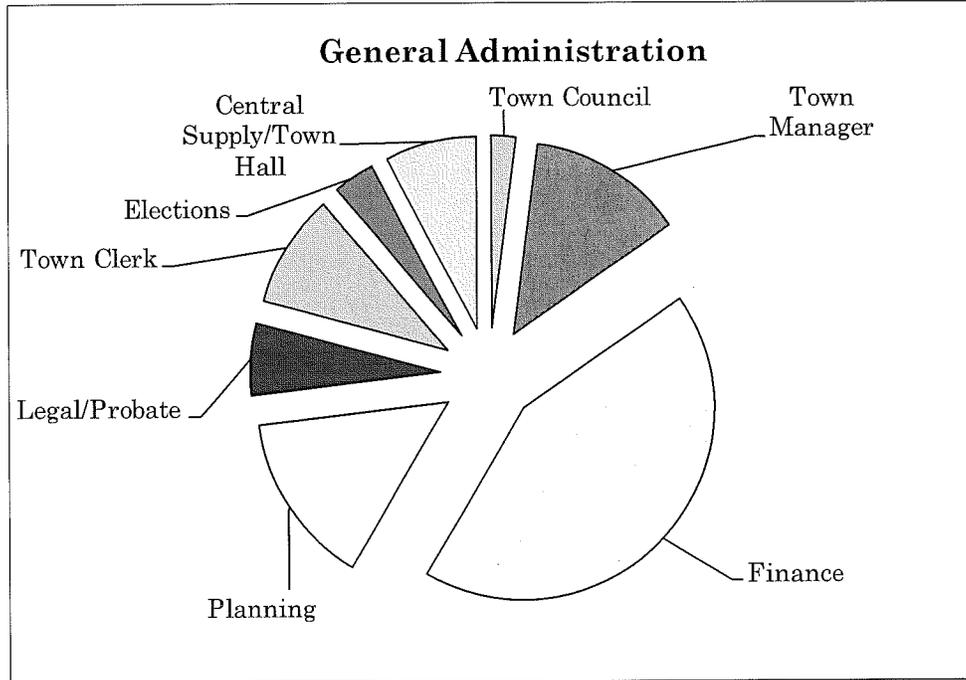


General Administration



General Administration is 16.77% 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: 2018 to 2018

Account# and Description	2016 Actual	2017 Base Budget	2017 Actual YTD	2017 Est. Actual	Dept Head	Town Manager	Council	Cou/Bud Inc/Dec	%
1101 TOWN COUNCIL									
110-1101-51090 OTHER	3,400	3,800	4,027	4,027	4,000	4,000	4,000	200	5.26
110-1101-52080 PROFESSIONAL CRCOG 11,250 Cost 950 CCM 7,450	19,197	19,513	19,361	19,361	19,650	19,650	19,650	137	.70
110-1101-52100 TRAINING	0	250	80	80	250	250	250	0	.00
110-1101-52170 ADVERTISING legal ads	2,603	1,900	3,777	3,777	1,900	1,900	1,900	0	.00
110-1101-52180 PRINTING 3 newsletters	6,044	5,800	6,100	6,100	5,800	5,800	5,800	0	.00
110-1101-52220 MEALS	22	150	172	172	150	150	150	0	.00
110-1101-52250 GRANTS AND CO Energy committee projects	0	150	150	150	150	150	150	0	.00
110-1101-53010 OFFICE SUPPLI	44	500	0	0	500	500	500	0	.00
110-1101-53210 OTHER PURCHAS	0	400	0	0	400	400	400	0	.00
110-1101-53300 PUBLIC RELATI awards, volunteer recognitions	699	1,500	1,858	1,858	1,500	1,500	1,500	0	.00
Total 1101 TOWN COUNCIL	32,009	33,963	35,525	35,525	34,300	34,300	34,300	337	.99

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: 2018 to 2018

Account# and Description	2016 Actual	2017 Base Budget	2017 Actual YTD	2017 Est. Actual	Dept Head	Town Manager	Council	Cou/Bud Inc/Dec	%
1201 TOWN MANAGER									
110-1201-51010 REGULAR FULL Town Manager Executive Assistant 6 month Salary Freeze	198,856	202,073	202,235	202,237	205,237	205,237	203,476	1,403	.69
110-1201-51040 TEMPORARY UCONN MPA Intern	0	0	0	0	15,100	15,750	0	0	.00
110-1201-51100 LONGEVITY	2,000	2,100	2,100	2,100	2,200	2,200	2,200	100	4.76
110-1201-52080 PROFESSIONAL ICMA, CTCMA	1,303	1,300	1,322	1,322	1,422	1,422	1,422	122	9.38
110-1201-52090 TRAVEL MEETIN ICMA conference CCM 60, COST 95, CTCMA 95	1,810	1,600	1,581	1,581	1,600	1,600	1,600	0	.00
110-1201-52100 TRAINING ICAM registration & hotel	915	1,200	932	932	1,200	1,200	1,200	0	.00
110-1201-52170 ADVERTISING	3,921	2,800	3,039	2,889	2,800	2,800	2,800	0	.00
110-1201-52180 PRINTING	0	50	0	0	50	50	50	0	.00
110-1201-52220 MEALS	265	350	322	322	350	350	350	0	.00
110-1201-53010 OFFICE SUPPLI	560	550	0	0	550	550	550	0	.00
110-1201-53220 SUBSCRIPTIONS Chronicle	231	425	89	89	425	425	425	0	.00
Total 1201 TOWN MANAGER	209,861	212,448	211,620	211,472	230,934	231,584	214,073	1,625	.76

