

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

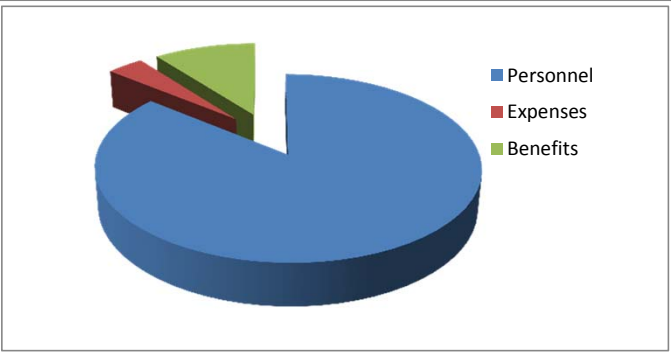
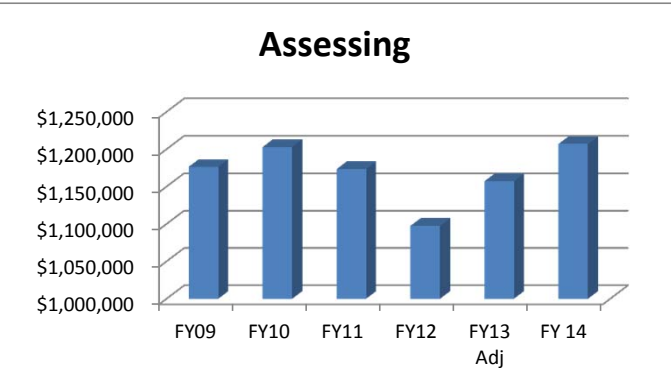
Valuations - Timely, Full, Fair Cash Values

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

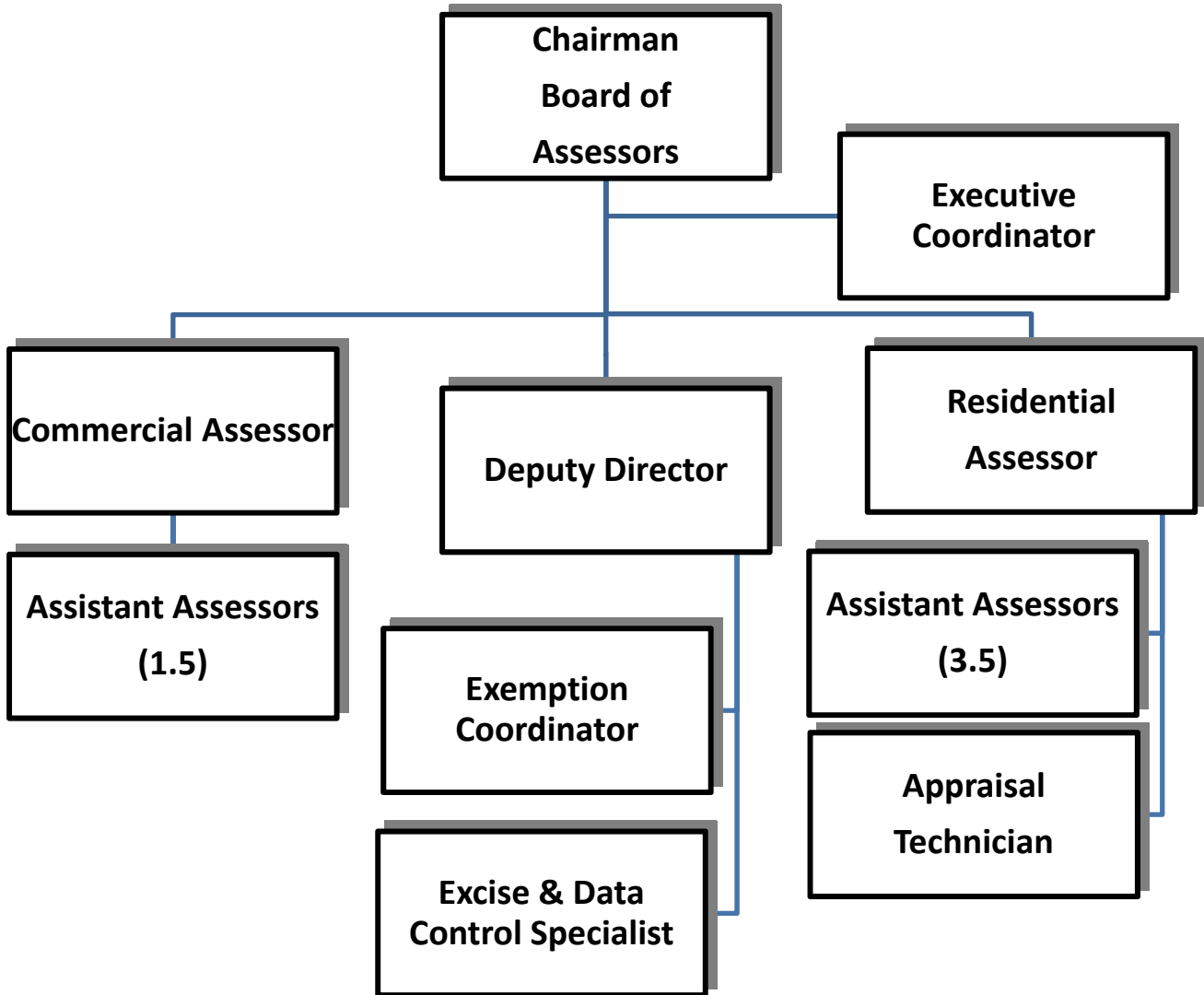
Excise - 2-Day turnaround of fully-documented excise abatement applications



Department Detail

	<-----Actual----->				<-Adj Budget->	<-Proposed->
	FY2009	FY2010	FY2011	FY2012	FY2013	FY2014
Expenditure by Core Function						
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



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
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FUND: 01 - GENERAL FUND
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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 - ASSESSING						
PERSONAL SERVICES						
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
EXPENSES						
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 BENEFITS						
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 ASSESSING	1,173,408	1,097,526	1,157,220	838,071	1,207,033	49,813
TOTAL BOARD 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**

ACCOUNT	POSITION TITLE	2013			2014		
		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