

REVISED

TOWN OF MILLIS FISCAL YEAR 2016 BUDGET	FORM #1 DEPARTMENT SUMMARY <div style="border: 1px solid black; width: 80px; height: 20px; float: right; margin-top: 5px;"></div>
DEPARTMENT: ASSESSOR	BUDGET #

	FY13 ACTUAL	FY14 ACTUAL	FY15 ACTUAL	FY16 REQUEST		TA RECMD
SALARIES	101,420.01	104,348.00	113,048.00	117,098.50		
EXPENSES	5482.29	7060.00	7096.00	7246.00		
TOTALS	106,902.30	111,408.00	120,144.00	124344.50		-

BUDGET COMMENTS:

5 year longevity - Assessor

Step increases on anniversary dates

**TOWN OF MILLIS
FISCAL YEAR 2016 BUDGET (ASSESSOR)**

**FORM #2
BUDGET NARRATIVE***

DESCRIPTION OF FUNCTION OR ACTIVITY

The office is responsible in measuring real and personal property and to insure that owners of such property all pay their fair and equitable share of the tax burden based on those values.

Responsible for meeting certification requirements set by the Dept. of Revenue. Revalue all properties yearly and once every three years undergo a state recertification audit. Every nine years properties are also required to have a complete inspection.

The Assessor's office not only values properties but is also responsible for: Motor Vehicle (monthly) and Real Estate abatements, Motor Vehicle commitments and conversion to the Tax Collector site, data entry of all sales, permits, and inspections of properties, yearly map updates, address changes along with data entry into the Tax Collectors billing system, and updating Building Dept ownership records. This office provides services to all departments in the Town of Millis, in addition to making ourselves available to the general public: Homeowners, realtors, appraisers and refinancing companies in person and on the telephone.

With the new installed GIS online program the office assists on the telephone and in person a "how to" to the public. This program also allows the office to certify and compile Abutters list.

STATEMENT OF SPENDING HIGHLIGHTS

The Assistant Assessor goal is to inspect and value all permits throughout Millis and inspect all properties that may not be 100% complete from the prior year.

The Assistant Assessors must keep her certification required credits up to date each year by attending various courses.

FUNDING PLAN

Maps and print outs of property record cards along with abutters list request typically are \$600 a year. This yearly income goes into the General Fund.

PERFORMANCE ACCOMPLISHMENTS

New Growth was estimated to be \$100,000, actual \$129,000

Certification of the Preliminary and Actual values

Completed a Revaluation year and received certification FY15.

Addition to Job Description the Assessor updates all the ownership and new parcels in the Building Departments permit system and on the MUNIS tax system.

*Attach additional sheets as necessary

TOWN OF MILLIS FISCAL YEAR 2016 BUDGET		FORM #4 EXPENSE JUSTIFICATION & SUPPORTING DETAIL	
DEPARTMENT: ASSESSOR		BUDGET #	
CODE	DESCRIPTION	BUDGET REQUEST	
520185	MAP UPDATING - ANNUAL	1,950.00	
520200	MAINTENANCE CONTRACT/REPAIRS	-	
540100	PRINTING (Large scale and smaller scale maps) Norfolk reg deeds	500.00	
540150	BOOK BINDING (stopped 2005)	-	
540400	SUPPLIES & EXPENSES (Copy machine (1), and Printers (3) ink cartridges; basic office supplies	1,200.00	
540450	POSTAGE (Mailing of reminders to homeowners filing exemptions, chapter) and real estate abatements denials or approvals along with motor vehicle refund abatements	200.00	
540500	ADVERTISING	100.00	
540700	DUES & SUBSCRIPTIONS (Association dues; 1 Assessor, 1 clerk) Norfolk MAAO dues	\$100.00 <u>\$60.00</u>	- 160.00
540710	MEETINGS (MAAO Conferences, VISION Conferences and workshops)	1,200.00	
540900	ADMINISTRATIVE EXPENSE (Stipends, 3 Board members)	936.00	
570500	MILEAGE REIMBURSEMENT (Site visits, permits, and conferences)	1,000.00	
PAGE TOTAL		7,246.00	

