GENERAL GOVERNMENT

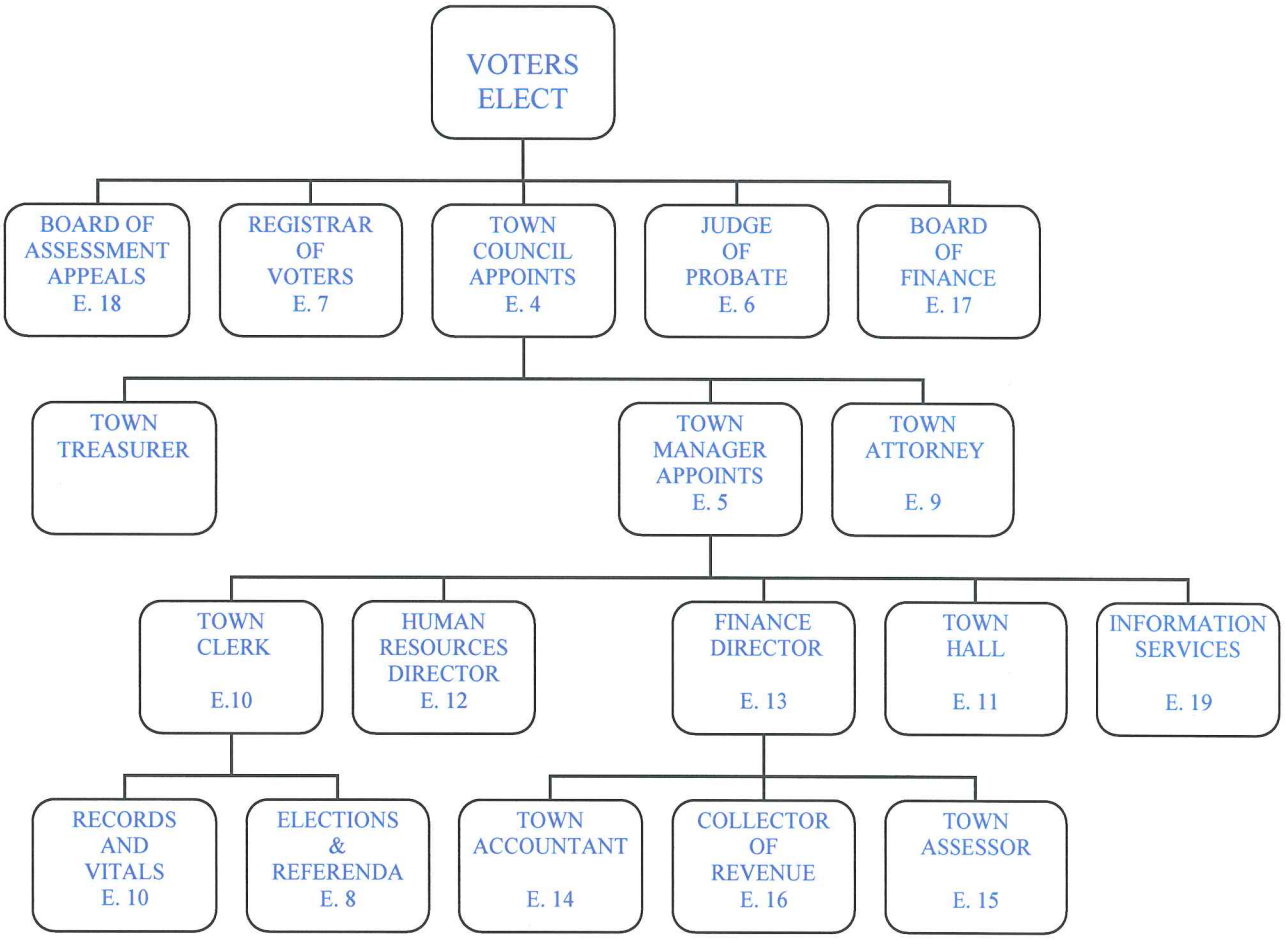
PROGRAM DESCRIPTION

General Government is charged with all expenditures for the legislative, executive and judicial branches of Avon. In addition, expenses related to elections, Human Resources, the Town Clerk's office, Town Hall buildings, and information services are also assigned to this category. Divisions and activities relating to the Financial Administration of the Town are also included.

PERSONNEL AND EXPENDITURES

	2012/ 2013	2013/ 2014	2014/ 2015	2015/ 2016	2016/ 2017	$ Inc/(Dec)	% Inc/-Dec
Full-Time Positions	14.4	14.4	14.4	14.4	14.4	0	0.00%
Expenditures	$2,907,271	$2,916,098	$3,075,949	$3,096,390	$3,283,023	$186,633	6.03%

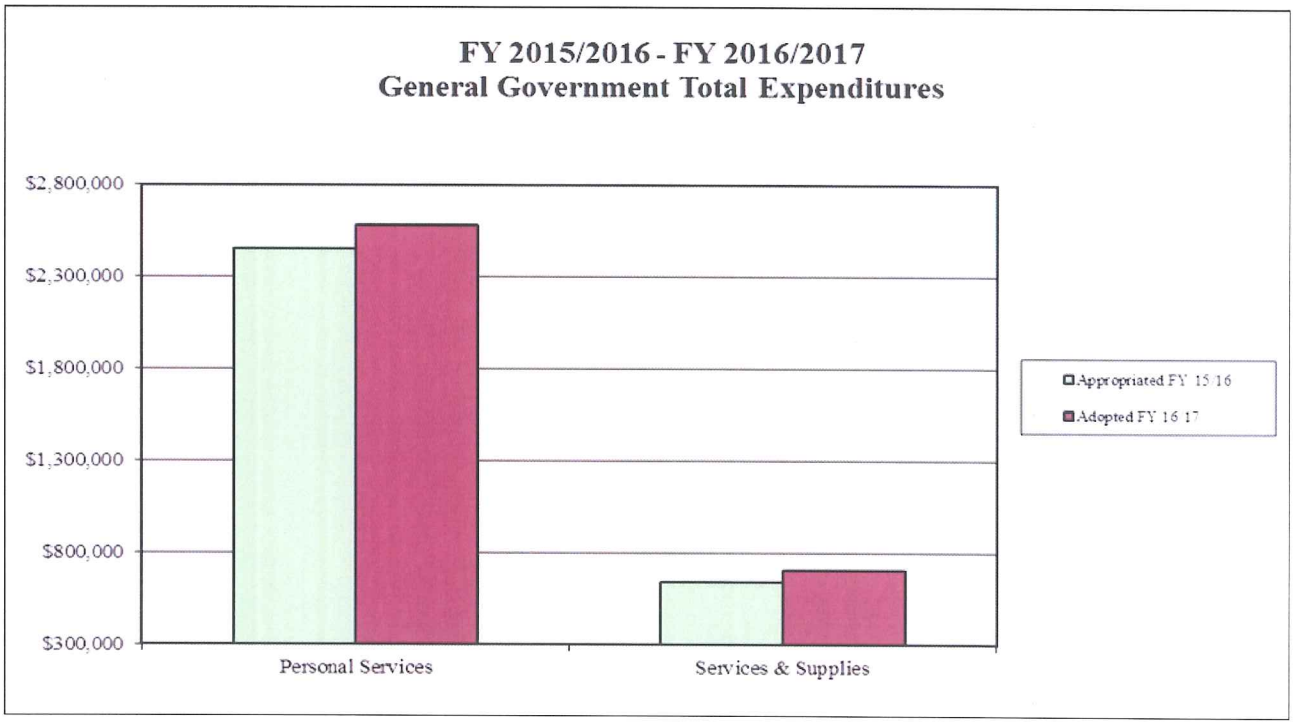
GENERAL GOVERNMENT ORGANIZATIONAL CHART



ADOPTED BUDGET SUMMARY
GENERAL GOVERNMENT

	Appropriated FY 2015/2016	Requested FY 2016/2017	Adopted FY 2016/2017	Inc/(Dec) $	Inc/-Dec %
Town Council					
Total Personal Services	$1,293	$1,293	$1,293	$0	0.00%
Total Services & Supplies	$49,038	$49,038	$49,038	$0	0.00%
Total Town Council	$50,331	$50,331	$50,331	$0	0.00%
Town Manager					
Total Personal Services	$440,064	$486,334	$489,656	$49,592	11.27%
Total Services & Supplies	$17,586	$12,107	$12,107	($5,479)	-31.16%
Total Town Manager	$457,650	$498,441	$501,763	$44,113	9.64%
Probate					
Total Services & Supplies	$4,950	$4,950	$4,950	$0	0.00%
Total Probate	$4,950	$4,950	$4,950	$0	0.00%
Registrar of Voters					
Total Personal Services	$46,303	$49,598	$49,598	$3,295	7.12%
Total Services & Supplies	$6,492	$9,250	$9,250	$2,758	42.48%
Total Registration of Voters	$52,795	$58,848	$58,848	$6,053	11.47%
Elections and Referenda					
Total Personal Services	$23,716	$26,955	$26,955	$3,239	13.66%
Total Services & Supplies	$24,450	$28,120	$28,120	$3,670	15.01%
Total Elections and Referenda	$48,166	$55,075	$55,075	$6,909	14.34%
Legal Services					
Total Services & Supplies	$165,000	$165,000	$165,000	$0	0.00%
Total Legal Services	$165,000	$165,000	$165,000	$0	0.00%
Records and Vital Statistics					
Total Personal Services	$346,714	$363,538	$362,720	$16,006	4.62%
Total Services & Supplies	$46,809	$39,420	$39,420	($7,389)	-15.79%
Total Records and Vital Statistics	$393,523	$402,958	$402,140	$8,617	2.19%
Town Hall					
Total Personal Services	$93,038	$100,054	$101,688	$8,650	9.30%
Total Services & Supplies	$25,850	$25,850	$25,850	$0	0.00%
Total Town Hall	$118,888	$125,904	$127,538	$8,650	7.28%
Human Resources					
Total Personal Services	$248,650	$257,270	$257,041	$8,391	3.37%
Total Services & Supplies	$9,605	$8,420	$7,520	($2,085)	-21.71%
Total Human Resources	$258,255	$265,690	$264,561	$6,306	2.44%
Finance Administration					
Total Personal Services	$273,213	$282,589	$282,360	$9,147	3.35%
Total Services & Supplies	$7,036	$4,930	$4,930	($2,106)	-29.93%
Total Finance Administration	$280,249	$287,519	$287,290	$7,041	2.51%
Accounting					
Total Personal Services	$395,859	$411,411	$410,888	$15,029	3.80%
Total Services & Supplies	$50,234	$27,930	$27,930	($22,304)	-44.40%
Total Accounting	$446,093	$439,341	$438,818	($7,275)	-1.63%

	Appropriated FY 2015/2016	Requested FY 2016/2017	Adopted FY 2016/2017	Inc/(Dec) $	Inc/-Dec %
Assessment					
Total Personal Services	$316,558	$325,580	$325,351	$8,793	2.78%
Total Services & Supplies	$54,089	$21,205	$21,205	($32,884)	-60.80%
Total Assessment	$370,647	$346,785	$346,556	($24,091)	-6.50%
Revenue Collection					
Total Personal Services	$263,725	$270,016	$269,505	$5,780	2.19%
Total Services & Supplies	$47,650	$26,525	$26,525	($21,125)	-44.33%
Total Revenue Collection	$311,375	$296,541	$296,030	($15,345)	-4.93%
Board of Finance					
Total Personal Services	$1,743	$1,743	$1,746	$3	0.17%
Total Services & Supplies	$74,375	$74,378	$74,375	$0	0.00%
Total Board of Finance	$76,118	$76,121	$76,121	$3	0.00%
Board of Assessment Appeals					
Total Personal Services	$401	$432	$432	$31	7.73%
Total Services & Supplies	$600	$600	$600	$0	0.00%
Total Board of Assessment Appeals	$1,001	$1,032	$1,032	$31	3.10%
Information Technology					
Total Services & Supplies	$61,349	$206,970	$206,970	$145,621	237.36%
Total Information Technology	$61,349	$206,970	$206,970	$145,621	237.36%
Total Personal Services	**$2,451,277**	**$2,576,813**	**$2,579,233**	**$127,956**	**5.22%**
Total Services and Supplies	**$645,113**	**$704,693**	**$703,790**	**$58,677**	**9.10%**
Total General Government	**$3,096,390**	**$3,281,506**	**$3,283,023**	**$186,633**	**6.03%**



411.01 TOWN COUNCIL

PROGRAM DESCRIPTION

The Town Council is the Charter-designated legislative body of the Town. The five members of the Council are elected for two-year terms by elections held in November in odd-numbered years. The responsibilities of the Town Council include enacting ordinances and resolutions necessary for the proper governing of the Town's affairs; reviewing the Annual Budget; appointing Town officials and citizens to various boards and commissions; establishing such other policies and measures as required to promote the general welfare of the Town and the safety and health of its citizens; and representing the Town at official functions. Also reflected in this account is the cost of membership in various regional and public interest organizations. The Council meets regularly the first Thursday of each month at 7:30 P.M. in the Selectmen's Chamber at the Avon Town Hall, 60 West Main Street. The Town's Web Page can be found at http://www.avonct.gov.

PROGRAM COMMENTARY

Membership fees to various regional and public interest organizations in this budget are level funded. Grants and Contributions reflect appropriations to the Farmington Valley Visitors Association and the North Central Mental Health District, which are also level funded.

WORKLOAD MEASURES	2012/ 2013	2013/ 2014	2014/ 2015	Est. 2015/ 2016	Proj. 2016/ 2017
Regular Meetings	12	12	12	12	12
Special Meetings	8	8	8	8	8
Number of Hours Spent in Meetings	120	120	120	120	120
Public Hearings	8	8	8	8	8
PERFORMANCE MEASURES					
Number and % of Ordinances Adopted/Changed / Repealed	3/100	2/100	2/100	2/100	2/100

Town of Avon
Board of Finance's Budget Summary
Fiscal Year 2016/2017

Account and Description	2015 Actual	2016 Budget	2016 Actual YTD	2016 Est. Actual	Department Head	Town Manager	Town Council	Board of Finance	Inc/Dec	%
01 GENERAL FUND										
1101 TOWN COUNCIL										
PERSONAL SERVICES										
WAGES & SALARIES	15	1,200	868	1,200	1,200	1,200	1,200	1,200	0	0.00
EMPLOYEE BENEFITS	0	91	0	0	91	91	91	91	0	0.00
_Total_PERSONAL SERVICES	**15**	**1,291**	**868**	**1,200**	**1,291**	**1,291**	**1,291**	**1,291**	**0**	**0**
SERVICES & SUPPLIES										
EMPLOYEE BENEFITS	0	2	0	0	2	2	2	2	0	0.00
AUTO ALLOWANCE	36	300	0	300	300	300	300	300	0	0.00
TRAVEL & MEETING EXP	77	100	92	100	100	100	100	100	0	0.00
ADVERTISING	1,014	1,000	106	1,000	1,000	1,000	1,000	1,000	0	0.00
MEMBERSHIP FEES	27,649	29,888	29,143	29,888	29,888	29,888	29,888	29,888	0	0.00
GRANTS & CONTRIBUTIONS	5,266	5,425	5,266	5,425	5,425	5,425	5,425	5,425	0	0.00
CONTRACTUCTUAL SERV & PRINTING	10,022	10,025	9,838	10,025	10,025	10,025	10,025	10,025	0	0.00
RENTALS	714	1,000	823	1,000	1,000	1,000	1,000	1,000	0	0.00
POSTAGE	122	124	124	100	100	100	100	100	-24	-19.35
MATERIALS AND SUPPLIES	809	1,176	490	1,200	1,200	1,200	1,200	1,200	24	2.04
_Total_SERVICES & SUPPLIES	**45,709**	**49,040**	**45,882**	**49,038**	**49,040**	**49,040**	**49,040**	**49,040**	**0**	**0**
_Total_1101 TOWN COUNCIL	**45,724**	**50,331**	**46,750**	**50,238**	**50,331**	**50,331**	**50,331**	**50,331**	**0**	**0**

