

GENERAL GOVERNMENT

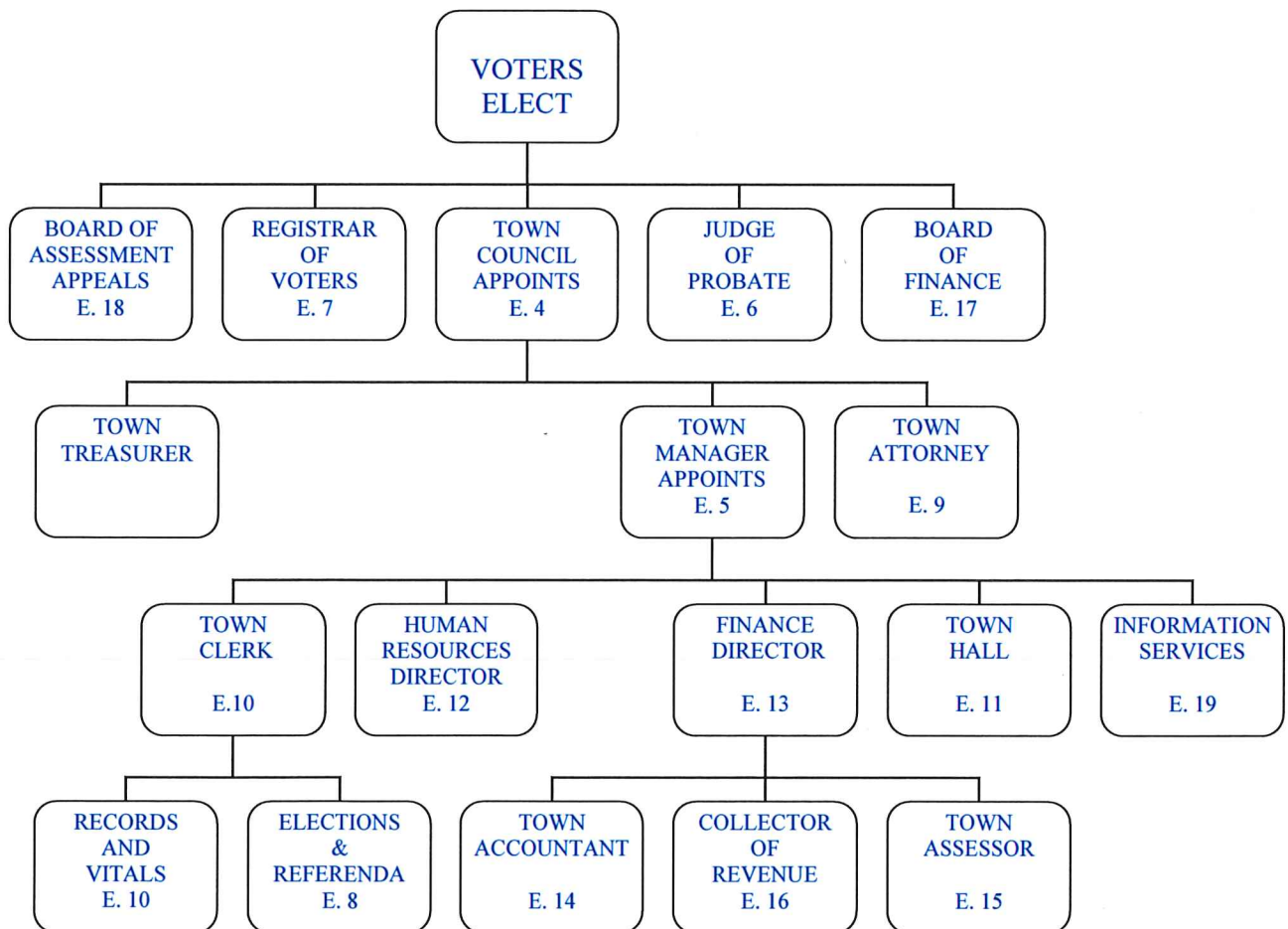
PROGRAM DESCRIPTION

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

	2014/ 2015	2015/ 2016	2016/ 2017	2017/ 2018	2018/ 2019	\$ Inc/(Dec)	% Inc/-Dec
Full-Time Positions	14.4	14.4	14.4	15.4	15.4	0	0.00%
Expenditures	\$3,075,949	\$3,096,390	\$3,283,023	\$3,370,540	\$3,534,458	\$163,918	4.86%

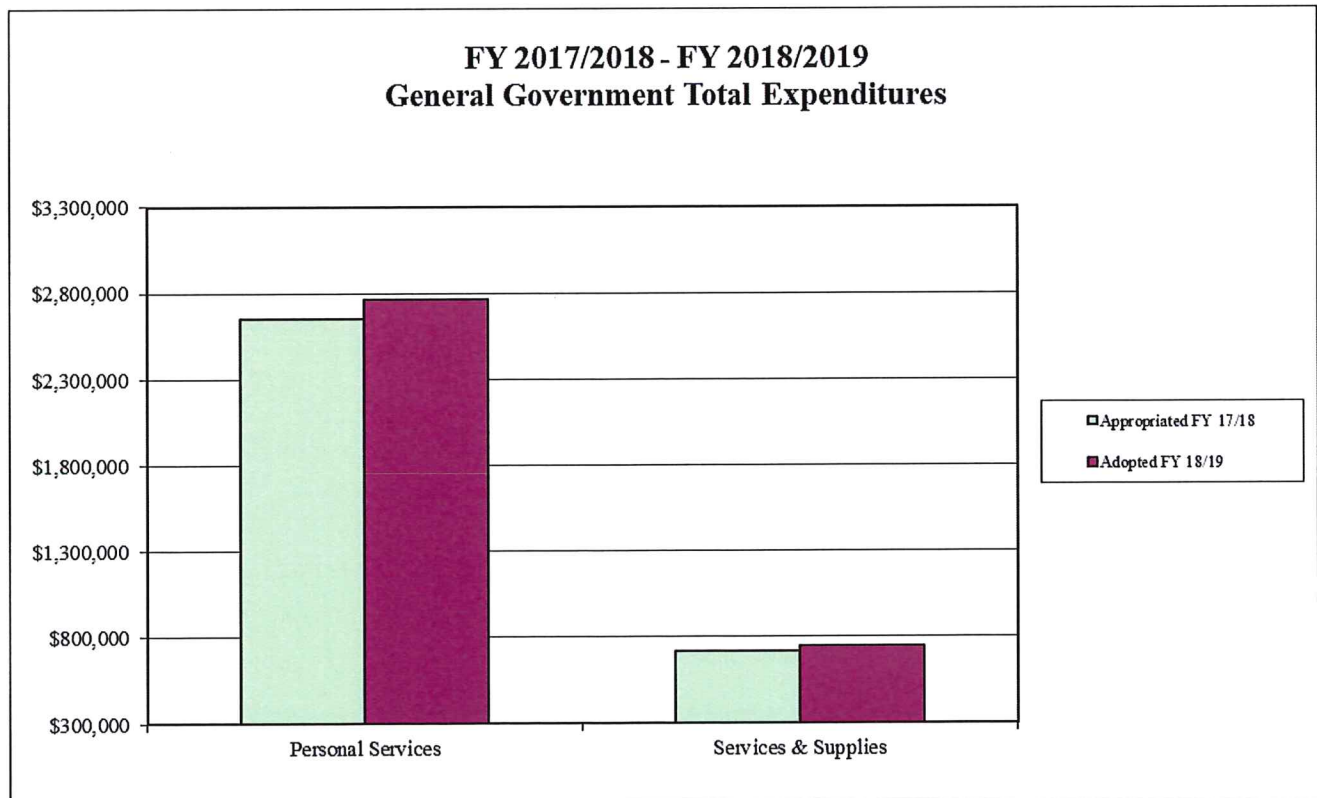
GENERAL GOVERNMENT ORGANIZATIONAL CHART



**ADOPTED BUDGET SUMMARY
GENERAL GOVERNMENT**

	Appropriated FY 2017/2018	Requested FY 2018/2019	Adopted FY 2018/2019	Inc/(Dec) \$	Inc/-Dec %
Town Council					
Total Personal Services	\$1,291	\$3,513	\$0	(\$1,291)	-100.00%
Total Services & Supplies	\$49,040	\$50,349	\$50,349	\$1,309	2.67%
Total Town Council	\$50,331	\$53,862	\$50,349	\$18	0.04%
Town Manager					
Total Personal Services	\$495,504	\$507,581	\$515,886	\$20,382	4.11%
Total Services & Supplies	\$12,422	\$14,622	\$14,622	\$2,200	17.71%
Total Town Manager	\$507,926	\$522,203	\$530,508	\$22,582	4.45%
Probate					
Total Services & Supplies	\$6,138	\$6,365	\$8,042	\$1,904	31.02%
Total Probate	\$6,138	\$6,365	\$8,042	\$1,904	31.02%
Registrar of Voters					
Total Personal Services	\$49,590	\$49,578	\$49,578	(\$12)	-0.02%
Total Services & Supplies	\$8,300	\$8,100	\$8,100	(\$200)	-2.41%
Total Registration of Voters	\$57,890	\$57,678	\$57,678	(\$212)	-0.37%
Elections and Referenda					
Total Personal Services	\$21,562	\$25,867	\$25,867	\$4,305	19.97%
Total Services & Supplies	\$28,620	\$28,200	\$28,200	(\$420)	-1.47%
Total Elections and Referenda	\$50,182	\$54,067	\$54,067	\$3,885	7.74%
Legal Services					
Total Services & Supplies	\$170,000	\$175,000	\$175,000	\$5,000	2.94%
Total Legal Services	\$170,000	\$175,000	\$175,000	\$5,000	2.94%
Records and Vital Statistics					
Total Personal Services	\$375,230	\$386,492	\$386,492	\$11,262	3.00%
Total Services & Supplies	\$39,420	\$39,420	\$39,420	\$0	0.00%
Total Records and Vital Statistics	\$414,650	\$425,912	\$425,912	\$11,262	2.72%
Town Hall					
Total Personal Services	\$106,260	\$107,883	\$107,883	\$1,623	1.53%
Total Services & Supplies	\$25,850	\$25,850	\$13,350	(\$12,500)	-48.36%
Total Town Hall	\$132,110	\$133,733	\$121,233	(\$10,877)	-8.23%
Human Resources					
Total Personal Services	\$266,082	\$270,489	\$270,489	\$4,407	1.66%
Total Services & Supplies	\$7,520	\$8,295	\$8,295	\$775	10.31%
Total Human Resources	\$273,602	\$278,784	\$278,784	\$5,182	1.89%
Finance Administration					
Total Personal Services	\$293,670	\$301,925	\$301,925	\$8,255	2.81%
Total Services & Supplies	\$4,950	\$4,950	\$4,950	\$0	0.00%
Total Finance Administration	\$298,620	\$306,875	\$306,875	\$8,255	2.76%
Accounting					
Total Personal Services	\$428,667	\$438,314	\$438,314	\$9,647	2.25%
Total Services & Supplies	\$30,750	\$33,150	\$33,150	\$2,400	7.80%
Total Accounting	\$459,417	\$471,464	\$471,464	\$12,047	2.62%

	Appropriated FY 2017/2018	Requested FY 2018/2019	Adopted FY 2018/2019	Inc/(Dec) \$	Inc/-Dec %
Assessment					
Total Personal Services	\$329,363	\$384,285	\$384,285	\$54,922	16.68%
Total Services & Supplies	\$21,205	\$21,205	\$21,205	\$0	0.00%
Total Assessment	\$350,568	\$405,490	\$405,490	\$54,922	15.67%
Revenue Collection					
Total Personal Services	\$283,718	\$281,504	\$281,504	(\$2,214)	-0.78%
Total Services & Supplies	\$26,525	\$26,525	\$26,525	\$0	0.00%
Total Revenue Collection	\$310,243	\$308,029	\$308,029	(\$2,214)	-0.71%
Board of Finance					
Total Personal Services	\$1,746	\$1,745	\$1,745	(\$1)	-0.06%
Total Services & Supplies	\$73,725	\$74,380	\$74,380	\$655	0.89%
Total Board of Finance	\$75,471	\$76,125	\$76,125	\$654	0.87%
Board of Assessment Appeals					
Total Personal Services	\$432	\$432	\$432	\$0	0.00%
Total Services & Supplies	\$600	\$600	\$600	\$0	0.00%
Total Board of Assessment Appeals	\$1,032	\$1,032	\$1,032	\$0	0.00%
Information Technology					
Total Services & Supplies	\$212,360	\$234,870	\$243,870	\$31,510	14.84%
Total Capital Outlay	\$0	\$20,000	\$20,000	\$20,000	100.00%
Total Information Technology	\$212,360	\$234,870	\$243,870	\$31,510	14.84%
Total Personal Services	\$2,653,115	\$2,759,608	\$2,764,400	\$111,285	4.19%
Total Services and Supplies	\$717,425	\$751,881	\$750,058	\$32,633	4.55%
Total Capital Outlay	\$0	\$20,000	\$20,000	\$20,000	100.00%
Total General Government	\$3,370,540	\$3,531,489	\$3,534,458	\$163,918	4.86%