PROGRAM DESCRIPTION

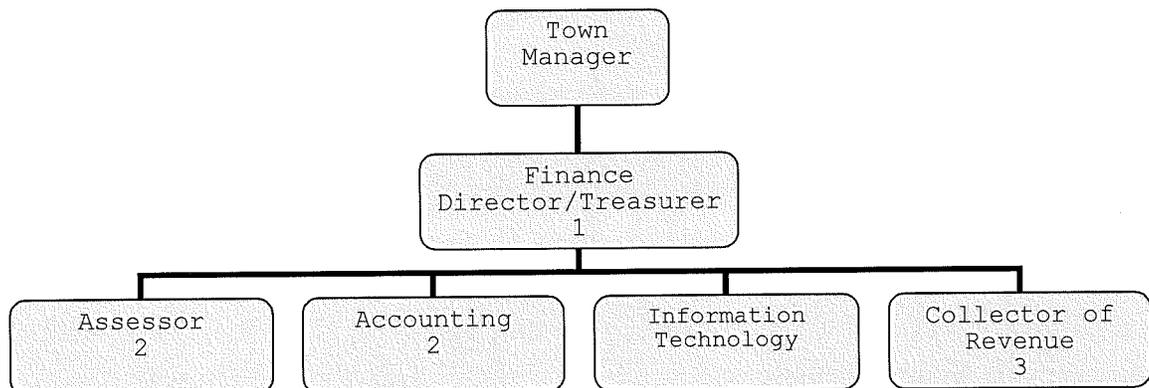
The primary responsibility of this activity is to oversee the Finance departments of Accounting, Collector of Revenue, Assessment and Treasurer. This activity will be responsible for the cash position of the town including investment, banking relations and oversight of the general ledger. The Director 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: 2018 to 2018

Account# and Description	2016 Actual	2017 Base Budget	2017 Actual YTD	2017 Est. Actual	Dept Head	Town Manager	Council	Cou/Bud Inc/Dec	%
1300 FINANCE ADMINISTRA									
110-1300-51010 REGULAR FULL Finance Director(80%) 6 month Salary Freeze	79,415	80,695	78,490	78,490	82,111	82,111	85,805	5,110	6.33
110-1300-51100 LONGEVITY	1,200	1,300	1,300	1,300	0	0	0	(1,300)	(100.0)
110-1300-52080 PROFESSIONAL GFOA 190, GFOACT 65	255	405	1,285	770	255	255	255	(150)	(37.04)
110-1300-52090 TRAVEL MEETIN GFOA	1,311	1,650	1,095	1,095	1,650	1,650	1,650	0	.00
110-1300-52100 TRAINING	800	940	419	419	940	940	940	0	.00
110-1300-52180 PRINTING	0	75	0	0	75	75	75	0	.00
110-1300-52280 AUDIT Annual audit 28,770 OPEB valuation CAFR application fee	27,977	30,645	29,181	29,181	31,215	31,215	31,215	570	1.86
Total 1300 FINANCE ADMI	110,958	115,710	111,770	111,255	116,246	116,246	119,940	4,230	3.66

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: 2018 to 2018

Account# and Description	2016 Actual	2017 Base Budget	2017 Actual YTD	2017 Est. Actual	Dept Head	Town Manager	Council	Cou/Bud Inc/Dec	%
1301 ACCOUNTING									
110-1301-51010 REGULAR FULL Accountant Asst. Accountant 6 month Salary Freeze	103,678	110,932	108,243	108,243	115,542	115,542	114,607	3,675	3.31
110-1301-51110 DIFFERENTIAL	298	111	0	0	0	0	0	(111)	(100.0)
110-1301-52100 TRAINING GFOA classes	50	325	70	70	325	325	325	0	.00
110-1301-52180 PRINTING W-2's, 1099's, envelopes	0	400	0	0	400	400	400	0	.00
110-1301-53010 OFFICE SUPPLI	208	300	0	0	300	300	300	0	.00
Total 1301 ACCOUNTING	104,234	112,068	108,313	108,313	116,567	116,567	115,632	3,564	3.18

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 11/12</u>	<u>FY 12/13</u>	<u>FY 13/14</u>	<u>FY14/15</u>	<u>FY15/16</u>
Tax Bills Prepared	20,476	20,446	20,363	20,343	20,612
Supp. Motor Vehicles	2,100	2,249	2,025	2,244	2,248
Sewer Assessments Billed	513	498	447	419	402
Sewer Use Bills	856	884	894	905	905
Tax Collector's Demands	378	384	369	325	264
Alias Tax Warrants	295	298	300	296	232
PA-788	65	59	65	69	76
Trash User Fees	4,856	4,822	4,830	4754	4,742
Collection Reports	149	144	148	151	155

