

Ames City Assessor Office Transition Plan per the Recommendations in the Iowa Dept of Revenue Report

Task	Lead Person	Tentative Deadline	Status	Comments
Condominium combines	Dan Boberg	Ongoing	In Progress	
				<ul style="list-style-type: none"> • Notification to property owners
Data Conversion	Lisa Henschel	01/01/2023	In Progress	
				<ul style="list-style-type: none"> • Data provided to Vanguard • Begin conversion (first round of conversion estimated to be done by 01/01/22) • Maintain Proval during conversion • Retire Microsolve immediately • CAMAVision software installation • Staff training
Non-residential appraisal assistance	Deb Schildroth	1/31/2022	In Progress	
				<ul style="list-style-type: none"> • Select vendor • Negotiate agreement
Staffing/job descriptions	Deb Schildroth	3/1/2022	Not Started	
				<ul style="list-style-type: none"> • Review positions and job descriptions including job classification and compensation • Initiate recruitments for City Assessor and Residential Appraiser in December 2021/January 2022

Additional Action Steps Supporting the Transition Plan

Task	Lead Person	Tentative Deadline	Status	Comments
Consultation	Deb Schildroth	N/A	In Progress	
<ul style="list-style-type: none"> Conference Board to consider entering into an informal agreement with the Iowa Dept of Revenue for ongoing consultation on an as needed basis. 				Action to be taken at the October 14, 2021 Conference Board meeting
Excellence Through People	Deb Schildroth	N/A	In Progress	
<ul style="list-style-type: none"> Conference Board to consider adopting the City of Ames Excellence Through People (ETP) values and definitions for the City Assessors Office. 				Action to be taken at the October 14, 2021 Conference Board meeting
Payroll Transition	Deb Schildroth	01/01/2022	In Progress	
<ul style="list-style-type: none"> Payroll transition from Story County to City of Ames per March 2021 MOU Coordinate with Story County Auditor's Office and City of Ames Finance and HR staff 				
Budget	Deb Schildroth	Ongoing	Not Started	
<ul style="list-style-type: none"> Work with staff to monitor the FY 2021-22 budget and develop the FY 2022-23 budget 				