Assessing

Mission Statement

To value real and personal property efficiently, fairly and accurately, in accordance with the laws of the Commonwealth of Massachusetts; to administer motor vehicle excise, exemption and abatement programs; and to address concerns of members of the public professionally, quickly and courteously.

Fiscal Year 2015 Accomplishments

Valuations - Valued 27,000 parcels of taxable real estate and 2.400 personal property accounts amounting to nearly \$22.7 billion assessment.

New Growth - Valued new growth due to new construction and renovations that resulted in over \$5.4 million in "new" revenue.

Abatements - Less than 1% of properties' assessed values were contested, the lowest filing rate ever in a revaluation year.

Tax Assistance - Administered over 500 personal exemptions, deferrals, tax work-offs and Elderly and Disabled Tax Aid grants.

Excise - Met goal of 2-Day turnaround on 2,700 fully-documented excise abatement applications.

Fiscal Year 2016 Desired Outcomes

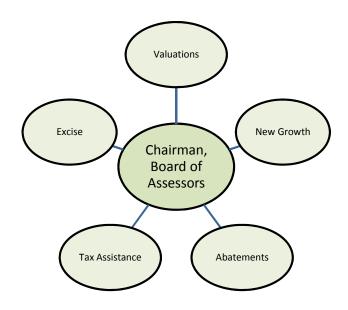
Valuations - Timely, Full, Fair Cash Values that meet or exceed Massachusetts Department of Revenue FY2016 Guidelines.

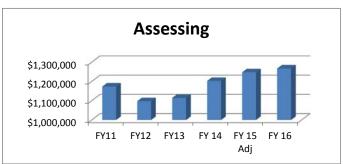
New Growth - Accurate calculation of all property values resulting from new construction or redevelopment as of January 1st.

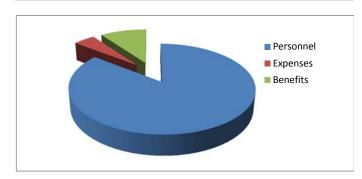
Abatements - Successful defense of valuations appealed to the Massachusetts Appellate Tax Board.

Tax Assistance - Administration of all Tax Assistance Programs pursuant to Massachusetts Law and City Ordinance.

Excise - 2-Day turnaround of fully-documented excise abatement applications.





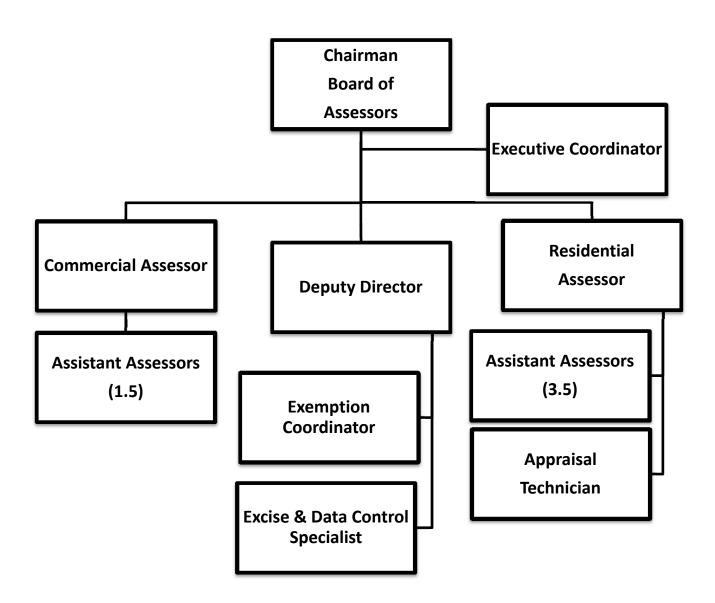


	<		Actual	<-Adj Budget->	<-Proposed->	
	FY2011	FY2012	FY2013	FY2014	FY2015	FY2016
Expenditure by Core Function						
Personnel	\$967,383	\$924,421	\$953,817 \$38,550	\$1,035,719 \$44,634	\$1,071,131 \$47,825	\$1,084,076 \$58,025
Expenses	\$39,999	\$37,363				
Benefits	\$166,026	\$135,741	\$122,258	\$122,487	\$128,643	\$124,851
Total	\$1,173,408	\$1,097,525	\$1,114,625	\$1,202,840	\$1,247,599	\$1,266,952
% Incr		-6.47%	1.56%	7.91%	3.72%	1.55%
Personnel						
Full-Time	13	13	13	13	13	13
Part-Time	1	0	0	0	0	0
Total	14	13	13	13	13	13

