ASSESSMENT APPEALS

For 2015, eleven cases were filed with the Property Assessment Appeal Board and one with District Court (see table below). Ten cases involve commercial properties and one was residential.

| Property ID<br>or<br>MAP ID | Address                 | Appellant                            | PAAB<br>or<br>District | Docket #(s)<br>or Case # |
|-----------------------------|-------------------------|--------------------------------------|------------------------|--------------------------|
| 05-28-273-020               | 3619 Stange Road        | Fareway Stores, Inc                  | PAAB                   | 2015-100-00088C          |
| 05-34-227-120               | 2719 Grand Avenue       | DWB Family LLC (Walgreen Co. Lessee) | PAAB                   | 2015-100-00087C          |
| 09-05-302-020               | 4401 Timber Ridge Drive | Gano, Dennis E. & Barbara L          | PAAB                   | 2015-100-00086R          |
| 09-11-101-040               | 402 Lincoln Way         | Great Southern Bank                  | PAAB                   | 2015-100-00095C          |
| 09-11-440-020               | 1220 S Duff Avenue      | Best Buy Company                     | PAAB                   | 2015-100-00085C          |
| <b>09-14-330-010</b>        | <b>120 Airport Road</b> | <b>Lowe's Home Centers, LLC</b>      | <b>District</b>        | <b>CUCU049292</b>        |
| 09-14-370-015               | 2901 S Duff Avenue      | Lithia Real Estate                   | PAAB                   | 2015-100-01213C          |
| 09-16-280-040               | 2325 University Blvd    | Gateway Center Ltd                   | PAAB                   | 2015-100-00092C          |
| 09-16-280-050               | 2101 Green Hills Drive  | Gateway Center Ltd                   | PAAB                   | 2015-100-00091C          |
| 09-16-425-015               | 2415 University Blvd    | Friends of ISU Hotel Holdings, LLC   | PAAB                   | 2015-100-00089C          |
| 09-16-425-025               | 2329 University Blvd    | Friends of ISU Hotel Holdings, LLC   | PAAB                   | 2015-100-00090C          |
| 10-06-390-010               | 2825 E Lincoln Way      | GPT Ames Owner LLC                   | PAAB                   | 2015-100-00094I          |

## **OFFICIAL BUDGET DETAIL**

A copy of the official budget detail form to be published is **Attachment “B.”**

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## **CITIZEN SURVEY & EVALUATION**

In the past, our office has conducted this survey. Due to our staff shortage, with the Mini Conference Board’s approval, we did not conduct it this year. The City of Ames conducts an annual survey, and with their permission, we will have some questions about our office’s performance incorporated into it for next year. This will save our office time and money.

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Submitted January 7, 2016, by Gregory P. Lynch, Ames City Assessor.

