

Appendix

APPENDIX

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SPECIAL REVENUE FUNDS

Special Revenue Funds are established to account for specific revenues or other sources that are designated for financing particular functions or activities as required by federal regulations, State statutes, Town charter provisions, local ordinances, or specific grant agreements.

1. Waste Water Treatment Plant Operations

PROGRAM DESCRIPTION

This fund provides for the operation of the Waste Water Treatment Plant (WWTP) and municipal sewer collection system. The WWTP currently processes sewage from 923 properties. In fiscal year 2019 the WWTP was operating at 83% capacity treating an average of 165,749 gallons per day. Peak flow in FY19 was 213,000 gal/day in April 2019. We need to reserve 24,000 gallons per day for properties with sewer assessments and written agreements.

PROGRAM COMMENTARY

The WPCA did not increase the annual sewer use rate in fiscal year 2020; the rate will remain at \$375 per EDU.

PROGRAM ACTIVITY INDICATORS

	FY 16/17	FY 17/18	FY 18/19
Sewer Connection Inspections	13	4	19
Emergency Call Outs	1	11	7
Length of Sewer	85,550 ft	85,750 ft	85,750 ft
Town Owned Grinder Pumps	50	50	50
Routine Maintenance	50	40	22
WWTP Capacity	200,000 gal/day	200,000 gal/day	200,000 gal/day
Average Daily Flow	128,000 gal/day	143,273 gal/day	165,749 gal/day
Sewer Lift/Pump Stations	2	2	2

Three-Year Fund Balances

	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>
Fund Balance	\$ 679,789	\$ 755,525	\$ 812,951
Change in Fund Balance	171,432	75,736	57,426

Revenues

<u>User Fees</u>	
1,202 * \$375	\$450,750
Uncollectible – 9.6%	(43,270)
Late Payments	18,000
Interest Revenue	14,000
Other	6,000
Use of fund balance	<u>351,875</u>
Grand Total/Revenue	<u><u>\$797,355</u></u>

Town of Coventry
Council Recommended Revenue Budget

Budget Fiscal Year: 2021 to 2021

Account# and Description	2019 Actual	2020 Base Budget	2020 Actual YTD	2020 Est. Actual	Dept Head	Council	Inc/Dec	%
7502 SEWER USER REVENUES								
223-7502-40202 TRANSFER TO RESERVES	0	(3,210)	0	(3,210)	(3,210)	351,875	355,085	(11,06)
223-7502-40211 CURRENT	419,003	401,520	435,895	415,000	401,520	407,480	5,960	1.48
FY 2021: 1202 EDU @\$375 per Unit = \$450,750. AFDA of 9.6%								
223-7502-40212 DELINQUENT	20,425	18,000	21,880	18,000	18,000	18,000	0	.00
223-7502-40213 INT & PENALTIES	26,195	14,000	18,887	14,000	14,000	14,000	0	.00
223-7502-40601 INVESTMENT INCOME	13,170	4,500	14,597	10,000	4,500	4,500	0	.00
223-7502-40658 INSPECTIONS	1,800	1,500	1,400	1,500	1,500	1,500	0	.00
Permit fees for sewer inspections.								
Total 7502 SEWER USER REVENUES	480,593	436,310	492,659	455,290	436,310	797,355	361,045	82.75
*** Grand Total ***	480,593	436,310	492,659	455,290	436,310	797,355	361,045	82.75

Town of Coventry
Council Recommended Budget

Budget Fiscal Year: 2021 to 2021

Account# and Description	2019 Actual	2020 Base Budget	2020 Actual YTD	2020 Est. Actual	Dept Head	Town Manager	Council	Cou/Bud Inc/Dec	%
7501 SEWER USER OPERATI									
223-7501-51010 REGULAR FULL WWTP Operator, Asst Collector of Revenue 25%, Revenue Clerk 25%, DPW Director 15%, PW Maintainter 50%.	150,905	147,255	128,916	147,255	152,950	153,250	153,250	5,995	4.07
223-7501-51030 OVERTIME Emergency Callouts for alarms at grinder pumps, pump stations, treatment plant, CBYDs.	4,015	4,000	4,523	4,000	4,000	4,000	4,000	0	.00
223-7501-51060 FICA	11,829	11,405	5,336	11,405	12,175	12,175	12,175	770	6.75
223-7501-51100 LONGEVITY 100% WWTP Operator 50% PW Maintainer	1,000	1,350	1,350	1,350	1,500	1,500	1,500	150	11.11
223-7501-51110 DIFFERENTIAL DPW upgrade for PW Maintainer to Plant Chief Operator.	480	300	1,068	550	700	700	700	400	133.33
223-7501-51710 BLUE CROSS/BL Cigna Health Insurance	22,512	29,560	13,244	21,250	25,000	25,000	25,000	(4,560)	(15.43)
223-7501-51720 LIFE INSURANC	105	225	150	225	225	225	225	0	.00
223-7501-52030 LEGAL Assessments, easements, land records, litigation, general consulting.	718	2,500	2,000	0	2,500	2,500	2,500	0	.00
223-7501-52040 LICENSES/SUPP GIS Arcview License and Web hosting share	0	1,400	0	1,400	1,400	1,400	1,400	0	.00
223-7501-52070 OTHER PROFESS Lab Testing, Engineering, GIS edits, Meter Calibration, Willi River, Hoist & Boiler Certification, Engineering Consulting, Disease Immunization.	20,292	23,425	20,285	23,425	23,625	23,625	23,625	200	.85
223-7501-52080 PROFESSIONAL CAWPCA, CWPAA, LabACT.	40	250	40	250	250	250	250	0	.00
223-7501-52100 TRAINING NEIWPC, ASRW, CAWPCA, CWPAA. 2019 new DEEP requirement for continuing education to keep license.	1,025	1,200	690	1,200	1,200	1,200	1,200	0	.00
223-7501-52130 SERVICE CONTR Sludge Hauling, Tank Cleaning, Trash/Recycling, HVAC, Generators, Fire Alarms	37,759	49,450	48,888	50,000	41,500	41,500	41,500	(7,950)	(16.08)
223-7501-52140 EQUIPMENT REP Electrical, Pumps, Manholes,	18,701	18,500	43,034	40,000	22,500	22,500	22,500	4,000	21.62

Town of Coventry
Council Recommended Budget

Budget Fiscal Year: 2021 to 2021

Account# and Description	2019 Actual	2020 Base Budget	2020 Actual YTD	2020 Est. Actual	Dept Head	Town Manager	Council	Cou/Bud Inc/Dec	%
Pump Stations, Treatment Plant, Generators, HVAC. Equipment is getting older and repair costs are increasing.									
223-7501-52150 RADIO AND ALA Alarm Dialers, Pump Station and WWTP.	0	500	0	500	500	500	500	0	.00
223-7501-52170 ADVERTISING Legal Notices, Orders to Connect, Bid Advertisement.	702	1,000	1,000	1,000	1,000	1,000	1,000	0	.00
223-7501-52180 PRINTING Sewer Use/Assesment Bills from Tax Office	107	600	0	600	600	600	600	0	.00
223-7501-52280 AUDIT	1,200	1,200	1,200	1,200	1,200	1,200	1,200	0	.00
223-7501-53010 OFFICE SUPPLI Toner, sample jar labels, drafting, hanging folders, misc	286	500	500	500	500	500	500	0	.00
223-7501-53090 CLOTHING SAFE OSHA Safety PPE. Safety toe work boots. Disposable gloves & coveralls. Gas meter sensors.	1,297	1,560	2,018	1,560	1,560	2,760	2,760	1,200	76.92
223-7501-53220 SUBSCRIPTIONS Reference Manuals. Operator certification courses.	119	200	0	200	200	200	200	0	.00
223-7501-54050 OTHER EQUIPME Tools, Plumbing Supplies, Lab Equipment, Underground utilities, clarifier parts, grinder pump parts, manhole frames & covers. FY 2021 one time purchases: \$4,000 spare grinder pump, \$6,500 spare influent pump, \$5,000 pump station UPS, \$4,000 Avery Shores backup floats, \$4,000 truck mounted manhole cover lifter, \$8,000 treatment plant heat pump compressor.	12,736	19,500	31,712	21,000	45,000	45,000	45,000	25,500	130.77
223-7501-55010 TELEPHONE WWTP and Pump Station alarm dialers, WWTP landline & internet, WWTP Operator smartphone	2,647	2,330	2,982	3,000	3,170	3,170	3,170	840	36.05
223-7501-55020 ELECTRIC WWTP and Pump Stations.	22,870	28,000	29,100	30,000	28,000	30,000	30,000	2,000	7.14
223-7501-55030 HEATING FUEL WWTP	9,956	14,000	13,900	14,000	14,000	14,000	14,000	0	.00
223-7501-57070 EQUIPMENT MAI WPCA Pickup 25-CV, landscaping equip, PW Maintainer pickup 31-CV.	5,199	3,500	3,100	3,500	3,000	3,000	3,000	(500)	(14.29)

Town of Coventry
Council Recommended Budget

Budget Fiscal Year: 2021 to 2021

Account# and Description	2019 Actual	2020 Base Budget	2020 Actual YTD	2020 Est. Actual	Dept Head	Town Manager	Council	Cou/Bud Inc/Dec	%
223-7501-57080 PERMIT FEES CT DEEP Discharge Permit.	555	600	555	600	600	600	600	0	.00
Total 7501 SEWER USER O	327,055	364,310	355,591	379,970	388,855	392,355	392,355	28,045	7.70
7503 WPCA NONOPERATING									
223-7503-54300 CAPITAL & NON See separate CIP budget submittal for Capital Projects.	86,925	17,000	62,480	55,000	17,000	350,000	350,000	333,000	1,958.
223-7503-57542 DEBT SERVICE Debt Service FY 2021 WPCA share of sewer assessment bond repayment.	45,000	55,000	55,000	55,000	55,000	55,000	55,000	0	.00
Total 7503 WPCA NONOPER	131,925	72,000	117,480	110,000	72,000	405,000	405,000	333,000	462.50
*** Grand Total ***	458,980	436,310	473,071	489,970	460,855	797,355	797,355	361,045	82.75

2. Solid Waste Management/COVRRRA

PROGRAM DESCRIPTION

This fund is tasked with the responsibility of curbside collection of residential refuse and recyclables. The Department of Public Works is responsible for the management of the Town's tipper barrel trash and recycling programs and serves as contact between the contractor providing services and the residents on problems and complaints. This department staffs and manages the operations of the Residential Transfer Facility including arranging for the recycling/disposal of materials collected. The Department also completes and forwards required reports on solid waste and recycling to CT DEEP. All costs associated with solid waste and recycling are funded through the COVRRRA Special Revenue Account.