Town of Coventry
Council Recommended Budget

Budget Fiscal Year: 2018 to 2018

Account# and Description	2016 Actual	2017 Base Budget	2017 Actual YTD	2017 Est. Actual	Dept Head	Town Manager	Council	Cou/Bud Inc/Dec	%
1302 COLLECTOR OF REVENUE									
110-1302-51010 REGULAR FULL Collector of Revenue Asst. Collector (50%) 6 month Salary Freeze	93,494	96,721	97,203	97,203	98,399	98,399	97,533	812	.84
110-1302-51030 OVERTIME	0	750	29	29	1,000	1,000	1,000	250	33.33
110-1302-51040 TEMPORARY Extra help during July and January collection periods	2,718	2,000	0	0	2,000	1,000	1,000	(1,000)	(50.00)
110-1302-51100 LONGEVITY	1,500	2,000	2,000	2,000	2,100	2,100	2,100	100	5.00
110-1302-52060 INDEXING RECO Binding and indexing rate books	2,700	695	1,095	3,100	695	695	695	0	.00
110-1302-52080 PROFESSIONAL Tolland - Windham 40 CT Tax Coll Assoc 175 NE Regional 35	175	250	210	210	250	250	250	0	.00
110-1302-52090 TRAVEL MEETIN 8 CT meetings 1 Seminar (staff car used when available)	0	100	0	0	100	100	100	0	.00
110-1302-52100 TRAINING CT tax seminar 315 CCMC certification 275 CT Tax meetings 160	251	750	689	689	750	500	500	(250)	(33.33)
110-1302-52170 ADVERTISING Legal ads as per state statute	545	1,000	1,374	1,274	1,000	800	800	(200)	(20.00)
110-1302-52180 PRINTING Printing through delivery of tax bills	9,410	11,000	22,020	11,920	11,000	11,000	11,000	0	.00
110-1302-53010 OFFICE SUPPLI	509	600	380	380	600	600	600	0	.00
Total 1302 COLLECTOR OF	111,302	115,866	125,000	116,805	117,894	116,444	115,578	(288)	(.25)

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 Veterans' 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

This office will be working to ensure that our new maps will be ready to use by the end of August 2017. Real Estate has been and will always be 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

	FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY 15/16
Subdivisions Mapped & Priced	2	4	3	3	1
New Roads	0	0	1	2	1
Total New Lots Added	2	17	25	18	19
Elderly Applications Processed	107	116	120	124	124
Tax Deferrals	13	14	13	10	10
Additional Veterans	64	61	58	46	50
Building Permits	798	750	638	318	434
New Dwellings	18	21	26	19	19
Certificate of Corrections	576	2140	803	1046	804
Transfers	464	462	415	301	475
Reports, Files, State, Local	50	50	50	50	50
MV Priced (Regular)	13280	13,389	13199	13307	13460
MV Priced (Supple)	2195	2,101	2249	2338	2370
PP Priced	875	861	776	818	743

Town of Coventry
Council Recommended Budget

Budget Fiscal Year: 2018 to 2018

Account# and Description	2016	2017	2017	2017	Dept Head	Town Manager	Council	Cou/Bud	
	Actual	Base Budget	Actual YTD	Est. Actual				Inc/Dec	%
1303 ASSESSOR									
110-1303-51010 REGULAR FULL Assessor Asst. to Assessor 6 month Salary Freeze	98,137	135,281	135,286	135,286	137,629	137,629	136,405	1,124	.83
110-1303-51040 TEMPORARY	9,688	1	0	0	1	0	0	(1)	(100.0)
110-1303-51100 LONGEVITY	700	800	800	800	1,400	1,400	1,400	600	75.00
110-1303-51110 DIFFERENTIAL	970	111	111	111	111	111	111	0	.00
110-1303-52060 INDEXING RECO	1,108	1,000	905	905	1,000	1,000	1,000	0	.00
110-1303-52070 OTHER PROFESS	2,920	1	49	49	1	1	1	0	.00
110-1303-52080 PROFESSIONAL CAAO membership Hartford cnty. membership	110	170	40	40	170	170	170	0	.00
110-1303-52090 TRAVEL MEETIN	9	100	60	30	100	100	100	0	.00
110-1303-52100 TRAINING	651	1,000	680	650	1,000	750	750	(250)	(25.00)
110-1303-52170 ADVERTISING	368	200	204	204	200	325	325	125	62.50
110-1303-52180 PRINTING	857	300	531	531	300	300	300	0	.00
110-1303-53010 OFFICE SUPPLI	3,685	350	317	317	350	350	350	0	.00
110-1303-53220 SUBSCRIPTIONS	549	750	517	517	750	650	650	(100)	(13.33)
Total 1303 ASSESSOR	119,752	140,064	139,500	139,440	143,012	142,786	141,562	1,498	1.07

1304 BOARD OF ASSESSMENT APPEALS

PROGRAM DESCRIPTION

The Board of Assessment Appeals is charged with the duty of hearing appeals 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

		Grand List <u>2011</u>	Grand List <u>2012</u>	Grand List <u>2013</u>	Grand List <u>2014</u>	Grand List <u>2015</u>
Number of Appeals:	P.P.	2	2	3	2	5
	R.E.	26	24	13	17	4
	M.V.	13	36	14	11	8
	Total	41	62	30	30	17
Appeals Granted:	P.P.	1	1	2	1	0
	R.E.	21	8	8	5	1
	M.V.	6	13	9	8	5
	Total	28	22	19	14	7
Appeals Denied:	P.P.	1	1	1	1	5
	R.E.	5	16	5	12	2
	M.V.	7	23	5	3	3
	Total	13	40	11	16	10
Total Reduction:	P.P.	\$11,200	\$1,300	\$9,900	\$1,000	
	R.E.	\$1,553,500	\$365,800	\$414,639	\$406,900	\$22,040
	M.V.	\$47,375	\$48,793	\$35,739	\$32,780	\$16,710
	Total	\$1,612,075	\$415,893	\$460,278	\$440,680	\$38,750

