

# City of Saco, Maine Assessing Department Narrative Fiscal Year 2003

Per the City of Saco, Maine Code-§ 4-23. Department of Assessing.

A. Establishment. There shall be a Department of Assessing, the head of which shall be the Assessor, who shall be appointed by the City Administrator and confirmed by the City Council.

B. Duties.

(1) The Assessor's qualifications and authority come from state statutes and cannot be controlled by the city. The city cannot, by vote, increase, diminish or vary the duties imposed on the Assessor by statutes.

(2) The Assessor is responsible for the sound fiscal management of the Department and shall exercise all powers and perform all duties confirmed or imposed by state laws upon assessors.

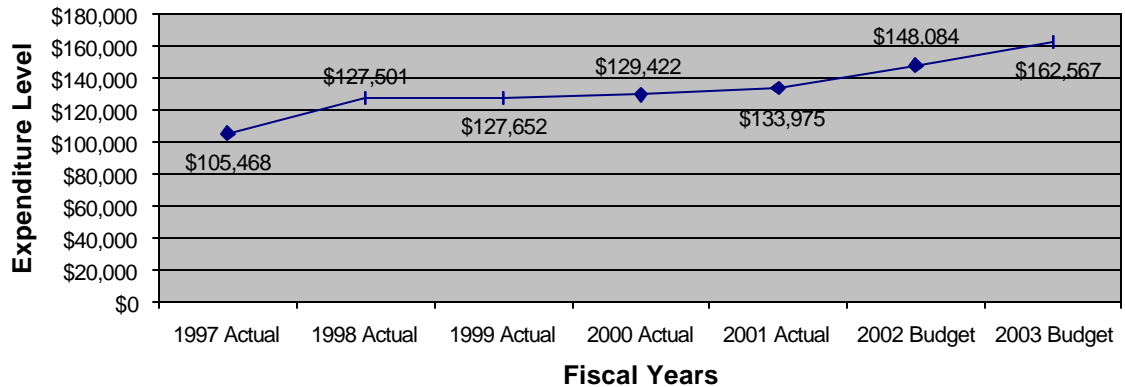
## Expenditures:

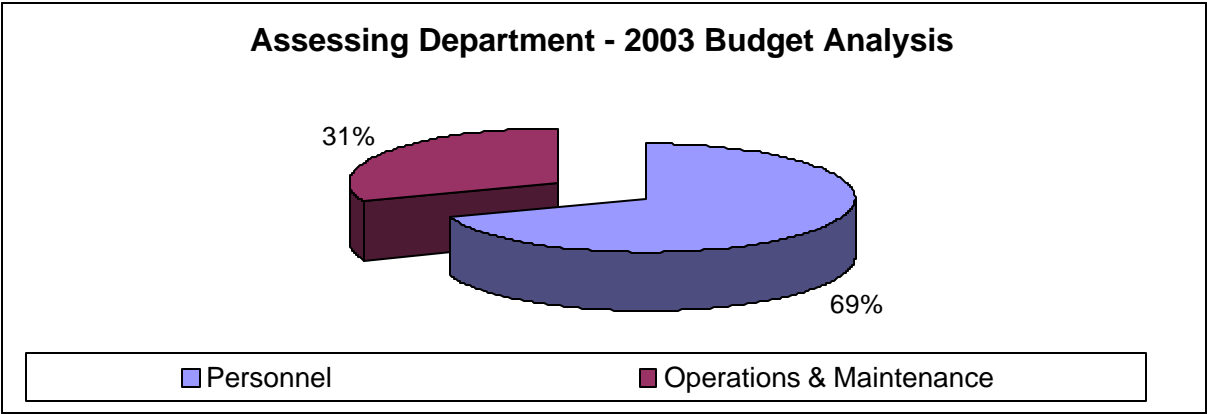
The expenditures within this department are related to the following activity centers:

- ✓ Assessor

The following graphs depict the expenditure level of these activity centers over the last 6 years.

