

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 941 properties. In fiscal year 2020 the WWTP was operating at 72% capacity treating an average of 143,322 gallons per day. Peak flow in FY20 was 427,100 gal/day in December 2019. We need to reserve 23,000 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 2021; the rate will remain at \$375 per EDU.

PROGRAM ACTIVITY INDICATORS

	FY 17/18	FY 18/19	FY 19/20
Sewer Connection Inspections	4	19	6
Emergency Call Outs	11	7	10
Length of Sewer	85,750 ft	85,750 ft	85,750 ft
Town Owned Grinder Pumps	50	50	52
Routine Maintenance	40	22	33
WWTP Capacity	200,000 gal/day	200,000 gal/day	200,000 gal/day
Average Daily Flow	143,273 gal/day	165,749 gal/day	143,322 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>	<u>2019-20</u>
Fund Balance	\$ 679,789	\$ 755,525	\$ 812,951	\$ 894,980
Change in Fund Balance	171,432	75,736	57,426	82,029

Revenues

User Fees

1,207 * \$375	\$452,625
Uncollectible – 5.1%	(23,080)
Late Payments	15,000
Interest Revenue	10,000
Other	6,000
Use of fund balance	249,860
Grand Total/Revenue	<u><u>\$710,405</u></u>

Town of Coventry
TOWN MANAGERS RECOMMENDED BUDGET

Budget Fiscal Year: 2022 to 2022

Account# and Description	2020 Actual	2021 Base Budget	2021 Budget	2021 Actual YTD	2021 Est. Actual	Dept Head	Town Manager	Mgr/Bud Inc/Dec	%
7502 SEWER USER REVENUE									
223-7502-40202 TRANSFER TO R	0	351,875	351,875	0	351,875	351,875	249,860	(102,015)	(28.99)
223-7502-40211 CURRENT	440,310	407,480	407,480	407,591	407,480	407,480	429,545	22,065	5.42
FY 2021: 1202 EDU @\$375 per Unit = \$450,750. AFDA of 9.6%									
223-7502-40212 DELINQUENT	18,195	18,000	18,000	8,356	18,000	18,000	15,000	(3,000)	(16.67)
Decrease based on increase in timely collections									
223-7502-40213 INT & PENALTI	21,004	14,000	14,000	6,274	14,000	14,000	10,000	(4,000)	(28.57)
Decrease based on increase in timely collections									
223-7502-40601 INVESTMENT IN	34,826	4,500	4,500	2,396	4,500	4,500	4,500	0	.00
223-7502-40658 INSPECTIONS	1,600	1,500	1,500	1,600	1,500	1,500	1,500	0	.00
Permit fees for sewer inspections.									
Total 7502 SEWER USER R	515,935	797,355	797,355	426,217	797,355	797,355	710,405	(86,950)	(10.90)
*** Grand Total ***	515,935	797,355	797,355	426,217	797,355	797,355	710,405	(86,950)	(10.90)

Town of Coventry
TOWN MANAGERS RECOMMENDED BUDGET

Budget Fiscal Year: 2022 to 2022

Account# and Description	2020 Actual	2021 Base Budget	2021 Budget	2021 Actual YTD	2021 Est. Actual	Dept Head	Town Manager	Mgr/Bud Inc/Dec	%
7501 SEWER USER OPERATI									
223-7501-51010 REGULAR FULL WWTP Operator, Asst Collector of Revenue 25%, Revenue Clerk 25%, - Increases per CBA DPW Director 15% - Assumed 2.25% increase PW Maintainer 100% - Increase per CBA + Increase from 50% to 100%	147,079	153,250	153,250	90,881	153,250	157,284	189,500	36,250	23.65
223-7501-51030 OVERTIME Emergency Callouts for alarms at grinder pumps, pump stations, treatment plant, CBYDs.	4,685	4,000	4,000	4,300	4,000	5,000	5,000	1,000	25.00
223-7501-51060 FICA	11,713	12,175	12,175	3,787	12,175	12,610	14,500	2,325	19.10
223-7501-51100 LONGEVITY 100% WWTP Operator 50% PW Maintainer	1,350	1,500	1,500	1,500	1,500	1,650	2,000	500	33.33
223-7501-51110 DIFFERENTIAL DPW upgrade for PW Maintainer to Plant Chief Operator.	1,152	700	700	599	700	900	900	200	28.57
223-7501-51710 HEALTH INSURA Cigna Health Insurance	17,111	25,000	25,000	6,665	25,000	25,000	33,000	8,000	32.00
223-7501-51720 LIFE INSURANC	97	225	225	100	225	225	225	0	.00
223-7501-52030 LEGAL Assessments, easements, land records, litigation, general consulting.	1,208	2,500	2,500	2,000	2,500	2,500	2,500	0	.00
223-7501-52040 LICENSES/SUPP GIS Arcview License and Web hosting share	0	1,400	1,400	0	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, CBYD Updates. New in FY 2022: Traffic Control, Underground/Concrete Imaging, Freight/Shipping, Confined Space Entry, Locksmith	13,998	23,625	23,625	25,261	23,625	28,825	28,825	5,200	22.01
223-7501-52080 PROFESSIONAL CAWPCA, CWPAA, LabACT.	40	250	250	40	250	250	250	0	.00
223-7501-52100 TRAINING NEIWPCC, ASRWAA, CAWPCA, CWPAA. 2019 new DEEP requirement for continuing education to keep license.	890	1,200	1,200	390	1,200	1,200	1,200	0	.00
223-7501-52130 SERVICE CONTR Sludge Hauling, Tank Cleaning, Trash/Recycling, HVAC, Generators, Fire Alarms, Gas Meter Sensors, Sewer Main Jet/Vac/CCTV	43,849	41,500	41,500	49,891	41,500	57,200	57,200	15,700	37.83

Town of Coventry
TOWN MANAGERS RECOMMENDED BUDGET

Budget Fiscal Year: 2022 to 2022

Account# and Description	2020 Actual	2021 Base Budget	2021 Budget	2021 Actual YTD	2021 Est. Actual	Dept Head	Town Manager	Mgr/Bud Inc/Dec	%
FY 2022: Clean Clarifier #2 for rehab = \$16K.									
223-7501-52140 EQUIPMENT REP Electrical, Pumps, Manholes, PLCs Pump Stations, Treatment Plant, Generators, HVAC. Equipment is getting older and repair costs are increasing. New in FY 2022: Controls & Automation = \$2,000	36,915	22,500	22,500	28,233	22,500	24,500	24,500	2,000	8.89
223-7501-52150 RADIO AND ALA Mission Alarm Dialers, Pump Stations and WWTP.	0	500	500	0	500	500	500	0	.00
223-7501-52170 ADVERTISING Legal Notices for Public Hearings, Sewer Assessments, Bid Advertisement.	171	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 New in FY 2022: One mass mailing to all sewer users = \$1,000	0	600	600	0	600	1,600	1,600	1,000	166.67
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	177	500	500	2,100	500	700	700	200	40.00
223-7501-53090 CLOTHING SAFE OSHA Safety PPE. Safety toe work boots. Disposable gloves & coveralls. Gas meter sensors. Swiss Cleaners uniforms, laundry service	1,750	2,760	2,760	1,200	2,760	3,160	3,160	400	14.49
223-7501-53220 SUBSCRIPTIONS Reference Manuals. Operator certification courses.	0	200	200	0	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 FY 2022: capital outlay one time purchase zero-turn lawn tractor = \$9,500	29,912	45,000	45,000	34,632	45,000	24,050	24,050	(20,950)	(46.56)
223-7501-55010 TELEPHONE WWTP and Pump Station Mission alarm dialers and cloud datalog. WWTP landline & internet, WWTP Operator smartphones	3,003	3,170	3,170	2,982	3,170	3,440	3,440	270	8.52