Town of Coventry
Council Recommended Budget

Budget Fiscal Year: 2018 to 2018

Account# and Description	2016 Actual	2017 Base Budget	2017 Actual YTD	2017 Est. Actual	Dept Head	Town Manager	Council	Cou/Bud Inc/Dec	%
1304 ASSESSMENT APPEALS									
110-1304-52070 OTHER PROFESS	146	400	238	238	400	350	350	(50)	(12.50)
110-1304-52100 TRAINING	50	50	0	0	50	50	50	0	.00
110-1304-52170 ADVERTISING	0	350	0	0	350	350	350	0	.00
Total 1304 ASSESSMENT A	196	800	238	238	800	750	750	(50)	(6.25)

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: 2018 to 2018

Account# and Description	2016 Actual	2017 Base Budget	2017 Actual YTD	2017 Est. Actual	Dept Head	Town Manager	Council	Cou/Bud Inc/Dec	%
1305 TREASURER									
110-1305-51010 REGULAR FULL Finance Director (20%) 6 month Salary Freeze	19,854	20,174	19,620	19,620	20,530	20,530	21,452	1,278	6.33
110-1305-52070 OTHER PROFESS Transition consulting service \$2,000	5,520	4,800	4,224	4,224	4,800	10,400	2,000	(2,800)	(58.33)
110-1305-52090 TRAVEL MEETIN	100	250	0	0	250	250	250	0	.00
110-1305-53010 OFFICE SUPPLI	42	100	198	99	100	100	100	0	.00
Total 1305 TREASURER	25,516	25,324	24,042	23,943	25,680	31,280	23,802	(1,522)	(6.01)

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: 2018 to 2018

Account# and Description	2016 Actual	2017 Base Budget	2017 Actual YTD	2017 Est. Actual	Dept Head	Town Manager	Council	Cou/Bud Inc/Dec	%
1306 INFORMATION TECHNO									
110-1306-51040 TEMPORARY Camera person	923	2,000	739	739	2,000	1,500	1,500	(500)	(25.00)
110-1306-52040 LICENSES/SUPP	98,253	106,460	99,768	100,212	114,000	114,000	111,500	5,040	4.73
Admins 36420									
HP Support 7000									
Symantec 4000									
ESRI 4400									
ViewPermit 9000									
HB Communications 1200									
CBS 3600									
Strategic Insights 750									
Vision 7200									
Walsh 19500									
ASNA 500									
SonicWall 890									
OpenGov 7600									
Civic Plus 4700									
Nutmeg Network 1500									
NE Geo 3000									
Charter - 240									
110-1306-52070 OTHER PROFESS	44,747	46,280	45,341	45,341	46,280	61,130	61,130	14,850	32.09
South Windsor IT support increase from current level of 12hrs/wk to 16hrs/wk GIS support									
110-1306-52100 TRAINING GIS, CEN	0	500	0	0	500	500	500	0	.00
110-1306-52140 EQUIPMENT REP	1,000	2,000	0	0	2,000	2,000	2,000	0	.00
110-1306-53010 OFFICE SUPPLI	0	100	10	10	100	100	100	0	.00
110-1306-53210 OTHER PURCHAS	2,590	250	0	0	250	250	250	0	.00
Total 1306 INFORMATION	147,513	157,590	145,858	146,302	165,130	179,480	176,980	19,390	12.30

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 of 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 for the upcoming fiscal year include: complete current America the Beautiful Grant and execute one to be submitted in 2017 if awarded; execute DEEP Rec Trails Grant for Depot Road property and new DEEP Rec Trails Planning Grant for the RTE 6 Expressway properties if awarded; continue to administer grants received as well as seek out and apply for new grant funding mechanisms to facilitate projects consistent with the community's goals; administer goals and recommendations outlined in the Open Space Working Group Report – in particular, the development of open space management plans, trail mapping development and new trail blazing; continue work with the Coventry Lake Advisory and Monitoring Committee to study the hydrilla outbreak in Coventry Lake as well as prepare for the 2017 Lake Forum; continue work with the Conservation Commission to prepare a community bike plan.

PROGRAM ACTIVITY INDICATORS

	FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY 15/16
Zoning Inspections	447	165*	153	117	190
Zoning Complaints Investigated	34	66*	46	47	91
Zoning Permits	193	178	224	204	258
Certificate of Use/Occupancy	98	53	42	37	66
Total Revenue	\$13,891	\$20,144	\$11,913	\$11,275	\$13,254