411.01 TOWN COUNCIL

PROGRAM DESCRIPTION

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

PROGRAM COMMENTARY

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

WORKLOAD MEASURES	2014/ 2015	2015/ 2016	2016/ 2017	Est. 2017/ 2018	Proj. 2018/ 2019
Regular Meetings	11	12	8	11	11
Special Meetings	4	2	8	5	5
Number of Hours Spent in Meetings	50	50	50	100	100
Public Hearings	7	5	11	8	8

PERFORMANCE MEASURES

Number of Ordinances Adopted/Changed/Repealed	0/100	2/100	1/100	3/100	2/100
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Town of Avon
Board of Finance's Budget Summary
Fiscal Year 2018/2019

<u>Account and Description</u>	<u>2017 Actual</u>	<u>2018 Base Budget</u>	<u>2018 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	444	1,200	0	3,260	3,260	0	0	-1,200	-100.00
EMPLOYEE BENEFITS	0	91	0	249	249	0	0	-91	-100.00
<u>Total PERSONAL SERVICES</u>	<u>444</u>	<u>1,291</u>	<u>0</u>	<u>3,509</u>	<u>3,509</u>	<u>0</u>	<u>0</u>	<u>-1,291</u>	<u>-100</u>
SERVICES & SUPPLIES									
EMPLOYEE BENEFITS	2	2	0	-7	4	0	0	-2	-100.00
AUTO ALLOWANCE	0	300	0	200	200	200	200	-100	-33.33
TRAVEL & MEETING EXP	109	100	37	100	100	100	100	0	0.00
ADVERTISING	485	1,000	289	1,000	1,000	1,000	1,000	0	0.00
MEMBERSHIP FEES	29,888	29,888	29,794	29,888	30,099	30,099	30,099	211	0.71
GRANTS & CONTRIBUTIONS	5,425	5,425	5,425	5,425	5,425	5,425	5,425	0	0.00
CONTRACTUAL SERV & PRINTING	10,389	10,025	10,635	11,225	11,225	11,225	11,225	1,200	11.97
RENTALS	971	1,000	701	1,000	1,000	1,000	1,000	0	0.00
POSTAGE	3	100	70	100	100	100	100	0	0.00
MATERIALS AND SUPPLIES	431	1,200	991	1,200	1,200	1,200	1,200	0	0.00
<u>Total SERVICES & SUPPLIES</u>	<u>47,703</u>	<u>49,040</u>	<u>47,942</u>	<u>50,131</u>	<u>50,353</u>	<u>50,349</u>	<u>50,349</u>	<u>1,309</u>	<u>3</u>
<u>Total 1101 TOWN COUNCIL</u>	<u>48,147</u>	<u>50,331</u>	<u>47,942</u>	<u>53,640</u>	<u>53,862</u>	<u>50,349</u>	<u>50,349</u>	<u>18</u>	<u>0</u>

Town of Avon
Board of Finance's Budget Detail
Fiscal Year 2018/2019

Account#	Description	2017 Actual	2018 Base Budget	2018 Actual YTD	Department Head	Town Manager	Town Council	Board of Finance	Inc/Dec	%
01-1101-51012	REG PART TIME	444	1,200	0	3,260	3,260	0	0	-1,200	-100.00
01-1101-51031	FICA	0	91	0	249	249	0	0	-91	-100.00
01-1101-51036	WORK COMP	2	2	0	-7	4	0	0	-2	-100.00
01-1101-52111	MILEAGE & TOLLS	0	300	0	200	200	200	200	-100	-33.33
01-1101-52113	MEALS	109	100	37	100	100	100	100	0	0.00
01-1101-52122	ADVERTISING-LEGAL	485	1,000	289	1,000	1,000	1,000	1,000	0	0.00
Public Hearings, etc.										
01-1101-52132	FEES-STATE OR REGION	29,888	29,888	29,794	29,888	30,099	30,099	30,099	211	0.71
CRCOG: \$15,208										
CCM: \$ 9,950										
COST: \$ 1,050										
METRO ALLIANCE: \$ 3,715										
(TOWN MANAGER INCREASED)										
01-1101-52162	REGIONAL PROGRAMS	5,425	5,425	5,425	5,425	5,425	5,425	5,425	0	0.00
N. Central Mental Health District										
\$1,300; Farmington Valley Visitors Assoc.										
\$4,125										
01-1101-52181	PRINTING	10,044	10,025	9,787	10,025	10,025	10,025	10,025	0	0.00
Annual Report, and three Town Newsletters										
01-1101-52184	SERVICE & CONSULTANT	345	0	848	1,200	1,200	1,200	1,200	1,200	0.00
ACEC Clerk Services										
01-1101-52193	COPIER	971	1,000	701	1,000	1,000	1,000	1,000	0	0.00
01-1101-52221	POSTAGE	3	100	70	100	100	100	100	0	0.00
01-1101-52231	OFFICE SUPPLIES	431	1,200	991	1,200	1,200	1,200	1,200	0	0.00
_Total_LEGISLATIVE		48,147	50,331	47,942	53,640	53,862	50,349	50,349	18	0
_Total_1101 TOWN COUNCIL		48,147	50,331	47,942	53,640	53,862	50,349	50,349	18	0



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 2018/2019.

WORKLOAD MEASURES	2014/ 2015	2015/ 2016	2016/ 2017	Est. 2017/ 2018	Proj. 2018/ 2019
Items Purchased by Bid	20	17	12	16	18
Town Board Agendas Prepared	45	45	60	55	55
Business Visits	4	4	3	3	3
Declared Emergencies	1	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
Board of Finance's Budget Summary
Fiscal Year 2018/2019

<u>Account and Description</u>	<u>2017 Actual</u>	<u>2018 Base Budget</u>	<u>2018 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	281,151	288,750	255,289	292,388	293,051	299,910	299,910	11,160	3.86
EMPLOYEE BENEFITS	84,241	88,863	89,120	115,337	115,426	116,642	116,642	27,779	31.26
_Total_PERSONAL SERVICES	365,392	377,613	344,409	407,725	408,477	416,552	416,552	38,939	10
SERVICES & SUPPLIES									
EMPLOYEE BENEFITS	129,423	117,891	121,404	97,881	99,104	99,334	99,334	-18,557	-15.74
AUTO ALLOWANCE	250	800	725	900	900	900	900	100	12.50
TRAVEL & MEETING EXP	1,351	1,800	1,168	2,200	3,600	3,600	3,600	1,800	100.00
MEMBERSHIP FEES	1,383	1,580	1,503	1,580	1,580	1,580	1,580	0	0.00
BOOKS & PERIODICALS	535	500	886	750	750	750	750	250	50.00
RECRUITMENT & TRAINING	755	1,700	1,700	1,700	2,400	2,400	2,400	700	41.18
RENTALS	869	1,500	814	1,250	1,250	1,250	1,250	-250	-16.67
EQUIPMENT OPER & MAINT	542	542	402	542	542	542	542	0	0.00
POSTAGE	380	1,000	151	1,000	1,000	1,000	1,000	0	0.00
MATERIALS AND SUPPLIES	1,353	3,000	440	2,600	2,600	2,600	2,600	-400	-13.33
_Total_SERVICES & SUPPLIES	136,841	130,313	129,193	110,403	113,726	113,956	113,956	-16,357	-13
_Total_1201 TOWN MANAGER	502,233	507,926	473,602	518,128	522,203	530,508	530,508	22,582	4

Town of Avon
Board of Finance's Budget Detail
Fiscal Year 2018/2019

Account#	Description	2017 Actual	2018 Base Budget	2018 Actual YTD	Department Head	Town Manager	Town Council	Board of Finance	Inc/Dec	%
01-1201-51011	REG FULL TIME	281,044	288,750	255,289	292,388	293,051	299,910	299,910	11,160	3.86
01-1201-51014	TEMPORARY PART TIME	107	0	0	0	0	0	0	0	0.00
01-1201-51031	FICA	21,074	21,347	16,958	21,501	21,537	21,653	21,653	306	1.43
01-1201-51032	RETIREMENT	78,585	78,085	83,553	83,010	83,010	83,010	83,010	4,925	6.31
01-1201-51033	HOSPITALIZATION	43,835	32,285	32,285	7,115	7,115	7,115	7,115	-25,170	-77.96
01-1201-51034	DENTAL INS	1,554	1,598	255	1,791	2,523	2,523	2,523	925	57.88
01-1201-51036	WORK COMP	4,760	5,259	5,071	5,265	5,756	5,986	5,986	727	13.82
01-1201-51038	DEFINED CONTRIBUTION	24,683	25,692	20,933	25,383	25,436	26,036	26,036	344	1.34
01-1201-51039	RETIREE HEALTH	32,484	35,824	45,921	36,372	36,372	36,372	36,372	548	1.53
01-1201-51040	LIFE/LTD INSURANCE	689	664	240	700	700	700	700	36	5.42
01-1201-51043	PMTS IN LIEU OF COVERAGE	0	0	0	26,081	26,081	26,081	26,081	26,081	0.00
01-1201-52101	ANNUAL ALLOTMENT	6,000	6,000	5,308	6,000	6,000	6,500	6,500	500	8.33
01-1201-52102	MILEAGE	250	200	134	300	300	300	300	100	50.00
01-1201-52111	MILEAGE & TOLLS	0	600	591	600	600	600	600	0	0.00
ICMA Conference - Baltimore, MD										
01-1201-52112	LODGING	657	1,000	701	1,000	2,000	2,000	2,000	1,000	100.00
ICMA Conference - Baltimore, MD 4 Nights @ \$250/night = \$1,000										
(TOWN MANAGER INCREASED)										
01-1201-52113	MEALS	694	800	467	1,200	1,600	1,600	1,600	800	100.00
ICMA Conference, CTCMA, and Employee Picnic										
(TOWN MANAGER INCREASED)										
01-1201-52131	FEES-PROFESSIONAL	1,383	1,580	1,503	1,580	1,580	1,580	1,580	0	0.00
ICMA: \$1,326 CTCMA: \$ 150 CEDAS: \$ 100										
01-1201-52141	BOOKS & PERIODICALS	535	500	886	750	750	750	750	250	50.00
Newspapers \$500 Books \$250										
01-1201-52155	PROFESSIONAL DEVELOPMENT	755	1,700	1,700	1,700	2,400	2,400	2,400	700	41.18
COST: \$160 CCM: \$125 ICMA: \$900										
(TOWN MANAGER INCREASED)										
01-1201-52193	COPIER	869	1,500	814	1,250	1,250	1,250	1,250	-250	-16.67
01-1201-52201	MOTOR FUELS	292	292	402	292	292	292	292	0	0.00
108 Gallons/Unleaded Fuel @ \$2.70 per gallon= \$292										
01-1201-52205	OFFICE MACHINERY MAI	250	250	0	250	250	250	250	0	0.00
01-1201-52221	POSTAGE	380	1,000	151	1,000	1,000	1,000	1,000	0	0.00
01-1201-52231	OFFICE SUPPLIES	1,353	3,000	440	2,600	2,600	2,600	2,600	-400	-13.33
	<u>_Total_EXECUTIVE</u>	<u>502,233</u>	<u>507,926</u>	<u>473,602</u>	<u>518,128</u>	<u>522,203</u>	<u>530,508</u>	<u>530,508</u>	<u>22,582</u>	<u>4</u>
	<u>_Total_1201 TOWN MANAGER</u>	<u>502,233</u>	<u>507,926</u>	<u>473,602</u>	<u>518,128</u>	<u>522,203</u>	<u>530,508</u>	<u>530,508</u>	<u>22,582</u>	<u>4</u>

Personnel Wage Analysis

[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 2018/2019 will be approximately \$8,042.

