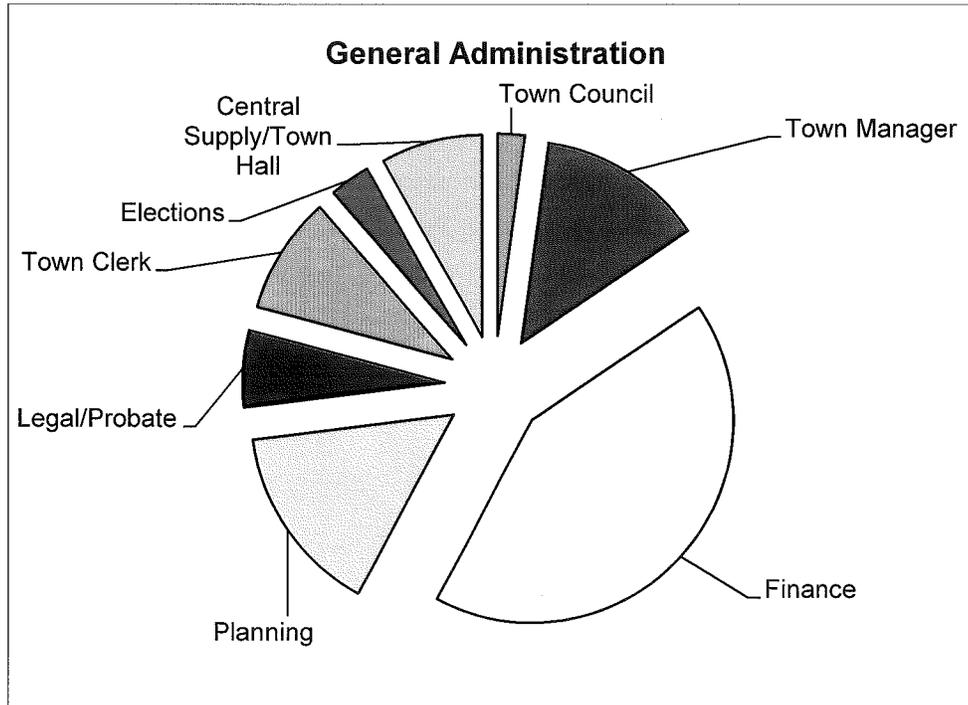


## General Administration



General Administration is 16.32% of the total General Government budget. Within this category are eight departmental areas.

## 1101 TOWN COUNCIL

### PROGRAM DESCRIPTION

The Town Council is the Charter-designated legislative body of the Town. The seven 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 and establishing a tax rate; appointing various Town officials and citizens to various boards and commissions; appointment of the Town Auditor; establishing other such 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 and third Mondays of each month at 7:30 p.m. in the Town Hall Annex.

### PROGRAM COMMENTARY

Professional affiliation fees in this budget account include memberships in municipal advocacy and research organizations including the Connecticut Conference of Municipalities, Council of Small Towns and the Capitol Region Council of Governments. Funds are also included for three community newsletters.

Town of Coventry  
Council Recommended Budget

Budget Fiscal Year: 2017 to 2017

| Account# and Description  | 2015<br>Actual | 2016<br>Base Budget | 2016<br>Actual YTD | 2016<br>Est. Actual | Dept Head     | Town Manager  | Council       | Cou/Bud<br>Inc/Dec | %           |
|---|----------------|---------------------|--------------------|---------------------|---------------|---------------|---------------|--------------------|-------------|
| 110 GENERAL FUND  |                |                     |                    |                     |               |               |               |                    |             |
| 1101 TOWN COUNCIL   |                |                     |                    |                     |               |               |               |                    |             |
| 51090 OTHER<br>Meeting Clerk Stipend  | 3,200          | 3,400               | 2,615              | 3,400               | 3,600         | 3,600         | 3,800         | 400                | 11.76       |
| 52080 PROFESSIONAL AFFILIATION<br>CCM \$7,450, COST \$950<br>CRCOG \$11,110 | 17,398         | 19,368              | 19,197             | 19,368              | 19,718        | 19,513        | 19,513        | 145                | .75         |
| 52100 TRAINING  | 130            | 250                 | 0                  | 250                 | 250           | 250           | 250           | 0                  | .00         |
| 52170 ADVERTISING<br>Legal Advertising                                      | 1,134          | 1,700               | 1,072              | 1,700               | 2,100         | 2,100         | 1,900         | 200                | 11.76       |
| 52180 PRINTING<br>3 newsletters   | 5,651          | 6,000               | 3,782              | 6,000               | 5,800         | 5,800         | 5,800         | (200)              | (3.33)      |
| 52220 MEALS   | 0              | 150                 | 22                 | 150                 | 150           | 150           | 150           | 0                  | .00         |
| 52250 GRANTS AND CONTRIBUTIONS<br>Energy Committee                          | 0              | 150                 | 0                  | 150                 | 150           | 150           | 150           | 0                  | .00         |
| 53010 OFFICE SUPPLIES   | 831            | 500                 | 0                  | 500                 | 500           | 500           | 500           | 0                  | .00         |
| 53210 OTHER PURCHASED   | 186            | 400                 | 0                  | 400                 | 400           | 400           | 400           | 0                  | .00         |
| 53300 PUBLIC RELATIONS<br>awards, appreciation items                        | 1,441          | 1,500               | 473                | 1,500               | 1,500         | 1,500         | 1,500         | 0                  | .00         |
| <b>Total 1101 TOWN COUNCIL</b>  | <b>29,971</b>  | <b>33,418</b>       | <b>27,161</b>      | <b>33,418</b>       | <b>34,168</b> | <b>33,963</b> | <b>33,963</b> | <b>545</b>         | <b>1.63</b> |

## 1201 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 his jurisdiction. The Town Manager recruits and selects 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, personnel, labor relations, purchasing, public information, research activities, preparation and administration of Federal and State Grant applications, and preparation of the Annual Town Report. The Town Manager assists in Economic Development activities.

### PROGRAM COMMENTARY

Special projects this year include completing the updating of the personnel rules and preparing options for consideration for bonding for energy efficiency and a possible library project. An intern position has been proposed.

Town of Coventry  
Council Recommended Budget

Budget Fiscal Year: 2017 to 2017

| Account# and Description  | 2015<br>Actual | 2016<br>Base Budget | 2016<br>Actual YTD | 2016<br>Est. Actual | Dept Head      | Town Manager   | Council        | Cou/Bud<br>Inc/Dec | %           |
|---|----------------|---------------------|--------------------|---------------------|----------------|----------------|----------------|--------------------|-------------|
| 1201 TOWN MANAGER   |                |                     |                    |                     |                |                |                |                    |             |
| 51010 REGULAR FULL TIME<br>Town Manager<br>Executive Assistant                | 192,812        | 198,487             | 146,299            | 198,487             | 202,073        | 202,073        | 202,073        | 3,586              | 1.81        |
| 51100 LONGEVITY   | 1,500          | 2,000               | 2,000              | 2,000               | 2,100          | 2,100          | 2,100          | 100                | 5.00        |
| 52080 PROFESSIONAL AFFILIATION<br>ICMA, CTCMA                                 | 1,269          | 1,300               | 1,303              | 1,300               | 1,300          | 1,300          | 1,300          | 0                  | .00         |
| 52090 TRAVEL MEETINGS MILEAGE<br>ICMA Conference<br>CTCMA 95; CCM 65; COST 95 | 1,523          | 1,600               | 1,775              | 1,600               | 1,600          | 1,600          | 1,600          | 0                  | .00         |
| 52100 TRAINING<br>ICMA Registration fees, CTCMA                               | 890            | 1,200               | 865                | 1,200               | 1,200          | 1,200          | 1,200          | 0                  | .00         |
| 52170 ADVERTISING   | 4,286          | 2,500               | 3,921              | 2,500               | 2,800          | 2,800          | 2,800          | 300                | 12.00       |
| 52180 PRINTING  | 0              | 50                  | 0                  | 50                  | 50             | 50             | 50             | 0                  | .00         |
| 52220 MEALS<br>Oral panel lunches<br>CTCMA monthly meetings                   | 364            | 350                 | 265                | 350                 | 350            | 350            | 350            | 0                  | .00         |
| 53010 OFFICE SUPPLIES<br>Color toner  | 586            | 550                 | 560                | 550                 | 550            | 550            | 550            | 0                  | .00         |
| 53220 SUBSCRIPTIONS BOOKS<br>on-line Chronicle subscription                   | 224            | 425                 | 181                | 425                 | 425            | 425            | 425            | 0                  | .00         |
| <b>Total 1201 TOWN MANAGER</b>  | <b>203,454</b> | <b>208,462</b>      | <b>157,169</b>     | <b>208,462</b>      | <b>212,448</b> | <b>212,448</b> | <b>212,448</b> | <b>3,986</b>       | <b>1.91</b> |

1300 FINANCE ADMINISTRATION

PROGRAM DESCRIPTION

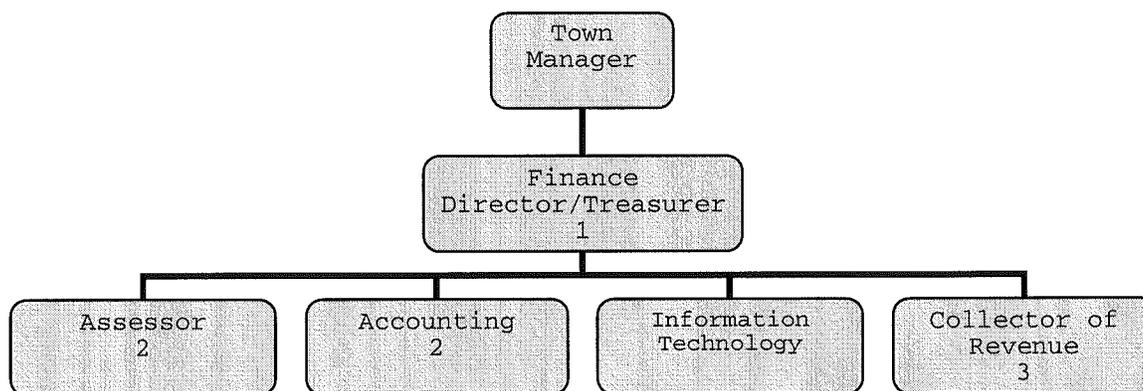
The primary responsibility of this activity is to oversee the Finance departments of Accounting, Collector of Revenue, Assessment and Treasurer. This activity will be responsible for the cash position of the town including investment, banking relations and oversight of the general ledger. The Director of Finance is responsible for interaction with bonding agencies, risk management and preparation of the Comprehensive Annual Financial Report. The Director is also responsible for coordinating the Town's data processing systems.

