

ANNUAL WORK PLAN – Town of Essex

Budget year: FY24

DEPARTMENT: Assessing

Budgeted staff: 2 (Assessor full-time and Assistant to Assessor part-time)

Primary function(s): Receive, collect, and analyze data to estimate the value of property within the municipality to ensure valuations are comparable across properties, resulting in a fair and equitable assessment.

Regular work (happens every day/week/month/year)

TASK	Frequency	Timeframe	Other departments involved
Review Property Transfer Tax Returns & Deeds for new ownership and property data for the grand list.	Daily	Year-long	Town Clerk's Office
Receive mailing address change requests & process other data related maintenance changes for the grand list	Daily	Year-long	N/A
Homestead Declarations for taxation	Daily	February - December	Finance & Treasurer
Permit work for changes in property valuations	Daily	August – June (approximate)	Community Development
Permit tracking – copies received – input into tracking list	Daily	Year-long	Community Development
Grand List Preparation – Veterans Exemptions	Annually	March & May	State of Vermont
Grand List Preparation – Utility accounts	Annually	March – June	State of Vermont
Grand List Preparation – Qualified & Subsidized Housing data	Annually	March – June	State of Vermont
Grand List Preparation - Current Use Values	Annually	March – August (approximate)	State of Vermont
Mapping Changes & Data Corrections	Daily	Jan – June	GIS Coordinator
Equalization Study for Sales / CLA (common level of appraisal)	Annually	April – August	State of Vermont
Sales Books	Daily	Year-long	N/A
Public walk-ins for research and assistance if needed	Daily	Year-long	N/A
Phone calls for assistance	Daily	Year-long	N/A
Annual performance review for part-time Assistant to Assessor	Annually	June	Administration

Assessing work plan for FY23 – FY24

Administration of tax programs such as farm and open Land Contracts	As needed		Administration, Com Dev

FY23 – FY24 Special projects

TASK	Frequency	Timeframe	Other departments involved	Priority (High, Medium, Low)
Reappraisal	Daily	2023-2025	Community Development, Clerk, IT & Finance (Town & City)	High
Review Farm and Open Lands Contracts to consider any changes or improvements	Once? Meeting TBD	2023-2024	Com Dev, Administration	Low