PERFORMANCE MEASURES

WORKLOAD MEASURES	2014/ 2015	2015/ 2016	2016/ 2017	Est. 2017/ 2018	Proj. 2018/ 2019
Decedents Estates	193	159	196	180	180
Small Estates & Tax Purposes Only Estates	180	151	172	160	160

Town of Avon
Board of Finance's Budget Summary
Fiscal Year 2018/2019

<u>Account and Description</u>	<u>2017 Actual</u>	<u>2018 Base Budget</u>	<u>2018 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	4,903	6,138	6,138	6,365	6,365	8,042	8,042	1,904	31.02
<u>Total SERVICES & SUPPLIES</u>	<u>4,903</u>	<u>6,138</u>	<u>6,138</u>	<u>6,365</u>	<u>6,365</u>	<u>8,042</u>	<u>8,042</u>	<u>1,904</u>	<u>31</u>
<u>Total_1301 PROBATE</u>	<u>4,903</u>	<u>6,138</u>	<u>6,138</u>	<u>6,365</u>	<u>6,365</u>	<u>8,042</u>	<u>8,042</u>	<u>1,904</u>	<u>31</u>

Town of Avon
Board of Finance's Budget Detail
Fiscal Year 2018/2019

<u>Account#</u>	<u>Description</u>	<u>2017 Actual</u>	<u>2018 Base Budget</u>	<u>2018 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	4,903	6,138	6,138	6,365	6,365	8,042	8,042	1,904	31.02
29% of Simsbury Regional Court Operating Expenditures										
(TOWN COUNCIL INCREASED)										
<u>_Total_ JUDICIAL</u>		<u>4,903</u>	<u>6,138</u>	<u>6,138</u>	<u>6,365</u>	<u>6,365</u>	<u>8,042</u>	<u>8,042</u>	<u>1,904</u>	<u>31</u>
<u>_Total_ 1301 PROBATE</u>		<u>4,903</u>	<u>6,138</u>	<u>6,138</u>	<u>6,365</u>	<u>6,365</u>	<u>8,042</u>	<u>8,042</u>	<u>1,904</u>	<u>31</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	2014/ 2015	2015/ 2016	2016/ 2017	Est. 2017/ 2018	Proj. 2018/ 2019
# of Voters	12,500	11,300	12,300	12,531	12,900
# Voters Added to Registry List	500	300	1,030	1,849	400
# Changes to Enrollment List	100	75	400	194	150
# Voters Removed from Registry List	400	300	412	674	500
# of Acceptance Notices Sent	500	300	1,030	1,849	400
# Moves in Town	100	75	60	128	100
# Name Changes	25	25	25	39	30
# Cancellation Notices Sent	50	50	50	674	200

PERFORMANCE MEASURES

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

Town of Avon
Board of Finance's Budget Summary
Fiscal Year 2018/2019

<u>Account and Description</u>	<u>2017 Actual</u>	<u>2018 Base Budget</u>	<u>2018 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	46,550	46,000	23,000	46,000	46,000	46,000	46,000	0	0.00
EMPLOYEE BENEFITS	1,757	3,518	1,799	3,518	3,518	3,518	3,518	0	0.00
<u>_Total_PERSONAL SERVICES</u>	<u>48,307</u>	<u>49,518</u>	<u>24,799</u>	<u>49,518</u>	<u>49,518</u>	<u>49,518</u>	<u>49,518</u>	<u>0</u>	<u>0</u>
SERVICES & SUPPLIES									
EMPLOYEE BENEFITS	84	72	69	72	60	60	60	-12	-16.67
AUTO ALLOWANCE	239	350	56	350	350	350	350	0	0.00
TRAVEL & MEETING EXP	140	280	140	280	280	280	280	0	0.00
ADVERTISING	0	100	0	100	100	100	100	0	0.00
MEMBERSHIP FEES	0	150	0	150	150	150	150	0	0.00
RECRUITMENT & TRAINING	4,527	3,500	1,185	3,500	3,500	3,500	3,500	0	0.00
CONTRACTUAL SERV & PRINTING	75	120	147	120	120	120	120	0	0.00
RENTALS	170	100	156	100	100	100	100	0	0.00
EQUIPMENT OPER & MAINT	90	200	30	200	200	200	200	0	0.00
POSTAGE	3,111	2,500	994	2,500	2,500	2,500	2,500	0	0.00
MATERIALS AND SUPPLIES	1,128	1,000	417	800	800	800	800	-200	-20.00
<u>_Total_SERVICES & SUPPLIES</u>	<u>9,564</u>	<u>8,372</u>	<u>3,194</u>	<u>8,172</u>	<u>8,160</u>	<u>8,160</u>	<u>8,160</u>	<u>-212</u>	<u>-3</u>
<u>_Total_ 1401 REG OF VOTERS</u>	<u>57,871</u>	<u>57,890</u>	<u>27,993</u>	<u>57,690</u>	<u>57,678</u>	<u>57,678</u>	<u>57,678</u>	<u>-212</u>	<u>0</u>

Town of Avon
Board of Finance's Budget Detail
Fiscal Year 2018/2019

<u>Account#</u>	<u>Description</u>	<u>2017 Actual</u>	<u>2018 Base Budget</u>	<u>2018 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	46,550	46,000	23,000	46,000	46,000	46,000	46,000	0	0.00
01-1401-51031	FICA	1,757	3,518	1,799	3,518	3,518	3,518	3,518	0	0.00
01-1401-51036	WORK COMP	84	72	69	72	60	60	60	-12	-16.67
01-1401-52111	MILEAGE & TOLLS	239	350	56	350	350	350	350	0	0.00
additional certification meetings										
01-1401-52119	OTHER	140	280	140	280	280	280	280	0	0.00
SEC. Elections Laws, we are required to attend four (4) meetings a year at \$35.00 for each meeting.										
01-1401-52122	ADVERTISING-LEGAL	0	100	0	100	100	100	100	0	0.00
01-1401-52131	FEES-PROFESSIONAL	0	150	0	150	150	150	150	0	0.00
01-1401-52155	PROFESSIONAL DEVELOPMENT	4,527	3,500	1,185	3,500	3,500	3,500	3,500	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. dev a year										
01-1401-52184	SERVICE & CONSULTANT	75	120	147	120	120	120	120	0	0.00
01-1401-52193	COPIER	170	100	156	100	100	100	100	0	0.00
01-1401-52205	OFFICE MACHINERY MAI	90	200	30	200	200	200	200	0	0.00
01-1401-52221	POSTAGE	3,111	2,500	994	2,500	2,500	2,500	2,500	0	0.00
01-1401-52231	OFFICE SUPPLIES	1,128	1,000	417	800	800	800	800	-200	-20.00
Budget for new printer										
_Total_ELECTIONS		57,871	57,890	27,993	57,690	57,678	57,678	57,678	-212	0
_Total_1401 REG OF VOTERS		57,871	57,890	27,993	57,690	57,678	57,678	57,678	-212	0

Personnel Wage Analysis

[illegible]

414.03 ELECTIONS AND REFERENDA

PROGRAM DESCRIPTION

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

PROGRAM COMMENTARY

The fiscal year 2018/2019 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	Est. 2018/ 2019	Proj. 2018/ 2019
State/National Election	0	1	0	1	0
Municipal Election	1	0	1	0	1
Primaries	0	0	0	2	0
Presidential Preferential Primaries	2	0	0	0	0
Budget Referenda	2	2	2	2	2
Referenda (Other)	0	1	0	0	0

Town of Avon
Board of Finance's Budget Summary
Fiscal Year 2018/2019

<u>Account and Description</u>	<u>2017 Actual</u>	<u>2018 Base Budget</u>	<u>2018 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	12,595	20,000	7,440	20,000	24,000	24,000	24,000	4,000	20.00
EMPLOYEE BENEFITS	1,811	1,530	0	1,530	1,836	1,836	1,836	306	20.00
<u>Total_PERSONAL SERVICES</u>	<u>14,406</u>	<u>21,530</u>	<u>7,440</u>	<u>21,530</u>	<u>25,836</u>	<u>25,836</u>	<u>25,836</u>	<u>4,306</u>	<u>20</u>
SERVICES & SUPPLIES									
EMPLOYEE BENEFITS	44	32	31	32	31	31	31	-1	-3.13
TRAVEL & MEETING EXP	785	1,500	449	1,500	1,500	1,500	1,500	0	0.00
ADVERTISING	97	600	357	800	800	800	800	200	33.33
RECRUITMENT & TRAINING	0	720	0	900	900	900	900	180	25.00
CONTRACTUAL SERV & PRINTING	10,667	14,000	5,991	16,000	16,000	16,000	16,000	2,000	14.29
EQUIPMENT OPER & MAINT	2,627	4,000	2,795	4,000	4,000	4,000	4,000	0	0.00
MATERIALS AND SUPPLIES	521	7,800	838	5,000	5,000	5,000	5,000	-2,800	-35.90
<u>Total_SERVICES & SUPPLIES</u>	<u>14,741</u>	<u>28,652</u>	<u>10,461</u>	<u>28,232</u>	<u>28,231</u>	<u>28,231</u>	<u>28,231</u>	<u>-421</u>	<u>-1</u>
<u>Total_1403 ELECTIONS AND REFER</u>	<u>29,147</u>	<u>50,182</u>	<u>17,901</u>	<u>49,762</u>	<u>54,067</u>	<u>54,067</u>	<u>54,067</u>	<u>3,885</u>	<u>8</u>

Town of Avon
Board of Finance's Budget Detail
Fiscal Year 2018/2019

<u>Account#</u>	<u>Description</u>	<u>2017 Actual</u>	<u>2018 Base Budget</u>	<u>2018 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	12,595	20,000	7,440	20,000	24,000	24,000	24,000	4,000	20.00
01-1403-51031	FICA	1,811	1,530	0	1,530	1,836	1,836	1,836	306	20.00
01-1403-51036	WORK COMP	44	32	31	32	31	31	31	-1	-3.13
01-1403-52113	MEALS	785	1,500	449	1,500	1,500	1,500	1,500	0	0.00
01-1403-52122	ADVERTISING-LEGAL	97	600	357	800	800	800	800	200	33.33
01-1403-52155	PROFESSIONAL DEVELOPMENT	0	720	0	900	900	900	900	180	25.00
recertification of all moderators and certification for additional moderators \$60.00 X 15 moderators										
01-1403-52181	PRINTING	4,230	7,000	2,405	9,000	9,000	9,000	9,000	2,000	28.57
more ballots needed for federal and state elections										
01-1403-52185	GENERAL SERVICE	6,437	7,000	3,586	7,000	7,000	7,000	7,000	0	0.00
General Service for Fire/Police svcs estimated for Primaries, elections and referendums (at \$30.00 per hour depending how many they use. \$400.00 for the phone lines installation										
01-1403-52209	EQUIP MAINT-OTHER	2,627	4,000	2,795	4,000	4,000	4,000	4,000	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	521	7,800	838	5,000	5,000	5,000	5,000	-2,800	-35.90
Purchase of electronic poll books on hold by SOTS. Money being used for new voting booths.										
<u>_Total_ ELECTIONS</u>		<u>29,147</u>	<u>50,182</u>	<u>17,901</u>	<u>49,762</u>	<u>54,067</u>	<u>54,067</u>	<u>54,067</u>	<u>3,885</u>	<u>8</u>
<u>_Total_ 1403 ELECTIONS AND REFER</u>		<u>29,147</u>	<u>50,182</u>	<u>17,901</u>	<u>49,762</u>	<u>54,067</u>	<u>54,067</u>	<u>54,067</u>	<u>3,885</u>	<u>8</u>

Personnel Wage Analysis

[illegible]

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 2.94% increase to cover both the \$11,355 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 2017/2018, from \$165,000 to \$170,000. Legal expenses associated with Capital Improvement Program projects, sewer projects, and other items, which are funded from sources outside the General Fund, are charged directly against those projects.