Town of Coventry
TOWN MANAGERS RECOMMENDED BUDGET

Budget Fiscal Year: 2022 to 2022

Account# and Description	2020 Actual	2021 Base Budget	2021 Budget	2021 Actual YTD	2021 Est. Actual	Dept Head	Town Manager	Mgr/Bud Inc/Dec	%
223-7501-55020 ELECTRIC WWTP and Pump Stations.	21,836	30,000	30,000	27,329	30,000	30,000	30,000	0	.00
223-7501-55030 HEATING FUEL WWTP	11,456	14,000	14,000	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.	353	3,000	3,000	3,000	3,000	3,000	3,000	0	.00
223-7501-57080 PERMIT FEES CT DEEP Discharge Permit.	555	600	600	1,110	600	555	555	(45)	(7.50)
Total 7501 SEWER USER O	350,500	392,355	392,355	302,200	392,355	401,949	444,405	52,050	13.27
7503 WPCA NONOPERATING									
223-7503-54300 CAPITAL & NON See separate CIP budget submittal for Capital Projects. Includes Clarigester 2 repair	59,256	350,000	350,000	17,093	350,000	350,000	211,000	(139,000)	(39.71)
223-7503-57542 DEBT SERVICE Debt Service: WPCA share of sewer assessment bond repayment.	55,000	55,000	55,000	55,000	55,000	55,000	55,000	0	.00
Total 7503 WPCA NONOPER	114,256	405,000	405,000	72,093	405,000	405,000	266,000	(139,000)	(34.32)
*** Grand Total ***	464,756	797,355	797,355	374,293	797,355	806,949	710,405	(86,950)	(10.90)

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 \$69.56/ton with an expected increase to \$71.30/ton for FY22. Tipping fees for oversized waste disposal at the Willimantic Waste landfill are currently \$78.85/ton with an increase to \$80.82/ton expected for FY22. Beginning in FY08 COVRRRA recycles single stream and received a \$25/ton credit. This credit was eliminated in the fall of 2019. Recycling is now charged at \$30.90/ton and will increase for FY22. Electronics and tire recycling disposal was started in FY07.

PROGRAM ACTIVITY INDICATORS

Historical Fund Balances

	<u>FY16-17</u>	<u>FY17-18</u>	<u>FY18-19</u>	<u>FY19-20</u>
Reserved Fund Balance	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000
Undesignated Fund Balance	457,995	476,358	362,954	193,063
Change in Fund Balance	52,893	18,363	(113,404)	(169,891)

2. Solid Waste Management/COVRRRA (Continued)

PROGRAM ACTIVITY INDICATORS (Continued)

Activity Levels:

	<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>
Tipper Barrel Revenue	\$1,092,689	\$1,109,972	\$1,094,793	\$1,038,453	\$1,036,202
Curbside Bulk (Tons)	226	210	224	249	226
Transfer Station Tonnage:					
Bulky & Brush	278	268	298	323	243
Metal	55	50	48	56	61
Leaves	59	33	42	39	33
Mattresses	681	808	942	856	477
Textiles (tons)	10.2	9.6	9.5	13.0	22.0
Electronics (units to tons)	34	31	32	31	25
Freon (units)	183	286	346	306	300
Tires	132	118	81	202	248
Propane Tanks	240	110	121	186	156
Residential Curbside Collection (tons)					
Single Stream	1,344	1,320	1,294	1,084	1,231
MSW	3,623	3,661	3,740	3,811	3,855

Revenues:

218-7601 COVRRRA Assessments:

Tipper Barrel Revenue:	
96 Gal (#1,869*265)	\$ 495,285
60 Gal (#1,723*215)	370,445
35 Gal (#1,221*185)	225,885
Prior Year Collections	50,000
Interest & Penalty	40,000
Uncollectible (3.7%)	(33,840)
Total 218-7601	<u>1,147,775</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	5,000
Transfer from reserves	113,260
Total 218-7603	<u>118,460</u>

Total Anticipated Revenue: \$ 1,299,235

Town of Coventry
TOWN MANAGERS RECOMMENDED BUDGET

Budget Fiscal Year: 2022 to 2022

Account# and Description	2020 Actual	2021 Base Budget	2021 Budget	2021 Actual YTD	2021 Est. Actual	Dept Head	Town Manager	Mgr/Bud Inc/Dec	%
7601 SOLID WASTE FEE CO									
218-7601-40211 CURRENT	951,628	1,011,137	1,011,137	988,314	1,011,137	1,011,137	1,057,775	46,638	4.61
Assumes 3.7% uncollectible. Includes rate increase of \$10 per barrel.									
218-7601-40212 DELINQUENT	43,728	55,000	55,000	23,560	55,000	50,000	50,000	(5,000)	(9.09)
Reduction based on decreases in AR									
218-7601-40213 INT & PENALTI	40,846	40,000	40,000	17,443	40,000	40,000	40,000	0	.00
Reduction based on decreased AR									

Total 7601 SOLID WASTE	1,036,202	1,106,137	1,106,137	1,029,317	1,106,137	1,101,137	1,147,775	41,638	3.76

7602 TRANSFER STATION C									
218-7602-40421 USER FEES COL	28,673	30,000	30,000	28,643	30,000	30,000	30,000	0	.00
218-7602-40431 RECYCLING PRO	4,198	3,000	3,000	2,669	3,000	3,000	3,000	0	.00

Total 7602 TRANSFER STA	32,871	33,000	33,000	31,312	33,000	33,000	33,000	0	.00

7603 OTHER SOLID WASTE									
218-7603-40430 BAG/BIN SALES	355	200	200	117	200	200	200	0	.00
Based on historical trends									
218-7603-40601 INVESTMENT IN	26,864	10,000	10,000	2,471	10,000	10,000	5,000	(5,000)	(50.00)
218-7603-40874 TRANSFER FROM	0	131,228	131,228	0	131,228	153,898	113,260	(17,968)	(13.69)
Use of fund balance									

Total 7603 OTHER SOLID	27,219	141,428	141,428	2,588	141,428	164,098	118,460	(22,968)	(16.24)

*** Grand Total ***	1,096,292	1,280,565	1,280,565	1,063,217	1,280,565	1,298,235	1,299,235	18,670	1.46

Town of Coventry
TOWN MANAGERS RECOMMENDED BUDGET

Budget Fiscal Year: 2022 to 2022

Account# and Description	2020 Actual	2021 Base Budget	2021 Budget	2021 Actual YTD	2021 Est. Actual	Dept Head	Town Manager	Mgr/Bud Inc/Dec	%
7601 SOLID WASTE FEE CO									
218-7601-51010 REGULAR FULL Asst Collector of Revenue 25%; Increase per CBA. DPW Admin 25%; Revenue Clerk 75%; Increase per CBA. Superintendent of Roads (15%). Assumes 2.25% increase	76,609	80,650	80,650	47,756	80,650	83,700	83,700	3,050	3.78
218-7601-51030 OVERTIME Mid-Neroc Meetings. Increase for shred it day.	1,189	1,000	1,000	464	1,000	1,000	1,000	0	.00
218-7601-51060 FICA Regular + OT * .0765%	5,952	6,200	6,200	2,390	6,200	6,200	6,200	0	.00
218-7601-51090 OTHER	1,500	1,500	1,500	923	1,500	1,500	1,500	0	.00
218-7601-51710 HEALTH INSURA	19,491	22,200	22,200	6,812	22,200	10,900	12,100	(10,100)	(45.50)
218-7601-51720 LIFE INSURANC	65	225	225	70	225	225	225	0	.00
218-7601-52010 ARCHITECTS AN Enviromental monitoring and reporting.	21,573	23,000	23,000	44,481	23,000	23,000	23,000	0	.00
218-7601-52070 OTHER PROFESS Shred It Day	9,550	1,500	1,500	5,971	1,500	1,500	1,500	0	.00
218-7601-52100 TRAINING Recycling Coordinator - Compost Training.	0	400	400	0	400	400	400	0	.00
218-7601-52110 POSTAGE	1,600	1,500	1,500	0	1,500	1,600	1,600	100	6.67
218-7601-52170 ADVERTISING	0	500	500	0	500	500	500	0	.00
218-7601-52180 PRINTING News Letter and COVRA Bills.	5,649	5,000	5,000	531	5,000	5,700	5,700	700	14.00
218-7601-52250 GRANTS AND CO MID-NEROC Town Contribution. Increase to \$9,000annual + \$565/quarterly = \$2,300 Total \$11,260 minimum	9,532	9,950	9,950	9,950	9,950	11,260	11,260	1,310	13.17
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	0	300	300	0	300	0	0	(300)	(100.0)
218-7601-53040 GASOLINE	1,642	1,000	1,000	901	1,000	1,700	1,000	0	.00
218-7601-53050 DIESEL FUEL	2,122	1,500	1,500	93	1,500	1,000	1,000	(500)	(33.33)
218-7601-54050 OTHER EQUIPME Replacement Bins. \$75 each.	300	750	750	0	750	750	750	0	.00
218-7601-55110 HAULER FEES All Americ Waste per contract.	702,790	730,000	730,000	724,650	730,000	743,000	743,000	13,000	1.78
218-7601-55130 DISPOSAL FEES Disposal of MSW, Recycling and Bulk curside pickup.	310,158	306,800	306,800	299,250	306,800	320,000	320,000	13,200	4.30