**City of Saco - Assessor Expense Analysis**

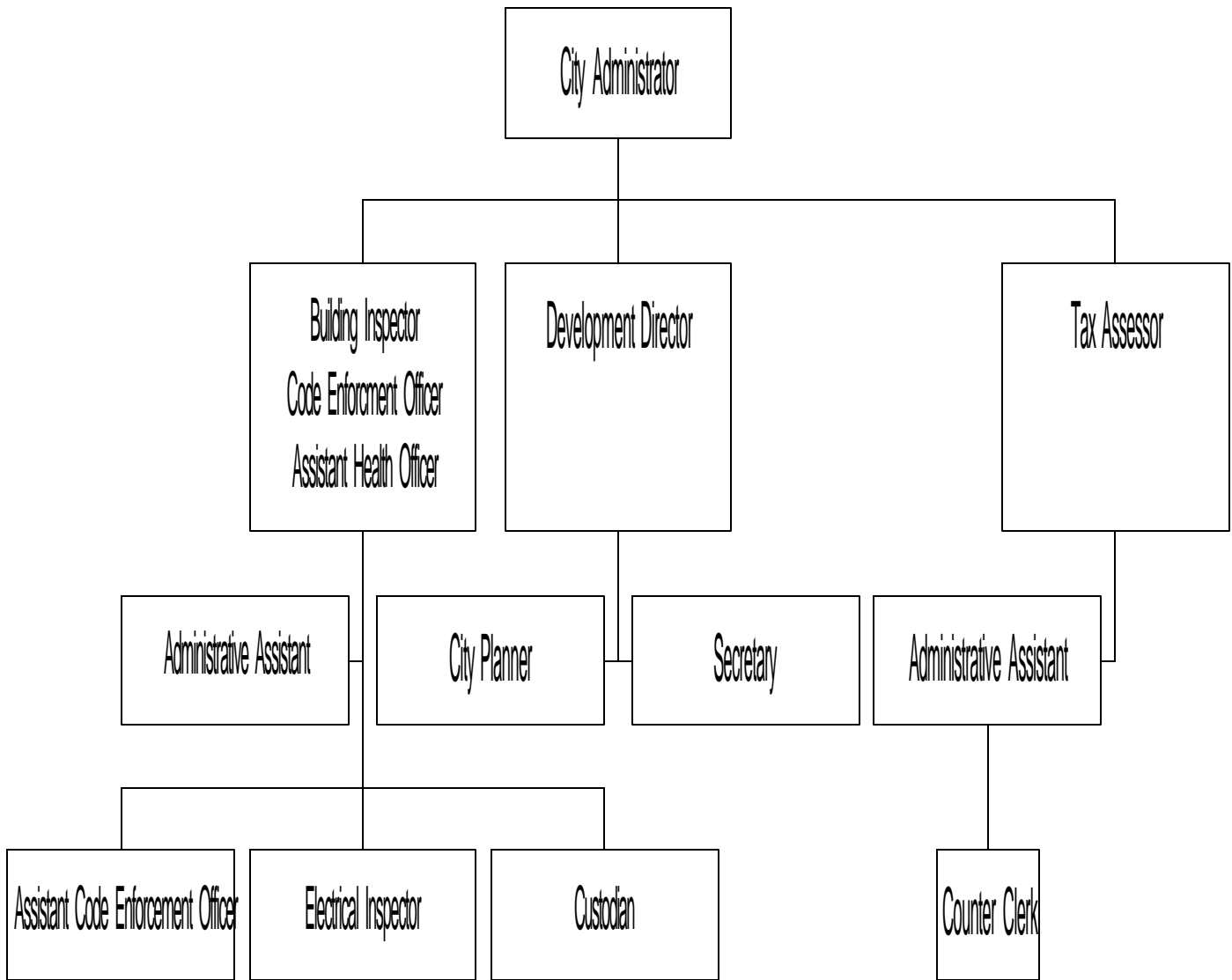




### Assessing Department Expenditure Analysis

	1997 Actual	1998 Actual	1999 Actual	2000 Actual	2001 Actual	2002 Budget	2003 Budget
Personnel	\$ 92,246	\$ 94,918	\$ 106,259	\$ 103,434	\$ 105,643	\$ 107,709	\$ 112,627
Operations & Maintenance	\$ 13,222	\$ 32,583	\$ 21,393	\$ 25,988	\$ 28,332	\$ 40,375	\$ 49,940

