

**ASSESSORS 011410***Personnel Services*

	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUALS	FY2019 TM ADOPTED	FY2020 REQUESTS	FY2020 PROPOSED
Salary Department Head	\$72,368	\$75,282	\$78,526	\$82,164	\$83,829	\$ 87,292	
Salaries Clerical	\$38,822	\$40,355	\$42,138	\$33,587	\$45,014	\$ 40,246	
Salaries Clerical OT	\$0			\$0	\$0		
Wages Clerk for Minutes	\$372	\$325	\$375	\$370	\$400	\$ 400	
Longevity		\$300	\$1,300	\$1,300	\$1,300	\$ 650	
Total	\$111,562	\$116,261	\$122,339	\$117,420	\$130,543	\$128,588	\$0

*Expenses*

Map Updating	\$1,800	\$5,020	\$2,150	\$2,500	\$2,200	\$2,300	
Printing	\$500	\$250	\$39	\$1,052	\$700	\$800	
Supplies and Expenses	\$1,217	\$1,039	\$1,071	\$740	\$1,200	\$1,200	
Postage	\$288	\$161	\$297	\$146	\$300	\$400	
Advertising	\$0			\$0	\$0		
Dues and Subscriptions	\$130	\$100	\$130	\$150	\$160	\$180	
Meetings	\$1,511	\$525	\$842	\$653	\$900	\$1,000	
Administrative Expense	\$918	\$936	\$624	\$963	\$936	\$936	
Mileage Reimbursement	\$26	\$52	\$295	\$25	\$200	\$200	
Total	\$6,391	\$8,083	\$5,448	\$6,229	\$6,596	\$7,016	

**TOTAL BUDGET**

	\$117,953	\$124,344	\$127,787	\$123,650	\$137,139	\$135,604	
--	-----------	-----------	-----------	-----------	-----------	-----------	--

DEPARTMENT:

**BUDGET NARRATIVE****Description of Department Function**

The Assessor's office operates with 3 computers. Two are used for next years data input VISION and the other is the counter computer for prior year values used by outside. The office also has on their desktop Real Estate Research Personal Property.

The VISION database allows the department to update values, sales and run State required report.

MUNIS is used for taxing purposes only as well as building permits.

The Personal Property database is cloud based and the department can update ownerships.

GIS is the online mapping program which allows the Assessor to do a Certified Abutters list and is available for the public.

All the work is done internally throughout the year creating the final new growth which is certified by the Department of Revenue (DOR). Deadlines to enter and inspect permits is July 1<sup>st</sup> (but the Preliminary bill process needs to be done prior to the deadline).

All Real Estate abatements filed the Assessor has 3 months to review and inspect properties. Inspect all new permits and also data input sketches and new construction.

Besides creating up to date values, lot splits, combines, data entry of deeds, updating address changes. The Assessor office also processes Exemptions and Senior/Veterans exemptions which this year totaled over 80.

Other important functions include:

Processing, reviewing and commitments of over 10,000 motor vehicles

Updating ownerships, adding new parcels and building permits. (Toll brothers equaled 320 new parcels in FY19). When permits are pulled for i.e. (Toll Brothers properties) the Assessor changes in VISION the parcel from Future to Active and manually updates MUNIS with the required data. This allows the Building department to enter a permit for cash flow.

Review and process Chapter applications

Converting the VISION database to MUNIS on Preliminary and Actual billing

Updating all Exemptions in MUNIS and process reports to balance all number

Data import in Gateway all numbers which includes; Certification, MLM exemptions, Sales reports.

Data import Sewer betterments and Water liens during Actual billing.

Submit and update the new lot splits, and new subdivisions to GIS for map updates, also working with the Planning board processing Parcel ID numbers and Addresses and entering them in VISION and manually enter in MUNIS for permits.

Work with other departments requests; maps, property cards, abutters list.

---

**Programs and Sub-Programs**

1. VISION is the main CAMA system used in the office for Real Estate and Commercial properties; building permits, ownership changes, lot splits or combines
  2. Real Estate Research (RRC) used for Personal Property
  3. GIS (Cartographics) used for the online mapping program and abutters list.
  4. MUNIS used for all billing conversions from VISION to MUNIS; ownership updates and/or address changes.
  5. Norfolk Registry of Deeds a monthly download of new real estate transactions
- 

**Accomplishments**

New Growth was estimated around \$400,000 total, this was exceeded by \$265,000 equaling to \$665,000. This was due from major subdivisions and permits.

Certification of the Preliminary and Actual Values for FY18 completed on time.

Continually work with developers that are searching for vacant land to develop either real estate residential homes or commercial property.

**FY20 Departmental Goals**

To provide fair and equitable assessments to all in Millis.

---

**Spending Highlights for FY20**

During the FY2019 – FY20 budget the Assessor's office will be mailing new "Welcome to Millis brochures" to all new homeowners. This brochure will provide all the information they will need to peruse through the Millis.net website which includes: Tax Collector's information, Assessor page, Recreation, Town Clerk information as well as other departments. The cost for color tri-fold brochures will be \$200 for 500., plus postage (\$110). Currently we have over 200 sales per year.

FY2019 the Assessors office typically mails postage card reminders (2) and calls each to remind them to file an Exemptions and Classification application.

As suggested by the Finance Director to be more pro-active we should mail applications to each exemption and classification owners.

145 applications x .55 = \$80.00

Postage will be increasing from \$.50 to \$.55 the end of January.

The postage increase is due to the fact of additional postage instead of postcards.

---

**Non-tax Funding**

none





TOWN OF MILLIS		Form #3				
FISCAL YEAR 2020 BUDGET		STAFFING HISTORY				
Department:						
	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	
Position	FTE	FTE	FTE	FTE	FTE	
ASSESSOR	40	40	40	40	40	
ADMINISTRATIVE ASSISTANT	35	35	35	35	35	
ADMINISTRATIVE ASSISTANT (MINUTES)	3-5 HRS	3-5 HRS	3-5 HRS	3-5 HRS	3-5 HRS	
SUBTOTAL/TOTAL						

[illegible]

FISCAL YEAR 2020 BUDGET

Form #6

DEPARTMENT: Assessor

**Budget Request Above Level Service**

**Title:**

**Description of Request:**

**Detailed Cost Impact:**

**Justification for Request**

Attach copies of reports, master plans, or supporting documentation)