**AMES CITY ASSESSOR  
2016 – 2017 BUDGET PROPOSAL**

| Item  | FY 14-15<br>Actual<br>Expenses | FY 15-16<br>Actual<br>Expenses<br>for the<br>First 13<br>Requisitions | FY 15-16<br>Projected<br>Expenses<br>for the Year | FY 15-16<br>Budget  | FY 16-17<br>Proposed<br>Budget | % of<br>Change<br>Between<br>Proposed<br>& Current<br>Budget |
|---|--------------------------------|---|---|---------------------|--------------------------------|--|
| Assessor                                    | \$ 123,635                     | \$ 63,568   | \$ 127,307  | \$ 127,288          | \$ 136,350                     | 7.1%   |
| Deputy                                      | 99,023                         | 50,862  | 101,861   | 101,578             | 109,107                        | 7.4%   |
| Staff                                       | 190,981                        | 55,092  | 183,328   | 289,240             | 310,527                        | 7.4%   |
| Longevity                                   | 1,230                          | 550   | 1,120   | 1,120               | 1,180                          | 5.4%   |
| Overtime Pay                                | 3,195                          | 83  | 5,500   | 5,500               | 5,000                          | -9.1%  |
| Extra Help / Interns                        | 27,246                         | 29,500  | 88,500  | 33,000              | 35,000                         | 6.1%   |
| Board of Review                             | 3,909                          | 794   | 4,000   | 7,590               | 7,590                          | 0.0%   |
| Taxable Fringe Benefits                     | 2,866                          | 809   | 2,600   | 2,266               | 3,720                          | 64.2%  |
| F.I.C.A. @ 7.65%                            | 33,480                         | 14,685  | 37,979  | 43,420              | 46,548                         | 7.2%   |
| I.P.E.R.S. @ 8.93%                          | 38,324                         | 16,555  | 45,500  | 50,685              | 54,337                         | 7.2%   |
| Health Insurance & Workers' Comp            | 72,813                         | 33,946  | 91,973  | 116,845             | 132,000                        | 13.0%  |
| Unemployment Compensation                   | -                              | -   | -   | 500                 | 500                            | 0.0%   |
| Life & Disability Insurance                 | 2,459                          | 1,001   | 2,230   | 4,631               | 4,100                          | -11.5%   |
| <b>Total Payroll &amp; Related Expenses</b> | <b>\$ 599,161</b>              | <b>\$ 267,445</b>   | <b>\$ 691,898</b>                                 | <b>\$ 783,663</b>   | <b>\$ 845,959</b>              | <b>7.9%</b>  |
| Board of Review Expenses                    | \$ 294                         | \$ 822  | \$ 1,500  | \$ 1,500            | \$ 1,500                       | 0.0%   |
| Office Supplies                             | 4,438                          | 1,388   | 4,500   | 4,500               | 4,500                          | 0.0%   |
| Postage & Mailing                           | 5,007                          | 104   | 5,000   | 8,250               | 9,000                          | 9.1%   |
| Employee Mileage & Expenses                 | 1,401                          | 1,028   | 2,500   | 5,640               | 5,640                          | 0.0%   |
| Communication Services                      | 4,686                          | 1,822   | 4,400   | 5,400               | 4,300                          | -20.4%   |
| Data Processing Services / Major Software   | 110,196                        | 28,809  | 79,000  | 72,350              | 89,000                         | 23.0%  |
| Education & Training                        | 12,667                         | 6,615   | 15,000  | 15,000              | 18,000                         | 20.0%  |
| Utilities (City Hall Expenses)              | 17,141                         | 6,855   | 17,155  | 15,050              | 17,280                         | 14.8%  |
| Equipment Rental & Maintenance              | 7,168                          | 1,230   | 3,500   | 8,000               | 5,000                          | -37.5%   |
| Equipment & Machinery (Purchases)           | 52,005                         | 1,934   | 7,750   | 48,500              | 600                            | -98.8%   |
| Assessment Appeals / Court Costs            | 19,195                         | 30,300  | 40,300  | 66,000              | 66,000                         | 0.0%   |
| Management Services / Contingency           | 1,141                          | 878   | 1,308   | 1,000               | 1,000                          | 0.0%   |
| <b>Total Office Expenses</b>                | <b>\$ 235,339</b>              | <b>\$ 81,785</b>  | <b>\$ 181,913</b>                                 | <b>\$ 251,190</b>   | <b>\$ 221,820</b>              | <b>-11.7%</b>  |
| <b>Total Payroll &amp; Office Expenses</b>  | <b>\$ 834,500</b>              | <b>\$ 349,230</b>   | <b>\$ 873,811</b>                                 | <b>\$ 1,034,853</b> | <b>\$ 1,067,779</b>            | <b>3.2%</b>  |
| MAPS & GIS Project                          | \$ 10,750                      | \$ 10,750   | \$ 14,200   | \$ 14,200           | \$ 15,200                      | 7.0%   |
| Revaluation Project                         | -                              | -   | -   | -                   | -                              | 0.0%   |
| Doc Management Software (Data Processing)   | -                              | -   | -   | 17,000              | 17,000                         | 0.0%   |
| <b>Total Special Projects</b>               | <b>\$ 10,750</b>               | <b>\$ 10,750</b>  | <b>\$ 14,200</b>                                  | <b>\$ 31,200</b>    | <b>\$ 32,200</b>               | <b>3.2%</b>  |
| <b>Total Expenses</b>                       | <b>\$ 845,250</b>              | <b>\$ 359,980</b>   | <b>\$ 888,011</b>                                 | <b>\$ 1,066,053</b> | <b>\$ 1,099,979</b>            | <b>3.2%</b>  |