Y 2015 Accomplishments - Assessing		
Outcome #1: Timely, Full, Fair Cash Values_	<u>Target</u>	<u>Result</u>
trategy #1: Sales Verification		
nspect sold properties/interview buyers/consult sources to update property database	May 2015	Completed
00% of properties inspected within 2 months of deed receipt	Annual	Completed
trategy #2: CAMA Software		
Itilize Computer Assisted Mass Appraisal software to analyze sales to develop formulas to	Jul 2014	Completed
alue properties		
trategy #3: Cyclical Property Re-inspection	D 2014	Consulated
respect residential, commercial and industrial properties to verify property characteristics	Dec 2014	Completed
nd update database		
trategy #4: Income/Expense Analysis of Commercial, Industrial and Apartments (4+		
Inits)	5 1 2011	
end income and expense forms to be returned by owners of these types of properties	Feb 2014	Completed
nalyze income and expense forms	Jul 2014	Completed
trategy #5: Personal Property		
Mail Forms of List to be returned by businesses to keep the personal property database	Dec 2014	Completed
urrent for valuation		
hoston, MC. Dooring Contification of Malays from Managed 11.		
trategy #6: Receive Certification of Values from Massachusetts Department of Revenue		
Neet or exceed DOR standards for FY2015 triennial certification of values	Nov 2014	Completed
Outcome #2: Accurate Calculation of New Growth due to New		
onstruction/Renovations_	<u>Target</u>	<u>Result</u>
trategy #1: Inspect all properties with building permits		
Make data changes and determine value change due to new construction or renovation	Nov 2014	Completed
hotograph all properties with large building permits within 2 weeks of January 1	Jan 2014	Completed
ssessment date		
trategy #2: Calculate new growth based of DOR-required formula		
tilize required State Form LA-13 for calculations	Oct 2014	Completed
trategy #3: Submit calculations on Form LA-13 to DOR for approval		
ubmit by October, so that Tax Classification Hearing can be scheduled	Oct 2014	Completed
Outcome #3: Timely Review of Abatement Applications and Successful Defense of		
<u>/alues</u>	<u>Target</u>	<u>Result</u>
trategy #1: Review all legally-filed abatement requests		
Conduct Inspections	May 2015	Ongoing
Neet w/Taxpayers	May 2015	Ongoing
ct within statutorily required 3-month period	May 2015	Ongoing
trategy #2: Prepare for Appellate Tax Board		
erform Appraisal and create report	Year Round	Ongoing
ire Expert Witnesses and outside consultants, if necessary	Year Round	Ongoing
Outcome #4. Toy Assistance Drograms Dursmant to Massachusetts Law and City		
Julcome #4. Tax Assistance Programs Pursuant to Wassachusetts Law and City		
	Target	Result
Ordinance	<u>Target</u>	<u>Result</u>
O <mark>rdinance</mark> trategy #1: Publicize Tax Assistance Programs		
Ordinance trategy #1: Publicize Tax Assistance Programs nclude Inserts in 3rd quarter tax bill	Dec 2014	Completed
Ordinance trategy #1: Publicize Tax Assistance Programs include Inserts in 3rd quarter tax bill rovide F.A.Q.'s and application forms on Website		
Ordinance trategy #1: Publicize Tax Assistance Programs nclude Inserts in 3rd quarter tax bill rovide F.A.Q.'s and application forms on Website trategy #2: Process 72% of prior-year recipients' applications in time for deduction, if	Dec 2014	Completed
Ordinance trategy #1: Publicize Tax Assistance Programs include Inserts in 3rd quarter tax bill rovide F.A.Q.'s and application forms on Website trategy #2: Process 72% of prior-year recipients' applications in time for deduction, if ranted, to appear on the 3rd quarter tax bill	Dec 2014 Jul 2014	Completed Completed
trategy #1: Publicize Tax Assistance Programs Include Inserts in 3rd quarter tax bill Include F.A.Q.'s and application forms on Website Itrategy #2: Process 72% of prior-year recipients' applications in time for deduction, if Irranted, to appear on the 3rd quarter tax bill Italiall prior-year recipients applications at start of fiscal year	Dec 2014 Jul 2014 Jul 2014	Completed Completed Completed
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trategy #1: Publicize Tax Assistance Programs Include Inserts in 3rd quarter tax bill Include Inserts in 4rd quarter tax bill Include Inserts in 4rd quarter tax bill Include Inserts in 3rd quarter	Dec 2014 Jul 2014 Jul 2014	Completed Completed Completed
rdinance trategy #1: Publicize Tax Assistance Programs clude Inserts in 3rd quarter tax bill rovide F.A.Q.'s and application forms on Website trategy #2: Process 72% of prior-year recipients' applications in time for deduction, if ranted, to appear on the 3rd quarter tax bill lail all prior-year recipients applications at start of fiscal year rant exemptions to qualifying applicants trategy #3: Validate all remaining timely-filed and documented exemption applications	Dec 2014 Jul 2014 Jul 2014 Dec 2014	Completed Completed Completed Completed
