

# RECOMMENDED FISCAL YEAR 2013/2014

## ROADWAY MAINTENANCE PROGRAM

PROJECT			FUND 08 TAR \$	FUND 01 TOWN \$	FUND 02 TOWN \$	TOTAL \$
<b>SNOW AND ICE CONTROL</b>						
Highway	Treated Salt: 1,966 tons @ \$80.00	\$157,280				
Buildings & Grounds	Treated Salt: 30 tons @ \$80.00	\$ 2,400				
General Public	Sand: 10 yards @ \$18.00	\$ 180				
	Treated Salt: 4 tons @ \$80.00	\$ 320				
		\$ 500				
<b>TOTAL SAND</b>	10 yards @ \$18.00	\$ 180	\$ 180	\$0	\$0	\$ 180
<b>TOTAL TREATED SALT</b>	2,000 tons @ \$80.00	\$160,000	\$112,104	\$0	\$0	\$112,104
<b>WEATHER SERVICE</b>		\$ 1,525	\$ 1,525	\$0	\$0	\$ 1,525
		<u>\$161,705</u>	<u>* \$113,809</u>	<u>\$0</u>	<u>\$0</u>	<u>\$113,809</u>

SOURCE/ALLOCATION OF FUNDING		STATE FUNDS \$	TOWN FUNDS \$	TOTAL \$
<b>A. Snow and Ice Control</b>				
1) Town Aid Road *	08-3103-52239	\$ 113,809	\$ 0	\$ 113,809
2) Town General Fund	01-3101-52239	0	0	0
	<b>Sub Total</b>	<u>\$ 113,809</u>	<u>\$ 0</u>	<u>\$ 113,809</u>
<b>B. Road Surface Maintenance</b>				
1) LOCIP: Fund 11 **	11-8501-52189	\$ 93,797	\$ 0	\$ 93,797
2) Capital Projects Fund ***	02-4831-53003	0	507,000	507,000
3) Town Aid Road *	08-4831-53003	0	0	0
	<b>Sub Total</b>	<u>\$ 93,797</u>	<u>\$ 507,000</u>	<u>\$ 600,797</u>
<b>C. Drainage</b>				
1) Capital Projects Fund ***	02-4830-53002	\$ 0	\$ 100,000	\$ 100,000
	02-4830-53041	\$ 0	\$ 100,000	\$ 100,000
	<b>Sub Total</b>	<u>\$ 0</u>	<u>\$ 200,000</u>	<u>\$ 200,000</u>
<b>D. Construction/Reconstruction</b>				
	<b>Sub Total</b>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>
	<b>Grand Total</b>	<u>\$ 207,606</u>	<u>\$ 707,000</u>	<u>\$ 914,606</u>

**RECOMMENDED**  
**FISCAL YEAR 2013/2014**  
**ROAD IMPROVEMENT PROGRAM**

<b>PROJECT</b>	<b>TAR FUND 08 \$</b>	<b>LOCIP FUND 11 \$</b>	<b>TOWN \$</b>	<b>TOTAL \$</b>
<b>1. ROAD SURFACE MAINTENANCE</b>				
a. Chip Seal: None scheduled this year				
b. Mill & Overlay: Haynes Road, Stagecoach, Avonside, Kingsbridge, Hammersmith, Copplestone, Highwood Drive, Highwood Circle	\$ 0	\$ 93,797	\$427,000	\$520,797
c. Crack Sealing:	\$ 0	\$ 0	\$ 80,000	\$ 80,000
<b>2. DRAINAGE IMPROVEMENTS:</b>	\$ 0	\$ 0	\$200,000	\$200,000
<b>3. CONSTRUCTION / RECONSTRUCTION:</b>				
<b>SUB-TOTAL (S. 324)</b>	<b>\$ 0</b>	<b>**\$ 93,797</b>	<b>***\$ 507,000</b>	<b><u>\$ 800,797</u></b>
<b>SUB-TOTAL (S. 323)</b>	<b>\$ 113,809</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b><u>\$ 113,809</u></b>
<b>GRAND TOTAL</b>	<b><u>*\$ 113,809</u></b>	<b><u>**\$ 93,797</u></b>	<b><u>***\$ 707,000</u></b>	<b><u>\$ 914,606</u></b>

## **UNIFORM CODE OF ACCOUNTS**

Listed below are the code of accounts that identify the individual line items for Personal Services, Services and Supplies, and Capital Outlay in the Detail Object Reports.

