

GENERAL GOVERNMENT

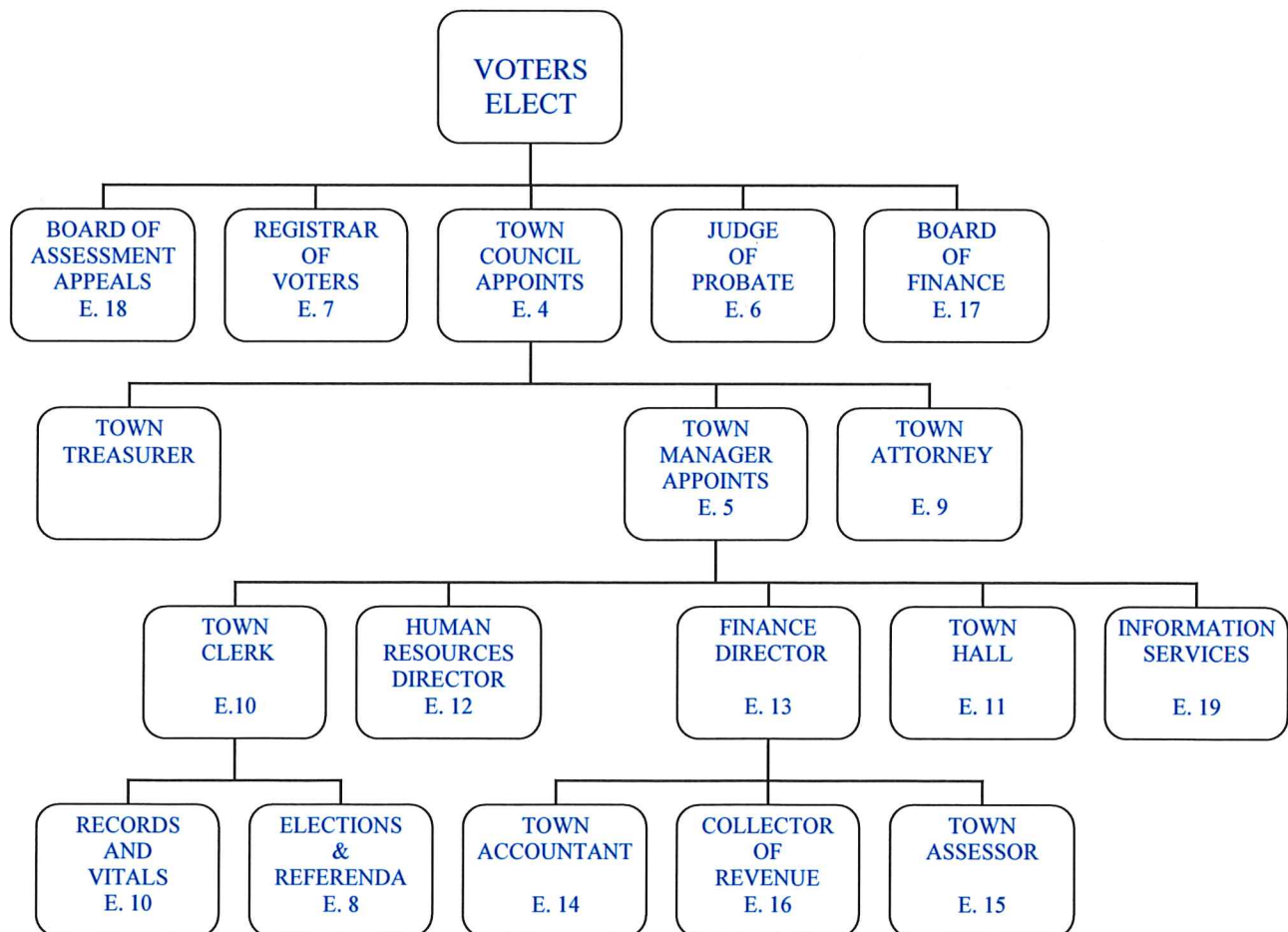
PROGRAM DESCRIPTION

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

	2015/ 2016	2016/ 2017	2017/ 2018	2018/ 2019	2019/ 2020	\$ Inc/(Dec)	% Inc-/Dec
Full-Time Positions	14.4	14.4	15.4	15.4	14.4	0	0.00%
Expenditures	\$3,096,390	\$3,283,023	\$3,370,540	\$3,534,458	\$3,540,922	\$6,464	0.18%

GENERAL GOVERNMENT ORGANIZATIONAL CHART

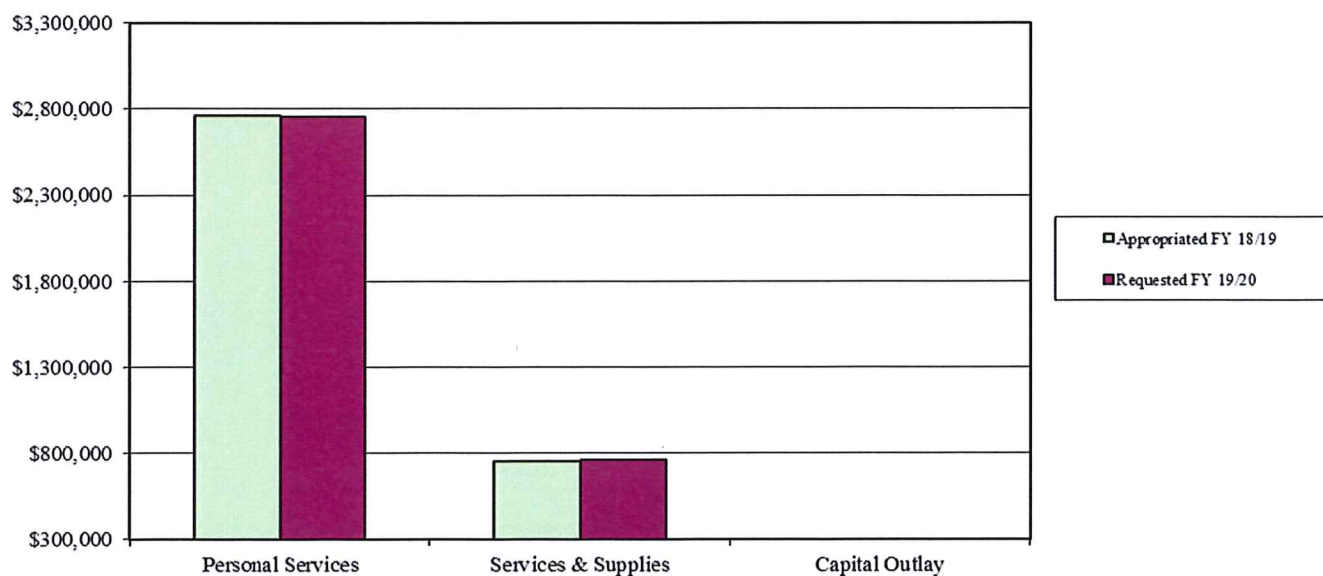


**REQUESTED BUDGET SUMMARY
GENERAL GOVERNMENT**

	Appropriated FY 2018/2019	Requested FY 2019/2020	Adopted FY 2019/2020	Inc/(Dec) \$	Inc-/Dec %
Town Council					
Total Personal Services	\$0	\$1,941		\$1,941	100.00%
Total Services & Supplies	\$50,349	\$47,065		(\$3,284)	-6.52%
Total Town Council	\$50,349	\$49,006		(\$1,343)	-2.67%
Town Manager					
Total Personal Services	\$515,886	\$539,330		\$23,444	4.54%
Total Services & Supplies	\$14,622	\$14,907		\$285	1.95%
Total Town Manager	\$530,508	\$554,237		\$23,729	4.47%
Probate					
Total Services & Supplies	\$8,042	\$7,400		(\$642)	-7.98%
Total Probate	\$8,042	\$7,400		(\$642)	-7.98%
Registrar of Voters					
Total Personal Services	\$49,578	\$49,581		\$3	0.01%
Total Services & Supplies	\$8,100	\$8,300		\$200	2.47%
Total Registration of Voters	\$57,678	\$57,881		\$203	0.35%
Elections and Referenda					
Total Personal Services	\$25,867	\$26,948		\$1,081	4.18%
Total Services & Supplies	\$28,200	\$33,200		\$5,000	17.73%
Total Elections and Referenda	\$54,067	\$60,148		\$6,081	11.25%
Legal Services					
Total Services & Supplies	\$175,000	\$185,000		\$10,000	5.71%
Total Legal Services	\$175,000	\$185,000		\$10,000	5.71%
Records and Vital Statistics					
Total Personal Services	\$386,492	\$408,879		\$22,387	5.79%
Total Services & Supplies	\$39,420	\$39,420		\$0	0.00%
Total Records and Vital Statistics	\$425,912	\$448,299		\$22,387	5.26%
Town Hall					
Total Personal Services	\$107,883	\$112,935		\$5,052	4.68%
Total Services & Supplies	\$13,350	\$10,150		(\$3,200)	-23.97%
Total Town Hall	\$121,233	\$123,085		\$1,852	1.53%
Human Resources					
Total Personal Services	\$270,489	\$193,851		(\$76,638)	-28.33%
Total Services & Supplies	\$8,295	\$5,880		(\$2,415)	-29.11%
Total Human Resources	\$278,784	\$199,731		(\$79,053)	-28.36%
Finance Administration					
Total Personal Services	\$301,925	\$309,518		\$7,593	2.51%
Total Services & Supplies	\$4,950	\$4,950		\$0	0.00%
Total Finance Administration	\$306,875	\$314,468		\$7,593	2.47%
Accounting					
Total Personal Services	\$438,314	\$458,349		\$20,035	4.57%
Total Services & Supplies	\$33,150	\$32,750		(\$400)	-1.21%
Total Accounting	\$471,464	\$491,099		\$19,635	4.16%

	Appropriated FY 2018/2019	Requested FY 2019/2020	Adopted FY 2019/2020	Inc/(Dec) \$	Inc/-Dec %
Assessment					
Total Personal Services	\$384,285	\$357,131		(\$27,154)	-7.07%
Total Services & Supplies	\$21,205	\$21,205		\$0	0.00%
Total Assessment	\$405,490	\$378,336		(\$27,154)	-6.70%
Revenue Collection					
Total Personal Services	\$281,504	\$296,310		\$14,806	5.26%
Total Services & Supplies	\$26,525	\$26,525		\$0	0.00%
Total Revenue Collection	\$308,029	\$322,835		\$14,806	4.81%
Board of Finance					
Total Personal Services	\$1,745	\$1,745		\$0	0.00%
Total Services & Supplies	\$74,380	\$74,380		\$0	0.00%
Total Board of Finance	\$76,125	\$76,125		\$0	0.00%
Board of Assessment Appeals					
Total Personal Services	\$432	\$432		\$0	0.00%
Total Services & Supplies	\$600	\$600		\$0	0.00%
Total Board of Assessment Appeals	\$1,032	\$1,032		\$0	0.00%
Information Technology					
Total Services & Supplies	\$243,870	\$245,340		\$1,470	0.60%
Total Capital Outlay	\$20,000	\$26,900		\$6,900	34.50%
Total Information Technology	\$243,870	\$245,340		\$1,470	0.60%
Total Personal Services	\$2,764,400	\$2,756,950		(\$7,450)	-0.27%
Total Services and Supplies	\$750,058	\$757,072		\$7,014	0.94%
Total Capital Outlay	\$20,000	\$26,900		\$6,900	34.50%
Total General Government	\$3,534,458	\$3,540,922		\$6,464	0.18%

**FY 2018/2019 - FY 2019/2020
General Government Total Expenditures**



411.01 TOWN COUNCIL

PROGRAM DESCRIPTION

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

PROGRAM COMMENTARY

Membership fees to various regional and public interest organizations in this budget are level funded. Grants and Contributions reflects an appropriation to the North Central Mental Health District, which is also level funded.

WORKLOAD MEASURES	2015/ 2016	2016/ 2017	2017/ 2018	Est. 2018/ 2019	Proj. 2019/ 2020
Regular Meetings	12	8	11	11	10
Special Meetings	2	8	5	5	4
Number of Hours Spent in Meetings	50	50	50	50	50
Public Hearings	5	11	5	8	8

PERFORMANCE MEASURES

Number of Ordinances Adopted/Changed/Repealed	2/100	1/100	3/100	2/100	3/100
--	-------	-------	-------	-------	-------

Town of Avon
Town Manager's Budget Summary
Fiscal Year 2019/2020

<u>Account and Description</u>	<u>2018 Actual</u>	<u>2019 Base Budget</u>	<u>2019 Actual YTD</u>	<u>Department Head</u>	<u>Town Manager</u>	<u>Town Council</u>	<u>Board of Finance</u>	<u>Inc/Dec</u>	<u>%</u>
01 GENERAL FUND									
1101 TOWN COUNCIL									
PERSONAL SERVICES									
WAGES & SALARIES	0	0	200	1,800	1,800	0	0	1,800	0.00
EMPLOYEE BENEFITS	0	0	0	138	138	0	0	138	0.00
<u>Total_PERSONAL SERVICES</u>	<u>0</u>	<u>0</u>	<u>200</u>	<u>1,938</u>	<u>1,938</u>	<u>0</u>	<u>0</u>	<u>1,938</u>	<u>0</u>
SERVICES & SUPPLIES									
EMPLOYEE BENEFITS	0	0	0	3	3	0	0	3	0.00
AUTO ALLOWANCE	0	200	0	200	200	0	0	0	0.00
TRAVEL & MEETING EXP	37	100	25	100	100	0	0	0	0.00
ADVERTISING	2,137	1,000	352	1,000	1,000	0	0	0	0.00
MEMBERSHIP FEES	29,794	30,099	29,915	30,099	30,340	0	0	241	0.80
GRANTS & CONTRIBUTIONS	5,425	5,425	1,266	1,300	1,300	0	0	-4,125	-76.04
CONTRACTUAL SERV & PRINTING	12,210	11,225	8,808	11,225	11,825	0	0	600	5.35
RENTALS	1,281	1,000	771	1,000	1,000	0	0	0	0.00
POSTAGE	105	100	6	100	100	0	0	0	0.00
MATERIALS AND SUPPLIES	1,011	1,200	52	1,200	1,200	0	0	0	0.00
<u>Total_SERVICES & SUPPLIES</u>	<u>52,000</u>	<u>50,349</u>	<u>41,195</u>	<u>46,227</u>	<u>47,068</u>	<u>0</u>	<u>0</u>	<u>-3,281</u>	<u>-7</u>
<u>Total_1101 TOWN COUNCIL</u>	<u>52,000</u>	<u>50,349</u>	<u>41,395</u>	<u>48,165</u>	<u>49,006</u>	<u>0</u>	<u>0</u>	<u>-1,343</u>	<u>-3</u>