Town of Avon
Board of Finance's Budget Detail
Fiscal Year 2016/2017

Account#	Description	2015 Actual	2016 Budget	2016 Actual YTD	2016 Est. Actual	Department Head	Town Manager	Town Council	Board of Finance	Inc/Dec	%
01-1101-51012	REG PART TIME	15	1,200	868	1,200	1,200	1,200	1,200	1,200	0	0.00
01-1101-51031	FICA	0	91	0	0	91	91	91	91	0	0.00
01-1101-51036	WORK COMP	0	2	0	0	2	2	2	2	0	0.00
01-1101-52111	MILEAGE & TOLLS	36	300	0	300	300	300	300	300	0	0.00
01-1101-52113	MEALS	77	100	92	100	100	100	100	100	0	0.00
01-1101-52122	ADVERTISING-LEGAL	1,014	1,000	106	1,000	1,000	1,000	1,000	1,000	0	0.00
Public Hearings, etc.											
01-1101-52132	FEES-STATE OR REGION	27,649	29,888	29,143	29,888	29,888	29,888	29,888	29,888	0	0.00
CRCOG: $14,767 CCM: $ 9,950 COST: $ 1,050 METRO ALLIANCE: $ 3,715											
01-1101-52162	REGIONAL PROGRAMS	5,266	5,425	5,266	5,425	5,425	5,425	5,425	5,425	0	0.00
N. Central Mental Health District $1,300; Farmington Valley Visitors Assoc. $4,125											
01-1101-52181	PRINTING	10,022	10,025	9,838	10,025	10,025	10,025	10,025	10,025	0	0.00
Annual Report & three Town Newsletters											
01-1101-52193	COPIER	714	1,000	823	1,000	1,000	1,000	1,000	1,000	0	0.00
01-1101-52221	POSTAGE	122	124	124	100	100	100	100	100	-24	-19.35
01-1101-52231	OFFICE SUPPLIES	809	1,176	490	1,200	1,200	1,200	1,200	1,200	24	2.04
	_Total_LEGISLATIVE	**45,724**	**50,331**	**46,750**	**50,238**	**50,331**	**50,331**	**50,331**	**50,331**	**0**	**0**
	_Total_1101 TOWN COUNCIL	**45,724**	**50,331**	**46,750**	**50,238**	**50,331**	**50,331**	**50,331**	**50,331**	**0**	**0**

Town of Avon
Personnel Wage Analysis

Account	Position Description	Employee	%	Step	Hours	HR Rate	Annual	Total
1101								
01-1101-51012	Clerk	Clerk Town Council	100%				1,200	1,200
01-1101-51012								**1,200**
Total 1101								**1,200**

412.01 TOWN MANAGER'S OFFICE

PROGRAM DESCRIPTION

The Town Manager is the Chief Executive Officer of the Town and is directly responsible to the Town Council for planning, organizing and directing the activities of all municipal departments and agencies under the Town Manager's jurisdiction. The Town Manager appoints municipal employees, prepares and administers Town Budgets and the financing of all Town Operating and Capital Improvement Funds, recommends to the Town Council such measures or actions which appear necessary or desirable, recommends municipal ordinances and regulations, and implements policies established by the Council. This office also performs administrative duties, economic development, purchasing, public information, research activities, preparation and administration of Federal and State Grant applications and preparation of the Annual Report. The Town Manager also administers programs for the Board of Finance and Water Pollution Control Authority and other committees, as directed by the Town Council. The Town Manager also serves as the Director of Economic Development.

PROGRAM COMMENTARY

Increases to the fiscal year 2016/2017 Town Manager's Office budget reflect full year funding for an Assistant to the Town Manager.

WORKLOAD MEASURES	2012/ 2013	2013/ 2014	2014/ 2015	Est. 2015/ 2016	Proj. 2016/ 2017
Items Purchased by Bid	22	21	20	20	20
Town Board Agendas Prepared	45	45	45	45	45
Business Visits	6	5	4	4	4
Declared Emergencies	1	1	1	1	1
PERFORMANCE MEASURES					
Citizen Satisfaction Survey Post Card Excellent or Very Good (#/%)	2/100%	4/100%	4/100%	4/100%	4/100%
PERSONNEL					
Full-time Equivalents	3.00	3.00	3.00	3.00	3.00

PROGRAM OBJECTIVES

Special objectives beyond those listed in the Program Description:

- Continue economic development efforts
- Continue negotiations for open space acquisition
- Continue to work towards the negotiation and implementation of inter-local agreements

PERFORMANCE MEASURES

The Town of Avon's Mission is to: "Provide quality town services at a reasonable cost to all citizens and taxpayers." As a proxy measure of our success in meeting the Town's Mission, the Town Manager's Office seeks to receive a 95%+ rating of Excellent or Very Good on Citizen Satisfaction Surveys.

Town of Avon
Board of Finance's Budget Summary
Fiscal Year 2016/2017

Account and Description	2015 Actual	2016 Budget	2016 Actual YTD	2016 Est. Actual	Department Head	Town Manager	Town Council	Board of Finance	Inc/Dec	%
1201 TOWN MANAGER										
PERSONAL SERVICES										
WAGES & SALARIES	240,213	244,964	202,833	7,845	290,032	278,867	282,258	282,258	37,294	15.22
EMPLOYEE BENEFITS	70,102	73,454	63,129	35,585	89,709	82,553	82,851	82,401	8,947	12.18
_Total_PERSONAL SERVICES	**310,315**	**318,418**	**265,962**	**43,430**	**379,741**	**361,420**	**365,109**	**364,659**	**46,241**	**15**
SERVICES & SUPPLIES										
EMPLOYEE BENEFITS	109,681	124,350	122,141	72,270	104,192	124,914	124,997	124,997	647	0.52
AUTO ALLOWANCE	1,003	672	43	750	800	800	800	800	128	19.05
TRAVEL & MEETING EXP	1,142	1,747	1,740	1,200	1,400	1,400	1,400	1,400	-347	-19.86
MEMBERSHIP FEES	1,384	1,406	1,306	1,580	1,580	1,580	1,580	1,580	174	12.38
BOOKS & PERIODICALS	436	400	365	400	400	400	400	400	0	0.00
RECRUITMENT & TRAINING	1,965	890	169	1,185	1,185	1,185	1,185	1,185	295	33.15
RENTALS	730	2,000	815	2,000	2,000	2,000	2,000	2,000	0	0.00
EQUIPMENT OPER & MAINT	4,033	6,271	4,217	6,271	542	542	542	542	-5,729	-91.36
POSTAGE	318	1,200	283	1,200	1,200	1,200	1,200	1,200	0	0.00
MATERIALS AND SUPPLIES	1,432	3,000	1,807	3,000	3,000	3,000	3,000	3,000	0	0.00
_Total_SERVICES & SUPPLIES	**122,124**	**141,936**	**132,886**	**89,856**	**116,299**	**137,021**	**137,104**	**137,104**	**-4,832**	**-3**
_Total_1201 TOWN MANAGER	**432,439**	**460,354**	**398,848**	**133,286**	**496,040**	**498,441**	**502,213**	**501,763**	**41,409**	**9**

Town of Avon
Board of Finance's Budget Detail
Fiscal Year 2016/2017

Account#	Description	2015 Actual	2016 Budget	2016 Actual YTD	2016 Est. Actual	Department Head	Town Manager	Town Council	Board of Finance	Inc/Dec	%
01-1201-51011	REG FULL TIME	240,213	244,964	203,122	0	278,867	278,867	282,258	282,258	37,294	15.22
01-1201-51014	TEMPORARY PART TIME	0	0	7,845	7,845	11,165	0	0	0	0	0.00
01-1201-51031	FICA	17,890	17,543	15,569	0	20,932	20,078	20,125	20,125	2,582	14.72
01-1201-51032	RETIREMENT	73,698	76,857	76,519	71,653	78,673	73,469	73,469	73,469	-3,388	-4.41
01-1201-51033	HOSPITALIZATION	33,118	41,549	41,549	0	18,087	43,835	43,835	43,835	2,286	5.50
01-1201-51034	DENTAL INS	2,134	2,464	1,287	0	2,517	2,517	2,517	2,517	53	2.15
01-1201-51036	WORK COMP	99	2,863	3,473	0	4,267	4,445	4,528	4,528	1,665	58.16
01-1201-51038	DEFINED CONTRIBUTION	20,387	20,326	17,591	0	23,541	23,541	23,792	23,792	3,466	17.05
01-1201-51039	RETIREE HEALTH	25,825	29,585	29,585	29,585	39,236	32,934	32,934	32,484	2,899	9.80
01-1201-51040	LIFE/LTD INSURANCE	632	617	600	617	648	648	648	648	31	5.02
01-1201-52101	ANNUAL ALLOTMENT	6,000	6,000	5,769	6,000	6,000	6,000	6,000	6,000	0	0.00
01-1201-52102	MILEAGE	95	125	43	250	200	200	200	200	75	60.00
01-1201-52111	MILEAGE & TOLLS	908	547	0	500	600	600	600	600	53	9.69
ICMA Conference Kansas City (1)											
01-1201-52112	LODGING	607	1,147	1,147	800	1,000	1,000	1,000	1,000	-147	-12.82
4 Nights @ $250/night = $1,000											
01-1201-52113	MEALS	535	600	593	400	400	400	400	400	-200	-33.33
ICMA & Connecticut Managers											
01-1201-52131	FEES-PROFESSIONAL	1,384	1,406	1,306	1,580	1,580	1,580	1,580	1,580	174	12.38
ICMA: $1,326 CTCMA: $ 150 CEDAS: $ 100											
01-1201-52141	BOOKS & PERIODICALS	436	400	365	400	400	400	400	400	0	0.00
Newspaper $300 Books $100											
01-1201-52155	PROFESSIONAL DEVELOPMENT	1,965	890	169	1,185	1,185	1,185	1,185	1,185	295	33.15
COST: $130 CCM: $125 ICMA: $900											
01-1201-52193	COPIER	730	2,000	815	2,000	2,000	2,000	2,000	2,000	0	0.00
01-1201-52201	MOTOR FUELS	331	292	300	292	292	292	292	292	0	0.00
108 Gallons/Unleaded Fuel @ $2.70 per gallon= $292											
01-1201-52205	OFFICE MACHINERY MAI	0	250	0	250	250	250	250	250	0	0.00
01-1201-52206	COMPUTER OPERATION	3,702	5,729	3,917	5,729	0	0	0	0	-5,729	-100.00
Beginning FY 16/17, line item has been consolidated to account 01-1920-52206, IT Computer Operations.											
01-1201-52221	POSTAGE	318	1,200	283	1,200	1,200	1,200	1,200	1,200	0	0.00
01-1201-52231	OFFICE SUPPLIES	1,432	3,000	1,807	3,000	3,000	3,000	3,000	3,000	0	0.00
	_Total_EXECUTIVE	**432,439**	**460,354**	**413,654**	**133,286**	**496,040**	**498,441**	**502,213**	**501,763**	**41,409**	**9**
	_Total_1201 TOWN MANAGER	**432,439**	**460,354**	**413,654**	**133,286**	**496,040**	**498,441**	**502,213**	**501,763**	**41,409**	**9**

Town of Avon
Personnel Wage Analysis

Account	Position Description	Employee	%	Step	Hours	HR Rate	Annual	Total
1201								
01-1201-51011	Asst to the Town Manager	Vacant	100%	UP		33.3333	65,000	65,000
01-1201-51011	Executive Secretary	Jennifer Worsman	96%	9E	1,833	33.9008	66,107	62,141
01-1201-51011	Town Manager	Brandon Robertson	100%	UP	1,950	75.2723	146,781	146,781
01-1201-51011		Brandon Robertson						8,336
01-1201-51011								**282,258**
01-1201-52101	Car Allotment	Brandon Robertson						6,000
01-1201-52101								**6,000**
Total 1201								**288,258**

413.01 PROBATE

PROGRAM DESCRIPTION

The Probate Court is primarily concerned with the administration of estates of persons who die while they are residents of Avon. The Court is also responsible for appointments of guardians of minors, appointments of conservators and adoptions. On January 1, 2011, the Probate Court for the District of Avon merged with the Probate Districts of Canton, Simsbury and Granby to form the Simsbury Regional Court (as part of the State mandated consolidation approved in 2009). The Probate Judge is elected for a four-year term.

PROGRAM COMMENTARY

The Simsbury Regional Court, which serves Avon residents, is located in the Simsbury Town Hall. Operating costs for the Court are distributed among the four participating communities based on relative population of each community (using CT Department of Public Health population estimates). Personnel costs, such as salaries and benefits, are paid directly by the State Probate Court. Avon's share of the Regional Court's costs in fiscal year 2016/2017 will be approximately $4,950.

PERFORMANCE MEASURES

WORKLOAD MEASURES	2012/ 2013	2013/ 2014	2014/ 2015	Est. 2015/ 2016	Proj. 2016/ 2017
Decedents Estates	143	197	150	150	150
Small Estates & Tax Purposes Only Estates	159	156	125	125	125

Town of Avon
Board of Finance's Budget Summary
Fiscal Year 2016/2017

Account and Description	2015 Actual	2016 Budget	2016 Actual YTD	2016 Est. Actual	Department Head	Town Manager	Town Council	Board of Finance	Inc/Dec	%
1301 PROBATE										
SERVICES & SUPPLIES										
CONTRACTUCTUAL SERV & PRINTING	4,804	4,950	4,804	4,950	4,950	4,950	4,950	4,950	0	0.00
_Total_SERVICES & SUPPLIES	**4,804**	**4,950**	**4,804**	**4,950**	**4,950**	**4,950**	**4,950**	**4,950**	**0**	**0**
_Total_1301 PROBATE	**4,804**	**4,950**	**4,804**	**4,950**	**4,950**	**4,950**	**4,950**	**4,950**	**0**	**0**

Town of Avon
Board of Finance's Budget Detail
Fiscal Year 2016/2017

Account#	Description	2015 Actual	2016 Budget	2016 Actual YTD	2016 Est. Actual	Department Head	Town Manager	Town Council	Board of Finance	Inc/Dec	%
01-1301-52184	SERVICE & CONSULTANT	4,804	4,950	4,804	4,950	4,950	4,950	4,950	4,950	0	0.00
29% of Simsbury Regional Court Operating Expenditures											
	_Total_JUDICIAL	**4,804**	**4,950**	**4,804**	**4,950**	**4,950**	**4,950**	**4,950**	**4,950**	**0**	**0**
	_Total_1301 PROBATE	**4,804**	**4,950**	**4,804**	**4,950**	**4,950**	**4,950**	**4,950**	**4,950**	**0**	**0**

FOUNDED IN 1645
AVON
CONNECTICUT
INCORPORATED IN 1830

414.01 REGISTRAR OF VOTERS

PROGRAM DESCRIPTION

The Registrar of Voters office is responsible for maintaining accurate lists of persons eligible to vote, keeping abreast of all State and Federal statutes and laws regarding voter activity, and informing members of the public of their rights as electors. Each registrar (one from each of the two major parties) is elected for four-year terms.

PROGRAM COMMENTARY

There are no significant changes in this area from last year that impact the budget.

WORKLOAD MEASURES	2012/ 2013	2013/ 2014	2014/ 2015	Est. 2015/ 2016	Proj. 2016/ 2017
# of Voters	12,500	12,000	12,500	11,700	12,100
# Voters Added to Registry List	800	400	500	300	500
# Changes to Enrollment List	100	100	100	75	300
# Voters Removed from Registry List	300	300	400	300	400
# of Acceptance Notices Sent	800	400	500	300	500
# Moves in Town	100	100	100	75	100
# Name Changes	25	25	25	25	25
# Cancellation Notices Sent	100	100	50	50	50

PERFORMANCE MEASURES

One of the Town's long-term goals is to "ensure long-term fiscal stability and programmatic effectiveness by providing professional management of the Town's programs and finances resulting in effective and efficient delivery of quality services at a low tax rate." In support of this goal, the Registrar of Voters aim to process 100% of transactions regarding the election process in accordance with State and Federal statutes and laws, as governed. In doing so, a smooth voting process is ensured for electors and cost effective management is ensured for the organization.