TOWN OF MILLIS FISCAL YEAR 2016 BUDGET		FORM #5 EQUIPMENT DETAIL			
DEPARTMENT: ASSESSOR		BUDGET #			
CODE	DESCRIPTION	# OF UNITS	VALUE OF TRADE	NEW OR REPLAC	EQUIP. REQUEST
PAGE TOTAL					

TOWN OF MILLIS ASSESSOR OFFICE

FISCAL YEAR 2016 BUDGET

PERSONNEL SUMMARY

1	2	3	4	5	6	7	8	9	10	11	12
NAME	POSITION-PAY ITEM	CURRENT ANNUAL SALARY	HRS/ WEEK	GRADE	STEP	ANNIV DATE	ANNUAL SALARY # WKS/YR/HRS @ SAL	BASE SALARY	OTHER PAY	LON-GEVITY	TOTAL SALARY
		FY 2015					FY 2016 w/steps				
DUMONT, PAULA	ASSESSOR	\$ 72,372.40	40	13	6	6/3/15	\$ 75,433.60	\$ 75,433.60		\$300.00	\$75,733.60
KENNALLY, LESLEY	ASST CLERK	\$ 38,826.20	35	6	6	1/23/15	40,464.90	\$ 40,464.90			\$40,464.90
STANDLEY, CAMILLE	ASST CLERK	\$ 600.00	10	0	0		400.00	\$ 400.00			\$400.00
OVERTIME		\$1,250.00					500.00	\$ 500.00			\$500.00
SUBTOTAL/TOTAL		\$ 113,048.60						\$116,798.50	\$0.00	\$300.00	\$117,098.50

TOWN OF MILLIS
FISCAL YEAR 2016 BUDGET

FORM #1
DEPARTMENT SUMMARY

DEPARTMENT: ASSESSOR

BUDGET #

	FY13 ACTUAL	FY14 ACTUAL	FY15 ACTUAL	FY16 REQUEST		TA RECMD
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STATEMENT OF SPENDING HIGHLIGHTS

The Assistant Assessor goal is to inspect and value all permits throughout Millis and inspect all properties that may not be 100% complete from the prior year.
The Assistant Assessors must keep her certification required credits up to date each year by attending various courses.

FUNDING PLAN

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PERFORMANCE ACCOMPLISHMENTS

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11/24/2014
10:06:16

TOWN OF MILLIS
FISCAL YEAR 2016 BUDGET REQUESTS
FORM 3

GENERAL FUND	FY 2013 ACTUAL EXPENDITURES	FY 2014 ACTUAL EXPENDITURES	FY 2015 REVISED ***BUDGET***	FY 2016 DEPARTMENT REQUEST

ASSESSORS SALARY				

SALARIES				

0114151 510200 SALARY DEPARTMENT HEAD	66,185.49	69,391.02	72,372.40	* 72,622.40
0114151 510300 SALARIES CLERICAL	35,234.52	37,224.70	38,826.20	39,692.10
0114151 510350 SALARIES CLERICAL OVERTIME	.00	.00	1,250.00	1,250.
0114151 510553 WAGES CLERK FOR MINUTES	.00	266.12	600.00	600
0114151 510600 LONGEVITY	.00	.00	.00	
TOTAL ASSESSORS SALARY	101,420.01	106,881.84	113,048.60	113,298.60

* includes 250.
Longevity Assessor

11/24/2014
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TOWN OF MILLIS
FISCAL YEAR 2016 BUDGET REQUESTS
FORM 3

GENERAL FUND	FY 2013 ACTUAL EXPENDITURES	FY 2014 ACTUAL EXPENDITURES	FY 2015 REVISED ***BUDGET***	FY 2016 DEPARTMENT REQUEST

