

ASSESSORS 011410*Personnel Services*

Salary Department Head
Salaries Clerical
Salaries Clerical OT
Wages Clerk for Minutes
Longevity

Total

Expenses

Map Updating
Printing
Supplies and Expenses
Postage
Dues and Subscriptions
Meetings
Administrative Expense
Mileage Reimbursement

Total

TOTAL BUDGET

FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 TM ADOPTED	FY2022 REQUESTS	FY2022 PROPOSED
\$78,526	\$82,164	\$84,599	\$77,788	\$82,155	\$ 87,689	
\$42,138	\$33,587	\$38,448	\$42,421	\$42,457	\$ 45,320	
	\$0	\$0	\$92	\$0	0	
\$375	\$370	\$213	\$283	\$400	\$ 400	
\$1,300	\$1,300	\$0	\$0	\$0	\$ 750	
\$122,339	\$117,420	\$123,260	\$120,584	\$125,012	\$134,159	\$0
\$2,150	\$2,500	\$2,300	\$2,532	\$3,600	\$3,600	
\$39	\$1,052	\$0	\$0	\$800	\$800	
\$1,071	\$740	\$1,446	\$1,612	\$1,300	\$1,400	
\$297	\$146	\$241	\$467	\$600	\$600	
\$130	\$150	\$200	\$235	\$275	\$300	
\$842	\$653	\$1,508	\$1,733	\$1,400	\$1,600	
\$624	\$963	\$642	\$336	\$936	\$936	
\$295	\$25	\$263	\$165	\$500	\$500	
\$5,448	\$6,229	\$6,600	\$7,080	\$9,411	\$9,736	\$0
\$127,787	\$123,650	\$129,860	\$127,664	\$134,423	\$143,895	\$0

BUDGET NARRATIVE**Description of Department Function**

Describe the overall mission or purpose of the Department.

To record, value and maintain current and correct information on all real estate and personal property located in Millis. Process excise tax information and abatements. Answer inquiries and providing information as requested from DOR, other Town Departments and the general public pertaining to the Assessor's Office. Providing required completed forms to DOR as needed/requested. Providing reports/information for the creation of bills for taxable property located in Millis.

Mailing, collecting and entering information to maintain correct and current income and expense information for all commercial and industrial properties. Mailing and collecting forms for list for personal property.

Programs and Sub-Programs

Consider and list the actual Programs and Sub-Programs Executed by the Department

Data Collection

Data Entry

Chapter Land Valuation

Betterments

Excise Tax & Abatements

GIS

Accomplishments

Describe the major describable accomplishments or measurable activities in FY20 or CY21.

Use statistics whenever possible.

FY20 Information had been completed prior to my start date.

I did review and recommend changes that were need for abatement applications from FY2020 (50 applications received and reviewed)

Completed upgrade of real estate data base Vision 6 to Vision 8

Due to inspection restrictions updated information was obtained from street reviews, sales letters (implemented mailing of sales letters in February of 2020) and reviewing information in the building department.

Completed data information to update values for 2021 prior to billing. Value for FY2021 were submitted 10/13/20 and approved by DOR 10/14/20

All billing information for FY2021 was processed and completed prior to the requested dates

Additional

FY22 Departmental Goals

Describe the initiatives and accomplishments planned for FY22

Continue to maintain updated information/valuation on all new building and improvements taking place in Millis (currently two large condo projects taking place)

Begin the process for the FY2023 recertification (process starts in in fiscal year before recertification approval)

Spending Highlights for FY22

Explain any significant budget changes from FY21

Recertification for Millis is FY2023, the process begins in January/February of 2022. The cost for recertification for Vision is \$28,000 (to be covered in FY2022 and FY2023) (information attached)

RRC cost for FY2022 \$14,880 due to DOR changes for valuing net book values on class codes 504 and 508 there is a cost increase of \$6,000 (information attached)

Non-tax Funding

List any expected non-tax revenues that will be used to fund department activities, including an estimate to be received.