Town of Avon
Board of Finance's Budget Summary
Fiscal Year 2016/2017

Account and Description	2015 Actual	2016 Budget	2016 Actual YTD	2016 Est. Actual	Department Head	Town Manager	Town Council	Board of Finance	Inc/Dec	%
1401 REG OF VOTERS										
PERSONAL SERVICES										
WAGES & SALARIES	42,550	43,000	21,825	0	46,000	46,000	46,000	46,000	3,000	6.98
EMPLOYEE BENEFITS	2,394	3,289	873	0	826	3,518	3,518	3,518	229	6.96
_Total_PERSONAL SERVICES	**44,944**	**46,289**	**22,698**	**0**	**46,826**	**49,518**	**49,518**	**49,518**	**3,229**	**7**
SERVICES & SUPPLIES										
EMPLOYEE BENEFITS	23	14	17	0	73	80	80	80	66	471.43
AUTO ALLOWANCE	0	250	0	250	350	350	350	350	100	40.00
TRAVEL & MEETING EXP	280	280	280	280	280	280	280	280	0	0.00
ADVERTISING	0	100	0	100	100	100	100	100	0	0.00
MEMBERSHIP FEES	0	120	0	120	150	150	150	150	30	25.00
RECRUITMENT & TRAINING	820	1,200	670	1,200	4,700	4,700	4,700	4,700	3,500	291.67
CONTRACTUCTUAL SERV & PRINTING	65	120	75	120	120	120	120	120	0	0.00
RENTALS	269	100	155	100	100	100	100	100	0	0.00
EQUIPMENT OPER & MAINT	871	1,072	656	1,072	200	200	200	200	-872	-81.34
POSTAGE	1,577	2,500	1,343	2,500	2,500	2,500	2,500	2,500	0	0.00
MATERIALS AND SUPPLIES	812	750	839	750	750	750	750	750	0	0.00
_Total_SERVICES & SUPPLIES	**4,717**	**6,506**	**4,035**	**6,492**	**9,323**	**9,330**	**9,330**	**9,330**	**2,824**	**43**
_Total_1401 REG OF VOTERS	**49,661**	**52,795**	**26,733**	**6,492**	**56,149**	**58,848**	**58,848**	**58,848**	**6,053**	**11**

Town of Avon
Board of Finance's Budget Detail
Fiscal Year 2016/2017

Account#	Description	2015 Actual	2016 Budget	2016 Actual YTD	2016 Est. Actual	Department Head	Town Manager	Town Council	Board of Finance	Inc/Dec	%
01-1401-51010	ELECTION WORKER PAY	42,550	43,000	22,375	0	46,000	46,000	46,000	46,000	3,000	6.98
01-1401-51031	FICA	2,394	3,289	915	0	826	3,518	3,518	3,518	229	6.96
01-1401-51036	WORK COMP	23	14	17	0	73	80	80	80	66	471.43
01-1401-52111	MILEAGE & TOLLS	0	250	0	250	350	350	350	350	100	40.00
additional certification meetings											
01-1401-52119	OTHER	280	280	280	280	280	280	280	280	0	0.00
SEC. Elections Laws, we are required to attend four (4) meetings a year at $35.00 for each meeting.											
01-1401-52122	ADVERTISING-LEGAL	0	100	0	100	100	100	100	100	0	0.00
01-1401-52131	FEES-PROFESSIONAL	0	120	0	120	150	150	150	150	30	25.00
01-1401-52155	PROFESSIONAL DEVELOPMENT	820	1,200	670	1,200	4,700	4,700	4,700	4,700	3,500	291.67
Attendance at our Spring and Fall conference for classes, State mandated Certification 8 classes at $200 a class plus a required 18 hours of prof. dev a year											
01-1401-52184	SERVICE & CONSULTANT	65	120	75	120	120	120	120	120	0	0.00
01-1401-52193	COPIER	269	100	155	100	100	100	100	100	0	0.00
01-1401-52205	OFFICE MACHINERY MAI	38	200	75	200	200	200	200	200	0	0.00
01-1401-52206	COMPUTER OPERATION	833	872	581	872	0	0	0	0	-872	-100.00
Beginning FY 16/17, line item has been consolidated to account 01-1920-52206, IT Computer Operations.											
01-1401-52221	POSTAGE	1,577	2,500	1,343	2,500	2,500	2,500	2,500	2,500	0	0.00
01-1401-52231	OFFICE SUPPLIES	812	750	839	750	750	750	750	750	0	0.00
	_Total_ELECTIONS	**49,661**	**52,795**	**27,325**	**6,492**	**56,149**	**58,848**	**58,848**	**58,848**	**6,053**	**11**
	_Total_1401 REG OF VOTERS	**49,661**	**52,795**	**27,325**	**6,492**	**56,149**	**58,848**	**58,848**	**58,848**	**6,053**	**11**

Town of Avon
Personnel Wage Analysis

Account	Position Description	Employee	%	Step	Hours	HR Rate	Annual	Total
1401								
01-1401-51010	Election Workers							35,200
01-1403-51010	Registrar Of Voters	Ann Clark						4,500
01-1401-51010	Registrar Of Voters	Kelly Ladouceur						4,500
01-1401-51010	Deputy Registrar of Voters	Camille Rourke						900
01-1401-51010	Deputy Registrar of Voters	Kathy Randall						900
01-1401-51010								**46,000**
Total 1401								**46,000**

414.03 ELECTIONS AND REFERENDA

PROGRAM DESCRIPTION

This activity reflects the cost of conducting Town, State, and Federal Elections.

PROGRAM COMMENTARY

The fiscal year 2016/2017 Elections and Referenda budget includes additional hours for poll workers to cover the estimated costs necessary to cover the one national election, one primary election, two presidential primaries and two budget referenda.

PERFORMANCE MEASURES

WORKLOAD MEASURES	2012/ 2013	2013/ 2014	2014/ 2015	Est. 2015/ 2016	Proj. 2016/ 2017
State/National Election	1	0	1	0	1
Municipal Election	0	1	0	1	0
Primaries	1	0	2	0	1
Presidential Preferential Primaries	0	0	0	2	2
Budget Referenda	2	1	2	2	2
Referenda (Other)	0	1	0	0	0

Town of Avon
Board of Finance's Budget Summary
Fiscal Year 2016/2017

Account and Description	2015 Actual	2016 Budget	2016 Actual YTD	2016 Est. Actual	Department Head	Town Manager	Town Council	Board of Finance	Inc/Dec	%
1403 ELECTIONS AND REF										
PERSONAL SERVICES										
WAGES & SALARIES	13,325	22,000	12,800	0	25,000	25,000	25,000	25,000	3,000	13.64
EMPLOYEE BENEFITS	975	1,683	873	0	0	1,913	1,913	1,913	230	13.67
_Total_PERSONAL SERVICES	**14,300**	**23,683**	**13,673**	**0**	**25,000**	**26,913**	**26,913**	**26,913**	**3,230**	**14**
SERVICES & SUPPLIES										
EMPLOYEE BENEFITS	8	33	40	0	41	42	42	42	9	27.27
TRAVEL & MEETING EXP	1,135	1,500	563	1,500	2,000	2,000	2,000	2,000	500	33.33
ADVERTISING	118	600	735	600	600	600	600	600	0	0.00
RECRUITMENT & TRAINING	0	300	240	300	720	720	720	720	420	140.00
CONTRACTUCTUAL SERV & PRINTING	10,438	17,000	12,989	17,000	19,000	19,000	19,000	19,000	2,000	11.76
EQUIPMENT OPER & MAINT	3,685	3,300	1,591	3,300	4,000	4,000	4,000	4,000	700	21.21
MATERIALS AND SUPPLIES	1,266	1,750	1,632	1,750	1,800	1,800	1,800	1,800	50	2.86
_Total_SERVICES & SUPPLIES	**16,650**	**24,483**	**17,790**	**24,450**	**28,161**	**28,162**	**28,162**	**28,162**	**3,679**	**15**
_Total_1403 ELECTIONS AND REFER	**30,950**	**48,166**	**31,463**	**24,450**	**53,161**	**55,075**	**55,075**	**55,075**	**6,909**	**14**

Town of Avon
Board of Finance's Budget Detail
Fiscal Year 2016/2017

Account#	Description	2015 Actual	2016 Budget	2016 Actual YTD	2016 Est. Actual	Department Head	Town Manager	Town Council	Board of Finance	Inc/Dec	%
01-1403-51010	ELECTION WORKER PAY	13,325	22,000	15,325	0	25,000	25,000	25,000	25,000	3,000	13.64
01-1403-51031	FICA	975	1,683	915	0	0	1,913	1,913	1,913	230	13.67
01-1403-51036	WORK COMP	8	33	40	0	41	42	42	42	9	27.27
01-1403-52113	MEALS	1,135	1,500	563	1,500	2,000	2,000	2,000	2,000	500	33.33
01-1403-52122	ADVERTISING-LEGAL	118	600	735	600	600	600	600	600	0	0.00
01-1403-52155	PROFESSIONAL DEVELOPMENT	0	300	240	300	720	720	720	720	420	140.00
moderator training classes - required $60.00 X 12 moderators											
01-1403-52181	PRINTING	5,407	7,000	5,650	7,000	9,000	9,000	9,000	9,000	2,000	28.57
01-1403-52185	GENERAL SERVICE	5,031	10,000	7,339	10,000	10,000	10,000	10,000	10,000	0	0.00
General Service for Fire/Police svcs estimated for Primaries, elections and referendums (at $30.00 per hour depending how many they use. $400.00 for the phone lines installation											
01-1403-52209	EQUIP MAINT-OTHER	3,685	3,300	1,591	3,300	4,000	4,000	4,000	4,000	700	21.21
The programing of the memory cards at $1500.00. For the service to maintain the tabulators machines at $200.00 each (we have 8).											
01-1403-52231	OFFICE SUPPLIES	1,266	1,750	1,632	1,750	1,800	1,800	1,800	1,800	50	2.86
The increase for this account is for the purchase three (3) memory cards (batteryless) this may sure the tabulators will be ready for the opening of the elections.											
	_Total_ELECTIONS	**30,950**	**48,166**	**34,030**	**24,450**	**53,161**	**55,075**	**55,075**	**55,075**	**6,909**	**14**
	_Total_1403 ELECTIONS AND REFER	**30,950**	**48,166**	**34,030**	**24,450**	**53,161**	**55,075**	**55,075**	**55,075**	**6,909**	**14**

Town of Avon
Personnel Wage Analysis

Account	Position Description	Employee	%	Step	Hours	HR Rate	Annual	Total
1403								
01-1403-51010	Election Workers	Election Workers						25,000
01-1403-51010								**25,000**
Total 1403								**25,000**

415.01 LEGAL SERVICES

PROGRAM DESCRIPTION

The Town Attorney and Assistant Town Attorney are appointed for a two-year term by the Town Council. The Town Attorney is the local legal advisor of all Town Officials, Boards, Commissions and Agencies. The Town Attorney represents the town on suits, litigation and hearings, and prepares ordinances, contracts, deeds and all legal instruments. The Town Attorney is not a municipal employee and is paid an hourly fee for work assigned.

PROGRAM COMMENTARY

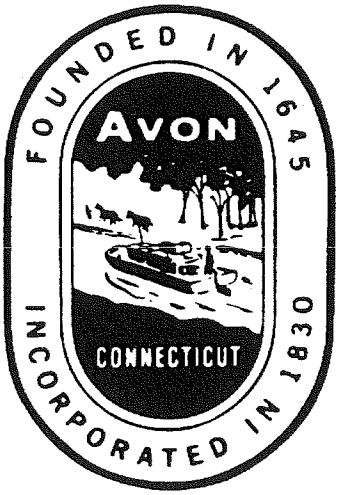
The adopted budget for General Legal Services to cover both the $10,500 monthly retainer and the cost of matters that fall outside of the retainer is level funded. This account was last increased in fiscal year 2014/2015, from $160,000 to $165,000. Legal expenses associated with Capital Improvement Program projects, sewer projects, and other items, which are funded from sources outside the General Fund, are charged directly against those projects.

Town of Avon
Board of Finance's Budget Summary
Fiscal Year 2016/2017

Account_and_Description	2015 Actual	2016 Budget	2016 Actual YTD	2016 Est. Actual	Department Head	Town Manager	Town Council	Board of Finance	Inc/Dec	%
1501 LEGAL SERVICES										
SERVICES & SUPPLIES										
CONTRACTUCTUAL SERV & PRINTING	142,744	165,000	150,942	165,000	165,000	165,000	165,000	165,000	0	0.00
_Total_SERVICES & SUPPLIES	**142,744**	**165,000**	**150,942**	**165,000**	**165,000**	**165,000**	**165,000**	**165,000**	**0**	**0**
_Total_1501 LEGAL SERVICES	**142,744**	**165,000**	**150,942**	**165,000**	**165,000**	**165,000**	**165,000**	**165,000**	**0**	**0**

Town of Avon
Board of Finance's Budget Detail
Fiscal Year 2016/2017

Account#	Description	2015 Actual	2016 Budget	2016 Actual YTD	2016 Est. Actual	Department Head	Town Manager	Town Council	Board of Finance	Inc/Dec	%
01-1501-52183	LEGAL FEES & EXP	142,744	165,000	150,942	165,000	165,000	165,000	165,000	165,000	0	0.00
	_Total_LEGAL	**142,744**	**165,000**	**150,942**	**165,000**	**165,000**	**165,000**	**165,000**	**165,000**	**0**	**0**
	_Total_1501 LEGAL SERVICES	**142,744**	**165,000**	**150,942**	**165,000**	**165,000**	**165,000**	**165,000**	**165,000**	**0**	**0**


FOUNDED IN 1645
AVON
CONNECTICUT
INCORPORATED IN 1830

416.01 RECORDS AND VITAL STATISTICS

PROGRAM DESCRIPTION

The Town Clerk is custodian of all Town Records and also issues certain permits. Among these are land records and vital statistics; marriage, dog and sporting licenses; Dial-A-Ride; Veteran discharges; notary filings; liquor permits. The Town Clerk also issues Absentee Ballots and assists with voter registration.

PROGRAM COMMENTARY

Estimated expenditures are offset by revenue produced – estimated in fiscal year 2016/2017 at $813,975. There are no significant changes to the operating budget.

WORKLOAD MEASURES	2012/ 2013	2013/ 2014	2014/ 2015	Est. 2015/ 2016	Proj. 2016/ 2017
Revenues Collected	$773,325	$829,200	$855,868	$813,975	$813,975
Documents Recorded	5,204	3,548	3,350	3,400	3,400
Pages Recorded	24,212	15,474	14,362	15,500	15,500
Sales Analysis to State	702	623	647	650	650
Licenses & Permits Issued	2,380	2,320	2,417	2,300	2,300
Photo Copies & Cert. of Land Records	26,054	19,917	18,941	20,000	20,000
Election Activities	4,431	509	1451	500	5000
Vital Statistics Recorded	403	373	353	400	400
Certified Copies of Vital Statistics	1,218	1,084	1,115	1,100	1,100
Miscellaneous Services (DAR, Notary)	3,649	3,437	3,712	3,500	3,500
Referenda	1	1	1	1	1
Election & Primaries	1	1	2	2	2
Depository for Bonds	$4,184,291	$8,340,500	$8,330,450	$8,330,450	$8,330,450
Conveyance Tax/State	$1,695,576	$1,333,182	$1,455,515	$1,500,000	$1,500,000
Pages of Minutes Recorded	817	765	641	700	700
PERFORMANCE MEASURES					
Avg. time/week to complete calls & correspondences	10 hours	10 hours	10 hours	10 hours	10 hours
% of requests completed within 30 min.	100%	100%	100%	100%	100%
Time complete & publish min	n/a	n/a	n/a	n/a	n/a
Avg. time to index documents	1 day	1 day	1 day	1 day	1 day
Avg. time in recording mail	1 day	1 day	1 day	1 day	1 day
% of records eligible for destruction which have actually been destroyed	99%	99%	99%	99%	99%
% of ordinances, resolutions processed within 6 days	99%	99%	99%	99%	99%
PERSONNEL					
Full-time / Part-time	2 / 2*	2 / 2*	2 / 2*	2 / 2*	2 / 2*

* One part-time person at 25 hours/week and one on an as needed basis.