PROGRAM COMMENTARY

Within the overall mission of the Town of Coventry, Finance Administration seeks to ensure the effective and efficient use of financial resources available to the Town of Coventry, through a central financial system.

Goals and objectives:

- Create and/or support opportunities for mutual cooperation and assistance across departments and agencies
- Maintain a high level of accountability through internal control and the audit process
- Expand and capitalize on opportunities to communicate with departments, policy bodies and the general community concerning the financial health and impact of decision making
- Continue the commitment to a high level of professional development and achievement



Town of Coventry  
Council Recommended Budget

Budget Fiscal Year: 2017 to 2017

| Account# and Description   | 2015<br>Actual | 2016<br>Base Budget | 2016<br>Actual YTD | 2016<br>Est. Actual | Dept Head      | Town Manager   | Council        | Cou/Bud<br>Inc/Dec | %           |
|--|----------------|---------------------|--------------------|---------------------|----------------|----------------|----------------|--------------------|-------------|
| 1300 FINANCE ADMINISTRA  |                |                     |                    |                     |                |                |                |                    |             |
| 51010 REGULAR FULL TIME<br>Finance Director (80%)                            | 77,050         | 79,224              | 58,426             | 79,224              | 80,695         | 80,695         | 80,695         | 1,471              | 1.86        |
| 51100 LONGEVITY  | 1,100          | 1,200               | 1,200              | 1,200               | 1,300          | 1,300          | 1,300          | 100                | 8.33        |
| 52080 PROFESSIONAL AFFILIATION<br>GFOA 190, GFOACT 65, CTCMA 50<br>GMIS 100  | 255            | 405                 | 255                | 405                 | 405            | 405            | 405            | 0                  | .00         |
| 52090 TRAVEL MEETINGS MILEAGE<br>GFOA, GMIS                                  | 1,101          | 1,650               | 1,281              | 1,650               | 1,650          | 1,650          | 1,650          | 0                  | .00         |
| 52100 TRAINING   | 635            | 940                 | 800                | 940                 | 940            | 940            | 940            | 0                  | .00         |
| 52180 PRINTING   | 57             | 75                  | 0                  | 75                  | 75             | 75             | 75             | 0                  | .00         |
| 52220 MEALS  | 0              | 150                 | 29                 | 150                 | 0              | 0              | 0              | (150)              | (100.0)     |
| 52280 AUDIT<br>Annual Audit 28,200<br>OPEB Valuation<br>CAFR Application Fee | 28,456         | 30,645              | 27,977             | 30,645              | 30,645         | 30,645         | 30,645         | 0                  | .00         |
| <b>Total 1300 FINANCE ADMI</b>   | <b>108,654</b> | <b>114,289</b>      | <b>89,968</b>      | <b>114,289</b>      | <b>115,710</b> | <b>115,710</b> | <b>115,710</b> | <b>1,421</b>       | <b>1.24</b> |

1301 ACCOUNTING

PROGRAM DESCRIPTION

The primary responsibility of this activity is maintaining control over all cash receipts and cash disbursements for General Government and all Special Funds. The three major functions of this activity are:

- 1) Purchasing and the paying of vendors according to the Town's Purchasing Policy
- 2) Payroll and the administration of employee benefit programs
- 3) Maintaining the computerized General Ledger to ensure that all funds reflect the correct entries and are in balance

This activity is also responsible for recording all revenues; reconciling bank statements; monitoring grants for reimbursement and audit purposes; administering municipal insurance and updating the fixed assets inventory. This activity is also heavily involved in many aspects of the budget process.

PROGRAM ACTIVITY INDICATORS

|                            | <u>FY 10/11</u> | <u>FY 11/12</u> | <u>FY 12/13</u> | <u>FY 13/14</u> | <u>FY14/15</u> |
|----------------------------|-----------------|-----------------|-----------------|-----------------|----------------|
| Accounts Payable Vouchers  | 3,385           | 2,769           | 2,531           | 2,530           | 3,216          |
| Payroll Checks Processed   | 389             | 506             | 679             | 675             | 682            |
| Number of Funds Maintained | 37              | 36              | 37              | 34              | 37             |

Town of Coventry  
Council Recommended Budget

Budget Fiscal Year: 2017 to 2017

| Account# and Description                                  | 2015<br>Actual | 2016<br>Base Budget | 2016<br>Actual YTD | 2016<br>Est. Actual | Dept Head      | Town Manager   | Council        | Cou/Bud<br>Inc/Dec | %           |
|---|----------------|---------------------|--------------------|---------------------|----------------|----------------|----------------|--------------------|-------------|
| 1301 ACCOUNTING   |                |                     |                    |                     |                |                |                |                    |             |
| 51010 REGULAR FULL TIME<br>Accountant<br>Asst. Accountant | 101,362        | 108,164             | 76,143             | 108,164             | 110,932        | 110,932        | 110,932        | 2,768              | 2.56        |
| 51100 LONGEVITY   | 900            | 1,000               | 0                  | 1,000               | 0              | 0              | 0              | (1,000)            | (100.0)     |
| 51110 DIFFERENTIAL  | 111            | 111                 | 298                | 111                 | 111            | 111            | 111            | 0                  | .00         |
| 52100 TRAINING<br>GFOA classes                            | 60             | 325                 | 0                  | 325                 | 325            | 325            | 325            | 0                  | .00         |
| 52180 PRINTING<br>W-2's, 1099's, envelopes                | 247            | 400                 | 0                  | 400                 | 400            | 400            | 400            | 0                  | .00         |
| 53010 OFFICE SUPPLIES                                     | 7              | 300                 | 208                | 300                 | 300            | 300            | 300            | 0                  | .00         |
| <b>Total 1301 ACCOUNTING</b>                              | <b>102,687</b> | <b>110,300</b>      | <b>76,649</b>      | <b>110,300</b>      | <b>112,068</b> | <b>112,068</b> | <b>112,068</b> | <b>1,768</b>       | <b>1.60</b> |

1302 COLLECTOR OF REVENUE

PROGRAM DESCRIPTION

The Collector of Revenue is responsible for collecting all money due the Town on current, as well as delinquent Grand Lists for taxes, COVRRRA, sewer assessment and sewer user fees, and depositing these collections into the general fund. This office operates under the General Statutes of the State of Connecticut in conjunction with the Office of Policy and Management.

PROGRAM COMMENTARY

The office is planning to conduct tax sales on a more regular schedule to collect long-term delinquencies. Internal controls are reviewed monthly. External bill printing and mailings have been implemented and will continue.

PROGRAM ACTIVITY INDICATORS

|                          | <u>FY 10/11</u> | <u>FY 11/12</u> | <u>FY 12/13</u> | <u>FY 13/14</u> | <u>FY14/15</u> |
|--------------------------|-----------------|-----------------|-----------------|-----------------|----------------|
| Tax Bills Prepared       | 20,552          | 20,476          | 20,446          | 20,363          | 20,343         |
| Supp. Motor Vehicles     | 1,875           | 2,100           | 2,249           | 2,025           | 2,244          |
| Sewer Assessments Billed | 533             | 513             | 498             | 447             | 419            |
| Sewer Use Bills          | 844             | 856             | 884             | 894             | 905            |
| Tax Collector's Demands  | 420             | 378             | 384             | 369             | 325            |
| Alias Tax Warrants       | 320             | 295             | 298             | 300             | 296            |
| PA-788                   | 62              | 65              | 59              | 65              | 69             |
| Trash User Fees          | 4,794           | 4,856           | 4,822           | 4,830           | 4754           |
| Collection Reports       | 160             | 149             | 144             | 148             | 151            |

Town of Coventry  
Council Recommended Budget

Budget Fiscal Year: 2017 to 2017

| Account# and Description   | 2015<br>Actual | 2016<br>Base Budget | 2016<br>Actual YTD | 2016<br>Est. Actual | Dept Head | Town Manager | Council | Cou/Bud<br>Inc/Dec | %       |
|--|----------------|---------------------|--------------------|---------------------|-----------|--------------|---------|--------------------|---------|
| =====  |                |                     |                    |                     |           |              |         |                    |         |
| 1302 COLLECTOR OF REVEN  |                |                     |                    |                     |           |              |         |                    |         |
| 51010 REGULAR FULL TIME<br>Collector of Revenue<br>Asst Collector (50%)                              | 92,415         | 95,109              | 68,355             | 95,109              | 96,721    | 96,721       | 96,721  | 1,612              | 1.69    |
| 51030 OVERTIME   | 417            | 1,000               | 0                  | 1,000               | 1,000     | 750          | 750     | (250)              | (25.00) |
| 51040 TEMPORARY<br>Extra help during July and January<br>collection periods                          | 1,867          | 2,000               | 2,718              | 2,000               | 2,000     | 2,000        | 2,000   | 0                  | .00     |
| 51100 LONGEVITY  | 1,500          | 1,500               | 1,500              | 1,500               | 2,000     | 2,000        | 2,000   | 500                | 33.33   |
| 52060 INDEXING RECORDING<br>Binding and indexing rate books  | 750            | 650                 | 0                  | 650                 | 695       | 695          | 695     | 45                 | 6.92    |
| 52080 PROFESSIONAL AFFILIATION<br>Tolland-Windham 40<br>CT Tax Collector Assoc 175<br>NE Regional 35 | 175            | 250                 | 175                | 250                 | 250       | 250          | 250     | 0                  | .00     |
| 52090 TRAVEL MEETINGS MILEAGE<br>8 CT meetings; 1 Seminar  | 0              | 100                 | 0                  | 100                 | 100       | 100          | 100     | 0                  | .00     |
| 52100 TRAINING<br>CT tax seminar; NRCTA seminar;<br>CT tax meetings                                  | 251            | 1,000               | 213                | 1,000               | 1,000     | 750          | 750     | (250)              | (25.00) |
| 52170 ADVERTISING<br>Legal Ads per State Statute   | 851            | 1,000               | 414                | 1,000               | 1,000     | 1,000        | 1,000   | 0                  | .00     |
| 52180 PRINTING<br>Printing through delivery of<br>tax bills  | 11,325         | 11,000              | 1,390              | 11,000              | 11,000    | 11,000       | 11,000  | 0                  | .00     |
| 53010 OFFICE SUPPLIES  | 373            | 600                 | 286                | 600                 | 600       | 600          | 600     | 0                  | .00     |
| -----  |                |                     |                    |                     |           |              |         |                    |         |
| Total 1302 COLLECTOR OF  | 109,924        | 114,209             | 75,051             | 114,209             | 116,366   | 115,866      | 115,866 | 1,657              | 1.45    |
| =====  |                |                     |                    |                     |           |              |         |                    |         |

