

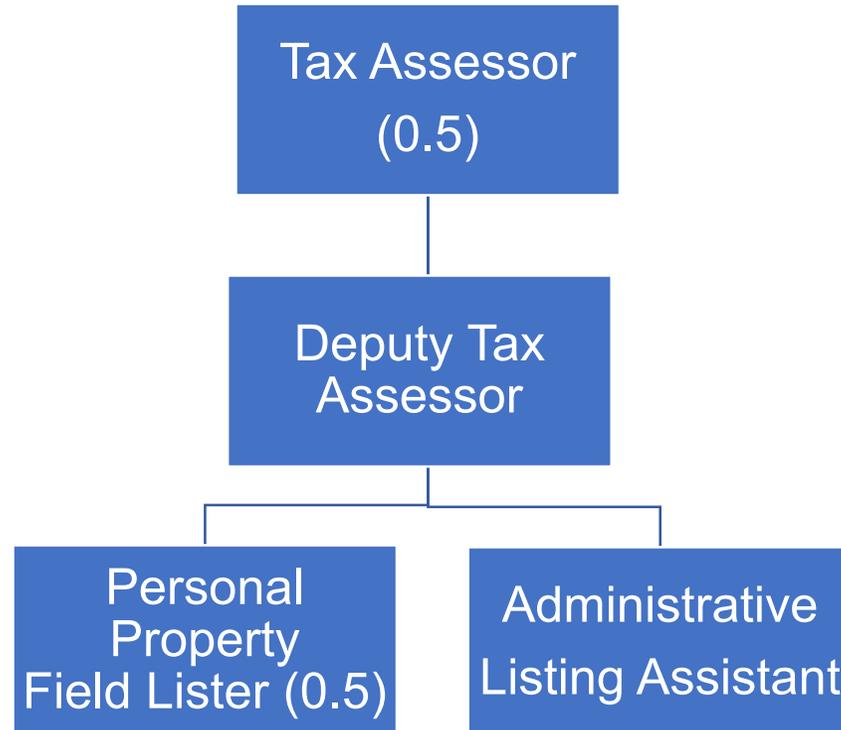
CITY OF
**ASSESSING
DEPARTMENT**

2020 Budget Presentation

friendly by nature

Assessing Department

Organizational Chart



FTE: 3

“Our Mission is to assess the City of Saco fairly & equitably while providing excellence in public service by identifying and uniformly assessing property within the City of Saco in conformance with state laws using accepted mass appraisal principles; to create and maintain accurate parcel maps used to provide geographic data analysis; to efficiently provide the public with high quality products and services, created in a supportive work environment, encouraging cooperation, honesty, integrity, and respect.”

Department Responsibilities:

- Real Estate Valuations
- Personal Property Valuations
- Parcel Mapping

Major Accomplishments

- Department successes, completed projects, important updates.
- Saco assessing office is fully staffed; Nick Desjardins, CMA our new shared assessor with Biddeford;
- 2 employees were hired in February 2019 – Personal Property/Field Lister (shared with Biddeford) and a FT Administrative Listing Assistant;
- Scanning is ongoing for Assessing. We started 4 years ago, and scan – deeds, transfer tax forms, and all documents related to a parcel into ‘associated documents’. We then able to discard the paper!
- We are building a standard operating procedures folder in Sharepoint – for easy access to all employees.