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trategy #1: Publicize Tax Assistance Programs Include Inserts in 3rd quarter tax bill Incovide F.A.Q.'s and application forms on Website Itrategy #2: Process 72% of prior-year recipients' applications in time for deduction, if Itrained, to appear on the 3rd quarter tax bill Italial all prior-year recipients applications at start of fiscal year Itrained #3: Validate all remaining timely-filed and documented exemption applications Itrained #3: Validate all remaining timely-filed, Fully-Documented Excise Income #5: 2-Day Turnaround of Timely-Filed, Fully-Documented Excise Income #5: 2-Day Turnaround of Timely-Filed, Fully-Documented Excise Income #5: 2-Day Turnaround of Timely-Filed, Fully-Documented Excise	Dec 2014 Jul 2014 Jul 2014 Dec 2014	Completed Completed Completed Completed
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Ordinance Strategy #1: Publicize Tax Assistance Programs Include Inserts in 3rd quarter tax bill Provide F.A.Q.'s and application forms on Website Strategy #2: Process 72% of prior-year recipients' applications in time for deduction, if It is important to appear on the 3rd quarter tax bill Ideal all prior-year recipients applications at start of fiscal year Is is an exemptions to qualifying applicants It is trategy #3: Validate all remaining timely-filed and documented exemption applications In within statutory deadline Outcome #5: 2-Day Turnaround of Timely-Filed, Fully-Documented Excise Requests It rategy #1: Publicize Requirements for Motor Vehicle Excise Abatements Provide F.A.Q.'s and abatement application form on Website It rategy #2: Process qualifying abatements as soon as supporting documentation is	Dec 2014 Jul 2014 Jul 2014 Dec 2014 May 2015	Completed Completed Completed Completed Completed Target
Ordinance Strategy #1: Publicize Tax Assistance Programs Include Inserts in 3rd quarter tax bill Provide F.A.Q.'s and application forms on Website Strategy #2: Process 72% of prior-year recipients' applications in time for deduction, if Firanted, to appear on the 3rd quarter tax bill Mail all prior-year recipients applications at start of fiscal year Firant exemptions to qualifying applicants Strategy #3: Validate all remaining timely-filed and documented exemption applications act within statutory deadline Outcome #5: 2-Day Turnaround of Timely-Filed, Fully-Documented Excise Requests Strategy #1: Publicize Requirements for Motor Vehicle Excise Abatements Provide F.A.Q.'s and abatement application form on Website Strategy #2: Process qualifying abatements as soon as supporting documentation is Supplied	Dec 2014 Jul 2014 Jul 2014 Dec 2014 May 2015 Jul 2014	Completed Completed Completed Completed Completed Target
Outcome #4: Tax Assistance Programs Pursuant to Massachusetts Law and City Ordinance Itrategy #1: Publicize Tax Assistance Programs Include Inserts in 3rd quarter tax bill Provide F.A.Q.'s and application forms on Website Itrategy #2: Process 72% of prior-year recipients' applications in time for deduction, if Itrategy #3: Process 72% of prior-year recipients applications in time for deduction, if Itrategy #3: Validate all remaining timely-filed and documented exemption applications Itrategy #3: Validate all remaining timely-filed and documented exemption applications Itrategy #3: Validate all remaining timely-filed, Fully-Documented Excise Itrategy #1: Publicize Requirements for Motor Vehicle Excise Abatements Provide F.A.Q.'s and abatement application form on Website Itrategy #2: Process qualifying abatements as soon as supporting documentation is upplied Cross train staff so that 2-day turnaround goal can continue to be met during high-demand and low-staffing periods	Dec 2014 Jul 2014 Jul 2014 Dec 2014 May 2015 Jul 2014	Completed Completed Completed Completed Ongoing Target Completed
trategy #1: Publicize Tax Assistance Programs Include Inserts in 3rd quarter tax bill Incovide F.A.Q.'s and application forms on Website Itrategy #2: Process 72% of prior-year recipients' applications in time for deduction, if Irranted, to appear on the 3rd quarter tax bill Itrategy #3: Process 72% of prior-year recipients' applications in time for deduction, if Irranted, to appear on the 3rd quarter tax bill Itrategy #3: Validate applications at start of fiscal year Irrante exemptions to qualifying applicants Itrategy #3: Validate all remaining timely-filed and documented exemption applications Incit within statutory deadline Inc	Dec 2014 Jul 2014 Jul 2014 Dec 2014 May 2015 Jul 2014	Completed Completed Completed Completed Ongoing Target Completed