PROGRAM COMMENTARY

Due to new federal regulations, called Subtitle D, the Town closed its sanitary landfill on April 8, 1994. The Town selected waste and recyclables pick-up and incineration as the least costly alternative to the landfill. The long-term monitoring (7 years remaining) of the closed landfill and membership costs associated with the Town's participation in Mid-NEROC is funded by the COVRRRA Special Revenue Account.

This activity is billed on a volume-based service fee to all households using tipper barrels for collection. The program is broken into three cost centers; fixed costs such as contracted pick up, variable costs such as disposal (tipping) fees and the Residential Bulk Waste Drop-off Center. The per ton charge to dispose of solid waste at WWP in Willimantic, is \$67.86/ton, with an expected increase to \$17.30/ton for FY21. Tipping fees for oversized waste disposal at the Willimantic Waste landfill are currently \$76.93/ton, with an increase to \$80.82/ton for FY21. Beginning in FY08 COVRRRA recycles single stream and receives a \$25/ton credit. This credit was eliminated in the fall of 2019. Recycling is now charged at \$30.00/ton and will increase to \$30.90 for FY21. Electronics and tire recycling disposal was started in FY07.

The goal for undesignated fund balance is \$200,000.

PROGRAM ACTIVITY INDICATORS

Three-Year Fund Balances

	<u>FY16-17</u>	<u>FY17-18</u>	<u>FY18-19</u>
Reserved Fund Balance	\$ 200,000	\$ 200,000	\$ 200,000
Undesignated Fund Balance	457,995	476,358	362,954
Change in Fund Balance	52,893	18,363	(113,404)

2. Solid Waste Management/COVRRRA (Continued)

PROGRAM ACTIVITY INDICATORS (Continued)

Activity Levels:

	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>
Tipper Barrel Revenue	\$1,059,167	\$1,092,689	\$1,109,972	\$1,094,793	\$1,038,453
Curbside Bulk (Tons)	189	226	210	224	249
Transfer Station Tonnage:					
Bulky & Brush	209	278	268	298	323
Metal	15	55	50	48	56
Leaves	65	59	33	42	39
Mattresses		681	808	942	856
Textiles (tons)		10.2	9.6	9.5	13.0
Electronics (units to tons)	38	34	31	32	31
Freon (units)	241	183	286	346	306
Tires	164	132	118	81	202
Propane Tanks	133	240	110	121	186
Residential Curbside Collection (tons)					
Single Stream	1,321	1,344	1,320	1,294	1,084
MSW	3,505	3,623	3,661	3,740	3,811

Revenues:

On June 1, 2020, the Town Council approved a rate increase of \$15 per unit, resulting in the following revenue analysis. Previous to the increase, the fund would have used \$201,185 from Fund Balance.

218-7601 COVRRRA Assessments:

Tipper Barrel Revenue:

96 Gal (#1,869*255)	\$ 476,595
60 Gal (#1,723*205)	353,215
35 Gal (#1,221*175)	213,675
Prior Year Collections	55,000
Interest & Penalty	40,000
Uncollectible (3.7%)	(32,348)
Total 218-7601	<u>1,106,137</u>

218-7602 Transfer Station:

Proceeds	30,000
Recycling	3,000
Total 218-7602	<u>33,000</u>

218-7603 Other Revenue:

Bin sales	200
Investment Income	10,000
Transfer from reserves	131,228
Total 218-7603	<u>141,428</u>

Total Anticipated Revenue: \$1,280,565

2. Solid Waste Management/COVRRRA (Continued)

PROGRAM ACTIVITY INDICATORS (Continued)

Expenditures:

Disposal fee increase (based on tonnage):

	2018		2019	
	Rate	Total \$	Rate	Total \$
Hauling:				
Per unit	12.17	694,055	12.17	694,055
Bulky per trip	158.36	9,280	163.11	11,581
Disposal - Bulky	75.05	38,471	76.93	39,988
Diposal:				
Bulky	75.05	38,471	76.93	39,988
Garbage	66.20	225,113	67.86	258,717
Recycling	(10.00) *	(19,185)	(10.00)	(10,738)
Dirty Recycling			95.00 **	15,025
		<u>986,205</u>		<u>1,048,616</u>
			% Increase:	6.3%
			\$ Increase:	62,411
			Increase per household: \$	12.76

	2020 (est)		2021 (projected)	
	Rate	Total \$	Rate	Total \$
Hauling:				
Per unit	12.17	699,142	12.17	708,659
Bulky per trip	163.11	13,375	163.11	13,375
Disposal - Bulky	76.93	39,988	80.82	57,023
Diposal:				
Bulky	76.93	39,988	80.82	57,023
Garbage	69.56	269,195	71.30	275,929
Recycling	30.00 **	30,930	30.30	33,219
Dirty Recycling				
		<u>1,092,618</u>		<u>1,145,227</u>
			% Increase:	4.8%
			\$ Increase:	52,609
			Increase per household: \$	10.75

Total increase in cost over past three years (per household): \$ 32.51

* Recycling rate changed from \$25.00/ton credit to \$10.00/ton credit on 11/14/2017.

** Dirty recycling fee of \$95.00/ton effective 7/1/2018.

*** Effective 9/1/2019, recycling tonnage assessed \$30.00/ton charge.

Town of Coventry
Council Recommended Revenue Budget

Budget Fiscal Year: 2021 to 2021

Account# and Description	2019 Actual	2020 Base Budget	2020 Actual YTD	2020 Est. Actual	Dept Head	Council	Inc/Dec	%
7601 SOLID WASTE FEE COLL/EXPENDI								
218-7601-40211 CURRENT	938,676	940,000	947,152	940,000	941,180	1,011,137	71,137	7.57
Increases of \$15 per household. Increase of \$71,137 from prior year.								
Assumes 3.7% uncollectible.								
218-7601-40212 DELINQUENT	50,672	60,000	44,562	45,000	55,000	55,000	(5,000)	(8.33)
Reduction based on decreas in AR								
218-7601-40213 INT & PENALTIES	49,105	45,000	37,611	40,000	40,000	40,000	(5,000)	(11.11)
Reduction based on decreased AR								

Total 7601 SOLID WASTE FEE COLL/E	1,038,453	1,045,000	1,029,325	1,025,000	1,036,180	1,106,137	61,137	5.85
=====								
7602 TRANSFER STATION COLLECTIONS								
218-7602-40421 USER FEES COLLECTED	32,056	30,000	23,865	30,000	30,000	30,000	0	.00
218-7602-40431 RECYCLING PROCEEDS-CURB	3,119	3,000	3,611	3,000	3,000	3,000	0	.00

Total 7602 TRANSFER STATION COLLE	35,175	33,000	27,476	33,000	33,000	33,000	0	.00
=====								
7603 OTHER SOLID WASTE RECEIPTS/E								
218-7603-40430 BAG/BIN SALES	419	200	355	350	200	200	0	.00
Based on historical trends								
218-7603-40432 HAULERS' FEES	600	0	600	600	0	0	0	.00
218-7603-40601 INVESTMENT INCOME	14,176	6,500	23,048	10,000	10,000	10,000	3,500	53.85
218-7603-40874 TRANSFER FROM RESERVES	0	162,545	0	162,545	205,185	131,228	(31,317)	(19.27)
Use of fund balance								

Total 7603 OTHER SOLID WASTE RECE	15,195	169,245	24,003	173,495	215,385	141,428	(27,817)	(16.44)
=====								
7844 MUNICIPAL RECYCLING ASSISTAN								
218-7844-40430 BAG/BIN SALES - COMPOST	1,980	0	1,600	1,540	0	0	0	.00

Total 7844 MUNICIPAL RECYCLING AS	1,980	0	1,600	1,540	0	0	0	.00
=====								
*** Grand Total ***	1,090,803	1,247,245	1,082,404	1,233,035	1,284,565	1,280,565	33,320	2.67
=====								