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

Town of Coventry
Council Recommended Budget

Budget Fiscal Year: 2018 to 2018

Account# and Description	2016	2017	2017	2017	Dept Head	Town Manager	Council	Cou/Bud	
	Actual	Base Budget	Actual YTD	Est. Actual				Inc/Dec	%
1401 PLANNING									
110-1401-51010 REGULAR FULL Dir Planning & Dev (75%) Permit Technician (65%) Zoning Agent (65%) Engineer (14%) 6 month Salary Freeze	130,669	138,176	136,221	136,221	142,484	142,484	138,802	626	.45
110-1401-51030 OVERTIME	0	100	0	0	100	100	100	0	.00
110-1401-51100 LONGEVITY	1,500	1,500	1,500	1,500	1,500	1,500	1,500	0	.00
110-1401-51110 DIFFERENTIAL	207	148	148	148	148	148	148	0	.00
110-1401-52080 PROFESSIONAL APA professional affiliation	377	440	365	365	440	440	440	0	.00
110-1401-52090 TRAVEL MEETIN	150	150	36	36	150	150	150	0	.00
110-1401-52100 TRAINING	105	105	0	0	105	105	105	0	.00
110-1401-52180 PRINTING printing of trail brochures.	371	850	0	0	1,300	1,000	1,000	150	17.65
110-1401-52250 GRANTS AND CO	1,000	1,000	1,000	1,000	1,000	1,000	1,000	0	.00
110-1401-53010 OFFICE SUPPLI	745	200	396	198	200	200	200	0	.00
110-1401-53220 SUBSCRIPTIONS	0	100	0	0	9,600	100	100	0	.00
Total 1401 PLANNING	135,124	142,769	139,666	139,468	157,027	147,227	143,545	776	.54

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

	FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY 15/16
Public Meetings	7	4	8	5	7
Applications/Hearings	7	2	2	7	8

Town of Coventry
Council Recommended Budget

Budget Fiscal Year: 2018 to 2018

Account# and Description	2016		2017		Dept Head	Town Manager	Council	Cou/Bud	
	Actual	Base Budget	Actual YTD	Est. Actual				Inc/Dec	%
1402 ZONING BOARD/APPEA									
110-1402-51010 REGULAR FULL Zoning Agent (25%) Permit Technician (15%) 6 month Salary Freeze	17,276	20,206	19,502	19,502	21,297	21,297	20,164	(42)	(.21)
110-1402-51090 OTHER Recording Secretary Salary	115	330	172	172	330	330	330	0	.00
110-1402-52080 PROFESSIONAL CAZEO professional affiliation	50	80	50	50	80	80	80	0	.00
110-1402-52090 TRAVEL MEETIN	63	65	35	35	65	65	65	0	.00
110-1402-52100 TRAINING Reduction in training since ZEO has completed CAZEO coursework	200	900	900	900	300	300	300	(600)	(66.67)
110-1402-52170 ADVERTISING	3,220	1,500	4,840	4,840	1,500	2,500	2,500	1,000	66.67
110-1402-53010 OFFICE SUPPLI	0	100	0	0	100	100	100	0	.00
110-1402-53220 SUBSCRIPTIONS	0	90	25	25	90	90	90	0	.00
Total 1402 ZONING BOARD	20,924	23,271	25,524	25,524	23,762	24,762	23,629	358	1.54

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 goals and visions of the Open Space Plan; support efforts of the Coventry Lake Advisory and Monitoring Committee and the execution of the Coventry Lake Management Plan; support the Adopt - A - Road Program; continue work on the Town Bike Plan and associated mapping; expand the trail mapping library to include other open space parcels; continue planning of the Mill Brook Greenway; use the completed Open Space Management Plan that was developed for Patriots Park Woods as a template for other open space properties; continue to review and comment on Planning and Zoning applications and Town referrals that are forwarded to the Commission; continue the stone wall clean-up program at Nathan Hale Homestead; support efforts to design and plan a multi-purpose trail on the former RTE 6 Expressway with the prospective State of CT DEEP Recreation Trails Grant proposal that is pending consideration.

Town of Coventry
Council Recommended Budget

Budget Fiscal Year: 2018 to 2018

Account# and Description	2016 Actual	2017 Base Budget	2017 Actual YTD	2017 Est. Actual	Dept Head	Town Manager	Council	Cou/Bud Inc/Dec	\$
1403 CONSERVATION									
110-1403-52080 PROFESSIONAL Conservation professional organization dues	83	100	70	70	100	100	100	0	.00
110-1403-52090 TRAVEL MEETIN	0	25	0	0	25	25	25	0	.00
110-1403-52180 PRINTING Special printing of resource materials	100	100	0	0	100	100	100	0	.00
110-1403-52250 GRANTS AND CO Lake Advisory Commission CACIWCC, Willi River Alliance	0	300	0	0	300	300	300	0	.00
110-1403-52270 OTHER SERVICE Special assistance to commission	46	50	0	0	50	50	50	0	.00
110-1403-53010 OFFICE SUPPLI	0	100	0	0	100	100	100	0	.00
110-1403-53170 GROUND SUPPLI Conservation boundry marker disks	414	700	700	700	700	700	700	0	.00
110-1403-53210 OTHER PURCHAS Trail Maintenance, bridges, signs	0	500	242	242	500	500	500	0	.00
110-1403-53220 SUBSCRIPTIONS	0	75	0	0	75	75	75	0	.00
110-1403-53300 PUBLIC RELATI Conservation forum expenses	0	185	0	0	185	185	185	0	.00
Total 1403 CONSERVATION	643	2,135	1,012	1,012	2,135	2,135	2,135	0	.00

1404 ECONOMIC DEVELOPMENT

PROGRAM DESCRIPTION

The Economic Development Commission is responsible for promoting the 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; support the continued operation and management of the Coventry Farmers' Market – including the completion of the current Farm Viability Grant and execution of new one if awarded in 2017 to create expanded programming; reflect on responses of EDC survey - organize and conduct events that support and/or highlight the business community including educational opportunities; 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 meeting with the EDC at regular meetings; continue to support the efforts of the Coventry Arts Guild and the execution of the strategic arts plan for the community; continue to support the extension of public sewers from Bolton into Coventry on RTE 44; support Village businesses during the State of CT DOT RTE 31 curve project; complete the Telling Stories That Matter Grant involving the showcasing of historic Town photos.

