

# GENERAL GOVERNMENT

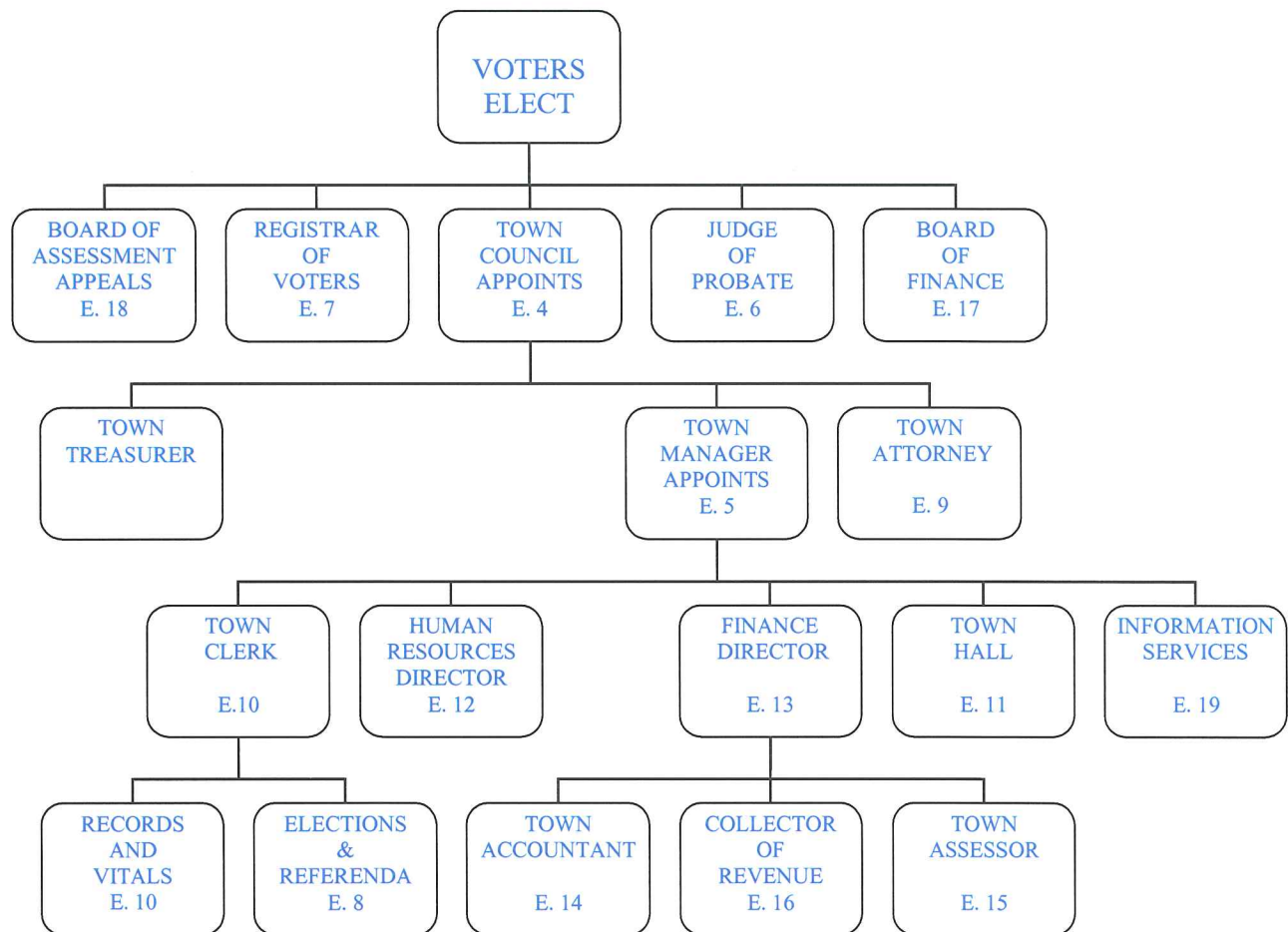
## PROGRAM DESCRIPTION

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

	2010/ 2011	2011/ 2012	2012/ 2013	2013/ 2014	2014/ 2015	\$ Inc/(Dec)	% Inc/-Dec
Full-Time Positions	15.4	14.4	14.4	14.4	14.4	0	0.00%
Expenditures	\$2,853,913	\$2,861,166	\$2,907,271	\$2,956,546	\$3,075,949	\$119,403	4.04%

## GENERAL GOVERNMENT ORGANIZATIONAL CHART

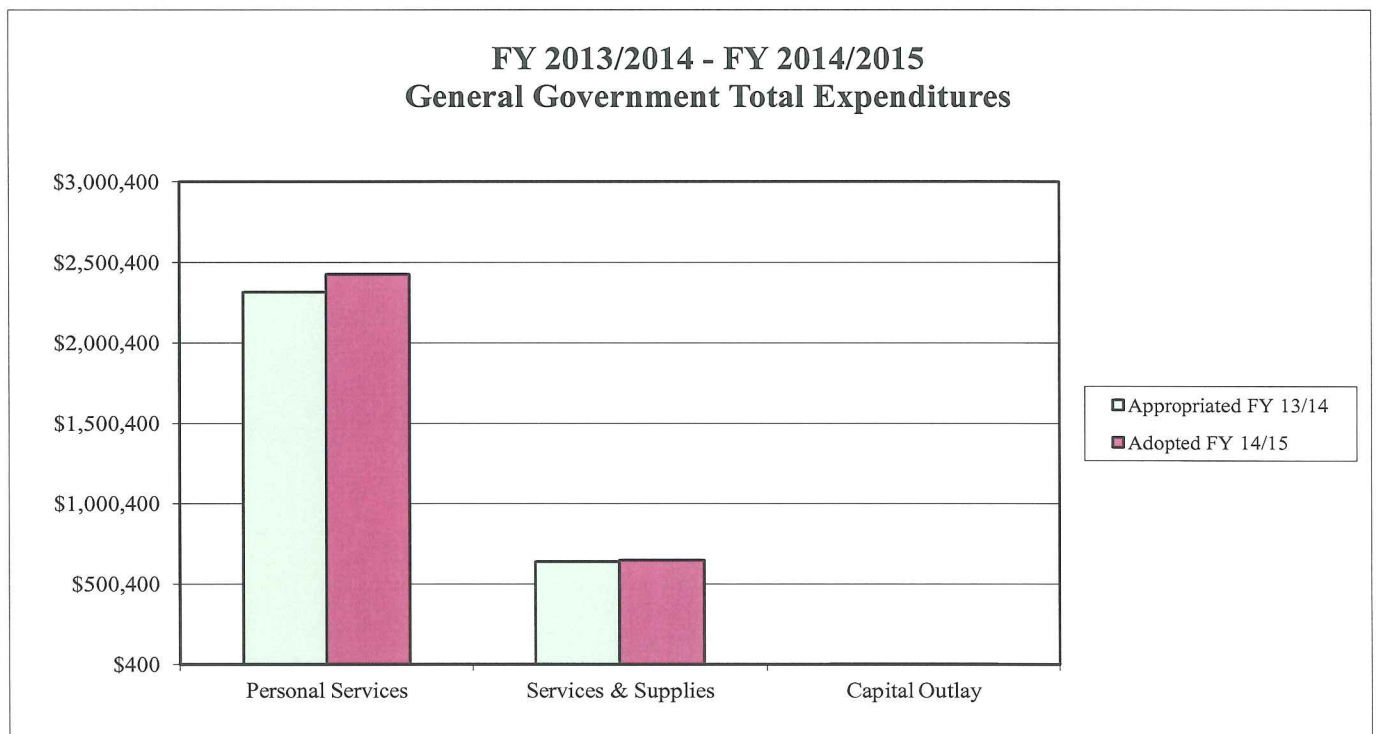


# ADOPTED BUDGET SUMMARY

## GENERAL GOVERNMENT

	Appropriated FY 2013/2014	Requested FY 2014/2015	Adopted FY 2014/2015	Inc/(Dec) \$	Inc/-Dec %
<b>Town Council</b>					
Total Personal Services	\$2,664	\$1,292	\$1,292	(\$1,372)	-51.50%
Total Services & Supplies	\$47,090	\$47,565	\$47,565	\$475	1.01%
Total Town Council	\$49,754	\$48,857	\$48,857	(\$897)	-1.80%
<b>Town Manager</b>					
Total Personal Services	\$447,621	\$469,642	\$463,854	\$16,233	3.63%
Total Services & Supplies	\$26,363	\$27,298	\$26,639	\$276	1.05%
Total Town Manager	\$473,984	\$496,940	\$490,493	\$16,509	3.48%
<b>Probate</b>					
Total Services & Supplies	\$4,500	\$4,750	\$4,750	\$250	5.56%
Total Probate	\$4,500	\$4,750	\$4,750	\$250	5.56%
<b>Registration of Voters</b>					
Total Personal Services	\$45,483	\$46,312	\$46,312	\$829	1.82%
Total Services & Supplies	\$6,154	\$6,703	\$6,703	\$549	8.92%
Total Registration of Voters	\$51,637	\$53,015	\$53,015	\$1,378	2.67%
<b>Elections and Referenda</b>					
Total Personal Services	\$19,115	\$23,153	\$23,153	\$4,038	21.12%
Total Services & Supplies	\$22,900	\$24,300	\$24,300	\$1,400	6.11%
Total Elections and Referenda	\$42,015	\$47,453	\$47,453	\$5,438	12.94%
<b>Legal Services</b>					
Total Services & Supplies	\$160,000	\$165,000	\$165,000	\$5,000	3.13%
Total Legal Services	\$160,000	\$165,000	\$165,000	\$5,000	3.13%
<b>Records and Vital Statistics</b>					
Total Personal Services	\$316,261	\$334,188	\$334,188	\$17,927	5.67%
Total Services & Supplies	\$66,227	\$50,712	\$50,712	(\$15,515)	-23.43%
Total Records and Vital Statistics	\$382,488	\$384,900	\$384,900	\$2,412	0.63%
<b>Town Hall</b>					
Total Personal Services	\$77,432	\$80,963	\$80,963	\$3,531	4.56%
Total Services & Supplies	\$23,850	\$21,850	\$21,850	(\$2,000)	-8.39%
Total Town Hall	\$101,282	\$102,813	\$102,813	\$1,531	1.51%
<b>Human Resources</b>					
Total Personal Services	\$222,987	\$229,992	\$229,992	\$7,005	3.14%
Total Services & Supplies	\$9,163	\$9,303	\$9,303	\$140	1.53%
Total Human Resources	\$232,150	\$239,295	\$239,295	\$7,145	3.08%
<b>Finance Administration</b>					
Total Personal Services	\$242,786	\$263,955	\$263,955	\$21,169	8.72%
Total Services & Supplies	\$6,752	\$6,942	\$6,942	\$190	2.81%
Total Finance Administration	\$249,538	\$270,897	\$270,897	\$21,359	8.56%
<b>Accounting</b>					
Total Personal Services	\$374,209	\$389,241	\$389,241	\$15,032	4.02%
Total Services & Supplies	\$45,543	\$47,201	\$47,201	\$1,658	3.64%
Total Capital Outlay	\$0	\$1,200	\$1,200	\$1,200	-
Total Accounting	\$419,752	\$437,642	\$437,642	\$17,890	4.26%

	Appropriated FY 2013/2014	Requested FY 2014/2015	Adopted FY 2014/2015	Inc/(Dec) \$	Inc/-Dec %
<b>Assessment</b>					
Total Personal Services	\$318,487	\$332,008	\$332,008	\$13,521	4.25%
Total Services & Supplies	\$48,823	\$54,195	\$54,195	\$5,372	11.00%
Total Assessment	\$367,310	\$386,203	\$386,203	\$18,893	5.14%
<b>Revenue Collection</b>					
Total Personal Services	\$246,808	\$259,745	\$259,745	\$12,937	5.24%
Total Services & Supplies	\$43,447	\$46,707	\$46,707	\$3,260	7.50%
Total Revenue Collection	\$290,255	\$306,452	\$306,452	\$16,197	5.58%
<b>Board of Finance</b>					
Total Personal Services	\$1,741	\$1,744	\$1,744	\$3	0.17%
Total Services & Supplies	\$71,825	\$74,325	\$74,325	\$2,500	3.48%
Total Board of Finance	\$73,566	\$76,069	\$76,069	\$2,503	3.40%
<b>Board of Assessment Appeals</b>					
Total Personal Services	\$430	\$431	\$431	\$1	0.23%
Total Services & Supplies	\$600	\$600	\$600	\$0	0.00%
Total Board of Assessment Appeals	\$1,030	\$1,031	\$1,031	\$1	0.10%
<b>Information Technology</b>					
Total Services & Supplies	\$54,785	\$61,079	\$61,079	\$6,294	11.49%
Total Capital Outlay	\$2,500	\$0	\$0	(\$2,500)	-100.00%
Total Information Technology	\$57,285	\$61,079	\$61,079	\$3,794	6.62%
<b>Total Personal Services</b>	<b>\$2,316,024</b>	<b>\$2,432,666</b>	<b>\$2,426,878</b>	<b>\$110,854</b>	<b>4.79%</b>
<b>Total Services and Supplies</b>	<b>\$638,022</b>	<b>\$648,530</b>	<b>\$647,871</b>	<b>\$9,849</b>	<b>1.54%</b>
<b>Total Capital Outlay</b>	<b>\$2,500</b>	<b>\$1,200</b>	<b>\$1,200</b>	<b>(\$1,300)</b>	<b>-52.00%</b>
<b>Total General Government</b>	<b>\$2,956,546</b>	<b>\$3,082,396</b>	<b>\$3,075,949</b>	<b>\$119,403</b>	<b>4.04%</b>



## **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.town.avon.ct.us>.

### **PROGRAM COMMENTARY**

Membership fees to various regional and public interest organizations in this budget reflect modest adjustments from fiscal year 2013/2014, due to known and anticipated increases. Grants and Contributions reflect appropriations to the Farmington Valley Visitors Association and the North Central Mental Health District, which increased by 2.0% over fiscal year 2013/2014. The decrease to regular part-time for the Town Council Clerk is off-set by a corresponding increase to the Town Clerk's budget, which is where the expense now resides.

<b>WORKLOAD MEASURES</b>	<b>2010/ 2011</b>	<b>2011/ 2012</b>	<b>2012/ 2013</b>	<b>Est. 2013/ 2014</b>	<b>Proj. 2014/ 2015</b>
Regular Meetings	12	12	12	12	12
Special Meetings	8	8	8	8	8
Number of Hours Spent in Meetings	110	120	120	120	120
Public Hearings	8	8	8	8	8
<b>PERFORMANCE MEASURES</b>					
Number and % of Ordinances Adopted/Changed / Repealed	2/100	2/100	3/100	2/100	2/100

BOARD OF FINANCE BUDGET-SUMMARY  
TOWN OF AVON  
BUDGET FOR 2015 AS OF 1 JULY 2014  
TOWN COUNCIL

ACCOUNT NUMBER	SPENT FY 2013	APPROP FY 2014	SPENT YEAR TO DATE	ESTIMATED FY 2014	DEPT REQ FY 2015	MANAGER APPROV	COUNCIL APPROV	FINANCE APPROV	INC/ DEC	%
PERSONAL SERVICES										
WAGES & SALARIES	819	2500	.00	1100	1200	1200	1200	1200	-1300	-52
EMPLOYEE BENEFITS	0	164	.00	164	92	92	92	92	-72	-44
	0	0	.00	0	0	0	0	0	0	100
-----										
TOTAL PERSONAL SERVICES	819	2664	.00	1264	1292	1292	1292	1292	-1372	-52
SERVICES & SUPPLIES										
TRAVEL & MEETING EXPENSE	347	300	.00	300	400	400	400	400	100	33
ADVERTISING	429	750	.00	750	1000	1000	1000	1000	250	33
MEMBERSHIP FEES	27546	28250	.00	28250	28415	28415	28415	28415	165	1
RECRUITMENT & TRAINING	48	0	.00	0	0	0	0	0	0	100
GRANTS AND CONTRIBUTIONS	5266	5265	.00	5265	5425	5425	5425	5425	160	3
CONTRACTUAL SERVICES & PRINT	9839	10225	.00	10225	10025	10025	10025	10025	-200	-2
RENTALS	561	1000	.00	1000	1000	1000	1000	1000	0	0
POSTAGE	113	100	.00	100	100	100	100	100	0	0
MATERIALS & SUPPLIES	923	1200	.00	1200	1200	1200	1200	1200	0	0
-----										
TOTAL SERVICES & SUPPLIES	45072	47090	.00	47090	47565	47565	47565	47565	475	1
-----										
TOTALS FOR TOWN COUNCIL	45891	49754	.00	48354	48857	48857	48857	48857	-897	-2

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BOARD OF FINANCE BUDGET-DETAIL  
TOWN OF AVON  
BUDGET FOR 2015 AS OF 1 JULY 2014  
TOWN COUNCIL

ACCOUNT NUMBER	SPENT FY 2013	APPROP FY 2014	SPENT YEAR TO DATE	ESTIMATED FY 2014	DEPT REQ FY 2015	MANAGER APPROV	COUNCIL APPROV	FINANCE APPROV	INC/ DEC	%
01 1101 52132 FEES-STATE OR RE	27546	28250		28250	28415	28415	28415	28415	165	1
CRCOG           \$13,700										
CCM           \$ 9,950										
COST           \$ 1,050										
METRO ALLIANCE \$ 3,715										
	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
	27546	28250	.00	28250	28415	28415	28415	28415	165	1
RECRUITMENT & TRAINING										
01 1101 52155 PROFESSIONAL DEV	48									
GRANTS AND CONTRIBUTIONS										
01 1101 52162 REGIONAL PROGRAM	5266	5265		5265	5425	5425	5425	5425	160	3
N. CENTRAL MENTAL										
HEALTH DISTRICT \$1,300										
FARMINGTON VALLEY										
VISITORS ASSOC. \$4,125										
CONTRACTUAL SERVICES & PRINTIN										
01 1101 52181 PRINTING	9839	10025		10025	10025	10025	10025	10025		
ANNUAL REPORT AND THREE										
TOWN NEWSLETTERS										
01 1101 52184 SERVICE & CONSUL		200		200					-200	-100
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	9839	10225	.00	10225	10025	10025	10025	10025	-200	-2
RENTALS										
01 1101 52193 COPIER	561	1000		1000	1000	1000	1000	1000		
POSTAGE										
01 1101 52221 POSTAGE	113	100		100	100	100	100	100		
MATERIALS & SUPPLIES										
01 1101 52231 OFFICE SUPPLIES	923	1200		1200	1200	1200	1200	1200		
	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
TOTAL SERVICES & SUPPLIES	45072	47090	.00	47090	47565	47565	47565	47565	475	1
	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
TOTALS FOR TOWN COUNCIL	45891	49754	.00	48354	48857	48857	48857	48857	-897	-2

TOWN OF AVON  
PERSONNEL WAGE ANALYSIS

ADOPTED:  
JULY 1, 2013 TO JUNE 30, 2014

ADOPTED:  
JULY 1, 2014 TO JUNE 30, 2015

NAME	POSITION	DATE OF	RANGE	HOURLY	HOURS	BIWEEKLY	ANNUAL	RANGE	HOURLY	HOURS	BIWEEKLY	ANNUAL
ACCOUNT NUMBER		EMPLOY.	&STEP	RATE		SALARY	SALARY	&STEP	RATE		SALARY	SALARY

FUND: GENERAL FUND      DEPARTMENT: GENERAL GOVERNMENT      DIVISION: LEGISLATIVE      ACTIVITY: TOWN COUNCIL

TOWN COUNCIL

			2500.00		1200.00
CLERK	# 0811		-----		.00
110151012	100 %		2500.00		1200.00
			-----		-----
		ADOPTED	2500.00	ADOPTED	1200.00





## **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**

No major increases are projected in the fiscal year 2014/2015 Town Manager's Office budget. A small increase to the mileage account reflects the location of the 2014 ICMA National Conference in Charlotte (in 2013, Boston). Other expenses in this budget increased slightly, due to association fee increases, for example, or remained flat, such as the Office Supplies line-item.