1303 ASSESSOR

PROGRAM DESCRIPTION

The Assessor's Office continually updates the Grand List; appraises to obtain true market value, making allowances for depreciation and obsolescence; inspects real estate and interviews property owners; reviews local and state ratio to maintain equalization; prepares and prices personal property and mails related materials to persons and firms subject to personal property assessment; assesses and prices motor vehicles within the Town.

Reviews and maintains vital statistics for continuation and computation of elderly and veteran's benefits including, but not limited to, home owners, freeze and renters exemptions; reviews, reports and inspects property related to assessment problems; receives and handles complaints; serves as advisor to the Board of Assessment Appeals; prepares estimates and supervises town wide evaluation; prepares and administers department budget; and performs related work tasks.

Serves tax payers, lawyers, surveyors, real estate professionals and appraisers, and helps them locate and understand town records.

PROGRAM COMMENTARY

The 2014 Revaluation was completed for October 1, 2014. The next Revaluation will be for October 1, 2019. Real Estate is our top priority and will require a pronounced increase of field work requiring a great deal of time out of the office and increased time in the office entering new information.

PROGRAM ACTIVITY INDICATORS

|                                | <u>FY 11/12</u> | <u>FY 12/13</u> | <u>FY 13/14</u> | <u>FY14/15</u> |
|--------------------------------|-----------------|-----------------|-----------------|----------------|
| Subdivisions Mapped/Priced     | 2               | 4               | 3               | 2              |
| New Lots Added                 | 2               | 17              | 25              | 9              |
| Elderly Applications Processed | 107             | 116             | 120             | 123            |
| Tax Deferrals                  | 13              | 14              | 13              | 7              |
| Additional Veterans            | 64              | 61              | 58              | 52             |
| Certificates of Correction     | 576             | 2140            | 803             | 970            |
| Transfers                      | 464             | 462             | 415             | 484            |
| MV Priced (Regular)            | 13280           | 1389            | 13199           | 13270          |
| MV Priced (Supplemental)       | 2192            | 2101            | 2249            | 2304           |
| PP Priced                      | 875             | 861             | 776             | 818            |

Town of Coventry  
Council Recommended Budget

Budget Fiscal Year: 2017 to 2017

| Account# and Description          | 2015<br>Actual | 2016<br>Base Budget | 2016<br>Actual YTD | 2016<br>Est. Actual | Dept Head | Town Manager | Council | Cou/Bud<br>Inc/Dec | %       |
|-----------------------------------|----------------|---------------------|--------------------|---------------------|-----------|--------------|---------|--------------------|---------|
| =====                             |                |                     |                    |                     |           |              |         |                    |         |
| 1303 ASSESSOR                     |                |                     |                    |                     |           |              |         |                    |         |
| 51010 REGULAR FULL TIME Assessor  | 111,277        | 132,998             | 62,985             | 132,998             | 135,281   | 135,281      | 135,281 | 2,283              | 1.72    |
| Asst. to Assessor                 |                |                     |                    |                     |           |              |         |                    |         |
| 51040 TEMPORARY                   | 1,927          | 0                   | 9,688              | 0                   | 0         | 1            | 1       | 1                  | .00     |
| 51100 LONGEVITY                   | 600            | 700                 | 700                | 700                 | 800       | 800          | 800     | 100                | 14.29   |
| 51110 DIFFERENTIAL                | 537            | 111                 | 896                | 111                 | 111       | 111          | 111     | 0                  | .00     |
| 52060 INDEXING RECORDING          | 1,191          | 1,000               | 0                  | 1,000               | 1,000     | 1,000        | 1,000   | 0                  | .00     |
| 52070 OTHER PROFESSIONAL SERVICES | 0              | 0                   | 2,920              | 0                   | 0         | 1            | 1       | 1                  | .00     |
| 52080 PROFESSIONAL AFFILIATION    | 115            | 190                 | 110                | 190                 | 190       | 170          | 170     | (20)               | (10.53) |
| CAAO membership                   |                |                     |                    |                     |           |              |         |                    |         |
| Hartford Cnty. membership         |                |                     |                    |                     |           |              |         |                    |         |
| 52090 TRAVEL MEETINGS MILEAGE     | 0              | 100                 | 0                  | 100                 | 100       | 100          | 100     | 0                  | .00     |
| 52100 TRAINING                    | 155            | 1,000               | 131                | 1,000               | 1,000     | 1,000        | 1,000   | 0                  | .00     |
| 52170 ADVERTISING                 | 218            | 200                 | 103                | 200                 | 200       | 200          | 200     | 0                  | .00     |
| 52180 PRINTING                    | 105            | 450                 | 107                | 450                 | 450       | 300          | 300     | (150)              | (33.33) |
| 53010 OFFICE SUPPLIES             | 190            | 200                 | 285                | 200                 | 200       | 350          | 350     | 150                | 75.00   |
| 53220 SUBSCRIPTIONS BOOKS         | 1,210          | 750                 | 64                 | 750                 | 750       | 750          | 750     | 0                  | .00     |
| -----                             |                |                     |                    |                     |           |              |         |                    |         |
| Total 1303 ASSESSOR               | 117,525        | 137,699             | 77,989             | 137,699             | 140,082   | 140,064      | 140,064 | 2,365              | 1.72    |
| =====                             |                |                     |                    |                     |           |              |         |                    |         |

1304 BOARD OF ASSESSMENT APPEALS

PROGRAM DESCRIPTION

The Board of Assessment Appeals is charged with the duty of hearing appeal on assessments from aggrieved taxpayers, and reviewing and correcting valuations set by the Assessor.

The Board of Assessment Appeals is a Municipal Agency consisting of no fewer than two and not more than five members. All members are elected unless appointment is permitted by law. The one requirement is that the member must be a registered voter of the Town of Coventry.

PROGRAM ACTIVITY INDICATORS

|                    |       | <u>Grand List</u> | <u>Grand</u>     | <u>Grand</u>     | <u>Grand List</u> |
|--------------------|-------|-------------------|------------------|------------------|-------------------|
|                    |       | <u>2011</u>       | <u>List 2012</u> | <u>List 2013</u> | <u>2014</u>       |
| Number of Appeals: | P.P.  | 2                 | 2                | 3                | 2                 |
|                    | R.E.  | 26                | 24               | 13               | 17                |
|                    | M.V.  | <u>13</u>         | <u>36</u>        | <u>14</u>        | <u>11</u>         |
|                    | Total | 41                | 62               | 30               | 30                |
| Appeals Granted:   | P.P.  | 1                 | 1                | 2                | 1                 |
|                    | R.E.  | 21                | 8                | 8                | 5                 |
|                    | M.V.  | <u>6</u>          | <u>13</u>        | <u>9</u>         | <u>8</u>          |
|                    | Total | 28                | 22               | 19               | 14                |
| Appeals Denied:    | P.P.  | 1                 | 1                | 1                | 1                 |
|                    | R.E.  | 5                 | 16               | 5                | 12                |
|                    | M.V.  | <u>7</u>          | <u>23</u>        | <u>5</u>         | <u>3</u>          |
|                    | Total | 13                | 40               | 11               | 16                |
| Total Reduction:   | P.P.  | \$11,200          | \$1,300          | \$9,900          | \$1,000           |
|                    | R.E.  | \$1,553,500       | \$365,800        | \$414,639        | \$406,900         |
|                    | M.V.  | <u>\$47,375</u>   | <u>\$48,793</u>  | <u>\$35,739</u>  | <u>\$32,780</u>   |
|                    | Total | \$1,612,075       | \$415,893        | \$460,278        | \$440,680         |

Town of Coventry  
Council Recommended Budget

Budget Fiscal Year: 2017 to 2017

| Account# and Description          | 2015<br>Actual | 2016<br>Base Budget | 2016<br>Actual YTD | 2016<br>Est. Actual | Dept Head  | Town Manager | Council    | Cou/Bud<br>Inc/Dec | %          |
|-----------------------------------|----------------|---------------------|--------------------|---------------------|------------|--------------|------------|--------------------|------------|
| 1304 ASSESSMENT APPEALS           |                |                     |                    |                     |            |              |            |                    |            |
| 52070 OTHER PROFESSIONAL SERVICES | 378            | 400                 | 146                | 400                 | 400        | 400          | 400        | 0                  | .00        |
| 52100 TRAINING                    | 0              | 50                  | 50                 | 50                  | 50         | 50           | 50         | 0                  | .00        |
| 52170 ADVERTISING                 | 0              | 350                 | 0                  | 350                 | 350        | 350          | 350        | 0                  | .00        |
| <b>Total 1304 ASSESSMENT A</b>    | <b>378</b>     | <b>800</b>          | <b>196</b>         | <b>800</b>          | <b>800</b> | <b>800</b>   | <b>800</b> | <b>0</b>           | <b>.00</b> |

1305 TREASURER

PROGRAM DESCRIPTION

The Treasurer (Director of Finance) is responsible for the receiving and recording of all revenue of the Town for operating and special funds. This office provides oversight for all cash management functions including recording and signing all disbursements, monthly financial reports prepared for the Town Manager, Town Council, and various State and Federal agencies. All idle funds are invested as available and cash accounts are balanced on a monthly basis.

