

GENERAL GOVERNMENT

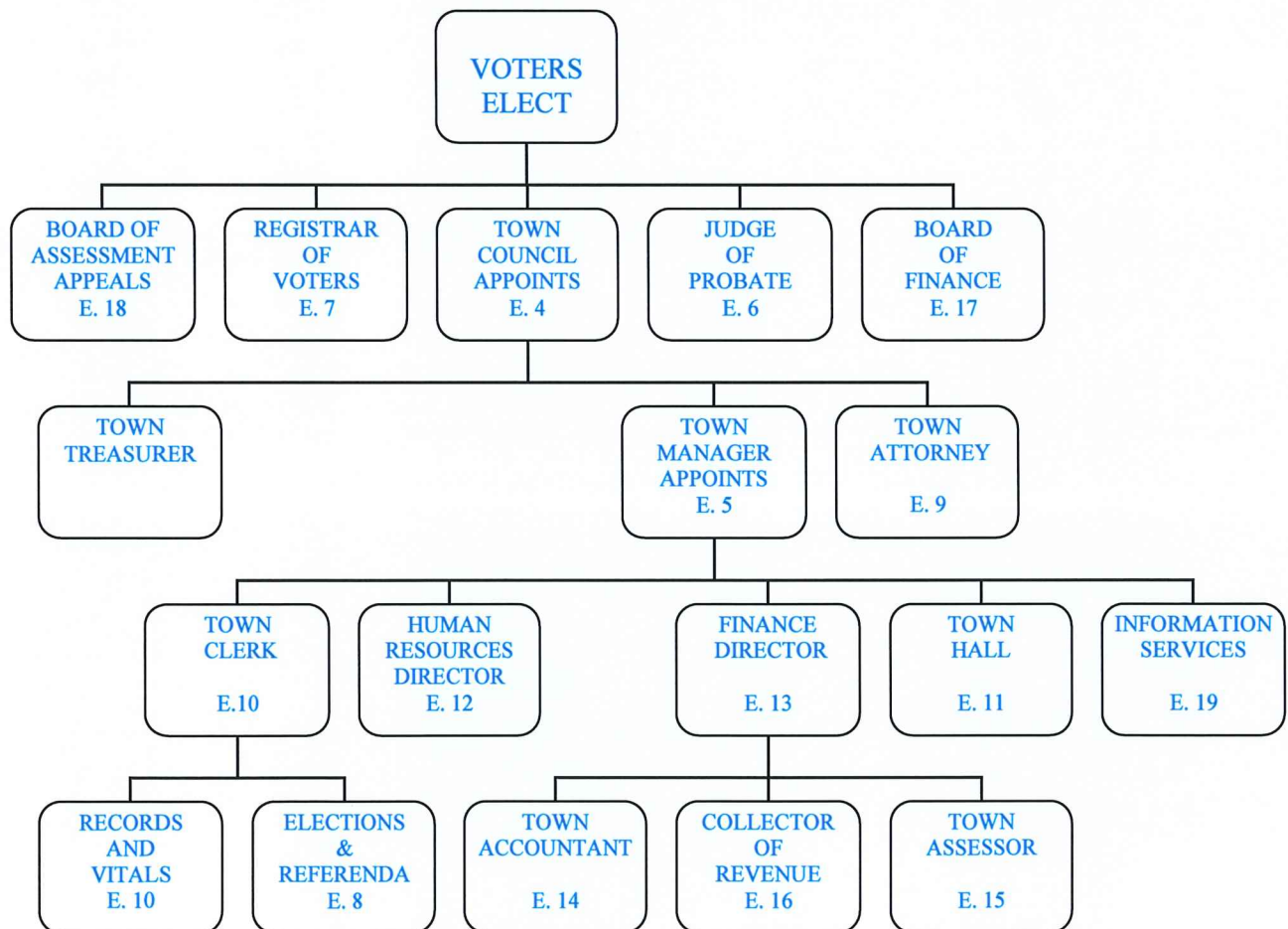
PROGRAM DESCRIPTION

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

	2018/ 2019	2019/ 2020	2020/ 2021	2021/ 2022	2022/ 2023	\$ Inc/(Dec)	% Inc-/Dec
Full-Time Positions	15.4	14.4	14.4	14.4	17.5	3.1	21.53%
Expenditures	\$3,534,458	\$3,409,236	\$3,630,665	\$3,696,005	\$3,101,653	(\$594,352)	-16.08%

GENERAL GOVERNMENT ORGANIZATIONAL CHART

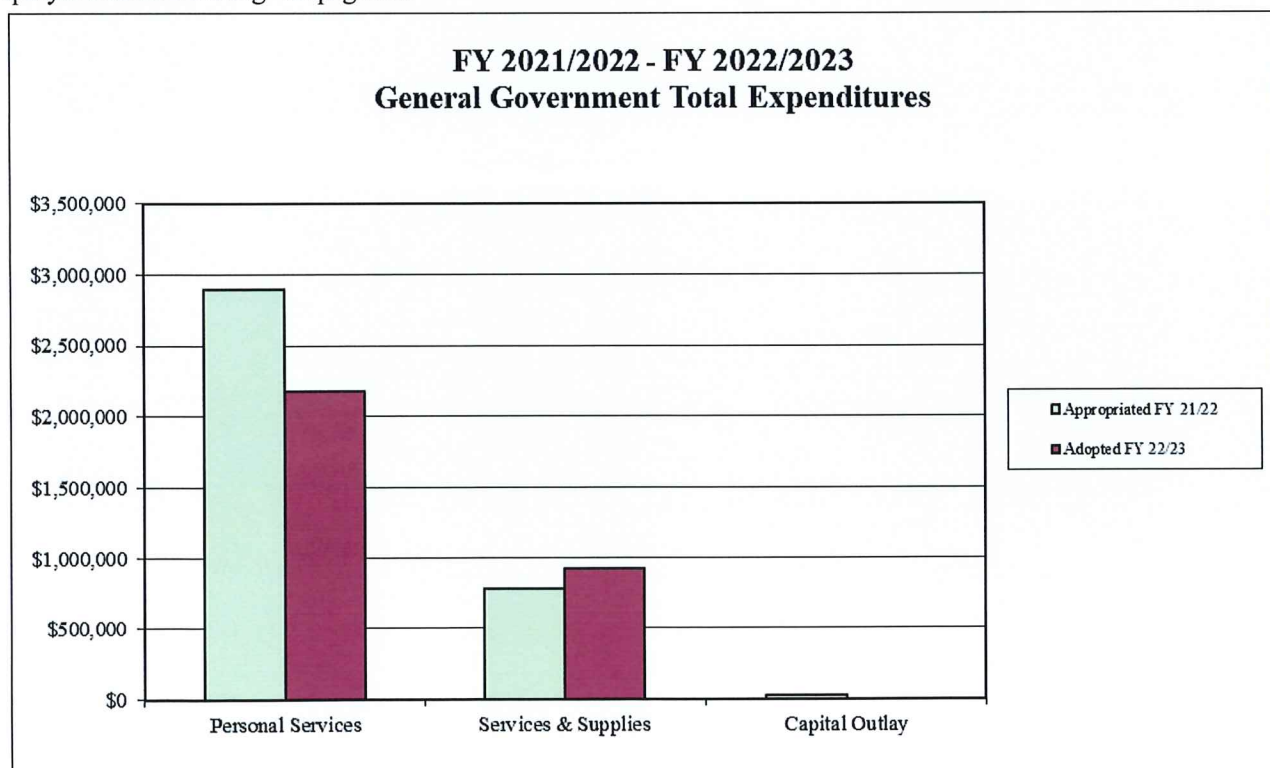


**ADOPTED BUDGET SUMMARY
GENERAL GOVERNMENT**

	Appropriated FY 2021/2022	Requested FY 2022/2023	Adopted FY 2022/2023	Inc/(Dec) \$	Inc/-Dec %
Town Council					
Total Personal Services	\$1,944	\$1,943	\$1,942	(\$2)	-0.10%
Total Services & Supplies	\$49,170	\$50,045	\$50,045	\$875	1.78%
Total Town Council	\$51,114	\$51,988	\$51,987	\$873	1.71%
Town Manager					
Total Personal Services	\$561,961	\$450,155	\$434,978	(\$126,983)	-22.60%
Total Services & Supplies	\$12,480	\$16,204	\$32,736	\$20,256	162.31%
Total Town Manager	\$574,441	\$466,359	\$467,714	(\$106,727)	-18.58%
Probate					
Total Services & Supplies	\$7,400	\$7,760	\$7,760	\$360	4.86%
Total Probate	\$7,400	\$7,760	\$7,760	\$360	4.86%
Registrar of Voters					
Total Personal Services	\$49,662	\$47,308	\$47,300	(\$2,362)	-4.76%
Total Services & Supplies	\$10,750	\$12,300	\$12,300	\$1,550	14.42%
Total Registration of Voters	\$60,412	\$59,608	\$59,600	(\$812)	-1.34%
Elections and Referenda					
Total Personal Services	\$26,991	\$36,863	\$36,857	\$9,866	36.55%
Total Services & Supplies	\$34,600	\$37,900	\$37,900	\$3,300	9.54%
Total Elections and Referenda	\$61,591	\$74,763	\$74,757	\$13,166	21.38%
Legal Services					
Total Services & Supplies	\$180,000	\$185,000	\$185,000	\$5,000	2.78%
Total Legal Services	\$180,000	\$185,000	\$185,000	\$5,000	2.78%
Records and Vital Statistics					
Total Personal Services	\$416,122	\$260,563	\$260,521	(\$155,601)	-37.39%
Total Services & Supplies	\$35,420	\$38,420	\$38,420	\$3,000	8.47%
Total Records and Vital Statistics	\$451,542	\$298,983	\$298,941	(\$152,601)	-33.80%
Town Hall					
Total Personal Services	\$113,086	\$98,135	\$98,120	(\$14,966)	-13.23%
Total Services & Supplies	\$10,250	\$13,150	\$13,150	\$2,900	28.29%
Total Town Hall	\$123,336	\$111,285	\$111,270	(\$12,066)	-9.78%
Human Resources					
Total Personal Services	\$236,298	\$226,709	\$226,671	(\$9,627)	-4.07%
Total Services & Supplies	\$5,680	\$29,110	\$29,110	\$23,430	412.50%
Total Human Resources	\$241,978	\$255,819	\$255,781	\$13,803	5.70%
Finance Administration					
Total Personal Services	\$313,401	\$286,231	\$286,179	(\$27,222)	-8.69%
Total Services & Supplies	\$4,380	\$4,110	\$4,110	(\$270)	-6.16%
Total Finance Administration	\$317,781	\$290,341	\$290,289	(\$27,492)	-8.65%
Accounting					
Total Personal Services	\$480,732	\$294,230	\$294,187	(\$186,545)	-38.80%
Total Services & Supplies	\$24,235	\$27,535	\$27,535	\$3,300	13.62%
Total Accounting	\$504,967	\$321,765	\$321,722	(\$183,245)	-36.29%

	Appropriated FY 2021/2022	Requested FY 2022/2023	Adopted FY 2022/2023	Inc/(Dec) \$	Inc/-Dec %
Assessment					
Total Personal Services	\$385,792	\$309,975	\$309,711	(\$76,081)	-19.72%
Total Services & Supplies	\$12,855	\$14,490	\$14,490	\$1,635	12.72%
Total Assessment	\$398,647	\$324,465	\$324,201	(\$74,446)	-18.67%
Revenue Collection					
Total Personal Services	\$309,922	\$182,335	\$182,308	(\$127,614)	-41.18%
Total Services & Supplies	\$26,125	\$26,550	\$26,550	\$425	1.63%
Total Revenue Collection	\$336,047	\$208,885	\$208,858	(\$127,189)	-37.85%
Board of Finance					
Total Personal Services	\$1,748	\$1,747	\$1,747	(\$1)	-0.06%
Total Services & Supplies	\$77,359	\$78,626	\$78,626	\$1,267	1.64%
Total Board of Finance	\$79,107	\$80,373	\$80,373	\$1,266	1.60%
Board of Assessment Appeals					
Total Personal Services	\$432	\$0	\$0	(\$432)	-100.00%
Total Services & Supplies	\$600	\$600	\$600	\$0	0.00%
Total Board of Assessment Appeals	\$1,032	\$600	\$600	(\$432)	-41.86%
Information Technology					
Total Services & Supplies	\$285,110	\$345,880	\$362,800	\$77,690	27.25%
Total Capital Outlay	\$21,500	\$0	\$0	(\$21,500)	-100.00%
Total Information Technology	\$306,610	\$345,880	\$362,800	\$56,190	18.33%
Total Personal Services	\$2,898,091	\$2,196,194	\$2,180,521	(\$717,570)	-24.76%
Total Services and Supplies	\$776,414	\$887,680	\$921,132	\$144,718	18.64%
Total Capital Outlay	\$21,500	\$0	\$0	(\$21,500)	-100.00%
Total General Government	\$3,696,005	\$3,083,874	\$3,101,653	(\$594,352)	-16.08%

NEW FY23: Personal Services object codes 51032 (DB), 51039 (OPEB), & 51040 (Life/LTD) now consolidated under "Employee Benefit Funding" on page L.8.