<b>WORKLOAD MEASURES</b>	<b>2010/ 2011</b>	<b>2011/ 2012</b>	<b>2012/ 2013</b>	<b>Est. 2013/ 2014</b>	<b>Proj. 2014/ 2015</b>
Items Purchased by Bid	20	22	22	22	20
Town Board Agendas Prepared	54	55	45	45	45
Business Visits	4	5	6	5	4
Declared Emergencies	1	1	1	1	1

### **PERFORMANCE MEASURES**

Citizen Satisfaction Survey Post Card

Excellent or Very Good (#/%)	2/100%	2/100%	2/100%	4/100%	4/100%
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### **PERSONNEL**

Full-time Equivalents	3.00	3.00	3.00	3.00	3.00
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### **PROGRAM OBJECTIVES**

Special objectives beyond those listed in the Program Description:

- Continue Economic Development efforts including business visit
- Continue negotiations for open space acquisition
- Continue efforts to regionalize some Town services

### **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.

BOARD OF FINANCE BUDGET-SUMMARY  
TOWN OF AVON  
BUDGET FOR 2015 AS OF 1 JULY 2014  
TOWN MANAGER

ACCOUNT NUMBER	SPENT FY 2013	APPROP FY 2014	SPENT YEAR TO DATE	ESTIMATED FY 2014	DEPT REQ FY 2015	MANAGER APPROV	COUNCIL APPROV	FINANCE APPROV	INC/ DEC	%
PERSONAL SERVICES										
WAGES & SALARIES	274845	276749	.00	276749	280055	280055	283006	283006	6257	2
EMPLOYEE BENEFITS	160026	170280	.00	170280	188983	180244	180244	180244	9964	6
	619	592	.00	592	604	604	604	604	12	2
-----										
TOTAL PERSONAL SERVICES	435490	447621	.00	447621	469642	460903	463854	463854	16233	4
SERVICES & SUPPLIES										
AUTO ALLOWANCE	6750	6500	.00	6500	6500	6500	6500	6500	0	0
TRAVEL & MEETING EXPENSE	1677	2900	.00	2900	3400	3400	3400	3400	500	17
MEMBERSHIP FEES	1625	2215	.00	2215	2235	2235	2235	2235	20	1
BOOKS & PERIODICALS	385	425	.00	425	400	400	400	400	-25	-6
RECRUITMENT & TRAINING	1269	2215	.00	250	2030	2030	2030	2030	-185	-8
RENTALS	1173	2000	.00	2000	2000	2000	2000	2000	0	0
EQUIPMENT OPERATION & MAIN	4347	5608	.00	5608	6533	5874	5874	5874	266	5
POSTAGE	265	1500	.00	1200	1200	1200	1200	1200	-300	-20
MATERIALS & SUPPLIES	2171	3000	.00	3000	3000	3000	3000	3000	0	0
-----										
TOTAL SERVICES & SUPPLIES	19662	26363	.00	24098	27298	26639	26639	26639	276	1
CAPITAL OUTLAY										
OFFICE EQUIPMENT	0	0	.00	0	0	0	0	0	0	100
-----										
TOTAL CAPITAL OUTLAY	0	0	.00	0	0	0	0	0	0	100
-----										
TOTALS FOR TOWN MANAGER	455152	473984	.00	471719	496940	487542	490493	490493	16509	3

ACCOUNT NUMBER	SPENT FY 2013	APPROP FY 2014	SPENT YEAR TO DATE	ESTIMATED FY 2014	DEPT REQ FY 2015	MANAGER APPROV	COUNCIL APPROV	FINANCE APPROV	INC/ DEC	%
PERSONAL SERVICES										
-----										
WAGES & SALARIES										
01 1201 51011 REG FULL TIME	274845	276749		276749	280055	280055	283006	283006	6257	2
01 1201 51012 REG PART TIME										
	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
	274845	276749	.00	276749	280055	280055	283006	283006	6257	2
EMPLOYEE BENEFITS										
01 1201 51031 FICA	21038	19250		19250	20187	20187	20187	20187	937	5
01 1201 51032 RETIREMENT	59982	63779		63779	73876	70198	70198	70198	6419	10
01 1201 51033 HOSPITALIZATION	29700	31670		31670	34493	33118	33118	33118	1448	5
01 1201 51034 DENTAL INS	3954	2966		2966	2966	2966	2966	2966		
01 1201 51036 WORK COMP	79	87		87	98	98	98	98	11	13
01 1201 51038 DEFINED CONTRIBU	23345	27599		27599	27852	27852	27852	27852	253	1
01 1201 51039 RETIREE HEALTH	21928	24929		24929	29511	25825	25825	25825	896	4
\$525,000 BUDGETED FOR A										
PORTION OF GASB RECOMMEND										
FUNDING LEVEL. CURRENT										
ACTIVE RETIREE BENEFITS										
\$1,412,832 FOLLOWS:										
GEN GOVERNMENT \$218,036										
PUBLIC SAFETY \$643,060										
PUBLIC WORKS \$376,772										
HLTH & SOC SERV \$ 15,520										
REC & PARKS \$101,984										
CULTURAL & ED \$ 26,421										
CONS & DEV \$ 31,039										
	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
	160026	170280	.00	170280	188983	180244	180244	180244	9964	6
01 1201 51040 LIFE/LTD INSURAN	619	592		592	604	604	604	604	12	2
	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
TOTAL PERSONAL SERVICES	435490	447621	.00	447621	469642	460903	463854	463854	16233	4
SERVICES & SUPPLIES										
-----										
AUTO ALLOWANCE										
01 1201 52101 ANNUAL ALLOTMENT	6000	6000		6000	6000	6000	6000	6000		
01 1201 52102 MILEAGE	750	500		500	500	500	500	500		
	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
	6750	6500	.00	6500	6500	6500	6500	6500	0	0

BOARD OF FINANCE BUDGET-DETAIL  
TOWN OF AVON  
BUDGET FOR 2015 AS OF 1 JULY 2014  
TOWN MANAGER

ACCOUNT NUMBER	SPENT FY 2013	APPROP FY 2014	SPENT YEAR TO DATE	ESTIMATED FY 2014	DEPT REQ FY 2015	MANAGER APPROV	COUNCIL APPROV	FINANCE APPROV	INC/ DEC	%
TRAVEL & MEETING EXPENSE										
01 1201 52111 MILEAGE & TOLLS ICMA CONF. CHARLOTTE (2)	511	500		500	1000	1000	1000	1000	500	100
01 1201 52112 LODGING 2 X 4 NIGHTS @ \$200/NIGHT = \$1,600	868	1600		1600	1600	1600	1600	1600		
01 1201 52113 MEALS ICMA & CONN. MGRS.	298	800		800	800	800	800	800		
	1677	2900	.00	2900	3400	3400	3400	3400	500	17
MEMBERSHIP FEES										
01 1201 52131 FEES-PROFESSIONA ICMA: \$1,835 CTCMA: \$ 150 GFOA: \$ 150 CEDAS: \$ 100	1625	2215		2215	2235	2235	2235	2235	20	1
BOOKS & PERIODICALS										
01 1201 52141 BOOKS & PERIODIC NEWSPAPER \$300 BOOKS \$100	385	425		425	400	400	400	400	-25	-6
RECRUITMENT & TRAINING										
01 1201 52155 PROFESSIONAL DEV COST: \$110 CCM: \$125 ICMA: \$1,800	1269	2215		250	2030	2030	2030	2030	-185	-8
RENTALS										
01 1201 52193 COPIER	1173	2000		2000	2000	2000	2000	2000		
EQUIPMENT OPERATION & MAIN										
01 1201 52201 MOTOR FUELS 108 Gallons/Unleaded Fuel @ \$3.70/per gallon	542	400		400	400	400	400	400		
01 1201 52202 MOTOR OIL										
01 1201 52203 TIRES										
01 1201 52204 PARTS AND REPAIR										
01 1201 52205 OFFICE MACHINERY		250		250					-250	-100

BOARD OF FINANCE BUDGET-DETAIL  
TOWN OF AVON  
BUDGET FOR 2015 AS OF 1 JULY 2014  
TOWN MANAGER

ACCOUNT NUMBER	SPENT FY 2013	APPROP FY 2014	SPENT YEAR TO DATE	ESTIMATED FY 2014	DEPT REQ FY 2015	MANAGER APPROV	COUNCIL APPROV	FINANCE APPROV	INC/ DEC	%
01 1201 52206 COMPUTER OPERATI	3805	4958		4958	6133	5474	5474	5474	516	10
PRO RATE SHARE OF ANNUAL:										
ADMINS ALPHA \$19,942;										
SMS/ALPHA \$ 1.420;										
TECH.SUPP. ALPHA \$48,990;										
NTWRK CONTRCT,WEB FILTER,										
MNGD SRVER BACKUP\$86,453;										
NTWRK REFLECTION \$ 1,940;										
WIN XP UPGD (25) \$12,000;										
ASSESS CAMA MAINTENANCE &										
WEB HOSTING \$ 6,600;										
AUC SUPPORT \$18,960;										
APD MANGD 180 \$17,637										
01 1201 52209 EQUIP MAINT-OTHE										
	4347	5608	.00	5608	6533	5874	5874	5874	266	5
POSTAGE										
01 1201 52221 POSTAGE	265	1500		1200	1200	1200	1200	1200	-300	-20
MATERIALS & SUPPLIES										
01 1201 52231 OFFICE SUPPLIES	2171	3000		3000	3000	3000	3000	3000		
TOTAL SERVICES & SUPPLIES	19662	26363	.00	24098	27298	26639	26639	26639	276	1
CAPITAL OUTLAY										
OFFICE EQUIPMENT										
01 1201 53302 FIXED EQUIPMENT										
TOTAL CAPITAL OUTLAY	0	0	.00	0	0	0	0	0	0	100
TOTALS FOR TOWN MANAGER	455152	473984	.00	471719	496940	487542	490493	490493	16509	3

TOWN OF AVON  
PERSONNEL WAGE ANALYSIS

ADOPTED:  
JULY 1, 2013 TO JUNE 30, 2014

ADOPTED:  
JULY 1, 2014 TO JUNE 30, 2015

NAME	POSITION	DATE OF	RANGE	HOURLY	HOURS	BIWEEKLY	ANNUAL	RANGE	HOURLY	HOURS	BIWEEKLY	ANNUAL
ACCOUNT	NUMBER	EMPLOY.	&STEP	RATE		SALARY	SALARY	&STEP	RATE		SALARY	SALARY
=====												
FUND: GENERAL FUND		DEPARTMENT: GENERAL GOVERNMENT				DIVISION: EXECUTIVE				ACTIVITY: TOWN MANAGER		
TOWN MANAGER												
BRANDON ROBERTSON	04-Jan-2010	UP	68.6944	75.00	2576	5152.08		UP 70.2400	82.50	2634	5794.80	
TOWN MANAGER	# 1001		70.2400	1875.00	2634	131700.00		UP 71.8204	1867.50	2693	134124.60	
120151011	100 %			-----		-----			-----		-----	
				1950.00		136852.08			1950.00		139919.40	
JENNIFER WORSMAN	15-Jun-2009	9E	30.9382	70.50	0	2181.14		9E 31.6343	77.50	0	2451.66	
EXECUTIVE SEC.	# 1091		31.6343	1762.50	0	55755.45		9E 32.3461	1755.50	0	56783.58	
120151011	94 %			-----		-----			-----		-----	
				1833.00		57936.59			1833.00		59235.24	
STEPHEN BARTHA	07-Jun-2010	UP	40.4744	75.00	0	3035.58		UP 42.0933	82.50	0	3472.70	
ASST. TOWN MANAGER	# 1129		42.0933	1875.00	0	78924.94		UP 43.0404	1867.50	0	80377.95	
120151011	100 %			-----		-----			-----		-----	
				1950.00		81960.52			1950.00		83850.65	
						-----						
						ADOPTED		276749.19				
										ADOPTED		283005.29

## **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 2014/2015 will be approximately \$4,750.

### **PERFORMANCE MEASURES**

<b>WORKLOAD MEASURES</b>	<b>2010/ 2011</b>	<b>2011/ 2012</b>	<b>2012/ 2013</b>	<b>Est. 2013/ 2014</b>	<b>Proj. 2014/ 2015</b>
Decedents Estates	100	100	100	100	100
Small Estates	95	95	95	95	95
Passports Issued	600	300*	0*	0*	0*

\* Midway thru fiscal year 2011/2012, the Probate Court stopped processing passport applications and renewals.



BOARD OF FINANCE BUDGET-SUMMARY  
TOWN OF AVON  
BUDGET FOR 2015 AS OF 1 JULY 2014  
PROBATE

ACCOUNT NUMBER	SPENT FY 2013	APPROP FY 2014	SPENT YEAR TO DATE	ESTIMATED FY 2014	DEPT REQ FY 2015	MANAGER APPROV	COUNCIL APPROV	FINANCE APPROV	INC/ DEC	%
SERVICES & SUPPLIES										
CONTRACTUAL SERVICES & PRINT	4289	4500	.00	4618	4750	4750	4750	4750	250	6
RENTALS	0	0	.00	0	0	0	0	0	0	100
EQUIPMENT OPERATION & MAIN	0	0	.00	0	0	0	0	0	0	100
POSTAGE	0	0	.00	0	0	0	0	0	0	100
MATERIALS & SUPPLIES	0	0	.00	0	0	0	0	0	0	100
-----										
TOTAL SERVICES & SUPPLIES	4289	4500	.00	4618	4750	4750	4750	4750	250	6
CAPITAL OUTLAY										
OFFICE EQUIPMENT	0	0	.00	0	0	0	0	0	0	100
-----										
TOTAL CAPITAL OUTLAY	0	0	.00	0	0	0	0	0	0	100
-----										
TOTALS FOR PROBATE	4289	4500	.00	4618	4750	4750	4750	4750	250	6

BOARD OF FINANCE BUDGET-DETAIL  
TOWN OF AVON  
BUDGET FOR 2015 AS OF 1 JULY 2014  
PROBATE

ACCOUNT NUMBER	SPENT FY 2013	APPROP FY 2014	SPENT YEAR TO DATE	ESTIMATED FY 2014	DEPT REQ FY 2015	MANAGER APPROV	COUNCIL APPROV	FINANCE APPROV	INC/ DEC	%
SERVICES & SUPPLIES										
-----										
CONTRACTUAL SERVICES & PRINTIN										
01 1301 52184 SERVICE & CONSUL	4289	4500		4618	4750	4750	4750	4750	250	6
29% OF SIMSBURY REGIONAL										
COURT OPERATING EXPEND.										
01 1301 52186 MICROFILMING & P										
	4289	4500	.00	4618	4750	4750	4750	4750	250	6
-----										
RENTALS										
01 1301 52193 COPIER										
EQUIPMENT OPERATION & MAIN										
01 1301 52205 OFFICE MACHINERY										
POSTAGE										
01 1301 52221 POSTAGE										
MATERIALS & SUPPLIES										
01 1301 52231 OFFICE SUPPLIES										
	4289	4500	.00	4618	4750	4750	4750	4750	250	6
-----										
TOTAL SERVICES & SUPPLIES	4289	4500	.00	4618	4750	4750	4750	4750	250	6
CAPITAL OUTLAY										
-----										
OFFICE EQUIPMENT										
01 1301 53309 OFFICE EQUIP-OTH										
	0	0	.00	0	0	0	0	0	0	100
-----										
TOTAL CAPITAL OUTLAY	0	0	.00	0	0	0	0	0	0	100
-----										
TOTALS FOR PROBATE	4289	4500	.00	4618	4750	4750	4750	4750	250	6



## **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.

<b>WORKLOAD MEASURES</b>	<b>2010/ 2011</b>	<b>2011/ 2012</b>	<b>2012/ 2013</b>	<b>Est. 2013/ 2014</b>	<b>Proj. 2014/ 2015</b>
# of Voters	11,920	12,001	12,500	12,000	12,500
# Voters Added to Registry List	500	550	800	400	500
# Changes to Enrollment List	300	100	100	100	100
# Voters Removed from Registry List	300	450	300	300	400
# of Acceptance Notices Sent	500	550	800	400	500
# Moves in Town	50	125	100	100	100
# Name Changes	25	20	25	25	25
# Cancellation Notices Sent	100	50	100	100	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.

BOARD OF FINANCE BUDGET-SUMMARY  
TOWN OF AVON  
BUDGET FOR 2015 AS OF 1 JULY 2014  
REG OF VOTERS

ACCOUNT NUMBER	SPENT FY 2013	APPROP FY 2014	SPENT YEAR TO DATE	ESTIMATED FY 2014	DEPT REQ FY 2015	MANAGER APPROV	COUNCIL APPROV	FINANCE APPROV	INC/ DEC	%
PERSONAL SERVICES										
WAGES & SALARIES	21600	42300	.00	43000	43000	43000	43000	43000	700	2
EMPLOYEE BENEFITS	1533	3183	.00	3183	3312	3312	3312	3312	129	4
-----										
TOTAL PERSONAL SERVICES	23133	45483	.00	46183	46312	46312	46312	46312	829	2
SERVICES & SUPPLIES										
TRAVEL & MEETING EXPENSE	341	430	.00	480	480	480	480	480	50	12
ADVERTISING	0	100	.00	100	100	100	100	100	0	0
MEMBERSHIP FEES	0	120	.00	120	120	120	120	120	0	0
RECRUITMENT & TRAINING	770	1200	.00	1500	1500	1500	1500	1500	300	25
CONTRACTUAL SERVICES & PRINT	95	100	.00	120	120	120	120	120	20	20
RENTALS	100	0	.00	100	100	100	100	100	100	100
EQUIPMENT OPERATION & MAIN	551	954	.00	954	1133	1033	1033	1033	79	8
POSTAGE	3725	2500	.00	2500	2500	2500	2500	2500	0	0
MATERIALS & SUPPLIES	451	750	.00	750	750	750	750	750	0	0
-----										
TOTAL SERVICES & SUPPLIES	6033	6154	.00	6624	6803	6703	6703	6703	549	9
-----										
TOTALS FOR REG OF VOTERS	29166	51637	.00	52807	53115	53015	53015	53015	1378	3

ACCOUNT NUMBER	SPENT FY 2013	APPROP FY 2014	SPENT YEAR TO DATE	ESTIMATED FY 2014	DEPT REQ FY 2015	MANAGER APPROV	COUNCIL APPROV	FINANCE APPROV	INC/ DEC	%
PERSONAL SERVICES -----										
WAGES & SALARIES										
01 1401 51010 ELECTION WORKER	21600	42300		43000	43000	43000	43000	43000	700	2
01 1401 51012 REG PART TIME										
	21600	42300	.00	43000	43000	43000	43000	43000	700	2
EMPLOYEE BENEFITS										
01 1401 51031 FICA	1515	3163		3163	3289	3289	3289	3289	126	4
01 1401 51036 WORK COMP	18	20		20	23	23	23	23	3	15
	1533	3183	.00	3183	3312	3312	3312	3312	129	4
TOTAL PERSONAL SERVICES	23133	45483	.00	46183	46312	46312	46312	46312	829	2
SERVICES & SUPPLIES -----										
TRAVEL & MEETING EXPENSE										
01 1401 52111 MILEAGE & TOLLS	61	150		200	200	200	200	200	50	33
REGISTRAR AND DEPUTY REGISTRAR SALARIES										
01 1401 52113 MEALS										
01 1401 52119 OTHER	280	280		280	280	280	280	280		
SEC. 9-6 ELECTION LAWS WE ARE REQUIRED TO ATTEND FOUR MEETINGS A YEAR AT \$35.00 FOR EACH REGISTRAR										
	341	430	.00	480	480	480	480	480	50	12
ADVERTISING										
01 1401 52122 ADVERTISING-LEGA		100		100	100	100	100	100		
MEMBERSHIP FEES										
01 1401 52131 FEES-PROFESSIONA		120		120	120	120	120	120		