PROGRAM COMMENTARY

Banking relationships are continually evaluated to incorporate changes in technology to streamline and improve the efficiency of the services offered to the Town of Coventry. On March 4, 2015 the Town of Coventry was assigned an upgraded General Obligation bond rating of Aa2 by Moody's Investors Service.

PROGRAM ACTIVITY INDICATORS

|                            | <u>FY 10/11</u> | <u>FY 11/12</u> | <u>FY 12/13</u> | <u>FY 13/14</u> | <u>FY14/15</u> |
|----------------------------|-----------------|-----------------|-----------------|-----------------|----------------|
| Investment Income          | \$59,097        | \$61,888        | \$45,070        | \$42,424        | \$43,669       |
| G.O. Bond Rating (Moody's) | Aa3             | Aa3             | Aa3             | Aa3             | Aa2            |

Town of Coventry  
Council Recommended Budget

Budget Fiscal Year: 2017 to 2017

| Account# and Description  | 2015<br>Actual | 2016<br>Base Budget | 2016<br>Actual YTD | 2016<br>Est. Actual | Dept Head     | Town Manager  | Council       | Cou/Bud<br>Inc/Dec | %           |
|---|----------------|---------------------|--------------------|---------------------|---------------|---------------|---------------|--------------------|-------------|
| 1305 TREASURER  |                |                     |                    |                     |               |               |               |                    |             |
| 51010 REGULAR FULL TIME<br>Finance Director (20%)                 | 19,324         | 19,806              | 14,607             | 19,806              | 20,174        | 20,174        | 20,174        | 368                | 1.86        |
| 52070 OTHER PROFESSIONAL SERVICES<br>Bank Reconciliation Services | 4,210          | 4,800               | 4,800              | 4,800               | 4,800         | 4,800         | 4,800         | 0                  | .00         |
| 52090 TRAVEL MEETINGS MILEAGE                                     | 250            | 250                 | 0                  | 250                 | 250           | 250           | 250           | 0                  | .00         |
| 53010 OFFICE SUPPLIES   | 0              | 100                 | 0                  | 100                 | 100           | 100           | 100           | 0                  | .00         |
| <b>Total 1305 TREASURER</b>                                       | <b>23,784</b>  | <b>24,956</b>       | <b>19,407</b>      | <b>24,956</b>       | <b>25,324</b> | <b>25,324</b> | <b>25,324</b> | <b>368</b>         | <b>1.47</b> |

## 1306 INFORMATION TECHNOLOGY

### PROGRAM DESCRIPTION

This activity reflects the consolidated expenses of the Town's information and computer efforts. It includes coordinating the wide area network, the in-house ADMINS alpha system, web page and Coventryvision (Channel 13).

### PROGRAM COMMENTARY

The Town's computer needs are increasingly complex and we are continuing to expand and upgrade our systems within budget constraints. The computer systems goals include stronger disaster recovery and a move toward virtualization.

Town of Coventry  
Council Recommended Budget

Budget Fiscal Year: 2017 to 2017

| Account# and Description   | 2015<br>Actual | 2016<br>Base Budget | 2016<br>Actual YTD | 2016<br>Est. Actual | Dept Head      | Town Manager   | Council        | Cou/Bud<br>Inc/Dec | %           |
|--|----------------|---------------------|--------------------|---------------------|----------------|----------------|----------------|--------------------|-------------|
| 1306 INFORMATION TECHNO  |                |                     |                    |                     |                |                |                |                    |             |
| 51040 TEMPORARY<br>Camera Person   | 508            | 2,000               | 664                | 2,000               | 2,000          | 2,000          | 2,000          | 0                  | .00         |
| 52040 LICENSES/SUPPORT-DATA PROCES<br>Admins 34200<br>HP Support 4000<br>Symantec 4000<br>ESRI 4400<br>ViewPermit 8600<br>HB Communications 1200<br>CBS 3600<br>Strategic Insights 750<br>Vision 7200<br>Walsh 18585<br>ASNA 500<br>SonicWall 600<br>OpenGov 6500<br>Civic Plus 4500<br>Nutmeg Network 3000<br>NE Geo 2000<br>CRCOG - Streaming 2825 | 80,716         | 99,237              | 97,354             | 99,237              | 106,460        | 106,460        | 106,460        | 7,223              | 7.28        |
| 52070 OTHER PROFESSIONAL SERVICES<br>South Windsor IT support<br>GIS<br>Paypal fees  | 43,560         | 46,280              | 43,757             | 46,280              | 46,280         | 46,280         | 46,280         | 0                  | .00         |
| 52100 TRAINING<br>GIS, GMIS  | 0              | 500                 | 0                  | 500                 | 500            | 500            | 500            | 0                  | .00         |
| 52140 EQUIPMENT REPAIRS  | 1,080          | 2,000               | 1,000              | 2,000               | 2,000          | 2,000          | 2,000          | 0                  | .00         |
| 53010 OFFICE SUPPLIES  | 0              | 100                 | 0                  | 100                 | 100            | 100            | 100            | 0                  | .00         |
| 53210 OTHER PURCHASED  | 244            | 250                 | 0                  | 250                 | 250            | 250            | 250            | 0                  | .00         |
| <b>Total 1306 INFORMATION</b>  | <b>126,108</b> | <b>150,367</b>      | <b>142,775</b>     | <b>150,367</b>      | <b>157,590</b> | <b>157,590</b> | <b>157,590</b> | <b>7,223</b>       | <b>4.80</b> |

1401 PLANNING OFFICE

PROGRAM DESCRIPTION

The purpose of the Land Use Office is to protect public health, safety, welfare and property values through the administration of Land Use Regulations. The Office is responsible for reviewing development applications, provides support to all of the land use boards and commissions, provides expert information on all land use issues to the general public, and offers a clearinghouse of land use resource information.

PROGRAM COMMENTARY

Goals for the Planning Office this year include: complete administration of the Dept. of Agriculture Grant for the Reynolds Farm; complete Safe Routes to School project and perform follow-up survey; administer DEEP Open Space Acquisition grant for Williams property; execute goals and recommendations of open space report; work with Coventry Lake Advisory & Monitoring Committee to complete Lake Management Plan and organize 2015 Lake Forum; continue work on Town Biking Plan and associated mapping; administer Regional Performance Incentive Grant if awarded; administer DECD Placemaking Grant; administer DEEP Aquatic Invasives Grant; Administer DOH Main Street Investment Fund Grant; continue preparation of trail mapping resources; seek out and apply for new grant funding mechanisms to facilitate projects consistent with the community's goals.

PROGRAM ACTIVITY INDICATORS

|                                | <u>FY 10/11</u> | <u>FY 11/12</u> | <u>FY 12/13</u> | <u>FY 13/14</u> | <u>FY 14/15</u> |
|--------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| Zoning Inspections             | 367             | 447             | 165*            | 153             | 117             |
| Zoning Complaints Investigated | 69              | 34              | 66*             | 46              | 47              |
| Zoning Permits                 | 253             | 193             | 178             | 224             | 204             |
| Certificate of Use/Occupancy   | 152             | 98              | 53              | 42              | 37              |
| Total Revenue                  | \$21,179        | \$13,891        | \$20,144        | \$11,913        | \$              |

\* 1st Quarter numbers not calculated due to vacancy of ZEO.

Town of Coventry  
Council Recommended Budget

Budget Fiscal Year: 2017 to 2017

| Account# and Description       | 2015<br>Actual | 2016<br>Base Budget | 2016<br>Actual YTD | 2016<br>Est. Actual | Dept Head      | Town Manager   | Council        | Cou/Bud<br>Inc/Dec | %            |
|--------------------------------|----------------|---------------------|--------------------|---------------------|----------------|----------------|----------------|--------------------|--------------|
| 1401 PLANNING                  |                |                     |                    |                     |                |                |                |                    |              |
| 51010 REGULAR FULL TIME        | 130,149        | 139,120             | 103,177            | 139,120             | 138,176        | 138,176        | 138,176        | (944)              | (.68)        |
| Dir Planning & Dev (75%)       |                |                     |                    |                     |                |                |                |                    |              |
| Permit Technician (65%)        |                |                     |                    |                     |                |                |                |                    |              |
| Zoning Agent (65%)             |                |                     |                    |                     |                |                |                |                    |              |
| Engineer (14%)                 |                |                     |                    |                     |                |                |                |                    |              |
| 51030 OVERTIME                 | 0              | 100                 | 0                  | 100                 | 100            | 100            | 100            | 0                  | .00          |
| 51100 LONGEVITY                | 1,500          | 1,500               | 1,500              | 1,500               | 1,500          | 1,500          | 1,500          | 0                  | .00          |
| 51110 DIFFERENTIAL             | 148            | 148                 | 59                 | 148                 | 148            | 148            | 148            | 0                  | .00          |
| 52080 PROFESSIONAL AFFILIATION | 331            | 410                 | 377                | 410                 | 440            | 440            | 440            | 30                 | 7.32         |
| APA professional affiliation   |                |                     |                    |                     |                |                |                |                    |              |
| 52090 TRAVEL MEETINGS MILEAGE  | 150            | 150                 | 150                | 150                 | 150            | 150            | 150            | 0                  | .00          |
| 52100 TRAINING                 | 5              | 105                 | 105                | 105                 | 105            | 105            | 105            | 0                  | .00          |
| 52180 PRINTING                 | 120            | 550                 | 371                | 550                 | 850            | 850            | 850            | 300                | 54.55        |
| Trail brochure printing        |                |                     |                    |                     |                |                |                |                    |              |
| 2 new brochures                |                |                     |                    |                     |                |                |                |                    |              |
| 52250 GRANTS AND CONTRIBUTIONS | 1,000          | 1,000               | 1,000              | 1,000               | 1,000          | 1,000          | 1,000          | 0                  | .00          |
| 53010 OFFICE SUPPLIES          | 168            | 800                 | 745                | 800                 | 200            | 200            | 200            | (600)              | (75.00)      |
| 53220 SUBSCRIPTIONS BOOKS      | 0              | 100                 | 0                  | 100                 | 100            | 100            | 100            | 0                  | .00          |
| <b>Total 1401 PLANNING</b>     | <b>133,571</b> | <b>143,983</b>      | <b>107,484</b>     | <b>143,983</b>      | <b>142,769</b> | <b>142,769</b> | <b>142,769</b> | <b>(1,214)</b>     | <b>(.84)</b> |

1402 ZONING BOARD OF APPEALS

PROGRAM DESCRIPTION

The Zoning Board of Appeals is responsible for the review of variance and special exception applications. The ZBA also reviews appeals taken of the decisions/actions of the ZEO, and approves motor vehicle dealer/repair locations.