Town of Coventry
TOWN MANAGERS RECOMMENDED BUDGET

Budget Fiscal Year: 2022 to 2022

Account# and Description	2020 Actual	2021 Base Budget	2021 Budget	2021 Actual YTD	2021 Est. Actual	Dept Head	Town Manager	Mgr/Bud Inc/Dec	%
Total 7601 SOLID WASTE	1,171,157	1,195,410	1,195,410	1,145,677	1,195,410	1,215,370	1,215,870	20,460	1.71
7602 TRANSFER STATION C									
218-7602-51010 REGULAR FULL Remove 50% Sanitation Maintainer and hire PT staff	29,627	31,690	31,690	19,023	31,690	0	0	(31,690)	(100.0)
218-7602-51020 PART TIME PT Staff - 2.5 days per week (1,040 hours) @ \$22/hour	0	0	0	0	0	20,800	22,800	22,800	.00
218-7602-51030 OVERTIME Sanitation Maintainer O.T. when schedule requires.	2,928	1,500	1,500	6,751	1,500	3,000	3,000	1,500	100.00
218-7602-51060 FICA Regular + overtime * .0765%	2,510	2,540	2,540	0	2,540	2,540	2,540	0	.00
218-7602-51100 LONGEVITY	250	300	300	300	300	300	300	0	.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	834	950	950	1,000	950	1,200	1,200	250	26.32
218-7602-52140 EQUIPMENT REP Repairs to the scale.	0	700	700	500	700	700	400	(300)	(42.86)
218-7602-52170 ADVERTISING	0	300	300	0	300	0	0	(300)	(100.0)
218-7602-52180 PRINTING Printing of Scale Tickets.	285	350	350	350	350	350	350	0	.00
218-7602-52200 EQUIPMENT REN Screening equipment for compost	0	3,000	3,000	0	3,000	3,000	2,000	(1,000)	(33.33)
218-7602-52270 OTHER SERVICE Scale Registration with State and fees to Able Scale.	250	750	750	1,442	750	750	750	0	.00
218-7602-53010 OFFICE SUPPLI	0	50	50	0	50	50	50	0	.00
218-7602-53120 EQUIPMENT PAR	0	200	200	0	200	200	200	0	.00
218-7602-55020 ELECTRIC	1,172	1,650	1,650	1,650	1,650	1,650	1,650	0	.00
218-7602-55100 MISCELLANEOUS General Permit to DEEP.	25,540	1,050	1,050	1,850	1,050	2,000	2,000	950	90.48
218-7602-55110 HAULER FEES Hauling from Transfer Station to Willimantic Waste.	13,240	15,000	15,000	14,000	15,000	15,000	15,000	0	.00
218-7602-55130 DISPOSAL FEES Bulk Tonnage Construction Debris.	18,175	25,000	25,000	25,800	25,000	31,000	31,000	6,000	24.00

Town of Coventry

TOWN MANAGERS RECOMMENDED BUDGET

Budget Fiscal Year: 2022 to 2022

Account# and Description	2020 Actual	2021 Base Budget	2021 Budget	2021 Actual YTD	2021 Est. Actual	Dept Head	Town Manager	Mgr/Bud Inc/Dec	%
Total 7602 TRANSFER STA	94,936	85,155	85,155	72,791	85,155	82,665	83,365	(1,790)	(2.10)
*** Grand Total ***	1,266,093	1,280,565	1,280,565	1,218,468	1,280,565	1,298,035	1,299,235	18,670	1.46

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; 50% of 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>	<u>FY19-20</u>
Fund Balance	\$ 107,332	\$ 79,517	\$ 92,626	\$ 45,527
Change in Fund Balance	34,394	(27,814)	13,109	(47,099)

Town of Coventry
TOWN MANAGERS RECOMMENDED BUDGET

Budget Fiscal Year: 2022 to 2022

Account# and Description	2020 Actual	2021 Base Budget	2021 Budget	2021 Actual YTD	2021 Est. Actual	Dept Head	Town Manager	Mgr/Bud Inc/Dec	%
5202 AQUATICS									
224-5202-40421 USER FEES COL	2,911	0	0	10,548	0	0	12,000	12,000	.00
224-5202-40429 DONATIONS Lions Club donation	0	1,000	1,000	0	1,000	1,000	0	(1,000)	(100.0)
224-5202-40803 SWIM LESSON F based on actuals	5,903	10,000	10,000	0	10,000	10,000	7,000	(3,000)	(30.00)
224-5202-40871 TRANSFER FROM	15,000	15,000	15,000	15,000	15,000	15,000	0	(15,000)	(100.0)
Total 5202 AQUATICS	23,814	26,000	26,000	25,548	26,000	26,000	19,000	(7,000)	(26.92)
5203 PARKS & REC PATRIO									
224-5203-40421 USER FEES COL	28,289	22,000	22,000	33,420	22,000	22,000	30,000	8,000	36.36
224-5203-40422 RENTAL INCOME Moved \$10,000 to Mill Brook Place rental fees collected; Increased based on actual	19,260	25,000	25,000	3,901	25,000	25,000	20,000	(5,000)	(20.00)
224-5203-40871 TRANSFER FROM	15,000	15,000	15,000	15,000	15,000	15,000	0	(15,000)	(100.0)
Total 5203 PARKS & REC	62,549	62,000	62,000	52,321	62,000	62,000	50,000	(12,000)	(19.35)
5205 OTHER PARKS									
224-5205-40422 RENTAL INCOME Mill Brook Place rentals based on current YTD which was previously included in 224-5103-40422	3,972	10,000	10,000	375	10,000	10,000	6,000	(4,000)	(40.00)
Total 5205 OTHER PARKS	3,972	10,000	10,000	375	10,000	10,000	6,000	(4,000)	(40.00)
7711 BEACH PASSES/GATEK									
224-7711-40421 USER FEES COL to offset increase in minimum wages and State sales tax, a fee increase will be instituted	4,385	14,000	14,000	0	14,000	14,000	0	(14,000)	(100.0)
Total 7711 BEACH PASSES	4,385	14,000	14,000	0	14,000	14,000	0	(14,000)	(100.00)
7712 OPERATIONS									
224-7712-40202 TRANSFER FROM	0	61,123	61,123	0	61,123	61,123	45,715	(15,408)	(25.21)
Total 7712 OPERATIONS	0	61,123	61,123	0	61,123	61,123	45,715	(15,408)	(25.21)
7715 PROGRAMS									
224-7715-40623 CREDIT CARD C previously under service contracts 7715-52130	4,047	6,000	6,000	666	6,000	6,000	5,000	(1,000)	(16.67)
224-7715-40812 RECREATION PR	24,659	35,000	35,000	5,406	35,000	35,000	30,000	(5,000)	(14.29)
224-7715-40813 RECREATION TR less trips offered	564	2,500	2,500	0	2,500	2,500	2,500	0	.00