BOARD OF FINANCE BUDGET-DETAIL  
TOWN OF AVON  
BUDGET FOR 2015 AS OF 1 JULY 2014  
REG OF VOTERS

ACCOUNT NUMBER	SPENT FY 2013	APPROP FY 2014	SPENT YEAR TO DATE	ESTIMATED FY 2014	DEPT REQ FY 2015	MANAGER APPROV	COUNCIL APPROV	FINANCE APPROV	INC/ DEC	%
RECRUITMENT & TRAINING										
01 1401 52155 PROFESSIONAL DEV	770	1200		1500	1500	1500	1500	1500	300	25
CONTRACTUAL SERVICES & PRINTIN										
01 1401 52184 SERVICE & CONSUL STATE RECOMMENDED CONTINUING EDUCATION	95	100		120	120	120	120	120	20	20
RENTALS										
01 1401 52193 COPIER	100			100	100	100	100	100	100	
EQUIPMENT OPERATION & MAIN										
01 1401 52205 OFFICE MACHINERY	72	200		200	200	200	200	200		
01 1401 52206 COMPUTER OPERATI	479	754		754	933	833	833	833	79	10
PRO RATE SHARE OF ANNUAL: ADMINS ALPHA \$19,942; SMS/ALPHA \$ 1,420; TECH.SUPP. ALPHA \$48,990; NTRWK CONTRCT,WEB FILTER, MNGD SRVR BACKUP\$86,453; NTRWK REFLECTION \$ 1,940; WIN XP UPGD (25) \$12,000; ASSESS CAMA MAINTENANCE & WEB HOSTING \$ 6,600; AUC SUPPORT \$18,960; APD MANGD 180 \$17,637										
	551	954	.00	954	1133	1033	1033	1033	79	8
POSTAGE										
01 1401 52221 POSTAGE	3725	2500		2500	2500	2500	2500	2500		
MATERIALS & SUPPLIES										
01 1401 52231 OFFICE SUPPLIES	451	750		750	750	750	750	750		
TOTAL SERVICES & SUPPLIES	6033	6154	.00	6624	6803	6703	6703	6703	549	9
TOTALS FOR REG OF VOTERS	29166	51637	.00	52807	53115	53015	53015	53015	1378	3

TOWN OF AVON  
PERSONNEL WAGE ANALYSIS

ADOPTED:  
JULY 1, 2013 TO JUNE 30, 2014

ADOPTED:  
JULY 1, 2014 TO JUNE 30, 2015

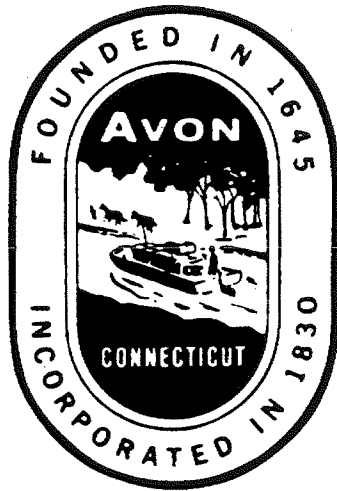
NAME	POSITION	DATE OF	RANGE	HOURLY	HOURS	BIWEEKLY	ANNUAL	RANGE	HOURLY	HOURS	BIWEEKLY	ANNUAL
ACCOUNT	NUMBER	EMPLOY.	&STEP	RATE		SALARY	SALARY	&STEP	RATE		SALARY	SALARY

FUND: GENERAL FUND      DEPARTMENT: GENERAL GOVERNMENT      DIVISION: ELECTIONS      ACTIVITY: REG OF VOTERS

REG OF VOTERS

GENEVIEVE A CLARK						4500.00						4500.00
REGISTRAR OF VOTERS	# 0019					-----					.00	4500.00
140151010	100 %					4500.00						
						31500.00						32200.00
	# 0925					-----					.00	32200.00
140151010	100 %					31500.00						
LAURA HUNT						4500.00						4500.00
REGISTRAR OF VOTERS	# 1105					-----					.00	4500.00
140151010	100 %					4500.00						
KERRY LADOUCEUR						900.00						900.00
DEPUTY REGISTRAR	# 1233					-----					.00	900.00
140151010	100 %					900.00						
CARMEN ROURKE						900.00						900.00
DEPUTY REGISTRAR	# 1242					-----					.00	900.00
140151010	100 %					900.00						
						-----						-----
						ADOPTED	42300.00				ADOPTED	43000.00





## **414.03 ELECTIONS AND REFERENDA**

### **PROGRAM DESCRIPTION**

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

### **PROGRAM COMMENTARY**

The fiscal year 2014/2015 Elections and Referenda budget includes additional hours for poll workers to cover the estimated costs necessary to cover the one state-wide election, two primaries and two budget referenda. Various line items throughout the Elections and Referenda budget have been increased in fiscal year 2014/2015 as compared to fiscal year 2013/2014.

### **PERFORMANCE MEASURES**

<b>WORKLOAD MEASURES</b>	<b>2010/ 2011</b>	<b>2011/ 2012</b>	<b>2012/ 2013</b>	<b>Est. 2013/ 2014</b>	<b>Proj. 2014/ 2015</b>
State/National Election	1	0	1	0	1
Municipal Election	0	1	0	1	0
Primaries	2	0	1	0	2
Presidential Preferential Primaries	0	2	0	0	0
Budget Referenda	1	2	2	1	2
Referenda (Other)	0	1	0	1	0

BOARD OF FINANCE BUDGET-SUMMARY  
TOWN OF AVON  
BUDGET FOR 2015 AS OF 1 JULY 2014  
ELECTIONS AND REFER

ACCOUNT NUMBER	SPENT FY 2013	APPROP FY 2014	SPENT YEAR TO DATE	ESTIMATED FY 2014	DEPT REQ FY 2015	MANAGER APPROV	COUNCIL APPROV	FINANCE APPROV	INC/ DEC	%
PERSONAL SERVICES										
WAGES & SALARIES	38350	17500	.00	21500	21500	21500	21500	21500	4000	23
EMPLOYEE BENEFITS	1754	1615	.00	1615	1653	1653	1653	1653	38	2
TOTAL PERSONAL SERVICES	40104	19115	.00	23115	23153	23153	23153	23153	4038	21
SERVICES & SUPPLIES										
TRAVEL & MEETING EXPENSE	1699	1500	.00	2000	2000	2000	2000	2000	500	33
ADVERTISING	129	600	.00	600	600	600	600	600	0	0
RECRUITMENT & TRAINING	205	300	.00	300	300	300	300	300	0	0
CONTRACTUAL SERVICES & PRINT	17398	17000	.00	18000	18000	17000	17000	17000	0	0
EQUIPMENT OPERATION & MAIN	1185	2800	.00	3700	3700	2900	2900	2900	100	4
POSTAGE	0	0	.00	0	0	0	0	0	0	100
MATERIALS & SUPPLIES	579	700	.00	1500	1500	1500	1500	1500	800	114
TOTAL SERVICES & SUPPLIES	21195	22900	.00	26100	26100	24300	24300	24300	1400	6
TOTALS FOR ELECTIONS AND RE	61299	42015	.00	49215	49253	47453	47453	47453	5438	13

BOARD OF FINANCE BUDGET-DETAIL  
TOWN OF AVON  
BUDGET FOR 2015 AS OF 1 JULY 2014  
ELECTIONS AND REFER

ACCOUNT NUMBER	SPENT FY 2013	APPROP FY 2014	SPENT YEAR TO DATE	ESTIMATED FY 2014	DEPT REQ FY 2015	MANAGER APPROV	COUNCIL APPROV	FINANCE APPROV	INC/ DEC	%
PERSONAL SERVICES -----										
WAGES & SALARIES										
01 1403 51010 ELECTION WORKER POLL WORKERS	38350	17500		21500	21500	21500	21500	21500	4000	23
EMPLOYEE BENEFITS										
01 1403 51031 FICA	1748	1608		1608	1645	1645	1645	1645	37	2
01 1403 51036 WORK COMP	6	7		7	8	8	8	8	1	14
	1754	1615	.00	1615	1653	1653	1653	1653	38	2
-----										
TOTAL PERSONAL SERVICES	40104	19115	.00	23115	23153	23153	23153	23153	4038	21
SERVICES & SUPPLIES -----										
TRAVEL & MEETING EXPENSE										
01 1403 52113 MEALS	1699	1500		2000	2000	2000	2000	2000	500	33
ADVERTISING										
01 1403 52122 ADVERTISING-LEGA	129	600		600	600	600	600	600		
RECRUITMENT & TRAINING										
01 1403 52155 PROFESSIONAL DEV	205	300		300	300	300	300	300		
CONTRACTUAL SERVICES & PRINTIN										
01 1403 52181 PRINTING	7050	7000		8000	8000	7000	7000	7000		
THIS COST IS DUE TO THE PRINTING OF BALLOTS FOR THE NEW VOTING SYSTEM. (TOWN MANAGER REDUCED)										
01 1403 52185 GENERAL SERVICE	10348	10000		10000	10000	10000	10000	10000		
\$9,400 IS FOR FIRE/ POLICE SVCS ESTIMATED FOR PRIMARIES, ELECTIONS AND REFERENDUM. (AT \$30.00 PER HOUR DEPENDING HOW MANY THEY USE. \$600 FOR THE PHONE LINES INSTALLATION AND USE AT POLLS).										
	17398	17000	.00	18000	18000	17000	17000	17000	0	0
-----										

BOARD OF FINANCE BUDGET-DETAIL  
TOWN OF AVON  
BUDGET FOR 2015 AS OF 1 JULY 2014  
ELECTIONS AND REFER

ACCOUNT NUMBER	SPENT FY 2013	APPROP FY 2014	SPENT YEAR TO DATE	ESTIMATED FY 2014	DEPT REQ FY 2015	MANAGER APPROV	COUNCIL APPROV	FINANCE APPROV	INC/ DEC	%
EQUIPMENT OPERATION & MAIN										
01 1403 52209 EQUIP MAINT-OTHE PROGRAMMING OF MEMORY CARDS FOR \$2,000, \$1,700. FOR THE SERVICE TO MAINTAIN THE NEW VOTING MACHINES. (TOWN MANAGER REDUCED)	1185	2800		3700	3700	2900	2900	2900	100	4
POSTAGE										
01 1403 52221 POSTAGE										
MATERIALS & SUPPLIES										
01 1403 52231 OFFICE SUPPLIES MEMORY CARDS = \$800 OFFICE SUPPLIES = \$700	579	700		1500	1500	1500	1500	1500	800	114
-----										
TOTAL SERVICES & SUPPLIES	21195	22900	.00	26100	26100	24300	24300	24300	1400	6
-----										
TOTALS FOR ELECTIONS AND RE	61299	42015	.00	49215	49253	47453	47453	47453	5438	13

TOWN OF AVON  
PERSONNEL WAGE ANALYSIS

ADOPTED:  
JULY 1, 2013 TO JUNE 30, 2014

ADOPTED:  
JULY 1, 2014 TO JUNE 30, 2015

NAME	POSITION	DATE OF	RANGE	HOURLY	HOURS	BIWEEKLY	ANNUAL	RANGE	HOURLY	HOURS	BIWEEKLY	ANNUAL
ACCOUNT NUMBER		EMPLOY.	&STEP	RATE		SALARY	SALARY	&STEP	RATE		SALARY	SALARY

FUND: GENERAL FUND      DEPARTMENT: GENERAL GOVERNMENT      DIVISION: ELECTIONS      ACTIVITY: ELECTIONS AND REFER

ELECTIONS AND REFER

						17500.00						21500.00
ELECTION WORKERS	# 0924					-----					.00	21500.00
140351010	100 %					17500.00						
						-----					-----	
						ADOPTED	17500.00				ADOPTED	21500.00



## **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 requested budget for General Legal Services reflects a 3% increase to cover both the \$10,500 monthly retainer and the cost of matters that fall outside of the retainer. This account was last increased in fiscal year 2012/2013, from \$155,000 to \$160,000. 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.



BOARD OF FINANCE BUDGET-SUMMARY  
TOWN OF AVON  
BUDGET FOR 2015 AS OF 1 JULY 2014  
LEGAL SERVICES

ACCOUNT NUMBER	SPENT FY 2013	APPROP FY 2014	SPENT YEAR TO DATE	ESTIMATED FY 2014	DEPT REQ FY 2015	MANAGER APPROV	COUNCIL APPROV	FINANCE APPROV	INC/ DEC	%
SERVICES & SUPPLIES										
CONTRACTUAL SERVICES & PRINT	162730	160000	.00	165000	165000	165000	165000	165000	5000	3
TOTAL SERVICES & SUPPLIES	162730	160000	.00	165000	165000	165000	165000	165000	5000	3
TOTALS FOR LEGAL SERVICES	162730	160000	.00	165000	165000	165000	165000	165000	5000	3

BOARD OF FINANCE BUDGET-DETAIL  
TOWN OF AVON  
BUDGET FOR 2015 AS OF 1 JULY 2014  
LEGAL SERVICES

ACCOUNT NUMBER	SPENT FY 2013	APPROP FY 2014	SPENT YEAR TO DATE	ESTIMATED FY 2014	DEPT REQ FY 2015	MANAGER APPROV	COUNCIL APPROV	FINANCE APPROV	INC/ DEC	%
SERVICES & SUPPLIES										
-----										
CONTRACTUAL SERVICES & PRINTIN										
01 1501 52183 LEGAL FEES & EXP	162730	160000		165000	165000	165000	165000	165000	5000	3
-----										
TOTAL SERVICES & SUPPLIES	162730	160000	.00	165000	165000	165000	165000	165000	5000	3
-----										
TOTALS FOR LEGAL SERVICES	162730	160000	.00	165000	165000	165000	165000	165000	5000	3



## **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 2014/2015 at \$766,625. The only significant changes to the operating budget is a \$13,800 department requested reduction to Cott computerized microfilming.

<b>WORKLOAD MEASURES</b>	<b>2010/ 2011</b>	<b>2011/ 2012</b>	<b>2012/ 2013</b>	<b>Est. 2013/ 2014</b>	<b>Proj. 2014/ 2015</b>
Revenues Collected	\$788,962	\$775,158	\$750,000	\$750,000	\$766,625
Documents Recorded	4,774	4,602	4,500	4,500	5,000
Pages Recorded	23,642	21,609	22,000	22,000	24,000
Sales Analysis to State	564	548	550	550	650
Licenses & Permits Issued	2,366	2,186	2,200	2,200	2,200
Photo Copies & Cert. of Land Records	20,355	22,288	21,000	21,000	26,000
Election Activities	2,366	759	5,000	2,000	2,400
Vital Statistics Recorded	367	376	400	400	400
Certified Copies of Vital Statistics	1,015	1,065	1,100	1,100	1,100
Miscellaneous Services (DAR, Notary)	5,000	5,000	5,000	5,000	4,000
Referenda	1	1	1	1	1
Election & Primaries	1	2	2	1	3
Depository for Bonds	\$8,719,248	\$8,700,000	\$8,700,000	\$8,700,000	5,000,000
Conveyance Tax/State	\$813,486	\$900,000	\$900,000	\$1,200,000	1,700,000
Pages of Minutes Recorded	500	632	1,000	1,000	900

### **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%
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 / 1
-----------------------	--------	--------	--------	--------	-------

### **PROGRAM OBJECTIVES**

- Continue to review, reorganize, and purge 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.

BOARD OF FINANCE BUDGET-SUMMARY  
TOWN OF AVON  
BUDGET FOR 2015 AS OF 1 JULY 2014  
RECORDS AND VITAL

ACCOUNT NUMBER	SPENT FY 2013	APPROP FY 2014	SPENT YEAR TO DATE	ESTIMATED FY 2014	DEPT REQ FY 2015	MANAGER APPROV	COUNCIL APPROV	FINANCE APPROV	INC/ DEC	%
PERSONAL SERVICES										
WAGES & SALARIES	143510	158184	.00	158184	166045	166045	166045	166045	7861	5
EMPLOYEE BENEFITS	146300	157509	.00	157509	178971	167564	167564	167564	10055	6
	594	568	.00	568	579	579	579	579	11	2
-----										
TOTAL PERSONAL SERVICES	290404	316261	.00	316261	345595	334188	334188	334188	17927	6
SERVICES & SUPPLIES										
TRAVEL & MEETING EXPENSE	129	150	.00	150	150	150	150	150	0	0
ADVERTISING	100	120	.00	120	120	120	120	120	0	0
MEMBERSHIP FEES	267	300	.00	300	300	300	300	300	0	0
RECRUITMENT & TRAINING	750	820	.00	820	820	820	820	820	0	0
GRANTS AND CONTRIBUTIONS	334	550	.00	550	550	550	550	550	0	0
CONTRACTUAL SERVICES & PRINT	46678	55050	.00	41250	40000	40000	40000	40000	-15050	-27
RENTALS	828	900	.00	900	900	900	900	900	0	0
EQUIPMENT OPERATION & MAIN	462	837	.00	837	1417	1372	1372	1372	535	64
POSTAGE	2366	4000	.00	3500	3500	3500	3500	3500	-500	-12
MATERIALS & SUPPLIES	2563	3500	.00	3000	3000	3000	3000	3000	-500	-14
-----										
TOTAL SERVICES & SUPPLIES	54477	66227	.00	51427	50757	50712	50712	50712	-15515	-23
CAPITAL OUTLAY										
OFFICE EQUIPMENT	0	0	.00	0	0	0	0	0	0	100
-----										
TOTAL CAPITAL OUTLAY	0	0	.00	0	0	0	0	0	0	100
-----										
TOTALS FOR RECORDS AND VITA	344881	382488	.00	367688	396352	384900	384900	384900	2412	1

BOARD OF FINANCE BUDGET-DETAIL  
TOWN OF AVON  
BUDGET FOR 2015 AS OF 1 JULY 2014  
RECORDS AND VITAL

ACCOUNT NUMBER	SPENT FY 2013	APPROP FY 2014	SPENT YEAR TO DATE	ESTIMATED FY 2014	DEPT REQ FY 2015	MANAGER APPROV	COUNCIL APPROV	FINANCE APPROV	INC/ DEC	%
PERSONAL SERVICES										
-----										
WAGES & SALARIES										
01 1601 51011 REG FULL TIME	113822	123027		123027	129325	129325	129325	129325	6298	5
01 1601 51012 REG PART TIME	28358	30277		30277	31730	31730	31730	31730	1453	5
01 1601 51014 TEMPORARY PART T	1330	4880		4880	4990	4990	4990	4990	110	2
PAYS FOR ADD'L HOURS FOR										
PT ASST. AND TEMPORARY										
STAFF										
	143510	158184	.00	158184	166045	166045	166045	166045	7861	5
-----										
EMPLOYEE BENEFITS										
01 1601 51031 FICA	11765	12135		12135	12703	12703	12703	12703	568	5
01 1601 51032 RETIREMENT	57017	60702		60702	70312	66812	66812	66812	6110	10
01 1601 51033 HOSPITALIZATION	25935	27656		27656	30121	28921	28921	28921	1265	5
01 1601 51034 DENTAL INS	2247	2351		2351	2351	2351	2351	2351		
01 1601 51036 WORK COMP	74	82		82	92	92	92	92	10	12
01 1601 51038 DEFINED CONTRIBU	9365	9227		9227	9700	9700	9700	9700	473	5
01 1601 51039 RETIREE HEALTH	39897	45356		45356	53692	46985	46985	46985	1629	4
\$525,000 BUDGETED FOR A										
PORTION OF GASB RECOMMEND										
FUNDING LEVEL. CURRENT										
ACTIVE RETIREE BENEFITS										
\$1,412,832 FOLLOWS:										
GEN GOVERNMENT \$218,036										
PUBLIC SAFETY \$643,060										
PUBLIC WORKS \$376,772										
HLTH & SOC SERV \$ 15,520										
REC & PARKS \$101,984										
CULTURAL & ED \$ 26,421										
CONS & DEV \$ 31,039										
	146300	157509	.00	157509	178971	167564	167564	167564	10055	6
-----										
01 1601 51040 LIFE/LTD INSURAN	594	568		568	579	579	579	579	11	2
-----										
TOTAL PERSONAL SERVICES	290404	316261	.00	316261	345595	334188	334188	334188	17927	6