FY 2016 Desired Outcomes - Assessing	
Outcome #1: Timely, Full, Fair Cash Values	<u>Target</u>
Strategy #1: Sales Verification	
Inspect sold properties/interview buyers/consult sources to update property database	2 Months from Start Date
100% of properties inspected within 2 months of deed receipt	Annual
Strategy #2: CAMA Software	1.12045
Utilize Computer Assisted Mass Appraisal software to analyze sales to develop formulas to	Jul 2015
value properties Strategy #3: Cyclical Property Re-Inspection	
Inspect residential, commercial and industrial properties to verify property characteristics	Dec 2015
and update database	Det 2013
Strategy #4: Income/Expense Analysis of Commercial, Industrial and Apartments (4+ Units)	
Send income and expense forms to be returned by owners of these types of properties	April 2015
Analyze income and expense forms	Jul 2015
Strategy #5: Personal Property	
Mail Forms of List to be returned by businesses to keep the personal property database	Dec 2015
current for valuation	
Strategy #6: Receive Certification of Values from Massachusetts Department of Revenue	
Meet or exceed DOR standards for FY2016 certification of values	Nov 2015
Outcome #2: Accurate Calculation of New Growth due to New	
Construction/Renovations	<u>Target</u>
Strategy #1: Inspect all properties with building permits	
Make data changes and determine value change due to new construction or renovation	Nov 2015
Photograph all properties with large building permits within 2 weeks of January 1	Jan 2015
assessment date	
Strategy #2: Calculate new growth based on DOR-required formula	
Utilize required State Form LA-13 for calculations	Oct 2015
Strategy #3: Submit calculations on Form LA-13 to DOR for approval	
Submit by October, so that Tax Classification Hearing can be scheduled	Oct 2015
Outcome #3: Timely Review of Abatement Applications and Successful Defense of Values	Target
Strategy #1: Review all legally-filed abatement requests	<u>ruiges</u>
Conduct Inspections	May 2016
Meet w/Taxpayers	May 2016
Act within statutorily required 3-month period	May 2016
Strategy #2: Prepare for Appellate Tax Board	
Perform Appraisal and create report	Year Round
Hire Expert Witnesses and Outside Consultants, if necessary	Year Round
Outcome #4: Tax Assistance Programs Pursuant to Massachusetts Law and City	
<u>Ordinance</u>	<u>Target</u>
Strategy #1: Publicize Tax Assistance Programs	
Include information inserts in 3rd quarter tax bill	Dec 2015
Provide F.A.Q.'s and application forms on Website	July 2015
Strategy #2: Process 70% of prior year recipients' applications in time for deduction, if	
granted, on 3rd quarter tax bill	
Mail all prior-year recipients applications at start of fiscal year	July 2015
Grant exemptions to qualifying applicants	Dec 2015
Strategy #3: Validate all remaining timely-filed and documented exemption applications	
Act within statutory deadline	May 2016
Act within statutory deading	IVIAY ZUIU
Outcome #Fr 2 Day Turnaround of Timely Filed Fully Decumented Fusion	
Outcome #5: 2-Day Turnaround of Timely-Filed, Fully-Documented Excise Requests	Target
Strategy #1: Publicize Requirements for Motor Vehicle Excise Abatements	<u>Target</u>
Provide F.A.Q.'s and abatement application form on Website	Feb 2015
Strategy #2: Process qualifying abatements as soon as supporting documentation is	I CD ZOTZ
supplied	
Cross train staff so that 2-day turnaround goal can continue to be met during high-demand	Year Round
and low-staffing periods	i cui nound
Once approved, supply Treasurer/Collector with abatement information within 2 days	Year Round
11 / TEP 1	