Town of Avon
Board of Finance's Budget Summary
Fiscal Year 2018/2019

<u>Account and Description</u>	<u>2017 Actual</u>	<u>2018 Base Budget</u>	<u>2018 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	264,943	170,000	208,819	180,000	175,000	175,000	175,000	5,000	2.94
<u>Total SERVICES & SUPPLIES</u>	<u>264,943</u>	<u>170,000</u>	<u>208,819</u>	<u>180,000</u>	<u>175,000</u>	<u>175,000</u>	<u>175,000</u>	<u>5,000</u>	<u>3</u>
<u>Total 1501 LEGAL SERVICES</u>	<u>264,943</u>	<u>170,000</u>	<u>208,819</u>	<u>180,000</u>	<u>175,000</u>	<u>175,000</u>	<u>175,000</u>	<u>5,000</u>	<u>3</u>

Town of Avon
Board of Finance's Budget Detail
Fiscal Year 2018/2019

<u>Account#</u>	<u>Description</u>	<u>2017 Actual</u>	<u>2018 Base Budget</u>	<u>2018 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	264,943	170,000	208,819	180,000	175,000	175,000	175,000	5,000	2.94
Reflects retainer of \$11,355/mo and 168 hours outside retainer at \$260/hr										
(TOWN MANAGER REDUCED)										
<u>_Total_LEGAL</u>		<u>264,943</u>	<u>170,000</u>	<u>208,819</u>	<u>180,000</u>	<u>175,000</u>	<u>175,000</u>	<u>175,000</u>	<u>5,000</u>	<u>3</u>
<u>_Total_1501 LEGAL SERVICES</u>		<u>264,943</u>	<u>170,000</u>	<u>208,819</u>	<u>180,000</u>	<u>175,000</u>	<u>175,000</u>	<u>175,000</u>	<u>5,000</u>	<u>3</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 2018/2019 at \$838,975. There are no significant changes to the operating budget.

WORKLOAD MEASURES	2014/ 2015	2015/ 2016	2016/ 2017	Est. 2017/ 2018	Proj. 2018/ 2019
Revenues Collected	\$855,686	\$837,314	\$907,757	\$838,975	\$838,975
Documents Recorded	3,350	3,172	3,478	3,400	3,400
Pages Recorded	14,362	13,888	15,141	14,000	14,000
Sales Analysis to State	647	604	678	650	650
Licenses & Permits Issued	2,417	2,367	2,544	2,300	2,300
Photo Copies & Cert. of Land Records	18,941	20,789	18,545	20,000	20,000
Election Activities	1451	913	3,553	600	600
Vital Statistics Recorded	353	393	383	400	400
Certified Copies of Vital Statistics	1,115	1,125	1,307	1,100	1,100
Miscellaneous Services (DAR, Notary)	3,712	3,186	2,900	3,500	3,500
Referenda	1	1	2	1	1
Election & Primaries	2	2	1	2	2
Depository for Bonds	\$8,330,450	\$8,330,450	\$8,330,450	\$8,300,000	\$8,300,000
Conveyance Tax/State	\$1,455,515	\$1,493,462.	\$1,752,080	\$1,450,000	\$1,450,000
Pages of Minutes Recorded	641	829	448	700	700

PERFORMANCE MEASURES

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

PERSONNEL

Full-time / Part-time	2 / 2*	2 / 2*	2 / 2*	2 / 2*	2/1*
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* 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
Board of Finance's Budget Summary
Fiscal Year 2018/2019

<u>Account and Description</u>	<u>2017 Actual</u>	<u>2018 Base Budget</u>	<u>2018 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	166,928	173,711	147,779	177,951	177,951	177,951	177,951	4,240	2.44
EMPLOYEE BENEFITS	84,523	91,874	104,631	103,056	103,042	103,042	103,042	11,168	12.16
<u>Total_PERSONAL SERVICES</u>	<u>251,451</u>	<u>265,585</u>	<u>252,410</u>	<u>281,007</u>	<u>280,993</u>	<u>280,993</u>	<u>280,993</u>	<u>15,408</u>	<u>6</u>
SERVICES & SUPPLIES									
EMPLOYEE BENEFITS	98,622	109,645	113,653	104,824	105,499	105,499	105,499	-4,146	-3.78
AUTO ALLOWANCE	64	150	27	150	150	150	150	0	0.00
ADVERTISING	83	120	0	120	120	120	120	0	0.00
MEMBERSHIP FEES	170	300	257	300	300	300	300	0	0.00
RECRUITMENT & TRAINING	365	650	165	650	650	650	650	0	0.00
GRANTS & CONTRIBUTIONS	90	550	72	550	550	550	550	0	0.00
CONTRACTUAL SERV & PRINTING	26,993	30,000	17,237	30,000	30,000	30,000	30,000	0	0.00
RENTALS	136	900	117	900	900	900	900	0	0.00
POSTAGE	3,507	4,000	1,328	4,000	4,000	4,000	4,000	0	0.00
MATERIALS AND SUPPLIES	2,008	2,750	1,598	2,750	2,750	2,750	2,750	0	0.00
<u>Total_SERVICES & SUPPLIES</u>	<u>132,038</u>	<u>149,065</u>	<u>134,454</u>	<u>144,244</u>	<u>144,919</u>	<u>144,919</u>	<u>144,919</u>	<u>-4,146</u>	<u>-3</u>
<u>Total_1601 RECORDS AND VITAL</u>	<u>383,489</u>	<u>414,650</u>	<u>386,864</u>	<u>425,251</u>	<u>425,912</u>	<u>425,912</u>	<u>425,912</u>	<u>11,262</u>	<u>3</u>

Town of Avon
Board of Finance's Budget Detail
Fiscal Year 2018/2019

Account#	Description	2017 Actual	2018 Base Budget	2018 Actual YTD	Department Head	Town Manager	Town Council	Board of Finance	Inc/Dec	%
01-1601-51011	REG FULL TIME	139,338	143,525	126,880	146,395	146,395	146,395	146,395	2,870	2.00
01-1601-51012	REG PART TIME	27,590	25,196	20,899	26,566	26,566	26,566	26,566	1,370	5.44
01-1601-51014	TEMPORARY PART TIME	0	4,990	0	4,990	4,990	4,990	4,990	0	0.00
01-1601-51031	FICA	13,563	14,038	10,932	13,986	13,972	13,972	13,972	-66	-0.47
01-1601-51032	RETIREMENT	74,795	74,318	79,523	79,005	79,005	79,005	79,005	4,687	6.31
01-1601-51033	HOSPITALIZATION	21,695	33,209	33,209	23,900	23,900	23,900	23,900	-9,309	-28.03
01-1601-51034	DENTAL INS	1,118	1,178	399	1,153	1,885	1,885	1,885	707	60.02
01-1601-51036	WORK COMP	352	302	291	303	246	246	246	-56	-18.54
01-1601-51038	DEFINED CONTRIBUTION	11,860	12,660	10,151	12,590	12,590	12,590	12,590	-70	-0.55
01-1601-51039	RETIREE HEALTH	59,100	65,176	83,548	66,174	66,174	66,174	66,174	998	1.53
01-1601-51040	LIFE/LTD INSURANCE	662	638	231	463	463	463	463	-175	-27.43
01-1601-51043	PMTS IN LIEU OF COVERAGE	0	0	0	10,306	10,306	10,306	10,306	10,306	0.00
01-1601-52111	MILEAGE & TOLLS	64	150	27	150	150	150	150	0	0.00
01-1601-52122	ADVERTISING-LEGAL	83	120	0	120	120	120	120	0	0.00
AUDIT REPORT TOWN & FVHD										
01-1601-52131	FEES-PROFESSIONAL	170	300	257	300	300	300	300	0	0.00
Recruitment and Training										
01-1601-52155	PROFESSIONAL DEVELOPMENT	365	650	165	650	650	650	650	0	0.00
Town Clerk Spring and Fall Conferences										
01-1601-52169	GRANTS-OTHER	90	550	72	550	550	550	550	0	0.00
01-1601-52186	MICROFILMING & PHOTO	26,993	30,000	17,237	30,000	30,000	30,000	30,000	0	0.00
COTT Land Record, Dog and Map System										
01-1601-52193	COPIER	136	900	117	900	900	900	900	0	0.00
Copier service contract and equipment operation										
01-1601-52221	POSTAGE	3,507	4,000	1,328	4,000	4,000	4,000	4,000	0	0.00
01-1601-52231	OFFICE SUPPLIES	2,008	2,750	1,598	2,750	2,750	2,750	2,750	0	0.00
	<u>_Total_RECORDING AND REPORTING</u>	<u>383,489</u>	<u>414,650</u>	<u>386,864</u>	<u>425,251</u>	<u>425,912</u>	<u>425,912</u>	<u>425,912</u>	<u>11,262</u>	<u>3</u>
	<u>_Total_1601 RECORDS AND VITAL</u>	<u>383,489</u>	<u>414,650</u>	<u>386,864</u>	<u>425,251</u>	<u>425,912</u>	<u>425,912</u>	<u>425,912</u>	<u>11,262</u>	<u>3</u>

Personnel Wage Analysis

[illegible]

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 2018/2019.

PERSONNEL	2014/ 2015	2015/ 2016	2016/ 2017	Est. 2017/ 2018	Proj. 2018/ 2019
Full Time Positions	1	1	1	1	1
Part Time Positions	0	0	0	0	0

Town of Avon
Board of Finance's Budget Summary
Fiscal Year 2018/2019

<u>Account and Description</u>	<u>2017 Actual</u>	<u>2018 Base Budget</u>	<u>2018 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	66,347	67,429	59,623	68,777	68,777	68,777	68,777	1,348	2.00
EMPLOYEE BENEFITS	26,544	28,597	32,552	29,109	29,094	29,094	29,094	497	1.74
<u>_Total_ PERSONAL SERVICES</u>	<u>92,891</u>	<u>96,026</u>	<u>92,175</u>	<u>97,886</u>	<u>97,871</u>	<u>97,871</u>	<u>97,871</u>	<u>1,845</u>	<u>2</u>
SERVICES & SUPPLIES									
EMPLOYEE BENEFITS	9,015	10,234	9,423	9,301	10,012	10,012	10,012	-222	-2.17
UTILITIES	51,837	24,000	10,761	24,000	24,000	11,500	11,500	-12,500	-52.08
EQUIPMENT OPER & MAINT	4,080	250	0	250	250	250	250	0	0.00
REPAIRS & MAINTENANCE	814	1,600	393	1,600	1,600	1,600	1,600	0	0.00
<u>_Total_ SERVICES & SUPPLIES</u>	<u>65,746</u>	<u>36,084</u>	<u>20,577</u>	<u>35,151</u>	<u>35,862</u>	<u>23,362</u>	<u>23,362</u>	<u>-12,722</u>	<u>-35</u>
<u>_Total_ 1701 TOWN HALL</u>	<u>158,637</u>	<u>132,110</u>	<u>112,752</u>	<u>133,037</u>	<u>133,733</u>	<u>121,233</u>	<u>121,233</u>	<u>-10,877</u>	<u>-8</u>

Town of Avon
Board of Finance's Budget Detail
Fiscal Year 2018/2019

<u>Account#</u>	<u>Description</u>	<u>2017 Actual</u>	<u>2018 Base Budget</u>	<u>2018 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>
01-1701-51011	REG FULL TIME	66,347	67,429	59,623	68,777	68,777	68,777	68,777	1,348	2.00
01-1701-51031	FICA	4,885	4,965	4,403	5,090	5,075	5,075	5,075	110	2.22
01-1701-51033	HOSPITALIZATION	8,423	8,920	8,920	8,532	8,532	8,532	8,532	-388	-4.35
01-1701-51034	DENTAL INS	474	1,206	399	474	1,206	1,206	1,206	0	0.00
01-1701-51036	WORK COMP	118	108	104	110	89	89	89	-19	-17.59
01-1701-51038	DEFINED CONTRIBUTION	5,121	5,394	4,770	5,502	5,502	5,502	5,502	108	2.00
01-1701-51039	RETIREE HEALTH	16,538	18,238	23,379	18,517	18,517	18,517	18,517	279	1.53
01-1701-51040	LIFE/LTD INSURANCE	0	0	0	185	185	185	185	185	0.00
01-1701-52175	ELECTRIC	31,590	0	-105	0	0	0	0	0	0.00
01-1701-52176	TELEPHONE	20,247	24,000	10,866	24,000	24,000	11,500	11,500	-12,500	-52.08
(TOWN COUNCIL REDUCED)										
01-1701-52205	OFFICE MACHINERY MAI	4,080	250	0	250	250	250	250	0	0.00
01-1701-52213	LAND	814	1,600	393	1,600	1,600	1,600	1,600	0	0.00
Floral Supplies \$1,600										
<u>_Total_ OFFICE BUILDINGS</u>		<u>158,637</u>	<u>132,110</u>	<u>112,752</u>	<u>133,037</u>	<u>133,733</u>	<u>121,233</u>	<u>121,233</u>	<u>-10,877</u>	<u>-8</u>
<u>_Total_ 1701 TOWN HALL</u>		<u>158,637</u>	<u>132,110</u>	<u>112,752</u>	<u>133,037</u>	<u>133,733</u>	<u>121,233</u>	<u>121,233</u>	<u>-10,877</u>	<u>-8</u>

Personnel Wage Analysis

[illegible]

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	2014/ 2015	2015/ 2016	2016/ 2017	Est. 2017/ 2018	Proj. 2018/ 2019
FT Persons Leaving (All Reasons)	2	3	4	5	5
FT Persons Recruited	4	5	4	5	5
Persons Promoted	4	2	2	2	1
Labor Negotiating Sessions	10	7	6	5	5
Efficiency Measures					
Average Length of Time for Recruitment (in weeks)	9	9	9	9	9
Effectiveness Measures					
Employee Turnover Rate (%)	1.9%	2.9%	3.8%	4.8%	4.8%
PERSONNEL					
Full-Time	2	2	2	2	2
PERFORMANCE MEASURES	2014/ 2015	2015/ 2016	2016/ 2017	Est. 2017/ 2018	Proj. 2018/ 2019
Labor Actions (MPP) – # of Complaints / # Resolved Without Litigation	1/1	1/1	0	1/1	1/1
Unemployment Claims - # of Claims / # of Claims Successfully Challenged	6/1	4/1	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 Communications Dispatcher Union contract negotiations.
- Manage labor issues.

