

TOWN OF MILLIS FISCAL YEAR 2013 BUDGET			FORM #1 DEPARTMENT SUMMARY		
DEPARTMENT: ASSESSOR					
	FY10 ACTUAL	FY11 ACTUAL	FY12 BUDGET	FY13 REQUEST	TA RECMD
SALARIES	106232.41	103874.11	91852.94	87387.00	
EXPENSES	11740.86	7527.91	8530.00	6830.00	
TOTALS	117973.27	111402.02	100382.94	94217.00	
BUDGET COMMENTS:					
ASSESSOR CLERK 20 HRS.					

TOWN OF MILLIS FISCAL YEAR 2013 BUDGET (ASSESSOR)	FORM #2 BUDGET NARRATIVE*
<p>DESCRIPTION OF FUNCTION OR ACTIVITY</p> <p>The Assessor's Office is responsible for measuring the value of real and personal property and insuring that owners of such property all pay their fair and equitable share of the tax burden based upon those values.</p> <p>The Assessor's Office is also responsible for meeting the certification requirements of the Department of Revenue. To meet these requirements, the Assistant Assessor is obliged to revalue all properties; yearly, and once every three years undergo a state recertification audit. Every nine years properties are also required to be inspected.</p> <p>The Assessor's Office not only values properties but is also responsible for: Exemptions, Motor Vehicle Abatements, Real Estate Abatements, data entry for all properties in the CAMA system which includes sales, permits, inspected properties, address changes along with data entry into the MUNIS billing system.</p> <p>Data Entry into the MUNIS billing includes Abatements, Exemptions and all Tax Roll conversions.</p> <p>The Assessors Office also provides services to the Building, Health, Tax Collector, and other various departments. In addition the Assessor's Office makes themselves available to assist homeowners, realtors, appraisers, etc.</p> <p>The Board of Assessor's certifies all required documentation.</p>	
<p>STATEMENT OF SPENDING HIGHLIGHTS FOR FISCAL 2013</p> <p>The Assistant Assessor goal is to inspect and value all permits throughout Millis and follow through on all properties that are not complete.</p> <p>The Assistant Assessor must keep her certification required credits up to date. In order to do this a specific required amount of courses/classes are available each year.</p> <p>By staying at a relatives second home in Harwichport the Assistant Assessor can save the town the cost of hotel fee during the week of courses.</p>	
<p>FUNDING PLAN</p> <p>Maps, property record card printouts and abutter's list request typically are \$600.00 a year. Maps are now online so this amount may decrease. The yearly income goes into the General Fund.</p>	
<p>PERFORMANCE ACCOMPLISHMENTS</p> <p>During the Assistant Assessor 6 months with the Town of Millis, she received early approval of the property values with the Department of Revenue, and received early Tax rate approval in December for the mailing of the tax bills.</p> <p>The Assistant Assessor entered all inspections and permits done by the outside vendor. New Growth originally was estimated at \$100,000. The Assistant Assessors new growth reported was \$263,000. This new growth was also found inspecting sales.</p> <p>The Assistant Clerk's position was cut from 35 hrs to 20 hrs July 2011. The clerk worked from 8:30 - 1:30 leaving the Assessor to cover counter and telephone calls from 1:30 - 4:30 and 7:30 p.m. on Mondays all day on Friday.</p> <p>The busiest times from the Assessor will be from Jan. - July with inspections and appointments with homeowners.</p>	

* Attach additional sheets as necessary

11/28/2011
17:23:51

TOWN OF MILLIS
FISCAL YEAR 2013 BUDGET REQUESTS
FORM 3

PAGE 8

GENERAL FUND	FY 2010 ACTUAL EXPENDITURES	FY 2011 ACTUAL EXPENDITURES	FY 2012 REVISED ***BUDGET***	FY 2013 DEPARTMENT REQUEST
ASSESSORS SALARY				
SALARIES				
0114151 510200 SALARY DEPARTMENT HEAD	62,604.57	60,734.94	70,103.70	66,530
0114151 510300 SALARIES CLERICAL	42,902.84	42,198.99	21,024.24	20,661
0114151 510350 SALARIES CLERICAL OVERTIME	.00	215.18	.00	250
0114151 510600 LONGEVITY	725.00	725.00	725.00	-
TOTAL ASSESSORS SALARY	106,232.41	103,874.11	91,852.94	87,381

