

GENERAL FUND BUDGET FY 2020/2021

| | 2019 Actual Expense | 2020 Adopted Budget | 2020 Amended Budget | 2021 Dept Head Requested | 2021 Bd Selectmen Proposed | 2021 Bd Finance Proposed | Adopted |
|--|---------------------------|---------------------------|---------------------------|--------------------------------|----------------------------------|--------------------------------|----------|
| 102 - Assessor's Office | | | | | | | |
| 100 Personnel Services | | | | | | | |
| 211 Assessor | 78,383 | 80,177 | 80,177 | 81,981 | 81,981 | 81,981 | 2.25% |
| 311 Assessment Aides | 94,442 | 96,603 | 96,603 | 98,768 | 98,768 | 98,768 | 2.24% |
| 316 Longevity | 350 | 350 | 350 | 450 | 450 | 450 | 28.57% |
| 412 PT Clerical | 1,061 | 1,120 | 1,120 | 1,000 | 1,000 | 0 | -100.00% |
| Personnel Services Total | 174,236 | 178,250 | 178,250 | 182,199 | 182,199 | 181,199 | 1.65% |
| 200 Services-Contracted/Operating | | | | | | | |
| 216 Service Contracts | 25,697 | 26,500 | 26,500 | 27,000 | 27,000 | 27,000 | 1.89% |
| 239 Contracted Operating Services | 4,596 | 5,000 | 5,000 | 5,000 | 5,000 | 0 | -100.00% |
| Services-Contracted/Operating Total | 30,293 | 31,500 | 31,500 | 32,000 | 32,000 | 27,000 | -14.29% |
| 300 Operating Expenses | | | | | | | |
| 242 Professional Conventions/Con | 2,099 | 2,110 | 2,110 | 2,000 | 2,000 | 2,000 | -5.21% |
| 246 Transportation Allowance | 400 | 450 | 450 | 450 | 450 | 450 | 0.00% |
| 320 Misc Supplies | 3,604 | 3,605 | 3,605 | 3,600 | 3,600 | 3,600 | -0.14% |
| Operating Expenses Total | 6,103 | 6,165 | 6,165 | 6,050 | 6,050 | 6,050 | -1.87% |
| Assessor's Total | 210,631 | 215,915 | 215,915 | 220,249 | 220,249 | 214,249 | -0.77% |
| | | | | | Revenue | 900 | |
| | | | | | Net Budget | 219,349 | |

Department Total **214,249**

TOWN OF EAST LYME

FY 2020/2021

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

Budget Input
14-May-20

| Acct. | Account Description | 20/21 Budget | Supporting Description of Activity |
|--|-------------------------------|----------------|---|
| 100 Personnel Services | | | |
| 211 | Assessor | 81,981 | Assessor salary with 2.25% general wage increase approved by Board of Selectmen |
| 311 | Assessment Aides | 98,768 | Two full time UPSEU union staff members: Assessment Aid \$44,38 and Assessor Assistant \$54,230. |
| 316 | Longevity | 450 | Longevity payments for years of service per UPSEU contract \$350 for 15 to 19 years of service and \$100 for 5 to 9 years of service. |
| 412 | PT Clerical | 0 | reduced this figure by 12 hours BoS recommended reduction to the BoF of \$1,000 |
| Personnel Services Total | | 181,199 | |
| 200 Services-Contracted/Operating | | | |
| 216 | Service Contracts | 27,000 | Vision Government Solutions- our CAMA Program which produces the field cards. It's the program we value Real Estate in. 2 years ago I was able to drop down a user category and save \$1,561. Walsh, our admin program provides billing file to Tax Department increase of 4%. I was able to decrease Tighe and Bond Mapping amount by 6% by eliminating Mylar maps and a second full set of maps last year. This is the second consecutive year I am reducing request. Vision: \$9,913; GEMS: \$12,043; Maps: \$5,000. |
| 239 | Contracted Operating Services | 0 | This category is used for personal property audits and special property inspections. Spending\$4,200.00 on audits resulted in a return of \$14,273.00 a 340% return. Two additional audits were performed for one grand list year in order to provide accurate information for this year which resulted in an assessment increase of \$83,480, as the mill rate has not yet been set I cannot report the tax difference. BoS recommended reduction to the BoF of \$5,000. Due to pandemic not a good year to audit businesses. |
| Services-Cont/Operate Total | | 27,000 | |

| Acct. | Account Description | 20/21 Budget | Supporting Description of Activity |
|--------------|----------------------------|---------------------|---|
|--------------|----------------------------|---------------------|---|

| Acct. | Account Description | 20/21 Budget | Supporting Description of Activity |
|---------------------------------|-------------------------------|---------------------|---|
| 300 Operating Expenses | | | |
| 242 | Professional Conventions/Cont | 2,000 | Reduction of \$100.00. Continuing education very important in this field to maintain certification, keep pace with legal & technical changes & work towards certification. I became an instructor so I am able to get continuing education credits & my room up at UCONN without charge to the town. |
| 246 | Transportation Allowance | 450 | Same as last year for out of town meetings |
| 320 | Miscellaneous Supplies | 3,600 | Maintained same as last year despite increases for motor vehicle pricing guides, NADA motor vehicle batch pricing which will be increased for this budget year again due to the cost of pricing. Binding of the grand lists books comes out of this category as well. I have reduced the price by printing double sided on the regular books. Comparable sales subscription to aid in Real Estate Valuation. Required advertising. I keep the cost down by having 2 other towns join my add and I am hoping to add a third town. I also keep the price down by sharing resources of the construction equipment guides with the town of Old Lyme. I keep printing costs down by using the Town of Waterford print shop for all my envelopes, my personal property declarations, letterhead and business cards. |
| Operating Expenses Total | | 6,050 | |
| Assessor Dept Total | | 214,249 | |

TOWN OF East Lyme
Account 242 - Professional Conventions
Fiscal Year 2020/2021

| 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 | | | | | | |
| Northeast Conference | Diane | \$150.00 | | \$230 | | 380 |
| UCONN - Annual Assessor's School | Stephanie | | | \$450.00 | | 450 |
| IAAO CLASS | Diane | | | \$550.00 | | 550 |
| (note: travel for UCONN included in mileage) | Chris | | | \$120.00 | | 120 |
| Other expenses include, county dues, state and county meetings, seminars, clerical courses | | | | \$500 | | 500 |
| Total | | | | | | \$ 2,000 |