

**ASSESSORS 011410**

*Personnel Services*

	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUALS	FY2019 ACTUAL	FY2020 TM ADOPTED	FY2021 REQUESTS	FY2021 PROPOSED
Salary Department Head	\$72,368	\$75,282	\$78,526	\$82,164	\$84,599	\$ 86,642	\$85,727	
Salaries Clerical	\$38,822	\$40,355	\$42,138	\$33,587	\$38,448	\$ 40,246	\$44,304	
Salaries Clerical OT	\$0			\$0	\$0			
Wages Clerk for Minutes	\$372	\$325	\$375	\$370	\$213	\$ 400	\$400	
Longevity		\$300	\$1,300	\$1,300	\$0	\$ 650		
<b>Total</b>	<b>\$111,562</b>	<b>\$116,261</b>	<b>\$122,339</b>	<b>\$117,420</b>	<b>\$123,260</b>	<b>\$127,938</b>	<b>\$130,430</b>	

*Expenses*

Map Updating	\$1,800	\$5,020	\$2,150	\$2,500	\$2,300	\$2,300	\$3,600	
Printing	\$500	\$250	\$39	\$1,052	\$0	\$800	\$800	
Supplies and Expenses	\$1,217	\$1,039	\$1,071	\$740	\$1,446	\$1,200	\$1,300	
Postage	\$288	\$161	\$297	\$146	\$241	\$400	\$600	
Dues and Subscriptions	\$130	\$100	\$130	\$150	\$200	\$180	\$275	
Meetings	\$1,511	\$525	\$842	\$653	\$1,508	\$1,000	\$1,400	
Administrative Expense	\$918	\$936	\$624	\$963	\$642	\$936	\$936	
Mileage Reimbursement	\$26	\$52	\$295	\$25	\$263	\$200	\$500	
<b>Total</b>	<b>\$6,391</b>	<b>\$8,083</b>	<b>\$5,448</b>	<b>\$6,229</b>	<b>\$6,600</b>	<b>\$7,016</b>	<b>\$9,411</b>	

**TOTAL BUDGET**

	\$117,953	\$124,344	\$127,787	\$123,650	\$129,860	\$134,954	\$139,841	
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DEPARTMENT:

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

Describe the overall mission or purpose of the Department.

The Assessor's Office operates three computers, two for the office staff and one for the public.

The department establishes values for all real and personal property located in Millis. The office uses software from VISION (real estate information - cloud based as of 1/29/2020),

MUNIS is used for taxing purposes and building permits

RRC is used for personal property (cloud based)

Mapping is provided by CAI Technologies, this mapping system is used for abutter's list and provides property record cards for the public, the mapping is available to Town employees as well as the public

Data collection and confirming measurements on all real estate (sales, permit and cyclical inspections), data input is completed by this office

Measuring impervious surfaces for new buildings or additions to existing buildings including driveways and walkway

Completing all required forms on Gateway for submitting to DOR for approval of values, new growth and annual tax rate

All commitments are processed and completed in this office (RE, PP & MV)

All abatements are reviewed and completed in this office (real estate, personal property and motor vehicles)

Mailing yearly forms (income & expense, forms of list, exemption and chapter land forms), updating and processing when returned

Updating deed information, adding new parcels, new permits and lot splits in VISION and/or MUNIS

Submitting information for map updating (lot splits, new sub divisions and PRC for new buildings)

Converting VISION data base to MUNIS for preliminary and actual billing

Data input sewer betterments and water liens during actual billing

Work with Planning processing parcel id numbers and addresses, entering the required information into VISION and/or MUNIS

Work with other departments as requested

**Programs and Sub-Programs**

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

See above