PROGRAM COMMENTARY

Goals for the Board for the upcoming fiscal year include: continue to work with Board in their duties and responsibilities; continue to work within the framework of the Zoning Regulations and CT General Statutes; provide assistance to properly train and guide new members of the Board.

PROGRAM ACTIVITY INDICATORS

|                       | <u>FY 10/11</u> | <u>FY 11/12</u> | <u>FY 12/13</u> | <u>FY 13/14</u> | <u>FY 14/15</u> |
|-----------------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| Public Meetings       | 10              | 7               | 4               | 8               | 5               |
| Applications/Hearings | 12              | 7               | 2               | 2               | 7               |

Town of Coventry  
Council Recommended Budget

Budget Fiscal Year: 2017 to 2017

| Account# and Description   | 2015<br>Actual | 2016<br>Base Budget | 2016<br>Actual YTD | 2016<br>Est. Actual | Dept Head     | Town Manager  | Council       | Cou/Bud<br>Inc/Dec | %             |
|--|----------------|---------------------|--------------------|---------------------|---------------|---------------|---------------|--------------------|---------------|
| 1402 ZONING BOARD/APPEA  |                |                     |                    |                     |               |               |               |                    |               |
| 51010 REGULAR FULL TIME<br>Zoning Agent (25%)<br>Permit Technician (15%) | 19,417         | 21,557              | 7,002              | 21,557              | 20,206        | 20,206        | 20,206        | (1,351)            | (6.27)        |
| 51090 OTHER<br>recording secretary salary                                | 116            | 300                 | 64                 | 300                 | 330           | 330           | 330           | 30                 | 10.00         |
| 52080 PROFESSIONAL AFFILIATION<br>CAZEO professional affiliation.        | 30             | 60                  | 50                 | 60                  | 80            | 80            | 80            | 20                 | 33.33         |
| 52090 TRAVEL MEETINGS MILEAGE  | 20             | 65                  | 63                 | 65                  | 65            | 65            | 65            | 0                  | .00           |
| 52100 TRAINING<br>CAZEO certification class fee for ZEO                  | 30             | 200                 | 200                | 200                 | 900           | 900           | 900           | 700                | 350.00        |
| 52170 ADVERTISING  | 2,077          | 1,500               | 1,526              | 1,500               | 1,500         | 1,500         | 1,500         | 0                  | .00           |
| 53010 OFFICE SUPPLIES  | 0              | 100                 | 0                  | 100                 | 100           | 100           | 100           | 0                  | .00           |
| 53220 SUBSCRIPTIONS BOOKS  | 0              | 90                  | 0                  | 90                  | 90            | 90            | 90            | 0                  | .00           |
| <b>Total 1402 ZONING BOARD</b>   | <b>21,690</b>  | <b>23,872</b>       | <b>8,905</b>       | <b>23,872</b>       | <b>23,271</b> | <b>23,271</b> | <b>23,271</b> | <b>(601)</b>       | <b>(2.52)</b> |

## 1403 CONSERVATION

### PROGRAM DESCRIPTION

The Conservation Commission primarily deals with issues associated with open space, conservation, and ecological matters either through the planning or development process. The Commission is responsible for reviewing and updating the Town's Open Space Plan as well as the Natural Resources Inventory. The Commission also is responsible for maintaining records of open space and conservation easement conveyances to the Town. The Commission is composed of seven (7) members appointed by the Town Council.

### PROGRAM COMMENTARY

Goals for the Commission for the upcoming fiscal year include: continue to administer the various goals and visions of the Open Space Plan; support efforts of the Lake Monitoring and Advisory Committee such as the development of the Lake Management Plan; continue to support efforts of the Conservation Corps and explore other open space stewardship concepts; continue to support the adopt-a-road program; continue work to create a biking plan and associated mapping for the Town; expand the trail mapping library to include new trails – Laidlaw Park; work with State of CT Department of Agriculture to complete purchase of development rights for Reynolds Farm; continue planning of the Mill Brook Greenway and submit DEEP Recreational Trails Grant when announced.

Town of Coventry  
Council Recommended Budget

Budget Fiscal Year: 2017 to 2017

| Account# and Description  | 2015<br>Actual | 2016<br>Base Budget | 2016<br>Actual YTD | 2016<br>Est. Actual | Dept Head    | Town Manager | Council      | Cou/Bud<br>Inc/Dec | %          |
|---|----------------|---------------------|--------------------|---------------------|--------------|--------------|--------------|--------------------|------------|
| 1403 CONSERVATION   |                |                     |                    |                     |              |              |              |                    |            |
| 52080 PROFESSIONAL AFFILIATION<br>Conservation professional<br>organization dues            | 83             | 100                 | 83                 | 100                 | 100          | 100          | 100          | 0                  | .00        |
| 52090 TRAVEL MEETINGS MILEAGE   | 0              | 25                  | 0                  | 25                  | 25           | 25           | 25           | 0                  | .00        |
| 52180 PRINTING<br>Special printing of resource<br>materials                                 | 0              | 100                 | 0                  | 100                 | 100          | 100          | 100          | 0                  | .00        |
| 52250 GRANTS AND CONTRIBUTIONS<br>Lake Advisory Commission<br>CACIWCC, Willi River Alliance | 193            | 300                 | 0                  | 300                 | 300          | 300          | 300          | 0                  | .00        |
| 52270 OTHER SERVICES<br>Special assistance to Commission                                    | 0              | 50                  | 0                  | 50                  | 50           | 50           | 50           | 0                  | .00        |
| 53010 OFFICE SUPPLIES   | 66             | 100                 | 0                  | 100                 | 100          | 100          | 100          | 0                  | .00        |
| 53170 GROUND SUPPLIES<br>Conservation boundary<br>marker disks                              | 400            | 700                 | 0                  | 700                 | 700          | 700          | 700          | 0                  | .00        |
| 53210 OTHER PURCHASED<br>Trail Maintenance, bridges, signs                                  | 0              | 500                 | 0                  | 500                 | 500          | 500          | 500          | 0                  | .00        |
| 53220 SUBSCRIPTIONS BOOKS   | 0              | 75                  | 0                  | 75                  | 75           | 75           | 75           | 0                  | .00        |
| 53300 PUBLIC RELATIONS<br>Conservation Forum expenses                                       | 0              | 185                 | 0                  | 185                 | 185          | 185          | 185          | 0                  | .00        |
| <b>Total 1403 CONSERVATION</b>  | <b>742</b>     | <b>2,135</b>        | <b>83</b>          | <b>2,135</b>        | <b>2,135</b> | <b>2,135</b> | <b>2,135</b> | <b>0</b>           | <b>.00</b> |

1404 ECONOMIC DEVELOPMENT

PROGRAM DESCRIPTION

The Economic Development Commission is responsible for promoting commercial, business, and industrial development in an effort to provide a blend of necessary services and employment while maintaining the rural character of the Town of Coventry. The EDC reviews all major economic development proposals.

PROGRAM COMMENTARY

Goals for the Commission for the upcoming fiscal year include: continue to support the attraction of appropriate businesses and retention of existing businesses; continue to support the efforts of the Coventry Regional Farmer's Market; organize and conduct events that support and/or highlight the business community; continue to support the efforts of the Rte. 6 Regional Economic Development Council; offer continued support to the Visitor's Center with expanding their volunteer support and outreach efforts; maintain open communication with business community by conducting on-site visitations with EDC members or businesses; evaluate potential of creating a 'coworking' space in town to support entrepreneurs; assist with the preparation of a Strategic Arts Plan through the DECD Placemaking Grant.