PROGRAM ACTIVITY INDICATORS

	FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY 15/16
Meetings	9	10	10	8	32*

**Includes 22 Farmers' Market Subcommittee/Operating Committee Meetings*

Town of Coventry
Council Recommended Budget

Budget Fiscal Year: 2018 to 2018

Account# and Description	2016	2017	2017	2017	Dept Head	Town Manager	Council	Cou/Bud	
	Actual	Base Budget	Actual YTD	Est. Actual				Inc/Dec	%
1404 ECONOMIC DEVELOPME									
110-1404-51010 REGULAR FULL Dir Planning & Dev (10%) Permit Technician (5%)	9,945	10,452	10,171	10,171	10,633	10,633	10,544	92	.88
110-1404-51020 PART TIME	18,087	1	0	0	1	1	1	0	.00
110-1404-52080 PROFESSIONAL Professional organization dues, Chamber of Commerce Last Green Valley - 250	275	570	420	420	570	600	600	30	5.26
110-1404-52090 TRAVEL MEETIN	300	300	95	95	300	300	300	0	.00
110-1404-52130 SERVICE CONTR Can delete \$5200 in the service contract account since the target site mapping project will be complete.	0	5,200	10,600	5,600	8,500	0	0	(5,200)	(100.0)
110-1404-52180 PRINTING EDC Materials, business brochures	89	500	252	252	500	500	500	0	.00
110-1404-53300 PUBLIC RELATI EDC educational forums.	1,092	1,200	0	0	1,500	3,500	1,500	300	25.00
110-1404-55020 ELECTRIC Visitors' Center	827	950	1,266	1,266	950	0	0	(950)	(100.0)
110-1404-55040 WATER Visitors' Center	184	140	557	557	140	0	0	(140)	(100.0)
110-1404-55050 SEWER Visitors' Center	305	350	350	350	350	0	0	(350)	(100.0)
Total 1404 ECONOMIC DEV	31,104	19,663	23,711	18,711	23,444	15,534	13,445	(6,218)	(31.62)

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 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 in order to properly protect the significant natural resources of the community.

PROGRAM ACTIVITY INDICATORS

	FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY 15/16
Meetings	12	12	13	11	11
Applications	28	28	31	24	28
Revenue	\$1,390	\$3,125	\$2,525	\$2,175	\$1,375

Town of Coventry
Council Recommended Budget

Budget Fiscal Year: 2018 to 2018

Account# and Description	2016 Actual	2017 Base Budget	2017 Actual YTD	2017 Est. Actual	Dept Head	Town Manager	Council	Cou/Bud Inc/Dec	%
1406 INLAND WETLANDS									
110-1406-51010 REGULAR FULL Dir Planning & Dev (15%) Zoning Agent (10%) Permit Technician (15%) Engineer (22%)	42,543	44,576	42,726	42,726	45,263	45,263	44,854	278	.62
110-1406-51090 OTHER Recording Secretary	271	660	466	466	660	660	660	0	.00
110-1406-52080 PROFESSIONAL CACIWC/CAWS annual dues	78	125	80	80	125	125	125	0	.00
110-1406-52090 TRAVEL MEETIN	0	25	0	0	25	25	25	0	.00
110-1406-52100 TRAINING	0	100	0	0	100	100	100	0	.00
110-1406-52170 ADVERTISING Legal notice publication	1,677	2,100	2,686	2,686	2,100	2,500	2,500	400	19.05
110-1406-53010 OFFICE SUPPLI	0	50	0	0	50	50	50	0	.00
110-1406-53220 SUBSCRIPTIONS	50	50	0	0	50	50	50	0	.00
Total 1406 INLAND WETLA	44,619	47,686	45,958	45,958	48,373	48,773	48,364	678	1.42

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: begin the initial steps to update the Plan of Conservation and Development in order to complete prior to May 2020; process land use applications in a responsible and timely manner in order to facilitate compliance with the Zoning Regulations and Plan of Conservation and Development; 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; continue to administer the goals and recommendations of the Plan of Conservation and Development.

PROGRAM ACTIVITY INDICATORS

	FY 11/12	FY 12/13	FY 13/14	FY 14/15	FY 15/16
Meetings	20	19	14	16	13
Applications	13	11	13	15	8
Subdivision Apps	2	3	3	4	1
Zone Change	0	0	0	1	0
Zone Text Change	2	1	1	3	1
Special Permit Apps	8	7	9	3	5
Total Revenue	\$13,891	\$20,144	\$8,964	\$4775	\$4700

Town of Coventry
Council Recommended Budget

Budget Fiscal Year: 2018 to 2018

Account# and Description	2016 Actual	2017 Base Budget	2017 Actual YTD	2017 Est. Actual	Dept Head	Town Manager	Council	Cou/Bud Inc/Dec	%
1407 P&Z COMMISSION									
110-1407-51090 OTHER Recording Secretary	814	1,100	546	546	1,100	1,100	1,100	0	.00
110-1407-52100 TRAINING	75	75	0	0	75	75	75	0	.00
110-1407-52170 ADVERTISING Legal notice publication	3,245	3,000	4,710	4,710	3,000	3,300	3,300	300	10.00
110-1407-53010 OFFICE SUPPLI	101	125	74	74	125	125	125	0	.00
Total 1407 P&Z COMMISSI	4,235	4,300	5,330	5,330	4,300	4,600	4,600	300	6.98