### **PERSONAL SERVICES**

- .5101        Wages and Salaries
  - .51010      Election worker pay
  - .51011      Regular full-time
  - .51012      Regular part-time
  - .51013      Temporary full-time
  - .51014      Temporary part-time
  - .51015      Overtime
  - .51019      Other
  
- .5103       Employee Benefits
  - .51031      FICA (Social Security)
  - .51032      Retirement
  - .51033      Hospitalization
  - .51034      Dental Insurance
  - .51035      Life Insurance
  - .51036      Workers Compensation Insurance
  - .51037      Long Term Disability
  - .51038      Defined Contribution
  - .51039      Retiree Health
  - .51040      Life/LTD Insurance

### **SERVICES AND SUPPLIES**

- .5210       Auto Allowance - Annual allotment for private vehicles and mileage allowance for use of private vehicles on local routine business.
  - .52101      Annual Allotment
  - .52102      Mileage
  - .52109      Other
  
- .5211       Travel and Meeting Expense - Local, regional and national meetings, including transportation, lodging and meals. Also, business expense related to the activity of the department.
  - .52111      Mileage and Tolls
  - .52112      Lodging
  - .52113      Meals
  - .52119      Other
  
- .5212       Advertising - Notices of public hearings, invitations to bid, recruitment ads, publishing ordinances, et cetera.
  - .52121      Recruiting
  - .52122      Legal
  - .52129      Other

## **UNIFORM CODE OF ACCOUNTS**

- .5213 Membership Fees - Professional association dues and subscriptions, league and tournament fees.
  - .52131 Employee professional associations
  - .52132 State or regional service agencies
  - .52139 Other
- .5214 Books and Periodicals - Acquisition of technical books, newspaper subscriptions, library books and records, special reports, other publications
  - .52141 Books and Periodicals
- .5215 Recruitment and Training - Cost of special training schools, conference registration fees, educational seminars, recruitment examinations and interviews, in-service training courses.
  - .52151 Recruitment
  - .52155 Professional Development
  - .52159 Other
- .5216 Grants and Contributions - Payments to C.R.C.O.G., F.V.V.N.A., Secret Lake Association, Regional programs, et cetera.
  - .52161 Town organizations
  - .52162 Regional programs
  - .52169 Other
- .5217 Utilities - Payments for water, gas, heating oil, electricity, telephone, teletype, et cetera.
  - .52171 Water
  - .52172 Natural Gas
  - .52173 Sewers
  - .52174 Heating Oil
  - .52175 Electricity
  - .52176 Telephone
  - .52179 Other
- .5218 Contractual Services and Printing - Cost of outside services for printing, insurance, consulting and technical services, microfilming, photographing and medical expenses, laundry and cleaning.
  - .52181 Printing
  - .52182 Insurance
  - .52183 Legal Fees and Expenses
  - .52184 Consulting and Technical services
  - .52185 General Services
  - .52186 Microfilming and photographing
  - .52187 Medical
  - .52188 Uniform rental and Cleaning
  - .52189 Other

## UNIFORM CODE OF ACCOUNTS

- .5219      Rentals - Fees paid for the use of land, buildings, and equipment.
  - .52191      Land
  - .52192      Building
  - .52193      Copy Machine
  - .52194      Equipment
  - .52199      Other
  
- .5220      Equipment Operation and Maintenance - Cost of material and services required for operating and maintaining town-owned equipment including all vehicles, equipment, radios, et cetera. This includes gas, oil, tires and parts, office machine maintenance contracts.
  - .52201      Motor Fuels
  - .52202      Motor Oil
  - .52203      Tires
  - .52204      Parts and Repairs
  - .52205      Office machine maintenance contracts
  - .52206      Computer Operations
  - .52207      GIS - Geographic Information System
  - .52209      Other
  
- .5221      Repairs and Maintenance - Cost of materials and services to repair and maintain all Town-owned facilities, including land, buildings, streets, drains, and sidewalks.
  - .52211      Streets
  - .52212      Buildings
  - .52213      Land
  - .52214      Drains
  - .52215      Sidewalks
  - .52219      Other
  
- .5222      Postage -    Cost of all postal fees and permits.
  - .52221      Postage
  
- .5223      Materials and Supplies - Cost of materials and supplies other than those for the operation and maintenance of equipment and Town-owned facilities. This account to include the cost of record books, office supplies, new uniforms, tools, and other departmental operating supplies. Included also are such items as photo supplies, engineering and planning supplies, sand and salt for snow removal, welding supplies, arts and crafts supplies, et cetera.
  - .52231      Office
  - .52232      Tools
  - .52233      Photo
  - .52234      Engineering and Planning
  - .52235      Recreational
  - .52236      Automotive
  - .52237      Ammunition
  - .52238      Uniforms
  - .52239      Other

## UNIFORM CODE OF ACCOUNTS

### **CAPITAL OUTLAY**

- .5330      Office Equipment - Cost of office furniture and equipment such as desks, file cabinets, typewriters, et cetera.
  - .53301      Furniture
  - .53302      Computer
  - .53309      Other
  