PROGRAM ACTIVITY INDICATORS

|          | <u>FY 10/11</u> | <u>FY 11/12</u> | <u>FY 12/13</u> | <u>FY 13/14</u> | <u>FY 14/15</u> |
|----------|-----------------|-----------------|-----------------|-----------------|-----------------|
| Meetings | 10              | 9               | 10              | 10              | 8               |

Town of Coventry  
Council Recommended Budget

Budget Fiscal Year: 2017 to 2017

| Account# and Description  | 2015<br>Actual | 2016<br>Base Budget | 2016<br>Actual YTD | 2016<br>Est. Actual | Dept Head     | Town Manager  | Council       | Cou/Bud<br>Inc/Dec | %            |
|---|----------------|---------------------|--------------------|---------------------|---------------|---------------|---------------|--------------------|--------------|
| 1404 ECONOMIC DEVELOPME   |                |                     |                    |                     |               |               |               |                    |              |
| 51010 REGULAR FULL TIME<br>Dir Planning & Dev (10%)<br>Permit Technician (5%)   | 9,560          | 10,128              | 7,325              | 10,128              | 10,452        | 10,452        | 10,452        | 324                | 3.20         |
| 51020 PART TIME   | 0              | 0                   | 7,000              | 0                   | 0             | 1             | 1             | 1                  | .00          |
| 52080 PROFESSIONAL AFFILIATION<br>Professional organization dues;<br>Chamber of Commerce<br>Last Green Valley - \$250 | 570            | 570                 | 275                | 570                 | 570           | 570           | 570           | 0                  | .00          |
| 52090 TRAVEL MEETINGS MILEAGE   | 75             | 300                 | 300                | 300                 | 300           | 300           | 300           | 0                  | .00          |
| 52130 SERVICE CONTRACTS<br>Target development site mapping<br>preparation by consultant.                              | 110            | 200                 | 0                  | 200                 | 7,700         | 5,200         | 5,200         | 5,000              | 2,500.       |
| 52180 PRINTING<br>EDC materials; business brochures   | 264            | 500                 | 89                 | 500                 | 500           | 500           | 500           | 0                  | .00          |
| 53300 PUBLIC RELATIONS<br>Economic development forum hosting funds.   | 595            | 1,000               | 1,092              | 1,000               | 1,200         | 1,200         | 1,200         | 200                | 20.00        |
| 55020 ELECTRIC<br>Visitors' Center  | 1,110          | 950                 | 596                | 950                 | 950           | 950           | 950           | 0                  | .00          |
| 55040 WATER<br>Visitors' Center   | 132            | 140                 | 76                 | 140                 | 140           | 140           | 140           | 0                  | .00          |
| 55050 SEWER<br>Visitors' Center   | 305            | 305                 | 305                | 305                 | 305           | 350           | 350           | 45                 | 14.75        |
| <b>Total 1404 ECONOMIC DEV</b>  | <b>12,721</b>  | <b>14,093</b>       | <b>17,058</b>      | <b>14,093</b>       | <b>22,117</b> | <b>19,663</b> | <b>19,663</b> | <b>5,570</b>       | <b>39.52</b> |

1406 INLAND WETLANDS AGENCY

PROGRAM DESCRIPTION

The Inland Wetlands Agency reviews all applications/activities that could potentially impact the Town's wetland areas; (i.e. subdivision, single-family, accessory use, etc.) The IWA reviews enforcement activities directed by the Wetlands Agent. The IWA reviews and updates its own regulations consistent with the State's model wetlands regulations. The IWA is responsible for the administration of the aquifer protection regulations as mandated by D.E.P.

PROGRAM COMMENTARY

Goals for the Agency for the upcoming fiscal year include: continue involvement in training opportunities for the members and staff to continue to properly administer the Town's wetlands regulations.

PROGRAM ACTIVITY INDICATORS

|              | <u>FY 10/11</u> | <u>FY 11/12</u> | <u>FY 12/13</u> | <u>FY 13/14</u> | <u>FY 14/15</u> |
|--------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| Meetings     | 13              | 12              | 12              | 13              | 11              |
| Applications | 39              | 28              | 28              | 31              | 24              |
| Revenue      | \$2,144         | \$1,390         | \$3,125         | \$2,525         | \$              |

Town of Coventry  
Council Recommended Budget

Budget Fiscal Year: 2017 to 2017

| Account# and Description  | 2015<br>Actual | 2016<br>Base Budget | 2016<br>Actual YTD | 2016<br>Est. Actual | Dept Head     | Town Manager  | Council       | Cou/Bud<br>Inc/Dec | %          |
|---|----------------|---------------------|--------------------|---------------------|---------------|---------------|---------------|--------------------|------------|
| 1406 INLAND WETLANDS  |                |                     |                    |                     |               |               |               |                    |            |
| 51010 REGULAR FULL TIME<br>Dir Planning & Dev (15%)<br>Zonning Agent (10%)<br>Permit Technician (15%)<br>Enigneer (22%) | 40,632         | 44,244              | 28,803             | 44,244              | 44,576        | 44,576        | 44,576        | 332                | .75        |
| 51090 OTHER<br>recording secretary  | 756            | 600                 | 233                | 600                 | 660           | 660           | 660           | 60                 | 10.00      |
| 52080 PROFESSIONAL AFFILIATION<br>CACIWC/CAWS annual dues   | 70             | 105                 | 78                 | 105                 | 125           | 125           | 125           | 20                 | 19.05      |
| 52090 TRAVEL MEETINGS MILEAGE   | 8              | 25                  | 0                  | 25                  | 25            | 25            | 25            | 0                  | .00        |
| 52100 TRAINING  | 65             | 100                 | 0                  | 100                 | 100           | 100           | 100           | 0                  | .00        |
| 52170 ADVERTISING<br>Legal Notice publication   | 1,546          | 2,100               | 2,100              | 2,100               | 2,100         | 2,100         | 2,100         | 0                  | .00        |
| 53010 OFFICE SUPPLIES   | 37             | 50                  | 0                  | 50                  | 50            | 50            | 50            | 0                  | .00        |
| 53220 SUBSCRIPTIONS BOOKS   | 0              | 50                  | 50                 | 50                  | 50            | 50            | 50            | 0                  | .00        |
| <b>Total 1406 INLAND WETLA</b>  | <b>43,114</b>  | <b>47,274</b>       | <b>31,264</b>      | <b>47,274</b>       | <b>47,686</b> | <b>47,686</b> | <b>47,686</b> | <b>412</b>         | <b>.87</b> |

## 1407 PLANNING AND ZONING COMMISSION

### PROGRAM DESCRIPTION

The purpose of the Planning and Zoning Commission is to protect public health, safety, welfare and property values through the administration of Land Use Regulations. The Commission is responsible for reviewing development applications (i.e. subdivision, special permit, site plan, text/map amendment, etc.) The Commission reviews and updates the zoning regulations, subdivision regulations, Plan of Conservation and Development, and zoning map.

### PROGRAM COMMENTARY

Goals for the Commission for the upcoming fiscal year include: continue ongoing efforts to streamline and create more efficiency in the zoning regulations based upon the community's needs as well as needs of the industry or Statutory changes; react to recommendations of the Open Space Working Group regarding the Open Space Design Subdivision Regulations and Zoning Regulations; continue to administer the goals and recommendations of the Plan of Conservation and Development.

### PROGRAM ACTIVITY INDICATORS

|                     | <u>FY 10/11</u> | <u>FY 11/12</u> | <u>FY 12/13</u> | <u>FY 13/14</u> | <u>FY 14/15</u> |
|---------------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| Meetings            | 22              | 20              | 19              | 14              | 16              |
| Applications        | 27              | 13              | 11              | 13              | 15              |
| Subdivision Apps    | 3               | 2               | 3               | 3               | 4               |
| Zone Change         | 2               | 0               | 0               | 0               | 1               |
| Zone Text Change    | 5               | 2               | 1               | 1               | 3               |
| Special Permit Apps | 9               | 8               | 7               | 9               | 3               |
| Total Revenue       | \$21,179        | \$13,891        | \$20,144        | \$8,964         | \$              |

Town of Coventry  
Council Recommended Budget

Budget Fiscal Year: 2017 to 2017

| Account# and Description                      | 2015<br>Actual | 2016<br>Base Budget | 2016<br>Actual YTD | 2016<br>Est. Actual | Dept Head    | Town Manager | Council      | Cou/Bud<br>Inc/Dec | %           |
|---|----------------|---------------------|--------------------|---------------------|--------------|--------------|--------------|--------------------|-------------|
| 1407 P&Z COMMISSION                           |                |                     |                    |                     |              |              |              |                    |             |
| 51090 OTHER<br>recording secretary salary     | 1,150          | 1,000               | 661                | 1,000               | 1,100        | 1,100        | 1,100        | 100                | 10.00       |
| 52100 TRAINING                                | 0              | 75                  | 75                 | 75                  | 75           | 75           | 75           | 0                  | .00         |
| 52170 ADVERTISING<br>Legal Notice publication | 3,391          | 3,000               | 2,000              | 3,000               | 3,000        | 3,000        | 3,000        | 0                  | .00         |
| 53010 OFFICE SUPPLIES                         | 37             | 125                 | 122                | 125                 | 125          | 125          | 125          | 0                  | .00         |
| <b>Total 1407 P&amp;Z COMMISSI</b>            | <b>4,578</b>   | <b>4,200</b>        | <b>2,858</b>       | <b>4,200</b>        | <b>4,300</b> | <b>4,300</b> | <b>4,300</b> | <b>100</b>         | <b>2.38</b> |

1501 LEGAL COUNSEL

PROGRAM DESCRIPTION

The Town Attorney, appointed by the Town Manager, 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 on a retainer basis. The Town also utilizes a specialized labor counsel for personnel and labor relations matters.

PROGRAM COMMENTARY

Labor attorney fees are estimated based on labor issues related to Union negotiations. One contract will be in negotiations.

Efforts have been taken to limit the use of the attorney to essential questions.

Continued support for the CCJEF lawsuit on statewide education funding is included.

Town of Coventry  
Council Recommended Budget

Budget Fiscal Year: 2017 to 2017

| Account# and Description                   | 2015<br>Actual | 2016<br>Base Budget | 2016<br>Actual YTD | 2016<br>Est. Actual | Dept Head     | Town Manager  | Council       | Cou/Bud<br>Inc/Dec | %          |
|--|----------------|---------------------|--------------------|---------------------|---------------|---------------|---------------|--------------------|------------|
| 1501 LEGAL COUNSEL                         |                |                     |                    |                     |               |               |               |                    |            |
| 52030 LEGAL                                | 145,389        | 90,000              | 104,401            | 90,000              | 90,000        | 90,000        | 90,000        | 0                  | .00        |
| Increase avoided by changing Labor Counsel |                |                     |                    |                     |               |               |               |                    |            |
| <b>Total 1501 LEGAL COUNSE</b>             | <b>145,389</b> | <b>90,000</b>       | <b>104,401</b>     | <b>90,000</b>       | <b>90,000</b> | <b>90,000</b> | <b>90,000</b> | <b>0</b>           | <b>.00</b> |

## 1502 PROBATE COURT

### PROGRAM DESCRIPTION

The Coventry Probate Court was constituted June 18, 1847 from Hebron. January 1, 1999 the court merged into the Mansfield Probate Court. Effective January 1, 2011, the Mansfield Court merged with the Tolland/Willington Court to serve four towns.