BOARD OF FINANCE BUDGET-DETAIL  
TOWN OF AVON  
BUDGET FOR 2015 AS OF 1 JULY 2014  
RECORDS AND VITAL

ACCOUNT NUMBER	SPENT FY 2013	APPROP FY 2014	SPENT YEAR TO DATE	ESTIMATED FY 2014	DEPT REQ FY 2015	MANAGER APPROV	COUNCIL APPROV	FINANCE APPROV	INC/ DEC	%
SERVICES & SUPPLIES										
-----										
TRAVEL & MEETING EXPENSE										
01 1601 52111 MILEAGE & TOLLS	129	150		150	150	150	150	150		
ADVERTISING										
01 1601 52122 ADVERTISING-LEGA AUDIT REPORT TOWN & FVHD	100	120		120	120	120	120	120		
01 1601 52129 ADVERTISING-OTHE										
	100	120	.00	120	120	120	120	120	0	0
MEMBERSHIP FEES										
01 1601 52131 FEES-PROFESSIONA	267	300		300	300	300	300	300		
RECRUITMENT & TRAINING										
01 1601 52155 PROFESSIONAL DEV TOWN CLERK CERTIFICATION CLASSES FOR THE ASST. TOWN CLERKS AND REQUIRED SPRING AND FALL TOWN CLER CONFERENCES FOR THE TOWN CLERK	750	820		820	820	820	820	820		
GRANTS AND CONTRIBUTIONS										
01 1601 52169 GRANTS-OTHER OTHER TOWNS	334	550		550	550	550	550	550		
CONTRACTUAL SERVICES & PRINTIN										
01 1601 52186 MICROFILMING & P COTT COMPUTERIZED LAND, DOG, AND MAP	46168	53800		40000	40000	40000	40000	40000	-13800	-26
01 1601 52189 SERVICES - OTHER	510	1250		1250					-1250	-100
	46678	55050	.00	41250	40000	40000	40000	40000	-15050	-27

ACCOUNT NUMBER	SPENT FY 2013	APPROP FY 2014	SPENT YEAR TO DATE	ESTIMATED FY 2014	DEPT REQ FY 2015	MANAGER APPROV	COUNCIL APPROV	FINANCE APPROV	INC/ DEC	%
RENTALS										
01 1601 52193 COPIER INCLUDES COPIER RENTAL & SERVICE CONTRACT, & TONER & DEVELOPER	828	900		900	900	900	900	900		
EQUIPMENT OPERATION & MAIN										
01 1601 52206 COMPUTER OPERATI PRO RATE SHARE OF ANNUAL: ADMINS ALPHA \$19,942; SMS/ALPHA \$ 1,420; TECH.SUPP. ALPHA \$48,990; NTWRK CONTRCT,WEB FILTER, MNGD SRVER BACKUP\$86,453; NTWRK REFLECTION \$ 1,940; WIN XP UPGD (25) \$12,000; ASSESS CAMA MAINTENANCE & WEB HOSTING \$ 6,600; AUC SUPPORT \$18,960; APD MANGD 180 \$17,637	87	337		337	417	372	372	372	35	10
01 1601 52207 GIS - GEOGRAPHIC GIS DEVELOPMENT REQUESTED BY IT COMMITTEE	375	500		500	1000	1000	1000	1000	500	100
	462	837	.00	837	1417	1372	1372	1372	535	64
POSTAGE										
01 1601 52221 POSTAGE	2366	4000		3500	3500	3500	3500	3500	-500	-12
MATERIALS & SUPPLIES										
01 1601 52231 OFFICE SUPPLIES	2563	3500		3000	3000	3000	3000	3000	-500	-14
TOTAL SERVICES & SUPPLIES	54477	66227	.00	51427	50757	50712	50712	50712	-15515	-23
CAPITAL OUTLAY										
OFFICE EQUIPMENT										
01 1601 53302 FIXED EQUIPMENT										
TOTAL CAPITAL OUTLAY	0	0	.00	0	0	0	0	0	0	100



BOARD OF FINANCE BUDGET-DETAIL  
TOWN OF AVON  
BUDGET FOR 2015 AS OF 1 JULY 2014  
RECORDS AND VITAL

ACCOUNT NUMBER	SPENT FY 2013	APPROP FY 2014	SPENT YEAR TO DATE	ESTIMATED FY 2014	DEPT REQ FY 2015	MANAGER APPROV	COUNCIL APPROV	FINANCE APPROV	INC/ DEC	%
TOTALS FOR RECORDS AND VITA	344881	382488	.00	367688	396352	384900	384900	384900	2412	1

ADOPTED:  
JULY 1, 2014 TO JUNE 30, 2015

ADOPTED 166044.02



## **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**

In fiscal years 2012/2013 and 2013/2014, the Town Hall budget expenditures related to service contracts, maintenance costs, building expenses, and utilities were transferred to the Public Works, Buildings and Grounds budget. In prior years, these expenses were distributed across budgets. The fiscal year 2013/2014 budget also included a proposal to rotate a University of Connecticut MPA student through Town offices during the academic year. The Internship Professional Practice (IPP) Program places second-year graduate students in partner organizations for 15 hours per week over 39 weeks. The current cost is \$13,100, or \$22.39 per hour. The benefit of this program is to provide departments with graduate level analytic capacity during their busiest parts of the year, while offering young public administrators hands on experience in a municipal setting. Due to budget constraints, this position was not approved in fiscal year 2014/2015.

<b>PERSONNEL</b>	<b>2010/ 2011</b>	<b>2011/ 2012</b>	<b>2012/ 2013</b>	<b>Est. 2013/ 2014</b>	<b>Proj. 2014/ 2015</b>
Full Time Positions	1	1	1	1	1
Part Time Positions	0	0	0	0	0

BOARD OF FINANCE BUDGET-SUMMARY  
TOWN OF AVON  
BUDGET FOR 2015 AS OF 1 JULY 2014  
TOWN HALL

ACCOUNT NUMBER	SPENT FY 2013	APPROP FY 2014	SPENT YEAR TO DATE	ESTIMATED FY 2014	DEPT REQ FY 2015	MANAGER APPROV	COUNCIL APPROV	FINANCE APPROV	INC/ DEC	%
PERSONAL SERVICES										
WAGES & SALARIES	53719	56306	.00	56306	58893	58893	58893	58893	2587	5
EMPLOYEE BENEFITS	19168	21126	.00	21126	23948	22070	22070	22070	944	4
	0	0	.00	0	0	0	0	0	0	100
-----										
TOTAL PERSONAL SERVICES	72887	77432	.00	77432	82841	80963	80963	80963	3531	5
SERVICES & SUPPLIES										
UTILITIES	74966	22000	.00	22000	22000	20000	20000	20000	-2000	-9
CONTRACTUAL SERVICES & PRINT	0	0	.00	0	0	0	0	0	0	100
EQUIPMENT OPERATION & MAIN	0	250	.00	250	250	250	250	250	0	0
REPAIRS & MAINTENANCE	1470	1600	.00	1600	1600	1600	1600	1600	0	0
-----										
TOTAL SERVICES & SUPPLIES	76436	23850	.00	23850	23850	21850	21850	21850	-2000	-8
CAPITAL OUTLAY										
OFFICE EQUIPMENT	0	0	.00	0	0	0	0	0	0	100
-----										
TOTAL CAPITAL OUTLAY	0	0	.00	0	0	0	0	0	0	100
-----										
TOTALS FOR TOWN HALL	149323	101282	.00	101282	106691	102813	102813	102813	1531	2

BOARD OF FINANCE BUDGET-DETAIL  
TOWN OF AVON  
BUDGET FOR 2015 AS OF 1 JULY 2014  
TOWN HALL

ACCOUNT NUMBER	SPENT FY 2013	APPROP FY 2014	SPENT YEAR TO DATE	ESTIMATED FY 2014	DEPT REQ FY 2015	MANAGER APPROV	COUNCIL APPROV	FINANCE APPROV	INC/ DEC	%
PERSONAL SERVICES -----										
WAGES & SALARIES										
01 1701 51011 REG FULL TIME	53719	56306		56306	58893	58893	58893	58893	2587	5
01 1701 51012 REG PART TIME										
	53719	56306	.00	56306	58893	58893	58893	58893	2587	5
EMPLOYEE BENEFITS										
01 1701 51031 FICA	3974	4210		4210	4505	4505	4505	4505	295	7
01 1701 51032 RETIREMENT										
01 1701 51033 HOSPITALIZATION										
01 1701 51034 DENTAL INS										
01 1701 51036 WORK COMP										
01 1701 51038 DEFINED CONTRIBU	4029	4223		4223	4417	4417	4417	4417	194	5
01 1701 51039 RETIREE HEALTH	11165	12693		12693	15026	13148	13148	13148	455	4
\$525,000 BUDGETED FOR A PORTION OF GASB RECOMMEND FUNDING LEVEL. CURRENT ACTIVE RETIREE BENEFITS \$1,412,832 FOLLOWS: GEN GOVERNMENT \$218,036 PUBLIC SAFETY \$643,060 PUBLIC WORKS \$376,772 HLTH & SOC SERV \$ 15,520 REC & PARKS \$101,984 CULTURAL & ED \$ 26,421 CONS & DEV \$ 31,039										
	19168	21126	.00	21126	23948	22070	22070	22070	944	4
01 1701 51040 LIFE/LTD INSURAN										
TOTAL PERSONAL SERVICES	72887	77432	.00	77432	82841	80963	80963	80963	3531	5
SERVICES & SUPPLIES -----										
UTILITIES										
01 1701 52171 WATER	2351									
MOVED TO DPW										

BOARD OF FINANCE BUDGET-DETAIL  
TOWN OF AVON  
BUDGET FOR 2015 AS OF 1 JULY 2014  
TOWN HALL

ACCOUNT NUMBER	SPENT FY 2013	APPROP FY 2014	SPENT YEAR TO DATE	ESTIMATED FY 2014	DEPT REQ FY 2015	MANAGER APPROV	COUNCIL APPROV	FINANCE APPROV	INC/ DEC	%
01 1701 52172 NATURAL GAS MOVED TO DPW	12715									
01 1701 52173 SEWERS MOVED TO DPW	265									
01 1701 52175 ELECTRIC MOVED TO DPW	36108									
01 1701 52176 TELEPHONE ATT LOCAL & TOLL	23527	22000		22000	22000	20000	20000	20000	-2000	-9
	74966	22000	.00	22000	22000	20000	20000	20000	-2000	-9
CONTRACTUAL SERVICES & PRINTIN										
01 1701 52185 GENERAL SERVICE MOVED TO DPW										
EQUIPMENT OPERATION & MAIN										
01 1701 52205 OFFICE MACHINERY OTHER \$250		250		250	250	250	250	250		
REPAIRS & MAINTENANCE										
01 1701 52212 BUILDINGS MOVED TO DPW										
01 1701 52213 LAND FLORAL SUPPLIES \$1,600	1470	1600		1600	1600	1600	1600	1600		
	1470	1600	.00	1600	1600	1600	1600	1600	0	0
TOTAL SERVICES & SUPPLIES	76436	23850	.00	23850	23850	21850	21850	21850	-2000	-8
CAPITAL OUTLAY										
OFFICE EQUIPMENT										
01 1701 53301 OFFICE FURNITURE										
01 1701 53302 FIXED EQUIPMENT										
	0	0	.00	0	0	0	0	0	0	100
TOTAL CAPITAL OUTLAY	0	0	.00	0	0	0	0	0	0	100
TOTALS FOR TOWN HALL	149323	101282	.00	101282	106691	102813	102813	102813	1531	2

TOWN OF AVON  
PERSONNEL WAGE ANALYSIS

ADOPTED:  
JULY 1, 2013 TO JUNE 30, 2014

ADOPTED:  
JULY 1, 2014 TO JUNE 30, 2015

NAME	POSITION	DATE OF	RANGE	HOURLY	HOURS	BIWEEKLY	ANNUAL	RANGE	HOURLY	HOURS	BIWEEKLY	ANNUAL
ACCOUNT NUMBER		EMPLOY.	&STEP	RATE		SALARY	SALARY	&STEP	RATE		SALARY	SALARY

FUND: GENERAL FUND      DEPARTMENT: GENERAL GOVERNMENT      DIVISION: OFFICE BUILDINGS      ACTIVITY: TOWN HALL

TOWN HALL

XENIA MANSON	03-Dec-2007	8D	28.2086	75.00	0	2115.65		8E 29.5647	82.50	0	2439.09
ADMIN ANALYST	# 1041		28.8433	1725.00	0	49754.69		8E 30.2299	1867.50	0	56454.34
170151011	100 %	8E	29.5647	150.00	0	4434.71					
				-----		-----			-----		-----
									1950.00		58893.43
				1950.00		56305.05					

ADOPTED      56305.05

ADOPTED      58893.43





## **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 decrease costs and increase employee awareness. Training costs have been mitigated through utilization of training workshops conducted by CIRMA as part of the overall insurance premium.

<b>WORKLOAD MEASURES</b>	<b>2010/ 2011</b>	<b>2011/ 2012</b>	<b>2012/ 2013</b>	<b>Est. 2013/ 2014</b>	<b>Proj. 2014/ 2015</b>
FT Persons Leaving (All Reasons)	10	5	9	6	6
FT Persons Recruited	9	8	7	7	7
Persons Promoted	13	1	4	1	2
Labor Negotiating Sessions	5	7	6	5	7
<b>Efficiency Measures</b>					
Average Length of Time for Recruitment (in weeks)	9	9	9	9	9
<b>Effectiveness Measures</b>					
Employee Turnover Rate (%)	9.4%	4.8%	4.8%	5.7%	5.7%
<b>PERSONNEL</b>					
Full-Time	2	2	2	2	2
<b>PERFORMANCE MEASURES</b>	<b>2010/ 2011</b>	<b>2011/ 2012</b>	<b>2012/ 2013</b>	<b>Est. 2013/ 2014</b>	<b>Proj. 2014/ 2015</b>
Labor Actions (MPP) – # of Complaints / # Resolved Without Litigation	2/1	1/1	3/3	1/1	1/1
Unemployment Claims - # of Claims / # of Claims Successfully Challenged	6/3	4/2	3/2	3/1	2/1

### **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 Police contract negotiations.
- Manage labor issues.

### **PERFORMANCE MEASURES**

The Town's mission is to "provide quality services 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.

BOARD OF FINANCE BUDGET-SUMMARY  
TOWN OF AVON  
BUDGET FOR 2015 AS OF 1 JULY 2014  
HUMAN RESOURCES

ACCOUNT NUMBER	SPENT FY 2013	APPROP FY 2014	SPENT YEAR TO DATE	ESTIMATED FY 2014	DEPT REQ FY 2015	MANAGER APPROV	COUNCIL APPROV	FINANCE APPROV	INC/ DEC	%
PERSONAL SERVICES										
WAGES & SALARIES	157114	159905	.00	159905	165812	164376	164376	164376	4471	3
EMPLOYEE BENEFITS	58654	62679	.00	62679	68134	65205	65205	65205	2526	4
	421	403	.00	403	411	411	411	411	8	2
-----										
TOTAL PERSONAL SERVICES	216189	222987	.00	222987	234357	229992	229992	229992	7005	3
SERVICES & SUPPLIES										
TRAVEL & MEETING EXPENSE	1160	1610	.00	1610	1610	1610	1610	1610	0	0
MEMBERSHIP FEES	210	275	.00	290	290	290	290	290	15	5
BOOKS & PERIODICALS	1391	1580	.00	1580	1580	1580	1580	1580	0	0
RECRUITMENT & TRAINING	3723	3600	.00	3600	3600	3600	3600	3600	0	0
RENTALS	25	300	.00	300	300	300	300	300	0	0
EQUIPMENT OPERATION & MAIN	761	1198	.00	1198	1482	1323	1323	1323	125	10
POSTAGE	161	300	.00	300	300	300	300	300	0	0
MATERIALS & SUPPLIES	447	300	.00	300	300	300	300	300	0	0
-----										
TOTAL SERVICES & SUPPLIES	7878	9163	.00	9178	9462	9303	9303	9303	140	2
CAPITAL OUTLAY										
OFFICE EQUIPMENT	0	0	.00	0	0	0	0	0	0	100
-----										
TOTAL CAPITAL OUTLAY	0	0	.00	0	0	0	0	0	0	100
-----										
TOTALS FOR HUMAN RESOURCES	224067	232150	.00	232165	243819	239295	239295	239295	7145	3

ACCOUNT NUMBER	SPENT FY 2013	APPROP FY 2014	SPENT YEAR TO DATE	ESTIMATED FY 2014	DEPT REQ FY 2015	MANAGER APPROV	COUNCIL APPROV	FINANCE APPROV	INC/ DEC	%
PERSONAL SERVICES -----										
WAGES & SALARIES										
01 1801 51011 REG FULL TIME (TOWN MANAGER REDUCED)	157114	159905		159905	165812	164376	164376	164376	4471	3
EMPLOYEE BENEFITS										
01 1801 51031 FICA	11738	11958		11958	12575	12575	12575	12575	617	5
01 1801 51032 RETIREMENT										
01 1801 51033 HOSPITALIZATION	22710	24217		24217	26376	25325	25325	25325	1108	5
01 1801 51034 DENTAL INS	1186	1739		1739	1739	1739	1739	1739		
01 1801 51036 WORK COMP	66	73		73	82	82	82	82	9	12
01 1801 51038 DEFINED CONTRIBU	11783	11993		11993	12329	12329	12329	12329	336	3
01 1801 51039 RETIREE HEALTH	11171	12699		12699	15033	13155	13155	13155	456	4
\$525,000 BUDGETED FOR A PORTION OF GASB RECOMMEND FUNDING LEVEL. CURRENT ACTIVE RETIREE BENEFITS \$1,412,832 FOLLOWS:										
GEN GOVERNMENT		\$218,036								
PUBLIC SAFETY		\$643,060								
PUBLIC WORKS		\$376,772								
HLTH & SOC SERV		\$ 15,520								
REC & PARKS		\$101,984								
CULTURAL & ED		\$ 26,421								
CONS & DEV		\$ 31,039								
	58654	62679	.00	62679	68134	65205	65205	65205	2526	4
01 1801 51040 LIFE/LTD INSURAN	421	403		403	411	411	411	411	8	2
TOTAL PERSONAL SERVICES	216189	222987	.00	222987	234357	229992	229992	229992	7005	3
SERVICES & SUPPLIES -----										
TRAVEL & MEETING EXPENSE										
01 1801 52111 MILEAGE & TOLLS NATL. PRIMA/IPMA MTG	107	450		450	450	450	450	450		
01 1801 52112 LODGING 4 NIGHTS @ 200/NIGHT	750	800		800	800	800	800	800		
01 1801 52113 MEALS PRIMA/IPMA MTGS	303	360		360	360	360	360	360		
	1160	1610	.00	1610	1610	1610	1610	1610	0	0