ASSESSING



FUND: 01 - GENERAL FUND

DEPARTMENT: 106 - BOARD OF ASSESSORS

CITY OF NEWTON BUDGET DEPARTMENT LEGAL LEVEL OF CONTROL

	ACTUAL 2013	ACTUAL 2014	AMENDED 2015	YTD 4/15/2015	RECOMMENDED 2016	CHANGE 2015 to 2016
BOARD OF ASSESSORS SUMMARY						
51 - PERSONAL SERVICES	953,817	1,035,719	1,071,131	815,340	1,084,076	12,945
52 - EXPENSES	38,550	44,634	47,825	28,772	58,025	10,200
57 - FRINGE BENEFITS	122,258	122,487	128,643	93,344	124,851	-3,792
TOTAL DEPARTMENT	1,114,625	1,202,840	1,247,599	937,455	1,266,952	19,353
ASSESSING						
51 - PERSONAL SERVICES	953,817	1,035,719	1,071,131	815,340	1,084,076	12,945
52 - EXPENSES	38,550	44,634	47,825	28,772	58,025	10,200
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TOTAL ASSESSING	1,114,625	1,202,840	1,247,599	937,455	1,266,952	19,353

FUND: 01 - GENERAL FUND

DEPARTMENT: 106 - BOARD OF ASSESSORS

CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL

	_	ACTUAL FY2013	ACTUAL FY2014	AMENDED 2015	YTD 4/15/2015	RECOMMENDED 2016	CHANGE 2015 to 2016
106 - BOARD OF	ASSESSORS						
0110601 - ASSE	SSING						
PERSONAL S	ERVICES						
511001	FULL TIME SALARIES	942,871	992,903	1,026,182	776,185	1,039,345	13,163
513001	REGULAR OVERTIME	-4	0	0	0	0	0
514001	LONGEVITY	9,450	10,700	11,933	12,908	12,500	567
514309	OTHER STIPENDS	0	30,116	30,115	23,346	30,231	115
515005	BONUSES	0	0	900	900	0	-900
515102	CLEANING ALLOWANCE	1,500	2,000	2,000	2,000	2,000	0
TOTAL I	PERSONAL SERVICES	953,817	1,035,719	1,071,131	815,340	1,084,076	12,945
EXPENSES							
52401	OFFICE EQUIPMENT R-M	1,503	1,258	2,500	1,362	2,000	-500
52403	MOTOR VEHICLE R-M	400	400	400	0	500	100
52405	COMPUTER EQUIPMT R-M	2,200	2,300	500	0	500	0
52410	SOFTWARE MAINTENANC	7,100	10,333	11,550	11,550	16,750	5,200
5319	TRAINING EXPENSES	2,302	4,009	4,000	3,554	4,000	0
53401	TELEPHONE	2,193	1,682	2,200	1,158	2,200	0
53404	INTERNET ACCESS CHAR	278	869	1,075	663	1,075	0