PERFORMANCE MEASURES

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

Town of Avon
Board of Finance's Budget Summary
Fiscal Year 2018/2019

<u>Account and Description</u>	<u>2017 Actual</u>	<u>2018 Base Budget</u>	<u>2018 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	175,091	177,938	158,940	181,497	181,497	181,497	181,497	3,559	2.00
EMPLOYEE BENEFITS	43,129	45,414	48,009	46,653	46,652	46,652	46,652	1,238	2.73
<u>Total PERSONAL SERVICES</u>	<u>218,220</u>	<u>223,352</u>	<u>206,949</u>	<u>228,150</u>	<u>228,149</u>	<u>228,149</u>	<u>228,149</u>	<u>4,797</u>	<u>2</u>
SERVICES & SUPPLIES									
EMPLOYEE BENEFITS	41,644	42,730	41,992	42,262	42,340	42,340	42,340	-390	-0.91
AUTO ALLOWANCE	40	450	0	450	450	450	450	0	0.00
TRAVEL & MEETING EXP	1,126	1,300	1,108	1,300	1,300	1,300	1,300	0	0.00
MEMBERSHIP FEES	190	290	265	290	290	290	290	0	0.00
BOOKS & PERIODICALS	0	1,580	0	1,580	1,580	1,580	1,580	0	0.00
RECRUITMENT & TRAINING	1,718	2,700	2,098	3,475	3,475	3,475	3,475	775	28.70
RENTALS	157	300	50	300	300	300	300	0	0.00
POSTAGE	254	300	64	300	300	300	300	0	0.00
MATERIALS AND SUPPLIES	498	600	0	600	600	600	600	0	0.00
<u>Total SERVICES & SUPPLIES</u>	<u>45,627</u>	<u>50,250</u>	<u>45,577</u>	<u>50,557</u>	<u>50,635</u>	<u>50,635</u>	<u>50,635</u>	<u>385</u>	<u>1</u>
<u>Total 1801 HUMAN RESOURCES</u>	<u>263,847</u>	<u>273,602</u>	<u>252,526</u>	<u>278,707</u>	<u>278,784</u>	<u>278,784</u>	<u>278,784</u>	<u>5,182</u>	<u>2</u>

Town of Avon
Board of Finance's Budget Detail
Fiscal Year 2018/2019

Account#	Description	2017 Actual	2018 Base Budget	2018 Actual YTD	Department Head	Town Manager	Town Council	Board of Finance	Inc/Dec	%
01-1801-51011	REG FULL TIME	175,091	177,938	158,940	181,497	181,497	181,497	181,497	3,559	2.00
01-1801-51031	FICA	13,066	12,931	11,902	13,606	13,605	13,605	13,605	674	5.21
01-1801-51033	HOSPITALIZATION	38,436	39,505	39,505	38,932	38,932	38,932	38,932	-573	-1.45
01-1801-51034	DENTAL INS	2,431	2,488	2,048	2,432	2,564	2,564	2,564	76	3.05
01-1801-51036	WORK COMP	308	285	275	290	236	236	236	-49	-17.19
01-1801-51038	DEFINED CONTRIBUTION	13,516	14,235	12,715	14,520	14,520	14,520	14,520	285	2.00
01-1801-51039	RETIREE HEALTH	16,547	18,248	23,392	18,527	18,527	18,527	18,527	279	1.53
01-1801-51040	LIFE/LTD INSURANCE	469	452	164	608	608	608	608	156	34.51
01-1801-52111	MILEAGE & TOLLS	40	450	0	450	450	450	450	0	0.00
National/State NPFLRA/ConnFLRA Mtg's and travel to various agencies or municipalities for hearings										
01-1801-52112	LODGING	881	940	875	940	940	940	940	0	0.00
Four (4) nights at 235/night										
01-1801-52113	MEALS	245	360	233	360	360	360	360	0	0.00
NPFLRA meetings & Employment Panels										
01-1801-52131	FEES-PROFESSIONAL	190	290	265	290	290	290	290	0	0.00
ConnFLRA/NPFLRA dues \$190 Other Misc \$100										
01-1801-52141	BOOKS & PERIODICALS	0	1,580	0	1,580	1,580	1,580	1,580	0	0.00
CCM Data Service \$1,200 MERA Supplement \$ 260 Risk Mgt Manuals \$ 120										
01-1801-52151	RECRUITMENT	599	1,000	468	1,500	1,500	1,500	1,500	500	50.00
To cover recruitment costs for smaller departments										
01-1801-52155	PROFESSIONAL DEVELOPMENT	1,119	1,700	1,630	1,975	1,975	1,975	1,975	275	16.18
National NPFLRA Conference \$590 ConnFLRA Registration \$385 Sexual Har. Prev. \$850 Misc Training as required \$150										
01-1801-52193	COPIER	157	300	50	300	300	300	300	0	0.00
Equip. operation & maintenance										
01-1801-52221	POSTAGE	254	300	64	300	300	300	300	0	0.00
01-1801-52231	OFFICE SUPPLIES	498	600	0	600	600	600	600	0	0.00
Includes increased cost of toner for shared printer										
_Total_HUMAN RESOURCES		263,847	273,602	252,526	278,707	278,784	278,784	278,784	5,182	2
_Total_1801 HUMAN RESOURCES		263,847	273,602	252,526	278,707	278,784	278,784	278,784	5,182	2

Personnel Wage Analysis

[illegible]

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 2018/2019 budget reflects no changes to this program; continue to maintain professional certifications and CPE credits for the Finance Director.

WORKLOAD MEASURES	2014/ 2015	2015/ 2016	2016/ 2017	Est. 2017/ 2018	Proj. 2018/ 2019
Number of years GFOA Certificate of Achievement for Excellence in Finance Reporting received	34	35	36*	37*	38*
Compilation of fiscal year-end financial statements and associated schedules to meet audit timeline**	117	122	127	137	140
Number of entries prepared & posted as budget amendments	455	470	480	480	490
Number of projects assigned / target completed	42 / 32	40 / 33	42 / 35	42 / 36	45 / 40
PERFORMANCE MEASURES					
Time Spent Managing Divisions/Target	32%/30%	30%/30%	30%/30%	35%/35%	35%/35%
Time Spent Managing Projects/Target	41%/45%	43%/45%	45%/45%	45%/45%	55%/55%
Time Spent Assisting I. T. Demands/Target	27%/25%	27%/25%	25%/25%	20%/20%	10%/10%

PERSONNEL

Full-Time / Part-Time	1.4 / 1	1.4 / 1	1.4 / 1	1.4 / 1	1.4 / 1
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* Anticipated

** Number of supporting schedules have increased as a result of GASB Statements No. 67, 68, 72, 74, 75 and 77.

PROGRAM OBJECTIVES

Special objectives beyond those listed in the Program Description include:

- Continue mapping of, the Uniform Chart of Accounts and Reporting, as required by the State of Connecticut. Successful unassisted submission for fiscal year 2015/2016.
- Implementation of GASB 74 and 75 on the Other Post Employment Benefit (OPEB) plan.
- Continue implementation of automated purchase order approvals and processing in the AUC Financial System.

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
Board of Finance's Budget Summary
Fiscal Year 2018/2019

<u>Account and Description</u>	<u>2017 Actual</u>	<u>2018 Base Budget</u>	<u>2018 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	187,791	193,145	171,917	198,681	198,683	198,683	198,683	5,538	2.87
EMPLOYEE BENEFITS	36,347	38,824	40,793	50,375	50,375	50,375	50,375	11,551	29.75
<u>Total PERSONAL SERVICES</u>	<u>224,138</u>	<u>231,969</u>	<u>212,710</u>	<u>249,056</u>	<u>249,058</u>	<u>249,058</u>	<u>249,058</u>	<u>17,089</u>	<u>7</u>
SERVICES & SUPPLIES									
EMPLOYEE BENEFITS	60,822	61,701	63,750	52,906	52,867	52,867	52,867	-8,834	-14.32
AUTO ALLOWANCE	0	480	262	480	480	480	480	0	0.00
TRAVEL & MEETING EXP	862	1,000	823	1,000	1,000	1,000	1,000	0	0.00
ADVERTISING	0	50	0	50	50	50	50	0	0.00
MEMBERSHIP FEES	255	680	450	680	680	680	680	0	0.00
BOOKS & PERIODICALS	210	260	222	260	260	260	260	0	0.00
RECRUITMENT & TRAINING	375	780	348	780	780	780	780	0	0.00
RENTALS	535	900	401	900	900	900	900	0	0.00
POSTAGE	4	300	1	300	300	300	300	0	0.00
MATERIALS AND SUPPLIES	125	500	500	500	500	500	500	0	0.00
<u>Total SERVICES & SUPPLIES</u>	<u>63,188</u>	<u>66,651</u>	<u>66,757</u>	<u>57,856</u>	<u>57,817</u>	<u>57,817</u>	<u>57,817</u>	<u>-8,834</u>	<u>-13</u>
<u>Total 1900 FINANCE-ADMINS</u>	<u>287,326</u>	<u>298,620</u>	<u>279,467</u>	<u>306,912</u>	<u>306,875</u>	<u>306,875</u>	<u>306,875</u>	<u>8,255</u>	<u>3</u>

Town of Avon
Board of Finance's Budget Detail
Fiscal Year 2018/2019

Account#	Description	2017 Actual	2018 Base Budget	2018 Actual YTD	Department Head	Town Manager	Town Council	Board of Finance	Inc/Dec	%
01-1900-51011	REG FULL TIME	147,666	150,059	133,563	153,729	153,729	153,729	153,729	3,670	2.45
01-1900-51012	REG PART TIME	40,125	43,086	38,354	44,952	44,954	44,954	44,954	1,868	4.34
01-1900-51031	FICA	14,215	14,415	12,510	15,225	15,225	15,225	15,225	810	5.62
01-1900-51032	RETIREMENT	39,293	39,043	41,778	41,506	41,506	41,506	41,506	2,463	6.31
01-1900-51033	HOSPITALIZATION	19,612	20,769	20,769	9,560	9,560	9,560	9,560	-11,209	-53.97
01-1900-51034	DENTAL INS	1,148	1,161	743	1,137	1,161	1,161	1,161	0	0.00
01-1900-51036	WORK COMP	353	327	315	336	273	273	273	-54	-16.51
01-1900-51038	DEFINED CONTRIBUTION	5,585	6,161	4,891	6,317	6,317	6,317	6,317	156	2.53
01-1900-51039	RETIREE HEALTH	16,547	18,248	23,392	18,527	18,527	18,527	18,527	279	1.53
01-1900-51040	LIFE/LTD INSURANCE	416	401	145	367	367	367	367	-34	-8.48
01-1900-51043	PMTS IN LIEU OF COVERAGE	0	0	0	10,306	10,306	10,306	10,306	10,306	0.00
01-1900-52102	MILEAGE	0	70	0	70	70	70	70	0	0.00
GFOA: CT, NE, NAT'L GFOA SEMINARS, CPPF										
01-1900-52111	MILEAGE & TOLLS	0	410	262	410	410	410	410	0	0.00
IRS Rate of .535 CY 2017										
01-1900-52112	LODGING	782	800	800	800	800	800	800	0	0.00
GFOA Nat'l- 4 Nights \$145/night OR NESGFOA- 3 Nights @ \$225										
01-1900-52113	MEALS	80	200	23	200	200	200	200	0	0.00
GFOA Nat'l 5 Days NESGFOA 3 Days Refreshments, AdHoc Mtgs										
01-1900-52121	RECRUITING	0	50	0	50	50	50	50	0	0.00
01-1900-52131	FEES-PROFESSIONAL	255	680	450	680	680	680	680	0	0.00
GFOA Nat'l \$190 GFOA CT 4@ \$60, \$65/annual fee CPPF 2 Mtgs @ \$50 Membership (3) @ \$80/year PPAC \$35										
01-1900-52141	BOOKS & PERIODICALS	210	260	222	260	260	260	260	0	0.00
Wall Street Journal \$225 (split with TMO); GFOA Official Guides and Periodicals										
01-1900-52155	PROFESSIONAL DEVELOPMENT	375	780	348	780	780	780	780	0	0.00
CPFO Certification CPE 30 credits required GFOA Seminar \$80 GFOA Nat'l- Reg: \$450, \$250 Courses for Support Staff										
01-1900-52193	COPIER	535	900	401	900	900	900	900	0	0.00
Share of Bldg 1 Copier and Bldg 5 Copier.										
01-1900-52221	POSTAGE	4	300	1	300	300	300	300	0	0.00
Based upon postage meter use and used for required secondary disclosure/Fed and State and grantor agencies.										
01-1900-52231	OFFICE SUPPLIES	125	500	500	500	500	500	500	0	0.00
General office supplies, binders, covers, toner for quarterlies to boards, EOY, and pension meetings.										
Total FINANCE		287,326	298,620	279,467	306,912	306,875	306,875	306,875	8,255	3
Total 1900 FINANCE-ADMINS		287,326	298,620	279,467	306,912	306,875	306,875	306,875	8,255	3