BOARD OF FINANCE BUDGET-DETAIL  
TOWN OF AVON  
BUDGET FOR 2015 AS OF 1 JULY 2014  
HUMAN RESOURCES

ACCOUNT NUMBER	SPENT FY 2013	APPROP FY 2014	SPENT YEAR TO DATE	ESTIMATED FY 2014	DEPT REQ FY 2015	MANAGER APPROV	COUNCIL APPROV	FINANCE APPROV	INC/ DEC	%
MEMBERSHIP FEES										
01 1801 52131 FEES-PROFESSIONA OTHER \$100 CONPERLA \$190	210	275		290	290	290	290	290	15	5
BOOKS & PERIODICALS										
01 1801 52141 BOOKS & PERIODIC RISK MGT. MANUALS \$ 120 MERA SUPPLEMENT \$ 260 CCM DATA SERVICE \$1,200	1391	1580		1580	1580	1580	1580	1580		
RECRUITMENT & TRAINING										
01 1801 52151 RECRUITMENT TO COVER RECRUITMENT COSTS FOR SMALLER DEPARTMENTS	2485	1500		1500	1500	1500	1500	1500		
01 1801 52155 PROFESSIONAL DEV NATL NPERLA CONFERENCE REGISTRATION \$575; CONNPERLA REGISTRATION \$400; MISC. TRAINING AS REQUIRED \$1,125	1238	2100		2100	2100	2100	2100	2100		
	3723	3600	.00	3600	3600	3600	3600	3600	0	0
RENTALS										
01 1801 52193 COPIER	25	300		300	300	300	300	300		
EQUIPMENT OPERATION & MAIN										
01 1801 52206 COMPUTER OPERATI PRO RATE SHARE OF ANNUAL: ADMINS ALPHA \$19,942; SMS/ALPHA \$ 1,420; TECH.SUPP. ALPHA \$48,990; NTWRK CONTRCT,WEB FILTER, MNGD SRVER BACKUP\$86,453; NTWRK REFLECTION \$ 1,940; WIN XP UPGD (25) \$12,000; ASSESS CAMA MAINTENANCE & WEB HOSTING \$ 6,600; AUC SUPPORT \$18,960; APD MANGD 180 \$17,637	761	1198		1198	1482	1323	1323	1323	125	10

BOARD OF FINANCE BUDGET-DETAIL  
TOWN OF AVON  
BUDGET FOR 2015 AS OF 1 JULY 2014  
HUMAN RESOURCES

ACCOUNT NUMBER	SPENT FY 2013	APPROP FY 2014	SPENT YEAR TO DATE	ESTIMATED FY 2014	DEPT REQ FY 2015	MANAGER APPROV	COUNCIL APPROV	FINANCE APPROV	INC/ DEC	%
POSTAGE										
01 1801 52221 POSTAGE	161	300		300	300	300	300	300		
MATERIALS & SUPPLIES										
01 1801 52231 OFFICE SUPPLIES	447	300		300	300	300	300	300		
-----										
TOTAL SERVICES & SUPPLIES	7878	9163	.00	9178	9462	9303	9303	9303	140	2
CAPITAL OUTLAY										
-----										
OFFICE EQUIPMENT										
01 1801 53301 OFFICE FURNITURE										
-----										
TOTAL CAPITAL OUTLAY	0	0	.00	0	0	0	0	0	0	100
-----										
TOTALS FOR HUMAN RESOURCES	224067	232150	.00	232165	243819	239295	239295	239295	7145	3

TOWN OF AVON  
PERSONNEL WAGE ANALYSIS

ADOPTED:  
JULY 1, 2013 TO JUNE 30, 2014

ADOPTED:  
JULY 1, 2014 TO JUNE 30, 2015

NAME	POSITION	DATE OF	RANGE	HOURLY	HOURS	BIWEEKLY	ANNUAL	RANGE	HOURLY	HOURS	BIWEEKLY	ANNUAL
ACCOUNT NUMBER		EMPLOY.	&STEP	RATE		SALARY	SALARY	&STEP	RATE		SALARY	SALARY

FUND: GENERAL FUND      DEPARTMENT:      DIVISION:      ACTIVITY: HUMAN RESOURCES

HUMAN RESOURCES

DENISE G DWYER	12-Aug-1996	9E	30.9382	75.00	541	2320.37		9E	31.6343	82.50	554	2609.83
PERSONNEL ADMIN.	# 0104		31.6343	1875.00	554	59314.31		UP	32.8206	1867.50	574	61292.47
180151011	100 %			-----		-----				-----		-----
				1950.00		61634.68				1950.00		63902.30
WILLIAM F. VERNILE	04-Sep-2001	UP	49.3283	75.00	0	3699.62		UP	50.4381	82.50	0	4161.14
HUMAN RESOURCES DIR	# 0106		50.4381	1875.00	0	94571.44		UP	51.5730	1867.50	0	96312.58
180151011	100 %			-----		-----				-----		-----
				1950.00		98271.06				1950.00		100473.72
						-----				-----		-----
					ADOPTED	159905.74				ADOPTED		164376.02

## **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 2014/2015 budget includes a reclassification from the current part-time Administrative Secretary I to a part-time Administrative Analyst position, a budgetary impact in wages of approximately \$4,000. This position, in existence for four years and held by two different individuals, is a primary support position of Finance Administration and secondary support for Accounting. The other accounts in Services & Supplies and Capital Outlay have remained the same and have been level funded for a period of years.

<b>WORKLOAD MEASURES</b>	<b>2010/ 2011</b>	<b>2011/ 2012</b>	<b>2012/ 2013</b>	<b>Est. 2013/ 2014</b>	<b>Proj.2014/ 2015</b>
Number of years GFOA Certificate of Achievement for Excellence in Finance Reporting received	29	30	31*	32*	33*
Compilation of fiscal year end financial statements and associated schedules to meet audit timeline**	105	107	109	112	117
Number of entries prepared & posted as budget amendments	400	410	430	450	455
Number of projects assigned / target completed	42 / 32	40 / 32	42 / 32	42 / 32	42 / 32
<b>PERFORMANCE MEASURES</b>					
Time Spent Managing Projects/Target	42%/45%	43%/45%	43%/45%	41%/45%	43%/45%
Time Spent Managing I. T. Demands/Target	27%/25%	27%/25%	27%/25%	27%/25%	27%/25%
Time Spent Managing Divisions/Target	31%/30%	31%/30%	31%/30%	32%/30%	30%/30%
<b>PERSONNEL</b>					
<b>Full-Time / Part-Time</b>	1.4 / 1	1.4 / 1	1.4 / 1	1.4 / 1	1.4 / 1

\* Anticipated

\*\* Number of schedules to increase as a result of GASB Statements No. 43 and 45.

### **PROGRAM OBJECTIVES**

Special objectives beyond those listed in the Program Description include:

- Complete implementation of Time and Attendance system as recommended by consultant
- Complete Windows upgrade for the Budget Module, as recommended by consultant
- 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.



BOARD OF FINANCE BUDGET-SUMMARY  
TOWN OF AVON  
BUDGET FOR 2015 AS OF 1 JULY 2014  
FINANCE-ADMINS

ACCOUNT NUMBER	SPENT FY 2013	APPROP FY 2014	SPENT YEAR TO DATE	ESTIMATED FY 2014	DEPT REQ FY 2015	MANAGER APPROV	COUNCIL APPROV	FINANCE APPROV	INC/ DEC	%
PERSONAL SERVICES										
WAGES & SALARIES	159621	161392	.00	161392	176479	176479	176479	176479	15087	9
EMPLOYEE BENEFITS	75611	81037	.00	81037	91618	87112	87112	87112	6075	7
	373	357	.00	357	364	364	364	364	7	2
-----										
TOTAL PERSONAL SERVICES	235605	242786	.00	242786	268461	263955	263955	263955	21169	9
SERVICES & SUPPLIES										
AUTO ALLOWANCE	32	70	.00	70	70	70	70	70	0	0
TRAVEL & MEETING EXPENSE	32	1410	.00	1410	1410	1410	1410	1410	0	0
ADVERTISING	0	50	.00	50	50	50	50	50	0	0
MEMBERSHIP FEES	320	680	.00	680	680	680	680	680	0	0
BOOKS & PERIODICALS	200	240	.00	240	240	240	240	240	0	0
RECRUITMENT & TRAINING	637	780	.00	780	780	780	780	780	0	0
RENTALS	228	900	.00	900	900	900	900	900	0	0
EQUIPMENT OPERATION & MAINT	1157	1822	.00	1822	2254	2012	2012	2012	190	10
POSTAGE	185	300	.00	300	300	300	300	300	0	0
MATERIALS & SUPPLIES	500	500	.00	500	500	500	500	500	0	0
-----										
TOTAL SERVICES & SUPPLIES	3291	6752	.00	6752	7184	6942	6942	6942	190	3
-----										
TOTALS FOR FINANCE-ADMINS	238896	249538	.00	249538	275645	270897	270897	270897	21359	9

BOARD OF FINANCE BUDGET-DETAIL  
TOWN OF AVON  
BUDGET FOR 2015 AS OF 1 JULY 2014  
FINANCE-ADMINS

ACCOUNT NUMBER	SPENT FY 2013	APPROP FY 2014	SPENT YEAR TO DATE	ESTIMATED FY 2014	DEPT REQ FY 2015	MANAGER APPROV	COUNCIL APPROV	FINANCE APPROV	INC/ DEC	%
PERSONAL SERVICES -----										
WAGES & SALARIES										
01 1900 51011 REG FULL TIME	131841	135377		135377	138982	138982	138982	138982	3605	3
01 1900 51012 REG PART TIME	27780	26015		26015	37497	37497	37497	37497	11482	44
	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
	159621	161392	.00	161392	176479	176479	176479	176479	15087	9
EMPLOYEE BENEFITS										
01 1900 51031 FICA	11841	12068		12068	13501	13501	13501	13501	1433	12
01 1900 51032 RETIREMENT	30028	31889		31889	36938	35099	35099	35099	3210	10
01 1900 51033 HOSPITALIZATION	17053	18184		18184	19805	19016	19016	19016	832	5
01 1900 51034 DENTAL INS	1154	1692		1692	1692	1692	1692	1692		
01 1900 51036 WORK COMP	6	7		7	8	8	8	8	1	14
01 1900 51038 DEFINED CONTRIBU	4358	4498		4498	4641	4641	4641	4641	143	3
01 1900 51039 RETIREE HEALTH	11171	12699		12699	15033	13155	13155	13155	456	4
\$525,000 BUDGETED FOR A PORTION OF GASB RECOMMEND FUNDING LEVEL. CURRENT ACTIVE RETIREE BENEFITS \$1,412,832 FOLLOWS: GEN GOVERNMENT \$218,036 PUBLIC SAFETY \$643,060 PUBLIC WORKS \$376,772 HLTH & SOC SERV \$ 15,520 REC & PARKS \$101,984 CULTURAL & ED \$ 26,421 CONS & DEV \$ 31,039										
	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
	75611	81037	.00	81037	91618	87112	87112	87112	6075	7
01 1900 51040 LIFE/LTD INSURAN	373	357		357	364	364	364	364	7	2
	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
TOTAL PERSONAL SERVICES	235605	242786	.00	242786	268461	263955	263955	263955	21169	9
SERVICES & SUPPLIES -----										
AUTO ALLOWANCE										
01 1900 52102 MILEAGE	32	70		70	70	70	70	70		
GFOA: CT, NE, NAT'L										
GFOA SEMINARS, CPPF										

ACCOUNT NUMBER	SPENT FY 2013	APPROP FY 2014	SPENT YEAR TO DATE	ESTIMATED FY 2014	DEPT REQ FY 2015	MANAGER APPROV	COUNCIL APPROV	FINANCE APPROV	INC/ DEC	%
TRAVEL & MEETING EXPENSE										
01 1900 52111 MILEAGE & TOLLS IRS RATE OF .565 CY 2013		410		410	410	410	410	410		
01 1900 52112 LODGING GFOA NAT'L- 4 NIGHTS \$145 PER NIGHT NESGFOA - 2 NIGHTS @\$110		800		800	800	800	800	800		
01 1900 52113 MEALS GFOA NATIONAL 5 DAYS NESGFOA 3 DAYS REFRESHMENTS ADHOC MTGS	32	200		200	200	200	200	200		
	32	1410	.00	1410	1410	1410	1410	1410	0	0
ADVERTISING										
01 1900 52121 RECRUITING		50		50	50	50	50	50		
MEMBERSHIP FEES										
01 1900 52131 FEES-PROFESSIONA GFOA-NATL.\$190; GFOA CT 4@\$60, \$65 ANNUAL CPPF 2 MTGS @\$50 MEMBERSHIP (3) \$80 ANNUAL PPAC \$35	320	680		680	680	680	680	680		
BOOKS & PERIODICALS										
01 1900 52141 BOOKS & PERIODIC WALL ST JOURNAL;\$190 SPLIT WITH TOWN MGR PUBLIC INVESTOR \$60 GFOA OFFICIAL GUIDES & PERIODICALS	200	240		240	240	240	240	240		
RECRUITMENT & TRAINING										
01 1900 52155 PROFESSIONAL DEV CPFO CERTIFICATION CPE 30 CREDITS REQUIRED GFOA SEMINAR \$80 GFOA NATL-REG.;\$450;\$250 COURSES FOR SUPPORT STAFF	637	780		780	780	780	780	780		

BOARD OF FINANCE BUDGET-DETAIL  
TOWN OF AVON  
BUDGET FOR 2015 AS OF 1 JULY 2014  
FINANCE-ADMINS

ACCOUNT NUMBER	SPENT FY 2013	APPROP FY 2014	SPENT YEAR TO DATE	ESTIMATED FY 2014	DEPT REQ FY 2015	MANAGER APPROV	COUNCIL APPROV	FINANCE APPROV	INC/ DEC	%
RENTALS										
01 1900 52193 COPIER SHARE OF BLD 1 COPIER AND BLD 5 COPIER	228	900		900	900	900	900	900		
EQUIPMENT OPERATION & MAIN										
01 1900 52206 COMPUTER OPERATI PRO RATE SHARE OF ANNUAL: ADMINS ALPHA \$19,942; SMS/ALPHA \$ 1,420; TECH.SUPP. ALPHA \$48,990; NTWRK CONTRCT,WEB FILTER, MNGD SRVER BACKUP\$86,453; NTWRK REFLECTION \$ 1,940; WIN XP UPGD (25) \$12,000; ASSESS CAMA MAINTENANCE & WEB HOSTING \$ 6,600; AUC SUPPORT \$18,960; APD MANGD 180 \$17,637	1157	1822		1822	2254	2012	2012	2012	190	10
POSTAGE										
01 1900 52221 POSTAGE BASED UPON POSTAGE METER USE AND USED FOR REQUIRED SECONDARY DISCLOSURE/FED & STATE & GRANTOR AGENCIES	185	300		300	300	300	300	300		
MATERIALS & SUPPLIES										
01 1900 52231 OFFICE SUPPLIES GENERAL OFFICE SUPPLIES BINDERS, COVERS, TONER FOR QUARTERLIES TO BOARDS STAFFING IT & PENSION MTG	500	500		500	500	500	500	500		
TOTAL SERVICES & SUPPLIES	3291	6752	.00	6752	7184	6942	6942	6942	190	3
TOTALS FOR FINANCE-ADMINS	238896	249538	.00	249538	275645	270897	270897	270897	21359	9

TOWN OF AVON  
PERSONNEL WAGE ANALYSIS

ADOPTED:  
JULY 1, 2013 TO JUNE 30, 2014

ADOPTED:  
JULY 1, 2014 TO JUNE 30, 2015

NAME	POSITION	DATE OF	RANGE	HOURLY	HOURS	BIWEEKLY	ANNUAL	RANGE	HOURLY	HOURS	BIWEEKLY	ANNUAL
ACCOUNT NUMBER		EMPLOY.	&STEP	RATE		SALARY	SALARY	&STEP	RATE		SALARY	SALARY
=====+												
FUND: GENERAL FUND			DEPARTMENT: GENERAL GOVERNMENT			DIVISION: FINANCE					ACTIVITY: FINANCE-ADMINS	
FINANCE-ADMINS												
MARGARET M COLLIGA	19-Apr-1982	UP	56.7776	75.00	4258	4258.32		UP 58.0551	82.50	4354	4789.55	
FINANCE DIRECTOR	# 0132		58.0551	1875.00	4354	108853.31		UP 59.3614	1867.50	4452	110857.41	
190051011	100 %			-----		-----			-----		-----	
				1950.00		113111.63			1950.00		115646.96	
CLAUDIA LADETTO	15-Nov-2010	8C	27.5209	30.00	0	825.63		8D 28.8433	33.00	0	951.83	
ADMIN. ANALYST	# 1154		28.1401	273.00	0	7682.25		8D 29.4923	270.00	0	7962.92	
190051011	40 %	8D	28.8433	477.00	0	13758.25		8E 30.2299	477.00	0	14419.66	
				-----		-----			-----		-----	
				780.00		22266.13			780.00		23334.41	
						2100.00					2100.00	
CLERK	# 0811					-----			.00		2100.00	
190051012	100 %					2100.00						
CRUZ SAUBIDET	30-Nov-2011	6B	22.2191	40.00	0	888.76		6C 23.2871	50.00	0	1164.36	
ADMIN. ANALYST	# 1146		22.7190	460.00	0	10450.74		8A 27.3867	1250.00	0	34233.38	
190051012	100 %	6C	23.2871	540.00	0	12575.03			-----		-----	
				-----		-----			1300.00		35397.74	
				1040.00		23914.53						
						-----					-----	
					ADOPTED	161392.29				ADOPTED	176479.11	

## **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.town.avon.ct.us](http://www.town.avon.ct.us).

### **PROGRAM COMMENTARY**

The Accounting Department has fully implemented the payables, receipts, general ledger and payroll modules of the new ADMIN AUC program. To track employee hours and attendance, we continue to use NovaTime. This program will be upgraded in the next fiscal year.

