## **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 2013 Accomplishments**

**Valuations** - Valued 27,000 parcels of taxable real estate and 2,500 personal property accounts amounting to \$20.6 billion assessment.

Abatements - Only 0.6% of properties' assessed values were contested.

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

**Valuations** - Scanned 44,017 documents consisting of 119,632 pages so that staff members can access documents electronically.

**Valuations** - Six staff members took 16 courses and seminars to obtain or maintain assessing/appraisal certification.

### **Fiscal Year 2014 Desired Outcomes**

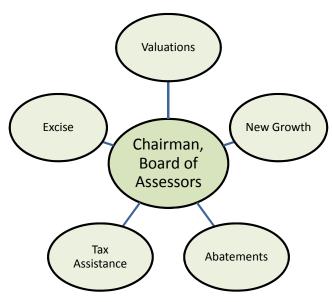
Valuations - Timely, Full, Fair Cash Values

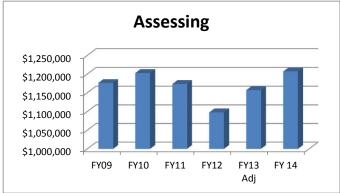
**New Growth** - Accurate calculation of all property values resulting from new construction or redevelopment as of January 1st

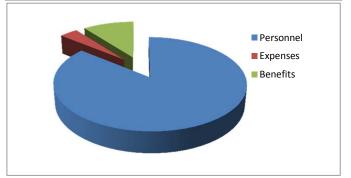
**Abatements** - Successful defense of valuations appealed to the Massachusetts Appellate Tax Board

**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



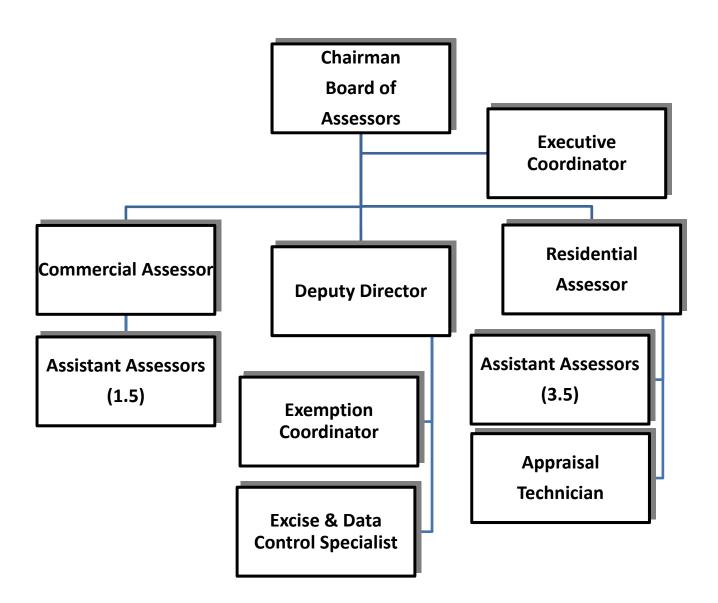




Department Detail								
	<	 Actı	ual		 >	<	-Adj Budget->	<-Proposed->
	 FY2009	 FY2010		FY2011	 FY2012		FY2013	FY2014
<b>Expenditure by Core Function</b>								
Personnel	\$ 976,844	\$ 990,017	\$	967,383	\$ 924,421	\$	983,118	\$ 1,037,512
Expenses	\$ 35,194	\$ 34,454	\$	39,999	\$ 37,363	\$	38,934	\$ 44,634
Benefits	\$ 164,408	\$ 178,571	\$	166,026	\$ 135,741	\$	135,168	\$ 124,887
Total	\$ 1,176,446	\$ 1,203,042	\$	1,173,408	\$ 1,097,525	\$	1,157,220	\$ 1,207,033
% Incr		2.26%		-2.46%	-6.47%		5.44%	4.30%
Personnel								
Full-Time	13	13		13	13		13	13
Part-Time	1	1		1	0		0	0
Total	14	14		14	13	·	13	13

