

# ASSESSOR

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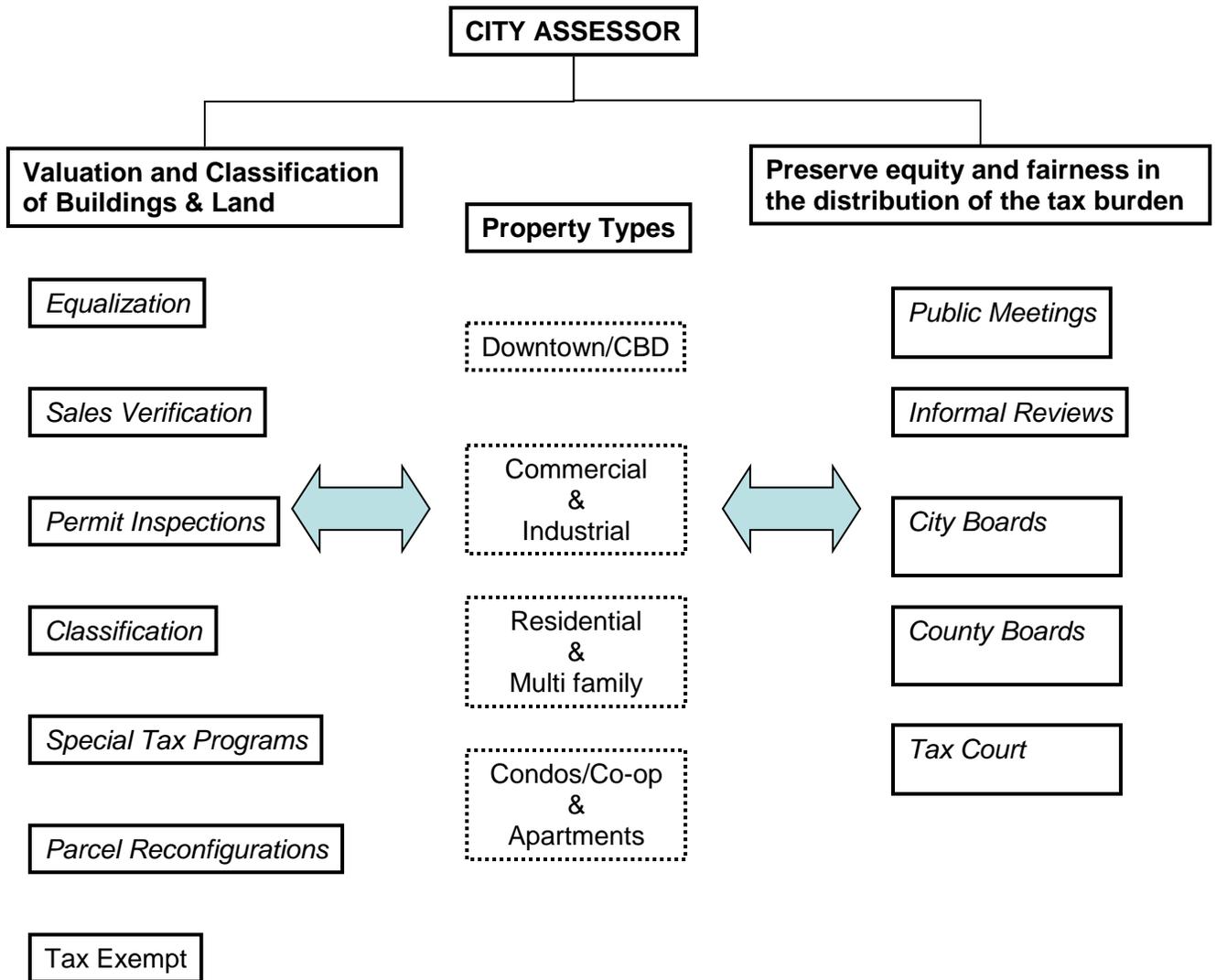
## MISSION

The Minneapolis Assessor's Office serves the taxpayers of the City by valuing and classifying real estate property in an accurate, ethical, equitable and defensible manner as prescribed by State law.

