

Town of Plainfield

Department or Office: Assessor Submitted by: _____

DETAILED ESTIMATES FOR PLAINFIELD FY 2020 BUDGET

Please complete all four pages of this form so we can best evaluate and respond to your anticipated needs.

A. Operating Expenses

	Description	FY 2019	FY 2020
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
	TOTAL	<u>23,535</u>	_____

Total FY 2018 Expenditure 5,502.02

Please explain significant increases or decreases and any new items. Attach additional pages if necessary.

DETAILED ESTIMATES FOR FY 2020

B. Personnel Expenses: (wages, salaries, stipends, honoraria, etc.)

Please note the following *important* points:

1. Please indicate whether a wage or salary is based on an hourly pay rate. If so, please include the hourly rate and the number of hours worked per week.
2. Please do not include a cost of living adjustment (COLA) in your salary request. A single COLA for all employees will be recommended by the Finance Committee.
3. If any proposed salary is different from that of the previous year, please include an explanation (for example, an increase in workload or a change in responsibilities).

	Position	FY 2019	FY 2020
1.	<u>Assistant Assessor (1/2 yr.)</u>	<u>22,518</u>	_____
2.	<u>Clerk</u>	<u>5,200</u>	_____
3.	<u>Bd of Assessors Stipends</u>	<u>1,250</u>	_____
4.	_____	_____	_____
5.	_____	_____	_____
	TOTAL	<u>28,968</u>	_____
	Total FY 2018 Expenditure	<u>42,878.40</u>	

Budget	FY2019		FY2020
Expenses			
Software Support	\$3,125.00		\$2,000.00
CAI Tech. (Maps)	\$1,800.00		\$1,800.00
Association Dues (state & county)	\$240.00		\$415.00
Registry of Deeds	\$70.00		\$70.00
Legal Notice postings	\$100.00		\$210.00
Office Supplies	\$300.00		\$300.00
Postage	\$200.00		\$200.00
Classes	\$500.00		\$250.00
Mileage	\$200.00		\$200.00
Software Conversion			\$6,500.00
Hiring a Consulting Firm	\$11,000.00		
Consultant for conversion	\$5,000.00		\$3,600.00
Consultant for REVAL Yr			1,800.00
Consultant for Interim Yr			
	Total	\$22,535.00	\$17,345.00
Salary			
Assessors	\$1,250.00		\$1,250.00
Assistant Assessor	\$22,518.00		\$25,500.00
Assessor's Clerk	\$5,200.00		\$3,000.00
	Total	\$28,968.00	\$29,750.00
Grand total of Assessors Budget	\$51,503.00		\$47,095.00

FY2020

Assessors budget change explanations.

The Board of Assessor's had planned last year to hire a consultant to do most of the work in the town. They have changed the plan and hired an Assistant Assessor to do the work with the aid of a consultant.

For the 2019/2020 year the Board of Assessors has 2 major projects to complete.

1. Recertification of the Town.
2. Conversion of the CAMA software to another vendor.

The recertification will require up to 80 additional hours of the Assistant Assessor and the use of a consulting firm. The consulting firm will complete 3 days in FY2019 and 2 days for the recertification and 2-4 days for the conversion in FY2020. In an interim year the use of the consultant will be 1-2 days.

The Board of Assessors has decided to go with an Assistant Assessor instead of hiring a consulting firm for many reasons. Patriot Properties have been hired due to the new Assistant Assessors familiarity and the simplicity of the software compared to the current software. Cost of conversion and data review is included in the 2020 budget and is summarized below.

Patriot Properties			
Software & Conversion			\$5,500.00
Microsoft SQL Server License			\$1,000.00
		Total	\$6,500.00
Additional Hours		200@23.00	\$4,600.00
For Conversion			
Annual Support			\$2,000.00
Consulting			\$3,600.00

Classes

The Assistant Assessor is certified and will need to take classes each year to maintain that certification. The cost will be shared with the Town of Goshen were she is also employed as an Assessor/Assistant Assessor.

Salary

The assessor's salary budget would be \$29,750.00 and the expense budget \$15,545.00. In fiscal year 2020 the salary budget would increase slightly due to the conversion. This number will decrease in 2021 when the conversion is complete.

This proposed combined expense and salary budget is approximately \$7,208 less than last years combined budget. The total budget expense will decrease again once the conversion is complete.