Assessing			Mayor's Outcome	es
Outcome #1 - Timely, Full, Fair Cash Values	Current	Target	#1 #2 #3 #4 #5 #6 #7	7 #9
Strategy #1. Sales Verification	Current	raiget	#1 #2 #3 #4 #3 #0 #1	7 #0
Inspect sold properties/interview buyers/consult sources to update property database	N/A	2 mos	X	<
Percentage of properties inspected within 2 months of deed reciept	-	100%		
Strategy #2. CAMA Software				
Utilize Computer Assisted Mass Appraisal software to analyze sales to develop formulas to				
value properties	N/A	Jul 2013	Х	<b>(</b>
Strategy #3. Cyclical Property Re-inspection				
Inspect residential, commercial and industrial properties to verify property characteristics				
and update database	N/A	Dec 2013	Х	<b>(</b>
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	N/A	Apr 2013	X	
Analyze income and expense forms	N/A	Jul 2013	X	<b>(</b>
Strategy #5. Personal Property				
Mail Forms of List to be returned by businesses to keep the personal property database	N1 / A	D = = 2012	v	,
current for valuation	N/A	Dec 2013	X	(
Stratogy #6 Passiva Cartification of Values from Massachusetts Devantment of Devantment				
Strategy #6. Receive Certification of Values from Massachusetts Department of Revenue Meet or exceed DOR standards for valuation	N/A	Dec 2013	X	,
	IN/A	Dec 2013	^	`
Outcome #2: Accurate Calculation of New Growth due to New	C	T	#4 #3 #3 #4 #F #C #5	7 40
Construction/Renovations  Strategy #1   Japanet all proposition with building powerite	<u>Current</u>	<u>Target</u>	#1 #2 #3 #4 #5 #6 #7	<u>/ #8</u>
Strategy #1. Inspect all properties with building permits				
Make data changes and datermine value change due to new construction or renewation	N/A	Nov 2013	х	,
Make data changes and determine value change due to new construction or renovation	•			
assessment date	N/A	Jan 2013	X	(
Strategy #2. Calculate new growth based of DOR-required formula	NI/A	Oct 2012	X	,
Utilize required State Form LA-13 for calculations	N/A	Oct 2013	Α	`
Strategy #3. Submit calculations on Form LA-13 to DOR for approval Submit by November, so that Tax Classification Hearing can be scheduled	N/A	Oct 2013	X	,
	IN/A	OCI 2013	^	`
Outcome #3: Timely Review of Abatement Applications and Successful Defense of	C	T	#4 #3 #3 #4 #F #C #5	7 40
Values	<u>Current</u>	<u>Target</u>	<u>#1 #2 #3 #4 #5 #6 #7</u>	<u>/ #8</u>
Strategy #1. Review all legally-filed abatement requests	NI/A	May 2014	v	,
Conduct Inspections	N/A	May 2014	X	
Meet w/Taxpayers Act within statutorily required 3-month period	N/A	May 2014	X	
Strategy #2. Prepare for Appellate Tax Board	N/A	May 2014	Х	`
Strategy #2. Frepare for Appenate rax Board				
Perform Appraisal and create report	NI/A	Ongoing	v	,
Perform Appraisal and create report  Hire Expert Witnesses and outside consultants, if necessary	N/A N/A	Ongoing	X	
Hire Expert Witnesses and outside consultants, if necessary	N/A N/A	Ongoing Ongoing	x x	
Hire Expert Witnesses and outside consultants, if necessary  Outcome #4: Tax Assistance Programs Pursuant to Massachusetts Law and City	N/A	Ongoing	Х	(
Hire Expert Witnesses and outside consultants, if necessary  Outcome #4: Tax Assistance Programs Pursuant to Massachusetts Law and City  Ordinance	•	0 0		(
Hire Expert Witnesses and outside consultants, if necessary  Outcome #4: Tax Assistance Programs Pursuant to Massachusetts Law and City  Ordinance  Strategy #1. Publicize Tax Assistance Programs	N/A <u>Current</u>	Ongoing  Target	x #1 #2 #3 #4 #5 #6 #7	7 #8
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Hire Expert Witnesses and outside consultants, if necessary  Outcome #4: Tax Assistance Programs Pursuant to Massachusetts Law and City  Ordinance  Strategy #1. Publicize Tax Assistance Programs  Include Inserts in 3rd quarter tax bill  Provide F.A.Q.'s and application forms on Website	N/A  Current  N/A	Ongoing  Target  Dec 2013	#1 #2 #3 #4 #5 #6 #7	7 #8
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## **ASSESSING**



FUND: **01 - GENERAL FUND**DEPARTMENT: **106 - BOARD OF ASSESSORS** 

# CITY OF NEWTON BUDGET DEPARTMENT LEGAL LEVEL OF CONTROL

	ACTUAL 2011	ACTUAL 2012	AMENDED 2013	YTD 03/31/2013	RECOMMENDED 2014	CHANGE 2013 to 2014
DEPARTMENT SUMMARY						
51 - PERSONAL SERVICES	967,383	924,421	983,118	717,546	1,037,512	54,394
52 - EXPENSES	39,999	37,363	38,934	24,956	44,634	5,700
57 - FRINGE BENEFITS	166,026	135,741	135,168	95,569	124,887	-10,281
TOTAL DEPARTMENT	1,173,408	1,097,526	1,157,220	838,071	1,207,033	49,813
ASSESSING						
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FUND: 01 - GENERAL FUND