PROGRAM OBJECTIVES

- Continue to review, reorganization, and purging of Town records in Building #1 storage area.

PERFORMANCE MEASURES

One of the Town's long-term goals is to "ensure long-term fiscal stability and programmatic effectiveness by providing professional management of the Town's programs and finances resulting in effective and efficient delivery of quality Town services at a low tax rate." In support of this goal, it is the practice of the Town Clerk's office to record, index, scan and return original documents within one business day. Connecticut General Statutes requires this process to be done within thirty days.

Town of Avon
Board of Finance's Budget Summary
Fiscal Year 2016/2017

Account_and_Description	2015 Actual	2016 Budget	2016 Actual YTD	2016 Est. Actual	Department Head	Town Manager	Town Council	Board of Finance	Inc/Dec	%
1601 RECORDS AND VITAL										
PERSONAL SERVICES										
WAGES & SALARIES	165,959	176,683	156,580	4,990	183,383	183,383	183,383	183,383	6,700	3.79
EMPLOYEE BENEFITS	71,059	79,244	74,971	53,825	97,869	86,403	86,403	85,585	6,341	8.00
_Total_PERSONAL SERVICES	**237,018**	**255,927**	**231,551**	**58,815**	**281,252**	**269,786**	**269,786**	**268,968**	**13,041**	**5**
SERVICES & SUPPLIES										
EMPLOYEE BENEFITS	101,066	95,740	94,749	68,789	85,420	93,752	93,752	93,752	-1,988	-2.08
AUTO ALLOWANCE	196	150	80	150	150	150	150	150	0	0.00
ADVERTISING	95	120	58	120	120	120	120	120	0	0.00
MEMBERSHIP FEES	185	300	210	300	300	300	300	300	0	0.00
RECRUITMENT & TRAINING	425	650	376	650	650	650	650	650	0	0.00
GRANTS & CONTRIBUTIONS	362	550	139	550	550	550	550	550	0	0.00
CONTRACTUCTUAL SERV & PRINTING	25,205	35,000	29,482	35,000	30,000	30,000	30,000	30,000	-5,000	-14.29
RENTALS	817	900	148	900	900	900	900	900	0	0.00
EQUIPMENT OPER & MAINT	1,372	2,139	310	2,139	0	0	0	0	-2,139	-100.00
POSTAGE	3,595	4,000	1,844	4,000	4,000	4,000	4,000	4,000	0	0.00
MATERIALS AND SUPPLIES	1,833	3,000	2,239	3,000	2,750	2,750	2,750	2,750	-250	-8.33
_Total_SERVICES & SUPPLIES	**135,151**	**142,549**	**129,635**	**115,598**	**124,840**	**133,172**	**133,172**	**133,172**	**-9,377**	**-7**
_Total_1601 RECORDS AND VITAL	**372,169**	**398,476**	**361,186**	**174,413**	**406,092**	**402,958**	**402,958**	**402,140**	**3,664**	**1**

Town of Avon
Board of Finance's Budget Detail
Fiscal Year 2016/2017

Account#	Description	2015 Actual	2016 Budget	2016 Actual YTD	2016 Est. Actual	Department Head	Town Manager	Town Council	Board of Finance	Inc/Dec	%
01-1601-51011	REG FULL TIME	130,508	134,141	128,776	0	139,203	139,203	139,203	139,203	5,062	3.77
01-1601-51012	REG PART TIME	35,451	37,552	34,266	0	39,190	39,190	39,190	39,190	1,638	4.36
01-1601-51014	TEMPORARY PART TIME	0	4,990	100	4,990	4,990	4,990	4,990	4,990	0	0.00
01-1601-51031	FICA	13,437	14,366	13,405	0	14,616	14,616	14,616	14,616	250	1.74
01-1601-51032	RETIREMENT	70,143	73,150	72,828	68,197	74,879	69,925	69,925	69,925	-3,225	-4.41
01-1601-51033	HOSPITALIZATION	28,921	20,564	20,564	0	8,423	21,695	21,695	21,695	1,131	5.50
01-1601-51034	DENTAL INS	1,303	1,151	1,100	0	1,175	1,175	1,175	1,175	24	2.09
01-1601-51036	WORK COMP	93	283	343	0	321	335	335	335	52	18.37
01-1601-51038	DEFINED CONTRIBUTION	10,637	11,053	10,658	0	11,869	11,869	11,869	11,869	816	7.38
01-1601-51039	RETIREE HEALTH	46,985	53,825	53,825	53,825	71,384	59,918	59,918	59,100	5,275	9.80
01-1601-51040	LIFE/LTD INSURANCE	606	592	576	592	622	622	622	622	30	5.07
01-1601-52111	MILEAGE & TOLLS	196	150	80	150	150	150	150	150	0	0.00
01-1601-52122	ADVERTISING-LEGAL	95	120	58	120	120	120	120	120	0	0.00
AUDIT REPORT TOWN & FVHD											
01-1601-52131	FEES-PROFESSIONAL	185	300	210	300	300	300	300	300	0	0.00
Recruitment and Training											
01-1601-52155	PROFESSIONAL DEVELOPMENT	425	650	376	650	650	650	650	650	0	0.00
Town Clerk Spring and Fall Conferences											
01-1601-52169	GRANTS-OTHER	362	550	139	550	550	550	550	550	0	0.00
01-1601-52186	MICROFILMING & PHOTO	24,748	35,000	29,482	35,000	30,000	30,000	30,000	30,000	-5,000	-14.29
COTT Land Record, Dog and Map System											
01-1601-52189	SERVICES - OTHER	457	0	0	0	0	0	0	0	0	0.00
01-1601-52193	COPIER	817	900	148	900	900	900	900	900	0	0.00
Copier service contract and equipment operation											
01-1601-52206	COMPUTER OPERATION	372	389	10	389	0	0	0	0	-389	-100.00
Beginning FY 16/17, line item has been consolidated to account 01-1920-52206, IT Computer Operations.											
01-1601-52207	GIS - GEOGRAPHIC INFORMATION SYSTEM	1,000	1,750	300	1,750	0	0	0	0	-1,750	-100.00
Beginning FY 16/17, consolidation of all GIS Development Accts, -52207, rolled into 01-3501-52207, under Engineering Dept.											
01-1601-52221	POSTAGE	3,595	4,000	1,844	4,000	4,000	4,000	4,000	4,000	0	0.00
01-1601-52231	OFFICE SUPPLIES	1,833	3,000	2,239	3,000	2,750	2,750	2,750	2,750	-250	-8.33
	_Total_RECORDING AND REPORTING	**372,169**	**398,476**	**371,327**	**174,413**	**406,092**	**402,958**	**402,958**	**402,140**	**3,664**	**1**
	_Total_1601 RECORDS AND VITAL	**372,169**	**398,476**	**371,327**	**174,413**	**406,092**	**402,958**	**402,958**	**402,140**	**3,664**	**1**

Town of Avon
Personnel Wage Analysis

Account	Position Description	Employee	%	Step	Hours	HR Rate	Annual	Total
1601								
01-1601-51011	Asst Town Clerk II	Nick Hogan	100%	8D	1,950	30.9098	60,274	60,274
01-1601-51011	Town Clerk	Ann Dearstyne	100%	UP	1,950	40.4764	78,929	78,929
01-1601-51011								**139,203**
01-1601-51012	Asst Town Clerk II	Mary Marinello	98%	8C	1,300	30.1562	39,205	39,190
			2%	8B		29.4208	38,249	
01-1601-51012								**39,190**
01-1601-51014	Clerk	Clerk Records & Vital	100%				4,990	4,990
01-1601-51014								**4,990**
Total 1601								**183,383**

417.01 TOWN HALL

PROGRAM DESCRIPTION

This activity represents the cost of providing office space and services for general government functions. Included are general receptionist and clerical services, telephone and other utility costs and cleaning and maintenance costs for the Town Hall Complex.

PROGRAM COMMENTARY

This program cost is increasing primarily due to personnel related expenses.

PERSONNEL	2012/ 2013	2013/ 2014	2014/ 2015	Est. 2015/ 2016	Proj. 2016/ 2017
Full Time Positions	1	1	1	1	1
Part Time Positions	0	0	0	0	0

Town of Avon
Board of Finance's Budget Summary
Fiscal Year 2016/2017

Account and Description	2015 Actual	2016 Budget	2016 Actual YTD	2016 Est. Actual	Department Head	Town Manager	Town Council	Board of Finance	Inc/Dec	%
1701 TOWN HALL										
PERSONAL SERVICES										
WAGES & SALARIES	60,206	60,422	58,734	0	64,494	64,494	66,107	66,107	5,685	9.41
EMPLOYEE BENEFITS	22,093	24,054	20,889	15,062	29,737	26,528	26,776	26,547	2,493	10.36
_Total_PERSONAL SERVICES	**82,299**	**84,476**	**79,623**	**15,062**	**94,231**	**91,022**	**92,883**	**92,654**	**8,178**	**10**
SERVICES & SUPPLIES										
EMPLOYEE BENEFITS	389	8,562	8,130	0	9,027	9,032	9,034	9,034	472	5.51
UTILITIES	21,310	24,000	18,411	24,000	24,000	24,000	24,000	24,000	0	0.00
EQUIPMENT OPER & MAINT	250	250	0	250	250	250	250	250	0	0.00
REPAIRS & MAINTENANCE	15,565	1,600	450	1,600	1,600	1,600	1,600	1,600	0	0.00
_Total_SERVICES & SUPPLIES	**37,514**	**34,412**	**26,991**	**25,850**	**34,877**	**34,882**	**34,884**	**34,884**	**472**	**1**
_Total_1701 TOWN HALL	**119,813**	**118,888**	**106,614**	**40,912**	**129,108**	**125,904**	**127,767**	**127,538**	**8,650**	**7**

Town of Avon
Board of Finance's Budget Detail
Fiscal Year 2016/2017

Account#	Description	2015 Actual	2016 Budget	2016 Actual YTD	2016 Est. Actual	Department Head	Town Manager	Town Council	Board of Finance	Inc/Dec	%
01-1701-51011	REG FULL TIME	60,206	60,422	61,220	0	64,494	64,494	66,107	66,107	5,685	9.41
01-1701-51031	FICA	4,441	4,460	4,528	0	4,763	4,763	4,886	4,886	426	9.55
01-1701-51033	HOSPITALIZATION	0	7,984	7,984	0	8,423	8,423	8,423	8,423	439	5.50
01-1701-51034	DENTAL INS	389	488	164	0	499	499	499	499	11	2.25
01-1701-51036	WORK COMP	0	90	0	0	105	110	112	112	22	24.44
01-1701-51038	DEFINED CONTRIBUTION	4,504	4,532	1,670	0	4,998	4,998	5,123	5,123	591	13.04
01-1701-51039	RETIREE HEALTH	13,148	15,062	15,062	15,062	19,976	16,767	16,767	16,538	1,476	9.80
01-1701-52176	TELEPHONE	21,310	24,000	18,411	24,000	24,000	24,000	24,000	24,000	0	0.00
01-1701-52205	OFFICE MACHINERY MAI	250	250	0	250	250	250	250	250	0	0.00
01-1701-52212	BUILDINGS	13,740	0	0	0	0	0	0	0	0	0.00
01-1701-52213	LAND	1,825	1,600	450	1,600	1,600	1,600	1,600	1,600	0	0.00
Floral Supplies $1,600											
	_Total_OFFICE BUILDINGS	**119,813**	**118,888**	**109,489**	**40,912**	**129,108**	**125,904**	**127,767**	**127,538**	**8,650**	**7**
	_Total_1701 TOWN HALL	**119,813**	**118,888**	**109,489**	**40,912**	**129,108**	**125,904**	**127,767**	**127,538**	**8,650**	**7**

Town of Avon
Personnel Wage Analysis

Account	Position Description	Employee	%	Step	Hours	HR Rate	Annual	Total
1701								
01-1701-51011	Sr Analyst/Procurement	Xenia Manson	100%	9E	1,950	33.9008	66,107	66,107
01-1701-51011								**66,107**
Total 1701								**66,107**

418.01 HUMAN RESOURCES

PROGRAM DESCRIPTION
Human Resources is responsible for the administration and coordination of personnel, labor relations, employee benefits, and risk management activities of the Town.

PROGRAM COMMENTARY
The Human Resources office continues to focus on benefits administration utilizing consultants to contain costs and increase employee awareness. Training costs have been mitigated through utilization of training workshops conducted by Travelers as part of the overall insurance premium.

WORKLOAD MEASURES	2012/ 2013	2013/ 2014	2014/ 2015	Est. 2015/ 2016	Proj. 2016/ 2017
FT Persons Leaving (All Reasons)	9	6	2	3	4
FT Persons Recruited	7	7	4	5	4
Persons Promoted	4	1	4	2	2
Labor Negotiating Sessions	6	5	10	7	6
Efficiency Measures					
Average Length of Time for Recruitment (in weeks)	9	9	9	9	9
Effectiveness Measures					
Employee Turnover Rate (%)	8.6%	5.7%	1.9%	2.9%	3.8%
PERSONNEL					
Full-Time	2	2	2	2	2

PERFORMANCE MEASURES	2012/ 2013	2013/ 2014	2014/ 2015	Est. 2015/ 2016	Proj. 2016/ 2017
Labor Actions (MPP) – # of Complaints / # Resolved Without Litigation	3/3	1/1	1/1	1/1	1/1
Unemployment Claims - # of Claims / # of Claims Successfully Challenged	3/2	3/1	6/1	4/1	4/1

PROGRAM OBJECTIVES
Special objectives beyond those listed in the Program Description:

- Monitor and implement the Patient Protection Affordable Care Act in conjunction with the Town's Consultant.
- Monitor employee satisfaction concerning medical carrier and manage Healthcare and Dental benefits.
- Conduct Public Works Union contract negotiations.
- Manage labor issues.

PERFORMANCE MEASURES
The Town's mission is to "provide quality town services at a reasonable cost to citizens and taxpayers." In support of this, the Human Resources Department seeks to manage labor actions and unemployment claims as efficiently and effectively as possible.