Town of Coventry
Council Recommended Budget

Budget Fiscal Year: 2021 to 2021

Account# and Description	2019 Actual	2020 Base Budget	2020 Actual YTD	2020 Est. Actual	Dept Head	Town Manager	Council	Cou/Bud Inc/Dec	%
7601 SOLID WASTE FEE CO									
218-7601-51010 REGULAR FULL Asst Collector of Revenue 25%; DPW Admin 25%; Revenue Clerk 75%; Superintendent of Roads (15%).	72,235	74,940	66,989	74,940	80,650	80,650	80,650	5,710	7.62
218-7601-51030 OVERTIME Mid-Neroc Meetings. Increase for shred it day.	911	500	1,183	1,500	1,000	1,000	1,000	500	100.00
218-7601-51060 FICA Regular + OT * .0765%	5,596	5,775	3,245	5,775	6,200	6,200	6,200	425	7.36
218-7601-51090 OTHER	1,500	1,500	1,327	1,500	1,500	1,500	1,500	0	.00
218-7601-51710 BLUE CROSS/BL	27,520	26,200	13,459	18,500	26,200	22,200	22,200	(4,000)	(15.27)
218-7601-51720 LIFE INSURANC	73	225	82	225	225	225	225	0	.00
218-7601-52010 ARCHITECTS AN Enviromental monitoring and reporting.	22,725	19,300	20,731	22,000	23,000	23,000	23,000	3,700	19.17
218-7601-52070 OTHER PROFESS Shred It Day	1,285	0	9,550	10,000	1,500	1,500	1,500	1,500	.00
218-7601-52100 TRAINING Recycling Coordinator - Compost Training.	0	400	0	400	400	400	400	0	.00
218-7601-52110 POSTAGE	1,500	1,500	0	1,500	1,500	1,500	1,500	0	.00
218-7601-52170 ADVERTISING	0	500	0	500	500	500	500	0	.00
218-7601-52180 PRINTING News Letter and COVRRRA Bills.	4,397	5,000	1,149	5,000	5,000	5,000	5,000	0	.00
218-7601-52250 GRANTS AND CO MID-NEROC Town Contribution. \$7,300 annual + \$565/quarterly = 2300 Total \$9,600 minimum	9,325	9,950	9,705	9,950	9,950	9,950	9,950	0	.00
218-7601-52280 AUDIT	1,435	1,435	1,435	1,435	1,435	1,435	1,435	0	.00
218-7601-53010 OFFICE SUPPLI	300	300	0	300	300	300	300	0	.00
218-7601-53040 GASOLINE	125	0	1,277	800	1,000	1,000	1,000	1,000	.00
218-7601-53050 DIESEL FUEL	201	0	1,888	1,500	1,500	1,500	1,500	1,500	.00
218-7601-54050 OTHER EQUIPME Replacement Bins. \$75 each.	0	750	225	750	750	750	750	0	.00
218-7601-54300 CAPITAL & NON Prior year included PW Pick up truck (\$34k: 50% COVRRRA, 50% Sewer Fund)	0	17,000	17,000	17,000	0	0	0	(17,000)	(100.0)
218-7601-55110 HAULER FEES All Americ Waste per contract.	709,349	727,000	716,082	727,000	730,000	730,000	730,000	3,000	.41
218-7601-55130 DISPOSAL FEES Disposal of MSW, Recycling and Bulk curside pickup.	282,413	271,800	272,161	280,000	306,800	306,800	306,800	35,000	12.88

Town of Coventry
Council Recommended Budget

Budget Fiscal Year: 2021 to 2021

Account# and Description	2019 Actual	2020 Base Budget	2020 Actual YTD	2020 Est. Actual	Dept Head	Town Manager	Council	Cou/Bud Inc/Dec	%
Total 7601 SOLID WASTE	1,140,890	1,164,075	1,137,488	1,180,575	1,199,410	1,195,410	1,195,410	31,335	2.69
7602 TRANSFER STATION C									
218-7602-51010 REGULAR FULL Sanitation Maintainer 50%.	27,166	29,960	25,946	29,960	31,690	31,690	31,690	1,730	5.77
218-7602-51030 OVERTIME Sanitation Maintainer O.T. when schedule requires.	5,005	1,500	2,620	1,500	1,500	1,500	1,500	0	.00
218-7602-51060 FICA Regular + overtime * .0765%	2,461	2,410	0	2,410	2,540	2,540	2,540	130	5.39
218-7602-51100 LONGEVITY	0	250	250	250	300	300	300	50	20.00
218-7602-52080 PROFESSIONAL CRC	125	125	125	125	125	125	125	0	.00
218-7602-52130 SERVICE CONTR Transfer Station portable restroom service incl winterization	840	875	840	875	950	950	950	75	8.57
218-7602-52140 EQUIPMENT REP Repairs to the scale.	880	700	800	800	700	700	700	0	.00
218-7602-52170 ADVERTISING	0	300	0	300	300	300	300	0	.00
218-7602-52180 PRINTING Printing of Scale Tickets.	285	350	285	350	350	350	350	0	.00
218-7602-52200 EQUIPMENT REN Screening equipment for compost	0	3,000	0	3,000	3,000	3,000	3,000	0	.00
218-7602-52270 OTHER SERVICE Scale Registration with State and fees to Able Scale.	592	750	250	750	750	750	750	0	.00
218-7602-53010 OFFICE SUPPLI	0	50	0	50	50	50	50	0	.00
218-7602-53120 EQUIPMENT PAR	200	200	0	200	200	200	200	0	.00
218-7602-55020 ELECTRIC	1,095	1,650	1,300	1,500	1,650	1,650	1,650	0	.00
218-7602-55100 MISCELLANEOUS General Permit to DEEP.	(6,270)	1,050	26,590	28,000	1,050	1,050	1,050	0	.00
218-7602-55110 HAULER FEES Hauling from Transfer Station to Willimantic Waste.	12,953	15,000	15,000	15,000	15,000	15,000	15,000	0	.00
218-7602-55130 DISPOSAL FEES Bulk Tonnage Construction Debris.	19,380	25,000	20,089	25,000	25,000	25,000	25,000	0	.00
Total 7602 TRANSFER STA	64,712	83,170	94,095	110,070	85,155	85,155	85,155	1,985	2.39
*** Grand Total ***	1,205,602	1,247,245	1,231,583	1,290,645	1,284,565	1,280,565	1,280,565	33,320	2.67

4. Self Supporting Recreation

PROGRAM DESCRIPTION

The program includes all recreation programs, operation of two public beaches, swim lessons, summer camp, after school program, youth basketball, other year-round recreation programs for all ages, special events, the operation and maintenance of facilities at 4 public parks, and a neighborhood playscape.

PROGRAM COMMENTARY

This fund combines all costs for recreation and related facility operations and maintenance. The General Fund covers the following administrative costs; the salary of the Recreation Director, a subsidy towards lifeguard payroll and office administration. The recreation costs are supported through program revenues, fees and rental of facilities.

Three-Year Fund Balances

	<u>FY16-17</u>	<u>FY17-18</u>	<u>FY18-19</u>
Fund Balance	\$ 107,332	\$ 79,517	\$ 92,626
Change in Fund Balance	34,394	(27,814)	13,109

Town of Coventry
Council Recommended Revenue Budget

Budget Fiscal Year: 2021 to 2021

Account# and Description	2019 Actual	2020 Base Budget	2020 Actual YTD	2020 Est. Actual	Dept Head	Council	Inc/Dec	%
5202 AQUATICS								
224-5202-40421 USER FEES COLLECTED	0	0	0	0	14,000	0	0	.00
224-5202-40429 DONATIONS Lions Club donation	750	0	0	0	1,000	1,000	1,000	.00
224-5202-40803 SWIM LESSON FEES based on actuals	0	5,000	5,903	5,000	8,000	10,000	5,000	100.00
224-5202-40871 TRANSFER FROM GENERAL F	15,000	15,000	15,000	15,000	15,000	15,000	0	.00
Total 5202 AQUATICS	15,750	20,000	20,903	20,000	38,000	26,000	6,000	30.00
5203 PARKS & REC PATRIOTS PARK								
224-5203-40421 USER FEES COLLECTED	0	24,000	21,955	24,000	24,000	22,000	(2,000)	(8.33)
224-5203-40422 RENTAL INCOME Moved \$10,000 to Mill Brook Place rental fees collected; Increased based on actual	0	30,000	19,665	30,000	20,000	25,000	(5,000)	(16.67)
224-5203-40871 TRANSFER FROM	0	15,000	15,000	15,000	15,000	15,000	0	.00
Total 5203 PARKS & REC PATRIOTS P	0	69,000	56,620	69,000	59,000	62,000	(7,000)	(10.14)
5205 OTHER PARKS								
224-5205-40422 RENTAL INCOME Mill Brook Place rentals based on current YTD which was previously included in 224-5103-40422	0	0	3,972	0	10,000	10,000	10,000	.00
Total 5205 OTHER PARKS	0	0	3,972	0	10,000	10,000	10,000	.00
7711 BEACH PASSES/GATEKEEPER								
224-7711-40421 USER FEES COLLECTED to offset increase in minimum wages and State sales tax, a fee increase will be instituted	15,409	12,003	4,385	12,003	14,000	14,000	1,997	16.64
Total 7711 BEACH PASSES/GATEKEEPE	15,409	12,003	4,385	12,003	14,000	14,000	1,997	16.64
7712 OPERATIONS								
224-7712-40202 TRANSFER FROM RESERVES	0	52,475	0	52,475	52,475	61,123	8,648	16.48
Total 7712 OPERATIONS	0	52,475	0	52,475	52,475	61,123	8,648	16.48
7715 PROGRAMS								
224-7715-40623 CREDIT CARD CONVENIENCE previously under service contracts 7715-52130	8,081	6,000	3,962	6,000	6,000	6,000	0	.00
224-7715-40812 RECREATION PROGRAMS	35,654	35,000	24,584	35,000	35,000	35,000	0	.00
224-7715-40813 RECREATION TRIPS less trips offered	1,093	5,000	564	5,000	2,500	2,500	(2,500)	(50.00)