Town of Avon
Town Manager's Budget Detail
Fiscal Year 2019/2020

<u>Account#</u>	<u>Description</u>	<u>2018 Actual</u>	<u>2019 Base Budget</u>	<u>2019 Actual YTD</u>	<u>Department Head</u>	<u>Town Manager</u>	<u>Town Council</u>	<u>Board of Finance</u>	<u>Inc/Dec</u>	<u>%</u>
01-1101-51012	REG PART TIME	0	0	200	1,800	1,800	0	0	1,800	0.00
01-1101-51031	FICA	0	0	0	138	138	0	0	138	0.00
01-1101-51036	WORK COMP	0	0	0	3	3	0	0	3	0.00
01-1101-52111	MILEAGE & TOLLS	0	200	0	200	200	0	0	0	0.00
01-1101-52113	MEALS	37	100	25	100	100	0	0	0	0.00
01-1101-52122	ADVERTISING-LEGAL	2,137	1,000	352	1,000	1,000	0	0	0	0.00
Public Hearings, etc.										
01-1101-52132	FEES-STATE OR REGION	29,794	30,099	29,915	30,099	30,340	0	0	241	0.80
CRCOG: \$15,419										
CCM: \$ 9,950										
COST: \$ 1,050										
METRO ALLIANCE: \$ 3,715										
(TOWN MANAGER INCREASED)										
01-1101-52162	REGIONAL PROGRAMS	5,425	5,425	1,266	1,300	1,300	0	0	-4,125	-76.04
N. Central Mental Health District \$1,300										
01-1101-52181	PRINTING	9,787	10,025	8,343	10,025	10,025	0	0	0	0.00
Annual Report, and three Town Newsletters										
01-1101-52184	SERVICE & CONSULTANT	2,423	1,200	465	1,200	1,800	0	0	600	50.00
ACEC Clerk Services										
(TOWN MANAGER INCREASED)										
01-1101-52193	COPIER	1,281	1,000	771	1,000	1,000	0	0	0	0.00
01-1101-52221	POSTAGE	105	100	6	100	100	0	0	0	0.00
01-1101-52231	OFFICE SUPPLIES	1,011	1,200	52	1,200	1,200	0	0	0	0.00
<u>_Total_ LEGISLATIVE</u>		<u>52,000</u>	<u>50,349</u>	<u>41,395</u>	<u>48,165</u>	<u>49,006</u>	<u>0</u>	<u>0</u>	<u>-1,343</u>	<u>-3</u>
<u>_Total_ 1101 TOWN COUNCIL</u>		<u>52,000</u>	<u>50,349</u>	<u>41,395</u>	<u>48,165</u>	<u>49,006</u>	<u>0</u>	<u>0</u>	<u>-1,343</u>	<u>-3</u>

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

There are no proposed changes to this program for fiscal year 2019/2020.

	2015/ 2016	2016/ 2017	2017/ 2018	Est. 2018/ 2019	Proj. 2019/ 2020
WORKLOAD MEASURES					
Items Purchased by Bid	17	12	13	18	18
Town Board Agendas Prepared	45	60	45	45	45
Business Visits	4	3	2	2	2
Declared Emergencies	0	0	0	1	1
PERFORMANCE MEASURES					
Citizen Satisfaction Survey Post Card					
Excellent or Very Good (#/%)	4/100%	4/100%	4/100%	4/100%	4/100%
PERSONNEL					
Full-time Equivalents	3.00	3.00	3.00	3.00	3.00

PROGRAM OBJECTIVES

Special objectives beyond those listed in the Program Description:

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

PERFORMANCE MEASURES

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

Town of Avon
Town Manager's Budget Summary
Fiscal Year 2019/2020

<u>Account and Description</u>	<u>2018 Actual</u>	<u>2019 Base Budget</u>	<u>2019 Actual YTD</u>	<u>Department Head</u>	<u>Town Manager</u>	<u>Town Council</u>	<u>Board of Finance</u>	<u>Inc/Dec</u>	<u>%</u>
1201 TOWN MANAGER									
PERSONAL SERVICES									
WAGES & SALARIES	288,907	299,910	187,456	313,396	314,680	0	0	14,770	4.92
EMPLOYEE BENEFITS	99,931	116,642	72,726	98,000	118,153	0	0	1,511	1.30
<u>Total_PERSONAL SERVICES</u>	<u>388,838</u>	<u>416,552</u>	<u>260,182</u>	<u>411,396</u>	<u>432,833</u>	<u>0</u>	<u>0</u>	<u>16,281</u>	<u>4</u>
SERVICES & SUPPLIES									
EMPLOYEE BENEFITS	123,516	99,334	92,828	105,919	106,497	0	0	7,163	7.21
AUTO ALLOWANCE	955	900	515	1,000	1,600	0	0	700	77.78
TRAVEL & MEETING EXP	1,649	3,600	1,498	2,000	3,300	0	0	-300	-8.33
MEMBERSHIP FEES	1,503	1,580	1,501	1,580	1,755	0	0	175	11.08
BOOKS & PERIODICALS	886	750	522	750	750	0	0	0	0.00
RECRUITMENT & TRAINING	1,700	2,400	1,250	2,000	2,710	0	0	310	12.92
RENTALS	1,255	1,250	451	1,250	1,250	0	0	0	0.00
EQUIPMENT OPER & MAINT	438	542	252	542	542	0	0	0	0.00
POSTAGE	249	1,000	165	1,000	1,000	0	0	0	0.00
MATERIALS AND SUPPLIES	607	2,600	193	2,000	2,000	0	0	-600	-23.08
<u>Total_SERVICES & SUPPLIES</u>	<u>132,758</u>	<u>113,956</u>	<u>99,175</u>	<u>118,041</u>	<u>121,404</u>	<u>0</u>	<u>0</u>	<u>7,448</u>	<u>7</u>
<u>Total_1201 TOWN MANAGER</u>	<u>521,596</u>	<u>530,508</u>	<u>359,357</u>	<u>529,437</u>	<u>554,237</u>	<u>0</u>	<u>0</u>	<u>23,729</u>	<u>4</u>

Town of Avon
Town Manager's Budget Detail
Fiscal Year 2019/2020

Account#	Description	2018 Actual	2019 Base Budget	2019 Actual YTD	Department Head	Town Manager	Town Council	Board of Finance	Inc/Dec	%
01-1201-51011	REG FULL TIME	288,907	299,910	187,398	308,181	309,465	0	0	9,555	3.19
01-1201-51014	TEMPORARY PART TIME	0	0	58	5,215	5,215	0	0	5,215	0.00
01-1201-51031	FICA	21,897	21,653	11,288	22,768	22,633	0	0	980	4.53
01-1201-51032	RETIREMENT	83,726	83,010	87,820	87,381	87,381	0	0	4,371	5.27
01-1201-51033	HOSPITALIZATION	32,285	7,115	0	7,442	7,442	0	0	327	4.60
01-1201-51034	DENTAL INS	1,634	2,523	291	1,816	2,523	0	0	0	0.00
01-1201-51036	WORK COMP	5,160	5,986	4,287	8,564	8,435	0	0	2,449	40.91
01-1201-51038	DEFINED CONTRIBUTION	26,113	26,036	15,340	26,737	26,403	0	0	367	1.41
01-1201-51039	RETIREE HEALTH	45,921	36,372	42,406	41,995	41,995	0	0	5,623	15.46
01-1201-51040	LIFE/LTD INSURANCE	711	700	430	716	716	0	0	16	2.29
01-1201-51043	PMTS IN LIEU OF COVERAGE	0	26,081	0	0	20,622	0	0	-5,459	-20.93
01-1201-52101	ANNUAL ALLOTMENT	6,000	6,500	3,692	6,500	6,500	0	0	0	0.00
01-1201-52102	MILEAGE	364	300	140	400	400	0	0	100	33.33
01-1201-52111	MILEAGE & TOLLS	591	600	375	600	1,200	0	0	600	100.00
ICMA Conference - Nashville, TN										
(TOWN MANAGER INCREASED)										
01-1201-52112	LODGING	701	2,000	1,138	1,000	2,000	0	0	0	0.00
ICMA Conference - Nashville, TN										
(TOWN MANAGER INCREASED)										
01-1201-52113	MEALS	948	1,600	360	1,000	1,300	0	0	-300	-18.75
ICMA Conference, CTCMA, and Employee Picnic										
(TOWN MANAGER INCREASED)										
01-1201-52131	FEES-PROFESSIONAL	1,503	1,580	1,501	1,580	1,755	0	0	175	11.08
ICMA: \$1,350 CTCMA: \$ 150										
(TOWN MANAGER INCREASED)										
01-1201-52141	BOOKS & PERIODICALS	886	750	522	750	750	0	0	0	0.00
Newspapers \$665 Books \$85										
01-1201-52155	PROFESSIONAL DEVELOPMENT	1,700	2,400	1,250	2,000	2,710	0	0	310	12.92
COST: \$160 CCM: \$150 ICMA: \$1,000 CTCMA: \$150										
(TOWN MANAGER INCREASED)										
01-1201-52193	COPIER	1,255	1,250	451	1,250	1,250	0	0	0	0.00
01-1201-52201	MOTOR FUELS	438	292	252	292	292	0	0	0	0.00
108 Gallons/Unleaded Fuel @ \$2.70 per gallon= \$292										
01-1201-52205	OFFICE MACHINERY MAI	0	250	0	250	250	0	0	0	0.00
01-1201-52221	POSTAGE	249	1,000	165	1,000	1,000	0	0	0	0.00
01-1201-52231	OFFICE SUPPLIES	607	2,600	193	2,000	2,000	0	0	-600	-23.08
_Total_EXECUTIVE		521,596	530,508	359,357	529,437	554,237	0	0	23,729	4
_Total_1201 TOWN MANAGER		521,596	530,508	359,357	529,437	554,237	0	0	23,729	4

[illegible]

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 2019/2020 will be approximately \$7,400.

PERFORMANCE MEASURES

WORKLOAD MEASURES	2015/ 2016	2016/ 2017	2017/ 2018	Est. 2018/ 2019	Proj. 2019/ 2020
Decedents Estates	159	196	206	190	200
Small Estates & Tax Purposes Only Estates	151	172	195	170	180

Town of Avon
Town Manager's Budget Summary
Fiscal Year 2019/2020

<u>Account and Description</u>	<u>2018 Actual</u>	<u>2019 Base Budget</u>	<u>2019 Actual YTD</u>	<u>Department Head</u>	<u>Town Manager</u>	<u>Town Council</u>	<u>Board of Finance</u>	<u>Inc/Dec</u>	<u>%</u>
1301 PROBATE									
SERVICES & SUPPLIES									
CONTRACTUAL SERV & PRINTING	7,855	8,042	7,200	7,400	7,400	0	0	-642	-7.98
<u>Total SERVICES & SUPPLIES</u>	<u>7,855</u>	<u>8,042</u>	<u>7,200</u>	<u>7,400</u>	<u>7,400</u>	<u>0</u>	<u>0</u>	<u>-642</u>	<u>-8</u>
<u>Total 1301 PROBATE</u>	<u>7,855</u>	<u>8,042</u>	<u>7,200</u>	<u>7,400</u>	<u>7,400</u>	<u>0</u>	<u>0</u>	<u>-642</u>	<u>-8</u>

Town of Avon
Town Manager's Budget Detail
Fiscal Year 2019/2020

<u>Account#</u>	<u>Description</u>	<u>2018 Actual</u>	<u>2019 Base Budget</u>	<u>2019 Actual YTD</u>	<u>Department Head</u>	<u>Town Manager</u>	<u>Town Council</u>	<u>Board of Finance</u>	<u>Inc/Dec</u>	<u>%</u>
01-1301-52184	SERVICE & CONSULTANT	7,855	8,042	7,200	7,400	7,400	0	0	-642	-7.98
29% of Simsbury Regional Court Operating Expenditures										
	<u>_Total_JUDICIAL</u>	<u>7,855</u>	<u>8,042</u>	<u>7,200</u>	<u>7,400</u>	<u>7,400</u>	<u>0</u>	<u>0</u>	<u>-642</u>	<u>-8</u>
	<u>_Total_1301 PROBATE</u>	<u>7,855</u>	<u>8,042</u>	<u>7,200</u>	<u>7,400</u>	<u>7,400</u>	<u>0</u>	<u>0</u>	<u>-642</u>	<u>-8</u>



414.01 REGISTRAR OF VOTERS

PROGRAM DESCRIPTION

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

PROGRAM COMMENTARY

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

WORKLOAD MEASURES	2015/ 2016	2016/ 2017	2017/ 2018	2018/ 2019	Est. 2019/ 2020
# of Voters	11,300	12,300	12,531	12,651	12,900
# Voters Added to Registry List	300	1,030	1,849	922	600
# Changes to Enrollment List	75	400	194	136	150
# Voters Removed from Registry List	300	412	674	612	300
# of Acceptance Notices Sent	300	1,030	1,849	922	600
# Moves in Town	75	60	128	93	100
# Name Changes	25	25	39	20	50
# Cancellation Notices Sent	50	50	674	612	300

