



Sarah MacLellan  
*Chief Assessor*

## CITY OF MELROSE

## OFFICE OF THE ASSESSOR

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### MEMORANDUM

To: The Honorable Melrose City Council  
From: Sarah MacLellan  
Re: FY 2024 Assessing Department Budget (141)  
Date: June 1, 2023

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In preparation for review of the Fiscal Year 2024 Department Budgets, I am providing the Honorable City Council with the following information regarding the proposed budget for the Assessing Department.

In FY 2023 the Assessing Department implemented the Senior Circuit Breaker Tax Exemption legislation, which was passed at state level in July 2022. The program will continue in FY 2024, and due to greater exposure time, we expect more participation in FY 2024 and subsequent years.

The proposed Assessing Budget for FY 2024 has an overall increase of 2.7%. This change is mainly due to an increase in the Salary & Wage line resulting from contractual increases, the City's new salary plan for non-union employees, and a 5-hour per week addition to the Assistant Assessor schedule. All Assessor salaries come from the same budget. The Furniture & Fixtures line has been reduced by 100% as the initial intended purposes of this line have been fulfilled. Any associated ongoing costs are minimal and can be managed through other supply lines. The separate expense lines for Seminars and Education in FY 2023 have been merged to form one expense line for FY 2024, but the net budgeted amount for this line remains the same year-over-year. There are no further proposed changes in the Assessors Department Budget for FY 2024.

The Assessing Department is currently staffed by three employees:

- Chief Assessor Sarah MacLellan, who also serves as Chair of the Board of Assessors
- Assistant Assessor Tristan Hoare, who also holds a designation as a Massachusetts Accredited Assessor
- Head Clerk Tina Salerno

We continue to utilize the Property Tax Work off Program and currently have a participant assisting with administrative tasks in the Department three hours per week.