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

WORKLOAD MEASURES	2014/ 2015	2015/ 2016	2016/ 2017	Est. 2017/ 2018	Proj. 2018/ 2019
Payroll Checks Issued	145	133	145	150	140
Payroll Direct Deposit	4,618	4,971	4,620	4,630	4,800
Employees W2s Issued	369	349	370	370	390
Health Insured Retirees/COBRAS	77	81	77	77	80
Retirements Processed	1	1	2	1	2
Total Vendor Checks Issued	2,817	2,636	2,675	2,675	2,650
Average Pooled Investment (in Millions)	28M	27M	27M	27M	29M

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)	1,210	1,134	1,200	1,200	1,200
Ratio, ACH Vendor Payments to Checks	30%	30%	31%	31%	31%

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

PERFORMANCE MEASURES

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

Town of Avon
Board of Finance's Budget Summary
Fiscal Year 2018/2019

<u>Account and Description</u>	<u>2017 Actual</u>	<u>2018 Base Budget</u>	<u>2018 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	224,994	230,284	202,276	235,856	235,859	235,859	235,859	5,575	2.42
EMPLOYEE BENEFITS	66,132	71,087	79,335	72,435	72,433	72,433	72,433	1,346	1.89
<u>Total PERSONAL SERVICES</u>	<u>291,126</u>	<u>301,371</u>	<u>281,611</u>	<u>308,291</u>	<u>308,292</u>	<u>308,292</u>	<u>308,292</u>	<u>6,921</u>	<u>2</u>
SERVICES & SUPPLIES									
EMPLOYEE BENEFITS	125,177	127,296	131,836	129,965	130,022	130,022	130,022	2,726	2.14
AUTO ALLOWANCE	282	300	0	250	250	250	250	-50	-16.67
MEMBERSHIP FEES	130	750	65	450	450	450	450	-300	-40.00
BOOKS & PERIODICALS	0	50	0	50	50	50	50	0	0.00
RECRUITMENT & TRAINING	712	750	668	750	750	750	750	0	0.00
CONTRACTUAL SERV & PRINTING	23,058	20,100	12,347	23,050	23,050	23,050	23,050	2,950	14.68
RENTALS	41	600	439	600	600	600	600	0	0.00
EQUIPMENT OPER & MAINT	0	3,000	0	2,800	2,800	2,800	2,800	-200	-6.67
POSTAGE	2,088	2,300	1,420	2,200	2,200	2,200	2,200	-100	-4.35
MATERIALS AND SUPPLIES	2,681	2,900	748	3,000	3,000	3,000	3,000	100	3.45
<u>Total SERVICES & SUPPLIES</u>	<u>154,169</u>	<u>158,046</u>	<u>147,523</u>	<u>163,115</u>	<u>163,172</u>	<u>163,172</u>	<u>163,172</u>	<u>5,126</u>	<u>3</u>
<u>Total 1901 ACCOUNTING</u>	<u>445,295</u>	<u>459,417</u>	<u>429,134</u>	<u>471,406</u>	<u>471,464</u>	<u>471,464</u>	<u>471,464</u>	<u>12,047</u>	<u>3</u>

Town of Avon
Board of Finance's Budget Detail
Fiscal Year 2018/2019

Account#	Description	2017 Actual	2018 Base Budget	2018 Actual YTD	Department Head	Town Manager	Town Council	Board of Finance	Inc/Dec	%
01-1901-51011	REG FULL TIME	154,564	156,843	138,686	159,979	159,979	159,979	159,979	3,136	2.00
01-1901-51012	REG PART TIME	70,430	73,441	63,590	75,877	75,880	75,880	75,880	2,439	3.32
01-1901-51031	FICA	16,417	16,852	14,801	17,311	17,309	17,309	17,309	457	2.71
01-1901-51032	RETIREMENT	78,585	78,085	83,553	83,010	83,010	83,010	83,010	4,925	6.31
01-1901-51033	HOSPITALIZATION	43,156	45,703	45,703	43,715	43,715	43,715	43,715	-1,988	-4.35
01-1901-51034	DENTAL INS	2,360	2,488	1,988	2,360	2,488	2,488	2,488	0	0.00
01-1901-51036	WORK COMP	401	369	356	378	307	307	307	-62	-16.80
01-1901-51038	DEFINED CONTRIBUTION	11,913	12,547	11,095	12,798	12,798	12,798	12,798	251	2.00
01-1901-51039	RETIREE HEALTH	37,802	41,688	53,439	42,326	42,326	42,326	42,326	638	1.53
01-1901-51040	LIFE/LTD INSURANCE	675	651	236	502	502	502	502	-149	-22.89
01-1901-52102	MILEAGE	282	300	0	250	250	250	250	-50	-16.67
NESGFOA & misc travel										
01-1901-52131	FEES-PROFESSIONAL	130	750	65	450	450	450	450	-300	-40.00
NESGFOA -membership fees & conference fee										
01-1901-52141	BOOKS & PERIODICALS	0	50	0	50	50	50	50	0	0.00
professional subscriptions or publications										
01-1901-52155	PROFESSIONAL DEVELOPMENT	712	750	668	750	750	750	750	0	0.00
NESGFOA & other webinars & meetings										
01-1901-52181	PRINTING	0	100	0	50	50	50	50	-50	-50.00
check stock, W-2 & 1099 forms										
01-1901-52184	SERVICE & CONSULTANT	23,058	20,000	12,347	23,000	23,000	23,000	23,000	3,000	15.00
Based on eligible earnings credits and monthly volume of transactions. Low credits due to low interest rates, assume same volume.										
01-1901-52193	COPIER	41	600	439	600	600	600	600	0	0.00
New Copier shared with Finance and Social Services. About \$50/mo										
01-1901-52205	OFFICE MACHINERY MAI	0	700	0	500	500	500	500	-200	-28.57
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	2,300	2,300	0	0.00
Acct to pay for Fixed Asset software maintenance. Increase budgeted for additional charges for AUC.										
01-1901-52221	POSTAGE	2,088	2,300	1,420	2,200	2,200	2,200	2,200	-100	-4.35
based on usage										
01-1901-52231	OFFICE SUPPLIES	2,681	2,900	748	3,000	3,000	3,000	3,000	100	3.45
printer supplies, paper, folders, binders & misc supplies as needed										
_Total_FINANCE		445,295	459,417	429,134	471,406	471,464	471,464	471,464	12,047	3
_Total_1901 ACCOUNTING		445,295	459,417	429,134	471,406	471,464	471,464	471,464	12,047	3

Personnel Wage Analysis

[illegible]

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	2014/ 2015	2015/ 2016	2016/ 2017	Est. 2017/ 2018	Proj. 2018/ 2019
Number of Accounts	28,256	28,300	28,299	28,310	28,320
Dwellings	4,995	5,017	5,076	5,091	5,106
Condominiums	1,875	1,875	1,879	1,879	1,879
Lots	5,714	5,764	5,777	5,788	5,798
Outbuildings	3,479	3,495	3,513	3,538	3,563
Commercial Buildings	211	212	212	212	214
Industrial Buildings	27	27	27	27	27
Acres Under PA490	1,398	1,298	1,210	1,210	1,185
Motor Vehicles & Supplemental	19,500	19,375	19,365	19,265	19,300
Personal Property	1,011	1,005	1,007	1,010	1,015
Subdivision Lots Added	55	50	13	11	10
Transfers	747	725	824	810	815
Assessment Change Notices Sent	8,538	1,358	1,305	1,300	6,500
Firemen's Exemptions	93	86	82	82	85
Certificates Of Correction	1,489	1,486	1,730	1,750	1,750
Prorated New Construction	29	21	15	15	15
Elderly (State & Local)	238	265	285	290	300
Social Security Disability & Blind	51	48	49	50	52
Veterans' Exemptions	748	743	775	750	725
Unpriced Motor Vehicles	3,300	3,560	3,561	3,600	3,600
Renters Program	93	100	98	100	100
Property Sales Assessment Ratio Forms	661	650	656	660	675

PERSONNEL

Full-time / Part-time	1 / 2	1 / 2	1 / 2	2 / 1	2 / 1
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PROGRAM OBJECTIVES

Special Objectives beyond those listed in the Program Description:

- Implement Computer Assisted Mass Appraisal Program.

PERFORMANCE MEASURES

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

of Appeals to the Board of Assessment Appeals / Court System

FY15 (Actual)	FY16 (Actual)	FY17 (Actual)	FY18 (Projected)	FY19 (Target)
41 / 17	7 / 2	3 / 1	3 / 0	50 / 0

Town of Avon
Board of Finance's Budget Summary
Fiscal Year 2018/2019

<u>Account and Description</u>	<u>2017 Actual</u>	<u>2018 Base Budget</u>	<u>2018 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	180,814	193,267	175,701	212,779	212,779	212,779	212,779	19,512	10.10
EMPLOYEE BENEFITS	32,667	35,558	42,517	41,987	41,986	41,986	41,986	6,428	18.08
_Total_PERSONAL SERVICES	213,481	228,825	218,218	254,766	254,765	254,765	254,765	25,940	11
SERVICES & SUPPLIES									
EMPLOYEE BENEFITS	99,901	100,538	106,158	129,457	129,520	129,520	129,520	28,982	28.83
AUTO ALLOWANCE	623	2,750	229	2,750	2,750	2,750	2,750	0	0.00
TRAVEL & MEETING EXP	162	850	87	850	850	850	850	0	0.00
MEMBERSHIP FEES	605	665	661	665	665	665	665	0	0.00
BOOKS & PERIODICALS	973	900	1,291	900	900	900	900	0	0.00
RECRUITMENT & TRAINING	730	1,450	909	1,450	1,450	1,450	1,450	0	0.00
CONTRACTUAL SERV & PRINTING	1,077	1,360	991	1,360	1,360	1,360	1,360	0	0.00
RENTALS	1,239	750	1,396	750	750	750	750	0	0.00
EQUIPMENT OPER & MAINT	6,550	10,130	8,160	10,130	10,130	10,130	10,130	0	0.00
POSTAGE	1,652	1,100	1,253	1,100	1,100	1,100	1,100	0	0.00
MATERIALS AND SUPPLIES	1,509	1,250	1,210	1,250	1,250	1,250	1,250	0	0.00
_Total_SERVICES & SUPPLIES	115,021	121,743	122,345	150,662	150,725	150,725	150,725	28,982	24
_Total_1905 ASSESSMENT	328,502	350,568	340,563	405,428	405,490	405,490	405,490	54,922	16