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 7:00 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

This category reflects memberships to various regional and public interest organizations such as the Capitol Region Council of Governments and the Connecticut Conference of Municipalities as well as contributions to regional programs such as the North Central Mental Health District. This category is level funded for fiscal year 2022/2023.

WORKLOAD MEASURES	2018/ 2019	2019/ 2020	2020/ 2021	Est. 2021/ 2022	Proj. 2022/ 2023
Regular Meetings	11	11	11	10	10
Special Meetings	5	6	4	6	4
Public Hearings	6	2	5	5	4
PERFORMANCE MEASURES					
Number of Ordinances Adopted/Changed/Repealed	0/18	0/18	2/18	3/18	2/18

Board of Finance's Budget Summary

Budget Fiscal Year: 2023 to 2023

Account# and Description	2021 Actual	2022 Base Budget	2022 Actual YTD	Department Head	Town Manager	Town Council	Board of Finance	Inc/Dec	%
01 GENERAL FUND									
1101 TOWN COUNCIL									
PERSONAL SERVICES									
WAGES & SALARIES	1,999	1,800	1,556	1,800	1,800	1,800	1,800	0	0
EMPLOYEE BENEFITS	5	144	4	143	143	142	142	(2)	(1)
Total PERSONAL SERVICES	2,004	1,944	1,560	1,943	1,943	1,942	1,942	(2)	0
SERVICES & SUPPLIES									
AUTO ALLOWANCE	0	200	0	200	200	200	200	0	0
TRAVEL & MEETING EXP	0	100	0	100	100	100	100	0	0
ADVERTISING	214	1,250	1,044	1,250	1,250	1,250	1,250	0	0
MEMBERSHIP FEES	30,253	30,470	30,253	30,470	30,470	30,470	30,470	0	0
GRANTS & CONTRIBUTIONS	1,266	1,300	1,266	1,300	1,325	1,325	1,325	25	2
CONTRACTUAL SERV & PRINTING	11,566	12,850	13,582	13,700	13,700	13,700	13,700	850	7
RENTALS	1,101	1,450	850	1,450	1,450	1,450	1,450	0	0
POSTAGE	216	150	9	150	150	150	150	0	0
MATERIALS AND SUPPLIES	1,107	1,400	809	1,400	1,400	1,400	1,400	0	0
Total SERVICES & SUPPLIES	45,723	49,170	47,813	50,020	50,045	50,045	50,045	875	2
Total 1101 TOWN COUNCIL	47,727	51,114	49,373	51,963	51,988	51,987	51,987	873	2

Board of Finance's Budget Detail

Budget Fiscal Year: 2023 to 2023

Account# and Description	2021	2022	2022	Department			Board		
	Actual	Base Budget	Actual YTD	Head	Town Manager	Town Council	of Finance	Inc/Dec	%
01-1101-51012 REG PART TIME	1,999	1,800	1,556	1,800	1,800	1,800	1,800	0	0
01-1101-51031 FICA	0	138	0	138	138	138	138	0	0
01-1101-51036 WORK COMP	5	6	4	5	5	4	4	(2)	(33)
01-1101-52111 MILEAGE & TOLLS	0	200	0	200	200	200	200	0	0
01-1101-52113 MEALS	0	100	0	100	100	100	100	0	0
01-1101-52122 ADVERTISING-LEG Public Hearings, etc.	214	1,250	1,044	1,250	1,250	1,250	1,250	0	0
01-1101-52132 FEES-STATE OR R CRCOG: \$15,877 CCM: \$ 9,698 COST: \$ 1,275 METRO ALLIANCE: \$ 3,619	30,253	30,470	30,253	30,470	30,470	30,470	30,470	0	0
01-1101-52162 REGIONAL PROGRA Amplify \$1,325 (formerly N. Central Mental Health District) (TOWN MANAGER INCREASED)	1,266	1,300	1,266	1,300	1,325	1,325	1,325	25	2
01-1101-52181 PRINTING Annual Report, and three Town Newsletters	11,071	11,050	12,412	11,900	11,900	11,900	11,900	850	8
01-1101-52184 SERVICE & CONSU ACEC Clerk Services	495	1,800	1,170	1,800	1,800	1,800	1,800	0	0
01-1101-52193 COPIER	1,101	1,450	850	1,450	1,450	1,450	1,450	0	0
01-1101-52221 POSTAGE	216	150	9	150	150	150	150	0	0
01-1101-52231 OFFICE SUPPLIES	1,107	1,400	809	1,400	1,400	1,400	1,400	0	0
Total LEGISLATIVE	47,727	51,114	49,373	51,963	51,988	51,987	51,987	873	2
Total 1101 TOWN COUNCIL	47,727	51,114	49,373	51,963	51,988	51,987	51,987	873	2

Town of Avon
Personnel Wage Analysis

<u>Account</u>	<u>Town Council</u> <u>Title</u>	<u>Car/Stipend</u>	<u>Total</u>	<u>Annual Total</u> <u>For Split</u> <u>Department Wages</u>
01-1101-51012	CLERK TOWN COUNCIL		1,800	
			<u>1,800</u>	

Legend:

51011 Full Time
51012 Part Time
51013 Temp Full Time
51014 Temp Part Time

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 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

Changes in this division include funding for the Town Manager and the Assistant Town Manager to attend the 2022 ICMA Conference in Columbus, OH. This program also includes \$16,500 to reflect the full-year cost of a graduate public policy intern from the University of Connecticut's Internship and Professional Practice Program to provide technical assistance in the Town Manager's Office. This proposal is new for fiscal year 2022/2023.

WORKLOAD MEASURES	2018/ 2019	2019/ 2020	2020/ 2021	Est. 2021/ 2022	Proj. 2022/ 2023
Items Purchased through a competitive process (Bid, RFP, RFQ & PQ)	10	4	8	8	10
Town Board Agendas Prepared	27	29	28	28	30
Declared Emergencies	0	1	2	1	1
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." It is the goal of the Town Manager's Office to support the pursuit of the Mission and Long Term Goals, as adopted by Town Council, by all departments, divisions and programs.

Board of Finance's Budget Summary

Budget Fiscal Year: 2023 to 2023

Account# and Description	2021 Actual	2022 Base Budget	2022 Actual YTD	Department Head	Town Manager	Town Council	Board of Finance	Inc/Dec	%
1201 TOWN MANAGER									
PERSONAL SERVICES									
WAGES & SALARIES	332,225	339,342	300,296	361,021	361,021	348,049	348,049	8,707	3
EMPLOYEE BENEFITS	228,409	222,619	227,053	89,134	89,134	86,929	86,929	(135,690)	(61)
Total PERSONAL SERVICES	560,634	561,961	527,349	450,155	450,155	434,978	434,978	(126,983)	(23)
SERVICES & SUPPLIES									
AUTO ALLOWANCE	0	400	0	1,600	1,600	1,600	1,600	1,200	300
TRAVEL & MEETING EXP	22	1,300	69	3,300	3,300	3,300	3,300	2,000	154
MEMBERSHIP FEES	1,719	1,800	2,190	2,270	2,270	2,270	2,270	470	26
BOOKS & PERIODICALS	1,004	1,500	1,412	1,500	1,500	1,500	1,500	0	0
RECRUITMENT & TRAINING	421	2,710	608	2,710	2,710	2,710	2,710	0	0
CONTRACTUAL SERV & PRINTING	0	0	9,960	0	0	16,500	16,500	16,500	0
RENTALS	992	1,250	765	1,250	1,250	1,250	1,250	0	0
EQUIPMENT OPER & MAINT	104	520	0	574	574	606	606	86	17
POSTAGE	251	1,000	213	1,000	1,000	1,000	1,000	0	0
MATERIALS AND SUPPLIES	1,109	2,000	976	2,000	2,000	2,000	2,000	0	0
Total SERVICES & SUPPLIES	5,622	12,480	16,193	16,204	16,204	32,736	32,736	20,256	162
Total 1201 TOWN MANAGER	566,256	574,441	543,542	466,359	466,359	467,714	467,714	(106,727)	(19)

Budget Fiscal Year: 2023 to 2023

Account# and Description	2021 Actual	2022 Base Budget	2022 Actual YTD	Department Head	Town Manager	Town Council	Board of Finance	Inc/Dec	%
01-1201-51011 REG FULL TIME	332,225	339,342	300,296	361,021	361,021	348,049	348,049	8,707	3
01-1201-51031 FICA	23,507	23,733	20,598	25,803	25,803	25,352	25,352	1,619	7
01-1201-51032 RETIREMENT	104,965	104,499	110,172	0	0	0	0	(104,499)	(100)
01-1201-51033 MEDICAL INSURAN	7,946	8,307	8,307	8,818	8,818	8,818	8,818	511	6
01-1201-51034 DENTAL INS	1,698	484	404	1,662	1,662	1,662	1,662	1,178	243
01-1201-51036 WORK COMP	5,450	7,021	4,898	6,376	6,376	5,660	5,660	(1,361)	(19)
01-1201-51038 DEFINED CONTRIB	28,104	28,545	24,636	30,275	30,275	29,237	29,237	692	2
01-1201-51039 RETIREE HEALTH	39,971	35,472	40,751	0	0	0	0	(35,472)	(100)
01-1201-51040 LIFE/LTD INSURA	568	634	560	0	0	0	0	(634)	(100)
01-1201-51043 PMTS IN LIEU OF	9,700	10,977	10,977	9,700	9,700	9,700	9,700	(1,277)	(12)
01-1201-51056 DC PLAN FORFEIT	0	(3,553)	0	0	0	0	0	3,553	(100)
01-1201-52101 CAR ALLOWANCE	6,500	6,500	5,750	6,500	6,500	6,500	6,500	0	0
01-1201-52102 MILEAGE	0	400	0	400	400	400	400	0	0
01-1201-52111 MILEAGE & TOLLS	0	0	0	1,200	1,200	1,200	1,200	1,200	0
ICMA Conference - Columbus, OH									
01-1201-52112 LODGING	0	0	0	2,000	2,000	2,000	2,000	2,000	0
ICMA Conference - Columbus, OH									
01-1201-52113 MEALS	22	1,300	69	1,300	1,300	1,300	1,300	0	0
ICMA Conference, CTCMA, and Employee Picnic									
01-1201-52131 FEES-PROFESSION	1,719	1,800	2,190	2,270	2,270	2,270	2,270	470	26
ICMA: \$2,115									
CTCMA: \$ 150									
01-1201-52141 BOOKS & PERIODI	1,004	1,500	1,412	1,500	1,500	1,500	1,500	0	0
Newspapers & Books									
01-1201-52155 PROFESSIONAL DE	421	2,710	608	2,710	2,710	2,710	2,710	0	0
COST: \$160									
CCM: \$200									
ICMA: \$1,530									
CTCMA: \$150									
01-1201-52184 SERVICE & CONSU	0	0	9,960	0	0	16,500	16,500	16,500	0
UConn DPP Graduate Student Intern									
(TOWN COUNCIL INCREASED)									
01-1201-52193 COPIER	992	1,250	765	1,250	1,250	1,250	1,250	0	0
01-1201-52201 MOTOR FUELS	104	270	0	324	324	356	356	86	32
108 Gallons/Unleaded Fuel									
@ \$3.00 per gallon = \$324									
(TOWN COUNCIL INCREASED)									
01-1201-52205 OFFICE MACHINER	0	250	0	250	250	250	250	0	0
01-1201-52221 POSTAGE	251	1,000	213	1,000	1,000	1,000	1,000	0	0
01-1201-52231 OFFICE SUPPLIES	1,109	2,000	976	2,000	2,000	2,000	2,000	0	0