**EXTRAORDINARY 27th PAY PERIOD FOR 2016 – 2017  
26 PAY PERIODS VS. 27 PAY PERIODS**

| Item         | FY 15-16<br>Bi-Weekly<br>Base Salary<br>(All Possible<br>FT Positions) | FY 16-17<br>Bi-Weekly<br>Base Salary<br>(Proposed<br>Budget) | % of<br>Change<br>Between<br>FY 17-16<br>Bi-Weekly &<br>FY 15-16<br>Bi-Weekly | FY 16-17<br>Annual<br>Base Salary<br>(Proposed<br>Budget)<br>26 Pay Periods | % of<br>Change<br>Between<br>Proposed &<br>Current Budget<br>26 Pay Periods | FY 16-17<br>Annual<br>Base Salary<br>(Proposed<br>Budget)<br>27 Pay Periods | % of<br>Change<br>Between<br>Proposed &<br>Current Budget<br>27 Pay Periods |
|--------------|--|--|---|---|---|---|---|
| Assessor     | \$ 4,903   | \$ 5,050   | 3.0%  | \$ 131,300  | 3.2%  | \$ 136,350  | 7.1%  |
| Deputy       | 3,923  | 4,041  | 3.0%  | 105,066   | 3.4%  | 109,107   | 7.4%  |
| Staff        | 11,165   | 11,501   | 3.0%  | 299,026   | 3.4%  | 310,527   | 7.4%  |
| <b>Total</b> | <b>\$ 19,991</b>   | <b>\$ 20,592</b>   | <b>3.0%</b>   | <b>\$ 535,392</b>   | <b>3.3%</b>   | <b>\$ 555,984</b>   | <b>7.3%</b>   |

**DATA PROCESSING SERVICES / MAJOR SOFTWARE  
2016 – 2017 PROPOSED BUDGET**

|   |                  |
|---|------------------|
| City Information Technology Costs (Network, Email, GIS, Etc.)   | \$ 31,000        |
| Fiber Connectivity to Story County                              | 3,600            |
| Heartland Technology Solutions (Monthly Managed Services, Etc.) | 15,800           |
| Estimated CAMA Software & Ongoing Support Costs                 | 13,700           |
| Tyler Technologies  | 6,200            |
| Pictometry Aerial Photography                                   | 10,500           |
| Consulting on Miscellaneous Data Processing Issues              | 5,000            |
| Miscellaneous Expenses  | 3,200            |
| <b>Total 2016 - 2017 Proposed Budget</b>                        | <b>\$ 89,000</b> |

**AMES CITY ASSESSOR  
2016 – 2017 PROJECTED SOURCE OF FUNDS AND BALANCES**

| Item  | Assessment Expense Fund |
|---|-------------------------|
| <b>Beginning Balance 7-1-2015</b>           | <b>\$ 351,558</b>       |
| Estimated Property Taxes                    | 915,898                 |
| Other Income (Misc, Etc.)                   | 20,798                  |
| Transfers In                                | -                       |
| Transfers Out                               | -                       |
| <b>Available Resources</b>                  | <b>\$ 1,288,254</b>     |
| Expenses                                    | (888,011)               |
| <b>Estimated Ending Balance 6-30-2016</b>   | <b>\$ 400,243</b>       |
| <b>Estimated Beginning Balance 7-1-2016</b> | <b>\$ 400,243</b>       |
| Property Tax Levy Proposed                  | \$ 1,027,903            |
| Other Income (Misc, Credits, Etc.)          | \$ 2,097                |
| Transfers In                                | \$ -                    |
| Transfers Out                               | \$ -                    |
| <b>Available Resources</b>                  | <b>\$ 1,430,243</b>     |
| Expenses                                    | (1,099,979)             |
| <b>Estimated Ending Balance 6-30-2017</b>   | <b>\$ 330,264</b>       |

The projected ending balance is about 30% of the annual budget.

|   |                                |
|---|--------------------------------|
| <b>NOTICE OF PUBLIC HEARING -- PROPOSED BUDGET</b><br><br><b>Fiscal Year July 1, 2016 - June 30, 2017</b> | <b>ASSESSING JURISDICTION:</b> |
|   | <b>Ames City Assessor</b>      |

The Conference Board of the above-named Assessing Jurisdiction will conduct a public hearing on the proposed fiscal year budget as follows:

|                      |                      |   |
|----------------------|----------------------|---|
| <b>Meeting Date:</b> | <b>Meeting Time:</b> | <b>Meeting Location:</b>                                  |
| February 23          | 5:30 PM              | Council Chambers, Ames City Hall, 515 Clark Ave, Ames, IA |