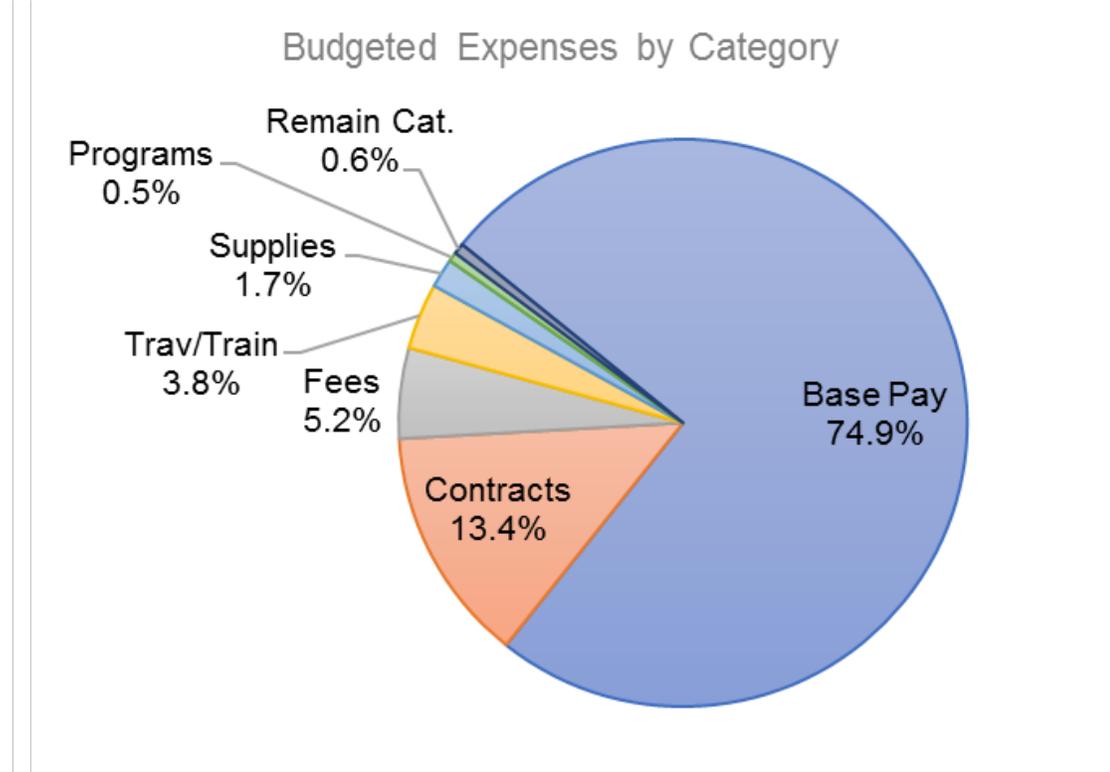
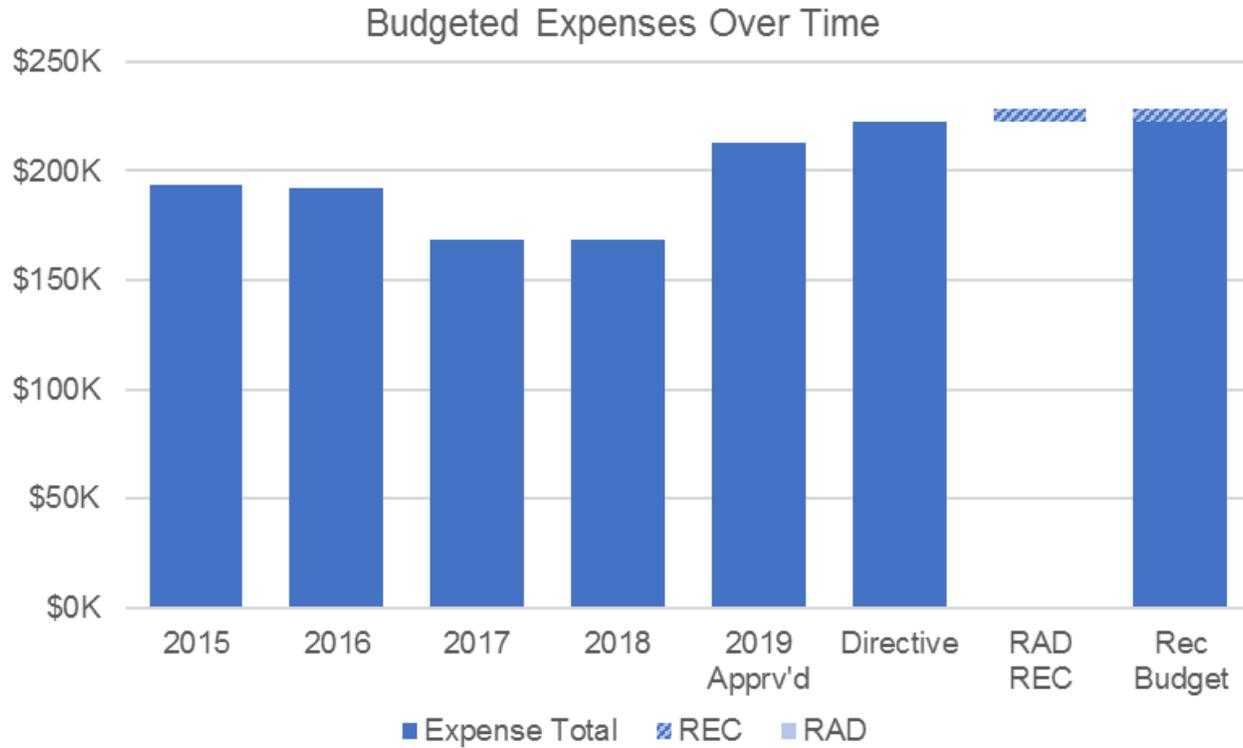
RAD FY2019 Update: Vision 8 Licensing & Software Upgrade

- Implementation of Vision 8.0.6 assessing software in November 2018 was successful with few process interruptions; staff are gaining on comprehensive skill with ongoing software support;
- Vision is releasing updates every month based upon user feedback nationwide, maximizing the efficacy of the software.

Major Challenges (Influences on budget request (include anticipated challenges or identified needs))

- Sales in the southern Maine real estate market have continued to increase with Saco having 448 qualified sales in the 2018 calendar year.
- Creating a more efficient way to monitor ratio's (assessed value to sale price numbers) of qualified sales so we can monitor the market & fluctuations in the market fairly and be able to stratify different classes or properties that support consistent ratios;
- Succession planning; assessing employees are at a shortage statewide-we need to offer training/certification to staff to insure continuity as staff retire.
- Streamlining our data to create more efficiency and better training

Budget Summary



Budget Summary

	FY2019 Adopted	\$ Change	FY2020 Directive	RADs	REC RADs	FY2020 Recommended
Expense	212,888	9,674	222,562	5,861	5,861	228,423
Revenue	0	0	0	0	0	0
Operating Income	(212,888)	(9,674)	(222,562)	(5,861)	(5,861)	(228,423)

Requests Above the Directive

	Project Name	Priority	Frequency	Requested	Recommended
	2 - 7 - Comprehensive Ongoing Training for New Employees	Critical Need	Ongoing	4,000	4,000
	Department Total			4,000	4,000

RAD: Comprehensive Ongoing Training for New Employees

- Assessing currently has 2 full time employees and 2 shared employees with Biddeford. The department is now fully staffed and ready to move ahead with assessing responsibilities rather than just 'maintain' them. Training for assessing now consists of the Assessor and the Deputy continuing their education credits to keep certification. Succession planning is key to insure continuity for the future of the department. We would like to offer our 2 staff training to earn Certification as a Maine Assessor; and continue to offer education to maintain their certification. Having highly trained staff will increase productivity and innovation - insuring the department will operate at the highest level.