Board of Finance's Budget Detail

Budget Fiscal Year: 2023 to 2023

Account# and Description	2021 Actual	2022 Base Budget	2022 Actual YTD	Department Head	Town Manager	Town Council	Board of Finance	Inc/Dec	%
Total EXECUTIVE	566,256	574,441	543,542	466,359	466,359	467,714	467,714	(106,727)	(19)
Total 1201 TOWN MANAGER	566,256	574,441	543,542	466,359	466,359	467,714	467,714	(106,727)	(19)

Town of Avon
Personnel Wage Analysis

				Annual Total For Split
<u>Account</u>	<u>TOWN MANAGER Title</u>	<u>Car/Stipend</u>	<u>Total</u>	<u>Department Wages</u>
01-1201-51011	TOWN MANAGER / 457		8,719	
01-1201-51011	ASSISTANT TOWN MANAGER		91,851	
01-1201-51011	EXECUTIVE SECRETARY		73,104	77,770
01-1201-51011	TOWN MANAGER		174,375	
01-1201-52101	TOWN MANAGER	CAR ALLOW	6,500	
			<u><u>354,549</u></u>	

Legend:

51110 Full Time
51112 Part Time
51013 Temp Full Time
51014 Temp Part Time



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 2022/2023 will be approximately \$7,760.

PERFORMANCE MEASURES

WORKLOAD MEASURES	2018/ 2019	2019/ 2020	2020/ 2021	Est. 2021/ 2022	Proj. 2022/ 2023
Decedents Estates	242	180	218	220	220
Small Estates & Tax Purposes Only Estates	198	179	192	190	190

Board of Finance's Budget Summary

Budget Fiscal Year: 2023 to 2023

Account# and Description	2021 Actual	2022 Base Budget	2022 Actual YTD	Department Head	Town Manager	Town Council	Board of Finance	Inc/Dec	%
1301 PROBATE									
SERVICES & SUPPLIES									
CONTRACTUAL SERV & PRINTING	6,962	7,400	7,753	7,400	7,760	7,760	7,760	360	5
Total SERVICES & SUPPLIES	6,962	7,400	7,753	7,400	7,760	7,760	7,760	360	5
Total 1301 PROBATE	6,962	7,400	7,753	7,400	7,760	7,760	7,760	360	5

Board of Finance's Budget Detail

Budget Fiscal Year: 2023 to 2023

Account# and Description	2021 Actual	2022 Base Budget	2022 Actual YTD	Department Head	Town Manager	Town Council	Board of Finance	Inc/Dec	%
01-1301-52184 SERVICE & CONSU 29% of Simsbury Regional Court Operating Expenditure (TOWN MANAGER INCREASED)	6,962	7,400	7,753	7,400	7,760	7,760	7,760	360	5
Total JUDICIAL	6,962	7,400	7,753	7,400	7,760	7,760	7,760	360	5
Total 1301 PROBATE	6,962	7,400	7,753	7,400	7,760	7,760	7,760	360	5



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 increases in this area from last year that impacts the budget.

WORKLOAD MEASURES	2018/ 2019	2019/ 2020	2020/ 2021	Est. 2021/ 2022	Proj. 2022/ 2023
# of Voters	12,651	13,200	13,400	13,490	13,500
# Voters Added to Registry List	922	1,300	800	1850	1,300
# Changes to Enrollment List	136	200	200	450	300
# Voters Removed from Registry List	612	600	300	1,450	1,000
# of Acceptance Notices Sent	922	1,300	800	1,850	1,300
# Moves in Town	93	200	200	70	50
# Name Changes	20	50	50	20	20
# Cancellation Notices Sent	612	300	300	1,450	1,000

PERFORMANCE MEASURES

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

Board of Finance's Budget Detail

Budget Fiscal Year: 2023 to 2023

Account# and Description	2021 Actual	2022 Base Budget	2022 Actual YTD	Department Head	Town Manager	Town Council	Board of Finance	Inc/Dec	%
01-1401-51010 ELECTION WORKER	46,000	46,000	22,115	43,840	43,840	43,840	43,840	(2,160)	(5)
01-1401-51031 FICA	4,284	3,520	2,021	3,354	3,354	3,354	3,354	(166)	(5)
01-1401-51036 WORK COMP	114	142	99	114	114	106	106	(36)	(25)
01-1401-52111 MILEAGE & TOLLS	0	250	56	250	250	250	250	0	0
additional certification meetings									
01-1401-52119 OTHER	0	280	0	280	280	280	280	0	0
SEC. Elections Laws, we are required to attend four (4) meetings a year at \$35.00 for each meeting									
01-1401-52122 ADVERTISING-LEG	0	100	0	100	100	100	100	0	0
01-1401-52131 FEES-PROFESSION	130	200	160	250	250	250	250	50	25
increase in ROV dues									
01-1401-52155 PROFESSIONAL DE	100	3,500	1,350	4,500	4,500	4,500	4,500	1,000	29
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. Fees have increased									
01-1401-52184 SERVICE & CONSU	230	120	115	120	120	120	120	0	0
01-1401-52193 COPIER	117	100	90	100	100	100	100	0	0
01-1401-52205 OFFICE MACHINER	114	200	79	200	200	200	200	0	0
01-1401-52221 POSTAGE	6,147	4,000	868	4,000	4,000	4,000	4,000	0	0
01-1401-52231 OFFICE SUPPLIES	1,200	2,000	997	2,500	2,500	2,500	2,500	500	25
Budget for new color printer									
Increase in envelopes and general office supplies									
Total ELECTIONS	58,436	60,412	27,950	59,608	59,608	59,600	59,600	(812)	(1)
Total 1401 REG OF VOTER	58,436	60,412	27,950	59,608	59,608	59,600	59,600	(812)	(1)

Town of Avon
Personnel Wage Analysis

				Annual Total For Split
<u>Account</u>	<u>REG OF VOTERS Title</u>	<u>Car/Stipend</u>	<u>Total</u>	<u>Department Wages</u>
01-1401-51010	ROV		21,920	
01-1401-51010	ROV		21,920	
			<u>43,840</u>	

Legend:

51110 Full Time
51112 Part Time
51013 Temp Full Time
51014 Temp Part Time

414.03 ELECTIONS AND REFERENDA

PROGRAM DESCRIPTION

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

PROGRAM COMMENTARY

The fiscal year 2022/2023 Elections and Referenda budget covers the estimated costs necessary to cover the one primary, a gubernatorial election and a budget referendum.

PERFORMANCE MEASURES

WORKLOAD MEASURES	2018/ 2019	2019/ 2020	2020/ 2021	Est. 2021/ 2022	Proj. 2022/ 2023
State/National Election	1	1	1	0	1
Municipal Election	0	1	0	1	0
Primaries	1	0	1	0	2
Presidential Preferential Primaries	0	1	0	0	0
Budget Referenda	1	2	2	2	2
Referenda (Other)	1	1	0	0	0

Board of Finance's Budget Summary

Budget Fiscal Year: 2023 to 2023

Account# and Description	2021 Actual	2022 Base Budget	2022 Actual YTD	Department Head	Town Manager	Town Council	Board of Finance	Inc/Dec	%
1403 ELECTIONS AND REF									
PERSONAL SERVICES									
WAGES & SALARIES	22,915	25,000	11,110	34,160	34,160	34,160	34,160	9,160	37
EMPLOYEE BENEFITS	79	1,991	167	2,703	2,703	2,697	2,697	706	35
Total PERSONAL SERVICES	22,994	26,991	11,277	36,863	36,863	36,857	36,857	9,866	37
SERVICES & SUPPLIES									
TRAVEL & MEETING EXP	1,268	1,200	953	2,000	2,000	2,000	2,000	800	67
ADVERTISING	118	3,000	338	3,000	3,000	3,000	3,000	0	0
RECRUITMENT & TRAINING	(60)	900	600	900	900	900	900	0	0
CONTRACTUAL SERV & PRINTING	25,613	22,000	13,316	22,000	22,000	22,000	22,000	0	0
EQUIPMENT OPER & MAINT	2,615	5,000	2,475	5,000	5,000	5,000	5,000	0	0
MATERIALS AND SUPPLIES	2,650	2,500	0	5,000	5,000	5,000	5,000	2,500	100
Total SERVICES & SUPPLIES	32,204	34,600	17,682	37,900	37,900	37,900	37,900	3,300	10
Total 1403 ELECTIONS AND REF	55,198	61,591	28,959	74,763	74,763	74,757	74,757	13,166	21

Board of Finance's Budget Detail

Budget Fiscal Year: 2023 to 2023

Account# and Description	2021 Actual	2022 Base Budget	2022 Actual YTD	Department Head	Town Manager	Town Council	Board of Finance	Inc/Dec	%
01-1403-51010 ELECTION WORKER	22,915	25,000	11,110	34,160	34,160	34,160	34,160	9,160	37
01-1403-51031 FICA	0	1,913	113	2,614	2,614	2,614	2,614	701	37
01-1403-51036 WORK COMP	79	78	54	89	89	83	83	5	6
01-1403-52113 MEALS Increase in the cost of meals. Need individual meals due to covid	1,268	1,200	953	2,000	2,000	2,000	2,000	800	67
01-1403-52122 ADVERTISING-LEG	118	3,000	338	3,000	3,000	3,000	3,000	0	0
01-1403-52155 PROFESSIONAL DE recertification of all moderators and certification for additional moderators \$60.00 X 15 moderators	(60)	900	600	900	900	900	900	0	0
01-1403-52181 PRINTING The cost of printing ballots for the elections as well as absentee ballots	21,448	12,000	9,641	12,000	12,000	12,000	12,000	0	0
01-1403-52185 GENERAL SERVICE General Service for Fire/Police svcs estimated for Primaries, elections and referendums (at \$35.00 per hour depending how many they use.) No longer need 400.00 for the phone lines installation and use at the polls	4,165	10,000	3,675	10,000	10,000	10,000	10,000	0	0
01-1403-52209 EQUIP MAINT-OTH The programing of the memory cards at \$1500.00. For the service to maintain the tabulators machines at \$200.00 each (8). IVS (5), printer and laptop at \$150 each	2,615	5,000	2,475	5,000	5,000	5,000	5,000	0	0
01-1403-52231 OFFICE SUPPLIES Purchase of new voting booths. Purchase of back up batteries for all tabulators.	2,650	2,500	0	5,000	5,000	5,000	5,000	2,500	100
Total ELECTIONS	55,198	61,591	28,959	74,763	74,763	74,757	74,757	13,166	21
Total 1403 ELECTIONS AN	55,198	61,591	28,959	74,763	74,763	74,757	74,757	13,166	21

Town of Avon
Personnel Wage Analysis

		Annual Total For Split	
<u>Account</u>	<u>ELECTIONS AND REFER</u> <u>Title</u>	<u>Car/Stipend</u>	<u>Total Department Wages</u>
01-1403-51010	DEPUTY REGISTRAR OF VOTERS		1,080
01-1403-51010	DEPUTY REGISTRAR OF VOTERS		1,080
01-1403-51010	ELECTION WORKER		32,000
			<u>34,160</u>

Legend:

51110 Full Time
51112 Part Time
51013 Temp Full Time
51014 Temp Part Time

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 is funded at \$185,000. Legal expenses associated with Capital Improvement Program projects, sewer projects, and other items, which are funded from sources outside the General Fund, are charged directly against those projects.

Board of Finance's Budget Summary

Budget Fiscal Year: 2023 to 2023

Account# and Description	2021 Actual	2022 Base Budget	2022 Actual YTD	Department Head Town Manager	Town Council	Board of Finance	Inc/Dec	%
1501 LEGAL SERVICES								
SERVICES & SUPPLIES								
CONTRACTUACTUAL SERV & PRINTING	188,695	180,000	154,538	185,000	185,000	185,000	5,000	3
Total SERVICES & SUPPLIES	188,695	180,000	154,538	185,000	185,000	185,000	5,000	3
Total 1501 LEGAL SERVICES	188,695	180,000	154,538	185,000	185,000	185,000	5,000	3

Town of Avon

Board of Finance's Budget Detail

Budget Fiscal Year: 2023 to 2023

Account# and Description	2021 Actual	2022 Base Budget	2022 Actual YTD	Department Head	Town Manager	Town Council	Board of Finance	Inc/Dec	%
01-1501-52183 LEGAL FEES & EX Reflects retainer of \$10,000/mo and 250 hours outside retainer at \$260/hr	188,695	180,000	154,538	185,000	185,000	185,000	185,000	5,000	3
Total LEGAL	188,695	180,000	154,538	185,000	185,000	185,000	185,000	5,000	3
Total 1501 LEGAL SERVIC	188,695	180,000	154,538	185,000	185,000	185,000	185,000	5,000	3



416.01 RECORDS AND VITAL STATISTICS

PROGRAM DESCRIPTION

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

PROGRAM COMMENTARY

Estimated expenditures are offset by revenue produced – estimated in fiscal year 2022/2023 is \$950,000. There are no significant changes to the operating budget.

WORKLOAD MEASURES	2018/ 2019	2019/ 2020	2020/ 2021	Est. 2021/ 2022	Proj. 2022/ 2023
Revenues Collected	\$810,386	\$931,858	\$1,184,557	\$950,000	\$950,000
Documents Recorded	2,966	3,475	4,825	3,500	3,500
Pages Recorded	11,671	15,642	24,593	15,000	15,000
Sales Analysis to State	541	652	750	650	650
Licenses & Permits Issued	2,759	2,130	2,152	2,500	2,500
Photo Copies & Cert. of Land Records	20,189	22,190	28,502	20,000	20,000
Election Activities	3,197	1,005	20,081	12,000	12,000
Vital Statistics Recorded	483	437	393	500	500
Certified Copies of Vital Statistics	1,466	1,560	1,204	1,400	1,400
Miscellaneous Services (DAR, Notary)	3,933	2,997	2,044	3,500	3,500
Referenda	2	0	1	1	1
Election & Primaries	3	1	2	1	2
Depository for Bonds	\$2,569,683	\$2,569,683	\$2,569,683	\$2,500,000	\$2,500,000
Conveyance Tax/State	\$1,521,104	\$1,704,830	\$1,689,913	\$1,700,000	\$1,700,000
Pages of Minutes Recorded	1,680	599	535	600	600

PERFORMANCE MEASURES

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

PERSONNEL

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

Board of Finance's Budget Detail

Budget Fiscal Year: 2023 to 2023

Account# and Description	2021 Actual	2022 Base Budget	2022 Actual YTD	Department Head	Town Manager	Town Council	Board of Finance	Inc/Dec	%
01-1601-51011 REG FULL TIME	158,282	161,147	118,593	165,175	165,175	165,175	165,175	4,028	2
01-1601-51012 REG PART TIME	17,161	27,811	27,236	29,218	29,218	29,218	29,218	1,407	5
01-1601-51014 TEMPORARY PART	24,814	4,990	0	4,990	4,990	4,990	4,990	0	0
01-1601-51031 FICA	14,988	14,543	10,948	14,935	14,935	14,935	14,935	392	3
01-1601-51032 RETIREMENT	99,890	99,458	104,860	0	0	0	0	(99,458)	(100)
01-1601-51033 MEDICAL INSURAN	25,749	27,455	27,455	28,676	28,676	28,676	28,676	1,221	4
01-1601-51034 DENTAL INS	1,077	484	386	1,078	1,078	1,078	1,078	594	123
01-1601-51036 WORK COMP	481	611	426	527	527	485	485	(126)	(21)
01-1601-51038 DEFINED CONTRIB	12,856	13,145	9,495	13,464	13,464	13,464	13,464	319	2
01-1601-51039 RETIREE HEALTH	72,722	64,539	74,144	0	0	0	0	(64,539)	(100)
01-1601-51040 LIFE/LTD INSURA	375	418	370	0	0	0	0	(418)	(100)
01-1601-51043 PMTS IN LIEU OF	2,500	3,158	3,158	2,500	2,500	2,500	2,500	(658)	(21)
01-1601-51056 DC PLAN FORFEIT	0	(1,637)	0	0	0	0	0	1,637	(100)
01-1601-52111 MILEAGE & TOLLS	0	150	148	150	150	150	150	0	0
01-1601-52122 ADVERTISING-LEG	78	120	490	120	120	120	120	0	0
AUDIT REPORT									
TOWN & FVHD									
01-1601-52131 FEES-PROFESSION	259	300	220	300	300	300	300	0	0
Recruitment and Training									
01-1601-52155 PROFESSIONAL DE	551	650	640	650	650	650	650	0	0
Town Clerk Spring and Fall									
Conferences									
01-1601-52169 GRANTS-OTHER	88	550	72	550	550	550	550	0	0
01-1601-52186 MICROFILMING &	23,969	26,000	18,159	29,000	29,000	29,000	29,000	3,000	12
COTT Land Record, Dog and									
Map System - increased land									
record									
verifications									
01-1601-52193 COPIER	440	900	227	900	900	900	900	0	0
Copier service contract and									
equipment operation									
01-1601-52221 POSTAGE	4,082	4,000	1,330	4,000	4,000	4,000	4,000	0	0
01-1601-52231 OFFICE SUPPLIES	2,213	2,750	2,040	2,750	2,750	2,750	2,750	0	0
Total RECORDING AND	462,575	451,542	400,397	298,983	298,983	298,941	298,941	(152,601)	(34)
Total 1601 RECORDS AND	462,575	451,542	400,397	298,983	298,983	298,941	298,941	(152,601)	(34)

Town of Avon
Personnel Wage Analysis

		Annual Total For Split	
<u>Account</u>	<u>Town Clerk Title</u>	<u>Car/Stipend</u>	<u>Total Department Wages</u>
01-1601-51011	ASSISTANT TOWN CLERK II		74,974
01-1601-51011	TOWN CLERK		90,201
01-1601-51012	ASSISTANT TOWN CLERK I		29,218
01-1601-51014	OFFICE STAFF TEMPORARY PT		4,990
			<u>199,383</u>

Legend:

51011 Full Time
51012 Part Time
51013 Temp Full Time
51014 Temp Part Time

417.01 TOWN HALL

PROGRAM DESCRIPTION

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

PROGRAM COMMENTARY

This division reflects an increase of \$3,000 to more accurately fund the cost of telephone services from Frontier and Verizon Wireless.

PERSONNEL	2018/ 2019	2019/ 2020	2020/ 2021	Est. 2021/ 2022	Proj. 2022/ 2023
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
Personnel Wage Analysis

				Annual Total For Split
<u>Account</u>	<u>TOWN HALL</u> <u>Title</u>	<u>Car/Stipend</u>	<u>Total</u>	<u>Department Wages</u>
01-1701-51011	SR ADMIN ANALYST/PROCUREMENT		75,547	
			<u>75,547</u>	

Legend:

51110 Full Time
51112 Part Time
51013 Temp Full Time
51014 Temp Part Time

418.01 HUMAN RESOURCES

PROGRAM DESCRIPTION

Human Resources encompasses the core competencies of: recruitment, retention, benefits administration, employee relations, performance management, labor relations and contract administration/negotiation, organizational and employee development, compensation, risk management, safety and wellness, legal compliance and policy administration. In addition to the core competencies of human resources, this department is also responsible for the administration of: the Personal Services section of the Town Budget, the Family and Medical Leave Act (FMLA), Drug Free Workplace, Department of Transportation (DOT) Drug and Alcohol Testing Program.

PROGRAM COMMENTARY

The Human Resources Department is a strategic business partner within the Town of Avon providing support and information to staff, retirees and the public.

WORKLOAD MEASURES	2018/ 2019	2019/ 2020	2020/ 2021	Est. 2021/ 2022	Proj. 2022/ 2023
FT Persons Leaving (All Reasons)	4	5	4	4	-
FT Persons Recruited	7	7	6	4	-
Employee Promotions	1	1	5	4	5
Labor Negotiating Sessions	5	5	14	6	5
Recruitments			26	25	25
Efficiency Measures					
Average Length of Time for Recruitment (in weeks)	9	9	9	9	9
Effectiveness Measures					
Employee Turnover Rate (%)					
Employee Retention	3.8%	4.7%	2.8%	3.0%	-
	-	-	-	85%	85%
PERSONNEL					
Full-Time	2	2	2	2	2
PERFORMANCE MEASURES	2018/ 2019	2019/ 2020	2020/ 2021	Est. 2021/ 2022	Proj. 2022/ 2023
Labor Actions & Grievances –					
# of Complaints	1	1	1	1	1

PROGRAM OBJECTIVES

Special objectives beyond those listed in the Program Description:

- Conduct Negotiations with the Department of Public Works
- Ensure staffing needs are met in a timely manner with a skilled labor force
- Continue to look for cost saving initiatives for risk management insurance policies and implement practices for more sustainable health insurance
- Build and maintain cooperative relationships with employees and union representatives
- Offer employee professional development opportunities.

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.

Board of Finance's Budget Detail

Budget Fiscal Year: 2023 to 2023

Account# and Description	2021 Actual	2022 Base Budget	2022 Actual YTD	Department Head	Town Manager	Town Council	Board of Finance	Inc/Dec	%
01-1801-51011 REG FULL TIME	138,316	174,879	154,130	180,851	180,851	180,851	180,851	5,972	3
01-1801-51031 FICA	13,851	13,613	11,707	14,059	14,059	14,059	14,059	446	3
01-1801-51033 MEDICAL INSURAN	40,711	9,840	9,840	10,318	10,318	10,318	10,318	478	5
01-1801-51034 DENTAL INS	467	484	404	1,078	1,078	1,078	1,078	594	123
01-1801-51036 WORK COMP	316	560	391	485	485	447	447	(113)	(20)
01-1801-51038 DEFINED CONTRIB	10,972	14,443	12,425	14,918	14,918	14,918	14,918	475	3
01-1801-51039 RETIREE HEALTH	20,360	18,069	20,758	0	0	0	0	(18,069)	(100)
01-1801-51040 LIFE/LTD INSURA	493	550	486	0	0	0	0	(550)	(100)
01-1801-51043 PMTS IN LIEU OF	0	5,658	5,658	5,000	5,000	5,000	5,000	(658)	(12)
01-1801-51056 DC PLAN FORFEIT	0	(1,798)	0	0	0	0	0	1,798	(100)
01-1801-52111 MILEAGE & TOLLS	0	200	0	200	200	200	200	0	0
National/State NPELRA/ConnPELRA Mtgs and travel to various agencies or municipalities for hearings.									
01-1801-52113 MEALS ConnPELRA Meetings Lunch N Learns	135	600	462	400	400	400	400	(200)	(33)
01-1801-52131 FEES-PROFESSION Misc. HR Memberships (2@ \$205 each)	0	500	375	500	500	500	500	0	0
01-1801-52151 RECRUITMENT Advertisements & Job Fairs Written Exams (Police) Lunch Oral Panels Pre-employment Drug Testing- All Depts. Police Promotional Misc.	1,172	1,500	1,393	17,520	17,520	17,520	17,520	16,020	1,068
01-1801-52155 PROFESSIONAL DE HR Dept. Town-wide Training	49	1,000	589	1,000	1,000	1,000	1,000	0	0
01-1801-52183 LEGAL FEES & EX Filings at DOL	0	0	0	400	400	400	400	400	0
01-1801-52185 GENERAL SERVICE Clearinghouse Program \$2000 Clearinghouse Driver Annually \$10 Each DOT Drug/Alcohol Program (24 participants)/DOT Random Drug Testing Police Accountability- Drug Test \$150 Each	0	0	0	7,190	7,190	7,190	7,190	7,190	0
01-1801-52193 COPIER Lease \$48/month Copies	277	300	214	700	700	700	700	400	133
01-1801-52221 POSTAGE	75	300	84	200	200	200	200	(100)	(33)

Board of Finance's Budget Detail

Budget Fiscal Year: 2023 to 2023

Account# and Description	2021 Actual	2022 Base Budget	2022 Actual YTD	Department Head	Town Manager	Town Council	Board of Finance	Inc/Dec	%
01-1801-52231 OFFICE SUPPLIES	801	1,280	1,255	1,000	1,000	1,000	1,000	(280)	(22)
Cell Phone \$480									
Office Supplies									
Total HUMAN RESOURCE	227,995	241,978	220,171	255,819	255,819	255,781	255,781	13,803	6
Total 1801 HUMAN RESOUR	227,995	241,978	220,171	255,819	255,819	255,781	255,781	13,803	6

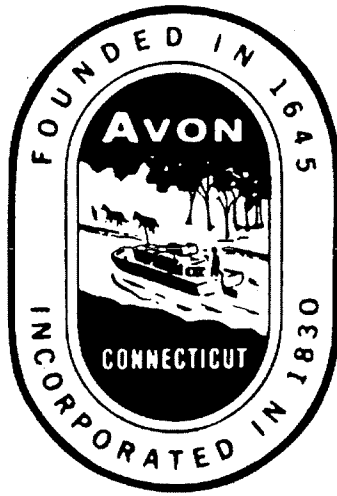
Town of Avon
Personnel Wage Analysis

Annual Total
For Split

<u>Account</u>	<u>Human Resources</u> <u>Title</u>	<u>Car/Stipend</u>	<u>Total</u>	<u>Department Wages</u>
01-1801-51011	ADMINISTRATIVE ANALYST		65,564	
01-1801-51011	HUMAN RESOURCES DIRECTOR		115,287	
			<u>180,851</u>	

Legend:

51011 Full Time
51012 Part Time
51013 Temp Full Time
51014 Temp Part Time



419.00 FINANCE ADMINISTRATION

PROGRAM DESCRIPTION

Finance Administration is responsible for the planning, scheduling, supervision, and coordination of the activities of the Accounting, Assessment, and Revenue Collection Divisions including the care, custody and disbursements of all Town funds. This office also prepares the Annual Comprehensive Financial Report, coordinates with the Town Manager's office in the preparation of the annual Town budget, 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 2022/2023 budget reflects no major changes to this program. Funds have been adjusted to increase opportunity for Finance Administration staff to participate in professional development while continuing to adequately fund all necessary operating costs.

	2018/ 2019	2019/ 2020	2020/ 2021	Est. 2021/ 2022	Proj. 2022/ 2023
PERSONNEL					
Full-Time / Part-Time	1.4 / 1	1.4 / 1	1.4 / 1	1.9 / 0	1.9 / 0
	2018/ 2019	2019/ 2020	2020/ 2021	Est. 2021/ 2022	Proj. 2022/ 2023
WORKLOAD MEASURES					
Financial Schedules Prepared for Audit Completion	24	24	24	24	24
Budget Amendment Resolutions Prepared	10	11	23	23	23

GOALS, OBJECTIVES & PERFORMANCE MEASURES

TOWN COUNCIL LONG TERM GOAL				
<i>"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 through the revenue from user fees and not affect the tax rate."</i>				
Program Goal: Receive the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Finance Reporting every year.				
Program Objectives: Submit a Comprehensive Annual Financial Report that meets the GFOA's award criteria to the GFOA after the conclusion of the annual audit.				
Performance Measure: Was the GFOA Certificate of Achievement for Excellence in Finance Reporting received?				
2018/2019	2019/2020	2020/2021	Est. 2021/2022	Proj. 2022/2023
Yes	Yes	Yes	Yes	Yes
Program Goal: Receive the GFOA Distinguished Budget Presentation Award every year.				
Program Objectives: Collaborate with Town Departments in the preparation of the Town's budget document each year to ensure that the criteria of the GFOA Distinguished Budget Presentation Award are met.				
Performance Measure: Was the GFOA Distinguished Budget Presentation Award received?				
2018/2019	2019/2020	2020/2021	Est. 2021/2022	Proj. 2022/2023
Yes	Yes	Yes	Yes	Yes
Program Goal: Expand the use of automated purchase order processing to all Town Departments.				
Program Objectives: Train the staff of each Town Department to draft and request purchase orders electronically.				
Performance Measure: Town Departments utilizing the automated purchase order processing function.				
2018/2019	2019/2020	2020/2021	Est. 2021/2022	Proj. 2022/2023
0	1	2	4	6

Board of Finance's Budget Summary

Budget Fiscal Year: 2023 to 2023

Account# and Description	2021 Actual	2022 Base Budget	2022 Actual YTD	Department Head	Town Manager	Town Council	Board of Finance	Inc/Dec	%
=====									
1900 FINANCE-ADMINS									
PERSONAL SERVICES									
WAGES & SALARIES	216,012	204,897	199,517	232,053	232,053	232,053	232,053	27,156	13
EMPLOYEE BENEFITS	116,852	108,504	117,546	54,178	54,178	54,126	54,126	(54,378)	(50)

Total PERSONAL SERVICES	332,864	313,401	317,063	286,231	286,231	286,179	286,179	(27,222)	(9)
=====									
SERVICES & SUPPLIES									
AUTO ALLOWANCE	0	310	0	300	300	300	300	(10)	(3)
TRAVEL & MEETING EXP	76	800	0	750	750	750	750	(50)	(6)
ADVERTISING	0	50	0	50	50	50	50	0	0
MEMBERSHIP FEES	625	635	2,055	695	695	695	695	60	9
BOOKS & PERIODICALS	588	435	129	520	250	250	250	(185)	(43)
RECRUITMENT & TRAINING	0	450	0	895	895	895	895	445	99
RENTALS	429	900	370	550	550	550	550	(350)	(39)
POSTAGE	6	100	7	20	20	20	20	(80)	(80)
MATERIALS AND SUPPLIES	208	700	0	600	600	600	600	(100)	(14)

Total SERVICES & SUPPLIES	1,932	4,380	2,561	4,380	4,110	4,110	4,110	(270)	(6)
=====									

Total 1900 FINANCE-ADMINS	334,796	317,781	319,624	290,611	290,341	290,289	290,289	(27,492)	(9)
=====									

Town of Avon

Board of Finance's Budget Detail

Budget Fiscal Year: 2023 to 2023

[illegible]

Board of Finance's Budget Detail

Budget Fiscal Year: 2023 to 2023

Account# and Description	2021	2022	2022	Department			Board	Inc/Dec	%
	Actual	Base Budget	Actual YTD	Head	Town Manager	Town Council	of Finance		
=====	=====	=====	=====	=====	=====	=====	=====	=====	=====
01-1900-52231 OFFICE SUPPLIES	208	700	0	600	600	600	600	(100)	(14)
General office supplies: binders, covers, toner for quarterlies to boards, EOY, and pension meetings.									
Amount based upon review of 5 year history of actual costs.									
							</		

Town of Avon
Personnel Wage Analysis

				Annual Total
				For Split
<u>Account</u>	<u>FINANCE-ADMINS</u> <u>Title</u>	<u>Car/Stipend</u>	<u>Total</u>	<u>Department Wages</u>
01-1900-51011	ADMINISTRATIVE ANALYST		26,772	66,929
01-1900-51011	ADMINISTRATIVE ANALYST		70,605	
01-1900-51011	FINANCE DIRECTOR		134,676	
			<u>232,053</u>	

Legend:

51110 Full Time
51112 Part Time
51013 Temp Full Time
51014 Temp Part Time



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 Annual Comprehensive Financial Report, Annual Budget and state and federal audits. The Town's last audited Annual Comprehensive Financial Report 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	2018/ 2019	2019/ 2020	2020/ 2021	Est. 2021/ 2022	Proj. 2022/ 2023
Payroll Checks Issued	195	150	152	150	150
Payroll Direct Deposit	4,839	4,750	4,750	4,750	4,750
Employees W2s Issued	371	370	375	375	375
Health Insured Retirees/COBRAS	83	80	78	80	80
Retirements Processed	2	2	3	2	2
Total Vendor Checks Issued	2,764	2,700	2,725	2,740	2,725
Average Pooled Investment (in Millions)	29M	29M	31M	34M	36M

PERFORMANCE MEASURES

% of Payroll Check Payments	3%	3%	3%	3%	3%
% of Payroll Electronic Payments (EFT)	97%	97%	97%	97%	97%
Electronic Vendor Payments (ACH)	1,017	1,100	1,125	1,125	1,125
Ratio, ACH Vendor Payments to Checks	27%	29%	29%	29%	29%

PERSONNEL

Full-Time (FTEs)	2	2	2	2	3
Part-Time	2	2	2	2	1

PERFORMANCE MEASURES

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

Board of Finance's Budget Summary

Budget Fiscal Year: 2023 to 2023

Account# and Description	2021 Actual	2022 Base Budget	2022 Actual YTD	Department Head	Town Manager	Town Council	Board of Finance	Inc/Dec	%
1901 ACCOUNTING									
PERSONAL SERVICES									
WAGES & SALARIES	254,771	256,991	190,179	216,343	216,343	216,343	216,343	(40,648)	(16)
EMPLOYEE BENEFITS	234,002	223,741	229,957	77,887	77,887	77,844	77,844	(145,897)	(65)
Total PERSONAL SERVICES	488,773	480,732	420,136	294,230	294,230	294,187	294,187	(186,545)	(39)
SERVICES & SUPPLIES									
AUTO ALLOWANCE	0	75	0	275	275	275	275	200	267
MEMBERSHIP FEES	0	300	0	400	400	400	400	100	33
BOOKS & PERIODICALS	0	50	0	50	50	50	50	0	0
RECRUITMENT & TRAINING	130	750	0	800	800	800	800	50	7
CONTRACTUAL SERV & PRINTING	24,717	15,050	14,595	18,050	18,050	18,050	18,050	3,000	20
RENTALS	429	600	370	550	550	550	550	(50)	(8)
EQUIPMENT OPER & MAINT	45	2,210	2,000	2,210	2,210	2,210	2,210	0	0
POSTAGE	1,836	2,200	884	2,000	2,000	2,000	2,000	(200)	(9)
MATERIALS AND SUPPLIES	3,448	3,000	611	3,200	3,200	3,200	3,200	200	7
Total SERVICES & SUPPLIES	30,605	24,235	18,460	27,535	27,535	27,535	27,535	3,300	14
Total 1901 ACCOUNTING	519,378	504,967	438,596	321,765	321,765	321,722	321,722	(183,245)	(36)

Budget Fiscal Year: 2023 to 2023

Account# and Description	2021 Actual	2022 Base Budget	2022 Actual YTD	Department Head	Town Manager	Town Council	Board of Finance	Inc/Dec	%
01-1901-51011 REG FULL TIME	169,875	172,395	152,382	176,705	176,705	176,705	176,705	4,310	3
01-1901-51012 REG PART TIME	84,896	84,596	37,797	39,638	39,638	39,638	39,638	(44,958)	(53)
01-1901-51031 FICA	18,661	18,918	13,894	15,781	15,781	15,781	15,781	(3,137)	(17)
01-1901-51032 RETIREMENT	104,954	104,499	110,174	0	0	0	0	(104,499)	(100)
01-1901-51033 MEDICAL INSURAN	47,097	43,308	43,308	45,132	45,132	45,132	45,132	1,824	4
01-1901-51034 DENTAL INS	2,276	2,413	2,013	2,275	2,275	2,275	2,275	(138)	(6)
01-1901-51036 WORK COMP	616	796	555	562	562	519	519	(277)	(35)
01-1901-51038 DEFINED CONTRIB	13,477	13,791	12,190	14,137	14,137	14,137	14,137	346	3
01-1901-51039 RETIREE HEALTH	46,514	41,280	47,423	0	0	0	0	(41,280)	(100)
01-1901-51040 LIFE/LTD INSURA	407	453	400	0	0	0	0	(453)	(100)
01-1901-51056 DC PLAN FORFEIT	0	(1,717)	0	0	0	0	0	1,717	(100)
01-1901-52102 MILEAGE	0	75	0	275	275	275	275	200	267
NESGFOA & misc travel									
01-1901-52131 FEES-PROFESSION	0	300	0	400	400	400	400	100	33
NESGFOA -membership fees & conference fee									
01-1901-52141 BOOKS & PERIODI	0	50	0	50	50	50	50	0	0
professional subscriptions or publications									
01-1901-52155 PROFESSIONAL DE	130	750	0	800	800	800	800	50	7
NESGFOA & other webinars & meetings									
01-1901-52181 PRINTING	0	50	0	50	50	50	50	0	0
W-2 & 1099 forms, misc									
01-1901-52184 SERVICE & CONSU	24,717	15,000	14,595	18,000	18,000	18,000	18,000	3,000	20
Town & BOE share fees 50% ea. Based on eligible earnings, credits and monthly volume of transactions.									
01-1901-52193 COPIER	429	600	370	550	550	550	550	(50)	(8)
New Copier shared with Finance and Social Services. About \$50/mo									
01-1901-52205 OFFICE MACHINER	0	350	0	350	350	350	350	0	0
Repairs or replacement of machinery-such as calculator or printer									
01-1901-52206 COMPUTER OPERAT	45	1,860	2,000	1,860	1,860	1,860	1,860	0	0
Acct to pay for Fixed Asset software maintenance.									
01-1901-52221 POSTAGE	1,836	2,200	884	2,000	2,000	2,000	2,000	(200)	(9)
based on usage									
01-1901-52231 OFFICE SUPPLIES	3,448	3,000	611	3,200	3,200	3,200	3,200	200	7
printer supplies, paper, folders, binders & misc supplies as needed									
Total FINANCE	519,378	504,967	438,596	321,765	321,765	321,722	321,722	(183,245)	(36)

Town of Avon
Personnel Wage Analysis

		Annual Total For Split	
<u>Account</u>	<u>Town Accountant Title</u>	<u>Car/Stipend</u>	<u>Total Department Wages</u>
01-1901-51011	SENIOR STAFF ACCOUNTANT		75,547
01-1901-51011	TOWN ACCOUNTANT		101,158
01-1901-51012	SENIOR ACCOUNTS CLERK		39,638
			<u>216,343</u>

Legend:

51011 Full Time
51012 Part Time
51013 Temp Full Time
51014 Temp Part Time

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	2018/ 2019	2019/ 2020	2020/ 2021	Est 2021/ 2022	Proj. 2022/ 2023
Number of Accounts	28,407	28,200	28,150	28,450	28,750
Dwellings	5,091	5,111	5,118	5,123	5,150
Condominiums	1,879	1,879	1,879	1,879	1,879
Lots	5,820	5,840	5,855	5,860	5,875
Outbuildings	3,550	3,552	3,590	3,690	3,800
Commercial Buildings	214	216	220	225	229
Industrial Buildings	27	27	27	27	27
Acres Under PA490	1,208	1,053	1,051	1,051	1,051
Motor Vehicles & Supplemental	19,529	19,550	17,887	19,000	19,500
Personal Property	1,034	1,022	991	1,075	1,000
Subdivision Lots Added	32	20	15	5	15
Transfers	700	730	843	1100	1,100
Assessment Change Notices Sent	8,620	1,300	1,218	1,200	1,200
Firemen's Exemptions	85	92	93	88	95
Certificates Of Correction	1,491	1,393	1,379	1,550	1,500
Prorated New Construction	12	13	12	10	15
Elderly (State & Local)	277	272	286	315	315
Social Security Disability & Blind	51	56	53	60	60
Veterans' Exemptions	825	825	810	810	800
Unpriced Motor Vehicles	3,438	3,235	3,054	3,500	3,500
Renters Program	100	90	84	115	100
Property Sales Assessment Ratio Forms	601	617	754	770	800

PERSONNEL

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

Special Objectives beyond those listed in the Program Description:

- Implement Computer Assisted Mass Appraisal Program.

PERFORMANCE MEASURES

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

of Appeals to the Board of Assessment Appeals / Court System

FY19 (Actual)	FY20 (Actual)	FY21 (Actual)	FY22 (Projected)	FY23 (Target)
29 / 6	8 / 0	6 / 2	4 / 1	0 / 0

Board of Finance's Budget Summary

Budget Fiscal Year: 2023 to 2023

Account# and Description	2021 Actual	2022 Base Budget	2022 Actual YTD	Department Head	Town Manager	Town Council	Board of Finance	Inc/Dec	%
1905 ASSESSMENT									
PERSONAL SERVICES									
WAGES & SALARIES	183,381	204,244	167,459	222,484	222,484	222,484	222,484	18,240	9
EMPLOYEE BENEFITS	180,101	181,548	188,971	87,491	87,491	87,227	87,227	(94,321)	(52)
Total PERSONAL SERVICES	363,482	385,792	356,430	309,975	309,975	309,711	309,711	(76,081)	(20)
SERVICES & SUPPLIES									
AUTO ALLOWANCE	49	2,000	56	2,000	2,000	2,000	2,000	0	0
TRAVEL & MEETING EXP	20	250	131	250	250	250	250	0	0
MEMBERSHIP FEES	635	665	295	750	750	750	750	85	13
BOOKS & PERIODICALS	1,525	900	961	1,500	1,500	1,500	1,500	600	67
RECRUITMENT & TRAINING	655	750	945	750	750	750	750	0	0
CONTRACTUAL SERV & PRINTING	920	1,360	1,044	1,460	1,460	1,460	1,460	100	7
RENTALS	1,449	750	1,825	1,200	1,200	1,200	1,200	450	60
EQUIPMENT OPER & MAINT	1,082	3,830	1,142	3,830	3,830	3,830	3,830	0	0
POSTAGE	1,449	1,100	638	1,500	1,500	1,500	1,500	400	36
MATERIALS AND SUPPLIES	1,222	1,250	1,214	1,250	1,250	1,250	1,250	0	0
Total SERVICES & SUPPLIES	9,006	12,855	8,251	14,490	14,490	14,490	14,490	1,635	13
Total 1905 ASSESSMENT	372,488	398,647	364,681	324,465	324,465	324,201	324,201	(74,446)	(19)

Board of Finance's Budget Detail

Budget Fiscal Year: 2023 to 2023

Account# and Description	2021 Actual	2022 Base Budget	2022 Actual YTD	Department Head	Town Manager	Town Council	Board of Finance	Inc/Dec	%
01-1905-51011 REG FULL TIME	73,868	73,038	124,126	146,152	146,152	146,152	146,152	73,114	100
01-1905-51012 REG PART TIME	109,513	130,206	43,333	76,332	76,332	76,332	76,332	(53,874)	(41)
01-1905-51014 TEMPORARY PART	0	1,000	0	0	0	0	0	(1,000)	(100)
01-1905-51031 FICA	13,725	15,277	12,171	16,278	16,278	16,278	16,278	1,001	7
01-1905-51032 RETIREMENT	104,954	104,499	110,174	0	0	0	0	(104,499)	(100)
01-1905-51033 MEDICAL INSURAN	25,749	27,455	27,455	50,558	50,558	50,558	50,558	23,103	84
01-1905-51034 DENTAL INS	1,103	1,170	976	1,724	1,724	1,724	1,724	554	47
01-1905-51036 WORK COMP	5,430	7,023	4,899	4,589	4,589	4,325	4,325	(2,698)	(38)
01-1905-51038 DEFINED CONTRIB	5,775	5,843	9,938	11,742	11,742	11,742	11,742	5,899	101
01-1905-51039 RETIREE HEALTH	20,360	18,069	20,758	0	0	0	0	(18,069)	(100)
01-1905-51040 LIFE/LTD INSURA	305	339	300	0	0	0	0	(339)	(100)
01-1905-51056 DC PLAN FORFEIT	0	(727)	0	0	0	0	0	727	(100)
01-1905-52101 CAR ALLOWANCE	2,700	2,600	2,300	2,600	2,600	2,600	2,600	0	0
01-1905-52102 MILEAGE	49	2,000	56	2,000	2,000	2,000	2,000	0	0
01-1905-52113 MEALS	20	250	131	250	250	250	250	0	0
01-1905-52131 FEES-PROFESSION	310	340	295	400	400	400	400	60	18
01-1905-52132 FEES-STATE OR R	325	325	0	350	350	350	350	25	8
01-1905-52141 BOOKS & PERIODI	1,525	900	961	1,500	1,500	1,500	1,500	600	67
01-1905-52155 PROFESSIONAL DE	655	750	945	750	750	750	750	0	0
01-1905-52181 PRINTING	698	760	307	760	760	760	760	0	0
01-1905-52189 SERVICES - OTHE	222	600	737	700	700	700	700	100	17
01-1905-52193 COPIER	1,449	750	1,825	1,200	1,200	1,200	1,200	450	60
01-1905-52206 COMPUTER OPERAT	1,082	3,830	1,142	3,830	3,830	3,830	3,830	0	0
ASSESSMENT WEBPAGE									
HOSTING & SUPPORT									
01-1905-52221 POSTAGE	1,449	1,100	638	1,500	1,500	1,500	1,500	400	36
01-1905-52231 OFFICE SUPPLIES	1,222	1,250	1,214	1,250	1,250	1,250	1,250	0	0
Total FINANCE	372,488	398,647	364,681	324,465	324,465	324,201	324,201	(74,446)	(19)
Total 1905 ASSESSMENT	372,488	398,647	364,681	324,465	324,465	324,201	324,201	(74,446)	(19)

Town of Avon
Personnel Wage Analysis

		Annual Total For Split	
<u>Account</u>	<u>Assessor</u>	<u>Car/Stipend</u>	<u>Department Wages</u>
01-1905-51011	ASSESSMENT TECHNICIAN		70,605
01-1905-51011	ASSISTANT ASSESSOR		75,547
01-1905-51012	ASSESSOR		76,332
01-1905-52101	ASSESSOR	CAR ALLOW	2,600
			<u>225,084</u>

Legend:

51011 Full Time
51012 Part Time
51013 Temp Full Time
51014 Temp Part Time

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

The modest increases in this budget are due to the state mandated recertification every five years for certified tax collectors.

WORKLOAD MEASURES	2018/ 2019	2019/ 2020	2020/ 2021	Est. 2021/ 2022	Proj. 2022/ 2023
Tax Bills Processed					
Current Real Estate	7,578	7,586	7,530	7,550	7,560
Supplemental Real Estate	15	12	12	10	10
Motor Vehicle	16,234	16,429	16,200	15,350	16,250
Supplemental Motor Vehicle	3,029	2,758	2,050	3,200	3,000
Personal Property	1,018	1,034	1,000	955	1,000
Sewer Use	3,898	3,905	3,870	3,900	3,900
Sewer Connections	18	15	10	10	10
Sewer Assessments Farmington	21	3	3	3	2
Sewer Assessments Simsbury	51	39	30	25	22
Sewer Assessments Canton	20	17	12	10	8
Water Main Assessments	2	2	2	2	2
TOTALS	31,884	31,800	30,719	31,015	31,764
% of Tax Collection On Levy	99.00(+)%	99.00(+)%	99.00(+)%	99.00(+) %	99.00(+)%
Department Collections	468	336	255	300	300
Certificates Of Correction	1,355	1,415	1,670	1,650	1,500
Refunds	270	395	510	500	500
Grand List of Transfers:					
Real Property	613	880	700	850	600
Sewer Use	356	315	425	425	350
Sewer Assessments	4	5	6	5	5
Mortgage Closings	1,213	1,570	1,530	1,600	1,450
Foreclosures/Lis Pendens	6/40	8/30	4/10	5/12	5/15
Liens Filed	50	72	65	50	50
Tax Suspended	17,135	14,500	14,050	16,000	16,000
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(+) %.

Board of Finance's Budget Summary

Budget Fiscal Year: 2023 to 2023

Account# and Description	2021 Actual	2022 Base Budget	2022 Actual YTD	Department Head	Town Manager	Town Council	Board of Finance	Inc/Dec	%
1907 REVENUE COLLECTIO									
PERSONAL SERVICES									
WAGES & SALARIES	127,327	131,554	106,886	136,687	136,687	136,687	136,687	5,133	4
EMPLOYEE BENEFITS	182,904	178,368	186,219	45,648	45,648	45,621	45,621	(132,747)	(74)
Total PERSONAL SERVICES	310,231	309,922	293,105	182,335	182,335	182,308	182,308	(127,614)	(41)
SERVICES & SUPPLIES									
AUTO ALLOWANCE	175	450	175	650	650	650	650	200	44
TRAVEL & MEETING EXP	(43)	150	30	325	325	325	325	175	117
ADVERTISING	472	600	238	600	600	600	600	0	0
MEMBERSHIP FEES	165	200	285	250	250	250	250	50	25
RECRUITMENT & TRAINING	10	200	20	200	200	200	200	0	0
CONTRACTUAL SERV & PRINTING	5,441	11,400	19,054	11,400	11,400	11,400	11,400	0	0
RENTALS	39	250	0	250	250	250	250	0	0
EQUIPMENT OPER & MAINT	0	375	0	375	375	375	375	0	0
POSTAGE	8,776	12,000	3,453	12,000	12,000	12,000	12,000	0	0
MATERIALS AND SUPPLIES	408	500	231	500	500	500	500	0	0
Total SERVICES & SUPPLIES	15,443	26,125	23,486	26,550	26,550	26,550	26,550	425	2
Total 1907 REVENUE COLLECTIO	325,674	336,047	316,591	208,885	208,885	208,858	208,858	(127,189)	(38)

Town of Avon

Board of Finance's Budget Detail

Budget Fiscal Year: 2023 to 2023

	2021	2022	2022	Department			Board		
Account# and Description	Actual	Base Budget	Actual YTD	Head	Town Manager	Town Council	of Finance	Inc/Dec	%
01-1907-51011 REG FULL TIME	110,965	113,396	92,216	119,289	119,289	119,289	119,289	5,893	5
01-1907-51012 REG PART TIME	16,362	14,340	14,007	14,698	14,698	14,698	14,698	358	2
01-1907-51014 TEMPORARY PART	0	3,818	663	2,700	2,700	2,700	2,700	(1,118)	(29)
01-1907-51031 FICA	9,504	10,046	8,240	10,429	10,429	10,429	10,429	383	4
01-1907-51032 RETIREMENT	95,184	94,769	99,917	0	0	0	0	(94,769)	(100)
01-1907-51033 MEDICAL INSURAN	17,826	18,964	18,964	19,763	19,763	19,763	19,763	799	4
01-1907-51034 DENTAL INS	1,769	1,876	1,387	1,768	1,768	1,768	1,768	(108)	(6)
01-1907-51036 WORK COMP	324	420	293	364	364	337	337	(83)	(20)
01-1907-51038 DEFINED CONTRIB	9,112	9,352	7,351	9,824	9,824	9,824	9,824	472	5
01-1907-51039 RETIREE HEALTH	45,408	40,298	46,295	0	0	0	0	(40,298)	(100)
01-1907-51040 LIFE/LTD INSURA	277	308	272	0	0	0	0	(308)	(100)
01-1907-51043 PMTS IN LIEU OF	3,500	3,500	3,500	3,500	3,500	3,500	3,500	0	0
01-1907-51056 DC PLAN FORFEIT	0	(1,165)	0	0	0	0	0	1,165	(100)
01-1907-52102 MILEAGE	175	300	110	300	300	300	300	0	0
Bank Deposits									
01-1907-52111 MILEAGE & TOLLS	0	150	65	350	350	350	350	200	133
CCMC State and County conferences									
01-1907-52113 MEALS	(43)	150	30	325	325	325	325	175	117
CCMC State and County meetings									
01-1907-52121 RECRUITING Summer Intern	0	100	0	100	100	100	100	0	0
01-1907-52122 ADVERTISING-LEG Legal Notices	472	500	238	500	500	500	500	0	0
01-1907-52131 FEES-PROFESSION Membership Fees - Hartford County \$40.00 and State \$125.00	165	200	285	250	250	250	250	50	25
01-1907-52155 PROFESSIONAL DE Admins, GIS, Etc. CCMC Recertification	10	200	20	200	200	200	200	0	0
01-1907-52181 PRINTING Partial payments books, Motor Vehicle releases, Envelopes	306	400	438	400	400	400	400	0	0
01-1907-52189 SERVICES - OTHE \$1400 Binding Rate Books; \$4300 Reporting Motor Vehicle Delinq.; \$300 APD & Assoc. Security Alarm; \$5000 Printing & Handling of Tax Bills; and \$300 DMV Direct	5,135	11,000	18,616	11,000	11,000	11,000	11,000	0	0
01-1907-52193 COPIER 1/2 of Town Clerks Expense \$500	39	250	0	250	250	250	250	0	0
01-1907-52205 OFFICE MACHINER Contract for Maintenance cash Validators \$205; Calculators #170; Typewriter \$100	0	375	0	375	375	375	375	0	0
01-1907-52221 POSTAGE Postage and Postal Permits; Repair & Maintenance of equipment	8,776	12,000	3,453	12,000	12,000	12,000	12,000	0	0

Board of Finance's Budget Detail

Budget Fiscal Year: 2023 to 2023

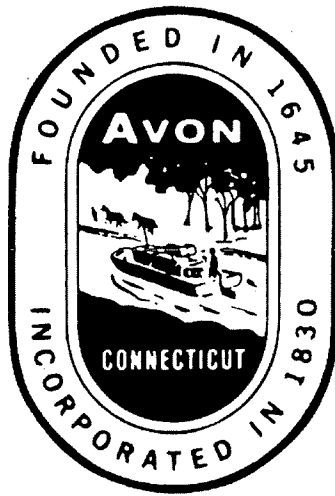
Account# and Description	2021 Actual	2022 Base Budget	2022 Actual YTD	Department Head	Town Manager	Town Council	Board of Finance	Inc/Dec	%
01-1907-52231 OFFICE SUPPLIES Calculator \$300; Validator Ribbons \$150; General \$250 Pens, Calculator ribbons, adding machine tape etc.	408	500	231	500	500	500	500	0	0
Total FINANCE	325,674	336,047	316,591	208,885	208,885	208,858	208,858	(127,189)	(38)
Total 1907 REVENUE COLL	325,674	336,047	316,591	208,885	208,885	208,858	208,858	(127,189)	(38)

Town of Avon
Personnel Wage Analysis

<u>REVENUE COLLECTION</u>		Annual Total For Split	
<u>Account</u>	<u>Title</u>	<u>Car/Stipend</u>	<u>Department Wages</u>
01-1907-51011	ASSISTANT COLLECTOR OF REVENUE	52,482	74,974
01-1907-51011	COLLECTOR OF REVENUE	66,807	78,597
01-1907-51012	REVENUE CLERK	14,698	29,396
01-1907-51014	OFFICE STAFF TEMPORARY PT	2,700	
		<u>136,687</u>	

Legend:

51110 Full Time
51112 Part Time
51013 Temp Full Time
51014 Temp Part Time



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 Annual Comprehensive 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 2021/2022 standard audit fees, budgeted in 2022/2023, are estimated at \$73,900, \$2,449 of which is paid from the Sewer Fund (05). Due to the implementation of reporting requirements on GASB Statements, and any additional audit staff assistance that may be necessary, the amount of \$2,500 is incorporated in the 2022/2023 budget request. This dollar amount will be sufficient to cover the annual CCM Fraud Hotline fee of \$200 as well.