At the public hearing any resident or taxpayer may present objections to, or arguments in favor of, any part of the proposed budget. This notice represents a summary of the supporting detail of receipts and expenditures on file with the Conference Board Clerk. Copies of the Supplemental Budget Detail (Schedule 673-A) will be furnished upon request.

| Clerk's Telephone Number:                        |                              | <b>PROPOSED BUDGET SUMMARY</b>     |                                |                       |   |  | Clerk's Name:                       |                      |   |
|--|------------------------------|------------------------------------|--------------------------------|-----------------------|---|--|-------------------------------------|----------------------|---|
| 515-239-5370                                     |                              |                                    |                                |                       |   |  | Gregory P. Lynch                    |                      |   |
| FUND<br>(Use Whole Dollars)                      | Expenditures                 |                                    |                                | D<br>Transfers<br>Out | E<br>Estimated<br>Ending Fund<br>Balance<br>FY 2017 | F<br>Estimated<br>Beginning Fund<br>Balance<br>FY 2017 | G<br>Estimated<br>Other<br>Receipts | H<br>Transfers<br>In | I<br>Estimated<br>Amount<br>To Be Raised<br>By Taxation |
|  | A<br>FYE 6-30-2015<br>Actual | B<br>FYE 6-30-2016<br>Re-estimated | C<br>FYE 6-30-2017<br>Proposed |                       |   |  |                                     |                      |   |
| 1. Assessment Expense                            | 845,250                      | 888,011                            | 1,099,979                      |                       | 330,264   | 400,243  | 2,097                               | 0                    | 1,027,903   |
| 2. FICA  |                              |                                    |                                | 0                     | 0   | 0  | 0                                   |                      | 0   |
| 3. IPERS   |                              |                                    |                                | 0                     | 0   | 0  | 0                                   |                      | 0   |
| 4. Emergency                                     |                              |                                    |                                | 0                     | 0   | 0  | 0                                   |                      | 0   |
| 5. Unemployment Comp.                            | 0                            | 0                                  | 0                              | 0                     | 0   | 0  | 0                                   |                      | 0   |
| 6. Tort Liability                                | 0                            | 0                                  | 0                              | 0                     | 0   | 0  | 0                                   |                      | 0   |
| 7. TOTAL   | 845,250                      | 888,011                            | 1,099,979                      | 0                     | 330,264   | 400,243  | 2,097                               | 0                    | 1,027,903   |
| Proposed taxation rate per \$1,000 valuation: \$ |                              |                                    |                                |                       | 0.39544   |  |                                     |                      |   |