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Account# and Description	2020 Actual	2021 Base Budget	2021 Budget	2021 Actual YTD	2021 Est. Actual	Dept Head	Town Manager	Mgr/Bud Inc/Dec	%
Total 7715 PROGRAMS	29,270	43,500	43,500	6,072	43,500	43,500	37,500	(6,000)	(13.79)
7716 SUMMER CAMP									
224-7716-40810 SUMMER CAMP F program fee increases to offset minimum wage increases	153,731	191,000	191,000	0	191,000	191,000	180,000	(11,000)	(5.76)
Total 7716 SUMMER CAMP	153,731	191,000	191,000	0	191,000	191,000	180,000	(11,000)	(5.76)
7719 FIREWORKS									
224-7719-40820 FIRST NIGHT/F	0	10,000	10,000	0	10,000	10,000	10,000	0	.00
Total 7719 FIREWORKS	0	10,000	10,000	0	10,000	10,000	10,000	0	.00
7724 BASKETBALL									
224-7724-40421 BASKETBALL FE anticipate fee increases and summer program	28,268	26,000	26,000	0	26,000	26,000	30,000	4,000	15.38
Total 7724 BASKETBALL	28,268	26,000	26,000	0	26,000	26,000	30,000	4,000	15.38
7726 AFTER SCHOOL PROGR									
224-7726-40421 AFTER SCHOOL increase rate from \$260 to \$280, and increase in participant numbers (from min of 40 to 50)for estimate	73,838	140,000	140,000	1,267	140,000	140,000	130,000	(10,000)	(7.14)
Total 7726 AFTER SCHOOL	73,838	140,000	140,000	1,267	140,000	140,000	130,000	(10,000)	(7.14)
7729 SENIOR RECREATION									
224-7729-40825 SENIOR FEES C increase in program offerings	1,039	5,000	5,000	0	5,000	5,000	5,000	0	.00
Total 7729 SENIOR RECRE	1,039	5,000	5,000	0	5,000	5,000	5,000	0	.00

Town of Coventry
TOWN MANAGERS RECOMMENDED BUDGET

Budget Fiscal Year: 2022 to 2022

Account# and Description	2020 Actual	2021 Base Budget	2021 Budget	2021 Actual YTD	2021 Est. Actual	Dept Head	Town Manager	Mgr/Bud Inc/Dec	%
*** Grand Total ***	380,866	588,623	588,623	85,583	588,623	588,623	513,215	(75,408)	(12.81)

Town of Coventry
TOWN MANAGERS RECOMMENDED BUDGET

Budget Fiscal Year: 2022 to 2022

Account# and Description	2020 Actual	2021 Base Budget	2021 Budget	2021 Actual YTD	2021 Est. Actual	Dept Head	Town Manager	Mgr/Bud Inc/Dec	%
5202 AQUATICS									
224-5202-51010 REGULAR FULL	971	1,060	1,060	592	1,060	1,085	540	(520)	(49.06)
Asst Rec Director 2%; Increase per CBA Reclass 1/2 of Salary to General Fund									
224-5202-51040 LIFEGUARDS AT	14,427	20,000	20,000	9,012	20,000	12,000	11,000	(9,000)	(45.00)
Combining WSI line item 224-5202-51041 Minimum wage impact and extra calendar days Ending season mid August due to college students leaving									
224-5202-51042 GATEKEEPERS/M	7,362	8,000	8,000	6,181	8,000	8,000	6,000	(2,000)	(25.00)
224-5202-51060 FICA	1,742	3,124	3,124	3,119	3,124	3,000	1,420	(1,704)	(54.55)
224-5202-52100 TRAINING	516	1,000	1,000	0	1,000	600	600	(400)	(40.00)
Red Cross fees reduced due to Covid limitations									
224-5202-52130 SERVICE CONTR	1,299	300	300	240	300	300	300	0	.00
moving portajohn and dumpster rental to 207-5203-52130 remaining \$300 for septic system tankk @ Lisicke Beach									
224-5202-52140 EQUIPMENT REP	359	250	250	0	250	1,250	250	0	.00
accidentally put number on wrong line item - no increase									
224-5202-52350 EQUIPMENT	1,339	500	500	95	500	2,500	0	(500)	(100.0)
224-5202-53090 CLOTHING SAFE	1,553	1,000	1,000	1,258	1,000	1,000	1,000	0	.00
Total 5202 AQUATICS	29,568	35,234	35,234	20,497	35,234	29,735	21,110	(14,124)	(40.09)
5203 PARKS & REC PATRIO									
224-5203-51040 LIFEGUARDS AT	28,239	20,000	20,000	21,522	20,000	20,000	22,000	2,000	10.00
Lifeguards at Patriots - please change account name to be consistent with Lisicke \$2000 increase based on minimum wage increases and extra calendar days open									
224-5203-51042 GATEKEEPERS/M	22,253	21,000	21,000	15,128	21,000	21,000	21,000	0	.00
224-5203-51060 FICA	3,866	3,000	3,000	1,423	3,000	3,150	3,150	150	5.00
224-5203-52130 SERVICE CONTR	18,000	22,000	22,000	16,202	22,000	16,000	16,000	(6,000)	(27.27)
portajohns dumpsters plumbing, winterizig, grease traps water testing/well pump maintenance mud carpet service pest management									
224-5203-52140 EQUIPMENT REP	2,103	500	500	0	500	500	500	0	.00
224-5203-52160 BUILDING REPA	4,941	15,350	15,350	2,010	15,350	15,350	15,350	0	.00
224-5203-52240 MISCELLANEOUS	506	300	300	0	300	300	300	0	.00
224-5203-53070 CUSTODIAL SUP	1,741	3,000	3,000	2,067	3,000	3,000	2,000	(1,000)	(33.33)
224-5203-55020 ELECTRIC	5,837	7,500	7,500	8,000	7,500	7,500	7,500	0	.00

Town of Coventry
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Account# and Description	2020 Actual	2021 Base Budget	2021 Budget	2021 Actual YTD	2021 Est. Actual	Dept Head	Town Manager	Mgr/Bud Inc/Dec	%
224-5203-55030 HEATING FUEL Community Center flooring increases energy efficiency	4,493	7,000	7,000	1,500	7,000	7,000	6,000	(1,000)	(14.29)
224-5203-55050 SEWER	1,500	1,775	1,775	1,875	1,775	1,775	1,775	0	.00
224-5203-58420 MAJOR MAINTEN Move to Generl Fund	9,143	5,000	5,000	1,630	5,000	0	0	(5,000)	(100.0)
Total 5203 PARKS & REC	102,622	106,425	106,425	71,357	106,425	95,575	95,575	(10,850)	(10.20)
5204 CAMP CREASER									
224-5204-52130 SERVICE CONTR Port a John rental for 7 months	0	650	650	1,600	650	650	650	0	.00
224-5204-52160 BUILDING REPA LoCip funding should cover this? flooring and window repairs	1,778	10,000	10,000	179	10,000	10,000	2,000	(8,000)	(80.00)
224-5204-55020 ELECTRIC historical spending less than \$2000 per year	1,118	6,000	6,000	800	6,000	2,000	1,000	(5,000)	(83.33)
Total 5204 CAMP CREASER	2,896	16,650	16,650	2,579	16,650	12,650	3,650	(13,000)	(78.08)
5205 OTHER PARKS									
224-5205-51860 EXPENDITURES Capital Outlay- landscaping \$3000 outdoor furniture \$1500 Monthly Wi-Fi charges \$1000 monthly dumpster rental 1500	2,910	7,000	7,000	375	7,000	7,000	6,000	(1,000)	(14.29)
224-5205-52140 EQUIPMENT REP elevator repair HVAC, plumbing, electric routine maintenance and emergency repairs - spent less than \$500 last year, could move to general fund	350	2,750	2,750	114	2,750	1,750	1,750	(1,000)	(36.36)
224-5205-53150 BUILDING SUPP furnutre replacements from wear & tear	43	1,000	1,000	1,050	1,000	1,000	500	(500)	(50.00)
224-5205-55020 ELECTRIC	2,260	2,200	2,200	2,000	2,200	2,200	2,200	0	.00
Total 5205 OTHER PARKS	5,563	12,950	12,950	3,539	12,950	11,950	10,450	(2,500)	(19.31)
7715 PROGRAMS									
224-7715-51010 REGULAR FULL Asst Rec Director 30% Increase per CBA Move 50% of salary to General Fund	15,408	15,870	15,870	9,389	15,870	16,300	8,150	(7,720)	(48.65)
224-7715-51020 PART TIME PAY	16,050	22,506	22,506	9,476	22,506	22,506	22,510	4	.02
224-7715-51060 FICA	2,407	1,973	1,973	2,764	1,973	3,000	2,350	377	19.11