<b>WORKLOAD MEASURES</b>	<b>2010/ 2011</b>	<b>2011/ 2012</b>	<b>2012/ 2013</b>	<b>Est. 2013/ 2014</b>	<b>Proj. 2014/ 2015</b>
Payroll Checks Issued	205	179	139	142	140
Payroll Direct Deposit	4,361	4,588	4,582	4,579	4,580
Regular Payrolls	26	26	26	26	26
Exception Payrolls	4	1	3	2	2
Employees W2s Issued	310	294	299	300	300
Health Insured Retirees/COBRAS	72	76	79	79	79
Retirements Processed	11	2	5	5	5
Vendor Accounts Active	4,640	4,957	5,265	5,260	5,260
Manual Checks Issued	166	159	151	150	150
Total Vendor Checks Issued	3,331	3,255	3,353	3,345	3,350
Average Pooled Investment (in Millions)	30M	27M	16M	16M	16M

### **PERFORMANCE MEASURES**

% of Payroll Check Payments	4%	4%	3%	4%	4%
% of Payroll Electronic Payments (EFT)	96%	96%	97%	96%	96%
Electronic Vendor Payments (ACH)	747	801	731	800	840
Ratio, ACH Vendor Payments to Checks	22%	25%	22%	24%	25%

### **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.

BOARD OF FINANCE BUDGET-SUMMARY  
TOWN OF AVON  
BUDGET FOR 2015 AS OF 1 JULY 2014  
ACCOUNTING

ACCOUNT NUMBER	SPENT FY 2013	APPROP FY 2014	SPENT YEAR TO DATE	ESTIMATED FY 2014	DEPT REQ FY 2015	MANAGER APPROV	COUNCIL APPROV	FINANCE APPROV	INC/ DEC	%
PERSONAL SERVICES										
WAGES & SALARIES	211123	208041	.00	208041	212707	212707	212707	212707	4666	2
EMPLOYEE BENEFITS	154124	165588	.00	165588	185741	175942	175942	175942	10354	6
	606	580	.00	580	592	592	592	592	12	2
-----										
TOTAL PERSONAL SERVICES	365853	374209	.00	374209	399040	389241	389241	389241	15032	4
SERVICES & SUPPLIES										
AUTO ALLOWANCE	71	100	.00	100	150	150	150	150	50	50
MEMBERSHIP FEES	265	450	.00	450	500	500	500	500	50	11
BOOKS & PERIODICALS	10	75	.00	75	50	50	50	50	-25	-33
RECRUITMENT & TRAINING	200	200	.00	200	300	300	300	300	100	50
CONTRACTUAL SERVICES & PRINT	288	18155	.00	18155	18100	18100	18100	18100	-55	0
RENTALS	39	50	.00	50	50	50	50	50	0	0
EQUIPMENT OPERATION & MAIN	18587	21313	.00	21313	26176	23451	23451	23451	2138	10
POSTAGE	1668	2500	.00	2500	1800	1800	1800	1800	-700	-28
MATERIALS & SUPPLIES	2040	2700	.00	2700	2800	2800	2800	2800	100	4
-----										
TOTAL SERVICES & SUPPLIES	23168	45543	.00	45543	49926	47201	47201	47201	1658	4
CAPITAL OUTLAY										
OFFICE EQUIPMENT	436	0	.00	0	1200	1200	1200	1200	1200	100
-----										
TOTAL CAPITAL OUTLAY	436	0	.00	0	1200	1200	1200	1200	1200	100
-----										
TOTALS FOR ACCOUNTING	389457	419752	.00	419752	450166	437642	437642	437642	17890	4

BOARD OF FINANCE BUDGET-DETAIL  
TOWN OF AVON  
BUDGET FOR 2015 AS OF 1 JULY 2014  
ACCOUNTING

ACCOUNT NUMBER	SPENT FY 2013	APPROP FY 2014	SPENT YEAR TO DATE	ESTIMATED FY 2014	DEPT REQ FY 2015	MANAGER APPROV	COUNCIL APPROV	FINANCE APPROV	INC/ DEC	%
PERSONAL SERVICES										
-----										
WAGES & SALARIES										
01 1901 51011 REG FULL TIME	140345	143365		143365	146579	146579	146579	146579	3214	2
01 1901 51012 REG PART TIME	70778	64676		64676	66128	66128	66128	66128	1452	2
01 1901 51014 TEMPORARY PART T										
	211123	208041	.00	208041	212707	212707	212707	212707	4666	2
-----										
EMPLOYEE BENEFITS										
01 1901 51031 FICA	15781	15557		15557	16272	16272	16272	16272	715	5
01 1901 51032 RETIREMENT	59907	63779		63779	73876	70198	70198	70198	6419	10
01 1901 51033 HOSPITALIZATION	39572	42197		42197	45958	44126	44126	44126	1929	5
01 1901 51034 DENTAL INS	2882	4225		4225	4225	4225	4225	4225		
01 1901 51036 WORK COMP	61	67		67	75	75	75	75	8	12
01 1901 51038 DEFINED CONTRIBU	10402	10753		10753	10993	10993	10993	10993	240	2
01 1901 51039 RETIREE HEALTH	25519	29010		29010	34342	30053	30053	30053	1043	4
\$525,000 BUDGETED FOR A PORTION OF GASB RECOMMEND FUNDING LEVEL. CURRENT ACTIVE RETIREE BENEFITS \$1,412,832 FOLLOWS: GEN GOVERNMENT \$218,036 PUBLIC SAFETY \$643,060 PUBLIC WORKS \$376,772 HLTH & SOC SERV \$ 15,520 REC & PARKS \$101,984 CULTURAL & ED \$ 26,421 CONS & DEV \$ 31,039										
	154124	165588	.00	165588	185741	175942	175942	175942	10354	6
-----										
01 1901 51040 LIFE/LTD INSURAN	606	580		580	592	592	592	592	12	2
-----										
TOTAL PERSONAL SERVICES	365853	374209	.00	374209	399040	389241	389241	389241	15032	4



BOARD OF FINANCE BUDGET-DETAIL  
TOWN OF AVON  
BUDGET FOR 2015 AS OF 1 JULY 2014  
ACCOUNTING

ACCOUNT NUMBER	SPENT FY 2013	APPROP FY 2014	SPENT YEAR TO DATE	ESTIMATED FY 2014	DEPT REQ FY 2015	MANAGER APPROV	COUNCIL APPROV	FINANCE APPROV	INC/ DEC	%
SERVICES & SUPPLIES										
-----										
AUTO ALLOWANCE										
01 1901 52102 MILEAGE	71	100		100	150	150	150	150	50	50
REIMBURSEMENT OF PERSONAL										
AUTO TRAVEL TO OUTSIDE										
MEETINGS, CT GFOA										
MEMBERSHIP FEES										
01 1901 52131 FEES-PROFESSIONA	265	450		450	500	500	500	500	50	11
2 CT GFOA MENBSHP \$65 EA										
4 GFOA QTLY MEETNG \$30 EA										
GFOA ANNUAL MEETNG \$200										
BOOKS & PERIODICALS										
01 1901 52141 BOOKS & PERIODIC	10	75		75	50	50	50	50	-25	-33
PROFESSIONAL SUBSCRIPT.										
GFOA/GASB PUBLICATIONS										
RECRUITMENT & TRAINING										
01 1901 52155 PROFESSIONAL DEV	200	200		200	300	300	300	300	100	50
SEMINARS ND WEBINARS AS										
NEEDED										
CONTRACTUAL SERVICES & PRINTIN										
01 1901 52181 PRINTING		500		500	100	100	100	100	-400	-80
CHECK STOCK, TAX FORMS										
01 1901 52184 SERVICE & CONSUL	288	17655		17655	18000	18000	18000	18000	345	2
BANKING SERVICES, MONTHLY										
VOLUME BASED FEES. TOWN										
AND BOE TO SHARE 50%/50%.										
\$17,655 EACH.										
-----										
	288	18155	.00	18155	18100	18100	18100	18100	-55	0
RENTALS										
01 1901 52193 COPIER	39	50		50	50	50	50	50		
PRO-RATA SHARE,										
BLDG. 1 COPIER										
BASED ON USE HISTORY.										

ACCOUNT NUMBER	SPENT FY 2013	APPROP FY 2014	SPENT YEAR TO DATE	ESTIMATED FY 2014	DEPT REQ FY 2015	MANAGER APPROV	COUNCIL APPROV	FINANCE APPROV	INC/ DEC	%
EQUIPMENT OPERATION & MAIN										
01 1901 52205 OFFICE MACHINERY SHARED COPIER/PRINTER ALLOCATED COST OF SHARED LEASED EQUIP.	78	800		800	800	800	800	800		
01 1901 52206 COMPUTER OPERATI PRO RATE SHARE OF ANNUAL: ADMINS ALPHA \$19,942; SMS/ALPHA \$ 1,420; TECH.SUPP. ALPHA \$48,990; NTWRK CONTRCT,WEB FILTER, MNGD SRVER BACKUP\$86,453; NTWRK REFLECTION \$ 1,940; WIN XP UPGD (25) \$12,000; ASSESS CAMA MAINTENANCE & WEB HOSTING \$ 6,600; AUC SUPPORT \$18,960; APD MANGD 180 \$17,637	18509	20513		20513	25376	22651	22651	22651	2138	10
	18587	21313	.00	21313	26176	23451	23451	23451	2138	10
POSTAGE										
01 1901 52221 POSTAGE METERED MAIL	1668	2500		2500	1800	1800	1800	1800	-700	-28
MATERIALS & SUPPLIES										
01 1901 52231 OFFICE SUPPLIES PRINTER SUPPLIES, MICR TONER, COPY/PRINTER PAPER GENERAL OFFICE SUPPLIES, FOLDERS, BINDING AND MAIL SUPPLIES, OFFICE WARES	2040	2700		2700	2800	2800	2800	2800	100	4
TOTAL SERVICES & SUPPLIES	23168	45543	.00	45543	49926	47201	47201	47201	1658	4
CAPITAL OUTLAY										
OFFICE EQUIPMENT										
01 1901 53309 OFFICE EQUIP-OTH PRINTER, LARGE MONITORS	436				1200	1200	1200	1200	1200	
TOTAL CAPITAL OUTLAY	436	0	.00	0	1200	1200	1200	1200	1200	100

BOARD OF FINANCE BUDGET-DETAIL  
TOWN OF AVON  
BUDGET FOR 2015 AS OF 1 JULY 2014  
ACCOUNTING

ACCOUNT NUMBER	SPENT FY 2013	APPROP FY 2014	SPENT YEAR TO DATE	ESTIMATED FY 2014	DEPT REQ FY 2015	MANAGER APPROV	COUNCIL APPROV	FINANCE APPROV	INC/ DEC	%
TOTALS FOR ACCOUNTING	389457	419752	.00	419752	450166	437642	437642	437642	17890	4

TOWN OF AVON  
PERSONNEL WAGE ANALYSIS

ADOPTED:  
JULY 1, 2013 TO JUNE 30, 2014

ADOPTED:  
JULY 1, 2014 TO JUNE 30, 2015

NAME ACCOUNT NUMBER	POSITION EMPLOY.	DATE OF &STEP	RANGE RATE	HOURLY HOURS	BIWEEKLY SALARY	ANNUAL SALARY	RANGE &STEP	HOURLY RATE	HOURS	BIWEEKLY SALARY	ANNUAL SALARY		
FUND: GENERAL FUND      DEPARTMENT: GENERAL GOVERNMENT      DIVISION: FINANCE      ACTIVITY: ACCOUNTING													
ACCOUNTING													
JEFFREY MORROW	14-Apr-2003	9E	30.9382	75.00	1160	2320.37	9E	31.6343	82.50	1186	2609.83		
SR. STAFF ACCOUNTANT # 0188			31.6343	1875.00	1186	59314.31	9E	32.3461	1867.50	1213	60406.34		
190151011	100 %			-----		-----			-----		-----		
				1950.00		61634.68			1950.00		63016.17		
LAURIE DORN	16-Jul-2012	UP	41.0256	75.00	0	3076.92	UP	41.9487	82.50	0	3460.77		
TOWN ACCOUNTANT # 1630			41.9487	1875.00	0	78653.81	UP	42.8926	1867.50	0	80101.93		
190151011	100 %			-----		-----			-----		-----		
				1950.00		81730.73			1950.00		83562.70		
PAUL SARPONG	08-Sep-1998	7E	25.3637	48.00	1015	1217.46	7E	25.9344	52.00	1037	1348.59		
SR. ACCOUNTS CLERK # 0169			25.9344	1200.00	1037	31121.28	7E	26.5179	1196.00	1061	31715.41		
190151012	100 %			-----		-----			-----		-----		
				1248.00		32338.74			1248.00		33064.00		
SUSANNE FARRAH	12-Dec-2005	7E	25.3637	48.00	0	1217.46	7E	25.9344	52.00	0	1348.59		
SR. ACCOUNTS CLERK # 0533			25.9344	1200.00	0	31121.28	7E	26.5179	1196.00	0	31715.41		
190151012	100 %			-----		-----			-----		-----		
				1248.00		32338.74			1248.00		33064.00		
					ADOPTED	208042.89						ADOPTED	212706.87



## **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.

<b>WORKLOAD MEASURES</b>	<b>2010/ 2011</b>	<b>2011/ 2012</b>	<b>2012/ 2013</b>	<b>Est. 2013/ 2014</b>	<b>Proj. 2014/ 2015</b>
Number of Accounts	27,475	27,596	27,798	27,818	28,009
Dwellings	4,917	4,935	4,949	4,967	5,015
Condominiums	1,875	1,875	1,875	1,875	1,875
Lots	5,611	5,631	5,643	5,655	5,710
Outbuildings	3,277	3,302	3,390	3,475	3,590
Commercial Buildings	204	206	208	210	211
Industrial Buildings	25	26	26	27	27
Acres Under PA490	1,336	1,283	1,412	1,392	1,391
Motor Vehicles & Supplemental	18,808	18,924	19,046	18,864	19,000
Personal Property	1,070	990	994	1,004	1,010
Subdivision Lots Added	35	25	24	36	55
Transfers	1,200	1,200	710	750	800
Assessment Change Notices Sent	1,250	1,290	1,285	1,330	1,400
Firemen's Exemptions	105	104	93	99	100
Certificates Of Correction	1,350	1,213	1,270	1,487	1,500
Prorated New Construction	10	16	25	28	30
Elderly (State & Local)	255	273	260	240	250
Social Security Disability & Blind	55	56	55	52	50
Veterans' Exemptions	1,125	850	729	786	750
Unpriced Motor Vehicles	3,815	3,595	3,692	3,240	3,400
Renters Program	67	65	83	73	80
Property Sales Assessment Ratio Forms	950	562	601	715	800

### **PERSONNEL**

Full-time / Part-time	2 / 1	1 / 2	1 / 2	1 / 2	1 / 2
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### **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**

<b>FY11 (Actual)*</b>	<b>FY12 (Actual)</b>	<b>FY13 (Actual)</b>	<b>FY14 (Projected)</b>	<b>FY15 (Target)</b>
98 / 6	4 / 1	4 / 1	4 / 0	4 / 0

BOARD OF FINANCE BUDGET-SUMMARY  
TOWN OF AVON  
BUDGET FOR 2015 AS OF 1 JULY 2014  
ASSESSMENT

ACCOUNT NUMBER	SPENT FY 2013	APPROP FY 2014	SPENT YEAR TO DATE	ESTIMATED FY 2014	DEPT REQ FY 2015	MANAGER APPROV	COUNCIL APPROV	FINANCE APPROV	INC/ DEC	%
PERSONAL SERVICES										
WAGES & SALARIES	183581	183411	.00	183411	187517	187517	187517	187517	4106	2
EMPLOYEE BENEFITS	126041	134624	.00	134624	151384	144030	144030	144030	9406	7
	473	452	.00	452	461	461	461	461	9	2
TOTAL PERSONAL SERVICES	310095	318487	.00	318487	339362	332008	332008	332008	13521	4
SERVICES & SUPPLIES										
AUTO ALLOWANCE	4224	4600	.00	4600	4600	4600	4600	4600	0	0
TRAVEL & MEETING EXPENSE	101	800	.00	800	1600	1600	1600	1600	800	100
MEMBERSHIP FEES	625	625	.00	625	665	665	665	665	40	6
BOOKS & PERIODICALS	580	900	.00	900	900	900	900	900	0	0
RECRUITMENT & TRAINING	210	1450	.00	1450	1450	1450	1450	1450	0	0
CONTRACTUAL SERVICES & PRINT	1453	1260	.00	1360	1360	1360	1360	1360	100	8
RENTALS	571	500	.00	500	750	750	750	750	250	50
EQUIPMENT OPERATION & MAIN	29891	36388	.00	36388	45022	40520	40520	40520	4132	11
POSTAGE	1348	1050	.00	1050	1100	1100	1100	1100	50	5
MATERIALS & SUPPLIES	1250	1250	.00	1250	1250	1250	1250	1250	0	0
TOTAL SERVICES & SUPPLIES	40253	48823	.00	48923	58697	54195	54195	54195	5372	11
CAPITAL OUTLAY										
OFFICE EQUIPMENT	0	0	.00	0	0	0	0	0	0	100
TOTAL CAPITAL OUTLAY	0	0	.00	0	0	0	0	0	0	100
TOTALS FOR ASSESSMENT	350348	367310	.00	367410	398059	386203	386203	386203	18893	5

ACCOUNT NUMBER	SPENT FY 2013	APPROP FY 2014	SPENT YEAR TO DATE	ESTIMATED FY 2014	DEPT REQ FY 2015	MANAGER APPROV	COUNCIL APPROV	FINANCE APPROV	INC/ DEC	%
PERSONAL SERVICES -----										
WAGES & SALARIES										
01 1905 51011 REG FULL TIME	68365	69909		69909	71475	71475	71475	71475	1566	2
01 1905 51012 REG PART TIME	115216	112502		112502	115042	115042	115042	115042	2540	2
01 1905 51014 TEMPORARY PART T		1000		1000	1000	1000	1000	1000		
	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
	183581	183411	.00	183411	187517	187517	187517	187517	4106	2
EMPLOYEE BENEFITS										
01 1905 51031 FICA	14055	13715		13715	14346	14346	14346	14346	631	5
01 1905 51032 RETIREMENT	59907	63779		63779	73876	70198	70198	70198	6419	10
01 1905 51033 HOSPITALIZATION	38840	41417		41417	45109	43311	43311	43311	1894	5
01 1905 51034 DENTAL INS	2023	2965		2965	2965	2965	2965	2965		
01 1905 51036 WORK COMP	45	49		49	55	55	55	55	6	12
01 1905 51038 DEFINED CONTRIBU										
01 1905 51039 RETIREE HEALTH	11171	12699		12699	15033	13155	13155	13155	456	4
\$525,000 BUDGETED FOR A PORTION OF GASB RECOMMEND FUNDING LEVEL. CURRENT ACTIVE RETIREE BENEFITS \$1,412,832 FOLLOWS:										
GEN GOVERNMENT \$218,036										
PUBLIC SAFETY \$643,060										
PUBLIC WORKS \$376,772										
HLTH & SOC SERV \$ 15,520										
REC & PARKS \$101,984										
CULTURAL & ED \$ 26,421										
CONS & DEV \$ 31,039										
	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
	126041	134624	.00	134624	151384	144030	144030	144030	9406	7
01 1905 51040 LIFE/LTD INSURAN	473	452		452	461	461	461	461	9	2
TOTAL PERSONAL SERVICES	310095	318487	.00	318487	339362	332008	332008	332008	13521	4
SERVICES & SUPPLIES -----										
AUTO ALLOWANCE										
01 1905 52101 ANNUAL ALLOTMENT ASSESSOR	2600	2600		2600	2600	2600	2600	2600		



ACCOUNT NUMBER	SPENT FY 2013	APPROP FY 2014	SPENT YEAR TO DATE	ESTIMATED FY 2014	DEPT REQ FY 2015	MANAGER APPROV	COUNCIL APPROV	FINANCE APPROV	INC/ DEC	%
01 1905 52102 MILEAGE	1624	2000		2000	2000	2000	2000	2000		
	4224	4600	.00	4600	4600	4600	4600	4600	0	0
TRAVEL & MEETING EXPENSE										
01 1905 52111 MILEAGE & TOLLS UCONN 250		250		250	750	750	750	750	500	200
01 1905 52112 LODGING IAAO - \$300		300		300	600	600	600	600	300	100
01 1905 52113 MEALS HARTFORD MONTHLY MTG \$150 CLERKS BIMONTHLY MTG \$100	101	250		250	250	250	250	250		
	101	800	.00	800	1600	1600	1600	1600	800	100
MEMBERSHIP FEES										
01 1905 52131 FEES-PROFESSIONA IAAO (NATIONAL) \$200 CAA (STATE-1 PERSON) \$75 HAA (REGION-1 PERSON) \$50	325	325		325	340	340	340	340	15	5
01 1905 52132 FEES-STATE OR RE STATE APPRAISER'S LICENSE (NEEDED FOR COURT APPEARANCES AND OTHER LEGAL TESTIMONY)	300	300		300	325	325	325	325	25	8
	625	625	.00	625	665	665	665	665	40	6
BOOKS & PERIODICALS										
01 1905 52141 BOOKS & PERIODIC ABOS BLUE BOOKS \$40 NADA \$40 MARSHALL-SWIFT \$100 APPRAISAL MANUAL \$150 ASSESSOR'S CAR MAN \$300 TRUCK RED & BLUE BKS \$60 STEVEN VALUATION QTL \$100 OLD CAR VALUE GUIDE \$30 CPI GUIDE \$30 NADA OLD CAR \$50	580	900		900	900	900	900	900		