Budget Fiscal Year: 2021 to 2021

Account# and Description	2019 Actual	2020 Base Budget	2020 Actual YTD	2020 Est. Actual	Dept Head	Council	Inc/Dec	%
Total 7715 PROGRAMS	44,828	46,000	29,110	46,000	43,500	43,500	(2,500)	(5.43)
7716 SUMMER CAMP								
224-7716-40810 SUMMER CAMP FEES program fee increases to offset minimum wage increases	173,829	175,000	153,731	175,000	191,000	191,000	16,000	9.14
Total 7716 SUMMER CAMP	173,829	175,000	153,731	175,000	191,000	191,000	16,000	9.14
7719 FIREWORKS								
224-7719-40820 FIRST NIGHT/FIREWORKS	10,000	10,000	0	10,000	10,000	10,000	0	.00
Total 7719 FIREWORKS	10,000	10,000	0	10,000	10,000	10,000	0	.00
7721 ARTS COMMISSION								
224-7721-40802 DONATIONS Based on actual	0	4,000	0	4,000	4,000	0	(4,000)	(100.0)
Total 7721 ARTS COMMISSION	0	4,000	0	4,000	4,000	0	(4,000)	(100.0)
7724 BASKETBALL								
224-7724-40421 BASKETBALL FEES anticipate fee increases and summer program	30,633	22,000	28,268	22,000	24,000	26,000	4,000	18.18
Total 7724 BASKETBALL	30,633	22,000	28,268	22,000	24,000	26,000	4,000	18.18
7726 AFTER SCHOOL PROGRAM								
224-7726-40421 AFTER SCHOOL FEES increase rate from \$260 to \$280, and increase in participant numbers (from min of 40 to 50)for estimate	113,886	140,000	76,086	140,000	140,000	140,000	0	.00
Total 7726 AFTER SCHOOL PROGRAM	113,886	140,000	76,086	140,000	140,000	140,000	0	.00
7729 SENIOR RECREATION PROGRAMS								
224-7729-40825 SENIOR FEES COLLECTED increase in program offerings	5,128	5,000	1,039	5,000	5,000	5,000	0	.00
Total 7729 SENIOR RECREATION PROG	5,128	5,000	1,039	5,000	5,000	5,000	0	.00
*** Grand Total ***	409,463	555,478	374,114	555,478	590,975	588,623	33,145	5.97

Town of Coventry
Council Recommended Budget

Budget Fiscal Year: 2021 to 2021

Account# and Description	2019 Actual	2020 Base Budget	2020 Actual YTD	2020 Est. Actual	Dept Head	Town Manager	Council	Cou/Bud Inc/Dec	%
5202 AQUATICS									
224-5202-51010 REGULAR FULL Asst Rec Director 2%	944	1,035	852	1,035	1,060	1,060	1,060	25	2.42
224-5202-51040 LIFEGUARDS AT combining WSI line item 224-5202-51041 minimum wage impact and extra calendar days	18,413	18,600	11,083	18,600	20,000	20,000	20,000	1,400	7.53
224-5202-51042 GATEKEEPERS/M Increase due to increase in # of days open this year, minimum wage increases and 1 hour daily for park maintainers to do restrooms	8,148	6,750	5,029	6,750	7,625	8,000	8,000	1,250	18.52
224-5202-51060 FICA	2,061	3,124	3,008	3,124	3,124	3,124	3,124	0	.00
224-5202-52100 TRAINING	1,047	500	1,042	500	500	1,000	1,000	500	100.00
224-5202-52130 SERVICE CONTR moving portajohn and dumpster rental to 207-5203-52130 remaining \$300 for septic system tankk @ Lisicke Beach	717	300	1,339	300	300	300	300	0	.00
224-5202-52140 EQUIPMENT REP	200	250	450	250	250	250	250	0	.00
224-5202-52350 EQUIPMENT	951	500	1,324	500	500	500	500	0	.00
224-5202-53090 CLOTHING SAFE	1,557	1,000	1,461	1,000	1,000	1,000	1,000	0	.00
Total 5202 AQUATICS	34,038	32,059	25,588	32,059	34,359	35,234	35,234	3,175	9.90
5203 PARKS & REC PATRIO									
224-5203-51030 OVERTIME	0	0	175	0	0	0	0	0	.00
224-5203-51040 TEMPORARY Lifeguards at Patriots - please change account name to be consistent with Lisicke \$2000 increase based on mimimum wage increases and extra calendar days open	0	18,000	19,976	18,000	20,000	20,000	20,000	2,000	11.11
224-5203-51042 GATEKEEPERS/M minimum wage increase, extra calendar days and need for more hours based on workload generated	0	17,200	17,022	17,200	21,000	21,000	21,000	3,800	22.09
224-5203-51060 FICA	0	3,000	2,042	3,000	3,000	3,000	3,000	0	.00
224-5203-52130 SERVICE CONTR portajohns dumpsters plumbing water testing/well pump maitntenance mud carpet service * was not included in budget last year grease traps	0	14,525	19,408	14,525	20,000	22,000	22,000	7,475	51.46
224-5203-52140 EQUIPMENT REP	0	500	2,536	500	500	500	500	0	.00
224-5203-52160 BUILDING REPA	0	15,350	3,197	15,350	15,350	15,350	15,350	0	.00
224-5203-52240 MISCELLANEOUS	0	300	506	300	300	300	300	0	.00
224-5203-53070 CUSTODIAL SUP	0	4,000	1,128	4,000	3,000	3,000	3,000	(1,000)	(25.00)

Town of Coventry
Council Recommended Budget

Budget Fiscal Year: 2021 to 2021

Account# and Description	2019 Actual	2020 Base Budget	2020 Actual YTD	2020 Est. Actual	Dept Head	Town Manager	Council	Cou/Bud Inc/Dec	%
224-5203-55020 ELECTRIC	0	7,500	10,000	7,500	7,500	7,500	7,500	0	.00
224-5203-55030 HEATING FUEL	0	8,000	4,394	8,000	7,000	7,000	7,000	(1,000)	(12.50)
Community Center flooring increases energy efficiency									
224-5203-55050 SEWER	0	1,775	1,500	1,775	1,775	1,775	1,775	0	.00
224-5203-58420 MAJOR MAINTEN	0	5,000	9,106	5,000	5,000	5,000	5,000	0	.00
Total 5203 PARKS & REC	0	95,150	90,990	95,150	104,425	106,425	106,425	11,275	11.85
5204 CAMP CREASER									
224-5204-52130 SERVICE CONTR	261	0	0	0	650	650	650	650	.00
Port a John rental for 7 months									
224-5204-52160 BUILDING REPA	3,408	14,600	1,778	14,600	10,000	10,000	10,000	(4,600)	(31.51)
flooring and window repairs									
224-5204-55020 ELECTRIC	1,308	3,000	1,228	3,000	3,000	6,000	6,000	3,000	100.00
Total 5204 CAMP CREASER	4,977	17,600	3,006	17,600	13,650	16,650	16,650	(950)	(5.40)
5205 OTHER PARKS									
224-5205-51860 EXPENDITURES	0	0	2,858	0	7,000	7,000	7,000	7,000	.00
Capital Outlay- landscaping \$3000 outdoor furniture \$1500 Monthly Wi-Fi charges \$1000 monthly dumpster rental 1500									
224-5205-52140 EQUIPMENT REP	0	750	350	750	2,750	2,750	2,750	2,000	266.67
elevator repair HVAC, plumbing, electric routine maintenance and emergency repairs									
224-5205-53150 BUILDING SUPP	1,831	400	43	400	1,000	1,000	1,000	600	150.00
furniture replacements from wear & tear									
224-5205-55020 ELECTRIC	2,287	2,200	2,785	2,200	2,200	2,200	2,200	0	.00
Total 5205 OTHER PARKS	4,118	3,350	6,036	3,350	12,950	12,950	12,950	9,600	286.57
7715 PROGRAMS									
224-7715-51010 REGULAR FULL	14,964	15,480	13,518	15,480	15,870	15,870	15,870	390	2.52
Asst Rec Director 30%									
224-7715-51020 PART TIME PAY	6,591	22,506	13,515	22,506	22,506	22,506	22,506	0	.00
224-7715-51060 FICA	1,649	1,973	3,833	1,973	1,973	1,973	1,973	0	.00
Additional PT staff. 18.5 hours per week @ #13/hour									
224-7715-52040 LICENSES/SUPP	1,467	1,200	2,158	1,200	1,400	1,400	1,400	200	16.67
Expenses moved to Sevice Contracts; Additional expenditures in 18-19 due to transition of rec software added Verizon bills									