## BUSINESS LINES

1. **Valuation and Classification of Real Estate Property** – Perform the assessment function for all real estate and appropriate personal property and share this information with Hennepin County
  - a. *Valuation* – The annual estimation of value for all taxable and non-taxable real property per state law.
    - i. Per Minnesota statute, 20% of the taxable properties must be inspected each year
    - ii. Inspect and update property records for all new construction and significant remodeling, modifications or demolition
  - b. *Classification* – The annual classification and recording of parcels by ownership, property use and property type.
    - i. Evaluate new exempt applications and verify existing exempt organizations
    - ii. Administer and enforce all property tax programs and laws
    - iii. Process existing and new property divisions and combinations
2. **Preserve equity and fairness in the distribution of the tax burden**
  - a. *Appeals and Reviews* – Respond to all informal and formal owner/taxpayer appeals and requests for property reviews. Defend values and classifications at the City and County Boards of Appeal and Equalization.
  - b. *Tax Court Petitions* – Defend the department's assessed values and classifications in Minnesota Tax Court.

**ORGANIZATION CHART**



**A City that Works**

**Assessor's Office**

General Fund: \$4,528,603

The Assessor's office is statutorily mandated to determine the market value and classification of all land and improvements annually. An annual assessment includes: Property Inspections; Data & Record Management; Taxpayer Notification; Taxpayer Appeals and Reviews; Tax Court Litigation, and Neighborhood Relations

## **Assessor III, Real Estate Appraiser**

General Fund: \$100,000

The Assessor's Office requests a new Assessor III position in the department to manage the increased workload in downtown Minneapolis. As development and redevelopment ramps up and the tax base grows, this new appraiser position will partner with CPED, Regulatory Services, developers and contractors throughout the life of the major projects. Currently, Minneapolis's 2013 commercial/industrial and apartment tax base is \$10.9 billion dollars, of which nearly half or \$5 billion resides in the Minneapolis Central Business District (CBD), the entire downtown district, is being managed by two Assessor III positions. Funding restored to this position will bring back the department to 2000-2001 staffing levels.

## **FINANCIAL ANALYSIS**

### **Expenditure**

The department's projected budget for 2014 is \$4.6M. This represents a 7.3% increase over the previous year. The increase results from an addition of new FTE - Assessor III, included as part of the Mayor's budget recommendation.

### **Revenue**

Projected revenue for the department for the year 2014 is \$62,000.

### **Fund Allocation**

This department is funded completely in the General Fund.

### **Mayor's Recommended Budget**

The Mayor recommended an additional \$100,000 in ongoing funding for this department to hire an additional position dedicated to assessments and appraisals, focusing on commercial properties.

**ASSESSOR  
EXPENSE AND REVENUE INFORMATION**

EXPENSE	2011 Actual	2012 Actual	2013 Adopted	2014 Mayor's Recommended	Percent Change	Change
<b>GENERAL</b>						
SALARIES AND WAGES	2,249,788	2,178,110	2,494,653	2,585,568	3.6%	90,915
FRINGE BENEFITS	744,522	751,313	921,652	1,062,005	15.2%	140,353
CONTRACTUAL SERVICES	861,264	830,765	700,176	779,583	11.3%	79,407
OPERATING COSTS	152,987	159,926	198,445	201,447	1.5%	3,002
<b>TOTAL GENERAL</b>	<b>4,008,562</b>	<b>3,920,114</b>	<b>4,314,926</b>	<b>4,628,603</b>	<b>7.3%</b>	<b>313,677</b>