Town of Avon
Board of Finance's Budget Summary
Fiscal Year 2016/2017

Account and Description	2015 Actual	2016 Budget	2016 Actual YTD	2016 Est. Actual	Department Head	Town Manager	Town Council	Board of Finance	Inc/Dec	%
1801 HUMAN RESOURCES										
	15	0	0	0	0	0	0	0	0	0.00
Total	**15**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
PERSONAL SERVICES										
WAGES & SALARIES	167,737	168,681	157,064	67,076	172,476	172,476	172,476	172,476	3,795	2.25
EMPLOYEE BENEFITS	38,097	40,362	38,623	15,070	46,270	43,060	43,060	42,831	2,469	6.12
_Total_PERSONAL SERVICES	**205,834**	**209,043**	**195,687**	**82,146**	**218,746**	**215,536**	**215,536**	**215,307**	**6,264**	**3**
SERVICES & SUPPLIES										
EMPLOYEE BENEFITS	27,831	39,607	39,389	420	41,721	41,734	41,734	41,734	2,127	5.37
AUTO ALLOWANCE	33	450	57	450	450	450	450	450	0	0.00
TRAVEL & MEETING EXP	1,022	1,200	1,037	1,200	1,300	1,300	1,300	1,300	100	8.33
MEMBERSHIP FEES	184	290	190	290	290	290	290	290	0	0.00
BOOKS & PERIODICALS	303	1,580	0	1,580	1,580	1,580	1,580	1,580	0	0.00
RECRUITMENT & TRAINING	2,553	3,600	2,083	3,600	3,600	3,600	2,700	2,700	-900	-25.00
RENTALS	100	300	132	300	300	300	300	300	0	0.00
EQUIPMENT OPER & MAINT	1,323	1,385	923	1,385	0	0	0	0	-1,385	-100.00
POSTAGE	118	300	124	300	300	300	300	300	0	0.00
MATERIALS AND SUPPLIES	292	500	107	500	600	600	600	600	100	20.00
_Total_SERVICES & SUPPLIES	**33,759**	**49,212**	**44,042**	**10,025**	**50,141**	**50,154**	**49,254**	**49,254**	**42**	**0**
_Total_1801 HUMAN RESOURCES	**239,608**	**258,255**	**239,729**	**92,171**	**268,887**	**265,690**	**264,790**	**264,561**	**6,306**	**2**

Town of Avon
Board of Finance's Budget Detail
Fiscal Year 2016/2017

Account#	Description	2015 Actual	2016 Budget	2016 Actual YTD	2016 Est. Actual	Department Head	Town Manager	Town Council	Board of Finance	Inc/Dec	%
01-1801-51011	REG FULL TIME	167,737	168,681	163,552	67,076	172,476	172,476	172,476	172,476	3,795	2.25
01-1801-51031	FICA	12,472	12,641	12,260	0	12,917	12,917	12,917	12,917	276	2.18
01-1801-51033	HOSPITALIZATION	25,325	36,432	36,432	0	38,436	38,436	38,436	38,436	2,004	5.50
01-1801-51034	DENTAL INS	1,993	2,504	2,338	0	2,564	2,564	2,564	2,564	60	2.40
01-1801-51036	WORK COMP	83	251	304	0	280	293	293	293	42	16.73
01-1801-51038	DEFINED CONTRIBUTION	12,470	12,651	12,266	0	13,367	13,367	13,367	13,367	716	5.66
01-1801-51039	RETIREE HEALTH	13,155	15,070	15,070	15,070	19,986	16,776	16,776	16,547	1,477	9.80
01-1801-51040	LIFE/LTD INSURANCE	430	420	409	420	441	441	441	441	21	5.00
01-1801-52111	MILEAGE & TOLLS	33	450	57	450	450	450	450	450	0	0.00
National/State NPELRA/ConnPELRA Mtgs and travel to various agencies or municipalities for hearings											
01-1801-52112	LODGING	768	840	840	840	940	940	940	940	100	11.90
Four (4) nights at 235/night											
01-1801-52113	MEALS	254	360	197	360	360	360	360	360	0	0.00
NPELRA meetings & Employment Panels											
01-1801-52131	FEES-PROFESSIONAL	184	290	190	290	290	290	290	290	0	0.00
ConnPELRA/NPELRA dues $190 Other Misc $100											
01-1801-52141	BOOKS & PERIODICALS	303	1,580	0	1,580	1,580	1,580	1,580	1,580	0	0.00
CCM Data Service $1,200 MERA Supplement $ 260 Risk Mgt Manuals $ 120											
01-1801-52151	RECRUITMENT	520	1,500	887	1,500	1,500	1,500	1,000	1,000	-500	-33.33
To cover recruitment costs for smaller departments (TOWN COUNCIL REDUCED)											
01-1801-52155	PROFESSIONAL DEVELOPMENT	2,033	2,100	1,196	2,100	2,100	2,100	1,700	1,700	-400	-19.05
National NPELRA Conference $590 ConnPELRA Registration $385 Misc Training as required $1,525 (TOWN COUNCIL REDUCED)											
01-1801-52193	COPIER	100	300	132	300	300	300	300	300	0	0.00
Equip. operation & maintenance											
01-1801-52206	COMPUTER OPERATION	1,323	1,385	923	1,385	0	0	0	0	-1,385	-100.00
Beginning FY 16/17, line item has been consolidated to account 01-1920-52206, IT Computer Operations.											
01-1801-52221	POSTAGE	118	300	124	300	300	300	300	300	0	0.00
01-1801-52231	OFFICE SUPPLIES	292	500	107	500	600	600	600	600	100	20.00
Includes increased cost of toner for shared printer											
01-1801-59900	CREDIT CARD PMTS WITHOUT RECEIPT	15	0	0	0	0	0	0	0	0	0.00
	_Total_HUMAN RESOURCES	**239,608**	**258,255**	**247,284**	**92,171**	**268,887**	**265,690**	**264,790**	**264,561**	**6,306**	**2**
	_Total_1801 HUMAN RESOURCES	**239,608**	**258,255**	**247,284**	**92,171**	**268,887**	**265,690**	**264,790**	**264,561**	**6,306**	**2**

Town of Avon
Personnel Wage Analysis

Account	Position Description	Employee	%	Step	Hours	HR Rate	Annual	Total
1801								
01-1801-51011	Human Resources Director	William Vernile	100%	UP	1,950	54.0515	105,400	105,400
01-1801-51011	Personnel Administrator	Denise Dwyer	100%	UP	1,950	34.3979	67,076	67,076
01-1801-51011								**172,476**
Total 1801								**172,476**

419.00 FINANCE ADMINISTRATION

PROGRAM DESCRIPTION

Finance Administration is responsible for the planning, scheduling, supervision, and coordination of the activities of the Accounting, Assessment, Revenue Collection, Auditing and Board of Tax Review activities including the care, custody and disbursements of all town funds. This office also prepares the Comprehensive Annual Financial Report and coordinates with the Town Manager's office in the preparation of the annual and capital budgets. The Director of Finance also coordinates the bond rating and bond sale processes. The Town's bonds are currently rated as Aaa by Moody's Investors Service and AAA by Standard & Poor's.

PROGRAM COMMENTARY

The fiscal year 2016/2017 budget reflects no major changes in Services & Supplies and Capital Outlay, which have been level funded for a period of years.

WORKLOAD MEASURES	2012/ 2013	2013/ 2014	2014/ 2015	Est. 2015/ 2016	Proj.2016/ 2017
Number of years GFOA Certificate of Achievement for Excellence in Finance Reporting received	32	33*	34*	35*	36*
Compilation of fiscal year end financial statements and associated schedules to meet audit timeline**	109	112	117	122	127
Number of entries prepared & posted as budget amendments	430	450	455	470	480
Number of projects assigned / target completed	42 / 32	42 / 32	42 / 32	40 / 33	42 / 35
PERFORMANCE MEASURES					
Time Spent Managing Divisions/Target	31%/30%	32%/30%	30%/30%	30%/30%	30%/30%
Time Spent Managing Projects/Target	43%/45%	41%/45%	43%/45%	42%/45%	42%/45%
Time Spent Assisting I. T. Demands/Target	27%/25%	27%/25%	27%/25%	28%/25%	15%/15%
PERSONNEL					
Full-Time / Part-Time	1.4 / 1	1.4 / 1	1.4 / 1	1.4 / 1	1.4 / 1

* Anticipated

** Number of supporting schedules to increase as a result of GASB Statements No. 43, 45, 67 and 68.

PROGRAM OBJECTIVES

Special objectives beyond those listed in the Program Description include:

- Issuing Auditing Services RFP
- Continue providing oversight on converting non-Windows historical files to Windows format
- Continue to learn and fully implement the AUC financial system, including the execution of the automated process for PO signoff

PERFORMANCE MEASURES

One of the Town's long-term goals is to "ensure long-term fiscal stability and programmatic effectiveness by providing professional management of the Town's programs and finances." Finance Administration works in support of this goal by participating in the annual GFOA budget award program, meeting or exceeding all audit deadlines, preparing 100% of budget amendments in accordance with the Town Charter, and meeting 100% of project goals and deadlines.

Town of Avon
Board of Finance's Budget Summary
Fiscal Year 2016/2017

Account and Description	2015 Actual	2016 Budget	2016 Actual YTD	2016 Est. Actual	Department Head	Town Manager	Town Council	Board of Finance	Inc/Dec	%
1900 FINANCE-ADMINS										
PERSONAL SERVICES										
WAGES & SALARIES	181,001	182,510	172,103	0	187,335	187,335	187,335	187,335	4,825	2.64
EMPLOYEE BENEFITS	29,177	33,905	30,457	15,070	39,626	36,416	36,416	36,187	2,282	6.73
_Total_PERSONAL SERVICES	**210,178**	**216,415**	**202,560**	**15,070**	**226,961**	**223,751**	**223,751**	**223,522**	**7,107**	**3**
SERVICES & SUPPLIES										
EMPLOYEE BENEFITS	57,626	59,400	59,103	36,199	51,251	58,838	58,838	58,838	-562	-0.95
AUTO ALLOWANCE	116	480	202	480	480	480	480	480	0	0.00
TRAVEL & MEETING EXP	521	1,000	800	1,000	1,000	1,000	1,000	1,000	0	0.00
ADVERTISING	0	50	0	50	50	50	50	50	0	0.00
MEMBERSHIP FEES	380	680	290	680	680	680	680	680	0	0.00
BOOKS & PERIODICALS	207	240	207	240	240	240	240	240	0	0.00
RECRUITMENT & TRAINING	700	780	615	780	780	780	780	780	0	0.00
RENTALS	0	900	48	900	900	900	900	900	0	0.00
EQUIPMENT OPER & MAINT	2,017	2,106	1,403	2,106	0	0	0	0	-2,106	-100.00
POSTAGE	60	300	85	300	300	300	300	300	0	0.00
MATERIALS AND SUPPLIES	322	500	277	500	500	500	500	500	0	0.00
_Total_SERVICES & SUPPLIES	**61,949**	**66,436**	**63,030**	**43,235**	**56,181**	**63,768**	**63,768**	**63,768**	**-2,668**	**-4**
_Total_1900 FINANCE-ADMINS	**272,127**	**282,851**	**265,590**	**58,305**	**283,142**	**287,519**	**287,519**	**287,290**	**4,439**	**2**

Town of Avon
Board of Finance's Budget Detail
Fiscal Year 2016/2017

Account#	Description	2015 Actual	2016 Budget	2016 Actual YTD	2016 Est. Actual	Department Head	Town Manager	Town Council	Board of Finance	Inc/Dec	%
01-1900-51011	REG FULL TIME	141,606	142,818	138,519	0	146,030	146,030	146,030	146,030	3,212	2.25
01-1900-51012	REG PART TIME	39,395	39,692	40,781	0	41,305	41,305	41,305	41,305	1,613	4.06
01-1900-51031	FICA	11,122	13,815	12,227	0	14,109	14,109	14,109	14,109	294	2.13
01-1900-51032	RETIREMENT	36,849	38,429	38,260	35,827	39,337	36,735	36,735	36,735	-1,694	-4.41
01-1900-51033	HOSPITALIZATION	19,016	18,590	18,590	0	9,438	19,612	19,612	19,612	1,022	5.50
01-1900-51034	DENTAL INS	1,372	1,723	1,609	0	1,764	1,764	1,764	1,764	41	2.38
01-1900-51036	WORK COMP	8	286	347	0	321	336	336	336	50	17.48
01-1900-51038	DEFINED CONTRIBUTION	4,900	5,020	4,865	0	5,531	5,531	5,531	5,531	511	10.18
01-1900-51039	RETIREE HEALTH	13,155	15,070	15,070	15,070	19,986	16,776	16,776	16,547	1,477	9.80
01-1900-51040	LIFE/LTD INSURANCE	381	372	362	372	391	391	391	391	19	5.11
01-1900-52102	MILEAGE	0	70	0	70	70	70	70	70	0	0.00
GFOA: CT, NE, NAT'L GFOA SEMINARS, CPPF											
01-1900-52111	MILEAGE & TOLLS	116	410	202	410	410	410	410	410	0	0.00
IRS Rate of .575 CY 2015											
01-1900-52112	LODGING	521	800	800	800	800	800	800	800	0	0.00
GFOA Nat'l- 4 Nights $145/night NESGFOA- 2 Nights @ $110											
01-1900-52113	MEALS	0	200	0	200	200	200	200	200	0	0.00
GFOA Nat'l 5 Days NESGFOA 3 Days Refreshemnts, AdHoc Mtgs											
01-1900-52121	RECRUITING	0	50	0	50	50	50	50	50	0	0.00
Membership Fees											
01-1900-52131	FEES-PROFESSIONAL	380	680	290	680	680	680	680	680	0	0.00
GFOA Nat'l $190 GFOA CT 4@ $60, $65/annual fee CPPF 2 Mtgs @$50 Membership (3) @$80/year PPAC $35											
01-1900-52141	BOOKS & PERIODICALS	207	240	207	240	240	240	240	240	0	0.00
Wall Street Journal $190 (split with TMO); Public Investor $50; GFOA Official Guides and Periodicals											
01-1900-52155	PROFESSIONAL DEVELOPMENT	700	780	615	780	780	780	780	780	0	0.00
CPFO Certification CPE 30 credits required GFOA Seminar $80 GFOA Nat'l- Reg: $450, $250 Courses for Support Staff											
01-1900-52193	COPIER	0	900	48	900	900	900	900	900	0	0.00
Share of Bldg 1 Copier and Bldg 5 Copier											
01-1900-52206	COMPUTER OPERATION	2,017	2,106	1,403	2,106	0	0	0	0	-2,106	-100.00
Beginning FY 16/17, line item has been consolidated to account 01-1920-52206, IT Computer Operations.											

Town of Avon
Board of Finance's Budget Detail
Fiscal Year 2016/2017

Account#	Description	2015 Actual	2016 Budget	2016 Actual YTD	2016 Est. Actual	Department Head	Town Manager	Town Council	Board of Finance	Inc/Dec	%
01-1900-52221	POSTAGE	60	300	85	300	300	300	300	300	0	0.00
BASED UPON POSTAGE METER USE AND USED FOR REQUIRED SECONDARY DISCLOSURE/ FED AND STATE AND GRANTOR AGENCIES.											
01-1900-52231	OFFICE SUPPLIES	322	500	277	500	500	500	500	500	0	0.00
GENERAL OFFICE SUPPLIES BINDERS, COVERS, TONER FOR QUARTERLIES TO BOARDS STAFFING IT & PENSION MTG											
	_Total_FINANCE	**272,127**	**282,851**	**274,557**	**58,305**	**283,142**	**287,519**	**287,519**	**287,290**	**4,439**	**2**
	_Total_1900 FINANCE-ADMINS	**272,127**	**282,851**	**274,557**	**58,305**	**283,142**	**287,519**	**287,519**	**287,290**	**4,439**	**2**

Town of Avon
Personnel Wage Analysis

Account	Position Description	Employee	%	Step	Hours	HR Rate	Annual	Total
1900								
01-1900-51011	Administrative Analyst	Claudia Frutuoso	40%	8E	780	31.6828	61,781	24,712
01-1900-51011	Finance Director	Margaret Colligan	100%	UP	1,950	62.2146	121,318	121,318
01-1900-51011								**146,030**
01-1900-51012	Administrative Analyst	Cruz Saubidet	100%	8C	1,146	30.1562	39,205	39,205
01-1900-51012	Clerk	Clerk Finance	100%					2,100
01-1900-51012								**41,305**
Total 1900								**187,335**

FOUNDED IN 1645
AVON
CONNECTICUT
INCORPORATED IN 1830

419.01 ACCOUNTING

PROGRAM DESCRIPTION

The Accounting Division maintains and safeguards all financial records of the Town. Throughout the year Accounting processes and records all revenues and expenditures for the Town and maintains the general ledger to create various reports and financial statements for the Independent Audit, award winning Comprehensive Annual Financial Report (CAFR), and state and federal audits. The Town's last audited CAFR is available for review on the Town's web page, www.avonct.org.

PROGRAM COMMENTARY

The Accounting Department has fully implemented all modules of ADMIN AUC program: payables, receipts, general ledger and payroll and budget. To track employee hours and attendance, we continue to use NovaTime. While the number of vendors and transactions have increased slightly we are maintaining the level of automated transactions. We also remit payroll advices by e-mail saving significant cost in time and supplies.