- .5331      Department Equipment - Cost of cars, trucks, radios, testing equipment, recreation equipment, etc.
  - .53311      Vehicles
  - .53312      Maintenance equipment
  - .53313      Radios
  - .53314      Testing and Technical Equipment
  - .53315      Recreation Equipment
  - .53316      Surplus Equipment
  - .53319      Other

## ADMINISTRATIVE POLICY MEMORANDA

GENERAL ADMINISTRATION	
1.1	Preparation and Issuance of Policy Memoranda
1.2	Citizen Complaints, Work Orders, Inter-Office Memoranda
1.3	Smoking Policy
1.4	Employee Safety
1.5	Records Management Retention & Disposition
1.6	Donation to the Town of Avon
ACCOUNTING	
2.1	Revenue Collection Report and Procedures
2.2	Personal Use of Photocopying Machines
2.3	Self Insurance: Medical Claim Account
2.4	Payments to Collector of Revenue
2.5	Anniversary Step
2.6	Revolving Fund
2.7	Administrative Charges for Avon Police Services
2.8	Deferral of Severance Wages to Next Calendar Year
2.9	Exchange of Unused Vacation and Sick Leave for Defined Benefit Pension Credit
2.10	Interest Gain (Loss) Due to Delays or Errors in Posting Retirement Contributions, For 457 Plan Accounts, 401(a), Roth IRA, and Similar Plans
BUDGETING & PURCHASING	
3.1	Purchasing Procedures
3.2	Expense Approvals
PERSONNEL	
4.1	Leave request Form
4.2	Periodic Time Report
4.3	Compensation for Clerks: Boards, Commissions & Committees
4.4	Probationary Performance Reports
4.5	Safety Footwear
4.6	No Gift Policy
4.7	Mileage Report Forms
4.8	Sexual Harassment Policy
4.9	Office Procedure
4.10	Payment in Lieu of Insurance Coverage
4.11	Volunteer Firefighters
4.12	Post-Marital / Domestic Partner Health Care Coverage
4.13	Sick Leave Bank Donation Non-Organized Employees
TRAVEL & TRANSPORTATION	
7.1	Operation of Town Gasoline Pump
7.2	Seat Belt Policy
7.3	Use of Employer Provided Vehicles
INSURANCE	
8.1	Reporting Job-Related Accidents
CONSTRUCTION & MAINTENANCE OF PUBLIC FACILITIES	
9.1	Administration of Water Main Assessments
9.2	Issuance of Keys to Town Parks and Park Buildings
9.3	Winter Maintenance of Unaccepted Highways
9.4	Use & Maintenance of Fire Escapes, Town Buildings
GENERAL INFORMATION	
10.1	Use of Landfill by Non-Permit Holders
10.2	Telephone and Cellular Log
10.3	Removal of Disabled or Immobilized Vehicles From Town Property
DEPARTMENTAL INSTRUCTION	
11.1	Town of Avon's Computer Systems & Electrical Devices

**Town of AVON, CONNECTICUT**  
**CHARTER, ORDINANCES AND SELECTED REGULATIONS**  
**Codified through Amendment of Nov. 10, 2008. (Supplement No. 3)**

Chapter 1:	General Provisions
Chapter 2:	Administration
Chapter 5:	Animals
Chapter 9:	Buildings and Building Regulations
Chapter 13:	Elections
Chapter 15:	Emergency Services
Chapter 17:	Environment
Chapter 20:	Fire Prevention and Protection
Chapter 26:	Health and Sanitation
Chapter 36:	Miscellaneous Provisions
Chapter 41:	Parks and Recreation
Chapter 43:	Peddlers, Solicitors and Closeout Sales
Chapter 45:	Planning and Development
Chapter 51:	Solid Waste
	Article I. In General
	Article II. Sources And Disposal
	Article III. Collections
	Article IV. Transfer Station
	Article V. Hauler License
	Article VI. Emergencies
Chapter 53:	Streets and Sidewalks
	Sec. 53-81: Defined.
	Sec. 53-82: Approval prior to construction.
	Sec. 53-83.: Construction specifications; variances.
	Sec. 53-84: When construction authorized.
	Sec. 53-85: Approval of construction and acceptance.
	Sec. 53-86: Cost of construction.
	Sec. 53-87: Repairs.
	Sec. 53-88: Placement and removal of snow, obstructions or hazards; violations and penalties.
Chapter 55:	Taxation
Chapter 57:	Traffic And Vehicles
Chapter 62:	Utilities
Appendix A:	Aquifer Protection Regulations
Appendix B:	Inland Wetlands And Watercourses Regulations
Appendix C:	Subdivision Regulations
Appendix D:	Zoning
Appendix E:	Town Council Policies