

As Acting Department Head of the Board of Assessors, I, James O'Brien am providing this Annual (Fiscal Year 2015) Report in compliance with City of Malden Ordinance 1.7.

I am pleased to furnish to the City Council with this report of activities for the previous calendar year. This includes a statement of receipts and expenditures and a schedule of materials, tools and property of all kinds on hand over the past fiscal year.

OVERVIEW – To fairly and equitably assess all property, real and personal within the City of Malden. To assist all taxpayers with questions, abatements and exemptions.

Structure of Board of Assessors

Number of employees	4	full time/non union
Managers	2	full time/non union
Staff	2	full time/non union

ORGANIZATIONAL CHART

James O'Brien, Assessor/Acting Chairman

Kathleen French, Assessor

Joanne Settemio, Clerk

Melissa Comita, Clerk

FACILITIES

Space for personnel	900sf
Space for files	360sf
Space for equipment	<u>270sf</u>
Total space needed	1,530sf

REVENUE

City Budget	\$389,964
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EXPENDITURES

Personnel	\$307,618
Other expenses	\$ 78,500 (see attached)

ASSETS

7 COMPUTERS – 6 REGULAR WORK STATIONS – 1 EXECUTIVE WORK STATION
60 LINEAR FEET OF FILE CABINETS – CONFERENCE TABLE W/6 CHAIRS

PROGRAMS

- Determine Real Estate and Personal Property values
- Process abatements and exemptions for Real Estate, Personal Property and Excise
- Process commitments for Real Estate, Personal Property and Excise Tax
- Inspect all properties that have sold in the past calendar year
- Inspect all properties that have not been inspected within the past ten years

CHALLENGES

Determining qualification for the residential exemption

Updating values every year (used to be every third year)

Gaining entry for State mandated inspections

Resolving o/s ATB cases

Preparing for FY2017 triennial revaluation with the State Department of Revenue

OPPORTUNITIES

Over the past few years this office has gone from nine employees (7 full-time and 2 part-time) to four full time employees. We have managed to maintain services by taking advantage of improved technology and outsourcing some of our mandated inspection work. The reappointment of Robert Donnelly as the third (part time) Assessor would have a tremendous affect on maintaining continuity within the Department.

CONCLUSION

Our space needs were estimated and could possibility be reduced by a more efficient floor plan. Fully support and help to effectuate any Assessor Board restructuring the City Council may decide upon. It is the hope of the current Board members that this decision will be completed so as to enter the new Fiscal Year 2016 (July 1, 2015) with closure.