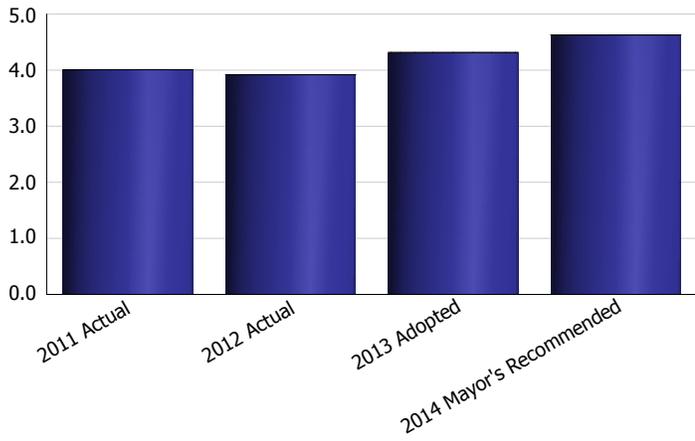
<b>TOTAL EXPENSE</b>	<b>4,008,562</b>	<b>3,920,114</b>	<b>4,314,926</b>	<b>4,628,603</b>	<b>7.3%</b>	<b>313,677</b>
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REVENUE	2011 Actual	2012 Actual	2013 Adopted	2014 Mayor's Recommended	Percent Change	Change
<b>GENERAL</b>						
CHARGES FOR SALES	1,242	1,900	500	500	0.0%	0
CHARGES FOR SERVICES	0	12,184	0		0.0%	0
PROPERTY TAXES	58,976	56,481	62,000	62,000	0.0%	0
<b>GENERAL</b>	<b>60,218</b>	<b>70,565</b>	<b>62,500</b>	<b>62,500</b>	<b>0</b>	<b>0</b>

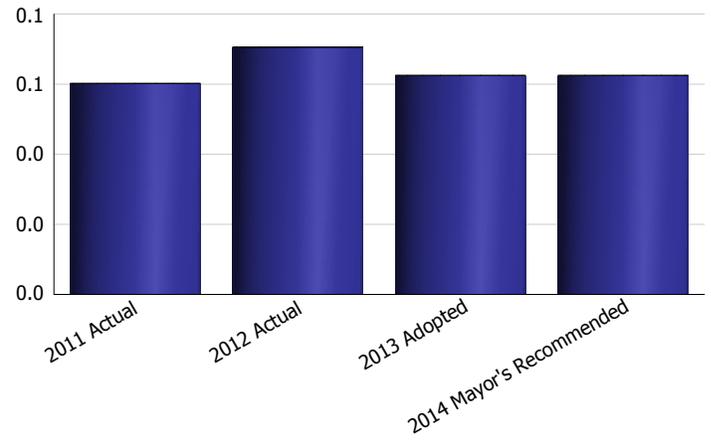
<b>TOTAL REVENUE</b>	<b>60,218</b>	<b>70,565</b>	<b>62,500</b>	<b>62,500</b>	<b>0</b>	
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# ASSESSOR EXPENSE AND REVENUE INFORMATION

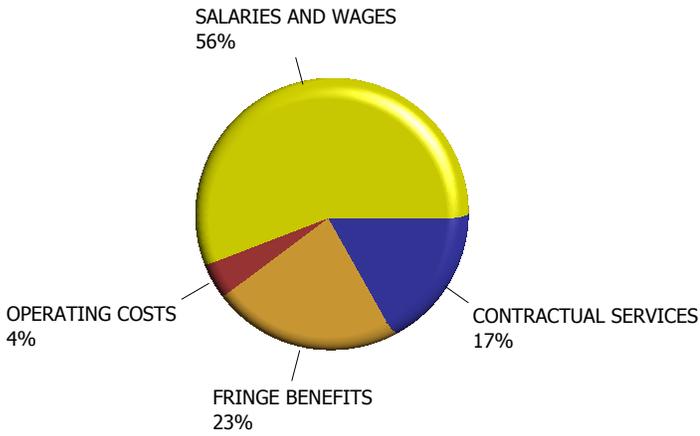
**Expense 2011 - 2014**  
In Millions



**Revenue 2011 - 2014**  
In Millions



**Expense by Category**



# ASSESSOR

## Staffing Information

Division	2011 Budget	2012 Budget	2013 Budget	2014 Mayor's Recommended	% Change	Change
ASSESSOR OPERATIONS	34.50	35.00	35.00	36.00	2.9%	1.00
Overall	34.50	35.00	35.00	36.00	2.9%	1.00

## Positions 2011-2014