# Residential Sales Summary by Quarter for Ames, Iowa

As of December 30, 2015

|     | A  | B          | C                | D                | E                | F                  | G                | H                      | I                                   |
|-----|--|------------|------------------|------------------|------------------|--------------------|------------------|------------------------|-------------------------------------|
| 1   | Sales Period:  | # Sold     | Average Price    | Average Hse Size | Price per sq.ft. | Average Year Built | Median Price     | Annual % Change per SF | Cumulative % change \$/SF 1995 base |
| 2   | 1st Quarter 1995   | 74         | \$113,790        | 1,517            | \$75.00          | 1961.1             |                  |                        |                                     |
| 3   | 2nd Quarter 1995   | 147        | \$120,453        | 1,411            | \$85.38          | 1965.5             |                  |                        |                                     |
| 4   | 3rd Quarter 1995   | 171        | \$107,542        | 1,362            | \$78.95          | 1962.3             |                  |                        |                                     |
| 5   | 4th Quarter 1995   | 123        | \$123,608        | 1,480            | \$83.51          | 1963.1             |                  |                        |                                     |
| 6   | <b>1995 Total Year</b>   | <b>515</b> | <b>\$115,962</b> | <b>1,427</b>     | <b>\$81.29</b>   | <b>1963.2</b>      | <b>\$97,750</b>  | <b>n/a</b>             | <b>n/a</b>                          |
| 7   | <b>1995 Sales Detail - Existing &amp; New:</b>   |            |                  |                  |                  |                    |                  |                        |                                     |
| 8   | Existing houses  | 452        | \$106,322        | 1,355            | \$78.47          | 1959               | \$92,000         | n/a                    | n/a                                 |
| 9   | New construction sales   | 63         | \$185,129        | 1,940            | \$95.43          | 1994               | \$172,676        | n/a                    | n/a                                 |
| 170 | 1st Quarter 2012   | 92         | \$177,415        | 1,480            | \$119.88         | 1975.6             |                  |                        |                                     |
| 171 | 2nd Quarter 2012   | 229        | \$188,137        | 1,492            | \$126.10         | 1975.4             |                  |                        |                                     |
| 172 | 3rd Quarter 2012   | 187        | \$184,675        | 1,491            | \$123.86         | 1978.4             |                  |                        |                                     |
| 173 | 4th Quarter 2012   | 126        | \$194,139        | 1,438            | \$135.01         | 1982.4             |                  |                        |                                     |
| 174 | <b>2012 Total</b>  | <b>634</b> | <b>\$186,753</b> | <b>1,479</b>     | <b>\$126.25</b>  | <b>1977.7</b>      | <b>\$169,750</b> | <b>3.0%</b>            | <b>55.3%</b>                        |
| 175 | <b>2012 Sales Detail - Existing &amp; New processed to date:</b>   |            |                  |                  |                  |                    |                  |                        |                                     |
| 176 | Existing houses  | 590        | \$179,529        | 1,463            | \$122.71         | 1975               | \$162,750        | 2.0%                   | 56.4%                               |
| 177 | Single-Family Detached   | 453        | \$185,283        | 1,530            | \$121.10         | 1970               | \$167,500        |                        |                                     |
| 178 | Townhouses/Condos  | 137        | \$160,503        | 1,239            | \$129.54         | 1992               | \$137,500        |                        |                                     |
| 179 | New construction sales   | 44         | \$283,622        | 1,700            | \$166.84         | 2012               | \$271,835        | 6.5%                   | 74.8%                               |
| 180 | Single-Family Detached   | 40         | \$288,206        | 1,719            | \$167.66         | 2012               | \$275,335        |                        |                                     |
| 181 | Townhouses/Condos  | 4          | \$237,784        | 1,511            | \$157.37         | 2011               | \$228,250        |                        |                                     |
| 182 | 1st Quarter 2013   | 81         | \$173,039        | 1,353            | \$127.89         | 1971.0             |                  |                        |                                     |
| 183 | 2nd Quarter 2013   | 255        | \$193,185        | 1,449            | \$133.32         | 1978.1             |                  |                        |                                     |
| 184 | 3rd Quarter 2013   | 246        | \$199,076        | 1,462            | \$136.17         | 1976.8             |                  |                        |                                     |
| 185 | 4th Quarter 2013   | 157        | \$200,655        | 1,471            | \$136.41         | 1973.3             |                  |                        |                                     |
| 186 | <b>2013 Total</b>  | <b>739</b> | <b>\$194,525</b> | <b>1,447</b>     | <b>\$134.39</b>  | <b>1975.9</b>      | <b>\$172,000</b> | <b>6.4%</b>            | <b>65.3%</b>                        |
| 187 | <b>2013 Sales Detail - Existing &amp; New processed to date:</b>   |            |                  |                  |                  |                    |                  |                        |                                     |
| 188 | Existing houses  | 679        | \$183,927        | 1,423            | \$129.25         | 1973               | \$166,450        | 5.3%                   | 64.7%                               |
| 189 | Single-Family Detached   | 523        | \$191,470        | 1,495            | \$128.07         | 1967               | \$170,000        |                        |                                     |
| 190 | Townhouses/Condos  | 156        | \$158,638        | 1,180            | \$134.44         | 1991               | \$145,500        |                        |                                     |