WORKLOAD MEASURES	2012/ 2013	2013/ 2014	2014/ 2015	Est. 2015/ 2016	Proj. 2016/ 2017
Payroll Checks Issued	139	129	145	145	145
Payroll Direct Deposit	4,582	4,522	4,618	4,620	4,620
Employees W2s Issued	299	365	369	370	370
Health Insured Retirees/COBRAS	79	79	77	77	77
Retirements Processed	5	0	1	1	1
Vendor Accounts Active	5,265	5,655	5,993	6,000	6,000
Manual Checks Issued	151	139	114	110	110
Total Vendor Checks Issued	3,353	2,779	2,703	2,700	2,700
Average Pooled Investment (in Millions)	16M	23M	28M	36M	36M
PERFORMANCE MEASURES					
% of Payroll Check Payments	3%	3%	3%	3%	3%
% of Payroll Electronic Payments (EFT)	97%	97%	97%	97%	97%
Electronic Vendor Payments (ACH)	731	1,190	1,210	1,240	1,240
Ratio, ACH Vendor Payments to Checks	22%	30%	30%	31%	31%
PERSONNEL					
Full-Time (FTEs)	2	2	2	2	2
Part-Time	2	2	2	2	2

PERFORMANCE MEASURES

In keeping with the Town's mission to provide quality service at reasonable cost and the Town's long term goal of delivering safe, secure service in an effective and efficient manner, the Accounting Division seeks to increase and promote electronic transactions, which are (1) more efficient in time and cost, (2) more effective in that they are more reliable and secure than paper based methods, (3) faster to execute, and, (4) quicker and easier to reconcile. Prompt, efficient payment for goods and services promotes vendor and community good will and better pricing for the Town, for further savings and better service.

Town of Avon
Board of Finance's Budget Summary
Fiscal Year 2016/2017

Account and Description	2015 Actual	2016 Budget	2016 Actual YTD	2016 Est. Actual	Department Head	Town Manager	Town Council	Board of Finance	Inc/Dec	%
1901 ACCOUNTING										
PERSONAL SERVICES										
WAGES & SALARIES	214,512	218,228	201,057	0	224,585	224,585	224,585	224,585	6,357	2.91
EMPLOYEE BENEFITS	56,692	61,713	59,573	34,428	74,031	66,697	66,697	66,174	4,461	7.23
_Total_PERSONAL SERVICES	**271,204**	**279,941**	**260,630**	**34,428**	**298,616**	**291,282**	**291,282**	**290,759**	**10,818**	**4**
SERVICES & SUPPLIES										
EMPLOYEE BENEFITS	120,454	121,122	120,671	72,258	125,316	120,129	120,129	120,129	-993	-0.82
AUTO ALLOWANCE	83	150	23	150	280	280	280	280	130	86.67
MEMBERSHIP FEES	700	550	470	550	750	750	750	750	200	36.36
BOOKS & PERIODICALS	0	50	0	50	50	50	50	50	0	0.00
RECRUITMENT & TRAINING	405	700	683	700	700	700	700	700	0	0.00
CONTRACTUCTUAL SERV & PRINTING	23,247	19,427	9,453	19,427	20,100	20,100	20,100	20,100	673	3.46
RENTALS	0	50	0	50	50	50	50	50	0	0.00
EQUIPMENT OPER & MAINT	41,989	24,507	16,617	24,507	1,100	1,100	1,100	1,100	-23,407	-95.51
POSTAGE	2,053	2,000	1,538	2,000	2,100	2,100	2,100	2,100	100	5.00
MATERIALS AND SUPPLIES	1,524	2,800	2,542	2,800	2,800	2,800	2,800	2,800	0	0.00
_Total_SERVICES & SUPPLIES	**190,455**	**171,356**	**151,997**	**122,492**	**153,246**	**148,059**	**148,059**	**148,059**	**-23,297**	**-14**
CAPITAL OUTLAY										
CAPITAL EQUIP EXP	240	0	0	0	0	0	0	0	0	0.00
_Total_CAPITAL OUTLAY	**240**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
_Total_1901 ACCOUNTING	**461,899**	**451,297**	**412,627**	**156,920**	**451,862**	**439,341**	**439,341**	**438,818**	**-12,479**	**-3**

Town of Avon
Board of Finance's Budget Detail
Fiscal Year 2016/2017

Account#	Description	2015 Actual	2016 Budget	2016 Actual YTD	2016 Est. Actual	Department Head	Town Manager	Town Council	Board of Finance	Inc/Dec	%
01-1901-51011	REG FULL TIME	147,854	150,384	144,427	0	153,768	153,768	153,768	153,768	3,384	2.25
01-1901-51012	REG PART TIME	66,658	67,844	65,302	0	70,817	70,817	70,817	70,817	2,973	4.38
01-1901-51031	FICA	15,646	16,006	15,384	0	16,455	16,455	16,455	16,455	449	2.81
01-1901-51032	RETIREMENT	73,698	76,857	76,519	71,653	78,673	73,469	73,469	73,469	-3,388	-4.41
01-1901-51033	HOSPITALIZATION	44,126	40,906	40,906	0	43,156	43,156	43,156	43,156	2,250	5.50
01-1901-51034	DENTAL INS	1,934	2,430	2,269	0	2,488	2,488	2,488	2,488	58	2.39
01-1901-51036	WORK COMP	76	324	479	0	364	381	381	381	57	17.59
01-1901-51038	DEFINED CONTRIBUTION	10,993	11,279	10,832	0	11,917	11,917	11,917	11,917	638	5.66
01-1901-51039	RETIREE HEALTH	30,053	34,428	34,428	34,428	45,659	38,325	38,325	37,802	3,374	9.80
01-1901-51040	LIFE/LTD INSURANCE	620	605	589	605	635	635	635	635	30	4.96
01-1901-52102	MILEAGE	83	150	23	150	280	280	280	280	130	86.67
NESGFOA & misc travel											
01-1901-52131	FEES-PROFESSIONAL	700	550	470	550	750	750	750	750	200	36.36
NESGFOA -membership fees & conference fee											
01-1901-52141	BOOKS & PERIODICALS	0	50	0	50	50	50	50	50	0	0.00
professional subscriptions or publications											
01-1901-52155	PROFESSIONAL DEVELOPMENT	405	700	683	700	700	700	700	700	0	0.00
NESGFOA & other webinars & meetings											
01-1901-52181	PRINTING	0	0	0	100	100	100	100	100	100	0.00
check stock, W-2 & 1099 forms											
01-1901-52184	SERVICE & CONSULTANT	23,247	19,327	9,453	19,327	20,000	20,000	20,000	20,000	673	3.48
Town & BOE share fees 50% ea. Based on eligible earnings credits and monthly volume of transactions. Low credits due to low interest rates, assume same volume.											
01-1901-52193	COPIER	0	50	0	50	50	50	50	50	0	0.00
pro rata share based on history/usage											
01-1901-52205	OFFICE MACHINERY MAI	293	800	699	800	800	800	800	800	0	0.00
for repairs or replacement of machinery-such as calculator or printer											
01-1901-52206	COMPUTER OPERATION	41,696	23,707	15,918	23,707	300	300	300	300	-23,407	-98.73
Acct to pay for Fixed Asset software maintenance.											
01-1901-52221	POSTAGE	2,053	2,000	1,538	2,000	2,100	2,100	2,100	2,100	100	5.00
based on usage											
01-1901-52231	OFFICE SUPPLIES	1,524	2,900	2,542	2,800	2,800	2,800	2,800	2,800	-100	-3.45
printer supplies, paper, folders, binders & misc supplies as needed											
01-1901-53309	OFFICE EQUIP-OTHER	240	0	0	0	0	0	0	0	0	0.00
no longer a need											
	_Total_FINANCE	**461,899**	**451,297**	**422,461**	**156,920**	**451,862**	**439,341**	**439,341**	**438,818**	**-12,479**	**-3**
	_Total_1901 ACCOUNTING	**461,899**	**451,297**	**422,461**	**156,920**	**451,862**	**439,341**	**439,341**	**438,818**	**-12,479**	**-3**

Town of Avon
Personnel Wage Analysis

Account	Position Description	Employee	%	Step	Hours	HR Rate	Annual	Total
1901								
01-1901-51011	Sr Staff Accountant	Jeffrey Morrow	100%	9E	1,950	33.9008	66,107	66,107
01-1901-51011	Town Accountant	Laurie Dorn	100%	UP	1,950	44.9543	87,661	87,661
01-1901-51011								**153,768**
01-1901-51012	Sr Accounts Clerk	Paul Sarpong	100%	7E	1,248	27.7924	34,685	34,685
01-1901-51012	Sr Accounts Clerk	Susanne Farrah	100%	7E	1,300	27.7924	36,132	36,132
01-1901-51012								**70,817**
Total 1901								**224,585**

419.05 ASSESSMENT

PROGRAM DESCRIPTION

The Assessor's office is responsible for the equitable appraisal and assessment of taxable and non-taxable Real and Personal Property and Motor Vehicles. Other responsibilities include the revision of town tax maps, assignment of street addresses, proper administration of special assessments, continued maintenance of ownership records of property, and application for elderly, military, blind and statutory exemptions.

WORKLOAD MEASURES	2012/ 2013	2013/ 2014	2014/ 2015	2015/ 2016	Proj. 2016/ 2017
Number of Accounts	27,798	27,818	28,256	28,300	28,325
Dwellings	4,949	4,967	4,995	5,017	5,047
Condominiums	1,875	1,875	1,875	1,875	1,875
Lots	5,643	5,655	5,714	5,764	5,779
Outbuildings	3,390	3,475	3,590	3,600	3,650
Commercial Buildings	208	210	211	212	214
Industrial Buildings	26	27	27	27	29
Acres Under PA490	1,412	1,392	1,398	1,298	1,298
Motor Vehicles & Supplemental	19,046	18,864	19,500	19,375	19,700
Personal Property	994	1,004	1,011	1,005	1,015
Subdivision Lots Added	24	36	55	50	15
Transfers	710	750	747	725	800
Assessment Change Notices Sent	1,285	1,330	8,538	1,358	1,300
Firemen's Exemptions	93	99	93	86	95
Certificates Of Correction	1,270	1,487	1,489	1,486	1,600
Prorated New Construction	25	28	29	21	30
Elderly (State & Local)	260	240	238	265	275
Social Security Disability & Blind	55	52	51	48	60
Veterans' Exemptions	729	786	748	743	775
Unpriced Motor Vehicles	3,692	3,240	3,300	3,560	3,800
Renters Program	83	73	93	100	100
Property Sales Assessment Ratio Forms	601	715	661	650	700
PERSONNEL					
Full-time / Part-time	1 / 2	1 / 2	1 / 2	1 / 2	1 / 2

PROGRAM OBJECTIVES

Special Objectives beyond those listed in the Program Description:

- Implement Computer Assisted Mass Appraisal Program.

PERFORMANCE MEASURES

One of the Town's long-term programmatic goals is to "ensure long-term fiscal stability and programmatic effectiveness by providing professional management of the Town's programs and finances." In support of this goal, the Assessor's office, in conjunction with the Board of Assessment Appeals, works through a primary appeals process with property owners to reach an agreeable outcome as an alternative to initiating a formal court appeal.

# of Appeals to the Board of Assessment Appeals / Court System

FY13 (Actual)	FY14 (Actual)	FY15 (Actual)	FY16 (Projected)	FY17 (Target)
4 / 0	3 / 0	4 1 / 17	7 / 2	3 / 0

Town of Avon
Board of Finance's Budget Summary
Fiscal Year 2016/2017

Account and Description	2015 Actual	2016 Budget	2016 Actual YTD	2016 Est. Actual	Department Head	Town Manager	Town Council	Board of Finance	Inc/Dec	%
1905 ASSESSMENT										
PERSONAL SERVICES										
WAGES & SALARIES	188,192	192,339	167,361	75,981	196,434	196,434	196,434	196,434	4,095	2.13
EMPLOYEE BENEFITS	30,381	32,338	30,237	17,670	37,554	34,344	34,344	34,115	1,777	5.50
_Total_PERSONAL SERVICES	**218,573**	**224,677**	**197,598**	**93,651**	**233,988**	**230,778**	**230,778**	**230,549**	**5,872**	**3**
SERVICES & SUPPLIES										
EMPLOYEE BENEFITS	118,544	97,085	96,580	72,124	99,992	94,802	94,802	94,802	-2,283	-2.35
AUTO ALLOWANCE	1,685	2,750	1,036	2,750	2,750	2,750	2,750	2,750	0	0.00
TRAVEL & MEETING EXP	74	850	0	850	850	850	850	850	0	0.00
MEMBERSHIP FEES	590	665	621	665	665	665	665	665	0	0.00
BOOKS & PERIODICALS	1,270	900	841	900	900	900	900	900	0	0.00
RECRUITMENT & TRAINING	700	1,450	824	1,450	1,450	1,450	1,450	1,450	0	0.00
CONTRACTUCTUAL SERV & PRINTING	877	1,360	1,393	1,360	1,360	1,360	1,360	1,360	0	0.00
RENTALS	1,307	750	737	750	750	750	750	750	0	0.00
EQUIPMENT OPER & MAINT	36,424	43,014	37,775	43,014	10,130	10,130	10,130	10,130	-32,884	-76.45
POSTAGE	1,603	1,100	1,374	1,100	1,100	1,100	1,100	1,100	0	0.00
MATERIALS AND SUPPLIES	778	1,250	922	1,250	1,250	1,250	1,250	1,250	0	0.00
_Total_SERVICES & SUPPLIES	**163,852**	**151,174**	**142,103**	**126,213**	**121,197**	**116,007**	**116,007**	**116,007**	**-35,167**	**-23**
_Total_1905 ASSESSMENT	**382,425**	**375,851**	**339,701**	**219,864**	**355,185**	**346,785**	**346,785**	**346,556**	**-29,295**	**-8**

Town of Avon
Board of Finance's Budget Detail
Fiscal Year 2016/2017

Account#	Description	2015 Actual	2016 Budget	2016 Actual YTD	2016 Est. Actual	Department Head	Town Manager	Town Council	Board of Finance	Inc/Dec	%
01-1905-51011	REG FULL TIME	72,096	73,331	70,426	74,981	74,981	74,981	74,981	74,981	1,650	2.25
01-1905-51012	REG PART TIME	116,096	118,008	103,307	0	120,453	120,453	120,453	120,453	2,445	2.07
01-1905-51014	TEMPORARY PART TIME	0	1,000	0	1,000	1,000	1,000	1,000	1,000	0	0.00
01-1905-51031	FICA	14,626	14,668	13,253	0	14,968	14,968	14,968	14,968	300	2.05
01-1905-51032	RETIREMENT	73,698	76,857	76,519	71,653	78,673	73,469	73,469	73,469	-3,388	-4.41
01-1905-51033	HOSPITALIZATION	43,311	18,216	18,216	0	19,218	19,218	19,218	19,218	1,002	5.50
01-1905-51034	DENTAL INS	996	1,252	1,169	0	1,282	1,282	1,282	1,282	30	2.40
01-1905-51036	WORK COMP	56	289	265	0	324	338	338	338	49	16.96
01-1905-51039	RETIREE HEALTH	13,155	15,070	15,070	15,070	19,986	16,776	16,776	16,547	1,477	9.80
01-1905-51040	LIFE/LTD INSURANCE	483	471	458	471	495	495	495	495	24	5.10
01-1905-52101	ANNUAL ALLOTMENT	2,600	2,600	2,500	2,600	2,600	2,600	2,600	2,600	0	0.00
01-1905-52102	MILEAGE	1,685	2,000	1,036	2,000	2,000	2,000	2,000	2,000	0	0.00
01-1905-52111	MILEAGE & TOLLS	0	750	0	750	750	750	750	750	0	0.00
01-1905-52112	LODGING	0	600	0	600	600	600	600	600	0	0.00
01-1905-52113	MEALS	74	250	0	250	250	250	250	250	0	0.00
01-1905-52131	FEES-PROFESSIONAL	265	340	280	340	340	340	340	340	0	0.00
01-1905-52132	FEES-STATE OR REGION	325	325	341	325	325	325	325	325	0	0.00
01-1905-52141	BOOKS & PERIODICALS	1,270	900	841	900	900	900	900	900	0	0.00
01-1905-52155	PROFESSIONAL DEVELOPMENT	700	1,450	824	1,450	1,450	1,450	1,450	1,450	0	0.00
01-1905-52181	PRINTING	277	760	760	760	760	760	760	760	0	0.00
01-1905-52189	SERVICES - OTHER	600	600	633	600	600	600	600	600	0	0.00
01-1905-52193	COPIER	1,307	750	737	750	750	750	750	750	0	0.00
01-1905-52206	COMPUTER OPERATION	33,324	39,164	34,125	39,164	10,130	10,130	10,130	10,130	-29,034	-74.13
Assessor to pay for Right Angles Services FY 16/17											
01-1905-52207	GIS - GEOGRAPHIC INFORMATION SYSTEM	3,100	3,850	3,650	3,850	0	0	0	0	-3,850	-100.00
Beginning FY 16/17, consolidation of all GIS Development Accts, - 52207, rolled into 01-3501-52207, under Engineering Dept.											
01-1905-52221	POSTAGE	1,603	1,100	1,374	1,100	1,100	1,100	1,100	1,100	0	0.00
01-1905-52231	OFFICE SUPPLIES	778	1,250	922	1,250	1,250	1,250	1,250	1,250	0	0.00
	_Total_FINANCE	**382,425**	**375,851**	**346,706**	**219,864**	**355,185**	**346,785**	**346,785**	**346,556**	**-29,295**	**-8**
	_Total_1905 ASSESSMENT	**382,425**	**375,851**	**346,706**	**219,864**	**355,185**	**346,785**	**346,785**	**346,556**	**-29,295**	**-8**