Town of Coventry
Council Recommended Budget

Budget Fiscal Year: 2021 to 2021

Account# and Description	2019 Actual	2020 Base Budget	2020 Actual YTD	2020 Est. Actual	Dept Head	Town Manager	Council	Cou/Bud Inc/Dec	%
224-7715-52070 OTHER PROFESS	15,514	20,000	19,318	20,000	20,000	20,000	20,000	0	.00
224-7715-52130 SERVICE CONTR	14,786	11,150	13,015	11,150	11,150	11,150	11,150	0	.00
Added expenses previously paid under Licenses/Support Credit Card Fees is 3% of revenue Software fee for credit cards is 1% of revenue									
56% of all transactions are now by credit card									
224-7715-52180 PRINTING	2,574	3,200	2,344	3,200	3,200	3,200	3,200	0	.00
increase in postage cost									
224-7715-52200 EQUIPMENT REN	0	500	0	500	0	0	0	(500)	(100.0)
have not used his line item for several years and do not anticipate the need for it									
224-7715-52240 MISCELLANEOUS	371	1,000	35	1,000	500	500	500	(500)	(50.00)
historically not needed									
224-7715-53225 PROGRAM COSTS	23,142	16,320	7,827	16,320	23,000	22,000	22,000	5,680	34.80
Utilities charge to cover overhead expenses for building operations overhead for electricity not show in base budget									
224-7715-58130 RECREATION TR	862	6,000	510	6,000	2,000	2,000	2,000	(4,000)	(66.67)
regional trips are being cut in half due to low participation									
Total 7715 PROGRAMS	81,920	99,329	76,073	99,329	101,599	100,599	100,599	1,270	1.28
7716 SUMMER CAMP									
224-7716-51010 REGULAR FULL	16,748	17,025	15,092	17,025	17,450	17,450	17,450	425	2.50
Asst Rec Director 33%									
224-7716-51020 PART TIME PAY	76,733	80,000	59,298	80,000	86,000	86,000	86,000	6,000	7.50
minimum wage increase									
224-7716-51030 OVERTIME	505	500	43	500	500	500	500	0	.00
224-7716-51060 FICA	7,234	7,465	5,333	7,465	7,465	7,465	7,465	0	.00
224-7716-51100 LONGEVITY	1,200	1,300	1,300	1,300	1,300	1,300	1,300	0	.00
224-7716-51710 BLUE CROSS/BL	20,661	21,305	17,568	21,305	21,305	21,305	21,305	0	.00
224-7716-51720 LIFE INSURANC	244	100	300	100	100	300	300	200	200.00
224-7716-52100 TRAINING	780	1,500	360	1,500	1,000	1,000	1,000	(500)	(33.33)
no longer using on-line training service, mostly in house training now									
224-7716-52200 EQUIPMENT REN	896	1,000	0	1,000	1,000	1,000	1,000	0	.00
224-7716-52240 MISCELLANEOUS	0	500	0	500	500	500	500	0	.00
224-7716-53090 CLOTHING SAFE	2,520	5,600	0	5,600	3,200	3,200	3,200	(2,400)	(42.86)
over budgeted in past									

Town of Coventry
Council Recommended Budget

Budget Fiscal Year: 2021 to 2021

Account# and Description	2019 Actual	2020 Base Budget	2020 Actual YTD	2020 Est. Actual	Dept Head	Town Manager	Council	Cou/Bud Inc/Dec	%
224-7716-53225 PROGRAM COSTS Utilities need to be factored in for overhead	20,173	12,900	4,768	12,900	22,000	22,000	22,000	9,100	70.54
224-7716-57210 FIELD TRIPS	8,003	8,500	6,872	8,500	8,500	8,500	8,500	0	.00
224-7716-57220 BUS TRIPS	5,145	8,000	7,063	8,000	8,000	8,000	8,000	0	.00
224-7716-58420 MAJOR MAINTEN	3,656	2,500	0	2,500	2,500	2,500	2,500	0	.00
Total 7716 SUMMER CAMP	164,498	168,195	117,997	168,195	180,820	181,020	181,020	12,825	7.63
7719 FIREWORKS									
224-7719-58180 FIRST NIGHT	10,500	12,000	0	12,000	12,000	12,000	12,000	0	.00
Total 7719 FIREWORKS	10,500	12,000	0	12,000	12,000	12,000	12,000	0	.00
7721 ARTS COMMISSION									
224-7721-58120 RECREATION PR not using this line item anymore	0	4,500	0	4,500	0	0	0	(4,500)	(100.0)
Total 7721 ARTS COMMISS	0	4,500	0	4,500	0	0	0	(4,500)	(100.00)
7724 BASKETBALL									
224-7724-51010 REGULAR FULL Asst Rec Director 2%	998	1,035	901	1,035	1,060	1,060	1,060	25	2.42
224-7724-51060 FICA	242	80	233	80	80	80	80	0	.00
224-7724-51860 EXPENDITURES	21,645	17,000	22,074	17,000	17,000	17,000	17,000	0	.00
Total 7724 BASKETBALL	22,885	18,115	23,208	18,115	18,140	18,140	18,140	25	.14
7726 AFTER SCHOOL PROGR									
224-7726-51010 REGULAR FULL Asst Rec Director 33%	16,487	17,025	14,892	17,025	17,450	17,450	17,450	425	2.50
224-7726-51020 AFTER SCHOOL + participation = + staffing	40,744	59,000	22,974	59,000	59,000	59,000	59,000	0	.00
224-7726-51060 FICA	4,378	3,355	787	3,355	3,355	3,355	3,355	0	.00
224-7726-51860 AFTER SCHOOL utility cost, and increased supplies for increased participation	22,823	16,300	3,786	16,300	16,300	16,300	16,300	0	.00
224-7726-58420 MAJOR MAINTEN power wash & exterior painting of Community Center building	4,805	4,500	3,600	4,500	4,500	4,500	4,500	0	.00
Total 7726 AFTER SCHOOL	89,237	100,180	46,039	100,180	100,605	100,605	100,605	425	.42
7729 SENIOR RECREATION									
224-7729-51860 SENIOR REC PR	7,637	5,000	1,570	5,000	5,000	5,000	5,000	0	.00
Total 7729 SENIOR RECRE	7,637	5,000	1,570	5,000	5,000	5,000	5,000	0	.00
*** Grand Total ***	419,810	555,478	390,507	555,478	583,548	588,623	588,623	33,145	5.97

5. Emergency Services

PROGRAM DESCRIPTION

This program covers all the costs of providing Emergency Medical Services for the town. Income generated through revenue recovery billing from insurance companies and Medicare cover most of the expenses for this program. The town currently maintains the Certificate of Operation and the Primary Service Area (PSA) from the State Office of Emergency Medical Services and manages over 875 calls annually.

There are currently two ambulances in use. Each district has a fast response vehicle used for first responders. All of the attendants receive continuous training and are State Certified as either an Emergency Medical Technician (EMT) or as an Emergency Medical Responder (EMR).

PROGRAM COMMENTARY

EMS calls account for approximately 75% of the total call volume. We average 2.5 calls a day; or one call every 10 hours. The Town has contracted to supplement personnel coverage during the day from 5 a.m. to 5 p.m., seven days a week. The volunteers cover the remaining time and we are very fortunate to be able to provide this level of service.

Revenue recovery covers most of the operational costs but not all. The program still needs support to balance the budget. FY18 was the first full year of operations with this EMS fund in place. The town has taken steps to increase the revenue recovery process with the hopes of being 100% self-sufficient.

Budget Fiscal Year: 2021 to 2021

Account# and Description	2019 Actual	2020 Base Budget	2020 Actual YTD	2020 Est. Actual	Dept Head	Council	Inc/Dec	%
2204 AMBULANCE-PARAMEDIC								
250-2204-40429 DONATIONS	1,270	0	800	0	0	0	0	.00
250-2204-40601 INVESTMENT INCOME	3,616	3,000	2,991	3,000	3,000	3,000	0	.00
250-2204-40624 GENERAL FUND TRANSFERS	55,000	55,000	55,000	55,000	55,000	55,000	0	.00
250-2204-40805 AMBULANCE REVENUE RECOV	359,994	390,000	302,025	390,000	430,000	430,000	40,000	10.26
Increase based on historical collection								
Increase to rate effective 1/1/2021								
250-2204-40874 TRANSFER FROM RESERVES	0	36,925	0	36,925	144,665	89,190	52,265	141.54
Use of reserve for capital purchases and mechanic.								
Total 2204 AMBULANCE-PARAMEDIC	419,880	484,925	360,816	484,925	632,665	577,190	92,265	19.03
*** Grand Total ***	419,880	484,925	360,816	484,925	632,665	577,190	92,265	19.03