Town of Avon
Board of Finance's Budget Detail
Fiscal Year 2018/2019

<u>Account#</u>	<u>Description</u>	<u>2017 Actual</u>	<u>2018 Base Budget</u>	<u>2018 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	75,487	76,480	110,629	142,287	142,287	142,287	142,287	65,807	86.04
01-1905-51012	REG PART TIME	105,327	115,787	65,072	69,492	69,492	69,492	69,492	-46,295	-39.98
01-1905-51014	TEMPORARY PART TIME	0	1,000	0	1,000	1,000	1,000	1,000	0	0.00
01-1905-51031	FICA	13,720	14,710	13,129	15,718	15,717	15,717	15,717	1,007	6.85
01-1905-51032	RETIREMENT	78,585	78,085	83,553	83,010	83,010	83,010	83,010	4,925	6.31
01-1905-51033	HOSPITALIZATION	19,218	20,351	20,351	43,366	43,366	43,366	43,366	23,015	113.09
01-1905-51034	DENTAL INS	1,216	1,282	1,768	2,360	2,488	2,488	2,488	1,206	94.07
01-1905-51036	WORK COMP	355	313	302	345	280	280	280	-33	-10.54
01-1905-51038	DEFINED CONTRIBUTION	0	0	3,496	5,142	5,142	5,142	5,142	5,142	0.00
01-1905-51039	RETIREE HEALTH	16,547	18,248	23,392	18,527	18,527	18,527	18,527	279	1.53
01-1905-51040	LIFE/LTD INSURANCE	527	507	184	376	376	376	376	-131	-25.84
01-1905-52101	ANNUAL ALLOTMENT	2,400	2,600	2,500	2,600	2,600	2,600	2,600	0	0.00
01-1905-52102	MILEAGE	623	2,000	229	2,000	2,000	2,000	2,000	0	0.00
01-1905-52111	MILEAGE & TOLLS	0	750	0	750	750	750	750	0	0.00
01-1905-52112	LODGING	0	600	0	600	600	600	600	0	0.00
01-1905-52113	MEALS	162	250	87	250	250	250	250	0	0.00
01-1905-52131	FEES-PROFESSIONAL	280	340	280	340	340	340	340	0	0.00
01-1905-52132	FEES-STATE OR REGION	325	325	381	325	325	325	325	0	0.00
01-1905-52141	BOOKS & PERIODICALS	973	900	1,291	900	900	900	900	0	0.00
01-1905-52155	PROFESSIONAL DEVELOPMENT	730	1,450	909	1,450	1,450	1,450	1,450	0	0.00
01-1905-52181	PRINTING	467	760	361	760	760	760	760	0	0.00
01-1905-52189	SERVICES - OTHER	610	600	630	600	600	600	600	0	0.00
01-1905-52193	COPIER	1,239	750	1,396	750	750	750	750	0	0.00
01-1905-52206	COMPUTER OPERATION	6,550	10,130	8,160	10,130	10,130	10,130	10,130	0	0.00
RIGHT ANGLES ASSESSMENT SOFTWARE										
01-1905-52221	POSTAGE	1,652	1,100	1,253	1,100	1,100	1,100	1,100	0	0.00
01-1905-52231	OFFICE SUPPLIES	1,509	1,250	1,210	1,250	1,250	1,250	1,250	0	0.00
	<u>_Total_FINANCE</u>	<u>328,502</u>	<u>350,568</u>	<u>340,563</u>	<u>405,428</u>	<u>405,490</u>	<u>405,490</u>	<u>405,490</u>	<u>54,922</u>	<u>16</u>
	<u>_Total_1905 ASSESSMENT</u>	<u>328,502</u>	<u>350,568</u>	<u>340,563</u>	<u>405,428</u>	<u>405,490</u>	<u>405,490</u>	<u>405,490</u>	<u>54,922</u>	<u>16</u>

[illegible]

419.07 REVENUE COLLECTION

PROGRAM DESCRIPTION

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

PROGRAM COMMENTARY

There are no significant changes this year.

WORKLOAD MEASURES	2014/ 2015	2015/ 2016	2016/ 2017	Est. 2017/ 2018	Proj. 2018/ 2019
Tax Bills Processed					
Current Real Estate	7,580	7,525	7,571	7,575	7,600
Supplemental Real Estate	20	27	18	25	25
Motor Vehicle	16,352	16,502	16,390	16,600	16,650
Supplemental Motor Vehicle	3,100	2,648	2,748	3,200	3,300
Personal Property	1,005	1,005	1,043	1,030	1,040
Sewer Use	3,808	3,838	3,860	3,900	3,950
Sewer Connections	21	27	19	40	35
Sewer Assessments Farmington	25	28	23	25	25
Sewer Assessments Simsbury	0	0	0	5	45
Sewer Assessments Canton	9	9	5	8	15
Water Main Assessments	4	3	3	2	2
TOTALS	31,924	31,612	31,716	32,410	32,687
% of Tax Collection On Levy	99.00(+)%	99.00(+)%	99.00(+)%	99.00(+)%	99.00(+)%
Department Collections	554	649	434	550	550
Certificates Of Correction	1,517	1,556	1,595	1,575	1,575
Refunds	338	282	336	300	300
Grand List of Transfers:					
Real Property	413	383	600	450	550
Sewer Use	267	296	376	325	325
Sewer Assessments	23	22	20	21	20
Mortgage Closings	1,483	1,398	1,394	1,450	1,500
Foreclosures/Lis Pendens	10/27	10/39	14/25	10/30	10/25
Liens Filed	39	49	50	40	40
Tax Suspended	18,890	16,890	16,215	17,200	17,200
PERSONNEL					
Full-time	2	2	2	2	2
Part-time	1	1	1	1	1

PROGRAM OBJECTIVES

Special objectives beyond those listed in the Program Description:

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

PERFORMANCE MEASURES

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

Town of Avon
Board of Finance's Budget Summary
Fiscal Year 2018/2019

<u>Account and Description</u>	<u>2017 Actual</u>	<u>2018 Base Budget</u>	<u>2018 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	112,857	118,192	95,668	118,069	118,069	118,069	118,069	-123	-0.10
EMPLOYEE BENEFITS	52,549	57,352	65,848	69,169	69,167	69,167	69,167	11,815	20.60
Total PERSONAL SERVICES	165,406	175,544	161,516	187,238	187,236	187,236	187,236	11,692	7
SERVICES & SUPPLIES									
EMPLOYEE BENEFITS	106,306	108,174	112,362	94,207	94,268	94,268	94,268	-13,906	-12.86
AUTO ALLOWANCE	249	450	74	450	450	450	450	0	0.00
TRAVEL & MEETING EXP	50	150	101	150	150	150	150	0	0.00
ADVERTISING	435	600	429	600	600	600	600	0	0.00
MEMBERSHIP FEES	165	200	95	200	200	200	200	0	0.00
RECRUITMENT & TRAINING	178	200	0	200	200	200	200	0	0.00
CONTRACTUCL SERV & PRINTING	2,552	11,700	1,788	11,700	11,700	11,700	11,700	0	0.00
RENTALS	0	250	0	250	250	250	250	0	0.00
EQUIPMENT OPER & MAINT	307	475	308	475	475	475	475	0	0.00
POSTAGE	9,963	12,000	4,112	12,000	12,000	12,000	12,000	0	0.00
MATERIALS AND SUPPLIES	498	500	85	500	500	500	500	0	0.00
Total SERVICES & SUPPLIES	120,703	134,699	119,354	120,732	120,793	120,793	120,793	-13,906	-10
Total 1907 REVENUE COLLECTION	286,109	310,243	280,870	307,970	308,029	308,029	308,029	-2,214	-1

Town of Avon
Board of Finance's Budget Detail
Fiscal Year 2018/2019

Account#	Description	2017 Actual	2018 Base Budget	2018 Actual YTD	Department Head	Town Manager	Town Council	Board of Finance	Inc/Dec	%
01-1907-51011	REG FULL TIME	100,024	102,661	84,890	102,304	102,304	102,304	102,304	-357	-0.35
01-1907-51012	REG PART TIME	12,833	11,713	10,778	11,947	11,947	11,947	11,947	234	2.00
01-1907-51014	TEMPORARY PART TIME	0	3,818	0	3,818	3,818	3,818	3,818	0	0.00
01-1907-51031	FICA	7,929	8,442	6,957	9,501	9,499	9,499	9,499	1,057	12.52
01-1907-51032	RETIREMENT	71,269	70,815	75,774	75,281	75,281	75,281	75,281	4,466	6.31
01-1907-51033	HOSPITALIZATION	32,534	34,789	34,789	16,546	16,546	16,546	16,546	-18,243	-52.44
01-1907-51034	DENTAL INS	1,834	1,934	1,455	1,835	1,934	1,934	1,934	0	0.00
01-1907-51036	WORK COMP	205	189	182	204	166	166	166	-23	-12.17
01-1907-51038	DEFINED CONTRIBUTION	7,717	8,213	6,722	8,937	8,937	8,937	8,937	724	8.82
01-1907-51039	RETIREE HEALTH	36,903	40,697	52,169	41,320	41,320	41,320	41,320	623	1.53
01-1907-51040	LIFE/LTD INSURANCE	464	447	162	341	341	341	341	-106	-23.71
01-1907-51043	PMTS IN LIEU OF COVERAGE	0	0	0	9,411	9,411	9,411	9,411	9,411	0.00
01-1907-52102	MILEAGE	99	300	74	300	300	300	300	0	0.00
Bank Deposits										
01-1907-52111	MILEAGE & TOLLS	150	150	0	150	150	150	150	0	0.00
CCMC State and County conferences										
01-1907-52113	MEALS	50	150	101	150	150	150	150	0	0.00
CCMC State and County meetings										
01-1907-52121	RECRUITING	0	100	0	100	100	100	100	0	0.00
Summer Intern										
01-1907-52122	ADVERTISING-LEGAL	435	500	429	500	500	500	500	0	0.00
Legal Notices										
01-1907-52131	FEES-PROFESSIONAL	165	200	95	200	200	200	200	0	0.00
Membership Fees - Hartford County \$40.00 and State \$125.00										
01-1907-52155	PROFESSIONAL DEVELOPMENT	178	200	0	200	200	200	200	0	0.00
Admins, GIS, Etc. CCMC Recertification										
01-1907-52181	PRINTING	200	400	257	400	400	400	400	0	0.00
Partial payments books, Motor Vehicle releases, Envelopes										
01-1907-52189	SERVICES - OTHER	2,352	11,300	1,531	11,300	11,300	11,300	11,300	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	250	250	0	0.00
1/2 of Town Clerks Expense \$500										
01-1907-52205	OFFICE MACHINERY MAI	307	475	308	475	475	475	475	0	0.00
Contract for Maintenance cash Validators \$205; Calculators \$170; Typewriter \$100										
01-1907-52221	POSTAGE	9,963	12,000	4,112	12,000	12,000	12,000	12,000	0	0.00
Postage and Postal Permits; Repair & Maintenance of equipment										
01-1907-52231	OFFICE SUPPLIES	498	500	85	500	500	500	500	0	0.00
Calculator \$300; Validator Ribbons \$150; General \$250 Pens, Calculator ribbons, adding machine tape etc.										
<u>Total FINANCE</u>		<u>286,109</u>	<u>310,243</u>	<u>280,870</u>	<u>307,970</u>	<u>308,029</u>	<u>308,029</u>	<u>308,029</u>	<u>-2,214</u>	<u>-1</u>
<u>Total 1907 REVENUE COLLECTION</u>		<u>286,109</u>	<u>310,243</u>	<u>280,870</u>	<u>307,970</u>	<u>308,029</u>	<u>308,029</u>	<u>308,029</u>	<u>-2,214</u>	<u>-1</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 2017/2018 standard audit fees, which are budgeted in fiscal year 2018/2019, are estimated at \$72,680, \$2,375 of which is paid from the Sewer Fund (05). It is anticipated that, due to implementation of reporting requirements on the GASB Statement No. 74 on Financial Reporting by Other Post-Retirement Benefits (OPEB) Plans and the GASB Statement No. 75 on Accounting and Financial Reporting for Postemployment Benefits, additional audit staff assistance may be necessary for an additional fee of \$2,500. This amount is incorporated in the fiscal year 2018/2019 budget request.