20 hrs assessors clerk

TOWN OF MILLIS
FISCAL YEAR 2013 BUDGET REQUESTS
FORM 3

11/28/2011
17:23:51

GENERAL FUND	FY 2010 ACTUAL EXPENDITURES	FY 2011 ACTUAL EXPENDITURES	FY 2012 REVISED ***BUDGET***	FY 2013 DEPARTMENT REQUEST
ASSESSOR EXPENSE				
EXPENSES				
0114152 520185 MAP UPDATING	1,500.00	2,500.00	1,500.00	1,500.
0114152 520200 MAINTENANCE CONTRACT/REPAIRS	.00	.00	.00	-
0114152 540100 PRINTING	558.57	319.52	500.00	500.
0114152 540150 BOOK-BINDING	.00	.00	.00	
0114152 540400 SUPPLIES & EXPENSES	6,335.91	2,179.47	1,200.00	1,200.
0114152 540450 POSTAGE	243.30	89.45	750.00	200.
0114152 540500 ADVERTISING	.00	224.25	100.00	100.
0114152 540700 DUES & SUBSCRIPTIONS	729.00	405.00	380.00	230.
0114152 540710 MEETINGS	545.00	215.00	1,200.00	1,200.
0114152 540900 ADMINISTRATIVE EXPENSE	875.00	900.00	900.00	900.
0114152 570500 MILEAGE REIMBURSEMENT	954.08	695.22	2,000.00	1,000.
TOTAL ASSESSOR EXPENSE	11,740.86	7,527.91	8,530.00	4,830.

TOWN OF MILLIS FISCAL YEAR 2013 BUDGET		FORM #4 - EXPENSE JUSTIFICATION & SUPPORTING DETAIL	
DEPARTMENT: 0114152 (ASSESSOR)		BUDGET #	
CODE	DESCRIPTION	BUDGET REQUEST	
520185	MAP UPDATING - ANNUAL All map changes, address corrections, new lots	1,500	
520200	MAINTENANCE CONTRACT/REPAIRS	0	
540100	PRINTING Envelopes, maps (large scale, small scale),	500	
540150	BOOK BINDING 2005 stopped having all the deeds put in a binder	0	
540400	SUPPLIES & EXPENSES Copy machine (1), Printers (3), basic office supplies	1,200	
540450	POSTAGE Mailing of reminders (exemptions, chapter, real estate abatements and motor vehicles)	200	
540500	ADVERTISING	100	
540700	DUES & SUBSCRIPTIONS MAAO DUES (3 BOA, 1 ASSESSOR, 1 CLERK) Norfolk Registry of Deeds	170 60	230
540710	MEETINGS MAAO CONFERENCES VISION CONFERENCE	1,200	
540900	ADMINISTRATIVE EXPENSE STIPENDS (3 BOARD MEMBERS)	900	
570500	MILEAGE REIMBURSEMENT SITE VISITS, PERMITS	1,000	
		6830	

TOWN OF MILLIS FISCAL YEAR 2013 BUDGET		FORM #5 EQUIPMENT DETAIL			
DEPARTMENT:					
CODE	DESCRIPTION	# OF UNITS	VALUE OF TRADE	NEW OR REPLACE	BUDGET REQUEST
	N/A				

**TOWN OF MILLIS
FISCAL YEAR 2013 BUDGET**

**FORM #8
SERVICE RESTORATION**

DEPARTMENT: ASSESSOR

REQUEST PRIORITY #: PART TIME 20 HRS TO FULL TIME 35 HRS

SERVICE TO BE RESTORED:

The Assessor's office Clerk position was cut from 35 hours to 20 hours per week. By not having an additional person it created extra work for the Assessor, covering the counter and telephones, assisting homeowners, realtors and appraisers. Also processing all Motor Vehicle abatements, exemptions and real estate abatements in the computer system. The Assessor also does all the data entry in the CAMA system which included photo's, parcel changes and permits. Coverage also included Mondays 1:30 to 7:30 p.m.; 1:30 to 4:30 Tuesday - Thursday, and Friday.

Where the Assessor's office generates the majority of tax revenue in the town it is crucial that this position be restored back to 35 hours a week.

COST:

SALARIES	16013
EXPENSES	
FRINGE BENEFITS	
TOTAL	<u>16013</u>

EXPECTED ANNUAL OPERATION & MAINTENANCE COSTS: