

**Town of Vienna  
Assessment Department Monthly Report  
July 2024**

- The final 2024 assessment roll electronic files have been received from the county and uploaded to the RPS software. Work on the 2025 assessment roll has commenced, with the backlog of on-hold work that could not be processed until the software update completed.
- A link to the 2024 final roll has been placed on the Town of Vienna webpage, and the notice of final assessment roll was published in the Queen Central News on July 1, 2024.
- Processed 26 sales for entry into the RPS database and for sales transmittals using department procedure AA-DC-03, RP-5217 (Sales) Review Process. All arm’s-length sale property transactions since March 1, 2024, taxable status date have been reviewed for inventory comparison between tax records and sales listings with valuation changes made where applicable.

**Impact of Changes due to Sales, Splits and Merges**

2025 Tax Roll	Total	Assessed Value Change	Market Value Change
Sales Reviewed	8		
Splits and Mergers	7		
<b>Totals</b>	15	\$307,150	\$853,194

- Valuation of closed building permits for the 2025 assessment roll has begun. Sylvan Beach valuation changes must be complete by 12/31/2024 and Town of Vienna valuations must be completed before tentative roll, and all that were completed before March 1, 2025, will be valued.

**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	10	7	\$91,470	\$254,083
Town of Vienna	38	34	\$432,860	\$1,202,389
<b>Totals</b>	27	21	\$524,330	\$1,456,472

- The Assessor is required to maintain at least 12 Continuing Education Credits (CE) per year starting in October 1, 2024 through September 30, 2025.
- The Assessment Department continued work on a project to scan and upload the latest property transfer records in RPS, which includes the deed to each parcel within Town of Vienna. This work is being performed by the Assessor Clerk and is expected to complete in late 2024.

Respectfully submitted,

**Phillip M. Amway, SCA**  
**Sole Assessor**  
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