BOARD OF FINANCE BUDGET-DETAIL  
TOWN OF AVON  
BUDGET FOR 2015 AS OF 1 JULY 2014  
ASSESSMENT

ACCOUNT NUMBER	SPENT FY 2013	APPROP FY 2014	SPENT YEAR TO DATE	ESTIMATED FY 2014	DEPT REQ FY 2015	MANAGER APPROV	COUNCIL APPROV	FINANCE APPROV	INC/ DEC	%
RECRUITMENT & TRAINING										
01 1905 52155 PROFESSIONAL DEV	210	1450		1450	1450	1450	1450	1450		
UCONN 1150										
N E REGIONAL 100										
IAAO 100										
OTHER 100										
CONTRACTUAL SERVICES & PRINTIN										
01 1905 52181 PRINTING	760	760		760	760	760	760	760		
OWNER'S CARD 210										
PERSONAL PROPERTY 400										
STREET CARDS 150										
01 1905 52184 SERVICE & CONSUL										
01 1905 52189 SERVICES - OTHER	693	500		600	600	600	600	600	100	20
BOOKBINDING 6 BOOKS										
@ \$100.00										
	1453	1260	.00	1360	1360	1360	1360	1360	100	8
RENTALS										
01 1905 52193 COPIER	571	500		500	750	750	750	750	250	50
EQUIPMENT OPERATION & MAIN										
01 1905 52205 OFFICE MACHINERY										
01 1905 52206 COMPUTER OPERATI	27571	33888		33888	41922	37420	37420	37420	3532	10
PRO RATE SHARE OF ANNUAL:										
ADMINS ALPHA \$19,942;										
SMS/ALPHA \$ 1,420;										
TECH.SUPP. ALPHA \$48,990;										
NTWRK CONTRCT,WEB FILTER,										
MNGD SRVER BACKUP\$86,453;										
NTWRK REFLECTION \$ 1,940;										
WIN XP UPGD (25) \$12,000;										
ASSESS CAMA MAINTENANCE &										
WEB HOSTING \$ 6,600;										
AUC SUPPORT \$18,960;										
APD MANGD 180 \$17,637										
01 1905 52207 GIS - GEOGRAPHIC	2320	2500		2500	3100	3100	3100	3100	600	24
GIS DEVELOPMENT										
REQUESTED BY IT										
COMMITTEE										
	29891	36388	.00	36388	45022	40520	40520	40520	4132	11

BOARD OF FINANCE BUDGET-DETAIL  
TOWN OF AVON  
BUDGET FOR 2015 AS OF 1 JULY 2014  
ASSESSMENT

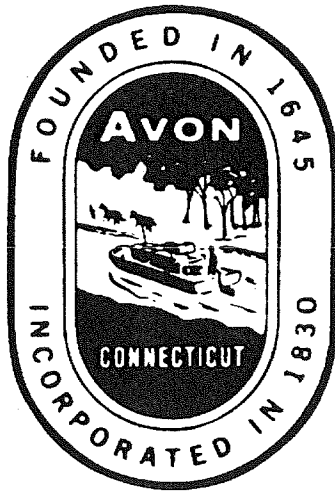
ACCOUNT NUMBER	SPENT FY 2013	APPROP FY 2014	SPENT YEAR TO DATE	ESTIMATED FY 2014	DEPT REQ FY 2015	MANAGER APPROV	COUNCIL APPROV	FINANCE APPROV	INC/ DEC	%
POSTAGE										
01 1905 52221 POSTAGE	1348	1050		1050	1100	1100	1100	1100	50	5
MATERIALS & SUPPLIES										
01 1905 52231 OFFICE SUPPLIES	1250	1250		1250	1250	1250	1250	1250		
LASER PRINTER CART	350									
COMPUTER PAPER	350									
COPIER PAPER	250									
OTHER	300									
-----										
TOTAL SERVICES & SUPPLIES	40253	48823	.00	48923	58697	54195	54195	54195	5372	11
CAPITAL OUTLAY										
-----										
OFFICE EQUIPMENT										
01 1905 53301 OFFICE FURNITURE										
-----										
TOTAL CAPITAL OUTLAY	0	0	.00	0	0	0	0	0	0	100
-----										
TOTALS FOR ASSESSMENT	350348	367310	.00	367410	398059	386203	386203	386203	18893	5

TOWN OF AVON  
PERSONNEL WAGE ANALYSIS

ADOPTED:  
JULY 1, 2013 TO JUNE 30, 2014

ADOPTED:  
JULY 1, 2014 TO JUNE 30, 2015

NAME ACCOUNT	POSITION NUMBER	DATE OF EMPLOY.	RANGE &STEP	HOURLY RATE	HOURS	BIWEEKLY SALARY	ANNUAL SALARY	RANGE &STEP	HOURLY RATE	HOURS	BIWEEKLY SALARY	ANNUAL SALARY	
=====													
FUND: GENERAL FUND		DEPARTMENT: GENERAL GOVERNMENT				DIVISION: FINANCE		ACTIVITY: ASSESSMENT					
ASSESSMENT													
JEANNE M WATERS	16-Sep-1991	9E	35.0914	75.00	2632	2631.86		9E	35.8810	82.50	2691	2960.18	
ASSISTANT ASSESSOR	# 0146		35.8810	1875.00	2691	67276.88		9E	36.6883	1867.50	2752	68515.40	
190551011	100 %			-----		-----				-----		-----	
				1950.00		69908.74				1950.00		71475.58	
HARRY DERASADOURIA	17-Jun-1985	UP	46.8899	50.00		6670.00						6837.00	
ASSESSOR	# 0141		47.9449	1250.00	3517	2344.50		UP	47.9449	55.00	3596	2636.97	
190551012	100 %			-----	3596	59931.13		UP	49.0238	1245.00	3677	61034.63	
				1300.00		-----				-----		-----	
						68945.63				1300.00		70508.60	
ELAINE PHILLIPS	07-Oct-1985	8E	32.7960	50.00	1246	1639.80		8E	33.5339	55.00	1274	1844.36	
ASSESSMNT TECHNICIAN	# 0504		33.5339	1250.00	1274	41917.38		8E	34.2884	1245.00	1303	42689.06	
190551012	100 %			-----		-----				-----		-----	
				1300.00		43557.18				1300.00		44533.42	
						1000.00						1000.00	
TEMPORARY PART-TIME	# 0816					-----				.00		1000.00	
190551014	100 %					1000.00							
						-----						-----	
					ADOPTED	183411.55					ADOPTED	187517.60	



## **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.

<b>WORKLOAD MEASURES</b>	<b>2010/ 2011</b>	<b>2011/ 2012</b>	<b>2012/ 2013</b>	<b>Est. 2013/ 2014</b>	<b>Proj. 2014/ 2015</b>
<b>Tax Bills Processed</b>					
Current Real Estate	7,453	7,473	7,480	7,500	7,525
Supplemental Real Estate	15	20	25	30	30
Motor Vehicle	16,356	16,454	16,486	16,550	16,650
Supplemental Motor Vehicle	2,266	2,376	2,378	2,500	2,525
Personal Property	1,003	990	994	1,010	1,020
Sewer Use	3,646	3,695	3,749	3,780	3,850
Sewer Connections	32	29	46	35	30
Sewer Assessments Farmington	1	45	35	30	25
Sewer Assessments Simsbury	0	0	0	0	0
Sewer Assessments Canton	17	17	14	12	10
Water Main Assessments	22	20	18	8	5
<b>TOTALS</b>	<b>30,811</b>	<b>31,119</b>	<b>31,225</b>	<b>31,455</b>	<b>31,670</b>
% of Tax Collection On Levy	99.00(+)%	99.00(+)%	99.00(+)%	99.00(+)%	99.00(+)%
Department Collections	525	550	550	560	575
Certificates Of Correction	1,504	1,300	1,249	1,500	1,500
Refunds	214	297	420	300	300
Grand List of Transfers:					
Real Property	489	495	630	600	625
Sewer Use	260	275	360	325	375
Sewer Assessments	20	20	25	25	23
Mortgage Closings	1,803	1,898	2,160	1,950	1,950
Foreclosures/Lis Pendens	11/53	8/34	10/50	7/40	7/40
Liens Filed	32	37	34	30	30
Tax Suspended	16,690	16,750	17,170	20,000	20,000
<b>PERSONNEL</b>					
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.

### **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(+)%.

BOARD OF FINANCE BUDGET-SUMMARY  
TOWN OF AVON  
BUDGET FOR 2015 AS OF 1 JULY 2014  
REVENUE COLLECTION

ACCOUNT NUMBER	SPENT FY 2013	APPROP FY 2014	SPENT YEAR TO DATE	ESTIMATED FY 2014	DEPT REQ FY 2015	MANAGER APPROV	COUNCIL APPROV	FINANCE APPROV	INC/ DEC	%
PERSONAL SERVICES										
WAGES & SALARIES	98300	103903	.00	103903	107513	107513	107513	107513	3610	3
EMPLOYEE BENEFITS	131421	142507	.00	142507	161043	151826	151826	151826	9319	7
	416	398	.00	398	406	406	406	406	8	2
-----										
TOTAL PERSONAL SERVICES	230137	246808	.00	246808	268962	259745	259745	259745	12937	5
SERVICES & SUPPLIES										
AUTO ALLOWANCE	288	300	.00	300	300	300	300	300	0	0
TRAVEL & MEETING EXPENSE	195	300	.00	300	300	300	300	300	0	0
ADVERTISING	229	550	.00	550	550	550	550	550	0	0
MEMBERSHIP FEES	150	150	.00	200	200	200	200	200	50	33
RECRUITMENT & TRAINING	5	200	.00	200	200	200	200	200	0	0
CONTRACTUAL SERVICES & PRINT	7271	11400	.00	11400	11700	11700	11700	11700	300	3
RENTALS	0	250	.00	250	250	250	250	250	0	0
EQUIPMENT OPERATION & MAIN	12058	18797	.00	18797	23141	20707	20707	20707	1910	10
POSTAGE	7901	11000	.00	11000	12000	12000	12000	12000	1000	9
MATERIALS & SUPPLIES	439	500	.00	500	500	500	500	500	0	0
-----										
TOTAL SERVICES & SUPPLIES	28536	43447	.00	43497	49141	46707	46707	46707	3260	8
CAPITAL OUTLAY										
OFFICE EQUIPMENT	0	0	.00	0	0	0	0	0	0	100
-----										
TOTAL CAPITAL OUTLAY	0	0	.00	0	0	0	0	0	0	100
-----										
TOTALS FOR REVENUE COLLECTI	258673	290255	.00	290305	318103	306452	306452	306452	16197	6

BOARD OF FINANCE BUDGET-DETAIL  
TOWN OF AVON  
BUDGET FOR 2015 AS OF 1 JULY 2014  
REVENUE COLLECTION

ACCOUNT NUMBER	SPENT FY 2013	APPROP FY 2014	SPENT YEAR TO DATE	ESTIMATED FY 2014	DEPT REQ FY 2015	MANAGER APPROV	COUNCIL APPROV	FINANCE APPROV	INC/ DEC	%
PERSONAL SERVICES -----										
WAGES & SALARIES										
01 1907 51011 REG FULL TIME	88541	89875		89875	93025	93025	93025	93025	3150	4
01 1907 51012 REG PART TIME	9759	10182		10182	10670	10670	10670	10670	488	5
01 1907 51014 TEMPORARY PART T		3846		3846	3818	3818	3818	3818	-28	-1
	98300	103903	.00	103903	107513	107513	107513	107513	3610	3
EMPLOYEE BENEFITS										
01 1907 51031 FICA	7015	7770		7770	8224	8224	8224	8224	454	6
01 1907 51032 RETIREMENT	54328	57840		57840	66997	63662	63662	63662	5822	10
01 1907 51033 HOSPITALIZATION	36620	39049		39049	42530	40835	40835	40835	1786	5
01 1907 51034 DENTAL INS	1877	2752		2752	2752	2752	2752	2752		
01 1907 51036 WORK COMP	32	35		35	39	39	39	39	4	11
01 1907 51038 DEFINED CONTRIBU	6637	6741		6741	6976	6976	6976	6976	235	3
01 1907 51039 RETIREE HEALTH	24912	28320		28320	33525	29338	29338	29338	1018	4
\$525,000 BUDGETED FOR A PORTION OF GASB RECOMMEND FUNDING LEVEL. CURRENT ACTIVE RETIREE BENEFITS \$1,412,832 FOLLOWS: GEN GOVERNMENT \$218,036 PUBLIC SAFETY \$643,060 PUBLIC WORKS \$376,772 HLTH & SOC SERV \$ 15,520 REC & PARKS \$101,984 CULTURAL & ED \$ 26,421 CONS & DEV \$ 31,039										
	131421	142507	.00	142507	161043	151826	151826	151826	9319	7
01 1907 51040 LIFE/LTD INSURAN	416	398		398	406	406	406	406	8	2
TOTAL PERSONAL SERVICES	230137	246808	.00	246808	268962	259745	259745	259745	12937	5
SERVICES & SUPPLIES -----										
AUTO ALLOWANCE										
01 1907 52102 MILEAGE	288	300		300	300	300	300	300		
BANK DEPOSITS										



BOARD OF FINANCE BUDGET-DETAIL  
TOWN OF AVON  
BUDGET FOR 2015 AS OF 1 JULY 2014  
REVENUE COLLECTION

ACCOUNT NUMBER	SPENT FY 2013	APPROP FY 2014	SPENT YEAR TO DATE	ESTIMATED FY 2014	DEPT REQ FY 2015	MANAGER APPROV	COUNCIL APPROV	FINANCE APPROV	INC/ DEC	%
TRAVEL & MEETING EXPENSE										
01 1907 52111 MILEAGE & TOLLS CCMC STATE AND COUNTY CONFERENCE	64	150		150	150	150	150	150		
01 1907 52113 MEALS	131	150		150	150	150	150	150		
	-----									
	195	300	.00	300	300	300	300	300	0	0
ADVERTISING										
01 1907 52121 RECRUITING SUMMER INTERN		100		100	100	100	100	100		
01 1907 52122 ADVERTISING-LEGA LEGAL NOTICES	229	450		450	450	450	450	450		
	-----									
	229	550	.00	550	550	550	550	550	0	0
MEMBERSHIP FEES										
01 1907 52131 FEES-PROFESSIONA	150	150		200	200	200	200	200	50	33
RECRUITMENT & TRAINING										
01 1907 52155 PROFESSIONAL DEV CCMC CLASSES	5	200		200	200	200	200	200		
CONTRACTUAL SERVICES & PRINTIN										
01 1907 52181 PRINTING PARTIAL PAYMENTS BOOKS & MOTOR VEHICLE RELEASE	311	400		400	400	400	400	400		
01 1907 52184 SERVICE & CONSUL										
01 1907 52189 SERVICES - OTHER \$1400 BINDING RATE BOOKS DMV \$4600;APD & ASSOC. SECURITY ALARM \$300; PRINTING & HANDLING OF TAX BILLS & ENVELOPES \$5000: ON-LINE BILL PAYMENT COSTS	6960	11000		11000	11300	11300	11300	11300	300	3
	-----									
	7271	11400	.00	11400	11700	11700	11700	11700	300	3

BOARD OF FINANCE BUDGET-DETAIL  
TOWN OF AVON  
BUDGET FOR 2015 AS OF 1 JULY 2014  
REVENUE COLLECTION

ACCOUNT NUMBER	SPENT FY 2013	APPROP FY 2014	SPENT YEAR TO DATE	ESTIMATED FY 2014	DEPT REQ FY 2015	MANAGER APPROV	COUNCIL APPROV	FINANCE APPROV	INC/ DEC	%
RENTALS										
01 1907 52193 COPIER 1/2 TOWN CLERK'S EXPENSE \$500		250		250	250	250	250	250		
EQUIPMENT OPERATION & MAIN										
01 1907 52205 OFFICE MACHINERY CONTRACT FOR MAINTENANCE CASH VALIDATORS \$305 CALCULATORS \$170	420	475		475	475	475	475	475		
01 1907 52206 COMPUTER OPERATI PRO RATE SHARE OF ANNUAL: ADMINS ALPHA \$19,942; SMS/ALPHA \$ 1,420; TECH.SUPP. ALPHA \$48,990; NTWRK CONTRCT,WEB FILTER, MNGD SRVER BACKUP\$86,453; NTWRK REFLECTION \$ 1,940; WIN XP UPGD (25) \$12,000; ASSESS CAMA MAINTENANCE & WEB HOSTING \$ 6,600; AUC SUPPORT \$18,960; APD MANGD 180 \$17,637	11638	18322		18322	22666	20232	20232	20232	1910	10
	12058	18797	.00	18797	23141	20707	20707	20707	1910	10
POSTAGE										
01 1907 52221 POSTAGE REPAIR & MAINTENANCE OF EQUIPMENT CHARGES POSTAGE & POSTAL PERMIT INCREASE	7901	11000		11000	12000	12000	12000	12000	1000	9
MATERIALS & SUPPLIES										
01 1907 52231 OFFICE SUPPLIES CALCULATOR \$300 VALIDATOR AND CALULATOR RIBBONS ADDING MACHINE TAPE ECT. \$200	439	500		500	500	500	500	500		
TOTAL SERVICES & SUPPLIES	28536	43447	.00	43497	49141	46707	46707	46707	3260	8

BOARD OF FINANCE BUDGET-DETAIL  
TOWN OF AVON  
BUDGET FOR 2015 AS OF 1 JULY 2014  
REVENUE COLLECTION

ACCOUNT NUMBER	SPENT FY 2013	APPROP FY 2014	SPENT YEAR TO DATE	ESTIMATED FY 2014	DEPT REQ FY 2015	MANAGER APPROV	COUNCIL APPROV	FINANCE APPROV	INC/ DEC	%
CAPITAL OUTLAY										
-----										
OFFICE EQUIPMENT										
01 1907 53301 OFFICE FURNITURE										
-----										
TOTAL CAPITAL OUTLAY	0	0	.00	0	0	0	0	0	0	100
-----										
TOTALS FOR REVENUE COLLECTI	258673	290255	.00	290305	318103	306452	306452	306452	16197	6

TOWN OF AVON  
PERSONNEL WAGE ANALYSIS

ADOPTED:  
JULY 1, 2013 TO JUNE 30, 2014

ADOPTED:  
JULY 1, 2014 TO JUNE 30, 2015

NAME ACCOUNT NUMBER	POSITION	DATE OF EMPLOY.	RANGE &STEP	HOURLY RATE	HOURS	BIWEEKLY SALARY	ANNUAL SALARY	RANGE &STEP	HOURLY RATE	HOURS	BIWEEKLY SALARY	ANNUAL SALARY
------------------------	----------	--------------------	----------------	----------------	-------	--------------------	------------------	----------------	----------------	-------	--------------------	------------------

FUND: GENERAL FUND      DEPARTMENT: GENERAL GOVERNMENT      DIVISION: FINANCE      ACTIVITY: REVENUE COLLECTION

REVENUE COLLECTION

DEBORAH J FIORETTI	23-Jun-1997	UP	32.1871	63.75	2414	2051.93		UP 32.9113	70.00	2468	2303.79
COLLECTOR OF REVENUE # 0163			32.9113	1593.75	2468	52452.38		UP 33.6518	1587.50	2524	53422.23
190751011	85 %			-----		-----			-----		-----
				1657.50		54504.31			1657.50		55726.02
LINDA J. LANDI	01-Dec-2003	7E	25.3637	52.50	0	1331.59		7E 25.9344	57.75	0	1497.71
ASST. COLL OF REV # 0456			25.9344	1312.50	0	34038.90		8A 27.3867	1307.25	0	35801.26
190751011	70 %			-----		-----			-----		-----
				1365.00		35370.49			1365.00		37298.97
DIANE KUPCHIK	30-Jun-2011	4B	18.7157	20.00	0	374.31		4C 19.6150	22.00	0	431.53
REVENUE CLERK # 1095			19.1368	.00	0	9807.50		4C 20.0563	.00	0	.00
190751012	50 %	4C	19.6150	500.00		-----		4D 20.5580	498.00	0	10237.88
				-----		10181.81			-----		-----
				520.00					520.00		10669.41
SEASONAL CLERKS	# 0136	4A	18.8074	.00	0	3846.12		4A 19.2306	.00	0	.00
190751014	100 %		19.2306	200.00		-----		4A 19.0900	200.00	0	3818.00
				-----		3846.12			-----		-----
				200.00					200.00		3818.00

ADOPTED      -----  
103902.73

ADOPTED      -----  
107512.40



## **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.

The fiscal year 2013/2014 standard audit fees budgeted in fiscal year 2014/2015 are estimated at \$73,400, \$3,000 of which is paid from the Sewer Fund (05). By negotiating a three-year extension with Blum Shapiro in fiscal year 2011/2012, the Town was able to lock in favorable pricing through fiscal year 2014/2015. Beginning in fiscal year 2014/2015, 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.

