



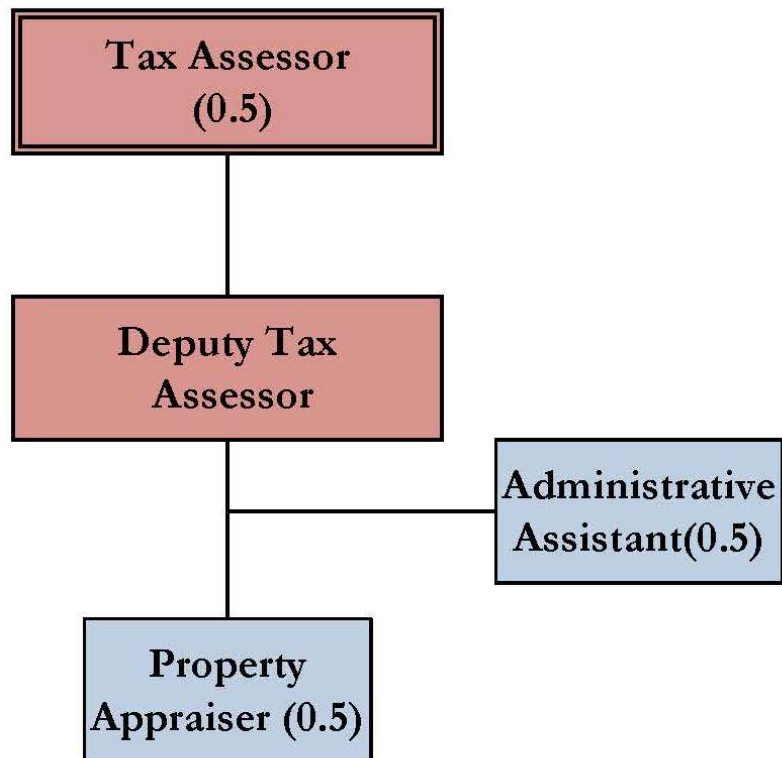
# ASSESSMENT

**OUR OVERALL DEPARTMENT GOAL IS FAIR AND EQUITABLE VALUATIONS FOR ALL PROPERTY TYPES IN OUR CITY EACH YEAR.**

**2018 BUDGET PRESENTATION**

**CITY OF SACO**

## Assessment Organization Chart



## ORG CHART 2017

Total FTEs 2.5

2016 Staffing

- 3 full-time employees
- Property appraisal services were contracted.

## CHANGES IN THE ASSESSING DEPARTMENT

- In June 2016, the Council voted to employ the City of Biddeford Assessor as a shared assessor for both communities.
  - Saco also shares the Assessing Department's Personal Property/Field Appraiser position with Biddeford.
  - The collaborative positions have created efficiencies and community good will.
  - The Assessment Department has reduced the number of staff and relocated to the first floor of City Hall with the Planning, Economic Development, and Code Departments.
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# MAJOR INFLUENCES

- State of Maine property tax laws
- Tax commitment each July
- Workflow system for both real and personal property:
  - Discovering;
  - Listing; and
  - Valuing

## PROGRAMS AND SERVICES

Administer State  
Exemption and  
Land Use  
Programs

Real Estate  
Property  
Valuations

Mapping

Personal  
Property  
Valuations

## RECOMMENDED BUDGET

	FY 2017 BUDGET	FY 2018 BUDGET	\$ CHANGE	% CHANGE
Appropriations	239,640	240,310	670	0.3%
Revenue	(35,000)	(35,000)	0	0%
Net Amount	204,640	205,310	670	0.3%

## Assessment

	2014-2015	2015-2016	2016-2017	Directive	2017-2018		Budget
	Actual	Actual	Adopted		RAD	REC	
<b>Expenditures</b>							
Salary and Wages	169,320	150,759	143,003	126,429	0	0	126,429
Overtime	0	2,165	0	0	0	0	0
Fringe Benefits	0	0	64,787	55,551	0	0	55,551
Travel and Training	2,423	3,193	5,500	4,000	0	0	4,000
Program Expense	819	753	1,200	1,200	0	0	1,200
Equipment	660	1,508	200	200	0	0	200
Supplies	5,295	3,991	6,200	3,800	0	0	3,800
Maintenance and Parts	0	1,902	0	0	0	0	0
Utilities and Fuel	1,082	1,428	1,200	1,200	0	0	1,200
Contracts	14,298	26,608	17,400	47,730	0	0	47,730
Fees	150	120	150	200	0	0	200
<b>Total Expenditures</b>	<b>194,046</b>	<b>192,427</b>	<b>239,640</b>	<b>240,310</b>	<b>0</b>	<b>0</b>	<b>240,310</b>
<b>Revenues</b>							
Local Revenues	-35,448	-37,195	-35,000	-35,000	0	0	-35,000
<b>Total Revenues</b>	<b>-35,448</b>	<b>-37,195</b>	<b>-35,000</b>	<b>-35,000</b>	<b>0</b>	<b>0</b>	<b>-35,000</b>
<b>Department Total</b>	<b>158,598</b>	<b>155,231</b>	<b>204,640</b>	<b>205,310</b>	<b>0</b>	<b>0</b>	<b>205,310</b>

## Notes:

- **Due to collaboration**
- **1 less employee**
- **Eliminate electronic version of M&S**
- **Shift from collaboration**

# **PRIORITIES GOING FORWARD**

## **DATABASE MANAGEMENT:**

- Update Vision to version 7.0
  - Real estate market continues to increase in Southern Maine
  - Current market data helps to ensure that assessment ratios are credible
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