

GENERAL FUND BUDGET FY 2016/2017

	2015 Actual Expense	2016 Adopted Budget	2016 Amended Budget	2017 Dept Head Requested	2017 Bd Selectmen Proposed	2017 Bd Finance Proposed	
102 - Assessor's Office							
100 Personnel Services							
211 Assessor	82,105	82,791	84,861	84,862	84,862	84,862	2.50%
311 Assessment Aides	83,770	84,455	88,159	88,160	88,160	88,160	4.39%
316 Longevity	100	100	100	350	350	350	250.00%
412 PT Clerical	500	1,120	1,120	1,120	1,120	1,120	0.00%
Personnel Services Total	166,475	168,466	174,240	174,492	174,492	174,492	3.58%
200 Services-Contracted/Operating							
216 Service Contracts	25,121	26,295	26,295	26,875	26,875	26,875	2.21%
239 Contracted Operating Services	1,568	3,500	3,500	3,500	3,500	3,500	0.00%
700 Personal Property Software							
Services-Contracted/Operating Total	26,688	29,795	29,795	30,375	30,375	30,375	1.95%
300 Operating Expenses							
242 Professional Conventions/Con	1,433	2,110	2,110	2,110	2,110	2,110	0.00%
246 Transportation Allowance	243	632	632	489	489	489	-22.63%
320 Misc Supplies	3,292	3,605	3,605	3,605	3,605	3,605	0.00%
Operating Expenses Total	4,969	6,347	6,347	6,204	6,204	6,204	-2.25%
Assessor's Total	198,132	204,608	210,382	211,071	211,071	211,071	3.16%

Department Total **211,071**

TOWN OF EAST LYME

FY 2016/2017

Dept No. **102**
 Dept Name **Assessor's Office**

Budget Input
 25-Apr-16

Acct.	Account Description	16/17 Budget	Supporting Description of Activity
100 Personnel Services			
211	Assessor	84,862	Department Head, non-union position. Maximum salary. COLA to be determined.
311	Assessment Aides	88,160	Includes funding for two (2) full time positions: Assistant Assessor and Assessment Technician. Positions are Local 1303-229 of council #4AM Federation of State, County and Municipal Employees Union.
314	Overtime		
316	Longevity	350	Two (2) staff member qualifies per union contract.
412	PT Clerical	1,120	Funding for part-time student (June, July, August and December) to assist office personnel with public inquires and clerical tasks during tax season. Student is shared between the Collector and Assessor's offices.
Personnel Services Total		174,492	
200 Services-Contracted/Operating			
216	Service Contracts	26,875	Service contracts for annual maintenance and support of various assessment programs and equipment which are utilized to process Town's grand list. Breakdown of services contracts are as follows: Tighe & Bond - annual tax map updates = \$5,750.00; Vision - maintenance & support CAMA (computer mass appraisal) system, web hosting of property record cards, software licenses = \$9,730.00; R. Walsh Associates - administrative software maintenance & support that interacts with Tax Collector programs = \$11,045.00; Design Label - maintenance & support for map machine = \$350.00

Acct.	Account Description	16/17 Budget	Supporting Description of Activity
239	Contracted Operating Services	3,500	Independent contractors providing services for personal property audits (\$3,200.00) and valuing various types of vehicles and equipment \$300.00).
700	Personal Property Software		N/A software purchased
Services-Cont/Operate Total		30,375 .	

Acct.	Account Description	16/17 Budget	Supporting Description of Activity
300 Operating Expenses			
242	Professional Conventions/Cont	2,110	Education courses, seminars, conferences, association memberships and Assessor's school. Courses preapproved in order to maintain State certification.
246	Transportation Allowance	489	
320	Miscellaneous Supplies	3,605	
Operating Expenses Total		6,204	
Assessor Dept Total		211,071	

TOWN OF East Lyme
Account 242 - Professional Conventions
Fiscal Year 2016/2017

Department	
Name	No.
Assessor	102

This form is used to provide budget data on local, state and national conferences and seminars which are beneficial.

List the name of the organization and the anticipated annual fees for the ensuing fiscal year. Attach, as support, any state law or documentation that mandates you must attend this training.

Seminar Title & Location	Employee attending	Anticipated Expenses				Total
		Lodging	Travel	Registration fee	Other (incl per diem)	
International Assoc of Assessing Officers Annual Conference	Donna Price-Bekech					1,200
UCONN - Annual Assessor's School	Any one (1) staff member					350
(note: travel for UCONN included in mileage)	per year					
Other expenses include, county dues, state and county meetings, seminars, clerical courses						560
Total						\$ 2,110