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: 2018 to 2018

Account# and Description	2016 Actual	2017 Base Budget	2017 Actual YTD	2017 Est. Actual	Dept Head	Town Manager	Council	Cou/Bud Inc/Dec	%
1501 LEGAL COUNSEL									
110-1501-52030 LEGAL Town attorney, Labor Counsel ccjef 5,000	143,576	90,000	77,848	73,348	90,000	90,000	90,000	0	.00
Total 1501 LEGAL COUNSE	143,576	90,000	77,848	73,348	90,000	90,000	90,000	0	.00

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: 2018 to 2018

Account# and Description	2016 Actual	2017 Base Budget	2017 Actual YTD	2017 Est. Actual	Dept Head	Town Manager	Council	Cou/Bud Inc/Dec	%
1502 PROBATE COURT									
110-1502-52250 GRANTS AND CO Coventry probate court costs	7,053	7,295	7,295	7,295	7,295	7,680	7,680	385	5.28
Total 1502 PROBATE COUR	7,053	7,295	7,295	7,295	7,295	7,680	7,680	385	5.28

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 Town Clerk's 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 are issued here. 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 here. Also, we manage our department website. Our office is the center 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 Clerk's 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, Justices 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 a fee. Our office is also E-recording documents. Since our first E-recording on April 17, 2014 our office has received 966 E-recordings.

PROGRAM ACTIVITY INDICATORS

	<u>FY 11/12</u>	<u>FY 12/13</u>	<u>FY 13/14</u>	<u>FY 14/15</u>	<u>FY 15/16</u>
Document Recorded	2653	3007	2567	2489	2373
Fish & Game Licenses	767	692	678	510	581
Dog License	1518	1466	1519	1481	1476
Maps	44	76	38	46	51
Vital Statistics Recorded	281	311	278	223	362
Referenda	3	1	1	1	1
Elections/Primaries	2	2	2	2	2
Town Meetings	2	2	3	5	3
Local Conveyance Tax	\$71,247	\$83,858	\$105,526	\$120,327	\$121,594
Office Receipts	\$113,958	\$111,2014	\$100,840	\$95,945	\$93,528

Town of Coventry
Council Recommended Budget

Budget Fiscal Year: 2018 to 2018

Account# and Description	2016		2017		2017		Dept Head	Town Manager	Council	Cou/Bud	
	Actual	Base Budget	Actual YTD	Est. Actual	Actual	Actual				Inc/Dec	%
=====											
1601 RECORDING/LICENSIN											
110-1601-51010 REGULAR FULL 6 month Salary Freeze	98,064	103,623	104,655	104,655	106,468	109,393	108,521	4,898	4.73		
110-1601-51020 PART TIME	17,380	17,676	18,785	18,785	18,886	18,886	18,812	1,136	6.43		
110-1601-51100 LONGEVITY	600	700	700	700	800	800	800	100	14.29		
110-1601-51110 DIFFERENTIAL	111	168	37	37	168	168	168	0	.00		
110-1601-52040 LICENSES/SUPP Boards & Commissions software fee	0	600	0	0	600	600	600	0	.00		
110-1601-52060 INDEXING RECO	19,940	22,000	23,047	21,785	22,000	22,000	22,000	0	.00		
110-1601-52070 OTHER PROFESS	277	425	117	117	425	425	425	0	.00		
110-1601-52080 PROFESSIONAL CT Town Clerks Assoc Tolland Cty Town Clerks Assn NE Assoc of Town Clerks Institute of Municipal Clerks	355	410	400	400	425	425	425	15	3.66		
110-1601-52090 TRAVEL MEETIN	601	825	668	668	825	825	825	0	.00		
110-1601-52100 TRAINING Fall of 2017 Tolland County Clerks will be hosting the Fall CTCA Conference. There will be 2 clerks from our office going to conference.	960	1,200	820	820	1,200	1,200	1,200	0	.00		
110-1601-52170 ADVERTISING Legal Notices have increased in price by 20%	109	275	331	331	350	350	350	75	27.27		
110-1601-52180 PRINTING	39	100	0	0	100	100	100	0	.00		
110-1601-53010 OFFICE SUPPLI	10	160	156	156	160	160	160	0	.00		
110-1601-53020 OFFICE EQUIPM	46	100	318	318	100	100	100	0	.00		

Total 1601 RECORDING/LI	138,492	148,262	150,034	148,772	152,507	155,432	154,486	6,224	4.20		
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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 11/12</u>	<u>FY 12/13</u>	<u>FY 13/14</u>	<u>FY 14/15</u>	<u>FY 15/16</u>
Number of Electors	7,054	7,503	7,473	7,508	8,069
State/National Election	2	2	2	2	2
Referenda/Town Meetings	2	2	2	3	3
New Voters Registered	206	710	452	509	1,424