Town of Coventry
TOWN MANAGERS RECOMMENDED BUDGET

Budget Fiscal Year: 2022 to 2022

Account# and Description	2020 Actual	2021 Base Budget	2021 Budget	2021 Actual YTD	2021 Est. Actual	Dept Head	Town Manager	Mgr/Bud Inc/Dec	%
224-7715-52040 LICENSES/SUPP Expenses moved to Sevice Contracts; Additional expenditures in 18-19 due to transition of rec software added Verizon bills	2,158	1,400	1,400	1,133	1,400	1,400	1,400	0	.00
224-7715-52070 OTHER PROFESS	17,504	20,000	20,000	5,633	20,000	20,000	20,000	0	.00
224-7715-52130 SERVICE CONTR 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	10,577	11,150	11,150	7,576	11,150	11,150	11,150	0	.00
224-7715-52180 PRINTING increase in postage cost	2,344	3,200	3,200	1,567	3,200	3,200	3,200	0	.00
224-7715-52240 MISCELLANEOUS historically not needed	0	500	500	200	500	500	500	0	.00
224-7715-53225 PROGRAM COSTS Utilities charge to cover overhead expenses for building operations overhead for electricity not show in base budget	7,992	22,000	22,000	3,155	22,000	22,000	10,000	(12,000)	(54.55)
224-7715-58130 RECREATION TR regional trips are being cut in half due to low participation	510	2,000	2,000	0	2,000	2,000	2,000	0	.00
Total 7715 PROGRAMS	74,950	100,599	100,599	40,893	100,599	102,056	81,260	(19,339)	(19.22)
7716 SUMMER CAMP									
224-7716-51010 REGULAR FULL Asst Rec Director 33% Move 50% to General Fund	17,175	17,450	17,450	10,480	17,450	18,000	9,000	(8,450)	(48.42)
224-7716-51020 PART TIME PAY minimum wage increase	59,298	86,000	86,000	0	86,000	86,000	86,000	0	.00
224-7716-51030 OVERTIME	43	500	500	20	500	500	500	0	.00
224-7716-51060 FICA	5,853	7,465	7,465	64	7,465	8,000	7,280	(185)	(2.48)
224-7716-51100 LONGEVITY	1,300	1,300	1,300	1,400	1,300	1,500	1,500	200	15.38
224-7716-51710 BLUE CROSS/BL	21,079	21,305	21,305	13,380	21,305	21,305	21,305	0	.00
224-7716-51720 LIFE INSURANC	248	300	300	250	300	300	300	0	.00
224-7716-52100 TRAINING	360	1,000	1,000	0	1,000	1,000	1,000	0	.00
224-7716-52200 EQUIPMENT REN	0	1,000	1,000	0	1,000	1,000	1,000	0	.00
224-7716-52240 MISCELLANEOUS	0	500	500	0	500	500	500	0	.00
224-7716-53090 CLOTHING SAFE over budgeted in past	0	3,200	3,200	0	3,200	3,200	3,200	0	.00
224-7716-53225 PROGRAM COSTS Utilities need to be factored in for overhead	4,768	22,000	22,000	0	22,000	22,000	22,000	0	.00

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Account# and Description	2020 Actual	2021 Base Budget	2021 Budget	2021 Actual YTD	2021 Est. Actual	Dept Head	Town Manager	Mgr/Bud Inc/Dec	%
224-7716-57210 FIELD TRIPS	6,872	8,500	8,500	0	8,500	8,500	8,500	0	.00
224-7716-57220 BUS TRIPS	7,063	8,000	8,000	0	8,000	8,000	8,000	0	.00
224-7716-58420 MAJOR MAINTEN	0	2,500	2,500	0	2,500	2,500	2,500	0	.00
Total 7716 SUMMER CAMP	124,059	181,020	181,020	25,594	181,020	182,305	172,585	(8,435)	(4.66)
7719 FIREWORKS									
224-7719-58180 FIRST NIGHT	0	12,000	12,000	0	12,000	12,000	12,000	0	.00
Total 7719 FIREWORKS	0	12,000	12,000	0	12,000	12,000	12,000	0	.00
7724 BASKETBALL									
224-7724-51010 REGULAR FULL Asst Rec Director 2%; Increase per CBA	1,027	1,060	1,060	626	1,060	1,085	540	(520)	(49.06)
224-7724-51060 FICA	311	80	80	35	80	83	45	(35)	(43.75)
224-7724-51860 EXPENDITURES	21,134	17,000	17,000	1,125	17,000	17,000	17,000	0	.00
Total 7724 BASKETBALL	22,472	18,140	18,140	1,786	18,140	18,168	17,585	(555)	(3.06)
7726 AFTER SCHOOL PROGR									
224-7726-51010 REGULAR FULL Asst Rec Director 33%; Increase per CBA	16,975	17,450	17,450	10,344	17,450	18,000	9,000	(8,450)	(48.42)
224-7726-51020 AFTER SCHOOL + participation = + staffing	22,974	59,000	59,000	0	59,000	59,000	59,000	0	.00
224-7726-51060 FICA	3,056	3,355	3,355	0	3,355	3,355	5,200	1,845	54.99
224-7726-51860 AFTER SCHOOL utility cost, and increased supplies for increased participation	2,615	16,300	16,300	2,785	16,300	16,300	16,300	0	.00
224-7726-58420 MAJOR MAINTEN power wash & exterior painting of Community Center building	3,600	4,500	4,500	0	4,500	4,500	4,500	0	.00
Total 7726 AFTER SCHOOL	49,220	100,605	100,605	13,129	100,605	101,155	94,000	(6,605)	(6.57)
7729 SENIOR RECREATION									
224-7729-51860 SENIOR REC PR	860	5,000	5,000	0	5,000	5,000	5,000	0	.00
Total 7729 SENIOR RECRE	860	5,000	5,000	0	5,000	5,000	5,000	0	.00

Town of Coventry
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Account# and Description	2020 Actual	2021 Base Budget	2021 Budget	2021 Actual YTD	2021 Est. Actual	Dept Head	Town Manager	Mgr/Bud Inc/Dec	%
*** Grand Total ***	412,210	588,623	588,623	179,374	588,623	570,594	513,215	(75,408)	(12.81)

5. Emergency Services

PROGRAM DESCRIPTION

This program covers 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 an average of 886 calls annually.

There are currently two ambulances and two fast response vehicles used by medical responders. The members providing medical care 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 more than 70% of the total call volume. We average 2.5 calls a day; or one call every 10 hours. The Town has contracted personnel for coverage 24 hours a day, 7 days a week. Volunteer members cover second calls, and calls requiring 2 ambulances such as motor vehicle accidents.

Revenue recovery covers most of the operational costs but not all. The program still needs support to balance the budget. The town has taken steps to increase the revenue recovery process with the hopes of being 100% self-sufficient, however at this time the fund needs additional support to remain solvent.

Based on balances available, funds will be used from the EMS Fund to purchase a new vehicle as outlined in the Town's Capital Improvement Plan.