Town of Avon
Personnel Wage Analysis

Account	Position Description	Employee	%	Step	Hours	HR Rate	Annual	Total
1905								
01-1905-51011	Assistant Assessor	Jeanne Waters	100%	9E	1,950	38.4518	74,981	74,981
01-1905-51011								**74,981**
01-1905-51012	Assessment Tech	Elaine Phillips	100%	8E	1,300	35.9364	46,720	46,720
01-1905-51012	Assessor	Harry Derasadourian	100%	UP	1,300	51.3800	66,794	66,794
01-1905-51012	Assessor	Harry Derasadourian						6,936
01-1905-51012								**120,450**
01-1905-51014	Clerk	Clerk Board Of Finance	100%					1,000
01-1905-51014								**1,000**
01-1905-52101	Car Allotment	Harry Derasadourian						2,600
01-1905-52101								**2,600**
Total 1905								**199,031**

419.07 REVENUE COLLECTION

PROGRAM DESCRIPTION

The Collector of Revenue is responsible for Revenue Collections resulting from the annual property tax, special assessments, and other fees and charges. Delinquent notices and tax liens are processed by the Collector of Revenue in accordance with the Connecticut General Statutes.

PROGRAM COMMENTARY

There are no significant changes this year.

WORKLOAD MEASURES	2012/ 2013	2013/ 2014	2014/ 2015	Est. 2015/ 2016	Proj. 2016/ 2017
Tax Bills Processed					
Current Real Estate	7,480	7,514	7,569	7.585	7,610
Supplemental Real Estate	25	28	20	25	25
Motor Vehicle	16,486	16,289	16,656	16,400	16,600
Supplemental Motor Vehicle	2,378	2,990	3,100	3,250	3,300
Personal Property	994	1004	1.005	1,005	1,010
Sewer Use	3,749	3,792	3,808	3,840	3,860
Sewer Connections	46	30	25	20	20
Sewer Assessments Farmington	35	27	25	23	21
Sewer Assessments Simsbury	0	0	0	0	0
Sewer Assessments Canton	14	11	9	7	6
Water Main Assessments	18	7	4	3	2
TOTALS	31,225	31,692	32,221	32,158	32,454
% of Tax Collection On Levy	99.00(+)%	99.00(+)%	99.00(+)%	99.00(+)%	99.00(+)%
Department Collections	550	597	554	560	560
Certificates Of Correction	1,249	1,039	1517	1400	1400
Refunds	420	218	338	350	350
Grand List of Transfers:					
Real Property	630	491	413	450	500
Sewer Use	360	387	267	275	325
Sewer Assessments	25	23	23	22	21
Mortgage Closings	2,160	1,538	1483	1500	1500
Foreclosures/Lis Pendens	10/50	5/39	10/27	8/20	6/20
Liens Filed	34	39	49	45	40
Tax Suspended	17,170	17,090	18,940	17,500	17,500
PERSONNEL					
Full-time	2	2	2	2	2
Part-time	1	1	1	1	1

PROGRAM OBJECTIVES

Special objectives beyond those listed in the Program Description:

- Receiving wire transfer payments from the larger escrow companies which will eliminate manual processing of real estate payments.
- Continue to explore new ways of providing electronic invoice presentation and payments.
- Continue making remote bank deposits via electronic check imaging.

PERFORMANCE MEASURES

One of the Town's long-term programmatic goals is to "ensure long-term fiscal stability and programmatic effectiveness by providing professional management of the Town's programs and finances." In support of this goal, the Collector of Revenue office aims to maintain a tax collection rate of 99.00(+) %.

Town of Avon
Board of Finance's Budget Summary
Fiscal Year 2016/2017

Account and Description	2015 Actual	2016 Budget	2016 Actual YTD	2016 Est. Actual	Department Head	Town Manager	Town Council	Board of Finance	Inc/Dec	%
1907 REVENUE COLLECTIO										
PERSONAL SERVICES										
WAGES & SALARIES	105,692	111,639	99,373	3,818	114,924	114,924	114,924	114,924	3,285	2.94
EMPLOYEE BENEFITS	43,761	48,781	47,386	33,609	60,523	53,364	53,364	52,853	4,072	8.35
_Total_PERSONAL SERVICES	**149,453**	**160,420**	**146,759**	**37,427**	**175,447**	**168,288**	**168,288**	**167,777**	**7,357**	**5**
SERVICES & SUPPLIES										
EMPLOYEE BENEFITS	109,639	108,025	107,546	65,397	106,440	101,728	101,728	101,728	-6,297	-5.83
AUTO ALLOWANCE	390	450	168	450	450	450	450	450	0	0.00
TRAVEL & MEETING EXP	113	150	178	150	150	150	150	150	0	0.00
ADVERTISING	455	550	430	550	600	600	600	600	50	9.09
MEMBERSHIP FEES	165	200	165	200	200	200	200	200	0	0.00
RECRUITMENT & TRAINING	175	200	50	200	200	200	200	200	0	0.00
CONTRACTUCTUAL SERV & PRINTING	7,801	11,700	1,636	11,700	11,700	11,700	11,700	11,700	0	0.00
RENTALS	228	250	0	250	250	250	250	250	0	0.00
EQUIPMENT OPER & MAINT	12,587	21,650	14,417	21,650	475	475	475	475	-21,175	-97.81
POSTAGE	9,399	12,000	4,053	12,000	12,000	12,000	12,000	12,000	0	0.00
MATERIALS AND SUPPLIES	446	500	296	500	500	500	500	500	0	0.00
_Total_SERVICES & SUPPLIES	**141,398**	**155,675**	**128,939**	**113,047**	**132,965**	**128,253**	**128,253**	**128,253**	**-27,422**	**-18**
_Total_1907 REVENUE COLLECTION	**290,851**	**316,095**	**275,698**	**150,474**	**308,412**	**296,541**	**296,541**	**296,030**	**-20,065**	**-6**

Town of Avon
Board of Finance's Budget Detail
Fiscal Year 2016/2017

Account#	Description	2015 Actual	2016 Budget	2016 Actual YTD	2016 Est. Actual	Department Head	Town Manager	Town Council	Board of Finance	Inc/Dec	%
01-1907-51011	REG FULL TIME	94,142	96,449	92,845	0	99,622	99,622	99,622	99,622	3,173	3.29
01-1907-51012	REG PART TIME	11,550	11,372	10,533	0	11,484	11,484	11,484	11,484	112	0.98
01-1907-51014	TEMPORARY PART TIME	0	3,818	0	3,818	3,818	3,818	3,818	3,818	0	0.00
01-1907-51031	FICA	7,430	7,938	7,381	0	8,229	8,229	8,229	8,229	291	3.67
01-1907-51032	RETIREMENT	66,836	69,702	69,395	64,982	71,349	66,629	66,629	66,629	-3,073	-4.41
01-1907-51033	HOSPITALIZATION	40,835	35,853	35,853	0	32,534	32,534	32,534	32,534	-3,319	-9.26
01-1907-51034	DENTAL INS	1,504	1,889	1,764	0	1,934	1,934	1,934	1,934	45	2.38
01-1907-51036	WORK COMP	39	166	201	0	187	195	195	195	29	17.47
01-1907-51038	DEFINED CONTRIBUTION	6,993	7,234	6,960	0	7,721	7,721	7,721	7,721	487	6.73
01-1907-51039	RETIREE HEALTH	29,338	33,609	33,609	33,609	44,573	37,414	37,414	36,903	3,294	9.80
01-1907-51040	LIFE/LTD INSURANCE	425	415	404	415	436	436	436	436	21	5.06
01-1907-52102	MILEAGE	248	300	168	300	300	300	300	300	0	0.00
Bank Deposits											
01-1907-52111	MILEAGE & TOLLS	142	150	0	150	150	150	150	150	0	0.00
CCMC State and County conference											
01-1907-52113	MEALS	113	150	178	150	150	150	150	150	0	0.00
CCMC State and County meetings											
01-1907-52121	RECRUITING	0	100	0	100	100	100	100	100	0	0.00
Summer Intern											
01-1907-52122	ADVERTISING-LEGAL	455	450	430	450	500	500	500	500	50	11.11
Legal Notices											
01-1907-52131	FEES-PROFESSIONAL	165	200	165	200	200	200	200	200	0	0.00
Membership Fees - Hartford County $40.00 and State $125.00											
01-1907-52155	PROFESSIONAL DEVELOPMENT	175	200	50	200	200	200	200	200	0	0.00
Admins,GIS,Etc. CCMC Recertification											
01-1907-52181	PRINTING	400	400	400	400	400	400	400	400	0	0.00
Partial payments books, Motor Vehicle releases, Envelopes											
01-1907-52189	SERVICES - OTHER	7,401	11,300	1,236	11,300	11,300	11,300	11,300	11,300	0	0.00
S1400 Binding Rate Books; $4300 Reporting Motor Vehicle Delinq.; $300 APD & Assoc. Security Alarm; $5000 Printing & Handling of Tax Bills; and $300 DMV Direct											
01-1907-52193	COPIER	228	250	0	250	250	250	250	250	0	0.00
1/2 of Town Clerks Expense $500											
01-1907-52205	OFFICE MACHINERY MAI	267	475	306	475	475	475	475	475	0	0.00
Contract for Maintenance cash Validators $205; Calculators $170; Typewriter $100											
01-1907-52206	COMPUTER OPERATION	12,320	21,175	14,111	21,175	0	0	0	0	-21,175	-100.00
Beginning FY 16/17, line item has been consolidated to account 01-1920-52206, IT Computer Operations.											

Town of Avon
Board of Finance's Budget Detail
Fiscal Year 2016/2017

Account#	Description	2015 Actual	2016 Budget	2016 Actual YTD	2016 Est. Actual	Department Head	Town Manager	Town Council	Board of Finance	Inc/Dec	%
01-1907-52221	POSTAGE	9,399	12,000	4,053	12,000	12,000	12,000	12,000	12,000	0	0.00
Postage and Postal Permits; Repair & Maintenance of equipment											
01-1907-52231	OFFICE SUPPLIES	446	500	296	500	500	500	500	500	0	0.00
Calculator $300; Validator Ribbons $150; General $250 Pens, Calculator ribbons, adding machine tape etc.											
	_Total_FINANCE	**290,851**	**316,095**	**280,338**	**150,474**	**308,412**	**296,541**	**296,541**	**296,030**	**-20,065**	**-6**
	_Total_1907 REVENUE COLLECTION	**290,851**	**316,095**	**280,338**	**150,474**	**308,412**	**296,541**	**296,541**	**296,030**	**-20,065**	**-6**

Town of Avon
Personnel Wage Analysis

Account	Position Description	Employee	%	Step	Hours	HR Rate	Annual	Total
1907								
01-1907-51011	Assistant Collector of Revenue	Linda Landi	70%	8C	1,365	30.1562	58,805	41,163
01-1907-51011	Collector of Revenue	Deborah Fioretti	85%	UP	1,658	35.2692	68,775	58,459
01-1907-51011								**99,622**
01-1907-51012	Revenue Clerk	Diane Kupchik	50%	4E	520	22.0847	22,967	11,484
01-1907-51012								**11,484**
01-1907-51014	Clerk	Clerk Seasonal	100%					3,818
01-1907-51014								**3,818**
Total 1907								**114,924**

FOUNDED IN 1645
AVON
CONNECTICUT
INCORPORATED IN 1830

419.11 BOARD OF FINANCE

PROGRAM DESCRIPTION

The Board of Finance consists of seven (7) members, each of whom is elected for a four-year term. The Board oversees all financial activities of the Town. Responsibilities of the Board include reviewing and recommending the annual budget to the Annual Town Budget Meeting, establishing the annual tax rate, reviewing and acting on requests for additional appropriations and appropriation transfers upon recommendation of the Town Council and selecting the Town's independent auditor.

PROGRAM COMMENTARY

Funding is included to adequately cover the costs associated with the publication and review of the Comprehensive Annual Financial Report and Budget by the Government Finance Officers Association (GFOA) and the GFOA Budget Awards Program. The review of the Annual Financial Report is necessary if the Town is to receive a Certificate of Achievement for Excellence in Financial Reporting from the GFOA. The Certificate of Achievement is one factor used in determining the general quality of overall financial management within the community. The Certificate is also believed to be a factor in the Town's AAA bond rating – the highest rating given.

Fiscal year 2015/2016 standard audit fees are estimated at $73,400, $3,000 of which is paid from the Sewer Fund (05). It is anticipated that, due to implementation of reporting requirements on the GASB Statement No. 67 on Financial Reporting for Pension Plans, additional audit staff assistance may again be necessary for an additional fee of $2,500. No change is recommended for 2016/2017.