Probate Courts have jurisdiction over the administration of decedents' estates, the supervision of guardians of minor children and retarded adults, the appointment and supervision of conservators for persons who are not capable of handling their own affairs, the commitment of the mentally ill, the adoptions of children, adults' name changes, and passport applications.

### PROGRAM COMMENTARY

The merger of the Mansfield and Tolland courts into one consolidated court handling probate matters for Coventry, Mansfield, Tolland and Willington occurred on January 1, 2011. The court is located in Tolland Town Hall and expenses are split between the four towns.

Town of Coventry  
Council Recommended Budget

Budget Fiscal Year: 2017 to 2017

| Account# and Description  | 2015<br>Actual | 2016<br>Base Budget | 2016<br>Actual YTD | 2016<br>Est. Actual | Dept Head    | Town Manager | Council      | Cou/Bud<br>Inc/Dec | %           |
|---|----------------|---------------------|--------------------|---------------------|--------------|--------------|--------------|--------------------|-------------|
| 1502 PROBATE COURT  |                |                     |                    |                     |              |              |              |                    |             |
| 52250 GRANTS AND CONTRIBUTIONS<br>Probate Court costs<br>shared with Tolland, Mansfield, Willington | 6,755          | 7,055               | 7,053              | 7,055               | 7,295        | 7,295        | 7,295        | 240                | 3.40        |
| <b>Total 1502 PROBATE COUR</b>  | <b>6,755</b>   | <b>7,055</b>        | <b>7,053</b>       | <b>7,055</b>        | <b>7,295</b> | <b>7,295</b> | <b>7,295</b> | <b>240</b>         | <b>3.40</b> |

## 1601 RECORDING/LICENSING (TOWN CLERK)

### PROGRAM DESCRIPTION

The mission of the Town Clerk's office is to serve as the center for public records and information. The history of Coventry is preserved here and new pages are added every day. Connecticut General Statutes determine our duties and responsibilities. The staff's goal is to provide complete and accurate data and courteous and knowledgeable service in the most efficient manner. The office is responsible for filing and maintaining a vast array of records, including, but not limited to: land records and maps; vital statistics certificates; burial records; voter registration records; and minutes of all boards and commissions.

Dog, marriage, sports licenses and permits can be obtained through our office. We assist in the administration of elections, issue absentee ballots, election returns reports and records retention. Trade name certificates, liquor permits, Notary Public appointments and veteran's discharges are processed in our office. Also, we manage our department website. Our office is the hub from which other town departments receive the data necessary to perform their duties. The Clerk's Office acts as an agent for the State of Connecticut to collect fees, which are not revenue for the Town.

### PROGRAM COMMENTARY

The Town Clerks' comprehensive records management system went into service in October, 2011, and provides the higher level of service the public demands. The Town Clerk's databases manage land records and maps, trade names, absentee ballots, military discharges, Justice of the Peace, Notaries, Vitals and Dog Licensing. Land record indexes from July, 1983 to the present became available through internet access in April, 2012. In addition, those indexes from 1712 to 1983 were added in June 2013. Document images dating back to 1975 and all map images may be viewed. The land record indexes may be searched for free and copies of documents and maps may be downloaded for free. Our office is also E-recording documents. Since our first E-recording on April 17, 2014 our office has received 531 E-recordings.

### PROGRAM ACTIVITY INDICATORS

|                           | <u>FY 10/11</u> | <u>FY 11/12</u> | <u>FY 12/13</u> | <u>FY 13/14</u> | <u>FY 14/15</u> |
|---------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| Documents Recorded        | 2589            | 2653            | 3007            | 2567            | 2489            |
| Fish & Game Licenses      | 619             | 767             | 692             | 678             | 510             |
| Dog Licenses              | 1680            | 1518            | 1466            | 1519            | 1481            |
| Maps                      | 37              | 44              | 76              | 38              | 46              |
| Vital Statistics Recorded | 311             | 281             | 311             | 278             | 223             |
| Referenda                 | 3               | 3               | 1               | 1               | 1               |
| Elections/Primaries       | 3               | 2               | 2               | 2               | 2               |
| Town Meetings             | 3               | 2               | 2               | 3               | 5               |
| Local Conveyance Tax      | \$73,865        | \$71,247        | \$83,858        | \$105,526       | \$120,327       |
| Office Receipts           | \$103,581       | \$113,958       | \$111,204       | \$100,840       | \$95,945        |

Town of Coventry  
Council Recommended Budget

Budget Fiscal Year: 2017 to 2017

| Account# and Description  | 2015<br>Actual | 2016<br>Base Budget | 2016<br>Actual YTD | 2016<br>Est. Actual | Dept Head | Town Manager | Council | Cou/Bud<br>Inc/Dec | %       |
|---|----------------|---------------------|--------------------|---------------------|-----------|--------------|---------|--------------------|---------|
| =====   |                |                     |                    |                     |           |              |         |                    |         |
| 1601 RECORDING/LICENSIN   |                |                     |                    |                     |           |              |         |                    |         |
| 51010 REGULAR FULL TIME   | 119,880        | 98,062              | 71,915             | 98,062              | 103,623   | 103,623      | 103,623 | 5,561              | 5.67    |
| 51020 PART TIME   | 12,455         | 17,241              | 12,897             | 17,241              | 17,676    | 17,676       | 17,676  | 435                | 2.52    |
| 51100 LONGEVITY   | 2,000          | 600                 | 600                | 600                 | 700       | 700          | 700     | 100                | 16.67   |
| 51110 DIFFERENTIAL  | 74             | 168                 | 37                 | 168                 | 168       | 168          | 168     | 0                  | .00     |
| 52040 LICENSES/SUPPORT-DATA PROCES<br>Boards & Commissions software fee   | 0              | 0                   | 0                  | 0                   | 600       | 600          | 600     | 600                | .00     |
| 52060 INDEXING RECORDING  | 18,913         | 25,000              | 14,199             | 25,000              | 22,000    | 22,000       | 22,000  | (3,000)            | (12.00) |
| 52070 OTHER PROFESSIONAL SERVICES   | 380            | 425                 | 277                | 425                 | 425       | 425          | 425     | 0                  | .00     |
| 52080 PROFESSIONAL AFFILIATION<br>CT Town Clerks Assoc \$200<br>Tolland County Town Clerks Assn \$30<br>New England Assoc of Town Clerks \$25<br>Int. Institute of Municipal Clerks \$155 | 350            | 350                 | 355                | 350                 | 410       | 410          | 410     | 60                 | 17.14   |
| 52090 TRAVEL MEETINGS MILEAGE   | 538            | 825                 | 601                | 825                 | 825       | 825          | 825     | 0                  | .00     |
| 52100 TRAINING<br>1 employee to maintain certification to assure State<br>requirements are met<br>2 employees are continuing education to receive<br>certification                        | 700            | 1,200               | 660                | 1,200               | 1,200     | 1,200        | 1,200   | 0                  | .00     |
| 52170 ADVERTISING<br>Legal Ad fees have increased.  | 109            | 230                 | 109                | 230                 | 275       | 275          | 275     | 45                 | 19.57   |
| 52180 PRINTING  | 0              | 100                 | 0                  | 100                 | 100       | 100          | 100     | 0                  | .00     |
| 53010 OFFICE SUPPLIES   | 131            | 160                 | 10                 | 160                 | 160       | 160          | 160     | 0                  | .00     |
| 53020 OFFICE EQUIPMENT  | 0              | 100                 | 0                  | 100                 | 100       | 100          | 100     | 0                  | .00     |
| Total 1601 RECORDING/LI   | 155,530        | 144,461             | 101,660            | 144,461             | 148,262   | 148,262      | 148,262 | 3,801              | 2.63    |
| =====   |                |                     |                    |                     |           |              |         |                    |         |

1701 ELECTIONS

PROGRAM DESCRIPTION

It is the responsibility of the registrars to conduct admission enrollment sessions, election primaries and referenda, check voters at Town meetings, maintain the voting records of electors, administer the oath to the poll workers, and to canvass voters in each district once a year. All activities of the registrars are in compliance with State Statutes.

Coventry has two main voting districts. Two registrars, one from each of the two major political parties, serve the Town. Registrars are elected for a term of four years; if one is not able to complete the term, the Deputy Registrar becomes the Registrar.

PROGRAM COMMENTARY

The change from the lever machine to the optical scanning technology and IVS system increases the cost to run an election or primary dramatically. The optical scan system requires special ballots printed each time, memory cards programmed and replaced periodically, back up batteries, and yearly maintenance of the equipment. The IVS system, a requirement of HAVA, requires a separate secure phone/fax line that enables disabled voters to cast a ballot. These requirements all incur increased cost to each election and primary.