PERFORMANCE MEASURES

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

Town of Avon
Town Manager's Budget Summary
Fiscal Year 2019/2020

<u>Account and Description</u>	<u>2018 Actual</u>	<u>2019 Base Budget</u>	<u>2019 Actual YTD</u>	<u>Department Head</u>	<u>Town Manager</u>	<u>Town Council</u>	<u>Board of Finance</u>	<u>Inc/Dec</u>	<u>%</u>
1401 REG OF VOTERS									
PERSONAL SERVICES									
WAGES & SALARIES	47,400	46,000	21,920	46,000	46,000	0	0	0	0.00
EMPLOYEE BENEFITS	3,583	3,518	2,189	3,518	3,518	0	0	0	0.00
<u>Total_PERSONAL SERVICES</u>	<u>50,983</u>	<u>49,518</u>	<u>24,109</u>	<u>49,518</u>	<u>49,518</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
SERVICES & SUPPLIES									
EMPLOYEE BENEFITS	71	60	43	63	63	0	0	3	5.00
AUTO ALLOWANCE	82	350	196	350	350	0	0	0	0.00
TRAVEL & MEETING EXP	280	280	0	280	280	0	0	0	0.00
ADVERTISING	43	100	0	100	100	0	0	0	0.00
MEMBERSHIP FEES	0	150	130	150	150	0	0	0	0.00
RECRUITMENT & TRAINING	1,510	3,500	519	3,500	3,500	0	0	0	0.00
CONTRACTUAL SERV & PRINTING	147	120	0	120	120	0	0	0	0.00
RENTALS	241	100	106	100	100	0	0	0	0.00
EQUIPMENT OPER & MAINT	30	200	54	200	200	0	0	0	0.00
POSTAGE	1,320	2,500	1,179	2,500	2,500	0	0	0	0.00
MATERIALS AND SUPPLIES	784	800	410	1,000	1,000	0	0	200	25.00
<u>Total_SERVICES & SUPPLIES</u>	<u>4,508</u>	<u>8,160</u>	<u>2,637</u>	<u>8,363</u>	<u>8,363</u>	<u>0</u>	<u>0</u>	<u>203</u>	<u>2</u>
<u>Total_1401 REG OF VOTERS</u>	<u>55,491</u>	<u>57,678</u>	<u>26,746</u>	<u>57,881</u>	<u>57,881</u>	<u>0</u>	<u>0</u>	<u>203</u>	<u>0</u>

Town of Avon
Town Manager's Budget Detail
Fiscal Year 2019/2020

<u>Account#</u>	<u>Description</u>	<u>2018 Actual</u>	<u>2019 Base Budget</u>	<u>2019 Actual YTD</u>	<u>Department Head</u>	<u>Town Manager</u>	<u>Town Council</u>	<u>Board of Finance</u>	<u>Inc/Dec</u>	<u>%</u>
01-1401-51010	ELECTION WORKER PAY	47,400	46,000	21,920	46,000	46,000	0	0	0	0.00
01-1401-51031	FICA	3,583	3,518	2,189	3,518	3,518	0	0	0	0.00
01-1401-51036	WORK COMP	71	60	43	63	63	0	0	3	5.00
01-1401-52111	MILEAGE & TOLLS	82	350	196	350	350	0	0	0	0.00
additional certification meetings										
01-1401-52119	OTHER	280	280	0	280	280	0	0	0	0.00
SEC. Elections Laws, we are required to attend four (4) meetings a year at \$35.00 for each meeting.										
01-1401-52122	ADVERTISING-LEGAL	43	100	0	100	100	0	0	0	0.00
01-1401-52131	FEES-PROFESSIONAL	0	150	130	150	150	0	0	0	0.00
01-1401-52155	PROFESSIONAL DEVELOPMENT	1,510	3,500	519	3,500	3,500	0	0	0	0.00
Attendance at our Spring and Fall conference for classes, State mandated Certification at \$200 a class plus a required 18 hours of prof. development a year										
01-1401-52184	SERVICE & CONSULTANT	147	120	0	120	120	0	0	0	0.00
01-1401-52193	COPIER	241	100	106	100	100	0	0	0	0.00
01-1401-52205	OFFICE MACHINERY MAI	30	200	54	200	200	0	0	0	0.00
01-1401-52221	POSTAGE	1,320	2,500	1,179	2,500	2,500	0	0	0	0.00
01-1401-52231	OFFICE SUPPLIES	784	800	410	1,000	1,000	0	0	200	25.00
Budget for new printer										
<u>Total_ELECTIONS</u>		<u>55,491</u>	<u>57,678</u>	<u>26,746</u>	<u>57,881</u>	<u>57,881</u>	<u>0</u>	<u>0</u>	<u>203</u>	<u>0</u>
<u>Total_1401 REG OF VOTERS</u>		<u>55,491</u>	<u>57,678</u>	<u>26,746</u>	<u>57,881</u>	<u>57,881</u>	<u>0</u>	<u>0</u>	<u>203</u>	<u>0</u>

Town of Avon
Personnel Wage Analysis

01-1401-51010	Election Workers			35,200	35,200
01-1401-51010	Ann Clark	19	100%	4,500	4,500
01-1401-51010	Kelly Ladouceur	1233	100%	4,500	4,500
01-1401-51010	Carmen Rourke	1242	100%	900	900
01-1401-51010	Kathy Randall	1781	100%	900	900
01-1401-51010					46,000
<u>Total 1401</u>					<u>46,000</u>

414.03 ELECTIONS AND REFERENDA

PROGRAM DESCRIPTION

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

PROGRAM COMMENTARY

The fiscal year 2019/2020 Elections and Referenda budget covers the estimated costs necessary to cover the one municipal election and budget referendum.

PERFORMANCE MEASURES

WORKLOAD MEASURES	2015/ 2016	2016/ 2017	2017/ 2018	2018/ 2019	Proj. 2019/ 2020
State/National Election	1	1	0	1	0
Municipal Election	0	0	1	0	1
Primaries	0	1	0	1	0
Presidential Preferential Primaries	0	1	0	0	0
Budget Referenda	2	1	1	1	2
Referenda (Other)	1	0	0	1	0

Town of Avon
Town Manager's Budget Summary
Fiscal Year 2019/2020

<u>Account and Description</u>	<u>2018 Actual</u>	<u>2019 Base Budget</u>	<u>2019 Actual YTD</u>	<u>Department Head</u>	<u>Town Manager</u>	<u>Town Council</u>	<u>Board of Finance</u>	<u>Inc/Dec</u>	<u>%</u>
1403 ELECTIONS AND REF									
PERSONAL SERVICES									
WAGES & SALARIES	9,165	24,000	22,320	25,000	25,000	0	0	1,000	4.17
EMPLOYEE BENEFITS	0	1,836	0	1,913	1,913	0	0	77	4.19
<u>Total PERSONAL SERVICES</u>	<u>9,165</u>	<u>25,836</u>	<u>22,320</u>	<u>26,913</u>	<u>26,913</u>	<u>0</u>	<u>0</u>	<u>1,077</u>	<u>4</u>
SERVICES & SUPPLIES									
EMPLOYEE BENEFITS	31	31	22	35	35	0	0	4	12.90
TRAVEL & MEETING EXP	539	1,500	723	1,500	1,500	0	0	0	0.00
ADVERTISING	357	800	1,816	2,800	2,800	0	0	2,000	250.00
RECRUITMENT & TRAINING	0	900	0	900	900	0	0	0	0.00
CONTRACTUAL SERV & PRINTING	6,498	16,000	14,400	19,000	19,000	0	0	3,000	18.75
EQUIPMENT OPER & MAINT	2,795	4,000	4,148	4,000	4,000	0	0	0	0.00
MATERIALS AND SUPPLIES	5,420	5,000	362	5,000	5,000	0	0	0	0.00
<u>Total SERVICES & SUPPLIES</u>	<u>15,640</u>	<u>28,231</u>	<u>21,471</u>	<u>33,235</u>	<u>33,235</u>	<u>0</u>	<u>0</u>	<u>5,004</u>	<u>18</u>
<u>Total 1403 ELECTIONS AND REFER</u>	<u>24,805</u>	<u>54,067</u>	<u>43,791</u>	<u>60,148</u>	<u>60,148</u>	<u>0</u>	<u>0</u>	<u>6,081</u>	<u>11</u>

Town of Avon
Town Manager's Budget Detail
Fiscal Year 2019/2020

<u>Account#</u>	<u>Description</u>	<u>2018 Actual</u>	<u>2019 Base Budget</u>	<u>2019 Actual YTD</u>	<u>Department Head</u>	<u>Town Manager</u>	<u>Town Council</u>	<u>Board of Finance</u>	<u>Inc/Dec</u>	<u>%</u>
01-1403-51010	ELECTION WORKER PAY	9,165	24,000	22,320	25,000	25,000	0	0	1,000	4.17
01-1403-51031	FICA	0	1,836	0	1,913	1,913	0	0	77	4.19
01-1403-51036	WORK COMP	31	31	22	35	35	0	0	4	12.90
01-1403-52113	MEALS	539	1,500	723	1,500	1,500	0	0	0	0.00
01-1403-52122	ADVERTISING-LEGAL	357	800	1,816	2,800	2,800	0	0	2,000	250.00
01-1403-52155	PROFESSIONAL DEVELOPMENT	0	900	0	900	900	0	0	0	0.00
recertification of all moderators and certification for additional moderators, \$60.00 X 15 moderators										
01-1403-52181	PRINTING	2,912	9,000	9,241	9,000	9,000	0	0	0	0.00
01-1403-52185	GENERAL SERVICE	3,566	7,000	5,159	10,000	10,000	0	0	3,000	42.86
General Service for Fire/Police svcs estimated for Primaries, elections and referendums (at \$30.00 per hour depending how many they use.) \$400.00										
01-1403-52209	EQUIP MAINT-OTHER	2,795	4,000	4,148	4,000	4,000	0	0	0	0.00
The programing of the memory cards at \$1500.00. For the service to maintain the tabulators machines at \$200.00 each (we have 8). IVS (5), printer and laptop at \$150 each										
01-1403-52231	OFFICE SUPPLIES	5,420	5,000	362	5,000	5,000	0	0	0	0.00
Purchase of electronic pollbooks on hold by SOTS. Money being used for new voting booths.										
<u>_Total_ELECTIONS</u>		<u>24,805</u>	<u>54,067</u>	<u>43,791</u>	<u>60,148</u>	<u>60,148</u>	<u>0</u>	<u>0</u>	<u>6,081</u>	<u>11</u>
<u>_Total_1403 ELECTIONS AND REFER</u>		<u>24,805</u>	<u>54,067</u>	<u>43,791</u>	<u>60,148</u>	<u>60,148</u>	<u>0</u>	<u>0</u>	<u>6,081</u>	<u>11</u>

Town of Avon
Personnel Wage Analysis

01-1403-51010	Election Workers	25,000	25,000
01-1403-51010			25,000
<u>Total 1403</u>			<u>25,000</u>

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 5% increase to cover both the \$10,000 monthly retainer and to more accurately reflect the cost of matters that fall outside of the retainer. This account was last increased in fiscal year 2018/2019, from \$170,000 to \$175,000. Legal expenses associated with Capital Improvement Program projects, sewer projects, and other items, which are funded from sources outside the General Fund, are charged directly against those projects.

Town of Avon
Town Manager's Budget Summary
Fiscal Year 2019/2020

<u>Account and Description</u>	<u>2018 Actual</u>	<u>2019 Base Budget</u>	<u>2019 Actual YTD</u>	<u>Department Head</u>	<u>Town Manager</u>	<u>Town Council</u>	<u>Board of Finance</u>	<u>Inc/Dec</u>	<u>%</u>
1501 LEGAL SERVICES									
SERVICES & SUPPLIES									
CONTRACTUAL SERV & PRINTING	271,849	175,000	92,668	185,000	185,000	0	0	10,000	5.71
<u>Total SERVICES & SUPPLIES</u>	<u>271,849</u>	<u>175,000</u>	<u>92,668</u>	<u>185,000</u>	<u>185,000</u>	<u>0</u>	<u>0</u>	<u>10,000</u>	<u>6</u>
<u>Total 1501 LEGAL SERVICES</u>	<u>271,849</u>	<u>175,000</u>	<u>92,668</u>	<u>185,000</u>	<u>185,000</u>	<u>0</u>	<u>0</u>	<u>10,000</u>	<u>6</u>

Town of Avon
Town Manager's Budget Detail
Fiscal Year 2019/2020

<u>Account#</u>	<u>Description</u>	<u>2018 Actual</u>	<u>2019 Base Budget</u>	<u>2019 Actual YTD</u>	<u>Department Head</u>	<u>Town Manager</u>	<u>Town Council</u>	<u>Board of Finance</u>	<u>Inc/Dec</u>	<u>%</u>
01-1501-52183	LEGAL FEES & EXP	271,849	175,000	92,668	185,000	185,000	0	0	10,000	5.71
Reflects retainer of \$10,000/mo and 250 hours outside retainer at \$260/hr										
<u>_Total_LEGAL</u>		<u>271,849</u>	<u>175,000</u>	<u>92,668</u>	<u>185,000</u>	<u>185,000</u>	<u>0</u>	<u>0</u>	<u>10,000</u>	<u>6</u>
<u>_Total_1501 LEGAL SERVICES</u>		<u>271,849</u>	<u>175,000</u>	<u>92,668</u>	<u>185,000</u>	<u>185,000</u>	<u>0</u>	<u>0</u>	<u>10,000</u>	<u>6</u>



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 2019/2020 is \$830,175. There are no significant changes to the operating budget.

WORKLOAD MEASURES	2015/ 2016	2016/ 2017	2017/ 2018	Est. 2018/ 2019	Proj. 2019/ 2020
Revenues Collected	\$837,314	\$906,887	\$737,776	\$830,175	\$830,175
Documents Recorded	3,172	3,478	2,984	3,400	3,400
Pages Recorded	13,888	15,141	11,655	13,000	13,000
Sales Analysis to State	604	678	577	650	650
Licenses & Permits Issued	2,367	2,544	1,873	2,300	2,300
Photo Copies & Cert. of Land Records	20,789	18,545	18,000	18,000	18,000
Election Activities	913	3,553	600	2,500	600
Vital Statistics Recorded	393	383	498	500	500
Certified Copies of Vital Statistics	1,125	1,307	1,395	1,400	1,400
Miscellaneous Services (DAR, Notary)	3,186	2,900	3,237	3,500	3,500
Referenda	1	2	1	2	1
Election & Primaries	2	2	1	2	1
Depository for Bonds	\$8,330,450	\$8,330,450	\$8,300,000	\$8,250,000	\$8,250,000
Conveyance Tax/State	\$1,493,462.	\$1,752,080	\$1,312,237	\$1,450,000	\$1,450,000
Pages of Minutes Recorded	829	448	458	700	700

PERFORMANCE MEASURES

Avg. time/week to complete calls & correspondences	10 hours	10 hours	10 hours	10 hours	10 hours
% of requests completed within 30 min.	100%	100%	100%	100%	100%
Time complete & publish min	n/a	n/a	n/a	n/a	n/a
Avg. time to index documents	1 day	1 day	1 day	1 day	1 day
Avg. time in recording mail	1 day	1 day	1 day	1 day	1 day
% of records eligible for destruction which have actually been destroyed	99%	99%	99%	99%	99%
% of ordinances, resolutions processed within 6 days	99%	99%	99%	99%	99%

PERSONNEL

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

* One part-time person at 20 hours/week.