# Fiscal Year 2003 Assessing, Code Enforcement and Planning Departments Organizational Chart



City of Saco, Maine - Fiscal Year 2003 Budget																			
Account Number	Account Name	1997			1998			1999			2000		2001		2002		2003		% Change 2003 Budget Vs. 02 Budget
		Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Budget	Budget	Department	Budget	Budget		
<b>ASSESSOR</b>																			
1050101	ADMIN - DEPT HEAD	\$ 43,053	\$ 44,124	\$ 48,524	\$ 50,727	\$ 52,286	\$ 53,780	\$ 55,280											2.79%
1050104	SECTY/CLERICAL	\$ 49,193	\$ 50,794	\$ 57,735	\$ 52,707	\$ 53,357	\$ 53,929	\$ 57,347											6.34%
1050301	OFFICE SUPPLIES	\$ 479	\$ 295	\$ 1,063	\$ 1,317	\$ 1,926	\$ 1,800	\$ 1,800											0.00%
1050302	PHOTOGRAPHIC SUPPLIES	\$ 80	\$ 81	\$ 152	\$ 140	\$ 291	\$ 100	\$ -											-100.00%
1050304	COMPUTER SUPPLIES	\$ 331	\$ 657	\$ 462	\$ 801	\$ 581	\$ 700	\$ 700											0.00%
1050317	MINOR EQUIPMENT	\$ -	\$ 555	\$ 144	\$ 290	\$ 1,009	\$ 1,050	\$ 1,000											-4.76%
1050322	TUITION / TRAINING	\$ 1,220	\$ 644	\$ 402	\$ 1,205	\$ 260	\$ 3,000	\$ 3,000											0.00%
1050325	CLOTHING/BOOT ALLOWANCE	\$ 100	\$ -	\$ 74	\$ -	\$ 89	\$ 100	\$ 150											50.00%
1050330	DUES-MEMBERSHIPS	\$ 190	\$ 235	\$ 225	\$ 225	\$ 65	\$ 235	\$ 240											2.13%
1050332	BOOKS & MANUALS	\$ 361	\$ 526	\$ 540	\$ 551	\$ 619	\$ 250	\$ 250											0.00%
1050336	TELEPHONE	\$ 444	\$ 522	\$ 498	\$ 503	\$ 488	\$ 750	\$ 400											-46.67%
1050337	POSTAGE	\$ 312	\$ 1,754	\$ 519	\$ 490	\$ 517	\$ 600	\$ 3,300											450.00%
1050338	COPIER	\$ 324	\$ 527	\$ 445	\$ 427	\$ 351	\$ 600	\$ 1,500											150.00%
1050339	TRAVEL	\$ 2,157	\$ 2,113	\$ 2,060	\$ 2,038	\$ 2,350	\$ 2,500	\$ 4,000											60.00%
1050341	ADVERTISING	\$ 39	\$ 111	\$ -	\$ 892	\$ -	\$ 100	\$ 100											0.00%
1050344	BINDING/PRINTING	\$ 405	\$ 573	\$ 520	\$ 340	\$ 424	\$ 600	\$ 600											0.00%
1050360	COMPUTER SOFTWARE	\$ -	\$ -	\$ 773	\$ 388	\$ 577	\$ 2,250	\$ 10,400											362.22%
1050410	CONTRACT REPAIR/MAINTENAN	\$ 1,144	\$ 784	\$ 3,251	\$ 3,778	\$ 3,903	\$ 9,000	\$ 4,400											-51.11%
1050428	CONTRACTED SERVICES	\$ 1,570	\$ 2,080	\$ 1,375	\$ 4,538	\$ 5,927	\$ 8,240	\$ 7,600											-7.77%
1050434	ENGINEERING SERVICES	\$ 444	\$ 1,842	\$ 180	\$ -	\$ 795	\$ 1,500	\$ 3,500											133.33%
1050439	DEED SERVICES	\$ 3,609	\$ 4,696	\$ 5,833	\$ 4,891	\$ 5,021	\$ 6,000	\$ 6,000											0.00%
1050600	CAPITAL OUTLAY - EQUIP NE	\$ 13	\$ 14,588	\$ 2,877	\$ 3,174	\$ 3,140	\$ 1,000	\$ 1,000											0.00%
<b>Subtotal Assessor:</b>		<b>\$105,468</b>	<b>\$127,501</b>	<b>\$127,652</b>	<b>\$129,422</b>	<b>\$133,975</b>	<b>\$148,084</b>	<b>\$162,567</b>											<b>9.78%</b>