N/A

S:\BUDGET\FY 2022\Departmental Submissions\Assessor\#5 Equipment_Mobile Assessor & iPad



Quote
January 11, 2021

PO Box 2194, Springfield, OH 45501
service@datacloudsolutions.net

TO Town of Millis, ATTN: Teri Gonsalves, MAA
900 Main Street
Millis, MA 02054
tgonsalves@millisma.gov

SALES CONTACT	SITE	PRICE GUARANTEE	QUOTE EXPIRATION
Billy Burle	Assessor Office	240 days	9/08/2021

QTY	DESCRIPTION	UNIT PRICE (\$)	LINE TOTAL (\$)
1	CAMA Cloud SM Site License + Implementation; The one-time site fee for initial implementation covers all residential and commercial (RP) data-field mapping, screen layout, initial data uploads/synchronization logic, & remote training. Total account size of up to 3,700 parcels. (VGSi)	n/a	9,500.00 + 3,000.00
1	CAMA Cloud: MobileAssessor SM Licenses (min. 3+ year term); One-time license fee, UNLIMITED USE, iPad Package, w/ Data Collection, DynamicRoute SM , Interactive GIS, Touch Sketching, Instant PhotoBase SM .	2,800 X e. Mobile Lic's	2,800.00
2	CAMA Cloud: Admin Console Licenses; Field tracking and audit trail, Real-Time Q.C. Module, Real-Time Administrative Dashboard & Reports. MA license * 70% included.	\$1,000 X e. add Desk Lic's	0.00
3	Onsite Training Days + Travel Allowance; 1.25-1.75 days Mobile/appraisers, 1.25-1.75 days Admin Console/supervisors. 3 days.	n/a	4,945.00
1	iPad Gen. Pro 3 A12 chip 11" 64GB (or better) with WiFi + LTE (County Preference for Carrier? Verizon/AT&T?); The one-time fee for acquisition, setup, configuration for MobileAssessor; and, transfer and delivery from DCS to County. + Case and AntiGlare Screen Cover.	1,350	1,350
1	One-time discount applied to implementation and licenses		(\$3,000.00)
ESTIMATE TOTAL			\$18,595.00

Notes:

The first-year implementation costs will include a pro-rated maintenance fee based on the town's budget cycle. (see maintenance on next page)

For example: Since the town is on a July budget cycle and the go-live date is estimated to be October 1st, the year one costs would be \$18,595 (implementation and license fees) + \$4,166.66 (10 months maintenance). In this example, the total for year one would be \$22,761.66 and year 2 would be \$5,000. Firm dates and pro-rated maintenance fees for the first year would be finalized in a resulting contract based on the schedule.

* All prices quoted are based upon 3+ year contractual pricing terms which does have an option to be renewed at the same rate for an additional 2+ years. Any term less is subject to increased license costs.

Payment plans are available upon request

We look forward to hearing from you soon.
THANK YOU FOR YOUR INTEREST!



Quote
January 11, 2021

PO Box 2194, Springfield, OH 45501
service@datacloudsolutions.net

TO Town of Millis, ATTN: Teri Gonsalves, MAA
900 Main Street
Millis, MA 02054
tgonsalves@millisma.gov

ANNUAL MAINTENANCE & SUPPORT FEES

QTY	DESCRIPTION	UNIT PRICE (\$)	LINE TOTAL (\$)
1	SaaS Maintenance, Photo Repository, Field Audit History & Remote Support (min. 3+ year term); SSL, and Guaranteed no-loss data backups & secure storage. (8,000 parcels) * minimum \$1000 per year (VGSi)	50.08 x Est. Parcels	1,000.00
1	CAMA Cloud & MobileAssessor SM Maintenance 25% Site + 1 mobile + 2 desktop license fees (minimum \$4,000)	25% of License Fees	4,000.00
1	Pro-rated hosting discount (July Budget - est go-live date Oct-Dec)		(166.67)
1	Pro-rated maintenance discount (July Budget - est go-live date Oct-Dec)		(666.67)
TOTAL EST. ANNUAL COST			\$5,000.00 *4,166.66

I have read the information outlined in this form and authorize Data Cloud Solutions, LLC to make required arrangements in order to perform the above mentioned tasks and agree to pay all referenced costs.

Acceptance of Quote/Order:

Signature/Date

Printed Name

We look forward to hearing from you soon.
THANK YOU FOR YOUR INTEREST!

DEPARTMENT: Assessor

Budget Request Above Level Service**Title:****Description of Request:**

Funds to begin the FY2023 recertification process (starts Jan/Feb of 2022) \$14,000 (total \$28,000 for recertification) \$3,600 field review of all commercial/industrial properties (date unknown for last field review of this property type)

RRC \$6,000 increase to cover new regulations implemented by Department of Revenue

Detailed Cost Impact:**Justification for Request**

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

Vision: Funds to begin the FY2023 recertification process (starts Jan/Feb of 2022) \$14,000 (total \$28,000 for recertification) \$3,600 field review of all commercial/industrial properties (date unknown for last field review of this property type)

RRC: Increase to cover new regulations implemented by Department of Revenue