

## Finance Department

To: Common Council  
From: Mark Stevens  
Date: April 9, 2025  
Subject: 2025 Assessment Process

## Background

2025 is considered a “maintenance” assessment year, which means that a revaluation or reassessment of all properties is NOT performed. In a maintenance year, the assessor is required to continue annual activities that include addition of new construction, identification of demolished properties, review of land classification, processing annexations, review of sales and exemptions, addition of omitted properties, participation in Open Book including accommodation of property owner requests over the phone, through virtual meetings, or in person, and participation at the Board of Review.

### Timetable of Upcoming Events

Apr 28	Property owners needing “maintenance” visit will be informed by letter
May 12 9-10 am	Assessor Workshop- new event to help local market of realtors, title companies, lawyers with an understanding of the process
May	Assessors conducting field visits
May 15	Notices mailed if property has changed in assessed value
May 19	Start of Open Book Period when property owners can interact via phone or email with Accurate Assessors to review and discuss property values
June 9 2-6 pm	In-person Open Book- property owners can meet in person with assessors to review and discuss property values
July 8 10 am	Deadline to file an appeal (Objection to Real Property Assessment) for a Board of Review hearing
July 10 10-12	Board of Review Hearing

## Budget Goal

None

## Financial Impact

None

Accurate Assessors was contracted for the period of 2022 through 2025. I will initiate the creation of an RFP this summer to determine the future contract of services.