DEPARTMENT: 106 - BOARD OF ASSESSORS

# CITY OF NEWTON BUDGET DEPARTMENTAL DETAIL

	_	ACTUAL FY2011	ACTUAL FY2012	AMENDED 2013	YTD 03/31/2013	RECOMMENDED 2014	CHANGE 2013 to 2014
106 - BOARD OF	ASSESSORS						
0110601 - ASSE	SSING						
PERSONAL S	ERVICES						
511001	FULL TIME SALARIES	920,150	897,575	970,418	707,571	994,812	24,394
511102	PART TIME > 20 HRS/WK	27,027	0	0	0	0	0
514001	LONGEVITY	8,483	9,050	10,700	8,475	10,700	0
514309	OTHER STIPENDS	0	0	0	0	30,000	30,000
515002	SEVERANCE PAY	6,223	0	0	0	0	0
515003	SPECIAL LEAVE BUY BAC	0	2,297	0	0	0	0
515005	BONUSES	2,500	13,500	0	0	0	0
515102	CLEANING ALLOWANCE	3,000	2,000	2,000	1,500	2,000	0
TOTAL	PERSONAL SERVICES	967,383	924,421	983,118	717,546	1,037,512	54,394
<b>EXPENSES</b>							
52401	OFFICE EQUIPMENT R-M	1,890	1,284	2,500	1,056	2,500	0
52403	MOTOR VEHICLE R-M	400	400	400	0	400	0
52405	COMPUTER EQUIPMT R-M	9,000	9,100	2,200	2,200	2,200	0
52410	SOFTWARE MAINTENANC	0	0	7,100	7,100	7,100	0
5319	TRAINING EXPENSES	6,502	2,271	4,000	1,545	4,000	0
53401	TELEPHONE	1,824	1,765	1,800	1,627	2,000	200
53404	INTERNET ACCESS CHAR	973	932	1,075	72	1,075	0
5341	POSTAGE	6,046	7,228	4,000	2,932	7,600	3,600
5342	PRINTING	1,420	3,968	2,100	1,300	4,000	1,900
5343	ADVERTISING/PUBLICATIO	0	93	100	91	100	0
5420	OFFICE SUPPLIES	5,381	5,025	5,500	3,075	5,500	0
5480	GASOLINE	1,961	1,534	2,359	835	2,359	0
5523	PAPER GOODS & SUPPLIE	452	245	500	344	500	0
5592	BOOKS/MANUALS/PERIOD	751	448	1,100	655	1,100	0
5710	VEHICLE USE REIMBURSE	106	327	400	241	400	0
5711	IN-STATE CONFERENCES	1,583	1,035	2,000	150	2,000	0
5730	DUES & SUBSCRIPTIONS	1,710	1,710	1,800	1,735	1,800	0
TOTAL	EXPENSES	39,999	37,363	38,934	24,956	44,634	5,700
FRINGE BENE	EFITS						
57DENTAL	DENTAL INSURANCE	2,274	2,770	3,156	1,986	2,829	-327
57HLTH	HEALTH INSURANCE	149,466	118,150	117,780	82,845	107,316	-10,464
57LIFE	BASIC LIFE INSURANCE	510	566	511	345	568	57
57MEDA	MEDICARE PAYROLL TAX	13,775	14,255	13,721	10,393	14,174	453
TOTAL	FRINGE BENEFITS	166,026	135,741	135,168	95,569	124,887	-10,281
TOTAL ASS	ESSING	1,173,408	1,097,526	1,157,220	838,071	1,207,033	49,813
TOTAL BOARD	O OF ASSESSORS	1,173,408	1,097,526	1,157,220	838,071	1,207,033	49,813

FUND: 01 - GENERAL FUND

DEPARTMENT: 106 - BOARD OF ASSESSORS

## CITY OF NEWTON BUDGET PERSONAL SERVICES SUMMARY

		2013			2014			
ACCOUNT	POSITION TITLE	RANGE	FTE	SALARY	RANGE	FTE	SALARY	
511001	APPRAISAL TECH	S07	1.0	51,514	S07	1.00	53,004	
	ASSESSOR	H11	2.0	202,206	H11	2.00	208,056	
	ASST COMRCL ASSESSOR	H07	1.0	77,590	H07	1.00	79,834	
	ASST RESID ASSESSOR	H07	3.0	203,841	H07	3.00	209,738	
	ASST RESID/COMRCL ASSES	H07	1.0	65,971	H07	1.00	67,880	
	CHAIRMAN - ASSESSORS	H13	1.0	116,020	H13	1.00	119,378	
	DATA CONTROL SPECIALIST	S06	1.0	47,147	S06	1.00	48,540	
	DEPUTY DIR-ASSESSING	H10	1.0	96,635	H10	1.00	99,431	
	EXECUTIVE COORDINATOR	S07	1.0	56,187	S07	1.00	57,812	
	EXEMPTION COORDINATOR	S07	1.0	49,700	S07	1.00	51,139	
	Account Totals:	-	13.0	966,811		13.00	994,812	
	Report Totals:	•	13.0	966,811		13.00	994,812	