Town of Coventry
Council Recommended Budget

Budget Fiscal Year: 2018 to 2018

Account# and Description	2016	2017	2017	2017	Dept Head	Town Manager	Council	Cou/Bud	
	Actual	Base Budget	Actual YTD	Est. Actual				Inc/Dec	%
1701 ELECTIONS									
110-1701-51020 PART TIME Registrar (2) Deputy Registrar (2)	25,666	25,758	29,128	29,128	26,272	26,272	28,421	2,663	10.34
110-1701-52070 OTHER PROFESS	9,196	10,000	5,618	5,618	10,000	10,000	10,000	0	.00
110-1701-52080 PROFESSIONAL	160	150	65	65	160	160	160	10	6.67
110-1701-52090 TRAVEL MEETIN	78	400	324	324	400	400	400	0	.00
110-1701-52100 TRAINING	630	3,820	3,235	3,235	6,785	6,785	5,285	1,465	38.35
110-1701-52140 EQUIPMENT REP	2,377	2,500	2,059	5,559	3,250	3,250	3,250	750	30.00
110-1701-52170 ADVERTISING	3,861	4,500	4,195	695	4,500	4,500	4,500	0	.00
110-1701-52180 PRINTING	1,995	3,245	2,932	2,932	3,245	3,245	3,245	0	.00
110-1701-52270 OTHER SERVICE IVR system - \$125 x 4units per election	0	0	0	0	1,000	1,000	1,000	1,000	.00
110-1701-53010 OFFICE SUPPLI	189	400	193	193	500	500	500	100	25.00
110-1701-55010 TELEPHONE	391	1,000	0	0	0	0	0	(1,000)	(100.0)
Total 1701 ELECTIONS	44,543	51,773	47,749	47,749	56,112	56,112	56,761	4,988	9.63

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: 2018 to 2018

Account# and Description	2016		2017		2017		2017		Cou/Bud	
	Actual	Base Budget	Actual YTD	Est. Actual	Dept	Head	Town Manager	Council	Inc/Dec	%
1801 TOWN OFFICE BLDG.										
110-1801-52070 OTHER PROFESS	0	400	61	61	400	400	400	400	0	.00
110-1801-52130 SERVICE CONTR	23,999	26,000	19,031	18,951	20,520	26,000	26,000	26,000	0	.00
Swiss 3200										
Tower Gen 945										
Independent Elevator 150										
Infoshred 240										
USA Hauling 1665										
Willington Termite 360										
Custodial 13900										
Shipmans 60										
HVAC contract										
110-1801-52140 EQUIPMENT REP	444	4,000	2,174	2,174	2,000	2,000	2,000	2,000	(2,000)	(50.00)
hvac repairs										
110-1801-52160 BUILDING REPA	14,585	3,000	7,346	7,346	9,000	6,000	6,000	6,000	3,000	100.00
110-1801-53070 CUSTODIAL SUP	348	750	1,622	1,097	750	750	750	750	0	.00
110-1801-53080 PAPER GOODS	919	1,000	1,074	861	1,000	1,000	1,000	1,000	0	.00
110-1801-53120 EQUIPMENT PAR	0	150	0	0	0	0	0	0	(150)	(100.00)
110-1801-53150 BUILDING SUPP	1,131	500	330	330	650	650	650	650	150	30.00
Lightbulbs, Flags, Batteries										
110-1801-54020 OFFICE FURNIT	74	500	450	450	500	500	500	500	0	.00
110-1801-55010 TELEPHONE	7,524	8,500	9,165	9,165	8,500	8,500	8,500	8,500	0	.00
110-1801-55020 ELECTRIC	15,168	22,000	24,831	23,344	25,000	22,000	22,000	22,000	0	.00
110-1801-55030 HEATING FUEL	10,205	9,999	9,516	9,516	7,500	8,499	8,499	8,499	(1,500)	(15.00)
change to gas										
110-1801-55050 SEWER	610	700	700	700	700	720	720	720	20	2.86
Total 1801 TOWN OFFICE	75,007	77,499	76,300	73,995	76,520	77,019	77,019	77,019	(480)	(.62)

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: 2018 to 2018

Account# and Description	2016 Actual	2017 Base Budget	2017 Actual YTD	2017 Est. Actual	Dept Head	Town Manager	Council	Cou/Bud Inc/Dec	%
1802 CENTRAL SERS./SUPP									
110-1802-52070 OTHER PROFESS Lexington Group	1,218	1,200	1,252	1,252	1,260	1,260	1,260	60	5.00
110-1802-52110 POSTAGE Decrease in mailings	33,626	30,000	29,897	29,897	27,500	27,500	27,500	(2,500)	(8.33)
110-1802-52130 SERVICE CONTR Pitney Bowes 750	2,703	2,581	340	340	1,081	750	750	(1,831)	(70.94)
110-1802-52140 EQUIPMENT REP	321	1,500	0	0	1,500	1,500	1,500	0	.00
110-1802-52180 PRINTING Envelopes, letterhead, business forms	892	1,500	1,500	1,500	1,500	1,500	1,500	0	.00
110-1802-52190 COPIERS Usage and supplies	2,635	2,750	2,532	2,532	2,750	2,750	2,750	0	.00
110-1802-53010 OFFICE SUPPLI	3,667	4,000	4,081	3,361	4,000	4,000	4,000	0	.00
110-1802-53080 PAPER GOODS copy paper	3,385	3,800	3,800	4,865	3,800	3,800	3,800	0	.00
110-1802-53100 AUTO PARTS	78	3,000	1,065	0	3,000	3,000	3,000	0	.00
110-1802-53210 OTHER PURCHAS	88	750	0	0	750	750	750	0	.00
110-1802-53240 TIRES	0	500	0	0	500	500	500	0	.00
Total 1802 CENTRAL SERS	48,613	51,581	44,467	43,747	47,641	47,310	47,310	(4,271)	(8.28)