PROGRAM OBJECTIVES

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

PERFORMANCE MEASURES

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

Town of Avon
Town Manager's Budget Summary
Fiscal Year 2019/2020

<u>Account and Description</u>	<u>2018 Actual</u>	<u>2019 Base Budget</u>	<u>2019 Actual YTD</u>	<u>Department Head</u>	<u>Town Manager</u>	<u>Town Council</u>	<u>Board of Finance</u>	<u>Inc/Dec</u>	<u>%</u>
1601 RECORDS AND VITAL									
PERSONAL SERVICES									
WAGES & SALARIES	169,781	177,951	109,819	186,590	186,590	0	0	8,639	4.85
EMPLOYEE BENEFITS	109,755	103,042	92,660	104,210	111,493	0	0	8,451	8.20
<u>Total PERSONAL SERVICES</u>	<u>279,536</u>	<u>280,993</u>	<u>202,479</u>	<u>290,800</u>	<u>298,083</u>	<u>0</u>	<u>0</u>	<u>17,090</u>	<u>6</u>
SERVICES & SUPPLIES									
EMPLOYEE BENEFITS	114,935	105,499	84,332	110,092	110,796	0	0	5,297	5.02
AUTO ALLOWANCE	56	150	70	150	150	0	0	0	0.00
ADVERTISING	111	120	0	120	120	0	0	0	0.00
MEMBERSHIP FEES	257	300	248	300	300	0	0	0	0.00
RECRUITMENT & TRAINING	165	650	391	650	650	0	0	0	0.00
GRANTS & CONTRIBUTIONS	72	550	100	550	550	0	0	0	0.00
CONTRACTUAL SERV & PRINTING	20,577	30,000	12,806	30,000	30,000	0	0	0	0.00
RENTALS	135	900	131	900	900	0	0	0	0.00
POSTAGE	3,399	4,000	962	4,000	4,000	0	0	0	0.00
MATERIALS AND SUPPLIES	1,972	2,750	918	2,750	2,750	0	0	0	0.00
<u>Total SERVICES & SUPPLIES</u>	<u>141,679</u>	<u>144,919</u>	<u>99,958</u>	<u>149,512</u>	<u>150,216</u>	<u>0</u>	<u>0</u>	<u>5,297</u>	<u>4</u>
<u>Total 1601 RECORDS AND VITAL</u>	<u>421,215</u>	<u>425,912</u>	<u>302,437</u>	<u>440,312</u>	<u>448,299</u>	<u>0</u>	<u>0</u>	<u>22,387</u>	<u>5</u>

Town of Avon
Town Manager's Budget Detail
Fiscal Year 2019/2020

Account#	Description	2018 Actual	2019 Base Budget	2019 Actual YTD	Department Head	Town Manager	Town Council	Board of Finance	Inc/Dec	%
01-1601-51011	REG FULL TIME	143,629	146,395	92,480	153,756	153,756	0	0	7,361	5.03
01-1601-51012	REG PART TIME	25,552	26,566	17,339	27,844	27,844	0	0	1,278	4.81
01-1601-51014	TEMPORARY PART TIME	600	4,990	0	4,990	4,990	0	0	0	0.00
01-1601-51031	FICA	13,573	13,972	8,105	14,627	14,414	0	0	442	3.16
01-1601-51032	RETIREMENT	79,686	79,005	83,580	83,165	83,165	0	0	4,160	5.27
01-1601-51033	HOSPITALIZATION	33,209	23,900	0	24,999	24,999	0	0	1,099	4.60
01-1601-51034	DENTAL INS	1,061	1,885	291	1,178	1,885	0	0	0	0.00
01-1601-51036	WORK COMP	296	246	176	277	274	0	0	28	11.38
01-1601-51038	DEFINED CONTRIBUTION	12,634	12,590	7,399	13,179	12,971	0	0	381	3.03
01-1601-51039	RETIREE HEALTH	83,548	66,174	77,156	76,404	76,404	0	0	10,230	15.46
01-1601-51040	LIFE/LTD INSURANCE	683	463	285	473	473	0	0	10	2.16
01-1601-51043	PMTS IN LIEU OF COVERAGE	0	10,306	0	0	7,704	0	0	-2,602	-25.25
01-1601-52111	MILEAGE & TOLLS	56	150	70	150	150	0	0	0	0.00
01-1601-52122	ADVERTISING-LEGAL	111	120	0	120	120	0	0	0	0.00
AUDIT REPORT TOWN & FVHD										
01-1601-52131	FEES-PROFESSIONAL	257	300	248	300	300	0	0	0	0.00
Recruitment and Training										
01-1601-52155	PROFESSIONAL DEVELOPMENT	165	650	391	650	650	0	0	0	0.00
Town Clerk Spring and Fall Conferences										
01-1601-52169	GRANTS-OTHER	72	550	100	550	550	0	0	0	0.00
01-1601-52186	MICROFILMING & PHOTO	20,577	30,000	12,806	30,000	30,000	0	0	0	0.00
COTT Land Record, Dog and Map System										
01-1601-52193	COPIER	135	900	131	900	900	0	0	0	0.00
Copier service contract and equipment operation										
01-1601-52221	POSTAGE	3,399	4,000	962	4,000	4,000	0	0	0	0.00
01-1601-52231	OFFICE SUPPLIES	1,972	2,750	918	2,750	2,750	0	0	0	0.00
	<u>Total_RECORDING AND REPORTING</u>	<u>421,215</u>	<u>425,912</u>	<u>302,437</u>	<u>440,312</u>	<u>448,299</u>	<u>0</u>	<u>0</u>	<u>22,387</u>	<u>5</u>
	<u>Total_1601 RECORDS AND VITAL</u>	<u>421,215</u>	<u>425,912</u>	<u>302,437</u>	<u>440,312</u>	<u>448,299</u>	<u>0</u>	<u>0</u>	<u>22,387</u>	<u>5</u>

Personnel Wage Analysis

01-1601-51011	Nick Hogan	1072	100%	8F	1,950	35.7904	69,791	69,791
01-1601-51011	Ann Dearstyne	166	100%	UP	1,950	43.0591	83,965	83,965
01-1601-51011								153,756
01-1601-51012	Patricia Munroe	1878	34%	6D	1,040	27.2117	28,298	27,844
			66%	6C		26.5479	27,608	
01-1601-51012								27,844
01-1601-51014	Clerk Records & Vital						4,990	4,990
01-1601-51014								4,990
<u>Total 1601</u>								<u>186,590</u>

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

There are no proposed changes to this program for fiscal year 2019/2020.

PERSONNEL	2015/ 2016	2016/ 2017	2017/ 2018	Est. 2018/ 2019	Proj. 2019/ 2020
Full Time Positions	1.00	1.00	1.00	1.00	1.00
Part Time Positions	0.00	0.00	0.00	0.00	0.00

Town of Avon
Town Manager's Budget Summary
Fiscal Year 2019/2020

<u>Account and Description</u>	<u>2018 Actual</u>	<u>2019 Base Budget</u>	<u>2019 Actual YTD</u>	<u>Department Head</u>	<u>Town Manager</u>	<u>Town Council</u>	<u>Board of Finance</u>	<u>Inc/Dec</u>	<u>%</u>
1701 TOWN HALL									
PERSONAL SERVICES									
WAGES & SALARIES	67,441	68,777	42,299	70,325	70,325	0	0	1,548	2.25
EMPLOYEE BENEFITS	33,748	29,094	28,104	32,206	32,192	0	0	3,098	10.65
<u>Total PERSONAL SERVICES</u>	<u>101,189</u>	<u>97,871</u>	<u>70,403</u>	<u>102,531</u>	<u>102,517</u>	<u>0</u>	<u>0</u>	<u>4,646</u>	<u>5</u>
SERVICES & SUPPLIES									
EMPLOYEE BENEFITS	9,476	10,012	469	9,711	10,418	0	0	406	4.06
UTILITIES	12,003	11,500	4,673	8,000	8,000	0	0	-3,500	-30.43
EQUIPMENT OPER & MAINT	0	250	0	250	250	0	0	0	0.00
REPAIRS & MAINTENANCE	1,987	1,600	465	1,900	1,900	0	0	300	18.75
<u>Total SERVICES & SUPPLIES</u>	<u>23,466</u>	<u>23,362</u>	<u>5,607</u>	<u>19,861</u>	<u>20,568</u>	<u>0</u>	<u>0</u>	<u>-2,794</u>	<u>-12</u>
<u>Total_1701 TOWN HALL</u>	<u>124,655</u>	<u>121,233</u>	<u>76,010</u>	<u>122,392</u>	<u>123,085</u>	<u>0</u>	<u>0</u>	<u>1,852</u>	<u>2</u>

Town of Avon
Town Manager's Budget Detail
Fiscal Year 2019/2020

<u>Account#</u>	<u>Description</u>	<u>2018</u> <u>Actual</u>	<u>2019</u> <u>Base Budget</u>	<u>2019</u> <u>Actual YTD</u>	<u>Department</u> <u>Head</u>	<u>Town</u> <u>Manager</u>	<u>Town</u> <u>Council</u>	<u>Board</u> <u>of Finance</u>	<u>Inc/Dec</u>	<u>%</u>
01-1701-51011	REG FULL TIME	67,441	68,777	42,299	70,325	70,325	0	0	1,548	2.25
01-1701-51031	FICA	4,977	5,075	3,130	5,200	5,186	0	0	111	2.19
01-1701-51033	HOSPITALIZATION	8,920	8,532	0	8,925	8,925	0	0	393	4.61
01-1701-51034	DENTAL INS	450	1,206	291	499	1,206	0	0	0	0.00
01-1701-51036	WORK COMP	106	89	64	98	98	0	0	9	10.11
01-1701-51038	DEFINED CONTRIBUTION	5,392	5,502	3,384	5,626	5,626	0	0	124	2.25
01-1701-51039	RETIREE HEALTH	23,379	18,517	21,590	21,380	21,380	0	0	2,863	15.46
01-1701-51040	LIFE/LTD INSURANCE	0	185	114	189	189	0	0	4	2.16
01-1701-52175	ELECTRIC	-105	0	0	0	0	0	0	0	0.00
01-1701-52176	TELEPHONE	12,108	11,500	4,673	8,000	8,000	0	0	-3,500	-30.43
01-1701-52205	OFFICE MACHINERY MAI	0	250	0	250	250	0	0	0	0.00
01-1701-52213	LAND	1,987	1,600	465	1,900	1,900	0	0	300	18.75
Floral Supplies	\$1,900									
<u>_Total_OFFICE BUILDINGS</u>		<u>124,655</u>	<u>121,233</u>	<u>76,010</u>	<u>122,392</u>	<u>123,085</u>	<u>0</u>	<u>0</u>	<u>1,852</u>	<u>2</u>
<u>_Total_1701 TOWN HALL</u>		<u>124,655</u>	<u>121,233</u>	<u>76,010</u>	<u>122,392</u>	<u>123,085</u>	<u>0</u>	<u>0</u>	<u>1,852</u>	<u>2</u>

Town of Avon
Personnel Wage Analysis

01-1701-51011	Xenia Manson	1041	100%	9E	1,950	36.064	70,325	70,325
01-1701-51011								70,325
<u>Total 1701</u>								<u>70,325</u>

418.01 HUMAN RESOURCES

PROGRAM DESCRIPTION

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

PROGRAM COMMENTARY

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

WORKLOAD MEASURES	2015/ 2016	2016/ 2017	2017/ 2018	Est. 2018/ 2019	Proj. 2019/ 2020
FT Persons Leaving (All Reasons)	3	4	3	5	5
FT Persons Recruited	5	4	5	5	5
Persons Promoted	2	2	4	1	1
Labor Negotiating Sessions	7	6	5	5	5
Efficiency Measures					
Average Length of Time for Recruitment (in weeks)	9	9	9	9	9
Effectiveness Measures					
Employee Turnover Rate (%)	2.9%	3.8%	4.8%	4.8%	4.8%
PERSONNEL					
Full-Time	2	2	2	2	1
PERFORMANCE MEASURES	2015/ 2016	2016/ 2017	2017/ 2018	Est. 2018/ 2019	Proj. 2019/ 2020
Labor Actions (MPP) – # of Complaints / # Resolved Without Litigation	1/1	0	1/1	1/1	1/1
Unemployment Claims - # of Claims / # of Claims Successfully Challenged	4/1	4/2	4/2	4/2	4/2

PROGRAM OBJECTIVES

Special objectives beyond those listed in the Program Description:

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

PERFORMANCE MEASURES

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

Town of Avon
Town Manager's Budget Summary
Fiscal Year 2019/2020

<u>Account and Description</u>	<u>2018 Actual</u>	<u>2019 Base Budget</u>	<u>2019 Actual YTD</u>	<u>Department Head</u>	<u>Town Manager</u>	<u>Town Council</u>	<u>Board of Finance</u>	<u>Inc/Dec</u>	<u>%</u>
1801 HUMAN RESOURCES									
PERSONAL SERVICES									
WAGES & SALARIES	171,802	181,497	49,071	192,925	108,831	0	0	-72,666	-40.04
EMPLOYEE BENEFITS	54,598	46,652	29,110	51,292	38,131	0	0	-8,521	-18.27
<u>Total_PERSONAL SERVICES</u>	<u>226,400</u>	<u>228,149</u>	<u>78,181</u>	<u>244,217</u>	<u>146,962</u>	<u>0</u>	<u>0</u>	<u>-81,187</u>	<u>-36</u>
SERVICES & SUPPLIES									
EMPLOYEE BENEFITS	42,491	42,340	1,289	44,180	46,889	0	0	4,549	10.74
AUTO ALLOWANCE	0	450	0	450	200	0	0	-250	-55.56
TRAVEL & MEETING EXP	1,108	1,300	0	360	300	0	0	-1,000	-76.92
MEMBERSHIP FEES	265	290	0	100	100	0	0	-190	-65.52
BOOKS & PERIODICALS	0	1,580	0	1,580	1,580	0	0	0	0.00
RECRUITMENT & TRAINING	2,190	3,475	602	3,475	2,500	0	0	-975	-28.06
RENTALS	77	300	90	300	300	0	0	0	0.00
POSTAGE	90	300	36	300	300	0	0	0	0.00
MATERIALS AND SUPPLIES	373	600	72	600	600	0	0	0	0.00
<u>Total_SERVICES & SUPPLIES</u>	<u>46,594</u>	<u>50,635</u>	<u>2,089</u>	<u>51,345</u>	<u>52,769</u>	<u>0</u>	<u>0</u>	<u>2,134</u>	<u>4</u>
<u>Total_1801 HUMAN RESOURCES</u>	<u>272,994</u>	<u>278,784</u>	<u>80,270</u>	<u>295,562</u>	<u>199,731</u>	<u>0</u>	<u>0</u>	<u>-79,053</u>	<u>-28</u>

Town of Avon
Town Manager's Budget Detail
Fiscal Year 2019/2020

Account#	Description	2018 Actual	2019 Base Budget	2019 Actual YTD	Department Head	Town Manager	Town Council	Board of Finance	Inc/Dec	%
01-1801-51011	REG FULL TIME	171,802	181,497	49,071	192,925	108,831	0	0	-72,666	-40.04
01-1801-51031	FICA	17,312	13,605	3,582	14,467	8,033	0	0	-5,572	-40.96
01-1801-51033	HOSPITALIZATION	39,505	38,932	0	40,724	43,586	0	0	4,654	11.95
01-1801-51034	DENTAL INS	2,222	2,564	746	2,564	2,529	0	0	-35	-1.37
01-1801-51036	WORK COMP	280	236	169	270	152	0	0	-84	-35.59
01-1801-51038	DEFINED CONTRIBUTION	13,894	14,520	3,926	15,434	8,707	0	0	-5,813	-40.03
01-1801-51039	RETIREE HEALTH	23,392	18,527	21,602	21,391	21,391	0	0	2,864	15.46
01-1801-51040	LIFE/LTD INSURANCE	484	608	374	622	622	0	0	14	2.30
01-1801-52111	MILEAGE & TOLLS	0	450	0	450	200	0	0	-250	-55.56
National/State NPFLRA/ConnNPFLRA Mlgs and travel to various agencies or municipalities for hearings										
(TOWN MANAGER REDUCED)										
01-1801-52112	LODGING	875	940	0	0	0	0	0	-940	-100.00
Four (4) nights (not in 19/20)										
01-1801-52113	MEALS	233	360	0	360	300	0	0	-60	-16.67
NPFLRA meetings & Employment Panels										
(TOWN MANAGER REDUCED)										
01-1801-52131	FEES-PROFESSIONAL	265	290	0	100	100	0	0	-190	-65.52
ConnNPFLRA/NPFLRA dues (not in 19/20); Other Misc \$100										
01-1801-52141	BOOKS & PERIODICALS	0	1,580	0	1,580	1,580	0	0	0	0.00
CCM Data Service \$1,200 MERA Supplement \$ 260 Risk Mgt Manuals \$ 120										
01-1801-52151	RECRUITMENT	560	1,500	602	1,500	1,500	0	0	0	0.00
To cover recruitment costs for smaller departments										
01-1801-52155	PROFESSIONAL DEVELOPMENT	1,630	1,975	0	1,975	1,000	0	0	-975	-49.37
National NPFLRA Conference \$590 ConnNPFLRA Registration \$385 Sexual Har. Prev. \$850 Misc Training as required \$150										
(TOWN MANAGER REDUCED)										
01-1801-52193	COPIER	77	300	90	300	300	0	0	0	0.00
Equip. operation & maintenance										
01-1801-52221	POSTAGE	90	300	36	300	300	0	0	0	0.00
01-1801-52231	OFFICE SUPPLIES	373	600	72	600	600	0	0	0	0.00
Includes increased cost of toner for shared printer										
_Total_HUMAN RESOURCES		272,994	278,784	80,270	295,562	199,731	0	0	-79,053	-28
_Total_1801 HUMAN RESOURCES		272,994	278,784	80,270	295,562	199,731	0	0	-79,053	-28

Town of Avon
Personnel Wage Analysis

01-1801-51011	Denise Dwyer	104	100%	UP	1,950	41.4354	80,799	80,799
01-1801-51011	Vacant - Director		100%	UP	487.5	57.5005	28,031	28,031
01-1801-51011								108,830
<u>Total 1801</u>								<u>108,830</u>

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, coordinates with the Town Manager's office in the preparation of the annual and capital budgets, and provides analytical support to the Board of Finance, Town Manager, and other Town departments. 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 2019/2020 budget reflects no changes to this program; continue to maintain professional certifications and CPE credits for the Finance Director.

WORKLOAD MEASURES	2015/ 2016	2016/ 2017	2017/ 2018	Est. 2018/ 2019	Proj. 2019/ 2020
Number of years GFOA Certificate of Achievement for Excellence in Finance Reporting received	35	36	37*	38*	39*
Compilation of fiscal year-end financial statements and associated schedules to meet audit timeline**	122	127	137	140	142
Number of entries prepared & posted as budget amendments	470	480	480	490	480
Number of projects assigned / target completed	40 / 33	42 / 35	42 / 36	45 / 40	45 / 40
PERFORMANCE MEASURES					
Time Spent Managing Divisions/Target	30%/30%	30%/30%	35%/35%	35%/35%	35%/35%
Time Spent Managing Projects/Target	43%/45%	45%/45%	45%/45%	55%/55%	55%/55%
Time Spent Assisting I. T. Demands/Target	27%/25%	25%/25%	20%/20%	10%/10%	10%/10%
PERSONNEL					
Full-Time / Part-Time	1.4 / 1	1.4 / 1	1.4 / 1	1.4 / 1	1.4 / 1

* Anticipated

** Number of schedules increase as a result of GASB Statement(s) implementation. Please see 419.11 BOF for more information.

PROGRAM OBJECTIVES

Special objectives beyond those listed in the Program Description include:

- Continuance of mapping and reporting, using the Uniform Chart of Accounts, as required by the State of Connecticut. Successful unassisted submission every fiscal year.
- Implementation of GASB Statements. Please see 419.11 Board of Finance (BOF) for more information.
- Expansion of Town Departments/Divisions enrolled and trained in automated purchase order processing.
- The continuation of third party, formal fraud assessment review.

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 and the CAFR for the GFOA for excellence in financial reporting, meeting or exceeding all audit deadlines, preparing 100% of budget amendments in accordance with the Town Charter, and delivering a balanced budget on time per the budget calendar.

Town of Avon
Town Manager's Budget Summary
Fiscal Year 2019/2020

<u>Account and Description</u>	<u>2018 Actual</u>	<u>2019 Base Budget</u>	<u>2019 Actual YTD</u>	<u>Department Head</u>	<u>Town Manager</u>	<u>Town Council</u>	<u>Board of Finance</u>	<u>Inc/Dec</u>	<u>%</u>
1900 FINANCE-ADMINS									
PERSONAL SERVICES									
WAGES & SALARIES	195,449	198,683	125,450	203,108	203,108	0	0	4,425	2.23
EMPLOYEE BENEFITS	44,332	50,375	34,017	43,298	50,886	0	0	511	1.01
<u>Total PERSONAL SERVICES</u>	<u>239,781</u>	<u>249,058</u>	<u>159,467</u>	<u>246,406</u>	<u>253,994</u>	<u>0</u>	<u>0</u>	<u>4,936</u>	<u>2</u>
SERVICES & SUPPLIES									
EMPLOYEE BENEFITS	64,785	52,867	44,474	55,527	55,524	0	0	2,657	5.03
AUTO ALLOWANCE	262	480	83	480	480	0	0	0	0.00
TRAVEL & MEETING EXP	823	1,000	308	975	975	0	0	-25	-2.50
ADVERTISING	0	50	0	50	50	0	0	0	0.00
MEMBERSHIP FEES	450	680	390	680	680	0	0	0	0.00
BOOKS & PERIODICALS	222	260	234	285	285	0	0	25	9.62
RECRUITMENT & TRAINING	348	780	230	780	780	0	0	0	0.00
RENTALS	439	900	321	900	900	0	0	0	0.00
POSTAGE	1	300	0	300	300	0	0	0	0.00
MATERIALS AND SUPPLIES	864	500	113	500	500	0	0	0	0.00
<u>Total SERVICES & SUPPLIES</u>	<u>68,194</u>	<u>57,817</u>	<u>46,153</u>	<u>60,477</u>	<u>60,474</u>	<u>0</u>	<u>0</u>	<u>2,657</u>	<u>5</u>
<u>Total 1900 FINANCE-ADMINS</u>	<u>307,975</u>	<u>306,875</u>	<u>205,620</u>	<u>306,883</u>	<u>314,468</u>	<u>0</u>	<u>0</u>	<u>7,593</u>	<u>2</u>

Town of Avon
Town Manager's Budget Detail
Fiscal Year 2019/2020

Account#	Description	2018 Actual	2019 Base Budget	2019 Actual YTD	Department Head	Town Manager	Town Council	Board of Finance	Inc/Dec	%
01-1900-51011	REG FULL TIME	151,467	153,729	95,494	157,190	157,190	0	0	3,461	2.25
01-1900-51012	REG PART TIME	43,982	44,954	29,956	45,918	45,918	0	0	964	2.14
01-1900-51031	FICA	15,087	15,225	8,901	15,456	15,418	0	0	193	1.27
01-1900-51032	RETIREMENT	41,863	41,506	43,911	43,692	43,692	0	0	2,186	5.27
01-1900-51033	HOSPITALIZATION	20,769	9,560	0	10,000	10,000	0	0	440	4.60
01-1900-51034	DENTAL INS	1,403	1,161	168	1,161	1,161	0	0	0	0.00
01-1900-51036	WORK COMP	321	273	196	299	296	0	0	23	8.42
01-1900-51038	DEFINED CONTRIBUTION	5,853	6,317	3,514	6,451	6,373	0	0	56	0.89
01-1900-51039	RETIREE HEALTH	23,392	18,527	21,602	21,391	21,391	0	0	2,864	15.46
01-1900-51040	LIFE/LTD INSURANCE	429	367	199	375	375	0	0	8	2.18
01-1900-51043	PMTS IN LIEU OF COVERAGE	0	10,306	0	0	7,704	0	0	-2,602	-25.25
01-1900-52102	MILEAGE	0	70	0	70	70	0	0	0	0.00
GFOA: CT, NE, NAT'L GFOA SEMINARS, CPPF										
01-1900-52111	MILEAGE & TOLLS	262	410	83	410	410	0	0	0	0.00
IRS Rate of .545 CY 2018										
01-1900-52112	LODGING	800	800	308	800	800	0	0	0	0.00
GFOA Nat'l- 4 Nights \$145/night OR NESGFOA- 3 Nights @ \$225										
01-1900-52113	MEALS	23	200	0	175	175	0	0	-25	-12.50
GFOA Nat'l 5 Days NESGFOA 3 Days Refreshments, AdHoc Mtgs										
01-1900-52121	RECRUITING	0	50	0	50	50	0	0	0	0.00
01-1900-52131	FEES-PROFESSIONAL	450	680	390	680	680	0	0	0	0.00
GFOA Nat'l \$190 GFOA CT 4@ \$60, \$65/annual fee CPPF 2 Mtgs @\$50 Membership (3) @\$80/year PPAC \$35										
01-1900-52141	BOOKS & PERIODICALS	222	260	234	285	285	0	0	25	9.62
Wall Street Journal \$250 (split with TMO); GFOA Official Guides and Periodicals										
01-1900-52155	PROFESSIONAL DEVELOPMENT	348	780	230	780	780	0	0	0	0.00
CPFO Certification CPE 30 credits required GFOA Seminar \$80 GFOA Nat'l- Reg: \$450, \$250 Courses for Support Staff										
01-1900-52193	COPIER	439	900	321	900	900	0	0	0	0.00
Share of Bldg 1 Copier and Bldg 5 Copier.										
01-1900-52221	POSTAGE	1	300	0	300	300	0	0	0	0.00
Based upon postage meter use and used for required secondary disclosure/Fed and State and grantor agencies.										
01-1900-52231	OFFICE SUPPLIES	864	500	113	500	500	0	0	0	0.00
General office supplies binders, covers, toner for quarterly to boards, EOY, and pension meetings.										
_Total_FINANCE		307,975	306,875	205,620	306,883	314,468	0	0	7,593	2
_Total_1900 FINANCE-ADMINS		307,975	306,875	205,620	306,883	314,468	0	0	7,593	2

Personnel Wage Analysis

[illegible]

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), Annual Budget and state and federal audits. The Town's last audited CAFR is available for review on the Town's web page, www.avonct.gov.

PROGRAM COMMENTARY

The Accounting Department uses the ADMIN AUC program to input and process transactions for the Town. To track employee hours and attendance, we continue to use NovaTime. While the number of vendors and transactions have increased slightly we are maintaining the level of automated transactions. We also remit payroll advices by e-mail saving significant cost in time and supplies.