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Account# and Description	2020 Actual	2021 Base Budget	2021 Budget	2021 Actual YTD	2021 Est. Actual	Dept Head	Town Manager	Mgr/Bud Inc/Dec	%
2204 AMBULANCE-PARAMEDI									
250-2204-40601 INVESTMENT IN	6,293	3,000	3,000	124	3,000	3,000	3,000	0	.00
250-2204-40624 GENERAL FUND	55,000	55,000	55,000	55,000	55,000	55,000	150,000	95,000	172.73
250-2204-40805 AMBULANCE REV	336,098	430,000	430,000	211,678	430,000	430,000	400,000	(30,000)	(6.98)
250-2204-40874 TRANSFER FROM	0	89,190	89,190	0	89,190	89,190	340,920	251,730	282.24
Total 2204 AMBULANCE-PA	397,391	577,190	577,190	266,802	577,190	577,190	893,920	316,730	54.87
*** Grand Total ***	397,391	577,190	577,190	266,802	577,190	577,190	893,920	316,730	54.87

Town of Coventry
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Budget Fiscal Year: 2022 to 2022

Account# and Description	2020 Actual	2021 Base Budget	2021 Budget	2021 Actual YTD	2021 Est. Actual	Dept Head	Town Manager	Mgr/Bud Inc/Dec	%
2204 AMBULANCE-PARAMEDI									
250-2204-51010 REGULAR FULL 50% Fire EMS Director Assumes 2.25% increase.	41,428	42,900	42,900	24,358	42,900	44,000	44,000	1,100	2.56
250-2204-51064 FICA - NC	8,025	8,350	8,350	6,884	8,350	4,010	8,350	0	.00
250-2204-52050 INSURANCE	13,301	15,780	15,780	13,655	15,780	15,780	15,780	0	.00
250-2204-52070 OTHER PROFESS	4,539	4,000	4,000	4,000	4,000	4,000	4,000	0	.00
250-2204-52080 PROFESSIONAL	0	800	800	0	800	800	800	0	.00
250-2204-52090 TRAVEL MEETIN Ambulance Stipend Decrease \$36k due to 24/7 Vintech Services Increase \$36k for Deputy Stipends (50% Chief, 1.5 Deputies, 50% 2 Battilion Chiefs, 1.5 Captains, 3 Lieutants, 1 Training Officer)	21,310	42,000	42,000	4,090	42,000	42,000	42,000	0	.00
250-2204-52100 TRAINING	1,564	9,000	9,000	3,000	9,000	9,000	9,000	0	.00
250-2204-52110 POSTAGE	0	500	500	0	500	500	500	0	.00
250-2204-52130 SERVICE CONTR Vintech \$420,000 Comstar \$18,000 ASM \$57,000 Windham Hospital \$38,400 Verizon Wireless \$240 Increase due to 24/7 Vintech Coverage	355,883	289,010	289,010	455,867	289,010	533,640	533,640	244,630	84.64
250-2204-52140 EQUIPMENT REP Increase based on actual expenditures	10,611	12,000	12,000	19,918	12,000	15,000	15,000	3,000	25.00
250-2204-52150 RADIO AND ALA	1,923	1,000	1,000	0	1,000	1,000	1,000	0	.00
250-2204-52350 EQUIPMENT	0	5,000	5,000	1,000	5,000	5,000	5,000	0	.00
250-2204-53010 OFFICE SUPPLI	413	500	500	596	500	500	500	0	.00
250-2204-53020 OFFICE EQUIPM	477	2,000	2,000	2,000	2,000	2,000	2,000	0	.00
250-2204-53040 GASOLINE	2,068	1,000	1,000	557	1,000	1,000	1,000	0	.00
250-2204-53050 DIESEL FUEL	7,124	5,500	5,500	5,398	5,500	5,500	5,500	0	.00
250-2204-53070 CUSTODIAL SUP	0	300	300	0	300	300	300	0	.00
250-2204-53075 FIRST AID SUP	15,275	18,000	18,000	16,196	18,000	18,000	18,000	0	.00
250-2204-53090 CLOTHING SAFE	6,269	3,500	3,500	5,813	3,500	3,500	3,500	0	.00
250-2204-53300 PUBLIC RELATI Remove \$20k for rebranding Add \$4k for Gala (50% EMS funded, 50% GF funded) \$250 operational cost	407	20,250	20,250	4,093	20,250	4,250	4,250	(16,000)	(79.01)
250-2204-53620 AMBULANCE SUP	2,326	2,000	2,000	0	2,000	2,500	2,500	500	25.00
250-2204-53640 LAUNDRY	2,366	1,800	1,800	2,400	1,800	2,300	2,300	500	27.78
250-2204-58420 MAJOR MAINTEN Remove FY21 Capital (Power loader and Stretcher)	0	52,000	52,000	50,332	52,000	0	0	(52,000)	(100.0)
250-2204-58704 AMBULANCE Purhcase of ambulance	0	40,000	40,000	0	40,000	40,000	175,000	135,000	337.50

Town of Coventry
TOWN MANAGERS RECOMMENDED BUDGET

Budget Fiscal Year: 2022 to 2022

Account# and Description	2020 Actual	2021 Base Budget	2021 Budget	2021 Actual YTD	2021 Est. Actual	Dept Head	Town Manager	Mgr/Bud Inc/Dec	%
Total 2204 AMBULANCE-PA	495,309	577,190	577,190	620,157	577,190	754,580	893,920	316,730	54.87
*** Grand Total ***	495,309	577,190	577,190	620,157	577,190	754,580	893,920	316,730	54.87

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

Goals for the Committee for the upcoming fiscal year include: Explore operational alternatives to host the Market during the time of the pandemic while managing it 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 while respecting the requirements of the pandemic; 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; strengthen the relationship with CT Landmarks and its new Executive Director.

Town of Coventry
TOWN MANAGERS RECOMMENDED BUDGET

Budget Fiscal Year: 2022 to 2022

Account# and Description	2020 Actual	2021 Base Budget	2021 Budget	2021 Actual YTD	2021 Est. Actual	Dept Head	Town Manager	Mgr/Bud Inc/Dec	%
5507 FARMERS MARKET									
234-5507-40429 FRIENDS OF TH "Friends of the market" program	825	8,000	8,000	0	8,000	8,000	8,000	0	.00
234-5507-40562 VENDOR FEES Vendor Fees	20,687	56,000	56,000	160	56,000	56,000	56,000	0	.00
234-5507-40802 SPONSORSHIPS Donations and sponsorships Decrease in budget based on prior collections	650	5,000	5,000	5	5,000	5,000	5,000	0	.00
234-5507-40925 SALE OF GOODS This line item is relative to the sale of tasting glasses for the alcohol related events.	7,156	7,000	7,000	0	7,000	7,000	7,000	0	.00
Total 5507 FARMERS MARK	29,318	76,000	76,000	165	76,000	76,000	76,000	0	.00
*** Grand Total ***	29,318	76,000	76,000	165	76,000	76,000	76,000	0	.00

Town of Coventry
TOWN MANAGERS RECOMMENDED BUDGET

Budget Fiscal Year: 2022 to 2022

Account# and Description	2020 Actual	2021 Base Budget	2021 Budget	2021 Actual YTD	2021 Est. Actual	Dept Head	Town Manager	Mgr/Bud Inc/Dec	%
5507 FARMERS MARKET									
234-5507-51020 PART TIME Market Master.	17,712	25,000	25,000	4,983	25,000	25,000	25,000	0	.00
234-5507-52250 LEASE PAYMENT This line item is for the lease payment to CT Landmarks.	0	3,500	3,500	0	3,500	3,500	3,500	0	.00
234-5507-53225 PROGRAM COSTS	37,929	47,500	47,500	9,190	47,500	47,500	47,500	0	.00
Total 5507 FARMERS MARK	55,641	76,000	76,000	14,173	76,000	76,000	76,000	0	.00
*** Grand Total ***	55,641	76,000	76,000	14,173	76,000	76,000	76,000	0	.00

FUND BALANCE ANALYSIS
As of June 30, 2020

GAAP Basis

Unassigned Fund Balance (6/30/2019)	\$	5,611,479
Supplemental Appropriations		(367,798)
Revenues under Budget		(24,982)
Unexpended Appropriations		455,938
Release of restriction/assignment		11,143
6/30/20 Unassigned Fund Balance		5,685,780
Recommended Use of Reserve for FY 19/20		<u>310,000</u>
July 1, 2020 Unassigned Fund Balance	\$	<u><u>5,375,780</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 2020-201 approved budget, this calculates as $0.15 \times \$41,608,025 = \$6,241,204$. Based on the unassigned fund balance as of July 1, 2020 above, the Town expects to be at 13.7%. Current best policy recommendations in the industry recommend a fund balance of 16.7%. The Town Council adopted policy set a goal of 15%. No appropriation of fund balance is included in the budget.

