



To: Conference Board

From: Mayor John A. Haila, Chairperson

Date: December 4, 2020

Subject: Process to Appoint New City Assessor

After following up with the Director of Revenue a/k/a Department of Revenue, it was verified that the first step in appointing a new City Assessor is to create an Examining Board. After appointing its members, the Examining Board will request the register of names of all individuals eligible for appointment as Assessor. Only those individuals listed on the register may be appointed to the Assessor's position.

The process includes:

1. The Conference Board shall meet and appoint three members to the Examining Board: one member represents the Ames City Council; one represents the Board of Supervisors; and one represents all the school districts (not one from each school district, but one representing all school districts). The appointees to the Examining Board must be residents of the City of Ames (... "resident of the assessor jurisdiction"...) [*Code of Iowa 441.3*].
2. Within seven days of the occurrence of a vacancy, the Examining Board must meet (441.6.1). In this situation, the position of Assessor will not be vacant until January 1, 2021, so the Examining Board will not be constrained by the seven-day time limit.
3. The Examining Board will meet, appoint a chairperson and secretary, and formally issue a request to the Department of Revenue. Once the register is received, the Examining Board can solicit those on the registry for interest in the position.

4. Per the *Code of Iowa*, the Examining Board decides on whether they want to "...conduct a further examination, either written or oral, of any person whose name appears on the register, and shall make written report of the examination and submit the report together with the names of those individuals certified by the Department of Revenue to the Conference Board within 15 days of receipt of the register" (441.6.1).
5. The Chairperson of the Conference Board will call for a Conference Board meeting by written notice. The Conference Board will meet and appoint an Assessor from the register of eligible candidates submitted to it by the Examining Board (441.6.2).
6. The Chairperson of the Conference Board notifies the Director of Revenue in writing of the Conference Board's Assessor appointment and effective date (within ten days of the Conference Board's decision).

The item on the Conference Board's Agenda for December 8, 2020, will be to appoint the three individuals to the Examining Board (as set forth in 1 above).

JAH/drv