WORKLOAD MEASURES	2015/ 2016	2016/ 2017	2017/ 2018	Est. 2018/ 2019	Proj. 2019/ 2020
Payroll Checks Issued	133	145	128	132	130
Payroll Direct Deposit	4,971	4,620	4,687	4,700	4,700
Employees W2s Issued	349	370	362	370	370
Health Insured Retirees/COBRAS	81	77	81	80	80
Retirements Processed	1	2	1	2	2
Total Vendor Checks Issued	2,636	2,675	2,680	2,650	2,675
Average Pooled Investment (in Millions)	27M	27M	29M	29M	29

PERFORMANCE MEASURES

% of Payroll Check Payments	3%	3%	3%	3%	3%
% of Payroll Electronic Payments (EFT)	97%	97%	97%	97%	97%
Electronic Vendor Payments (ACH)	1,134	1,200	1,112	1,150	1,150
Ratio, ACH Vendor Payments to Checks	30%	30%	29%	30%	30%

PERSONNEL

Full-Time (FTEs)	2	2	2	2
Part-Time	2	2	2	2

PERFORMANCE MEASURES

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

Town of Avon
Town Manager's Budget Summary
Fiscal Year 2019/2020

<u>Account and Description</u>	<u>2018 Actual</u>	<u>2019 Base Budget</u>	<u>2019 Actual YTD</u>	<u>Department Head</u>	<u>Town Manager</u>	<u>Town Council</u>	<u>Board of Finance</u>	<u>Inc/Dec</u>	<u>%</u>
1901 ACCOUNTING									
PERSONAL SERVICES									
WAGES & SALARIES	229,312	235,859	144,606	242,184	242,184	0	0	6,325	2.68
EMPLOYEE BENEFITS	82,752	72,433	67,834	79,718	79,718	0	0	7,285	10.06
<u>Total_PERSONAL SERVICES</u>	<u>312,064</u>	<u>308,292</u>	<u>212,440</u>	<u>321,902</u>	<u>321,902</u>	<u>0</u>	<u>0</u>	<u>13,610</u>	<u>4</u>
SERVICES & SUPPLIES									
EMPLOYEE BENEFITS	132,728	130,022	89,820	136,447	136,447	0	0	6,425	4.94
AUTO ALLOWANCE	0	250	105	350	350	0	0	100	40.00
MEMBERSHIP FEES	65	450	180	450	450	0	0	0	0.00
BOOKS & PERIODICALS	0	50	0	50	50	0	0	0	0.00
RECRUITMENT & TRAINING	668	750	467	750	750	0	0	0	0.00
CONTRACTUAL SERV & PRINTING	20,222	23,050	364	22,550	22,550	0	0	-500	-2.17
RENTALS	477	600	321	600	600	0	0	0	0.00
EQUIPMENT OPER & MAINT	0	2,800	0	2,800	2,800	0	0	0	0.00
POSTAGE	1,888	2,200	961	2,200	2,200	0	0	0	0.00
MATERIALS AND SUPPLIES	1,816	3,000	598	3,000	3,000	0	0	0	0.00
<u>Total_SERVICES & SUPPLIES</u>	<u>157,864</u>	<u>163,172</u>	<u>92,816</u>	<u>169,197</u>	<u>169,197</u>	<u>0</u>	<u>0</u>	<u>6,025</u>	<u>4</u>
<u>Total_1901 ACCOUNTING</u>	<u>469,928</u>	<u>471,464</u>	<u>305,256</u>	<u>491,099</u>	<u>491,099</u>	<u>0</u>	<u>0</u>	<u>19,635</u>	<u>4</u>

Town of Avon
Town Manager's Budget Detail
Fiscal Year 2019/2020

Account#	Description	2018 Actual	2019 Base Budget	2019 Actual YTD	Department Head	Town Manager	Town Council	Board of Finance	Inc/Dec	%
01-1901-51011	REG FULL TIME	155,513	159,979	98,389	163,579	163,579	0	0	3,600	2.25
01-1901-51012	REG PART TIME	73,799	75,880	46,217	78,605	78,605	0	0	2,725	3.59
01-1901-51031	FICA	16,770	17,309	10,612	17,762	17,762	0	0	453	2.62
01-1901-51032	RETIREMENT	83,724	83,010	87,817	87,381	87,381	0	0	4,371	5.27
01-1901-51033	HOSPITALIZATION	45,703	43,715	0	45,726	45,726	0	0	2,011	4.60
01-1901-51034	DENTAL INS	2,242	2,488	1,448	2,488	2,488	0	0	0	0.00
01-1901-51036	WORK COMP	362	307	220	339	339	0	0	32	10.42
01-1901-51038	DEFINED CONTRIBUTION	12,543	12,798	7,871	13,086	13,086	0	0	288	2.25
01-1901-51039	RETIREE HEALTH	53,439	42,326	49,351	48,870	48,870	0	0	6,544	15.46
01-1901-51040	LIFE/LTD INSURANCE	697	502	335	513	513	0	0	11	2.19
01-1901-52102	MILEAGE	0	250	105	350	350	0	0	100	40.00
NESGFOA & misc travel										
01-1901-52131	FEES-PROFESSIONAL	65	450	180	450	450	0	0	0	0.00
NESGFOA -membership fees & conference fee										
01-1901-52141	BOOKS & PERIODICALS	0	50	0	50	50	0	0	0	0.00
professional subscriptions or publications										
01-1901-52155	PROFESSIONAL DEVELOPMENT	668	750	467	750	750	0	0	0	0.00
NESGFOA & other webinars & meetings										
01-1901-52181	PRINTING	0	50	0	50	50	0	0	0	0.00
check stock, W-2 & 1099 forms										
01-1901-52184	SERVICE & CONSULTANT	20,222	23,000	364	22,500	22,500	0	0	-500	-2.17
Town & BOE share fees 50% ea. Based on eligible earnings credits and monthly volume of transactions. Low credits due to low interest rates, assume same volume.										
01-1901-52193	COPIER	477	600	321	600	600	0	0	0	0.00
New Copier shared with Finance and Social Services. About \$50/mo										
01-1901-52205	OFFICE MACHINERY MAI	0	500	0	500	500	0	0	0	0.00
for repairs or replacement of machinery-such as calculator or printer moved 100 to office suppl										
01-1901-52206	COMPUTER OPERATION	0	2,300	0	2,300	2,300	0	0	0	0.00
Acct to pay for Fixed Asset software maintenance. Increase budgeted for additional charges for AUC.										
01-1901-52221	POSTAGE	1,888	2,200	961	2,200	2,200	0	0	0	0.00
based on usage										
01-1901-52231	OFFICE SUPPLIES	1,816	3,000	598	3,000	3,000	0	0	0	0.00
printer supplies, paper, folders, binders & misc supplies as needed										
<u>_Total_FINANCE</u>		<u>469,928</u>	<u>471,464</u>	<u>305,256</u>	<u>491,099</u>	<u>491,099</u>	<u>0</u>	<u>0</u>	<u>19,635</u>	<u>4</u>
<u>_Total_1901 ACCOUNTING</u>		<u>469,928</u>	<u>471,464</u>	<u>305,256</u>	<u>491,099</u>	<u>491,099</u>	<u>0</u>	<u>0</u>	<u>19,635</u>	<u>4</u>

Town of Avon
Personnel Wage Analysis

01-1901-51011	Jeffrey Morrow	188	100%	9E	1,950	36.064	70,325	70,325
01-1901-51011	Laurie Dorn	1630	100%	UP	1,950	47.8228	93,254	93,254
01-1901-51011								163,579
01-1901-51012	Paul Sarpong	169	100%	7E	1,248	29.5658	36,898	36,898
01-1901-51012	Susanne Farrah	533	100%	8C	1,300	32.0804	41,707	41,707
01-1901-51012								78,605
<u>Total 1901</u>								<u>242,184</u>

419.05 ASSESSMENT

PROGRAM DESCRIPTION

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

WORKLOAD MEASURES	2015/ 2016	2016/ 2017	2017/ 2018	Est 2018/ 2019	Proj. 2019/ 2020
Number of Accounts	28,300	28,299	28,310	28,407	28,425
Dwellings	5,017	5,076	5,079	5,106	5,115
Condominiums	1,875	1,879	1,879	1,879	1,879
Lots	5,764	5,777	5,788	5,820	5,850
Outbuildings	3,495	3,513	3,538	3,625	3,750
Commercial Buildings	212	212	212	214	216
Industrial Buildings	27	27	27	27	27
Acres Under PA490	1,298	1,210	1,208	1208	1,208
Motor Vehicles & Supplemental	19,375	19,365	18,935	19,300	19,500
Personal Property	1,005	1,007	1,018	1,018	1,020
Subdivision Lots Added	50	13	11	32	20
Transfers	725	824	786	815	850
Assessment Change Notices Sent	1,358	1,305	1,300	8,500	1,300
Firemen's Exemptions	86	82	89	90	90
Certificates Of Correction	1,486	1,730	1,461	1,750	1,400
Prorated New Construction	21	15	8	15	18
Elderly (State & Local)	265	285	287	300	310
Social Security Disability & Blind	48	49	54	60	60
Veterans' Exemptions	743	775	798	825	825
Unpriced Motor Vehicles	3,560	3,561	3,134	3,300	3,300
Renters Program	100	98	104	100	105
Property Sales Assessment Ratio Forms	650	656	586	675	700

PERSONNEL

Full-time / Part-time	1 / 2	1 / 2	2 / 1	2 / 1	1/2
-----------------------	-------	-------	-------	-------	-----

PROGRAM OBJECTIVES

Special Objectives beyond those listed in the Program Description:

- Implement Computer Assisted Mass Appraisal Program.

PERFORMANCE MEASURES

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

of Appeals to the Board of Assessment Appeals / Court System

FY16 (Actual)	FY17 (Actual)	FY18 (Actual)	FY19 (Projected)	FY20 (Target)
7 / 2	3 / 1	3 / 0	50 / 0	10 / 0

Town of Avon
Town Manager's Budget Summary
Fiscal Year 2019/2020

<u>Account and Description</u>	<u>2018 Actual</u>	<u>2019 Base Budget</u>	<u>2019 Actual YTD</u>	<u>Department Head</u>	<u>Town Manager</u>	<u>Town Council</u>	<u>Board of Finance</u>	<u>Inc/Dec</u>	<u>%</u>
1905 ASSESSMENT									
PERSONAL SERVICES									
WAGES & SALARIES	200,729	212,779	135,182	190,958	190,958	0	0	-21,821	-10.26
EMPLOYEE BENEFITS	45,163	41,986	36,362	43,556	43,556	0	0	1,570	3.74
<u>Total_PERSONAL SERVICES</u>	<u>245,892</u>	<u>254,765</u>	<u>171,544</u>	<u>234,514</u>	<u>234,514</u>	<u>0</u>	<u>0</u>	<u>-20,251</u>	<u>-8</u>
SERVICES & SUPPLIES									
EMPLOYEE BENEFITS	106,947	129,520	89,697	114,240	122,617	0	0	-6,903	-5.33
AUTO ALLOWANCE	641	2,750	594	2,750	2,750	0	0	0	0.00
TRAVEL & MEETING EXP	109	850	15	850	850	0	0	0	0.00
MEMBERSHIP FEES	661	665	300	665	665	0	0	0	0.00
BOOKS & PERIODICALS	1,350	900	737	900	900	0	0	0	0.00
RECRUITMENT & TRAINING	1,024	1,450	150	1,450	1,450	0	0	0	0.00
CONTRACTUAL SERV & PRINTING	991	1,360	387	1,360	1,360	0	0	0	0.00
RENTALS	1,396	750	767	750	750	0	0	0	0.00
EQUIPMENT OPER & MAINT	8,160	10,130	6,650	10,130	10,130	0	0	0	0.00
POSTAGE	1,425	1,100	630	1,100	1,100	0	0	0	0.00
MATERIALS AND SUPPLIES	1,747	1,250	674	1,250	1,250	0	0	0	0.00
<u>Total_SERVICES & SUPPLIES</u>	<u>124,451</u>	<u>150,725</u>	<u>100,601</u>	<u>135,445</u>	<u>143,822</u>	<u>0</u>	<u>0</u>	<u>-6,903</u>	<u>-5</u>
<u>Total_1905 ASSESSMENT</u>	<u>370,343</u>	<u>405,490</u>	<u>272,145</u>	<u>369,959</u>	<u>378,336</u>	<u>0</u>	<u>0</u>	<u>-27,154</u>	<u>-7</u>

Town of Avon
Town Manager's Budget Detail
Fiscal Year 2019/2020

<u>Account#</u>	<u>Description</u>	<u>2018 Actual</u>	<u>2019 Base Budget</u>	<u>2019 Actual YTD</u>	<u>Department Head</u>	<u>Town Manager</u>	<u>Town Council</u>	<u>Board of Finance</u>	<u>Inc/Dec</u>	<u>%</u>
01-1905-51011	REG FULL TIME	126,502	142,287	88,108	65,724	65,724	0	0	-76,563	-53.81
01-1905-51012	REG PART TIME	74,227	69,492	47,074	124,234	124,234	0	0	54,742	78.77
01-1905-51014	TEMPORARY PART TIME	0	1,000	0	1,000	1,000	0	0	0	0.00
01-1905-51031	FICA	14,893	15,717	9,997	14,307	14,307	0	0	-1,410	-8.97
01-1905-51032	RETIREMENT	83,724	83,010	87,817	87,381	87,381	0	0	4,371	5.27
01-1905-51033	HOSPITALIZATION	20,351	43,366	0	24,999	24,999	0	0	-18,367	-42.35
01-1905-51034	DENTAL INS	2,022	2,488	1,448	1,206	1,206	0	0	-1,282	-51.53
01-1905-51036	WORK COMP	307	280	201	270	8,647	0	0	8,367	2,988.21
01-1905-51038	DEFINED CONTRIBUTION	4,078	5,142	3,163	5,258	5,258	0	0	116	2.26
01-1905-51039	RETIREE HEALTH	23,392	18,527	21,602	21,391	21,391	0	0	2,864	15.46
01-1905-51040	LIFE/LTD INSURANCE	543	376	231	384	384	0	0	8	2.13
01-1905-52101	ANNUAL ALLOTMENT	2,800	2,600	1,600	2,600	2,600	0	0	0	0.00
01-1905-52102	MILEAGE	641	2,000	594	2,000	2,000	0	0	0	0.00
01-1905-52111	MILEAGE & TOLLS	0	750	0	750	750	0	0	0	0.00
01-1905-52112	LODGING	0	600	0	600	600	0	0	0	0.00
01-1905-52113	MEALS	109	250	15	250	250	0	0	0	0.00
01-1905-52131	FEES-PROFESSIONAL	280	340	300	340	340	0	0	0	0.00
01-1905-52132	FEES-STATE OR REGION	381	325	0	325	325	0	0	0	0.00
01-1905-52141	BOOKS & PERIODICALS	1,350	900	737	900	900	0	0	0	0.00
01-1905-52155	PROFESSIONAL DEVELOPMENT	1,024	1,450	150	1,450	1,450	0	0	0	0.00
01-1905-52181	PRINTING	361	760	177	760	760	0	0	0	0.00
01-1905-52189	SERVICES - OTHER	630	600	210	600	600	0	0	0	0.00
01-1905-52193	COPIER	1,396	750	767	750	750	0	0	0	0.00
01-1905-52206	COMPUTER OPERATION	8,160	10,130	6,650	10,130	10,130	0	0	0	0.00
RIGHT ANGLES ASSESSMENT SOFTWARE										
01-1905-52221	POSTAGE	1,425	1,100	630	1,100	1,100	0	0	0	0.00
01-1905-52231	OFFICE SUPPLIES	1,747	1,250	674	1,250	1,250	0	0	0	0.00
	<u>_Total_FINANCE</u>	<u>370,343</u>	<u>405,490</u>	<u>272,145</u>	<u>369,959</u>	<u>378,336</u>	<u>0</u>	<u>0</u>	<u>-27,154</u>	<u>-7</u>
	<u>_Total_1905 ASSESSMENT</u>	<u>370,343</u>	<u>405,490</u>	<u>272,145</u>	<u>369,959</u>	<u>378,336</u>	<u>0</u>	<u>0</u>	<u>-27,154</u>	<u>-7</u>

