



## Eastern Highlands Health District

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### Memorandum

**To:** Board of Directors

**From:** Robert L. Miller, MPH, RS, Director of Health

**CC:** Finance Committee

Cherie Trahan, Chief Financial Officer

**Date:** 12/6/2018

**Re:** Proposed Operating Budget, CNR Budget, and Fee Schedule for Fiscal Year 2019/2020

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### Proposed Fiscal Year 2019/2020 Operating Budget

Submitted herewith for your review is a proposed operating budget for fiscal year 2019/2020. The proposal incorporates an expenditure increase of \$31,777, or 3.9%. The total budget has increased from \$812,237 to \$844,014. The member town contribution rate increased by 2.0% from \$5.31 to \$5.42 per capita (The average FY18/19 contribution rate for contiguous health districts is \$6.45).

### Primary Budget Drivers

The primary issues driving the fiscal year 2019/2020 budget are a proposed increase in the staff salary account appropriation, an increase in other contracted purchased services, a modest health insurance increase, and an increase in training/professional development line. The following salient factors are incorporated into this budget proposal.

1. Level funding from the adopted FY18/19 figure is proposed for the state grant – in - aid. The EHHD FY18/19 budget already includes a 20% reduction in funding from FY16/17 statutory levels. The state appropriated; and, we have received 108% of the FY18/19 budget.
2. A total member town contribution increase of 1.9%. This includes the 2.0% rate increase, plus changes in the population estimates.
3. A fee for service revenue increase of 10.6%. This aggregate increase incorporates estimated projections for the current fiscal year, extrapolates them into FY20, adds both proposed rate increases for selected service fee categories, and adds revenue from two (2) new service fee categories.
4. An appropriation from fund balance of \$30,703 is proposed to balance the budget. This appropriation is a 2.2% reduction compared to the FY18/19 adopted budget.

5. An increase of 7.9% in grant offsets for regular staff salary and benefits is anticipated.
6. A salary line item increase of 3.0%. This increase accommodates proposed merit wage increases pursuant to our personnel policies.
7. A benefit expenditure increase of 2.3%. The increase is due primarily to increases in salary and health insurance rates. This figure incorporates an estimated 2% increase in the medical plan premium rates (The 2% is a conservative placeholder provided by the Mansfield Finance Department. Final rate figures were not available at the time of this memo.)
8. An increase in operational expenditures of 16.2%. This increase is due primarily to purchased contractor environmental inspector services to address material increases in mandated service demands.
9. Transfers Out to CNR remains at \$3,000. This is a planned appropriation to our CNR fund.

The above changes are summarized on the following chart:

PROPOSED EXPENDITURE/REVENUE CHANGES FOR FY19/20					
		Adopted 18/19	Proposed 19/20	Change	Percent
<b>Revenues</b>					
	State Grant in Aid	\$ 123,280	\$ 123,140	\$ (140)	-0.1%
	Town contributions	\$ 429,270	\$ 437,590	\$ 8,320	1.9%
	Fees for Service	\$ 228,280	\$ 252,581	\$ 24,301	10.6%
	Appropriation of Fund Balance	\$ 31,407	\$ 30,703	\$ (704)	-2.2%
	<b>Total</b>	<b>\$ 812,237</b>	<b>\$ 844,014</b>	<b>\$ 31,777</b>	<b>3.9%</b>
<b>Expenditures</b>					
	Grant Deductions	\$ (82,542)	\$ (89,056)	\$ (6,514)	7.9%
	Salaries	\$ 584,555	\$ 602,270	\$ 17,715	3.0%
	Benefits	\$ 210,320	\$ 215,170	\$ 4,850	2.3%
	Operations	\$ 96,904	\$ 112,630	\$ 15,726	16.2%
	Transfers Out to CNR	\$ 3,000	\$ 3,000	\$ -	0.0%
	<b>Total</b>	<b>\$ 812,237</b>	<b>\$ 844,014</b>	<b>\$ 31,777</b>	<b>3.9%</b>

Highlighted below is additional narrative for selected account appropriations proposed for FY19/20

#### Revenues

- **State Grant – in – Aid.** This line item is essentially level funded with a total proposed appropriation of \$123,130. This is based on a conservative review of the state adopted biennium documents. There is no information from DPH regarding anticipated appropriations for FY19/20 at this time. Consequently, the actual impact on the local health grant-in-aid remains uncertain.
- **Town Contributions.** A total combined increase of \$8,320, or 1.9% is proposed for this revenue category. The increase is due to a proposed increase in the per capita contribution rate for member towns of 2.0%, plus

changes in the population estimates provided by DPH. Overall population estimates have slightly declined. Individual town increases can be reviewed on pages 6 and 7 of the budget presentation. Contribution rate history can be found on page 13 of the budget presentation.