Town of Avon
Board of Finance's Budget Summary
Fiscal Year 2016/2017

Account and Description	2015 Actual	2016 Budget	2016 Actual YTD	2016 Est. Actual	Department Head	Town Manager	Town Council	Board of Finance	Inc/Dec	%
1911 BD OF FINANCE										
PERSONAL SERVICES										
WAGES & SALARIES	900	1,620	500	1,620	1,620	1,620	1,620	1,620	0	0.00
EMPLOYEE BENEFITS	0	123	0	0	123	123	123	123	0	0.00
_Total_PERSONAL SERVICES	**900**	**1,743**	**500**	**1,620**	**1,743**	**1,743**	**1,743**	**1,743**	**0**	**0**
SERVICES & SUPPLIES										
EMPLOYEE BENEFITS	0	0	0	0	3	3	3	3	3	0.00
AUTO ALLOWANCE	0	100	0	100	100	100	100	100	0	0.00
TRAVEL & MEETING EXP	0	50	0	50	50	50	50	50	0	0.00
ADVERTISING	757	750	172	750	750	750	750	750	0	0.00
CONTRACTUCTUAL SERV & PRINTING	72,000	72,000	72,000	72,000	72,000	72,000	72,000	72,000	0	0.00
RENTALS	827	950	650	950	950	950	950	950	0	0.00
POSTAGE	13	125	72	125	125	125	125	125	0	0.00
MATERIALS AND SUPPLIES	82	400	191	400	400	400	400	400	0	0.00
_Total_SERVICES & SUPPLIES	**73,679**	**74,375**	**73,085**	**74,375**	**74,378**	**74,378**	**74,378**	**74,378**	**3**	**0**
_Total_1911 BD OF FINANCE	**74,579**	**76,118**	**73,585**	**75,995**	**76,121**	**76,121**	**76,121**	**76,121**	**3**	**0**

Town of Avon
Board of Finance's Budget Detail
Fiscal Year 2016/2017

Account#	Description	2015 Actual	2016 Budget	2016 Actual YTD	2016 Est. Actual	Department Head	Town Manager	Town Council	Board of Finance	Inc/Dec	%
01-1911-51012	REG PART TIME	900	1,620	900	1,620	1,620	1,620	1,620	1,620	0	0.00
01-1911-51031	FICA	0	123	0	0	123	123	123	123	0	0.00
01-1911-51036	WORK COMP	0	0	0	0	3	3	3	3	3	0.00
01-1911-52111	MILEAGE & TOLLS	0	100	0	100	100	100	100	100	0	0.00
01-1911-52113	MEALS	0	50	0	50	50	50	50	50	0	0.00
01-1911-52122	ADVERTISING-LEGAL	757	750	172	750	750	750	750	750	0	0.00
01-1911-52181	PRINTING	1,600	1,600	1,600	1,600	1,600	1,600	1,600	1,600	0	0.00
01-1911-52184	SERVICE & CONSULTANT	70,400	70,400	70,400	70,400	70,400	70,400	70,400	70,400	0	0.00
INDEPENDENT AUDIT Town: $37,950 BOE: $26,950 AVFD: $ 3,000 GASB 54: $ 2,500 Sewer: $ 3,000 (05-3205)											
01-1911-52193	COPIER	827	950	650	950	950	950	950	950	0	0.00
01-1911-52221	POSTAGE	13	125	72	125	125	125	125	125	0	0.00
01-1911-52231	OFFICE SUPPLIES	82	400	191	400	400	400	400	400	0	0.00
	_Total_FINANCE	**74,579**	**76,118**	**73,985**	**75,995**	**76,121**	**76,121**	**76,121**	**76,121**	**3**	**0**
	_Total_1911 BD OF FINANCE	**74,579**	**76,118**	**73,985**	**75,995**	**76,121**	**76,121**	**76,121**	**76,121**	**3**	**0**

Town of Avon
Personnel Wage Analysis

Account	Position Description	Employee	%	Step	Hours	HR Rate	Annual	Total
1911								
01-1911-51012	Clerk	Clerk Board Of Finance	100%					1,620
								1,620
Total 1911								**1,620**

419.13 BOARD OF ASSESSMENT APPEALS

PROGRAM DESCRIPTION

As required by State Law, the Board of Assessment Appeals holds meetings during March, as needed, and one (1) in September to hear appeals concerning the Assessment List of October 1 of the previous year.

PROGRAM COMMENTARY

The fiscal year 2016/2017 budget does not reflect significant changes from fiscal year 2015/2016.

PERFORMANCE MEASURES

WORKLOAD MEASURES	2012/ 2013	2013/ 2014	2014/ 2015	Est. 2015/ 2016	Proj. 2016/ 2017
Number of Appeals Heard	4	3	41	7	3
Appeals Granted	1	2	16	6	*
Appeals Denied	3	1	25	1	*
Total Reduction	73,950	461,300	3,633,980	1,085,980	*
Percent of Grand List	0.000027	0.000172	0.0014	0.00041	*

* Not available at this time

Town of Avon
Board of Finance's Budget Summary
Fiscal Year 2016/2017

Account and Description	2015 Actual	2016 Budget	2016 Actual YTD	2016 Est. Actual	Department Head	Town Manager	Town Council	Board of Finance	Inc/Dec	%
1913 BD OF ASSESSMENT										
PERSONAL SERVICES										
WAGES & SALARIES	171	400	100	400	400	400	400	400	0	0.00
EMPLOYEE BENEFITS	0	0	0	0	31	31	31	31	31	0.00
_Total_PERSONAL SERVICES	**171**	**400**	**100**	**400**	**431**	**431**	**431**	**431**	**31**	**8**
SERVICES & SUPPLIES										
EMPLOYEE BENEFITS	0	1	0	0	1	1	1	1	0	0.00
RENTALS	0	150	0	150	150	150	150	150	0	0.00
POSTAGE	0	150	0	150	150	150	150	150	0	0.00
MATERIALS AND SUPPLIES	93	300	0	300	300	300	300	300	0	0.00
_Total_SERVICES & SUPPLIES	**93**	**601**	**0**	**600**	**601**	**601**	**601**	**601**	**0**	**0**
_Total_1913 BD OF ASSESSMENT APPEALS	**264**	**1,001**	**100**	**1,000**	**1,032**	**1,032**	**1,032**	**1,032**	**31**	**3**

Town of Avon
Board of Finance's Budget Detail
Fiscal Year 2016/2017

Account#	Description	2015 Actual	2016 Budget	2016 Actual YTD	2016 Est. Actual	Department Head	Town Manager	Town Council	Board of Finance	Inc/Dec	%
01-1913-51014	TEMPORARY PART TIME	171	400	100	400	400	400	400	400	0	0.00
01-1913-51031	FICA	0	0	0	0	31	31	31	31	31	0.00
01-1913-51036	WORK COMP	0	1	0	0	1	1	1	1	0	0.00
01-1913-52193	COPIER	0	150	0	150	150	150	150	150	0	0.00
01-1913-52221	POSTAGE	0	150	0	150	150	150	150	150	0	0.00
01-1913-52231	OFFICE SUPPLIES	93	300	0	300	300	300	300	300	0	0.00
	_Total_FINANCE	**264**	**1,001**	**100**	**1,000**	**1,032**	**1,032**	**1,032**	**1,032**	**31**	**3**
	_Total_1913 BD OF ASSESSMENT APPEALS	**264**	**1,001**	**100**	**1,000**	**1,032**	**1,032**	**1,032**	**1,032**	**31**	**3**

Town of Avon
Personnel Wage Analysis

Account	Position Description	Employee	%	Step	Hours	HR Rate	Annual	Total
1913								
01-1913-51014	Clerk	Clerk Assmt Appeals	100%					400
01-1913-51014								**400**
Total 1913								**400**

419.20 INFORMATION TECHNOLOGY

PROGRAM DESCRIPTION

The Information Technology Committee is responsible for the design, acquisition, installation, maintenance, operation and security of the Town Hall complex computer network. Established in fiscal year 2000/2001, the Information Technology Committee reports to the Town Manager, and currently consists of the Library Director, Finance Director, CAD/GIS Manager, Town Engineer, Police Chief, Police Captain, Assistant Building Official/Emergency Management Director/ Fire Marshal, Director of Public Works, and the Deputy Director of Public Works. The Avon Volunteer Fire Department and Board of Education are also represented at IT Committee meetings. This committee recommends information technology policy, interacts with users, and directs consultants to design, implement and maintain the Town's information technology operations.

PROGRAM COMMENTARY

The largest components of the fiscal year 2016/2017 adopted budget include $15,000 for software and hardware update installation and $12,975 for the Avon Police Department Managed 180/MSP 360 IT service and maintenance. Lockheed Martin/Industrial Defender has kept their technical support contract costs level since fiscal year 2012/2013. The Town began participating in the Nutmeg Network in February 2015.

WORKLOAD MEASURES	2011/ 2012	2012/ 2013	2013/ 2014	Est. 2014/ 2015	Proj. 2015/ 2016
Number of Nodes (IP Address)	110	125	125	130	172
Number of IT Agenda meeting minutes prepared	6	6	6	6	6
Annual Number of Helpdesk calls/month and % of requests addressed in one shift turnaround*	55/99%	60/99%	50/99%	60/99%	60/99%
Compliance with licensing agreements	100%	100%	100%	100%	100%
Percent of alpha server hours controlled up-time**	100%	100%	100%	100%	100%
Percent of network server hours controlled up-time	99%	99%	99.9%	99.9%	99%

* Not all requests are captured through the automated on-line request system. Also, administrator does not submit electronic requests for work performed on a proactive basis.

** AUC 100% implemented in fiscal year 2014/2015.

PERFORMANCE MEASURES

Two of the Town's long-term goals are to "provide continuity in planning and development and guiding growth" and to "ensure long-term fiscal stability and programmatic effectiveness by providing professional management of the Town's programs and finances resulting in effective and efficient delivery of quality Town Services." In support of these goals, the Information Technology Committee works to effectively and efficiently manage WAN hardware, hold regular meetings and document IT decision making, provide technical support to staff, adequately fund software updates and enforce 100% licensing compliance.

TOWN OF AVON

WEBSITE STATISTICS*

WORKLOAD MEASURES	2012/ 2013	2013/ 2014	2014/ 2015	Est. 2015/ 2016	Proj. 2016/ 2017
Total Hits	1,006,973	1,287,974	628,083	600,000	700,000
Total Visitor Sessions	185,798	299,558	196,323	200,000	205,000
Unique Visitor Sessions*	134,330	unavailable	unavailable	unavailable	Unavailable
Average Session Length (seconds)	13.45	15.40	3.31	2.02	2
Number of Pages Viewed	995,046	1,235,416	555,013	500,000	575,000
Downloaded Adobe Files	61,616	95,214	31,396	28,500	30,000
Number of Subscribers: *					
Agendas.....	1,180	930	872	950	1,000
Bulletin Board.....	893	1,145	982	1,100	1,300
Employment.....	657	692	723	725	750
Rec. Bulletin Board.....	1,050	1,215	1,099	1,200	1,300
Library Events.....	6,636	5,401	4,560	4,500	5,000

* A new system for tracking statistics began in December 2005 and most noticeably affected the results for "Total Hits". A "unique" visitor is counted once per month without regard to number of days he/she visits the website. The statistic is no longer available for tracking beginning fiscal year 2013/2014, and will be removed after 5 year historical reporting.

** The new website, which went active halfway into fiscal year 2014/2015, and accounts for some of the significant shifts in the statistics, has resulted in many improvements in efficiency. The site is more streamlined and more user-friendly and features easily navigated pages and information, including budgets, annual audits/reports, RFP's, job opportunities, agendas, minutes, ordinances, on-line registration for Recreation program, payment of taxes on-line, and a "tax impact calculator," which assists residents in determining their property taxes.

PROGRAM OBJECTIVES

Special objectives beyond those listed in the Program Description:

- To continue access and expansion of the Geographic Information System database and webpage.
- Continue conversion of historical payroll files on ALPHA to Windows Version.
- Implement distributive entry of electronic purchase orders.
- Continue to provide access to BOE staff to the AUC financial system. Town staff to continue to access the BOE Infinite Visions financial system (Matrix recommendation).

Town of Avon
Board of Finance's Budget Summary
Fiscal Year 2016/2017

Account_and_Description	2015 Actual	2016 Budget	2016 Actual YTD	2016 Est. Actual	Department Head	Town Manager	Town Council	Board of Finance	Inc/Dec	%
1920 INFORMATION TECHN										
SERVICES & SUPPLIES										
RECRUITMENT & TRAINING	0	290	0	290	290	290	290	290	0	0.00
CONTRACTUCTUAL SERV & PRINTING	51,380	45,959	35,296	45,959	62,415	47,415	47,415	47,415	1,456	3.17
EQUIPMENT OPER & MAINT	5,536	5,850	3,861	5,850	163,015	150,015	150,015	150,015	144,165	2,464.36
MATERIALS AND SUPPLIES	4,161	9,250	364	9,250	9,250	9,250	9,250	9,250	0	0.00
_Total_SERVICES & SUPPLIES	**61,077**	**61,349**	**39,521**	**61,349**	**234,970**	**206,970**	**206,970**	**206,970**	**145,621**	**237**
_Total_1920 INFORMATION TECHNOLOGY	**61,077**	**61,349**	**39,521**	**61,349**	**234,970**	**206,970**	**206,970**	**206,970**	**145,621**	**237**

Town of Avon
Board of Finance's Budget Detail
Fiscal Year 2016/2017

Account#	Description	2015 Actual	2016 Budget	2016 Actual YTD	2016 Est. Actual	Department Head	Town Manager	Town Council	Board of Finance	Inc/Dec	%
01-1920-52155	PROFESSIONAL DEVELOPMENT	0	290	0	290	290	290	290	290	0	0.00
CCM E-GOV EVENT $260 CT GMIS $30											
01-1920-52184	SERVICE & CONSULTANT	38,187	32,684	32,132	32,684	32,595	32,595	32,595	32,595	-89	-0.27
NETWORK, PC PERIPHERAL TECH SUPPORT MNGD SERVER BACKUPS WEB FILTER, MAILGUARD WEBSENSE 31% BUDGET HERE, 69% DISTRIBUTED 52206											
01-1920-52185	GENERAL SERVICE	13,193	13,275	3,164	13,275	29,820	14,820	14,820	14,820	1,545	11.64
INTERNET HOST & SERVICES ANNUAL CONNECT/MAINT LISTSERV $500 ROUTER ANNUAL $2320 $5000/Y NUTMEG NETWORK $7000 OFFSET FUND 05											
01-1920-52205	OFFICE MACHINERY MAI	5,536	5,850	3,861	5,850	4,100	4,100	4,100	4,100	-1,750	-29.91
UPS FULL SERVICE PLAN											
01-1920-52206	COMPUTER OPERATION	0	0	0	0	158,915	145,915	145,915	145,915	145,915	0.00
New line item in FY 16/17, comprises of the 01-various-52206 accts, previously funded by individual participating departments. (TOWN MANAGER REDUCED)											
01-1920-52231	OFFICE SUPPLIES	4,161	9,250	364	9,250	9,250	9,250	9,250	9,250	0	0.00
WINDOWS UPGRADE 70@$30 EXCHANGE 70@$60 EXCHANGE APD 40@$60 10 UPS UNITS @$55/EACH											
	_Total_FINANCE	**61,077**	**61,349**	**39,521**	**61,349**	**234,970**	**206,970**	**206,970**	**206,970**	**145,621**	**237**
	_Total_1920 INFORMATION TECHNOLOGY	**61,077**	**61,349**	**39,521**	**61,349**	**234,970**	**206,970**	**206,970**	**206,970**	**145,621**	**237**

Town of Avon
Board of Finance's Budget Detail
Fiscal Year 2016/2017

Account#	Description	2015 Actual	2016 Budget	2016 Actual YTD	2016 Est. Actual	Department Head	Town Manager	Town Council	Board of Finance	Inc/Dec	%
01-1920-52155	PROFESSIONAL DEVELOPMENT	0	290	0	290	290	290	290	290	0	0.00
CCM E-GOV EVENT $260 CT GMIS $30											
01-1920-52184	SERVICE & CONSULTANT	38,187	32,684	32,132	32,684	32,595	32,595	32,595	32,595	-89	-0.27
NETWORK, PC PERIPHERAL TECH SUPPORT MNGD SERVER BACKUPS WEB FILTER, MAILGUARD WEBSENSE 31% BUDGET HERE, 69% DISTRIBUTED 52206											
01-1920-52185	GENERAL SERVICE	13,193	13,275	3,164	13,275	29,820	14,820	14,820	14,820	1,545	11.64
INTERNET HOST & SERVICES ANNUAL CONNECT/MAINT LISTSERV $500 ROUTER ANNUAL $2320 $5000/Y NUTMEG NETWORK $7000 OFFSET FUND 05											
01-1920-52205	OFFICE MACHINERY MAI	5,536	5,850	3,861	5,850	4,100	4,100	4,100	4,100	-1,750	-29.91
UPS FULL SERVICE PLAN											
01-1920-52206	COMPUTER OPERATION	0	0	0	0	158,915	145,915	145,915	145,915	145,915	0.00
New line item in FY 16/17, comprises of the 01-various- 52206 accts, previously funded by individual participating departments. (TOWN MANAGER REDUCED)											
01-1920-52231	OFFICE SUPPLIES	4,161	9,250	364	9,250	9,250	9,250	9,250	9,250	0	0.00
WINDOWS UPGRADE 70@$30 EXCHANGE 70@$60 EXCHANGE APD 40@$60 10 UPS UNITS @$55/EACH											
	_Total_FINANCE	**61,077**	**61,349**	**39,521**	**61,349**	**234,970**	**206,970**	**206,970**	**206,970**	**145,621**	**237**
	_Total_1920 INFORMATION TECHNOLOGY	**61,077**	**61,349**	**39,521**	**61,349**	**234,970**	**206,970**	**206,970**	**206,970**	**145,621**	**237**