5341	POSTAGE	9,231	11,079	7,808	3,800	14,000	6,192
5342	PRINTING	2,533	1,560	4,000	895	4,000	0
5343	ADVERTISING/PUBLICATIO	91	0	492	492	500	8
5420	OFFICE SUPPLIES	4,626	4,721	5,500	1,966	5,000	-500
5480	GASOLINE	1,259	1,500	2,000	776	1,700	-300
5523	PAPER GOODS & SUPPLIE	344	358	500	0	500	0
5592	BOOKS/MANUALS/PERIOD	792	333	1,000	163	500	-500
5710	VEHICLE USE REIMBURSE	386	207	494	494	500	6
5711	IN-STATE CONFERENCES	1,577	2,276	1,906	0	2,500	594
5730	DUES & SUBSCRIPTIONS	1,735	1,750	1,900	1,900	1,800	-100
TOTAL I	EXPENSES —	38,550	44,634	47,825	28,772	58,025	10,200
FRINGE BENE	FITS						
57DENTAL	DENTAL INSURANCE	2,718	3,040	3,350	2,428	3,188	-162
57HLTH	HEALTH INSURANCE	104,528	104,004	109,345	79,106	107,342	-2,003
57LIFE	BASIC LIFE INSURANCE	533	562	568	392	511	-57
57MEDA	MEDICARE PAYROLL TAX	14,478	14,881	14,570	10,939	12,080	-2,490
57OPEB	OPEB CONTRIBUTION	0	0	810	480	1,730	920
TOTAL I	FRINGE BENEFITS	122,258	122,487	128,643	93,344	124,851	-3,792
TOTAL ASS	ESSING	1,114,625	1,202,840	1,247,599	937,455	1,266,952	19,353
TOTAL BOARD	OF ASSESSORS	1,114,625	1,202,840	1,247,599	937,455	1,266,952	19,353

FUND: 01 - GENERAL FUND

DEPARTMENT: 106 - BOARD OF ASSESSORS

CITY OF NEWTON BUDGET PERSONAL SERVICES SUMMARY

		2015			2016		
ACCOUNT	POSITION TITLE	RANGE	FTE	SALARY	RANGE	FTE	SALARY
511001	APPRAISAL TECH		1.0	53,826	S07	1.00	54,836
	ASSESSOR		2.0	214,320	H11	2.00	221,610
	ASST COMRCL ASSESSOR		1.0	82,246	H07	1.00	85,038
	ASST RESID ASSESSOR		3.0	195,917	H07	3.00	202,555
	ASST RESID/COMRCL ASSES		1.0	69,909	H07	1.00	72,277
	CHAIRMAN - ASSESSORS		1.0	122,984	H13	1.00	127,159
	DEPUTY DIR-ASSESSING		1.0	102,435	H10	1.00	105,913
	EXCISE DATA CONTR SPEC		1.0	52,089	S06	1.00	54,080
	EXECUTIVE COORDINATOR		1.0	60,582	S07	1.00	62,638
	EXEMPTION COORDINATOR		1.0	52,610	S07	1.00	53,239
	Account Totals:	-	13.0	1,006,919		13.00	1,039,345
	Report Totals:	•	13.0	1,006,919		13.00	1,039,345