

Town of Vienna - Assessment Department Monthly Report May 2025

- The 2025 Board of Assessment Review (BAR) hearing was conducted on May 27, 2025 from 4 – 8 pm. All actions from the BAR hearing have been completed including modifications to the 2025 assessment roll.
- The 2025 final assessment roll will be uploaded to the county File Transfer Protocol (FTP) site no later than June 6, 2025. The 2025 assessment roll is finalized with the exception of final telecommunication and special franchise assessments that will be provided by New York State Office of Real Property Tax Service (ORPTS). It is not anticipated that these values will change from the tentative values provided in March 2025 for the 2025 tentative assessment roll.
- Assessment reviews requested by Town Residents from March 1, 2025 through Mar 31, 2025. There have been no requested assessment reviews for the 2026 assessment roll.

Assessment Changes from Assessment Reviews

| 2026 Tax Roll | Requested | Reviewed | Assessed Value Change | Market Value Change |
|----------------|-----------|----------|-----------------------|---------------------|
| Sylvan Beach | 0 | 0 | (\$0) | (\$0) |
| Town of Vienna | 0 | 0 | (\$0) | (\$0) |
| Totals | 0 | 0 | (\$0) | (\$0) |

- Processed 23 sales for entry into the RPS database for sales transmittals using department procedure AA-DC-03, RP-5217 (Sales) Review Process. All arm’s-length sale property transactions since March 1, 2025, taxable status date have been reviewed for inventory comparison between tax records and sales listings with valuation changes made where applicable. There is one pending subdivision (split). Subdivisions cannot be made until the final 2025 assessment roll is uploaded from the county to the RPS database.

Impact of Changes due to Sales, Splits and Merges – 2026 Assessment Roll

| 2025 Tax Roll | Total | Assessed Value Change | Market Value Change |
|--------------------|-------|-----------------------|---------------------|
| Sales Reviewed | 4 | | |
| Splits and Mergers | 0 | | |
| Totals | 4 | \$38,200 | \$106,111 |

- Valuation of closed building permits for the 2026 assessment roll has commenced. Valuation of completed building permits will continue after the final 2025 assessment roll is received from Oneida County. Valuation changes cannot be made to the RPS assessment software until the final 2025 assessment roll is uploaded from the county.

Permits – Village of Sylvan Beach (306401) and Town of Vienna (306489)

| 2025 Tax Roll | Closed by Codes | Valued by Assessor | Assessed Value Change | Market Value Change |
|----------------|-----------------|--------------------|-----------------------|---------------------|
| Sylvan Beach | 2 | 0 | \$0 | \$0 |
| Town of Vienna | 21 | 12 | \$7,510 | \$20,861 |
| Totals | 23 | 12 ¹ | \$7,510 | \$20,861 |

¹ The Assessor has completed three permit projects not yet issued a C.O.O/C.O.C, but the work is complete. The valuation of these three permits is not included in the total because the values were changed on the 2025 assessment roll.

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- The Assessor is required to maintain at least 12 Continuing Education (CE) Credits per year starting in October 1, 2024 through September 30, 2025. The Assessor completed a 6 CE credit course on reconstructing income and expense statements used in calculated the income approach to value. The Assessor has registered for a 12 CE credit course on using RPSv4 for town wide revaluations. This training will occur on July 13 – 15, 2025. This training has been approved by the Town Board as documented in the May 7, 2025 Town Board meeting minutes.
- The Assessment department is continuing a project to validate that all tax parcels shown on the new tax maps are reflected in the RPS software. A list of missing tax parcels, meaning those that are not in the RPS software, will be maintained until completion of the project. When the scope of any unaccounted-for parcels is determined, a disposition plan for the unaccounted-for parcels will be developed. This project is expected to continue through 2025 and into 2026.

Respectfully submitted,

Phillip M. Amway, SCA

Sole Assessor

Town of Vienna

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