Town of Coventry
Council Recommended Budget

Budget Fiscal Year: 2021 to 2021

Account# and Description	2019 Actual	2020 Base Budget	2020 Actual YTD	2020 Est. Actual	Dept Head	Town Manager	Council	Cou/Bud Inc/Dec	%
2204 AMBULANCE-PARAMEDI									
250-2204-51010 REGULAR FULL EMS Admin 50%; Increase from PY of 25%	20,293	42,100	36,633	42,100	67,790	42,900	42,900	800	1.90
Increase: 50% of Certified Fire/EMS Mechanic									
250-2204-51064 FICA - NC \$42k volunteers + \$42,100 EMS Director = \$\$84,100* .0765 = \$6,435	3,609	6,435	7,943	6,435	8,350	8,350	8,350	1,915	29.76
Increase for 50% of Fire certified Mechanic									
250-2204-52050 INSURANCE Commercial \$3,000/quarter = \$12,000 Umbrella \$315/quarter = \$3,780	13,296	15,780	13,301	15,780	26,365	15,780	15,780	0	.00
Increase: 50% Health insurance for Certified Fire Mechanic									
250-2204-52070 OTHER PROFESS Physicals	5,046	4,000	4,586	4,000	4,000	4,000	4,000	0	.00
250-2204-52080 PROFESSIONAL	30	800	0	800	800	800	800	0	.00
250-2204-52090 TRAVEL MEETIN Payroll for local EMS Approx \$3,500 per month	29,745	42,000	20,970	42,000	42,000	42,000	42,000	0	.00
250-2204-52100 TRAINING	8,479	9,000	2,564	9,000	9,000	9,000	9,000	0	.00
250-2204-52110 POSTAGE	0	500	0	500	500	500	500	0	.00
250-2204-52130 SERVICE CONTR Vintech (increase of \$11,550 7.1.20 - 6.30.21) Comstar, Amb of Manchester, Windham Paramedics, Verizon	262,187	277,460	295,255	277,460	289,010	289,010	289,010	11,550	4.16
250-2204-52140 EQUIPMENT REP	19,571	12,000	12,539	12,000	12,000	12,000	12,000	0	.00
250-2204-52150 RADIO AND ALA updated portable radios needed for ambulance personnel	0	500	1,905	500	1,000	1,000	1,000	500	100.00
250-2204-52350 EQUIPMENT General Equipment	10,560	5,000	0	5,000	5,000	5,000	5,000	0	.00
250-2204-53010 OFFICE SUPPLI	215	500	163	500	500	500	500	0	.00
250-2204-53020 OFFICE EQUIPM	700	2,000	125	2,000	2,000	2,000	2,000	0	.00
250-2204-53040 GASOLINE budget amount needed to cover gasoline fuel costs for Service Vehicles	27	0	1,257	0	1,000	1,000	1,000	1,000	.00
250-2204-53050 DIESEL FUEL	7,050	5,500	5,835	5,500	5,500	5,500	5,500	0	.00
250-2204-53070 CUSTODIAL SUP	0	300	0	300	300	300	300	0	.00
250-2204-53075 FIRST AID SUP cost increases	18,112	15,000	14,071	15,000	18,000	18,000	18,000	3,000	20.00

Town of Coventry
Council Recommended Budget

Budget Fiscal Year: 2021 to 2021

Account# and Description	2019 Actual	2020 Base Budget	2020 Actual YTD	2020 Est. Actual	Dept Head	Town Manager	Council	Cou/Bud Inc/Dec	%
250-2204-53090 CLOTHING SAFE increased clothing costs \$500 & clothing for new members \$1000	1,994	2,000	3,210	2,000	3,500	3,500	3,500	1,500	75.00
250-2204-53300 PUBLIC RELATI Includes \$15,000 for the start of re-branding efforts as Department 18	35	250	407	250	250	15,250	20,250	20,000	8,000.
250-2204-53620 AMBULANCE SUP	0	2,000	2,326	2,000	2,000	2,000	2,000	0	.00
250-2204-53640 LAUNDRY	2,142	1,800	2,300	1,800	1,800	1,800	1,800	0	.00
250-2204-58420 MAJOR MAINTEN Capital budget includes proposed Power loader and stretcher for ambulance.	0	0	0	0	52,000	52,000	52,000	52,000	.00
250-2204-58704 AMBULANCE \$40k for ambulance sinking fund	2,542	40,000	0	40,000	40,000	40,000	40,000	0	.00
250-2204-58716 REPLACEMENT V	60,367	0	60,367	0	40,000	0	0	0	.00
Total 2204 AMBULANCE-PA	466,000	484,925	485,757	484,925	632,665	572,190	577,190	92,265	19.03
*** Grand Total ***	466,000	484,925	485,757	484,925	632,665	572,190	577,190	92,265	19.03

6. Coventry Farmers' Market at Hale Homestead

PROGRAM DESCRIPTION

The Town took over the ownership and management of the Farmers' Market in 2015 and rebranded it as the Coventry Farmers' Market at Hale Homestead. The Ad Hoc Farmers' Market Operating Committee is a subcommittee of the Economic Development Commission and is the entity that oversees the Market operations. The Farmers' Market Manager and Director of Planning and Development are the staff responsible for the day to day operations. The Market functions are supported by sponsorships, donations, grants, and the revenue generated from vendor permits.

PROGRAM COMMENTARY

Continue to responsibly operate and manage the Farmers Market to fulfill the mission – to support agriculture, small business, community groups, culture, arts, food and health education; develop new and expanded programming and themes to continue to evolve the Market and maintain its relevance in the regional economy and market; continue to expand and diversify the volunteer support required for operation; continue to find new and expanded avenues for financial support of the Market via grants, donations, and sponsorships; continue to expand the connection and partnerships with local businesses, particularly in Coventry Village.

Budget Fiscal Year: 2021 to 2021

Account# and Description	2019 Actual	2020 Base Budget	2020 Actual YTD	2020 Est. Actual	Dept Head	Council	Inc/Dec	%
5507 FARMERS MARKET								
234-5507-40429 FRIENDS OF THE MARKET "Friends of the market" program	8,810	6,000	825	6,000	8,000	8,000	2,000	33.33
234-5507-40562 VENDOR FEES Vendor Fees	56,780	55,875	17,712	55,875	56,000	56,000	125	.22
234-5507-40802 SPONSORSHIPS Donations and sponsorships Decrease in budget based on prior collections	5,025	10,000	650	10,000	5,000	5,000	(5,000)	(50.00)
234-5507-40881 GRANTS FED/STATE No Farm Viability Grant for FY21	19,569	15,000	11,528	15,000	0	0	(15,000)	(100.0)
234-5507-40925 SALE OF GOODS TOWN This line item is relative to the sale of tasting glasses for the alcohol related events.	4,838	5,000	7,156	5,000	7,000	7,000	2,000	40.00
Total 5507 FARMERS MARKET	95,022	91,875	37,871	91,875	76,000	76,000	(15,875)	(17.28)
*** Grand Total ***	95,022	91,875	37,871	91,875	76,000	76,000	(15,875)	(17.28)

Town of Coventry
Council Recommended Budget

Budget Fiscal Year: 2021 to 2021

Account# and Description	2019 Actual	2020 Base Budget	2020 Actual YTD	2020 Est. Actual	Dept Head	Town Manager	Council	Cou/Bud Inc/Dec	%
5507 FARMERS MARKET									
234-5507-51020 PART TIME Market Master.	20,150	30,000	13,464	30,000	25,000	25,000	25,000	(5,000)	(16.67)
234-5507-52070 OTHER PROFESS Included in program costs.	0	11,950	0	11,950	0	0	0	(11,950)	(100.0)
234-5507-52130 SERVICE CONTR Included in program costs.	530	9,190	293	9,190	0	0	0	(9,190)	(100.0)
234-5507-52250 LEASE PAYMENT This line item is for the lease payment to CT Landmarks.	3,100	3,500	0	3,500	3,500	3,500	3,500	0	.00
234-5507-53090 CLOTHING SAFE Included in program costs.	0	2,000	0	2,000	0	0	0	(2,000)	(100.0)
234-5507-53225 PROGRAM COSTS	56,470	28,535	33,940	28,535	51,000	47,500	47,500	18,965	66.46
234-5507-54050 OTHER EQUIPME Included in program costs.	0	3,800	0	3,800	0	0	0	(3,800)	(100.0)
234-5507-55110 HAULER FEES Included in program costs.	0	2,900	0	2,900	0	0	0	(2,900)	(100.0)
Total 5507 FARMERS MARK	80,250	91,875	47,697	91,875	79,500	76,000	76,000	(15,875)	(17.28)
*** Grand Total ***	80,250	91,875	47,697	91,875	79,500	76,000	76,000	(15,875)	(17.28)

FUND BALANCE ANALYSIS
As of June 30, 2019

GAAP Basis

Unassigned Fund Balance (6/30/2018)	\$ 5,303,759
Supplemental Appropriations	(280,567)
Revenues over Budget	412,468
Unexpended Appropriations	104,917
Release of restriction/assignment	70,902
6/30/19 Unassigned Fund Balance	5,611,479
Recommended Use of Reserve for FY 18/19	<u>-</u>
July 1, 2019 Unassigned Fund Balance	<u><u>\$ 5,611,479</u></u>

Note: The Town's Fiscal Management Policy established a goal of a minimum of 15% of budget appropriation. Based on the fiscal year 2019-2020 approved budget, this calculates as $0.15 \times \$41,341,564 = \$6,201,235$. Based on the unassigned fund balance as of July 1, 2019 above, the Town expects to be at 13.6%. Current best policy recommendations in the industry recommend a fund balance of 16.7%. The Town Council adopted policy set a goal of 15%. An appropriation of fund balance in the amount of \$310,000 is included in the budget. It is anticipated that savings in the FY20 budget will offset the use of the fund balance in FY21.

UNIFORM CODE OF ACCOUNTS
OBJECT CODE SUMMARY

10 Personal Services

Wages & Salaries: Payroll costs for employees.

51000 Salary And Wages
51010 Regular Full Time
51020 Part Time
51030 Overtime
51040 Temporary
51090 Other

Employee Benefits: Fringe benefit costs for employees.

51060 Fica
51070 Pension
51100 Longevity
51110 Differential
51711 Health Ins General Admin
51712 Health Ins Public Safety
51713 Health Ins Public Works
51714 Health Ins Human Services
51715 Health Ins Civic & Cultural
51720 Life Insurance
52290 Worker's Compensation

20 Contractual

Professional Services: Cost of outside professional services.