| 191 | New construction sales   | 60         | \$314,457        | 1,725            | \$182.29         | 2013               | \$296,012        | 9.3%                   | 91.0%                               |
| 192 | Single-Family Detached   | 54         | \$319,409        | 1,751            | \$182.42         | 2013               | \$311,601        |                        |                                     |
| 193 | Townhouses/Condos  | 6          | \$269,887        | 1,494            | \$180.65         | 2013               | \$266,700        |                        |                                     |
| 194 | 1st Quarter 2014   | 94         | \$202,776        | 1,461            | \$138.79         | 1978.2             |                  |                        |                                     |
| 195 | 2nd Quarter 2014   | 219        | \$203,031        | 1,488            | \$136.45         | 1977.8             |                  |                        |                                     |
| 196 | 3rd Quarter 2014   | 227        | \$212,447        | 1,515            | \$140.23         | 1976.4             |                  |                        |                                     |
| 197 | 4th Quarter 2014   | 156        | \$201,384        | 1,442            | \$139.66         | 1975.9             |                  |                        |                                     |
| 198 | <b>2014 Total</b>  | <b>696</b> | <b>\$205,698</b> | <b>1,483</b>     | <b>\$138.72</b>  | <b>1977.0</b>      | <b>\$189,000</b> | <b>3.2%</b>            | <b>70.6%</b>                        |
| 199 | <b>2014 Sales Detail - Existing &amp; New processed to date:</b>   |            |                  |                  |                  |                    |                  |                        |                                     |
| 200 | Existing houses  | 643        | \$199,214        | 1,481            | \$134.51         | 1974               | \$180,000        | 4.1%                   | 71.4%                               |
| 201 | Single-Family Detached   | 499        | \$207,719        | 1,555            | \$133.58         | 1969               | \$189,500        |                        |                                     |
| 202 | Townhouses/Condos  | 144        | \$168,743        | 1,223            | \$137.97         | 1991               | \$148,165        |                        |                                     |
| 203 | New construction sales   | 53         | \$284,365        | 1,503            | \$189.20         | 2013               | \$286,521        | 3.8%                   | 98.3%                               |
| 204 | Single-Family Detached   | 34         | \$323,467        | 1,709            | \$189.27         | 2013               | \$325,910        |                        |                                     |
| 205 | Townhouses/Condos  | 19         | \$214,394        | 1,134            | \$189.06         | 2013               | \$220,309        |                        |                                     |
| 206 | 1st Quarter 2015   | 150        | \$197,699        | 1,406            | \$140.61         | 1972.1             |                  |                        |                                     |
| 207 | 2nd Quarter 2015   | 250        | \$223,322        | 1,555            | \$143.62         | 1977.1             |                  |                        |                                     |
| 208 | 3rd Quarter 2015   | 396        | \$180,246        | 1,393            | \$129.39         | 1983.7             |                  |                        |                                     |
| 209 | 4th Quarter 2015   | 78         | \$217,421        | 1,484            | \$146.51         | 1973.0             |                  |                        |                                     |
| 210 | <b>2015 Total</b>  | <b>874</b> | <b>\$198,881</b> | <b>1,450</b>     | <b>\$137.19</b>  | <b>1978.9</b>      | <b>\$172,000</b> | <b>-1.1%</b>           | <b>68.8%</b>                        |
| 211 | <b>2015 Sales Detail - Existing &amp; New processed to date:</b>   |            |                  |                  |                  |                    |                  |                        |                                     |
| 212 | Existing houses  | 848        | \$194,726        | 1,442            | \$135.04         | 1978               | \$168,250        | 0.4%                   | 72.1%                               |
| 213 | Single-Family Detached   | 565        | \$215,319        | 1,555            | \$138.47         | 1969               | \$192,000        |                        |                                     |
| 214 | Townhouses/Condos  | 283        | \$153,612        | 1,217            | \$126.22         | 1996               | \$134,094        |                        |                                     |
| 215 | New construction sales   | 26         | \$334,386        | 1,686            | \$198.33         | 2014               | \$323,558        | 4.8%                   | 107.8%                              |
| 216 | Single-Family Detached   | 20         | \$366,378        | 1,867            | \$196.24         | 2014               | \$353,719        |                        |                                     |
| 217 | Townhouses/Condos  | 6          | \$227,746        | 1,083            | \$210.29         | 2014               | \$211,950        |                        |                                     |
| 218 | <b>NOTE 1: Sales are assigned to quarters according to the month and year the deed was executed.</b>               |            |                  |                  |                  |                    |                  |                        |                                     |
| 219 | <b>NOTE 2: 1-family houses include townhouses, condominiums, detached houses, and attached houses.</b>             |            |                  |                  |                  |                    |                  |                        |                                     |
| 220 | <b>NOTE 3: Recent quarters may include unverified sales information; all sales are subject to correction.</b>      |            |                  |                  |                  |                    |                  |                        |                                     |
| 221 | <b>NOTE 4: Recent sales may not be included. New houses are not included until after they have been inspected.</b> |            |                  |                  |                  |                    |                  |                        |                                     |