ASSESSOR EXPENSE				

EXPENSES				

0114152 520185 MAP UPDATING	2,046.70	2,024.00	1,500.00	1,800
0114152 520200 MAINTENANCE CONTRACT/REPAIRS	.00	.00	.00	
0114152 540100 PRINTING	-246.50	400.00	500.00	500.
0114152 540150 BOOK BINDING	.00	.00	.00	
0114152 540400 SUPPLIES & EXPENSES	1,311.52	991.56	1,200.00	1200
0114152 540450 POSTAGE	243.02	338.06	200.00	200
0114152 540500 ADVERTISING	.00	.00	100.00	100
0114152 540700 DUES & SUBSCRIPTIONS	225.00	180.00	160.00	160
0114152 540710 MEETINGS	849.86	1,758.10	1,500.00	1200
0114152 540900 ADMINISTRATIVE EXPENSE	900.00	468.00	936 900.00	936.
0114152 570500 MILAGE REIMBURSEMENT	152.69	206.52	1,000.00	1,000
TOTAL ASSESSOR EXPENSE	5,482.29	6,366.24	7,060.00	7096.

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PAGE TOTAL					

FY2015 Payroll Budget Calculation Worksheet

	Current Grade	Step At S.O.Y.	Weekly Hours	S.O.Y.	Anniv. Date	Weeks At 1st Rate	Weeks At 2nd Rate	1st Rate	2nd Rate	Wages 1st Rate	Wages 2nd Rate	Base Dollars For FY2015	Longevity	Total Dollars For FY2015
Dumont	13	5	40	7/1/2014	6/13/2014	49	3	34.75	35.52	\$68,110.00	\$4,262.40	\$72,372.40	0	\$72,372.40
Kennally	6	5	35	7/1/2014	1/23/2014	30	22	21.13	21.61	\$22,186.50	\$16,639.70	\$38,826.20	0	\$38,826.20
Standley												\$600.00		\$600.00
overtime												\$1,250.00	0	\$1,250.00
												\$113,048.60	0	\$113,048.60

FY2016 Payroll Budget Calculation Worksheet

	Current Grade	Step At S.O.Y.	Weekly Hours	S.O.Y.	Anniv. Date	Weeks At 1st Rate	Weeks At 2nd Rate	1st Rate	2nd Rate	Wages 1st Rate	Wages 2nd Rate	Base Dollars For FY2016	Longevity	Total Dollars For FY2016
Dumont	13	6	40	7/1/2015	6/13/2015	49	3	34.75	35.52	\$68,110.00	\$4,262.40	\$72,372.40	\$250.00	\$72,622.40
Kennally	6	6	35	7/1/2015	1/23/2015	30	22	21.13	21.61	\$22,186.50	\$16,639.70	\$38,826.20	\$0.00	\$38,826.20
Standley												\$600.00		\$600.00
overtime												\$1,250.00	\$0.00	\$1,250.00
												\$113,048.60	\$250.00	\$113,298.60

ASSESSOR'S OFFICE

Currently the Assessor's office is using 6.4 version of the CAMA VISION

The **free** upgrade would be 6.5 version. It is not recommend that we use Version 7 they are still working out the kinks and would also be costly.

The Assessor's computer is using 32 bit processor where the Administrator Assistant new computer is using 64 bit processor. The Admin. Assistant new computer is not compatible with VISION 6.4 version, she then has to log into virtual assist machine which uses Windows XP. This method is the only way she can access VISION in the current version due to her 64 bit processor. The Assessor's 32 bit is also not compatible with the DPW plotter which requires a 64 bit driver.

Conclusion: Before purchasing new computers the office should upgrade to VISION 6.5, preferably after the revaluation / abatement process and before the Preliminary bills.

The Assessor's office is requesting 3 new computers with 64 bit processors, and the free upgrade to Version 6.5.

First to the Assessor, the second computer would be for the Kiosk countertop because this computer will also be using Version 6.5. The kiosk computer is very old and slow, it currently is using VISION and the GIS mapping program for customers making it extremely slow. Additionally another computer would be needed for a revaluation person in their contract it states to have a computer and work station available during their revaluation time in the office, not share a computer (this computer can be purchased before the next revaluation).