

ASSESSOR

Linda L. Cwiek, Assessor

Mission Statement- The mission of the Tax Assessor's Office is to respond to all taxpayers in a courteous and timely manner. To make the information on real and tangible property easy to understand and readily available. To insure that all property is being assessed in a uniform manner. To continue to encourage owners of several substandard lots of record to combine their lots which could have an impact on future development.

The Tax Assessor's office is responsible for generating a tax roll each year, which consists of all taxable real estate, motor vehicles, and business personal property. It is the responsibility of the Tax Assessor's Office to list all real property and value the property consistently with existing real property and to locate and value all business personal property. It is the responsibility of the Tax Assessor's Office to keep accurate records of market and cost trends to prepare for triennial property valuation updates and reevaluations. The positions within the Department are responsible for all the clerical functions necessary to prepare the tax roll. Examples of the clerical tasks performed are reading of property transfers and maintaining ownership information, processing of death and probate records, maintenance of tangible personal property returns, processing of applications for exemptions and handling telephone and in-person inquiries for tax information.

2001/02 DEPARTMENT GOALS

Goal	Vision reference	Timeframe
Combination of Substandard Lots (Goal 1)	Environment	Continuing
Updated assessment data on the Web (Goal 2)	Financial	Continuing
Explanation of CAMA system to public (Goal 3)	Organization	Continuing
Process tax roll (Goal 4)	Organization	Continuing

WORK PROGRAM

QUARTER	ACTIVITY
FIRST QUARTER (7/1/01 to 9/30/01)	Prepare and distribute reports pertaining to the 2001 tax roll (Goal 4). Respond to taxpayer questions regarding new valuations on the 2001 tax roll (Goal 3). Data from 2001 tax roll on Web page (Goal 2)
SECOND QUARTER (10/1/01 to 12/31/01)	Prepare and mail forms for Farm, Forest and Open Space program, mail tangible forms, and mail elderly exemption forms (Goal 4). Review substandard lots that should be combined (Goal 1).
THIRD QUARTER (1/1/02 to 3/31/02)	Make changes in the CAMA system for the 2002 tax roll (Goal 4). Process motor vehicle information from the Registry of Motor Vehicles for the 2002 tax roll (Goal 4).
FOURTH QUARTER (4/1/02 to 6/30/02)	Finalize real estate data, motor vehicle data, and tangible property data for the 2002 tax roll (Goal 4). Continue to update assessment data on the Web page (Goal 2).

PERFORMANCE MEASURES

PRODUCTIVITY MEASURE	Goal	ACTUAL 1999/00	BUDGET 2000/01	ACTUAL 2000/01	PROJECTED 2000/01	PROJECTED 2001/02
Parcels	Goal 1	11,525	11,000	11,571	11,400	11,000
Lots eliminated	Goal 1	88	700	200	700	700
Permits	Goal 4	800	800	800	800	800
Realty Documents	Goal 4	1,600	1,300	800	1,600	1,600
Assessor Hearings	Goal 1,4	100	300	50	300	300
Board of Appeals	Goal 4	40	300	25	30	300

Motor Vehicle Records processed	Goal 4	31500	30,000	0	31,700	32,000
Tangible Accounts Exemption Processed	Goal 4	1,462	1,500	1330	1,475	1,500
Death & Probate Supplemental Bills	Goal 4	3,415	4,000	0	3,500	3,500
	Goal 4	260	260	260	260	260
	Goal 4	156	200	147	156	200

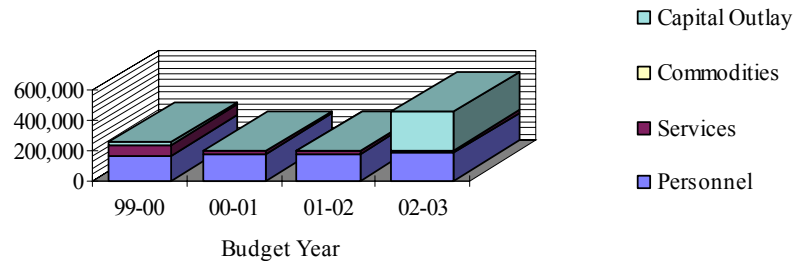
PERSONNEL LIST

<i>POSITION TITLE (Full Time)</i>	<i>ACTUAL 99/00</i>	<i>BUDGET 00/01</i>	<i>PROJECTED 1/2</i>
Tax Assessor	1	1	1
Clerk II	1	1	1
Clerk I	2	2	2
Total	4	4	4

<i>POSITION TITLE (Part Time)</i>	<i>ACTUAL 99/00</i>	<i>BUDGET 00/01</i>	<i>PROJECTED 01/02</i>
Field Lister/Appraiser	1	1	1
Total	1	1	1

	Expenditures Last Yr 99-00	Expenditures thru 6/30/01 preclose 00-01	Adopted Budget Curr Yr 00-01	Final Budget Next Yr 01-02	Budget Increase Decrease	Percent Changed Curr/Next	Projected Budget Following Yr 2002-2003
Tax Assessment							
Personnel	\$163,060	\$166,779	\$175,463	\$176,587	\$1,124	0.64%	\$181,884.61
Services	\$70,552	\$18,818	\$18,000	\$15,500	(\$2,500)	-13.89%	\$15,965.00
Commodities	\$298	\$803	\$1,800	\$1,800	\$0	0.00%	\$1,854.00
Capital Outlay	<u>\$17,362</u>	<u>\$0</u>	<u>\$1,000</u>	<u>\$0</u>	<u>(\$1,000)</u>	<u>-100.00%</u>	<u>\$251,000.00</u>
Total	\$251,272	\$186,400	\$196,263	\$193,887	(\$2,376)	-1.21%	\$450,704

TOWN ASSESSOR
Budget Trends



The Assessment budget includes an increase for salaries and benefits as previously discussed.