PROGRAM ACTIVITY INDICATORS

|                         | <u>FY 10/11</u> | <u>FY 11/12</u> | <u>FY 12/13</u> | <u>FY 13/14</u> | <u>FY 14/15</u> |
|-------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| Number of Electors      | 7,365           | 7,054           | 7,503           | 7,473           | 7,508           |
| State/National Election | 1               | 2               | 2               | 2               | 2               |
| Referenda/Town Meetings | 2               | 2               | 2               | 2               | 3               |
| New Voters Registered   | 233             | 206             | 710             | 452             | 509             |

Town of Coventry  
Council Recommended Budget

Budget Fiscal Year: 2017 to 2017

| Account# and Description   | 2015<br>Actual | 2016<br>Base Budget | 2016<br>Actual YTD | 2016<br>Est. Actual | Dept Head     | Town Manager  | Council       | Cou/Bud<br>Inc/Dec | %            |
|--|----------------|---------------------|--------------------|---------------------|---------------|---------------|---------------|--------------------|--------------|
| 1701 ELECTIONS   |                |                     |                    |                     |               |               |               |                    |              |
| 51020 PART TIME<br>Registrar (2)<br>Deputy Registrar (2)   | 23,701         | 20,000              | 15,050             | 20,000              | 25,758        | 25,758        | 25,758        | 5,758              | 28.79        |
| 52070 OTHER PROFESSIONAL SERVICES<br>presidential election<br>2 primary elections<br>budget referendum<br>increase in minimum wage | 10,665         | 10,000              | 3,909              | 10,000              | 10,000        | 10,000        | 10,000        | 0                  | .00          |
| 52080 PROFESSIONAL AFFILIATION<br>ROVAC dues<br>County dues  | 150            | 160                 | 160                | 160                 | 150           | 150           | 150           | (10)               | (6.25)       |
| 52090 TRAVEL MEETINGS MILEAGE<br>SOTS 2 meetings<br>4 County meetings  | 0              | 200                 | 0                  | 200                 | 400           | 400           | 400           | 200                | 100.00       |
| 52100 TRAINING<br>Moderator (8) @\$40/ea<br>Registrar certification  | 260            | 1,300               | 0                  | 1,300               | 3,820         | 3,820         | 3,820         | 2,520              | 193.85       |
| 52140 EQUIPMENT REPAIRS<br>accuvote coding<br>machine maintenance  | 2,406          | 2,500               | 2,227              | 2,500               | 2,500         | 2,500         | 2,500         | 0                  | .00          |
| 52170 ADVERTISING  | 4,528          | 4,500               | 2,627              | 4,500               | 4,500         | 4,500         | 4,500         | 0                  | .00          |
| 52180 PRINTING   | 2,281          | 4,000               | 1,995              | 4,000               | 3,245         | 3,245         | 3,245         | (755)              | (18.88)      |
| 53010 OFFICE SUPPLIES  | 150            | 400                 | 183                | 400                 | 400           | 400           | 400           | 0                  | .00          |
| 55010 TELEPHONE<br>IVS required for handicap<br>\$168 per district per election  | 537            | 500                 | 100                | 500                 | 1,000         | 1,000         | 1,000         | 500                | 100.00       |
| <b>Total 1701 ELECTIONS</b>  | <b>44,678</b>  | <b>43,560</b>       | <b>26,251</b>      | <b>43,560</b>       | <b>51,773</b> | <b>51,773</b> | <b>51,773</b> | <b>8,213</b>       | <b>18.85</b> |

1801 TOWN OFFICE BUILDING

PROGRAM DESCRIPTION

This activity represents the cost of providing office space and services for general government functions. Included are telephone and other utility costs, as well as cleaning and maintenance costs for the Town Hall Complex. Also included are service contracts for the boilers and air-conditioning system.

PROGRAM COMMENTARY

Fuel oil prices have been calculated at \$2.37 per gallon. The budget for electricity modestly decreased due to a renegotiation of the contract effective January 1, 2014. Solar is expected to be in place by August of 2015.

Town of Coventry  
Council Recommended Budget

Budget Fiscal Year: 2017 to 2017

| Account# and Description           | 2015<br>Actual | 2016<br>Base Budget | 2016<br>Actual YTD | 2016<br>Est. Actual | Dept Head     | Town Manager  | Council       | Cou/Bud<br>Inc/Dec | %             |
|------------------------------------|----------------|---------------------|--------------------|---------------------|---------------|---------------|---------------|--------------------|---------------|
| 1801 TOWN OFFICE BLDG.             |                |                     |                    |                     |               |               |               |                    |               |
| 52070 OTHER PROFESSIONAL SERVICES  | 0              | 400                 | 0                  | 400                 | 400           | 400           | 400           | 0                  | .00           |
| 52130 SERVICE CONTRACTS            | 22,199         | 27,000              | 21,318             | 27,000              | 25,000        | 26,000        | 26,000        | (1,000)            | (3.70)        |
| Pilot House 2,700                  |                |                     |                    |                     |               |               |               |                    |               |
| Swiss 2,900                        |                |                     |                    |                     |               |               |               |                    |               |
| Willington Termite 360             |                |                     |                    |                     |               |               |               |                    |               |
| USA hauling 2000                   |                |                     |                    |                     |               |               |               |                    |               |
| Info Shred 240                     |                |                     |                    |                     |               |               |               |                    |               |
| Janitorial 12,500                  |                |                     |                    |                     |               |               |               |                    |               |
| Tower Generator 1,005              |                |                     |                    |                     |               |               |               |                    |               |
| Independent Elevator 300           |                |                     |                    |                     |               |               |               |                    |               |
| Mechanical Maint. 3,000            |                |                     |                    |                     |               |               |               |                    |               |
| Shipmans 60                        |                |                     |                    |                     |               |               |               |                    |               |
| 52140 EQUIPMENT REPAIRS            | 8,452          | 3,000               | 118                | 3,000               | 3,000         | 4,000         | 4,000         | 1,000              | 33.33         |
| hvac repairs                       |                |                     |                    |                     |               |               |               |                    |               |
| 52160 BUILDING REPAIRS/MAINTENANCE | 12,399         | 3,000               | 11,638             | 3,000               | 3,000         | 3,000         | 3,000         | 0                  | .00           |
| 53070 CUSTODIAL SUPPLIES           | 764            | 750                 | 331                | 750                 | 750           | 750           | 750           | 0                  | .00           |
| 53080 PAPER GOODS                  | 664            | 1,000               | 838                | 1,000               | 1,000         | 1,000         | 1,000         | 0                  | .00           |
| 53120 EQUIPMENT PARTS              | 0              | 150                 | 0                  | 150                 | 150           | 150           | 150           | 0                  | .00           |
| AED pads and battery               |                |                     |                    |                     |               |               |               |                    |               |
| 53150 BUILDING SUPPLIES            | 366            | 500                 | 1,100              | 500                 | 500           | 500           | 500           | 0                  | .00           |
| Light Bulbs                        |                |                     |                    |                     |               |               |               |                    |               |
| 54020 OFFICE FURNITURE & EQUIPMENT | 905            | 500                 | 0                  | 500                 | 500           | 500           | 500           | 0                  | .00           |
| 55010 TELEPHONE                    | 8,038          | 8,500               | 5,395              | 8,500               | 8,500         | 8,500         | 8,500         | 0                  | .00           |
| 55020 ELECTRIC                     | 19,266         | 22,600              | 13,506             | 22,600              | 22,600        | 22,000        | 22,000        | (600)              | (2.65)        |
| Solar savings                      |                |                     |                    |                     |               |               |               |                    |               |
| 55030 HEATING FUEL                 | 20,233         | 12,798              | 9,210              | 12,798              | 12,798        | 9,999         | 9,999         | (2,799)            | (21.87)       |
| 55050 SEWER                        | 610            | 610                 | 610                | 610                 | 700           | 700           | 700           | 90                 | 14.75         |
| <b>Total 1801 TOWN OFFICE</b>      | <b>93,896</b>  | <b>80,808</b>       | <b>64,064</b>      | <b>80,808</b>       | <b>78,898</b> | <b>77,499</b> | <b>77,499</b> | <b>(3,309)</b>     | <b>(4.09)</b> |

1802 CENTRAL SUPPLY

PROGRAM DESCRIPTION

Central Supply purchases commonly used office supplies and shared resources such as office equipment.

PROGRAM COMMENTARY

Supply costs have been kept flat. We are purchasing a large portion of our supplies through the State contracts rather than directly through individual vendors in order to keep costs down.

Town of Coventry  
Council Recommended Budget

Budget Fiscal Year: 2017 to 2017

| Account# and Description  | 2015<br>Actual | 2016<br>Base Budget | 2016<br>Actual YTD | 2016<br>Est. Actual | Dept Head     | Town Manager  | Council       | Cou/Bud<br>Inc/Dec | %              |
|---|----------------|---------------------|--------------------|---------------------|---------------|---------------|---------------|--------------------|----------------|
| 1802 CENTRAL SERS./SUPP   |                |                     |                    |                     |               |               |               |                    |                |
| 52070 OTHER PROFESSIONAL SERVICES<br>EAP 1200                                 | 1,184          | 1,200               | 1,218              | 1,200               | 1,200         | 1,200         | 1,200         | 0                  | .00            |
| 52110 POSTAGE<br>Decrease in mailings   | 28,157         | 37,000              | 2,977              | 37,000              | 30,000        | 30,000        | 30,000        | (7,000)            | (18.92)        |
| 52130 SERVICE CONTRACTS<br>Neopost 1242<br>A&A 475<br>New England Mailing 862 | 2,693          | 2,551               | 2,578              | 2,551               | 2,581         | 2,581         | 2,581         | 30                 | 1.18           |
| 52140 EQUIPMENT REPAIRS   | 92             | 1,500               | 321                | 1,500               | 1,500         | 1,500         | 1,500         | 0                  | .00            |
| 52180 PRINTING<br>Envelopes, letterhead, business forms                       | 1,980          | 1,500               | 357                | 1,500               | 1,500         | 1,500         | 1,500         | 0                  | .00            |
| 52190 COPIERS<br>Usage and supplies   | 2,198          | 2,750               | 1,681              | 2,750               | 2,750         | 2,750         | 2,750         | 0                  | .00            |
| 53010 OFFICE SUPPLIES   | 2,292          | 4,000               | 2,263              | 4,000               | 4,000         | 4,000         | 4,000         | 0                  | .00            |
| 53080 PAPER GOODS<br>copy paper   | 3,155          | 4,000               | 2,905              | 4,000               | 4,000         | 3,800         | 3,800         | (200)              | (5.00)         |
| 53100 AUTO PARTS  | 2,189          | 3,250               | 78                 | 3,250               | 3,250         | 3,000         | 3,000         | (250)              | (7.69)         |
| 53210 OTHER PURCHASED   | 87             | 750                 | 88                 | 750                 | 750           | 750           | 750           | 0                  | .00            |
| 53240 TIRES   | 0              | 500                 | 0                  | 500                 | 500           | 500           | 500           | 0                  | .00            |
| <b>Total 1802 CENTRAL SERS</b>  | <b>44,027</b>  | <b>59,001</b>       | <b>14,466</b>      | <b>59,001</b>       | <b>52,031</b> | <b>51,581</b> | <b>51,581</b> | <b>(7,420)</b>     | <b>(12.58)</b> |

**This page intentionally left blank.**