52010 Architects And Engineering
52030 Legal
52040 Licenses/Support-Data Processing
52050 Insurance
52060 Indexing Recording
52070 Other Professional Services
52280 Audit

"Employee Development: Professional Association dues, local, regional and national meetings including transportation, lodging, meals and other training expenses such as conference registration fees, seminars and in-house courses."

52080 Professional Affiliation
52090 Travel Meetings Mileage
52100 Training
52220 Meals

UNIFORM CODE OF ACCOUNTS
OBJECT CODE SUMMARY (Continued)

20 Contractual (Continued)

Postage Cost of all postage fees and permits.

52110 Postage

Equipment Operation and Maintenance: Cost of services required for operating and monitoring town-owned equipment.

52130 Service Contracts
52140 Equipment Repairs
52150 Radio And Alarm Repairs
52160 Building Repairs/maintenance

"Notices of Public hearings, referendums, invitations to bid, job announcements and other legal notices"

52170 Advertising

Printing & Duplicating

52180 Printing
52190 Copiers

Rental: Fees paid for use of equipment.

52200 Equipment Rental

Sundry: Grants and contributions to affiliated associations, regional agencies and miscellaneous obligations.

52210 General Assistance
52240 Miscellaneous
52250 Grants And Contributions
52260 Negotiated Union Contract
52270 Other Services

30 Commodities (Materials & Supplies)

"Office Products: Costs of materials and supplies, other than those used for operation and maintenance. Usually consumable supplies and items such as staples, tape dispensers, and other office items."

53010 Office Supplies
53020 Office Equipment
53030 Microfilm Photo Supplies

UNIFORM CODE OF ACCOUNTS
OBJECT CODE SUMMARY (Continued)

30 Commodities (Materials & Supplies) (Continued)

"Vehicle Fuel, Lubricants"

53040 Gasoline
53050 Diesel Fuel
53060 Motor Oil Lubricants

"Janitorial, Paper Goods: Cleaning goods, bathroom supplies, lamps, and paper."

53070 Custodial Supplies
53080 Paper Goods

"Clothing - Safety Equipment: All safety equipment, clothing, first aid kits and other loss control items."

53090 Clothing Safety Equipment

"Repair Parts: Replacement materials and supplies for town office equipment, cars and trucks."

53100 Auto Parts
53110 Truck Parts
53120 Equipment Parts
53240 Tires

Materials and Supplies: Cost of materials and supplies for the repair and maintenance of town-owned facilities and roads.

53130 Welding Supplies
53140 Hand Tools
53150 Building Supplies
53160 Cement Sand Salt Gravel
53170 Ground Supplies
53180 Street Cleaning Supplies
53190 Police Equipment Supplies
53200 Traffic Control Signs
53210 Other Purchased
53280 Asphalt/hot & Cold Patch

"Books, Periodicals, Software: Acquisition of technical books, computer software, newspaper subscriptions, special reports and other publications."

53220 Subscriptions Books

Internal Transfers: Allows inter-fund transfers.

53230 Transfers

UNIFORM CODE OF ACCOUNTS
OBJECT CODE SUMMARY (Continued)

30 Commodities (Materials & Supplies) (Continued)

Public Relations: Special events and informational newsletters.

53300 Public Relations

40 Capital Outlay (Cost of capital purchases such as furniture, equipment, and pre-manufactured facilities.)

54010 Improvements Not Building
54020 Office Furniture & Equipment
54030 Automobile
54040 Trucks
54050 Other Equipment
54070 Telephone Systems
54080 Computer And Data Systems
54090 Radio/communications Costs
54100 Improvement Buildings

50 Utilities

55010 Telephone
55020 Electric
55030 Heating Fuel
55040 Water
55050 Sewer

Town of Coventry
Town Council Recommended
Summary by Object

Budget Fiscal Year: 2021 to 2021

	2019	2020	2020	2020	Dept	Town	Cou/Bud		
	Actual	Base Budget	Actual YTD	Est. Actual	Head	Manager	Council	Inc/Dec	%
51000 SALARY AND WAGES	304,470	325,150	233,751	325,150	338,000	338,000	336,325	11,175	3.44%
51010 REGULAR FULL TIME	4,243,426	4,417,061	3,870,263	4,414,056	4,631,365	4,565,485	4,452,610	35,549	0.80%
51020 PART TIME	130,267	137,212	91,855	130,712	148,215	140,290	126,100	-11,112	-8.10%
51030 OVERTIME	304,371	237,886	225,260	235,438	242,868	242,416	242,216	4,330	1.82%
51040 TEMPORARY	18,654	50,200	42,409	57,200	68,450	74,950	65,770	15,570	31.02%
51059 PAYROLL TAXES & INSURANCE	27,131	29,600	20,615	29,600	31,600	31,600	31,600	2,000	6.76%
51063 FICA - GA	80,721	86,000	72,775	86,000	90,100	90,100	89,100	3,100	3.60%
51064 FICA - PS	158,244	143,950	140,563	142,120	158,950	158,950	154,120	10,170	7.06%
51065 FICA - PW	117,211	131,000	111,522	131,000	143,500	143,500	143,000	12,000	9.16%
51066 FICA - HUMAN SVCS	19,560	17,800	16,572	17,800	18,400	18,400	18,000	200	1.12%
51067 FICA - CIVIC/CULTURAL	5,061	10,000	4,696	10,000	10,000	10,000	10,000	0	0.00%
51070 PENSION	32,300	32,300	32,300	32,300	48,500	48,500	48,500	16,200	50.15%
51071 PENSION - GA	138,671	120,500	119,226	120,500	109,500	109,500	109,500	-11,000	-9.13%
51072 PENSION - PS	222,441	257,000	244,094	257,000	294,000	294,000	293,000	36,000	14.01%
51073 PENSION - PW	116,180	136,000	128,040	136,000	150,500	150,500	150,500	14,500	10.66%
51074 PENSION - HS	25,010	26,000	24,911	26,000	12,800	12,800	12,800	-13,200	-50.77%
51075 PENSION - CC	13,490	13,500	14,043	13,500	14,500	14,500	14,500	1,000	7.41%
51090 OTHER	68,477	80,705	84,504	81,755	104,890	89,390	88,590	7,885	9.77%
51100 LONGEVITY	48,500	52,400	50,500	50,500	54,600	51,800	51,800	-600	-1.15%
51110 DIFFERENTIAL	4,705	4,786	4,436	5,286	5,290	5,479	5,322	536	11.20%
51121 FRINGE BENEFITS	24,458	30,000	21,670	30,000	34,800	34,800	30,000	0	0.00%
51171 HEALTH INS GENERAL ADMIN	239,200	239,600	197,085	239,600	254,300	254,300	254,300	14,700	6.14%
51172 HEALTH INS PUBLIC SAFETY	285,500	305,000	243,866	305,000	320,000	320,000	320,000	15,000	4.92%
51173 HEALTH INS PUBLIC WORKS	330,950	350,000	291,139	350,000	366,000	366,000	366,000	16,000	4.57%
51174 HEALTH INS HUMAN SERVICES	33,200	16,000	13,420	16,000	17,000	17,000	17,000	1,000	6.25%
51175 HEALTH INS CIVIC & CULTURA	8,800	9,200	7,723	9,200	9,500	9,500	9,500	300	3.26%
51170 LIFE INSURANCE	5,500	5,500	5,218	5,500	5,500	5,500	5,500	0	0.00%
51999 REVENUE OFFSET	-7,318	-15,200	3,511	-15,200	-17,200	-17,200	-15,750	-550	3.62%
52010 ARCHITECTS AND ENGINEERIN	9,945	15,000	14,867	15,000	15,000	15,000	15,000	0	0.00%
52020 FINANCE AND ACCOUNTING	6,400	7,500	5,355	7,500	7,250	7,250	7,250	-250	-3.33%
52030 LEGAL	56,107	86,000	83,589	86,000	86,000	85,000	85,000	-1,000	-1.16%
52040 LICENSES/SUPPORT-DATA PRO	136,890	142,050	181,266	156,050	163,360	163,360	155,660	13,610	9.58%
52050 INSURANCE	164,709	176,394	167,305	176,394	176,394	175,394	170,394	-6,000	-3.40%
52060 INDEXING RECORDING	23,651	23,195	15,506	23,245	23,585	23,235	23,235	40	0.17%
52070 OTHER PROFESSIONAL SERVIC	103,113	127,295	108,159	126,295	130,295	134,595	126,095	-1,200	-0.94%
52080 PROFESSIONAL AFFILIATION	30,702	34,080	33,170	35,853	35,107	34,767	34,637	557	1.63%
52090 TRAVEL MEETINGS MILEAGE	87,082	95,440	86,116	94,940	101,292	97,660	96,385	945	0.99%
52100 TRAINING	26,545	41,295	21,739	39,945	48,160	54,560	53,210	11,915	28.85%
52110 POSTAGE	21,780	26,800	16,958	23,300	22,800	23,385	23,385	-3,415	-12.74%
52130 SERVICE CONTRACTS	241,654	225,395	310,527	237,500	299,015	262,595	267,255	41,860	18.57%
52140 EQUIPMENT REPAIRS	66,002	70,576	77,293	95,576	76,030	74,530	74,530	3,954	5.60%
52150 RADIO AND ALARM REPAIRS	7,023	15,150	5,245	15,150	20,150	14,650	14,650	-500	-3.30%
52160 BUILDING REPAIRS/MAINTENA	100,061	58,650	50,004	64,650	65,898	62,950	59,100	450	0.77%
52170 ADVERTISING	8,688	12,900	10,980	16,700	14,400	13,900	13,900	1,000	7.75%
52180 PRINTING	23,291	27,195	13,977	27,295	27,600	26,900	26,900	-295	-1.08%
52190 COPIERS	3,871	3,550	3,450	4,100	4,100	4,100	4,100	550	15.49%
52200 EQUIPMENT RENTAL	250	1,650	250	1,650	1,650	1,400	1,400	-250	-15.15%
52220 MEALS	3,443	6,300	3,898	6,350	6,300	7,725	7,725	1,425	22.62%
52240 MISCELLANEOUS	4,480	4,400	4,010	4,400	1,800	1,800	1,550	-2,850	-64.77%
52250 GRANTS AND CONTRIBUTIONS	89,348	93,193	217,024	93,372	96,148	95,910	95,910	2,717	2.92%
52260 NEGOTIATED UNION CONTRAC	19,899	4,000	11,484	4,000	18,700	15,200	15,200	11,200	280.00%
52270 OTHER SERVICES	0	1,300	50	1,300	1,300	1,300	1,300	0	0.00%
52280 AUDIT	26,924	29,200	24,880	26,200	32,200	32,200	29,200	0	0.00%
52291 WORKER COMP - GA	27,900	25,000	19,000	25,000	25,000	25,000	22,000	-3,000	-12.00%
52292 WORKER COMP - PS	88,600	108,000	99,000	108,000	108,000	105,000	98,000	-10,000	-9.26%
52293 WORKER COMP - PW	83,039	90,000	63,000	90,000	90,000	90,000	85,000	-5,000	-5.56%
52294 WORKER COMP - HS	850	2,000	2,000	2,000	2,000	2,000	2,000	0	0.00%
52295 WORKER COMP - CC	7,500	10,000	8,155	10,000	10,000	10,000	10,000	0	0.00%
52840 VETERANS' PROGRAMS	75	1,500	442	1,500	1,500	1,500	1,500	0	0.00%
52869 FEES	4,075	4,075	4,075	4,075	4,075	4,075	4,075	0	0.00%
53010 OFFICE SUPPLIES	14,210	16,517	11,657	16,517	16,717	16,717	16,717	200	1.21%
53020 OFFICE EQUIPMENT	229	250	171	250	300	300	300	50	20.00%
53030 MICROFILM PHOTO SUPPLIES	658	1,100	883	1,100	1,100	1,100	1,100	0	0.00%
53040 GASOLINE	51,989	53,200	46,334	53,500	52,400	50,400	50,400	-2,800	-5.26%
53050 DIESEL FUEL	46,180	47,000	36,637	47,000	47,000	47,000	47,000	0	0.00%
53060 MOTOR OIL LUBRICANTS	5,759	7,300	7,300	7,300	7,300	6,550	6,550	-750	-10.27%
53070 CUSTODIAL SUPPLIES	6,489	5,750	4,718	5,750	6,250	6,250	6,250	500	8.70%
53080 PAPER GOODS	4,603	5,850	2,342	5,850	5,850	5,850	5,850	0	0.00%
53090 CLOTHING SAFETY EQUIPMEN'	39,023	46,350	28,202	46,350	46,350	46,150	46,150	-200	-0.43%
53091 OSHA REQMTS	8,842	4,000	5,621	4,500	4,000	4,000	4,000	0	0.00%
53092 NFPA REQMTS	14,610	10,000	13,325	15,000	10,000	10,000	10,000	0	0.00%