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>
2021	84	Fiduciary Activities
2021	90	Majority Equity Interests
2021	97	457 Deferred Compensation Plans
2022	87	Leases
2022	89	Interest Costs
2022	92	Omnibus 2020
2022	93	Interbank Offered Rates
2023	91	Conduit Debt Obligations
2023	94	Public-Private and Public-Public Partnerships
2023	96	Subscription-Based IT Arrangements

Board of Finance's Budget Summary

Budget Fiscal Year: 2023 to 2023

Account# and Description	2021 Actual	2022 Base Budget	2022 Actual YTD	Department Head Town Manager	Town Council	Board of Finance	Inc/Dec	%
1911 BD OF FINANCE								
PERSONAL SERVICES								
WAGES & SALARIES	1,466	1,620	1,000	1,620	1,620	1,620	0	0
EMPLOYEE BENEFITS	4	128	3	127	127	127	(1)	(1)
Total PERSONAL SERVICES	1,470	1,748	1,003	1,747	1,747	1,747	(1)	0
SERVICES & SUPPLIES								
AUTO ALLOWANCE	0	100	0	100	100	100	0	0
TRAVEL & MEETING EXP	0	50	0	50	50	50	0	0
ADVERTISING	862	750	152	900	900	900	150	20
CONTRACTUAL SERV & PRINTING	73,400	74,684	72,045	75,801	75,801	75,801	1,117	1
RENTALS	1,177	1,250	908	1,250	1,250	1,250	0	0
POSTAGE	0	125	0	125	125	125	0	0
MATERIALS AND SUPPLIES	135	400	396	400	400	400	0	0
Total SERVICES & SUPPLIES	75,574	77,359	73,501	78,626	78,626	78,626	1,267	2
Total 1911 BD OF FINANCE	77,044	79,107	74,504	80,373	80,373	80,373	1,266	2

Budget Fiscal Year: 2023 to 2023

Account# and Description	2021 Actual	2022 Base Budget	2022 Actual YTD	Department Head	Town Manager	Town Council	Board of Finance	Inc/Dec	%
01-1911-51012 REG PART TIME	1,466	1,620	1,000	1,620	1,620	1,620	1,620	0	0
01-1911-51031 FICA	0	123	0	123	123	123	123	0	0
01-1911-51036 WORK COMP	4	5	3	4	4	4	4	(1)	(20)
01-1911-52111 MILEAGE & TOLLS	0	100	0	100	100	100	100	0	0
01-1911-52113 MEALS	0	50	0	50	50	50	50	0	0
01-1911-52122 ADVERTISING-LEG	862	750	152	900	900	900	900	150	20
01-1911-52181 PRINTING	1,600	1,700	1,520	1,850	1,850	1,850	1,850	150	9
01-1911-52184 SERVICE & CONSU	71,800	72,984	70,525	73,951	73,951	73,951	73,951	967	1
Independent Audit:									
Town	\$38,793								
BOE	\$29,436								
AVFD	\$ 3,222								
GASB Stmt	\$ 2,500								
Sewer	\$ 2,449 (05-3205)								
01-1911-52193 COPIER	1,177	1,250	908	1,250	1,250	1,250	1,250	0	0
01-1911-52221 POSTAGE	0	125	0	125	125	125	125	0	0
01-1911-52231 OFFICE SUPPLIES	135	400	396	400	400	400	400	0	0
Total LEGISLATIVE	77,044	79,107	74,504	80,373	80,373	80,373	80,373	1,266	2
Total 1911 BD OF FINANC	77,044	79,107	74,504	80,373	80,373	80,373	80,373	1,266	2

Town of Avon
Personnel Wage Analysis

		Annual Total For Split	
<u>Account</u>	<u>BD OF FINANCE Title</u>	<u>Car/Stipend</u>	<u>Total Department Wages</u>
01-1911-51012	CLERK BOF		1,620
			<u>1,620</u>

Legend:

51110 Full Time
51112 Part Time
51013 Temp Full Time
51014 Temp Part Time

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 2022/2023 budget does not reflect significant changes from fiscal year 2021/2022.

PERFORMANCE MEASURES

WORKLOAD MEASURES	2018/ 2019	2019/ 2020	2020/ 2021	Est. 2021/ 2022	Proj. 2022/ 2023
Number of Appeals Heard	4	29*	8	6	4
Appeals Granted	1	8	2	2	0
Appeals Denied	3	21	6	4	4
Total Reduction	40,840	175,690	88,420	1,614,930	0
Percent of Grand List	0.00002	0.00006	0.00003	.00062	0

* Year of Revaluation

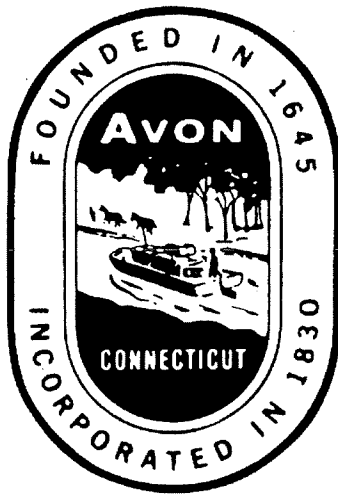
Board of Finance's Budget Summary

Budget Fiscal Year: 2023 to 2023

Account# and Description	2021 Actual	2022 Base Budget	2022 Actual YTD	Department Head	Town Manager	Town Council	Board of Finance	Inc/Dec	%
1913 BD OF ASSESSMENT									
PERSONAL SERVICES									
WAGES & SALARIES	0	400	100	0	0	0	0	(400)	(100)
EMPLOYEE BENEFITS	1	32	1	0	0	0	0	(32)	(100)
Total PERSONAL SERVICES	1	432	101	0	0	0	0	(432)	(100)
SERVICES & SUPPLIES									
RENTALS	0	150	0	150	150	150	150	0	0
POSTAGE	0	150	0	150	150	150	150	0	0
MATERIALS AND SUPPLIES	0	300	0	300	300	300	300	0	0
Total SERVICES & SUPPLIES	0	600	0	600	600	600	600	0	0
Total 1913 BD OF ASSESSMENT	1	1,032	101	600	600	600	600	(432)	(42)

Budget Fiscal Year: 2023 to 2023

Account# and Description	2021 Actual	2022 Base Budget	2022 Actual YTD	Department Head	Town Manager	Town Council	Board of Finance	Inc/Dec	%
01-1913-51014 TEMPORARY PART	0	400	100	0	0	0	0	(400)	(100)
01-1913-51031 FICA	0	31	0	0	0	0	0	(31)	(100)
01-1913-51036 WORK COMP	1	1	1	0	0	0	0	(1)	(100)
01-1913-52193 COPIER	0	150	0	150	150	150	150	0	0
01-1913-52221 POSTAGE	0	150	0	150	150	150	150	0	0
01-1913-52231 OFFICE SUPPLIES	0	300	0	300	300	300	300	0	0
Total FINANCE	1	1,032	101	600	600	600	600	(432)	(42)
Total 1913 BD OF ASSESS	1	1,032	101	600	600	600	600	(432)	(42)



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, CAD/GIS Manager, Town Engineer, Assistant Town Manager, Director of Finance, 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 2022/2023 requested budget include continuing to consolidate information technology expenses in the Information Technology-Computer Operations budget line (1920-52206), addressing issues discovered in our cybersecurity audit, migration to a cloud hosted email server, and a technology refresh of our computer servers and storage area network.

WORKLOAD MEASURES	2018/ 2019	2019/ 2020	2020/ 2021	Est. 2021/ 2022	Proj. 2022/ 2023
Number of Nodes (IP Address)	140	145	145	145	145
Number of IT Agenda meeting minutes prepared	6	6	6	6	6
Annual Number of Helpdesk calls/month*	25	65	60	50	50
Compliance with licensing agreements	100%	100%	100%	100%	100%
Percent of network server hours controlled up-time	100%	100%	99%	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. Leveraging the Town's fiber optic network and adding additional Town buildings to the centralized phone system will provide stability and redundancy along with lowering ongoing costs.

TOWN OF AVON
WEBSITE STATISTICS

WORKLOAD MEASURES	2018/ 2019	2019/ 2020	2020/ 2021	Est. 2021/ 2022	Proj. 2022/ 2023
Total Hits	459,839	473,992	564,510	600,000	650,000
Total Visitor Sessions	160,626	169,139	215,354	260,000	275,000
Average Session Length	2:05	1:57	1:46	1:55	2:00
Number of Pages Viewed	375,449	381,346	450,874	500,000	550,000
Downloaded Adobe Files	19,330	23,407	32,659	36,000	40,000
Number of Subscribers:					
Agendas.....	1,062	1,159	1,248	1,250	1,300
Bulletin Board.....	958	1,348	1,567	1,600	1,750
Employment.....	738	903	941	1,000	1,100
Rec. Bulletin Board.....	2,926	4,788	4,100	4,500	4,750
Library Events.....	3,514	3,543	3,145	3,500	3,750

Avon's municipal website is the primary source for local e-government resources and as such features 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 from whatever device is convenient. Links to third party websites provide access to local ordinances, online 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. In 2021-22 a new permit tracking software was introduced that will provide online permit applications on the website as well.

PROGRAM OBJECTIVES

Special objectives beyond those listed in the Program Description:

- Improve staff training, especially on cybersecurity issues.
- Implement recommendations from an independent cybersecurity assessment.
- Continue to enhance Town-wide network infrastructure.
- Complete the process of migration to a new permit tracking software.
- Comprehensive review and update of Town Information Technology Policies.

Board of Finance's Budget Summary

Budget Fiscal Year: 2023 to 2023

Account# and Description	2021 Actual	2022 Base Budget	2022 Actual YTD	Department Head	Town Manager	Town Council	Board of Finance	Inc/Dec	%
1920 INFORMATION TECHN									
SERVICES & SUPPLIES									
RECRUITMENT & TRAINING	261	590	0	590	590	590	590	0	0
CONTRACTUAL SERV & PRINTING	53,202	56,570	52,021	56,080	56,080	56,080	56,080	(490)	(1)
EQUIPMENT OPER & MAINT	194,628	221,690	196,400	319,180	283,180	300,100	300,100	78,410	35
MATERIALS AND SUPPLIES	9,691	6,260	1,760	6,030	6,030	6,030	6,030	(230)	(4)
Total SERVICES & SUPPLIES	257,782	285,110	250,181	381,880	345,880	362,800	362,800	77,690	27
CAPITAL OUTLAY									
CAPITAL EQUIP EXP	2,400	21,500	15,300	40,000	0	0	0	(21,500)	(100)
Total CAPITAL OUTLAY	2,400	21,500	15,300	40,000	0	0	0	(21,500)	(100)
Total 1920 INFORMATION TECHN	260,182	306,610	265,481	421,880	345,880	362,800	362,800	56,190	18

Town of Avon

Board of Finance's Budget Detail

Budget Fiscal Year: 2023 to 2023

Account# and Description	2021 Actual	2022 Base Budget	2022 Actual YTD	Department Head	Town Manager	Town Council	Board of Finance	Inc/Dec	%
01-1920-52155 PROFESSIONAL DE ON SITE TRAINING \$300 CCM E-GOV EVENT \$260 CT GMIS \$30	261	590	0	590	590	590	590	0	0
01-1920-52184 SERVICE & CONSU NETWORK, PC & PERIPHERAL TECH SUPPORT FROM COOPSYS \$22,800 TIME/ATTEND SYSTEM \$18,150 MEETING TRANSCRIPTION \$ 1,200	40,362	42,660	41,380	42,150	42,150	42,150	42,150	(510)	(1)
01-1920-52185 GENERAL SERVICE INTERNET HOST & SERVICES ANNUAL CONNECT/MAINT \$2000/Y FIREWALL \$5880/Y NUTMEG NETWORK \$3840/Y COMCAST \$1050/Y LISTSERV \$1160/Y VIDEOCONFERENCING	12,840	13,910	10,641	13,930	13,930	13,930	13,930	20	0
01-1920-52205 OFFICE MACHINER UPS FULL SERVICE PLAN MONITORING & MAINTENANCE	4,062	4,270	4,851	5,100	5,100	5,100	5,100	830	19
01-1920-52206 COMPUTER OPERAT ADMINS/AUC \$66,780 ASSET ESSENTIALS \$12,820 WEBSITE \$7,080 CONSULTING \$50,220 COOPSYS SUPPORT \$111,680 HARDWARE AS A SERVICE \$12,000 OFFICE365 \$48,000 (TOWN MANAGER REDUCED) (TOWN COUNCIL INCREASED)	190,566	217,420	191,549	314,080	278,080	295,000	295,000	77,580	36
01-1920-52231 OFFICE SUPPLIES SOFTWARE & HARDWARE UPGRADES/REPLACEMENTS CERTIFICATE REGISTRATION	9,691	6,260	1,760	6,030	6,030	6,030	6,030	(230)	(4)
01-1920-53317 COMPUTER INFRAS EMAIL CLOUD MIGRATION \$25,000 INFRASTRUCUTURE REFRESH \$15,000 (TOWN MANAGER REDUCED)	2,400	21,500	15,300	40,000	0	0	0	(21,500)	(100)
Total FINANCE	260,182	306,610	265,481	421,880	345,880	362,800	362,800	56,190	18