Town of Avon
Board of Finance's Budget Summary
Fiscal Year 2018/2019

<u>Account and Description</u>	<u>2017 Actual</u>	<u>2018 Base Budget</u>	<u>2018 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	1,073	1,620	1,127	1,620	1,620	1,620	1,620	0	0.00
EMPLOYEE BENEFITS	0	123	0	123	123	123	123	0	0.00
<u>Total_PERSONAL SERVICES</u>	<u>1,073</u>	<u>1,743</u>	<u>1,127</u>	<u>1,743</u>	<u>1,743</u>	<u>1,743</u>	<u>1,743</u>	<u>0</u>	<u>0</u>
SERVICES & SUPPLIES									
EMPLOYEE BENEFITS	3	3	0	3	2	2	2	-1	-33.33
AUTO ALLOWANCE	0	100	0	100	100	100	100	0	0.00
TRAVEL & MEETING EXP	0	50	0	50	50	50	50	0	0.00
ADVERTISING	573	750	66	750	750	750	750	0	0.00
CONTRACTUAL SERV & PRINTING	72,025	71,350	71,350	72,005	72,005	72,005	72,005	655	0.92
RENTALS	744	950	370	950	950	950	950	0	0.00
POSTAGE	0	125	0	125	125	125	125	0	0.00
MATERIALS AND SUPPLIES	0	400	287	400	400	400	400	0	0.00
<u>Total_SERVICES & SUPPLIES</u>	<u>73,345</u>	<u>73,728</u>	<u>72,073</u>	<u>74,383</u>	<u>74,382</u>	<u>74,382</u>	<u>74,382</u>	<u>654</u>	<u>1</u>
<u>Total_1911 BD OF FINANCE</u>	<u>74,418</u>	<u>75,471</u>	<u>73,200</u>	<u>76,126</u>	<u>76,125</u>	<u>76,125</u>	<u>76,125</u>	<u>654</u>	<u>1</u>

Town of Avon
Board of Finance's Budget Detail
Fiscal Year 2018/2019

<u>Account#</u>	<u>Description</u>	<u>2017 Actual</u>	<u>2018 Base Budget</u>	<u>2018 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>
01-1911-51012	REG PART TIME	1,073	1,620	1,127	1,620	1,620	1,620	1,620	0	0.00
01-1911-51031	FICA	0	123	0	123	123	123	123	0	0.00
01-1911-51036	WORK COMP	3	3	0	3	2	2	2	-1	-33.33
01-1911-52111	MILEAGE & TOLLS	0	100	0	100	100	100	100	0	0.00
01-1911-52113	MEALS	0	50	0	50	50	50	50	0	0.00
01-1911-52122	ADVERTISING-LEGAL	573	750	66	750	750	750	750	0	0.00
01-1911-52181	PRINTING	1,625	1,700	1,700	1,700	1,700	1,700	1,700	0	0.00
01-1911-52184	SERVICE & CONSULTANT	70,400	69,650	69,650	70,305	70,305	70,305	70,305	655	0.94
Independent Audit:										
Town \$36,725										
BOE \$28,005										
AVFD \$ 3,075										
GASB 74 \$ 2,500										
Sewer \$ 2,375 (05-3205)										
01-1911-52193	COPIER	744	950	370	950	950	950	950	0	0.00
01-1911-52221	POSTAGE	0	125	0	125	125	125	125	0	0.00
01-1911-52231	OFFICE SUPPLIES	0	400	287	400	400	400	400	0	0.00
	<u>_Total_FINANCE</u>	<u>74,418</u>	<u>75,471</u>	<u>73,200</u>	<u>76,126</u>	<u>76,125</u>	<u>76,125</u>	<u>76,125</u>	<u>654</u>	<u>1</u>
	<u>_Total_1911 BD OF FINANCE</u>	<u>74,418</u>	<u>75,471</u>	<u>73,200</u>	<u>76,126</u>	<u>76,125</u>	<u>76,125</u>	<u>76,125</u>	<u>654</u>	<u>1</u>

Personnel Wage Analysis

[illegible]

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 2018/2019 budget does not reflect significant changes from fiscal year 2017/2018.

PERFORMANCE MEASURES

WORKLOAD MEASURES	2014/ 2015	2015/ 2016	2016/ 2017	Est. 2017/ 2018	Proj. 2018/ 2019
Number of Appeals Heard	7	10	3	3	50**
Appeals Granted	6	5	1	*	*
Appeals Denied	1	5	2	*	*
Total Reduction	1,085,980	2,172,090	58,270	*	*
Percent of Grand List	0.00041	0.00082	0.00002	*	*

* Not available at this time

** Year of Revaluation

Town of Avon
Board of Finance's Budget Summary
Fiscal Year 2018/2019

<u>Account and Description</u>	<u>2017 Actual</u>	<u>2018 Base Budget</u>	<u>2018 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	100	400	400	400	400	0	0.00
EMPLOYEE BENEFITS	0	31	0	31	31	31	31	0	0.00
<u>_Total_ PERSONAL SERVICES</u>	<u>100</u>	<u>431</u>	<u>100</u>	<u>431</u>	<u>431</u>	<u>431</u>	<u>431</u>	<u>0</u>	<u>0</u>
SERVICES & SUPPLIES									
EMPLOYEE BENEFITS	1	1	0	1	1	1	1	0	0.00
RENTALS	26	150	0	150	150	150	150	0	0.00
POSTAGE	0	150	0	150	150	150	150	0	0.00
MATERIALS AND SUPPLIES	297	300	27	300	300	300	300	0	0.00
<u>_Total_ SERVICES & SUPPLIES</u>	<u>324</u>	<u>601</u>	<u>27</u>	<u>601</u>	<u>601</u>	<u>601</u>	<u>601</u>	<u>0</u>	<u>0</u>
<u>_Total_ 1913 BD OF ASSESSMENT APPEALS</u>	<u>424</u>	<u>1,032</u>	<u>127</u>	<u>1,032</u>	<u>1,032</u>	<u>1,032</u>	<u>1,032</u>	<u>0</u>	<u>0</u>

Town of Avon
Board of Finance's Budget Detail
Fiscal Year 2018/2019

<u>Account#</u>	<u>Description</u>	<u>2017 Actual</u>	<u>2018 Base Budget</u>	<u>2018 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>
01-1913-51014	TEMPORARY PART TIME	100	400	100	400	400	400	400	0	0.00
01-1913-51031	FICA	0	31	0	31	31	31	31	0	0.00
01-1913-51036	WORK COMP	1	1	0	1	1	1	1	0	0.00
01-1913-52193	COPIER	26	150	0	150	150	150	150	0	0.00
01-1913-52221	POSTAGE	0	150	0	150	150	150	150	0	0.00
01-1913-52231	OFFICE SUPPLIES	297	300	27	300	300	300	300	0	0.00
	<u>_Total_FINANCE</u>	<u>424</u>	<u>1,032</u>	<u>127</u>	<u>1,032</u>	<u>1,032</u>	<u>1,032</u>	<u>1,032</u>	<u>0</u>	<u>0</u>
	<u>_Total_1913 BD OF ASSESSMENT APPEALS</u>	<u>424</u>	<u>1,032</u>	<u>127</u>	<u>1,032</u>	<u>1,032</u>	<u>1,032</u>	<u>1,032</u>	<u>0</u>	<u>0</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 2018/2019 requested budget include continuing to consolidate information technology expenses in the Information Technology-Computer Operations budget line (1920-52206), sufficient funds to support a hosted email service, and positioning the Town to be prepared for the end of extended support for the Windows 7 operating system, which will occur during fiscal year 2019/2020.

WORKLOAD MEASURES	2014/ 2015	2015/ 2016	2016/ 2017	Est. 2017/ 2018	Proj. 2018/ 2019
Number of Nodes (IP Address)	125	125	130	140	140
Number of IT Agenda meeting minutes prepared	6	6	6	6	6
Annual Number of Helpdesk calls/month*	63	45	51	60	60
Compliance with licensing agreements	100%	100%	100%	100%	100%
Percent of network server hours controlled up-time	99%	98%	100%	99%	99%

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

PERFORMANCE MEASURES

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

419.20 INFORMATION TECHNOLOGY, continued

TOWN OF AVON

WEBSITE STATISTICS*

WORKLOAD MEASURES	2014/ 2015	2015/ 2016	2016/ 2017	Est. 2017/ 2018	Proj. 2018/ 2019
Total Hits*	628,083	523,345	473,238	500,000	525,000
Total Visitor Sessions	196,323	173,943	165,025	175,000	185,000
Average Session Length	3:31	2:03	1:51	2:00	2:00
Number of Pages Viewed	555,013	430,830	388,200	400,000	425,000
Downloaded Adobe Files	31,396	22,419	18,887	16,000	15,000
Number of Subscribers:					
Agendas.....	872	918	954	1,000	1,000
Bulletin Board.....	982	994	1,024	1,100	1,200
Employment.....	723	742	758	750	750
Rec. Bulletin Board**.....	1,099	3,427	3,287	3,500	3,600
Library Events.....	4,560	3,923	3,611	3,750	3,800

*Avon's new website, launched during fiscal year 2014/2015, accounts for some of the significant shifts in the statistics, most noticeably the results for "Total Hits" and "Average Session Length". The new website has resulted in many improvements in efficiency. The site is more streamlined, more user-friendly, more mobile friendly, and features easily navigated pages. 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.

**One time increase in fiscal year 2015/2016 due to the automatic subscription of all MyRec.com users to the Recreation Bulletin Board listserv.

PROGRAM OBJECTIVES

Special objectives beyond those listed in the Program Description:

- To develop a responsive website, that adjusts display based on the screen size of the device accessing the site.
- Increase e-government functions and offer additional online options for residents.
- Add or improve wireless internet access at Town Hall, Sycamore Hills and other Town of Avon locations.
- Implement a hosted email service for Town staff.
- Improve staff training.
- Prepare for end of support for Windows 7.

Town of Avon
Board of Finance's Budget Summary
Fiscal Year 2018/2019

<u>Account and Description</u>	<u>2017 Actual</u>	<u>2018 Base Budget</u>	<u>2018 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	300	590	65	590	590	590	590	0	0.00
CONTRACTUAL SERV & PRINTING	39,850	45,700	15,235	39,760	39,760	48,760	48,760	3,060	6.70
EQUIPMENT OPER & MAINT	125,118	156,820	156,790	185,270	185,270	185,270	185,270	28,450	18.14
MATERIALS AND SUPPLIES	8,474	9,250	5,280	9,250	9,250	9,250	9,250	0	0.00
_Total_SERVICES & SUPPLIES	173,742	212,360	177,370	234,870	234,870	243,870	243,870	31,510	15
CAPITAL OUTLAY									
CAPITAL EQUIP EXP	0	0	0	20,000	20,000	20,000	20,000	20,000	0.00
_Total_CAPITAL OUTLAY	0	0	0	20,000	20,000	20,000	20,000	20,000	0
Total 1920 INFORMATION TECHNOLOGY	173,742	212,360	177,370	254,870	254,870	263,870	263,870	51,510	24

Town of Avon
Board of Finance's Budget Detail
Fiscal Year 2018/2019

<u>Account#</u>	<u>Description</u>	<u>2017 Actual</u>	<u>2018 Base Budget</u>	<u>2018 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	300	590	65	590	590	590	590	0	0.00
ON SITE TRAINING \$300 CCM E-GOV EVENT \$260 CT GMIS \$30										
01-1920-52184	SERVICE & CONSULTANT	32,319	32,720	5,558	26,740	26,740	35,740	35,740	3,020	9.23
NETWORK, PC PERIPHERAL TECH SUPPORT FROM LEIDOS TIME/ATTEND MAINT \$5230 (TOWN COUNCIL INCREASED)										
01-1920-52185	GENERAL SERVICE	7,531	12,980	9,677	13,020	13,020	13,020	13,020	40	0.31
INTERNET HOST & SERVICES ANNUAL CONNECT/MAINT LISTSERV \$800 ROUTER ANNUAL \$2320 \$7200/Y NUTMEG NETWORK										
01-1920-52205	OFFICE MACHINERY MAI	3,939	4,060	4,053	4,180	4,180	4,180	4,180	120	2.96
UPS FULL SERVICE PLAN										
01-1920-52206	COMPUTER OPERATION	121,179	152,760	152,737	181,090	181,090	181,090	181,090	28,330	18.55
ADMINS/AUC \$53400 FACILITY DUDE \$4130 WEBSITE \$6320 CONSULTING \$36000 LEIDOS SUPPORT \$76040										
01-1920-52231	OFFICE SUPPLIES	8,474	9,250	5,280	9,250	9,250	9,250	9,250	0	0.00
SOFTWARE & HARDWARE UPGRADES/REPLACEMENTS										
01-1920-53317	COMPUTER INFRASTRUCTURE/SERVER	0	0	0	20,000	20,000	20,000	20,000	20,000	0.00
PREPARATION										
<u>_Total_ FINANCE</u>		<u>173,742</u>	<u>212,360</u>	<u>177,370</u>	<u>254,870</u>	<u>254,870</u>	<u>263,870</u>	<u>263,870</u>	<u>51,510</u>	<u>24</u>
<u>_Total_ 1920 INFORMATION TECHNOLOGY</u>		<u>173,742</u>	<u>212,360</u>	<u>177,370</u>	<u>254,870</u>	<u>254,870</u>	<u>263,870</u>	<u>263,870</u>	<u>51,510</u>	<u>24</u>