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 Manager Recommended
Summary by Object**

Budget Fiscal Year: 2022 to 2022

	2020	2021	2021	2021	2021	Dept Head	Town	Mgr/Bud	%
	Actual	Base Budget	Budget	Actual YTD	Est. Actual		Manager	Inc/Dec	
51000 SALARY AND WAGES	322,956	336,325	336,325	72,967	336,325	344,000	344,000	7,675	2.3%
51010 REGULAR FULL TIME	4,406,029	4,452,610	4,452,610	2,661,762	4,452,610	4,655,105	4,692,750	240,140	5.4%
51020 PART TIME	102,589	126,100	116,100	73,035	126,100	141,600	184,580	58,480	59.0%
51030 OVERTIME	248,917	242,216	252,216	192,110	242,216	244,918	245,381	3,165	-2.7%
51040 TEMPORARY	50,364	65,770	65,770	46,532	65,770	62,000	36,680	-29,090	-44.2%
51059 PAYROLL TAXES & INSURANCE	28,452	31,600	31,600	6,192	31,600	31,600	31,600	0	0.0%
51063 FICA - GA	82,475	89,100	89,100	51,685	89,100	94,600	94,600	5,500	6.2%
51064 FICA - PS	159,020	154,120	154,120	98,784	154,120	155,620	155,620	1,500	1.0%
51065 FICA - PW	114,992	143,000	143,000	80,880	143,000	138,000	138,000	-5,000	-3.5%
51066 FICA - HUMAN SVCS	18,634	18,000	18,000	10,982	18,000	20,000	20,000	2,000	11.1%
51067 FICA - CIVIC/CULTURAL	5,142	10,000	10,000	3,307	10,000	12,500	12,500	2,500	25.0%
51070 PENSION	32,300	48,500	48,500	48,500	48,500	48,500	45,000	-3,500	-7.2%
51071 PENSION - GA	122,400	109,500	109,500	107,804	109,500	120,500	120,500	11,000	10.0%
51072 PENSION - PS	253,564	293,000	293,000	258,012	293,000	275,000	275,000	-18,000	-6.1%
51073 PENSION - PW	132,228	150,500	150,500	114,562	150,500	185,500	185,500	35,000	23.3%
51074 PENSION - HS	25,327	12,800	12,800	23,472	12,800	14,300	14,300	1,500	11.7%
51075 PENSION - CC	14,332	14,500	14,500	14,239	14,500	16,000	16,000	1,500	10.3%
51090 OTHER	77,627	88,590	88,590	54,608	88,590	91,105	89,505	915	1.0%
51100 LONGEVITY	49,300	51,800	51,800	50,900	51,800	53,800	53,800	2,000	3.9%
51110 DIFFERENTIAL	5,048	5,322	5,322	3,913	5,322	6,322	5,322	0	0.0%
51121 FRINGE BENEFITS	29,170	30,000	30,000	5,125	30,000	40,000	40,000	10,000	33.3%
51711 HEALTH INS GENERAL ADMIN	239,591	254,300	254,300	153,664	254,300	285,500	285,500	31,200	12.3%
51712 HEALTH INS PUBLIC SAFETY	296,291	320,000	320,000	167,318	320,000	320,000	320,000	0	0.0%
51713 HEALTH INS PUBLIC WORKS	350,000	366,000	366,000	221,935	366,000	398,000	398,000	32,000	8.7%
51714 HEALTH INS HUMAN SERVICES	18,697	17,000	17,000	23,079	17,000	45,000	45,000	28,000	164.7%
51715 HEALTH INS CIVIC & CULTURAL	9,191	9,500	9,500	5,872	9,500	10,600	10,600	1,100	11.6%
51720 LIFE INSURANCE	5,492	5,500	5,500	5,553	5,500	6,000	6,000	500	9.1%
51999 REVENUE OFFSET	-2,508	-15,750	-15,750	13,475	-15,750	-16,500	-16,500	-750	4.8%
52010 ARCHITECTS AND ENGINEERING	24,867	15,000	15,000	12,427	15,000	15,000	15,000	0	0.0%
52020 FINANCE AND ACCOUNTING	6,690	7,250	7,250	1,335	7,250	6,750	6,750	-500	-6.9%
52030 LEGAL	96,737	85,000	85,000	72,050	85,000	85,000	85,000	0	0.0%
52040 LICENSES/SUPPORT-DATA PROCESS	192,009	155,660	155,525	140,438	155,660	160,660	160,660	5,000	3.3%
52050 INSURANCE	167,305	170,394	170,394	163,849	170,394	188,930	171,530	1,136	0.7%
52060 INDEXING RECORDING	23,177	23,235	23,235	16,747	23,235	23,940	24,010	775	3.3%
52070 OTHER PROFESSIONAL SERVICES	109,199	126,095	128,734	126,636	126,095	133,955	125,955	-140	-2.2%
52080 PROFESSIONAL AFFILIATION	33,480	34,637	34,647	27,058	34,637	34,607	34,607	-30	-0.1%
52090 TRAVEL MEETINGS MILEAGE	85,728	96,385	95,385	81,826	96,385	94,318	92,770	-3,615	-2.7%
52100 TRAINING	18,924	53,210	53,120	21,406	53,210	56,280	54,580	1,370	2.7%
52110 POSTAGE	21,629	23,385	23,385	24,421	23,385	23,385	23,885	500	2.1%
52130 SERVICE CONTRACTS	346,952	267,255	267,106	222,272	267,255	296,550	279,310	12,055	4.6%
52140 EQUIPMENT REPAIRS	75,319	74,530	74,530	72,219	74,530	77,780	72,780	-1,750	-2.3%
52150 RADIO AND ALARM REPAIRS	18,681	14,650	14,050	500	14,650	14,150	8,000	-6,650	-43.1%
52160 BUILDING REPAIRS/MAINTENANCE	71,712	59,100	59,249	36,853	59,100	65,500	61,500	2,400	3.8%
52170 ADVERTISING	10,830	13,900	13,900	8,205	13,900	14,500	14,300	400	2.9%
52180 PRINTING	21,426	26,900	26,900	16,320	26,900	26,400	26,100	-800	-3.0%
52190 COPIERS	3,031	4,100	4,100	3,900	4,100	4,300	4,300	200	4.9%
52200 EQUIPMENT RENTAL	250	1,400	1,400	250	1,400	1,400	1,400	0	0.0%
52220 MEALS	3,607	7,725	7,725	2,126	7,725	7,575	7,575	-150	-1.9%
52240 MISCELLANEOUS	4,178	1,550	1,550	166	1,550	3,550	3,550	2,000	129.0%
52250 GRANTS AND CONTRIBUTIONS	91,678	95,910	95,910	93,953	95,910	98,415	98,675	2,765	2.9%
52260 NEGOTIATED UNION CONTRACT	14,453	15,200	15,200	10,013	15,200	7,000	7,000	-8,200	-53.9%
52270 OTHER SERVICES	50	1,300	1,300	867	1,300	1,300	1,300	0	0.0%
52280 AUDIT	24,880	29,200	29,200	26,370	29,200	29,200	29,200	0	0.0%
52291 WORKER COMP - GA	19,000	22,000	22,000	20,000	22,000	21,000	21,000	-1,000	-4.5%
52292 WORKER COMP - PS	99,000	98,000	98,000	90,000	98,000	95,000	95,000	-3,000	-3.1%
52293 WORKER COMP - PW	63,000	85,000	85,000	76,000	85,000	80,000	80,000	-5,000	-5.9%
52294 WORKER COMP - HS	2,000	2,000	2,000	1,600	2,000	2,000	2,000	0	0.0%
52295 WORKER COMP - CC	8,155	10,000	10,000	3,553	10,000	6,000	6,000	-4,000	-40.0%
52840 VETERANS' PROGRAMS	442	1,500	1,500	1,243	1,500	1,500	1,500	0	0.0%
52869 FEES	233	4,075	4,075	4,075	4,075	4,075	4,075	0	0.0%
53010 OFFICE SUPPLIES	13,739	16,717	16,717	-864	16,717	16,417	16,062	-655	-3.9%
53020 OFFICE EQUIPMENT	258	300	300	236	300	300	250	-50	-16.7%
53030 MICROFILM PHOTO SUPPLIES	883	1,100	1,100	264	1,100	1,100	1,100	0	0.0%
53040 GASOLINE	47,115	50,400	50,400	40,346	50,400	50,600	50,100	-300	-0.6%
53050 DIESEL FUEL	34,106	47,000	47,000	39,958	47,000	47,000	46,500	-500	-1.1%
53060 MOTOR OIL LUBRICANTS	7,264	6,550	6,550	6,224	6,550	6,550	6,550	0	0.0%
53070 CUSTODIAL SUPPLIES	5,478	6,250	6,250	4,763	6,250	6,750	6,750	500	8.0%
53080 PAPER GOODS	2,273	5,850	5,850	4,167	5,850	5,850	5,850	0	0.0%
53090 CLOTHING SAFETY EQUIPMENT	39,952	46,150	45,650	29,954	46,150	46,150	45,300	-850	-0.8%
53091 OSHA REQMTS	5,621	4,000	4,000	5,700	4,000	6,000	5,500	1,500	37.5%
53092 NFPA REQMTS	6,558	10,000	10,000	7,000	10,000	14,000	12,000	2,000	20.0%
53100 AUTO PARTS	19,445	19,550	19,550	13,455	19,550	19,550	18,550	-1,000	-5.1%
53110 TRUCK PARTS	57,786	63,500	63,500	49,066	63,500	68,500	68,500	5,000	7.9%