Town of Avon
Personnel Wage Analysis

01-1905-51011	Linda Landi	456	100%	8E	1,950	33.7045	65,724	65,724
01-1905-51011								65,724
01-1905-51012	Harry DerAsadourian	141	100%	UP	1,300	54.6553	71,055	71,055
01-1905-51012	Jeanne Waters	146	100%	9E	1,300	40.9051	53,179	53,179
01-1905-51012								124,234
01-1905-51014	Clerk Assessment						1,000	1,000
01-1905-51014								1,000
01-1905-52101	Car Allotment							2,600
01-1905-52101								2,600
<u>Total 1905</u>								<u>193,558</u>

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, tax liens and warrants are processed by the Collector of Revenue in accordance with the Connecticut General Statutes.

PROGRAM COMMENTARY

There are no significant changes this year.

WORKLOAD MEASURES	2015/ 2016	2016/ 2017	2017/ 2018	Est. 2018/ 2019	Proj. 2019/ 2020
Tax Bills Processed					
Current Real Estate	7,525	7,521	7,575	7,590	7,600
Supplemental Real Estate	27	18	15	25	25
Motor Vehicle	16,502	16,390	16,400	16,650	16,650
Supplemental Motor Vehicle	2,648	2,748	2,700	3,300	3,300
Personal Property	1,005	1,043	1,007	1,020	1,040
Sewer Use	3,838	3,860	3,885	3,925	3,950
Sewer Connections	27	19	32	35	30
Sewer Assessments Farmington	28	23	21	25	20
Sewer Assessments Simsbury	0	0	5	45	45
Sewer Assessments Canton	9	5	8	15	10
Water Main Assessments	3	3	2	2	2
TOTALS	31,612	31,630	31,650	32,632	32,672
% of Tax Collection On Levy	99.00(+)%	99.00(+)%	99.00(+)%	99.00(+)%	99.00(+)%
Department Collections	649	434	490	525	525
Certificates Of Correction	1,556	1,595	1,575	1,575	1,600
Refunds	282	336	275	300	300
Grand List of Transfers:					
Real Property	649	525	500	550	550
Sewer Use	296	376	325	325	350
Sewer Assessments	22	20	21	25	30
Mortgage Closings	1,398	1,394	1,450	1,500	1,500
Foreclosures/Lis Pendens	10/39	14/25	8/25	10/25	10/30
Liens Filed	49	50	50	40	40
Tax Suspended	16,890	16,215	17,730	17,500	17,400
PERSONNEL					
Full-time	2	2	2	2	2
Part-time	1	1	1	1	1

PROGRAM OBJECTIVES

Special objectives beyond those listed in the Program Description:

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

PERFORMANCE MEASURES

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

Town of Avon
Town Manager's Budget Summary
Fiscal Year 2019/2020

<u>Account and Description</u>	<u>2018 Actual</u>	<u>2019 Base Budget</u>	<u>2019 Actual YTD</u>	<u>Department Head</u>	<u>Town Manager</u>	<u>Town Council</u>	<u>Board of Finance</u>	<u>Inc/Dec</u>	<u>%</u>
1907 REVENUE COLLECTIO									
PERSONAL SERVICES									
WAGES & SALARIES	108,514	118,069	64,755	124,108	123,535	0	0	5,466	4.63
EMPLOYEE BENEFITS	68,758	69,167	57,556	67,074	74,125	0	0	4,958	7.17
<u>Total_PERSONAL SERVICES</u>	<u>177,272</u>	<u>187,236</u>	<u>122,311</u>	<u>191,182</u>	<u>197,660</u>	<u>0</u>	<u>0</u>	<u>10,424</u>	<u>6</u>
SERVICES & SUPPLIES									
EMPLOYEE BENEFITS	113,035	94,268	80,755	98,655	98,650	0	0	4,382	4.65
AUTO ALLOWANCE	196	450	11	450	450	0	0	0	0.00
TRAVEL & MEETING EXP	101	150	56	150	150	0	0	0	0.00
ADVERTISING	429	600	203	600	600	0	0	0	0.00
MEMBERSHIP FEES	95	200	90	200	200	0	0	0	0.00
RECRUITMENT & TRAINING	0	200	76	200	200	0	0	0	0.00
CONTRACTUAL SERV & PRINTING	4,502	11,700	1,512	11,700	11,700	0	0	0	0.00
RENTALS	0	250	0	250	250	0	0	0	0.00
EQUIPMENT OPER & MAINT	308	475	430	475	475	0	0	0	0.00
POSTAGE	8,021	12,000	3,283	12,000	12,000	0	0	0	0.00
MATERIALS AND SUPPLIES	480	500	216	500	500	0	0	0	0.00
<u>Total_SERVICES & SUPPLIES</u>	<u>127,167</u>	<u>120,793</u>	<u>86,632</u>	<u>125,180</u>	<u>125,175</u>	<u>0</u>	<u>0</u>	<u>4,382</u>	<u>4</u>
<u>Total_1907 REVENUE COLLECTION</u>	<u>304,439</u>	<u>308,029</u>	<u>208,943</u>	<u>316,362</u>	<u>322,835</u>	<u>0</u>	<u>0</u>	<u>14,806</u>	<u>5</u>

Account#	Description	2018	2019	2019	Department	Town	Town	Board	Incl/Dec	%
		Actual	Base Budget	Actual YTD	Head	Manager	Council	of Finance		
01-1907-51011	REG FULL TIME	95,955	102,304	55,181	107,151	106,694	0	0	4,390	4.29
01-1907-51012	REG PART TIME	12,559	11,947	9,078	13,139	13,023	0	0	1,076	9.01
01-1907-51014	TEMPORARY PART TIME	0	3,818	496	3,818	3,818	0	0	0	0.00
01-1907-51031	FICA	8,423	9,499	4,966	10,003	9,807	0	0	308	3.24
01-1907-51032	RETIREMENT	75,930	75,281	79,641	79,245	79,245	0	0	3,964	5.27
01-1907-51033	HOSPITALIZATION	34,789	16,546	0	17,308	17,308	0	0	762	4.61
01-1907-51034	DENTAL INS	1,652	1,934	785	1,565	1,565	0	0	-369	-19.08
01-1907-51036	WORK COMP	185	166	119	188	183	0	0	17	10.24
01-1907-51038	DEFINED CONTRIBUTION	8,166	8,937	4,412	9,363	9,169	0	0	232	2.60
01-1907-51039	RETIREE HEALTH	52,169	41,320	48,178	47,708	47,708	0	0	6,388	15.46
01-1907-51040	LIFE/LTD INSURANCE	479	341	210	349	349	0	0	8	2.35
01-1907-51043	PMTS IN LIEU OF COVERAGE	0	9,411	0	0	7,441	0	0	-1,970	-20.93
01-1907-52102	MILEAGE	196	300	0	300	300	0	0	0	0.00
Bank Deposits										
01-1907-52111	MILEAGE & TOLLS	0	150	11	150	150	0	0	0	0.00
CCMC State and County conferences										
01-1907-52113	MEALS	101	150	56	150	150	0	0	0	0.00
CCMC State and County meetings										
01-1907-52121	RECRUITING	0	100	0	100	100	0	0	0	0.00
Summer Intern										
01-1907-52122	ADVERTISING-LEGAL	429	500	203	500	500	0	0	0	0.00
Legal Notices										
01-1907-52131	FEES-PROFESSIONAL	95	200	90	200	200	0	0	0	0.00
Membership Fees - Hartford County \$40.00 and State \$125.00										
01-1907-52155	PROFESSIONAL DEVELOPMENT	0	200	76	200	200	0	0	0	0.00
Admins, GIS, Etc. CCMC Receritification										
01-1907-52181	PRINTING	257	400	200	400	400	0	0	0	0.00
Partial payments books, Motor Vehicle releases, Envelopes										
01-1907-52189	SERVICES - OTHER	4,245	11,300	1,312	11,300	11,300	0	0	0	0.00
\$1400 Binding Rate Books; \$4300 Reporting Motor Vehicle Delinq.; \$300 APD & Assoc. Security Alarm; \$5000 Printing & Handling of Tax Bills; and \$300 DMV Direct										
01-1907-52193	COPIER	0	250	0	250	250	0	0	0	0.00
1/2 of Town Clerks Expense \$500										
01-1907-52205	OFFICE MACHINERY MAI	308	475	430	475	475	0	0	0	0.00
Contract for Maintenance cash Validators \$205; Calculators \$170; Typewriter \$100										
01-1907-52221	POSTAGE	8,021	12,000	3,283	12,000	12,000	0	0	0	0.00
Postage and Postal Permits; Repair & Maintenance of equipment										

Town of Avon
Town Manager's Budget Detail
Fiscal Year 2019/2020

<u>Account#</u>	<u>Description</u>	<u>2018 Actual</u>	<u>2019 Base Budget</u>	<u>2019 Actual YTD</u>	<u>Department Head</u>	<u>Town Manager</u>	<u>Town Council</u>	<u>Board of Finance</u>	<u>Inc/Dec</u>	<u>%</u>
01-1907-52231	OFFICE SUPPLIES	480	500	216	500	500	0	0	0	0.00
Calculator \$300; Validator Ribbons \$150; General \$250 Pens, Calculator ribbons, adding machine tape etc.										
	<u>_Total_FINANCE</u>	<u>304,439</u>	<u>308,029</u>	<u>208,943</u>	<u>316,362</u>	<u>322,835</u>	<u>0</u>	<u>0</u>	<u>14,806</u>	<u>5</u>
	<u>_Total_1907 REVENUE COLLECTION</u>	<u>304,439</u>	<u>308,029</u>	<u>208,943</u>	<u>316,362</u>	<u>322,835</u>	<u>0</u>	<u>0</u>	<u>14,806</u>	<u>5</u>

[illegible]



419.11 BOARD OF FINANCE

PROGRAM DESCRIPTION

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

PROGRAM COMMENTARY

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

Fiscal year 2018/2019 standard audit fees, budgeted in 2019/2020, are estimated at \$73,550, \$2,375 of which is paid from the Sewer Fund (05). It is anticipated that, due to the implementation of reporting requirements on GASB Statements, additional audit staff assistance may be necessary for a fee of \$2,500. This amount is incorporated in the 2019/2020 budget request.

The Governmental Accounting Standards Board (GASB) issues new guidance to set a standard in the generally accepted accounting principles (GAAP) for state and local governments. These statements are the most authoritative source for governmental GAAP. Implementation schedule as follows:

<u>Effective June 30,</u>	<u>Statement No.</u>	<u>Pronouncements</u>
2018	75	OPEB (Employers)
2018	81	Irrevocable Split-Interest Agreements
2018	85	Omnibus (Maybe implemented by topic)
2018	86	Certain Debt Extinguishment Issues
2018	2017-1	Implementation Guide
2019	83	Certain Asset Retirement Obligations
2019	88	Certain Debt Disclosures
2019	2018-1	Implementation Guide
2020	84	Fiduciary Activities
2020	90	Majority Equity Interests
2021	87	Leases
2021	89	Interest Costs

Town of Avon
Town Manager's Budget Summary
Fiscal Year 2019/2020

<u>Account and Description</u>	<u>2018 Actual</u>	<u>2019 Base Budget</u>	<u>2019 Actual YTD</u>	<u>Department Head</u>	<u>Town Manager</u>	<u>Town Council</u>	<u>Board of Finance</u>	<u>Inc/Dec</u>	<u>%</u>
1911 BD OF FINANCE									
PERSONAL SERVICES									
WAGES & SALARIES	1,277	1,620	500	1,620	1,620	0	0	0	0.00
EMPLOYEE BENEFITS	0	123	0	123	123	0	0	0	0.00
<u>_Total_ PERSONAL SERVICES</u>	<u>1,277</u>	<u>1,743</u>	<u>500</u>	<u>1,743</u>	<u>1,743</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
SERVICES & SUPPLIES									
EMPLOYEE BENEFITS	0	2	1	2	2	0	0	0	0.00
AUTO ALLOWANCE	0	100	0	100	100	0	0	0	0.00
TRAVEL & MEETING EXP	0	50	0	50	50	0	0	0	0.00
ADVERTISING	1,534	750	0	750	750	0	0	0	0.00
CONTRACTUAL SERV & PRINTING	71,350	72,005	71,400	72,005	72,005	0	0	0	0.00
RENTALS	570	950	662	950	950	0	0	0	0.00
POSTAGE	0	125	0	125	125	0	0	0	0.00
MATERIALS AND SUPPLIES	349	400	0	400	400	0	0	0	0.00
<u>_Total_ SERVICES & SUPPLIES</u>	<u>73,803</u>	<u>74,382</u>	<u>72,063</u>	<u>74,382</u>	<u>74,382</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>_Total_ 1911 BD OF FINANCE</u>	<u>75,080</u>	<u>76,125</u>	<u>72,563</u>	<u>76,125</u>	<u>76,125</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Town of Avon
Town Manager's Budget Detail
Fiscal Year 2019/2020