Town of Coventry
Town Council Recommended
Summary by Object

Budget Fiscal Year: 2021 to 2021									
53100 AUTO PARTS	18,249	20,450	13,874	20,200	20,450	19,550	19,550	-900	-4.40%
53110 TRUCK PARTS	65,163	63,000	58,789	63,000	63,500	63,500	63,500	500	0.79%
53120 EQUIPMENT PARTS	53,560	63,650	57,534	63,650	64,150	64,150	64,150	500	0.79%
53130 WELDING SUPPLIES	175	2,375	2,375	2,375	2,375	2,375	2,375	0	0.00%
53140 HAND TOOLS	3,700	5,950	5,466	5,950	5,950	5,700	5,700	-250	-4.20%
53150 BUILDING SUPPLIES	1,027	1,750	1,465	1,750	1,750	1,750	1,750	0	0.00%
53160 CEMENT SAND SALT GRAVEL	195,441	225,450	131,540	225,450	225,450	225,450	215,450	-10,000	-4.44%
53170 GROUND SUPPLIES	27,183	27,150	32,768	27,150	28,600	27,450	26,950	-200	-0.74%
53180 STREET CLEANING SUPPLIES	2,460	3,000	2,482	3,000	3,000	3,000	3,000	0	0.00%
53190 POLICE EQUIPMENT SUPPLIES	8,703	9,500	10,880	9,500	9,500	9,500	9,500	0	0.00%
53200 TRAFFIC CONTROL SIGNS	3,934	6,000	4,851	6,000	6,000	5,500	5,500	-500	-8.33%
53210 OTHER PURCHASED	10,442	9,650	7,828	9,650	9,650	9,650	9,650	0	0.00%
53220 SUBSCRIPTIONS BOOKS	40,739	39,900	29,985	39,900	39,910	39,910	34,040	-5,860	-14.69%
53225 PROGRAM COSTS	13,187	14,700	8,702	14,700	14,700	13,200	12,450	-2,250	-15.31%
53230 TRANSFERS	111,067	132,500	97,774	132,500	132,500	125,000	152,500	20,000	15.09%
53240 TIRES	9,379	25,300	24,567	25,300	25,300	25,300	25,300	0	0.00%
53280 ASPHALT/HOT & COLD PATCH	35,498	30,000	3,176	30,000	30,000	30,000	30,000	0	0.00%
53290 KENNEL SERVICES	3,000	3,000	3,000	3,000	3,000	3,000	3,000	0	0.00%
53300 PUBLIC RELATIONS	6,083	7,491	4,990	7,491	7,591	7,591	7,591	100	1.33%
53610 VAN EXPENSES	1,350	1,350	0	1,350	1,350	1,000	1,000	-350	-25.93%
53640 LAUNDRY	0	600	0	600	600	300	300	-300	-50.00%
54010 IMPROVEMENTS NOT BUILDING	2,491	800	950	800	800	800	800	0	0.00%
54020 OFFICE FURNITURE & EQUIPMENT	2,651	4,600	171	4,600	4,600	3,600	3,600	-1,000	-21.74%
54050 OTHER EQUIPMENT	3,763	8,500	4,947	8,500	8,500	8,500	8,000	-500	-5.88%
54540 COMPUTER REPLACEMENT AND	2,580	3,000	3,341	3,000	3,000	3,000	3,000	0	0.00%
54960 EQUIPMENT PURCHASES	7,865	8,500	6,901	8,500	8,500	8,500	8,500	0	0.00%
55010 TELEPHONE	30,575	33,694	34,434	35,242	35,307	34,587	34,587	893	2.65%
55020 ELECTRIC	157,239	171,210	157,759	168,850	171,210	169,285	169,185	-2,025	-1.18%
55030 HEATING FUEL	61,260	57,517	59,630	61,062	61,460	61,440	61,440	3,923	6.82%
55040 WATER	1,469	1,325	1,488	1,525	1,325	1,550	1,525	200	15.09%
55050 SEWER	5,250	5,250	5,250	5,250	5,625	5,250	5,250	0	0.00%
55130 DISPOSAL FEES	3,089	2,940	2,259	2,940	3,000	3,000	3,000	60	2.04%
57040 DOG TAGS	186	100	202	100	150	150	150	50	50.00%
57050 VETERINARY FEES	120	1,500	0	1,500	1,500	1,200	1,200	-300	-20.00%
57060 ST CT LICENSE FEES	3,593	4,100	0	4,100	4,100	4,000	4,000	-100	-2.44%
57064 PET ADOPTION FEES DEP	45	250	0	250	250	250	250	0	0.00%
58190 ANNIVERSARY CELEBRATIONS	500	500	500	500	500	500	500	0	0.00%
58420 MAJOR MAINTENANCE & CASUALTY	0	0	0	0	2,000	1,000	1,000	1,000	#DIV/0!
TOTAL	\$ 9,558,685	\$ 10,012,102	\$ 8,915,809	\$ 10,067,709	\$ 10,585,457	\$ 10,430,806	\$ 10,249,009	\$ 236,907	2.37%

MIL RATE CALCULATION FOR FY 20/21

The Town's finance policy calls for calculating the annual collection rate by using a weighted average of the past three years:

$$2 \text{ times most recent} + 2 \text{ years prior} + 3 \text{ years prior} / 4 = \text{rate}$$

When the actual numbers are inserted into the formula it is:

FY	
2019	98.72% (*2)
2018	98.89%
2017	98.82%
	98.79% (Collection Rate for FY 20-21)

Given the change in economic conditions and the Covid-19 pandemic, the Town Council felt this historical collection rate was higher than anticipated collections. The Town Council has voted to lower the collection to 98.00% to take into account the potential loss in revenue.

The value of a mil is calculated by multiplying the current Grand List by the collection rate and dividing by 1000:

	October 1, 2019	
	Grand List	
Original	1,022,686,310	
Corrections		
& Adjustments	-	as of 2/25/2020
	1,022,686,310	
Collection Rate	98.00%	
	1,002,232,584	
One mil equals	1,002,233	(Total Grand List /1000)

Current Taxes needed	\$ 31,240,145
One mil	1,002,233
Mil Rate	31.17