**Town of Coventry
Town Manager Recommended
Summary by Object**

Budget Fiscal Year: 2022 to 2022

	2020	2021	2021	2021	2021	Dept Head	Town Manager	Mgr/Bud Inc/Dec	%
	Actual	Base Budget	Budget	Actual YTD	Est. Actual				
53120 EQUIPMENT PARTS	56,967	64,150	64,150	48,572	64,150	69,650	69,450	5,300	8.3%
53130 WELDING SUPPLIES	1,920	2,375	2,375	1,800	2,375	2,375	2,375	0	0.0%
53140 HAND TOOLS	5,813	5,700	5,700	4,620	5,700	5,700	5,700	0	0.0%
53150 BUILDING SUPPLIES	4,204	1,750	1,750	1,901	1,750	2,450	2,450	700	40.0%
53160 CEMENT SAND SALT GRAVEL	133,340	215,450	215,450	153,947	215,450	215,450	215,450	0	0.0%
53170 GROUND SUPPLIES	32,390	26,950	26,700	16,862	26,950	26,950	26,750	-200	0.2%
53180 STREET CLEANING SUPPLIES	2,482	3,000	3,000	0	3,000	3,000	3,000	0	0.0%
53190 POLICE EQUIPMENT SUPPLIES	9,373	9,500	9,500	9,276	9,500	10,250	10,250	750	7.9%
53200 TRAFFIC CONTROL SIGNS	5,970	5,500	5,500	4,000	5,500	5,500	5,500	0	0.0%
53210 OTHER PURCHASED	13,538	9,650	9,650	7,095	9,650	9,650	9,650	0	0.0%
53220 SUBSCRIPTIONS BOOKS	40,344	34,040	34,120	9,271	34,040	34,980	34,730	690	1.8%
53225 PROGRAM COSTS	9,311	12,100	12,100	3,912	12,100	12,100	12,100	0	0.0%
53230 TRANSFERS	122,777	152,500	152,500	127,727	152,500	97,500	192,500	40,000	26.2%
53240 TIRES	24,462	25,300	25,300	15,326	25,300	25,000	25,000	-300	-1.2%
53280 ASPHALT/HOT & COLD PATCH	5,801	30,000	30,000	24,000	30,000	30,000	30,000	0	0.0%
53290 KENNEL SERVICES	3,000	3,000	3,000	3,000	3,000	3,000	3,000	0	0.0%
53300 PUBLIC RELATIONS	4,919	7,591	7,841	1,480	7,591	8,285	7,985	394	1.8%
53610 VAN EXPENSES	0	1,350	1,350	0	1,350	1,350	1,350	0	0.0%
53640 LAUNDRY	0	300	300	0	300	300	0	-300	-100.0%
54010 IMPROVEMENTS NOT BUILDING	3,425	800	800	41	800	800	800	0	0.0%
54020 OFFICE FURNITURE & EQUIPMENT	2,417	3,600	3,196	498	3,600	6,250	3,600	0	12.6%
54050 OTHER EQUIPMENT	5,747	8,000	8,000	3,196	8,000	11,500	10,500	2,500	31.3%
54540 COMPUTER REPLACEMENT AND UPGR	5,775	3,000	3,000	393	3,000	4,000	4,000	1,000	33.3%
54960 EQUIPMENT PURCHASES	6,646	8,500	8,500	2,214	8,500	8,500	8,000	-500	-5.9%
55010 TELEPHONE	31,658	34,587	34,587	30,796	34,587	34,787	37,837	3,250	9.4%
55020 ELECTRIC	160,009	169,185	169,185	148,260	169,185	168,685	166,175	-3,010	-1.8%
55030 HEATING FUEL	55,758	61,440	61,440	52,058	61,440	62,690	61,140	-300	-0.5%
55040 WATER	1,319	1,525	1,525	1,005	1,525	1,835	1,835	310	20.3%
55050 SEWER	5,250	5,250	5,250	4,500	5,250	5,250	5,250	0	0.0%
55130 DISPOSAL FEES	2,989	3,000	3,000	748	3,000	3,000	3,000	0	0.0%
57040 DOG TAGS	197	150	150	49	150	225	225	75	50.0%
57050 VETERINARY FEES	0	1,200	1,200	128	1,200	1,200	1,000	-200	-16.7%
57060 ST CT LICENSE FEES	3,135	4,000	4,000	0	4,000	4,000	3,700	-300	-7.5%
57064 PET ADOPTION FEES DEP	0	250	250	0	250	250	250	0	0.0%
58190 ANNIVERSARY CELEBRATIONS	500	500	500	500	500	500	500	0	0.0%
58420 MAJOR MAINTENANCE & CASUALTY	0	1,000	1,000	0	1,000	5,600	4,500	3,500	350.0%
\$	9,858,156	\$ 10,249,009	\$ 10,249,009	\$ 6,826,389	\$ 10,249,009	\$ 10,650,919	\$ 10,721,114	\$ 472,105	4.6%

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:

<u>FY</u>	
2020	98.71% (*2)
2019	98.71%
2018	<u>98.89%</u>
	98.76% (Collection Rate for FY 21-22)

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

	October 1, 2020	
	<u>Grand List</u>	
Original	1,039,012,077	
Corrections		
& Adjustments	-	as of 2/23/2021
	<u>1,039,012,077</u>	
Collection Rate	<u>98.76%</u>	
	1,026,102,352	
One mil equals	1,026,102	(Total Grand List /1000)

Current Taxes needed	\$ 32,617,031
One mil	1,026,102
Mil Rate	31.79