<u>Account#</u>	<u>Description</u>	<u>2018</u> <u>Actual</u>	<u>2019</u> <u>Base Budget</u>	<u>2019</u> <u>Actual YTD</u>	<u>Department</u> <u>Head</u>	<u>Town</u> <u>Manager</u>	<u>Town</u> <u>Council</u>	<u>Board</u> <u>of Finance</u>	<u>Inc/Dec</u>	<u>%</u>
01-1911-51012	REG PART TIME	1,277	1,620	500	1,620	1,620	0	0	0	0.00
01-1911-51031	FICA	0	123	0	123	123	0	0	0	0.00
01-1911-51036	WORK COMP	0	2	1	2	2	0	0	0	0.00
01-1911-52111	MILEAGE & TOLLS	0	100	0	100	100	0	0	0	0.00
01-1911-52113	MEALS	0	50	0	50	50	0	0	0	0.00
01-1911-52122	ADVERTISING-LEGAL	1,534	750	0	750	750	0	0	0	0.00
01-1911-52181	PRINTING	1,700	1,700	1,095	1,700	1,700	0	0	0	0.00
01-1911-52184	SERVICE & CONSULTANT	69,650	70,305	70,305	70,305	70,305	0	0	0	0.00
Independent Audit:										
Town \$38,130										
BOE \$27,445										
AVFD \$ 3,100										
GASB 74 \$ 2,500										
Sewer \$ 2,375 (05-3205)										
01-1911-52193	COPIER	570	950	662	950	950	0	0	0	0.00
01-1911-52221	POSTAGE	0	125	0	125	125	0	0	0	0.00
01-1911-52231	OFFICE SUPPLIES	349	400	0	400	400	0	0	0	0.00
	<u>Total_FINANCE</u>	<u>75,080</u>	<u>76,125</u>	<u>72,563</u>	<u>76,125</u>	<u>76,125</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	<u>Total_1911 BD OF FINANCE</u>	<u>75,080</u>	<u>76,125</u>	<u>72,563</u>	<u>76,125</u>	<u>76,125</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Town of Avon
Personnel Wage Analysis

01-1911-51012	Clerk Board of Finance	1,620	1,620
01-1911-51012			1,620
<u>Total 1911</u>			<u>1,620</u>

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 2019/2020 budget does not reflect significant changes from fiscal year 2018/2019.

PERFORMANCE MEASURES

WORKLOAD MEASURES	2015/ 2016	2016/ 2017	2017/ 2018	Est 2018/ 2019	Proj. 2019/ 2020
Number of Appeals Heard	10	3	4	50**	10
Appeals Granted	5	1	1	*	*
Appeals Denied	5	2	3	*	*
Total Reduction	2,172,090	58,270	40,840	*	*
Percent of Grand List	0.00082	0.00002	.00002	*	*

* Not available at this time

** Year of Revaluation

Town of Avon
Town Manager's Budget Summary
Fiscal Year 2019/2020

<u>Account and Description</u>	<u>2018 Actual</u>	<u>2019 Base Budget</u>	<u>2019 Actual YTD</u>	<u>Department Head</u>	<u>Town Manager</u>	<u>Town Council</u>	<u>Board of Finance</u>	<u>Inc/Dec</u>	<u>%</u>
1913 BD OF ASSESSMENT									
PERSONAL SERVICES									
WAGES & SALARIES	100	400	0	400	400	0	0	0	0.00
EMPLOYEE BENEFITS	0	31	0	31	31	0	0	0	0.00
<u>_Total_PERSONAL SERVICES</u>	<u>100</u>	<u>431</u>	<u>0</u>	<u>431</u>	<u>431</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
SERVICES & SUPPLIES									
EMPLOYEE BENEFITS	0	1	1	1	1	0	0	0	0.00
RENTALS	0	150	0	150	150	0	0	0	0.00
POSTAGE	0	150	0	150	150	0	0	0	0.00
MATERIALS AND SUPPLIES	27	300	0	300	300	0	0	0	0.00
<u>_Total_SERVICES & SUPPLIES</u>	<u>27</u>	<u>601</u>	<u>1</u>	<u>601</u>	<u>601</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>_Total_1913 BD OF ASSESSMENT APPEALS</u>	<u>127</u>	<u>1,032</u>	<u>1</u>	<u>1,032</u>	<u>1,032</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Town of Avon
Town Manager's Budget Detail
Fiscal Year 2019/2020

<u>Account#</u>	<u>Description</u>	<u>2018</u> <u>Actual</u>	<u>2019</u> <u>Base Budget</u>	<u>2019</u> <u>Actual YTD</u>	<u>Department</u> <u>Head</u>	<u>Town</u> <u>Manager</u>	<u>Town</u> <u>Council</u>	<u>Board</u> <u>of Finance</u>	<u>Inc/Dec</u>	<u>%</u>
01-1913-51014	TEMPORARY PART TIME	100	400	0	400	400	0	0	0	0.00
01-1913-51031	FICA	0	31	0	31	31	0	0	0	0.00
01-1913-51036	WORK COMP	0	1	1	1	1	0	0	0	0.00
01-1913-52193	COPIER	0	150	0	150	150	0	0	0	0.00
01-1913-52221	POSTAGE	0	150	0	150	150	0	0	0	0.00
01-1913-52231	OFFICE SUPPLIES	27	300	0	300	300	0	0	0	0.00
	<u>_Total_FINANCE</u>	<u>127</u>	<u>1,032</u>	<u>1</u>	<u>1,032</u>	<u>1,032</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	<u>_Total_1913 BD OF ASSESSMENT APPEALS</u>	<u>127</u>	<u>1,032</u>	<u>1</u>	<u>1,032</u>	<u>1,032</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Town of Avon
Personnel Wage Analysis

01-1913-51014	Clerk Assessment Appeals	400	400
01-1913-51014			400
<u>Total 1913</u>			<u>400</u>

419.20 INFORMATION TECHNOLOGY

PROGRAM DESCRIPTION

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

PROGRAM COMMENTARY

Important components of the fiscal year 2019/2020 requested budget include continuing to consolidate information technology expenses in the Information Technology-Computer Operations budget line (1920-52206), funding for a mandatory upgrade of our time and attendance system, replacement of any remaining Windows 7 desktop and laptop computers, and initial funds to begin migration to a new permit tracking application.

WORKLOAD MEASURES	2015/ 2016	2016/ 2017	2017/ 2018	Est. 2018/ 2019	Proj. 2019/ 2020
Number of Nodes (IP Address)	125	130	140	140	140
Number of IT Agenda meeting minutes prepared	6	6	6	6	6
Annual Number of Helpdesk calls/month*	45	51	32	40	40
Compliance with licensing agreements	100%	100%	100%	100%	100%
Percent of network server hours controlled up-time	98%	100%	100%	100%	100%

* 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.

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. With redundant internet connections at the Town Hall complex and high availability network hardware installed, maintaining 100% uptime has become a realistic goal.

419.20 INFORMATION TECHNOLOGY, continued

TOWN OF AVON WEBSITE STATISTICS*

WORKLOAD MEASURES	2015/ 2016	2016/ 2017	2017/ 2018	Est. 2018/ 2019	Proj. 2019/ 2020
Total Hits	523,345	473,238	491,371	525,000	550,000
Total Visitor Sessions	173,943	165,025	168,468	175,000	185,000
Average Session Length	2:03	1:51	1:26	1:35	1:40
Number of Pages Viewed	430,830	388,200	397,127	425,000	450,000
Downloaded Adobe Files	22,419	18,887	18,403	20,000	20,000
Number of Subscribers:					
Agendas.....	918	954	993	1,000	1,100
Bulletin Board.....	994	1,024	1,030	1,100	1,200
Employment.....	742	758	785	800	825
Rec. Bulletin Board.....	3,427	3,287	3,007	3,250	3,500
Library Events.....	3,923	3,611	3,564	3,750	4,000

Avon's website recently underwent a refresh to improve navigation options, visual appeal, and implement responsive design, allowing the pages to fit almost any screen size, from a smartphone to a widescreen monitor. All this means information, including budgets, annual audits/reports, RFP's, job opportunities, agendas, minutes, and a "tax impact calculator," which assists residents in determining their property taxes, are accessed quickly and easily. Links to third party websites provide access to local ordinances, on-line registration for Recreation programs, the library's catalog, and online payment of taxes. Our email subscribers receive meeting agendas, town news and announcements and job postings directly from the municipal website, while the library and the recreation department use a third party email marketing tool to advertise their programs and services.

PROGRAM OBJECTIVES

Special objectives beyond those listed in the Program Description:

- Improve staff training, especially on cybersecurity issues.
- Be prepared for the end of support for Windows 7, coming in January 2020.
- Migrate to a new time and attendance software.
- Begin the process of migration to a new permit tracking software.

Town of Avon
Town Manager's Budget Summary
Fiscal Year 2019/2020

<u>Account and Description</u>	<u>2018 Actual</u>	<u>2019 Base Budget</u>	<u>2019 Actual YTD</u>	<u>Department Head</u>	<u>Town Manager</u>	<u>Town Council</u>	<u>Board of Finance</u>	<u>Inc/Dec</u>	<u>%</u>
1920 INFORMATION TECHN									
SERVICES & SUPPLIES									
RECRUITMENT & TRAINING	65	590	0	590	590	0	0	0	0.00
CONTRACTUAL SERV & PRINTING	27,958	48,760	34,588	57,750	57,750	0	0	8,990	18.44
EQUIPMENT OPER & MAINT	156,790	185,270	155,941	177,350	177,350	0	0	-7,920	-4.27
MATERIALS AND SUPPLIES	9,205	9,250	2,376	9,650	9,650	0	0	400	4.32
<u>_Total_ SERVICES & SUPPLIES</u>	<u>194,018</u>	<u>243,870</u>	<u>192,905</u>	<u>245,340</u>	<u>245,340</u>	<u>0</u>	<u>0</u>	<u>1,470</u>	<u>1</u>
CAPITAL OUTLAY									
CAPITAL EQUIP EXP	0	20,000	6,890	41,300	26,900	0	0	6,900	34.50
<u>_Total_ CAPITAL OUTLAY</u>	<u>0</u>	<u>20,000</u>	<u>6,890</u>	<u>41,300</u>	<u>26,900</u>	<u>0</u>	<u>0</u>	<u>6,900</u>	<u>35</u>
<u>_Total_ 1920 INFORMATION TECHNOLOGY</u>	<u>194,018</u>	<u>263,870</u>	<u>199,795</u>	<u>286,640</u>	<u>272,240</u>	<u>0</u>	<u>0</u>	<u>8,370</u>	<u>3</u>

Town of Avon
Town Manager's Budget Detail
Fiscal Year 2019/2020

<u>Account#</u>	<u>Description</u>	<u>2018 Actual</u>	<u>2019 Base Budget</u>	<u>2019 Actual YTD</u>	<u>Department Head</u>	<u>Town Manager</u>	<u>Town Council</u>	<u>Board of Finance</u>	<u>Inc/Dec</u>	<u>%</u>
01-1920-52155	PROFESSIONAL DEVELOPMENT	65	590	0	590	590	0	0	0	0.00
	ON SITE TRAINING \$300									
	CCM E-GOV EVENT \$260									
	CT GMIS \$30									
01-1920-52184	SERVICE & CONSULTANT	17,980	35,740	26,330	43,710	43,710	0	0	7,970	22.30
	TECH SUPPORT FROM LEIDOS									
	TIME/ATTEND UPGRADE									
	\$14,310 ANNUAL COSTS									
	\$8,070 ONE TIME COSTS									
01-1920-52185	GENERAL SERVICE	9,978	13,020	8,258	14,040	14,040	0	0	1,020	7.83
	INTERNET HOST & SERVICES									
	ANNUAL CONNECT/MAINT									
	\$2000/Y FIREWALL									
	\$7200/Y NUTMEG NETWORK									
	\$3840/Y COMCAST									
	\$1000/Y LISTSERV									
01-1920-52205	OFFICE MACHINERY MAI	4,053	4,180	0	4,300	4,300	0	0	120	2.87
	UPS FULL SERVICE PLAN									
01-1920-52206	COMPUTER OPERATION	152,737	181,090	155,941	173,050	173,050	0	0	-8,040	-4.44
	ADMINS/AUC \$56,520									
	FACILITY DUDE \$4,340									
	WEBSITE \$6,320									
	CONSULTING \$36,720									
	LEIDOS SUPPORT \$63,650									
01-1920-52231	OFFICE SUPPLIES	9,205	9,250	2,376	9,650	9,650	0	0	400	4.32
	SOFTWARE & HARDWARE									
	UPGRADES/REPLACEMENTS									
	DOMAIN REGISTRATION									
01-1920-53317	COMPUTER INFRASTRUCTURE/SERVER	0	20,000	6,890	41,300	26,900	0	0	6,900	34.50
	COMPUTER UPGRADES IN									
	PREPARATION FOR WINDOWS 7									
	END OF SUPPORT									
	36 PCS @ \$800 EACH									
	\$12,500 PERMIT TRACKING									
	SOFTWARE									
(TOWN MANAGER REDUCED)										
<u>_Total_FINANCE</u>		<u>194,018</u>	<u>263,870</u>	<u>199,795</u>	<u>286,640</u>	<u>272,240</u>	<u>0</u>	<u>0</u>	<u>8,370</u>	<u>3</u>
<u>_Total_1920 INFORMATION TECHNOLOGY</u>		<u>194,018</u>	<u>263,870</u>	<u>199,795</u>	<u>286,640</u>	<u>272,240</u>	<u>0</u>	<u>0</u>	<u>8,370</u>	<u>3</u>