BOARD OF FINANCE BUDGET-SUMMARY  
TOWN OF AVON  
BUDGET FOR 2015 AS OF 1 JULY 2014  
BD OF FINANCE

ACCOUNT NUMBER	SPENT FY 2013	APPROP FY 2014	SPENT YEAR TO DATE	ESTIMATED FY 2014	DEPT REQ FY 2015	MANAGER APPROV	COUNCIL APPROV	FINANCE APPROV	INC/ DEC	%
PERSONAL SERVICES										
WAGES & SALARIES	1200	1620	.00	1620	1620	1620	1620	1620	0	0
EMPLOYEE BENEFITS	0	121	.00	121	124	124	124	124	3	2
TOTAL PERSONAL SERVICES	1200	1741	.00	1741	1744	1744	1744	1744	3	0
SERVICES & SUPPLIES										
TRAVEL & MEETING EXPENSE	0	150	.00	150	150	150	150	150	0	0
ADVERTISING	518	750	.00	750	750	750	750	750	0	0
RECRUITMENT & TRAINING	50	0	.00	0	0	0	0	0	0	100
CONTRACTUAL SERVICES & PRINT	62255	69500	.00	69500	72000	72000	72000	72000	2500	4
RENTALS	791	900	.00	900	900	900	900	900	0	0
POSTAGE	112	125	.00	125	125	125	125	125	0	0
MATERIALS & SUPPLIES	148	400	.00	400	400	400	400	400	0	0
TOTAL SERVICES & SUPPLIES	63874	71825	.00	71825	74325	74325	74325	74325	2500	3
TOTALS FOR BD OF FINANCE	65074	73566	.00	73566	76069	76069	76069	76069	2503	3

BOARD OF FINANCE BUDGET-DETAIL  
TOWN OF AVON  
BUDGET FOR 2015 AS OF 1 JULY 2014  
BD OF FINANCE

ACCOUNT NUMBER	SPENT FY 2013	APPROP FY 2014	SPENT YEAR TO DATE	ESTIMATED FY 2014	DEPT REQ FY 2015	MANAGER APPROV	COUNCIL APPROV	FINANCE APPROV	INC/ DEC	%
PERSONAL SERVICES										
-----										
WAGES & SALARIES										
01 1911 51012 REG PART TIME	1200	1620		1620	1620	1620	1620	1620		
EMPLOYEE BENEFITS										
01 1911 51031 FICA		121		121	124	124	124	124	3	2
01 1911 51038 DEFINED CONTRIBU										
	0	121	.00	121	124	124	124	124	3	2
-----										
TOTAL PERSONAL SERVICES	1200	1741	.00	1741	1744	1744	1744	1744	3	0
SERVICES & SUPPLIES										
-----										
TRAVEL & MEETING EXPENSE										
01 1911 52111 MILEAGE & TOLLS		100		100	100	100	100	100		
01 1911 52113 MEALS		50		50	50	50	50	50		
	0	150	.00	150	150	150	150	150	0	0
-----										
ADVERTISING										
01 1911 52122 ADVERTISING-LEGA	518	750		750	750	750	750	750		
RECRUITMENT & TRAINING										
01 1911 52155 PROFESSIONAL DEV	50									
CONTRACTUAL SERVICES & PRINTIN										
01 1911 52181 PRINTING	1810	1600		1600	1600	1600	1600	1600		
01 1911 52184 SERVICE & CONSUL	60445	67900		67900	70400	70400	70400	70400	2500	4
INDEPENDENT AUDIT										
TOWN	\$37,950									
BOE	\$26,950									
AVFD	\$ 3,000									
GASB 54	\$ 2,500									
SEWER	\$ 3,000 (05-3205)									
YEAR 10-EXTENSION										
	62255	69500	.00	69500	72000	72000	72000	72000	2500	4



BOARD OF FINANCE BUDGET-DETAIL  
TOWN OF AVON  
BUDGET FOR 2015 AS OF 1 JULY 2014  
BD OF FINANCE

ACCOUNT NUMBER	SPENT FY 2013	APPROP FY 2014	SPENT YEAR TO DATE	ESTIMATED FY 2014	DEPT REQ FY 2015	MANAGER APPROV	COUNCIL APPROV	FINANCE APPROV	INC/ DEC	%
RENTALS										
01 1911 52193 COPIER	791	900		900	900	900	900	900		
POSTAGE										
01 1911 52221 POSTAGE	112	125		125	125	125	125	125		
MATERIALS & SUPPLIES										
01 1911 52231 OFFICE SUPPLIES	148	400		400	400	400	400	400		
TOTAL SERVICES & SUPPLIES	63874	71825	.00	71825	74325	74325	74325	74325	2500	3
TOTALS FOR BD OF FINANCE	65074	73566	.00	73566	76069	76069	76069	76069	2503	3

TOWN OF AVON  
PERSONNEL WAGE ANALYSIS

ADOPTED:  
JULY 1, 2013 TO JUNE 30, 2014

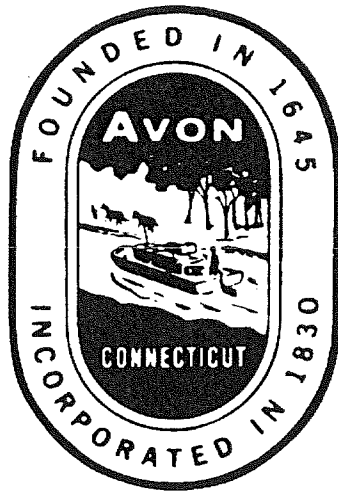
ADOPTED:  
JULY 1, 2014 TO JUNE 30, 2015

NAME	POSITION	DATE OF	RANGE	HOURLY	HOURS	BIWEEKLY	ANNUAL	RANGE	HOURLY	HOURS	BIWEEKLY	ANNUAL
ACCOUNT	NUMBER	EMPLOY.	&STEP	RATE		SALARY	SALARY	&STEP	RATE		SALARY	SALARY

FUND: GENERAL FUND      DEPARTMENT: GENERAL GOVERNMENT      DIVISION: FINANCE      ACTIVITY: BD OF FINANCE

BD OF FINANCE

						1620.00						1620.00
CLERK		# 0811				-----					.00	1620.00
191151012		100 %				1620.00						
						-----					-----	
						ADOPTED	1620.00				ADOPTED	1620.00



## **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 2014/2015 budget does not reflect significant changes from fiscal year 2013/2014.

### **PERFORMANCE MEASURES**

<b>WORKLOAD MEASURES</b>	<b>2010/ 2011</b>	<b>2011/ 2012</b>	<b>2012/ 2013</b>	<b>Est. 2013/ 2014</b>	<b>Proj. 2014/ 2015</b>
Number of Appeals Heard	9	7	4	3	50
Appeals Granted	3	2	1	2	*
Appeals Denied	6	5	3	1	*
Total Reduction	457,540	61,090	73,950	461,300	*
Percent of Grand List	0.000175	0.000023	0.000027	.000172	*

\* Not available at this time

BOARD OF FINANCE BUDGET-SUMMARY  
TOWN OF AVON  
BUDGET FOR 2015 AS OF 1 JULY 2014  
BD OF ASSESSMENT APPEA

ACCOUNT NUMBER	SPENT FY 2013	APPROP FY 2014	SPENT YEAR TO DATE	ESTIMATED FY 2014	DEPT REQ FY 2015	MANAGER APPROV	COUNCIL APPROV	FINANCE APPROV	INC/ DEC	%
PERSONAL SERVICES										
WAGES & SALARIES	200	400	.00	400	400	400	400	400	0	0
EMPLOYEE BENEFITS	0	30	.00	30	30	31	31	31	1	3
TOTAL PERSONAL SERVICES	200	430	.00	430	430	431	431	431	1	0
SERVICES & SUPPLIES										
ADVERTISING	0	0	.00	0	0	0	0	0	0	100
RENTALS	42	150	.00	150	150	150	150	150	0	0
POSTAGE	92	150	.00	150	150	150	150	150	0	0
MATERIALS & SUPPLIES	0	300	.00	300	300	300	300	300	0	0
TOTAL SERVICES & SUPPLIES	134	600	.00	600	600	600	600	600	0	0
TOTALS FOR BD OF ASSESSMENT	334	1030	.00	1030	1030	1031	1031	1031	1	0

BOARD OF FINANCE BUDGET-DETAIL  
TOWN OF AVON  
BUDGET FOR 2015 AS OF 1 JULY 2014  
BD OF ASSESSMENT APPEA

ACCOUNT NUMBER	SPENT FY 2013	APPROP FY 2014	SPENT YEAR TO DATE	ESTIMATED FY 2014	DEPT REQ FY 2015	MANAGER APPROV	COUNCIL APPROV	FINANCE APPROV	INC/ DEC	%
PERSONAL SERVICES -----										
WAGES & SALARIES										
01 1913 51014 TEMPORARY PART T 10 MEETINGS @ \$100	200	400		400	400	400	400	400		
EMPLOYEE BENEFITS										
01 1913 51031 FICA		30		30	30	31	31	31	1	3
TOTAL PERSONAL SERVICES	200	430	.00	430	430	431	431	431	1	0
SERVICES & SUPPLIES -----										
ADVERTISING										
01 1913 52122 ADVERTISING-LEGA ANNUAL NOTICE										
RENTALS										
01 1913 52193 COPIER	42	150		150	150	150	150	150		
POSTAGE										
01 1913 52221 POSTAGE	92	150		150	150	150	150	150		
MATERIALS & SUPPLIES										
01 1913 52231 OFFICE SUPPLIES		300		300	300	300	300	300		
TOTAL SERVICES & SUPPLIES	134	600	.00	600	600	600	600	600	0	0
TOTALS FOR BD OF ASSESSMENT	334	1030	.00	1030	1030	1031	1031	1031	1	0

TOWN OF AVON  
PERSONNEL WAGE ANALYSIS

ADOPTED:  
JULY 1, 2013 TO JUNE 30, 2014

ADOPTED:  
JULY 1, 2014 TO JUNE 30, 2015

NAME	POSITION	DATE OF	RANGE	HOURLY	HOURS	BIWEEKLY	ANNUAL	RANGE	HOURLY	HOURS	BIWEEKLY	ANNUAL
ACCOUNT NUMBER		EMPLOY.	&STEP	RATE		SALARY	SALARY	&STEP	RATE		SALARY	SALARY

FUND: GENERAL FUND      DEPARTMENT: GENERAL GOVERNMENT      DIVISION: FINANCE      ACTIVITY: BD OF ASSESSMENT APPEALS

BD OF ASSESSMENT A

ELAINE PHILLIPS	07-Oct-1985					400.00						400.00
ASSESSMNT TECHNICIAN # 0504						-----					.00	400.00
191351014	100 %					400.00						
						-----					-----	
						ADOPTED	400.00				ADOPTED	400.00

## **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 Finance Director, CAD/GIS Manager, Assistant Town Manager, Library Director, Technical Service Librarian, Police Chief, Police Captain, Assistant Building Official/Emergency Management Director/ Fire Marshal, Director of Public Works, and Deputy Director of Public Works. 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 2014/2015 requested budget include \$25,195 for the APD Managed 180 service and maintenance and \$12,000 for Windows XP upgrade. Fandotech has kept their technical support contract costs level since fiscal year 2012/2013. The Town is planning to participate in the Nutmeg Network, when it is available; proposed budget reflects current Fibertech agreement at existing broadband speeds and costs.

<b>WORKLOAD MEASURES</b>	<b>2010/ 2011</b>	<b>2011/ 2012</b>	<b>2012/ 2013</b>	<b>Est. 2013/ 2014</b>	<b>Proj. 2014/ 2015</b>
Number of Nodes (IP Address)	91	90	110	125	125
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*	49/100%	60/98%	55/99%	60/99%	50/99%
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%	99%	99.9%

\* 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 80% implemented in 2012/2013.

### **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.



## 419.20 INFORMATION TECHNOLOGY, continued

### TOWN OF AVON

#### WEBSITE STATISTICS\*

WORKLOAD MEASURES	2010/ 2011	2011/ 2012	2012/ 2013	Est. 2013/ 2014	Proj. 2014/ 2015
Total Hits	2,486,800	2,576,400	2,602,164	2,096,377	2,100,000
Total Visitor Sessions	420,000	462,000	466,620	377,889	380,000
Unique Visitor Sessions*	129,827	133,000	134,330	102,901	105,000
Average Session Length (seconds)	8.5	9.3	9	13.41	13.50
Number of Pages Viewed	2,483,590	2,256,000	2,278,560	2,067,413	2,100,000
Downloaded Adobe Files	139,883	145,000	146,450	126,937	130,000
Number of Subscribers: *					
Agendas.....	680	700	707	659	900
Bulletin Board.....	963	1,000	1,010	943	1,100
Employment.....	480	500	505	456	500
Rec. Bulletin Board.....	1,160	1,250	1,263	1,002	1,050
Library Events.....	1,140	1,240	1,252	1,053	6,500

\* 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.

#### PROGRAM OBJECTIVES

Special objectives beyond those listed in the Program Description:

- To continue access and expansion of the Geographic Information System database and webpage.
- Expand licensing when necessary for FirstClass software to enable all departments to directly update their web pages, continue to make available more documents on the Town's web site and update or completely revamp Town's web site.
- Implement AUC Budget Module; upgrade historical payroll files on ALPHA to current Windows Version.
- Implement upgrade of time and attendance software (Novatime 4000).
- Implement distributive entry of electronic purchase orders.
- Continue to provide access to BOE staff to the AUC financial system. Gain access for Town staff to the new BOE Unifund financial system (Matrix recommendation).

BOARD OF FINANCE BUDGET-SUMMARY  
TOWN OF AVON  
BUDGET FOR 2015 AS OF 1 JULY 2014  
INFORMATION TECHNOLOGY

ACCOUNT NUMBER	SPENT FY 2013	APPROP FY 2014	SPENT YEAR TO DATE	ESTIMATED FY 2014	DEPT REQ FY 2015	MANAGER APPROV	COUNCIL APPROV	FINANCE APPROV	INC/ DEC	%
SERVICES & SUPPLIES										
RECRUITMENT & TRAINING	1530	2120	.00	2120	290	290	290	290	-1830	-86
CONTRACTUAL SERVICES & PRINT	41197	37725	.00	37725	55032	45439	45439	45439	7714	20
EQUIPMENT OPERATION & MAIN	5279	5280	.00	5280	5690	5690	5690	5690	410	8
MATERIALS & SUPPLIES	3819	9660	.00	9660	9660	9660	9660	9660	0	0
-----										
TOTAL SERVICES & SUPPLIES	51825	54785	.00	54785	70672	61079	61079	61079	6294	11
CAPITAL OUTLAY										
DEPARTMENT EQUIPMENT	0	2500	.00	2500	0	0	0	0	-2500	-100
-----										
TOTAL CAPITAL OUTLAY	0	2500	.00	2500	0	0	0	0	-2500	-100
-----										
TOTALS FOR INFORMATION TECH	51825	57285	.00	57285	70672	61079	61079	61079	3794	7

BOARD OF FINANCE BUDGET-DETAIL  
TOWN OF AVON  
BUDGET FOR 2015 AS OF 1 JULY 2014  
INFORMATION TECHNOLOGY

ACCOUNT NUMBER	SPENT FY 2013	APPROP FY 2014	SPENT YEAR TO DATE	ESTIMATED FY 2014	DEPT REQ FY 2015	MANAGER APPROV	COUNCIL APPROV	FINANCE APPROV	INC/ DEC	%
SERVICES & SUPPLIES										
-----										
RECRUITMENT & TRAINING										
01 1920 52155 PROFESSIONAL DEV CCM E-GOV EVENT \$260; CT GMIS \$30	1530	2120		2120	290	290	290	290	-1830	-86
CONTRACTUAL SERVICES & PRINTIN										
01 1920 52184 SERVICE & CONSUL NETWORK,PC,PERIPHERAL TECHNICAL SUPPORT MGD SERVER BACKUPS, WEB FILTER,MAILGUARD, WEBSense 31% BUDGET HERE 69% DISTRIBUTED 52206 TIME/ATTEND MAINT \$4,209	25390	26135		26135	39512	32164	32164	32164	6029	23
01 1920 52185 GENERAL SERVICE INTERNET HOST & SERVICES ANNUAL CONNECT/MAINT ROUTER ANNUAL \$2,320 \$13,200 ANNUAL/\$1,100 PER MONTH FIBER SOLUTION (TOWN MANAGER REDUCED)	15807	11590		11590	15520	13275	13275	13275	1685	15
	41197	37725	.00	37725	55032	45439	45439	45439	7714	20
EQUIPMENT OPERATION & MAIN										
01 1920 52205 OFFICE MACHINERY UPS FULL SERVICE PLAN	5279	5280		5280	5690	5690	5690	5690	410	8
MATERIALS & SUPPLIES										
01 1920 52231 OFFICE SUPPLIES WIN 2008 70@\$30 EXCHANGE 70@\$60 EXCHANGE APD 40@\$60 10 UPS UNITS @96	3819	9660		9660	9660	9660	9660	9660		
TOTAL SERVICES & SUPPLIES	51825	54785	.00	54785	70672	61079	61079	61079	6294	11

BOARD OF FINANCE BUDGET-DETAIL  
TOWN OF AVON  
BUDGET FOR 2015 AS OF 1 JULY 2014  
INFORMATION TECHNOLOGY

ACCOUNT NUMBER	SPENT FY 2013	APPROP FY 2014	SPENT YEAR TO DATE	ESTIMATED FY 2014	DEPT REQ FY 2015	MANAGER APPROV	COUNCIL APPROV	FINANCE APPROV	INC/ DEC	%
CAPITAL OUTLAY -----										
DEPARTMENT EQUIPMENT										
01 1920 53317 COMPUTER INFRAS		2500		2500					-2500	-100
-----										
TOTAL CAPITAL OUTLAY	0	2500	.00	2500	0	0	0	0	-2500	-100
-----										
TOTALS FOR INFORMATION TECH	51825	57285	.00	57285	70672	61079	61079	61079	3794	7