- **Fees for Service.** A total combined increase is estimated at \$24,301, or 10.6%. The estimate is based on estimated revenue projections for the current fiscal year, increases in selected service fee rates, and new revenues from newly proposed fee for service categories. The new categories include “Private well Water Treatment Waste disposal plan reviews”, and “Cosmetology Registration/Inspection”. Fee schedule history, and the FY19/20 proposed fee schedule can be found on page 11. Comparison rates for other area health districts can be found on page 12 of the budget presentation.

Material changes in the proposed FY19/20 appropriation for 40639 (Engineered Plan Review) and 40645 (Nonengineered Plan Review) is the result of account consolidation.

- **General Fund Appropriation.** An appropriation of \$30,703 is proposed in this budget. This is a reduction of 2.2% from the previous fiscal year. Of note, this budget estimates year-end fund balance on June 30, 2020 will be 30% of the FY19/20 operating expenditures. (See page 4 for the GF roll forward report for FY19/20.) While adopted budgets in the recent past have been balanced with the general fund, the fund balance has not been drawn down in the past four fiscal years. At this time, we are estimating a drawdown of approximately \$48,360, for FY18/19 (This includes a \$7,000 appropriation for anticipated additional legal fees, and \$20,000 end of the year transfer from the GF to CNR. Both of these item will require Board authorization).

### Expenditures

- **51050 Grant Deductions.** While projecting grant funding is difficult due to its volatility, this proposed budget anticipates an increase of 7.9% in grant deductions. This is based on the improved reliability of both the Medical Reserve Corp, and Public Health Preparedness Grants. (See page 15 for details on total grant revenue anticipated.)
- **51601 Regular Salaries.** The total increase presented for salaries is \$17,715, or 3.0%. Pursuant to our broad band, merit based pay plan this is the appropriation recommended to fund on average 2.5% merit increases for regular staff. The 2.5% rate increase is consistent with current state labor data.
- **52105 Medical Insurance.** The total increase anticipated is \$2,320, or 2%. The 2% is a conservative placeholder provided by the Mansfield Finance Department. Final rate figures were not available at the time of this memo. No change in enrollment is anticipated.
- **52210 Training.** A total increase of \$1,500 is proposed to fund attendance of the annual NACCHO conference for the Director.
- **53960 Other Purchased Services.** A total increase of \$13,500 is proposed. The increase in the appropriation will provide funding for a contracted environmental health inspector (FTE 0.2) that will address material increases in mandated inspection demands. There are two service areas at issue. First, CGS section 19a-231 requires an annual sanitary inspection of “salons”. There is an identified 61 salons in our jurisdiction. To date, this remains an unimplemented mandate. And second, over the past 10 years the number of temporary food permits issued by this agency has increased 245%. Due to field staffing limits, a material number of those permitted events go uninspected. (Please see page 17 for historic data on temporary food permits issued, and available inspection counts for the past eleven years.)

## Proposed FY 19/20 Capital Nonrecurring Budget Narrative (See Page 14)

### Revenues

- **Transfer In – General Fund.** This is a planned transfer of \$3,000 from the general fund.
- **Surplus Vehicle Proceeds.** Estimated proceeds of \$3,000 from the surplus sale of one fleet vehicle.

### Expenditures

- **Automobiles.** An expenditure of \$17,000 is proposed for the purpose of replacing on fleet vehicle in accordance with our fleet replacement schedule.
- **Strategic Planning & CHA/CHIP.** An expenditure of \$10,000 is proposed to provide funding for a consultant to support an *update* of our existing agency strategic plan; and, phase in funding for a community health assessment/community health improvement plan in the out years.
- **IT Infrastructure Upgrade.** An expenditure of \$6,000 is proposed to provide funding for internet kiosks at each of the agency satellite offices to accommodate online permitting and payments.

## Recommendation

The budget detailed here within incorporates direction provided by the Finance Committee at their November 27, 2018 special meeting. The Finance Committee will be reviewing this proposal one final time just prior to the regular board meeting on December 13, 2018. Assuming the Finance Committee concurs, the following motion is recommended: *Move, to set public hearing date of Thursday, January 17, 2019 at 4:30 PM, Coventry Town Hall Annex, 1712 Main Street, Coventry Connecticut to hear the public's comments regarding the Eastern Highlands Health District Proposed Fiscal Year 2019/2020 Operating Budget, Capital non-recurring budget, and fee schedule as presented.*

**Eastern Highlands Health District**

**Proposed Budget**

**Fiscal Year 2019 – 2020**

**December 13, 2018**

**Board of Directors Meeting**

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# Eastern Highlands Health District

## Budget Presentation

### FY 19/20

Vision – Healthy people, healthy communities...healthier future.

Mission Statement – Eastern Highlands Health District is committed to enhancing the quality of life in its communities through the prevention of illness, promotion of wellness and protection of our human environment.

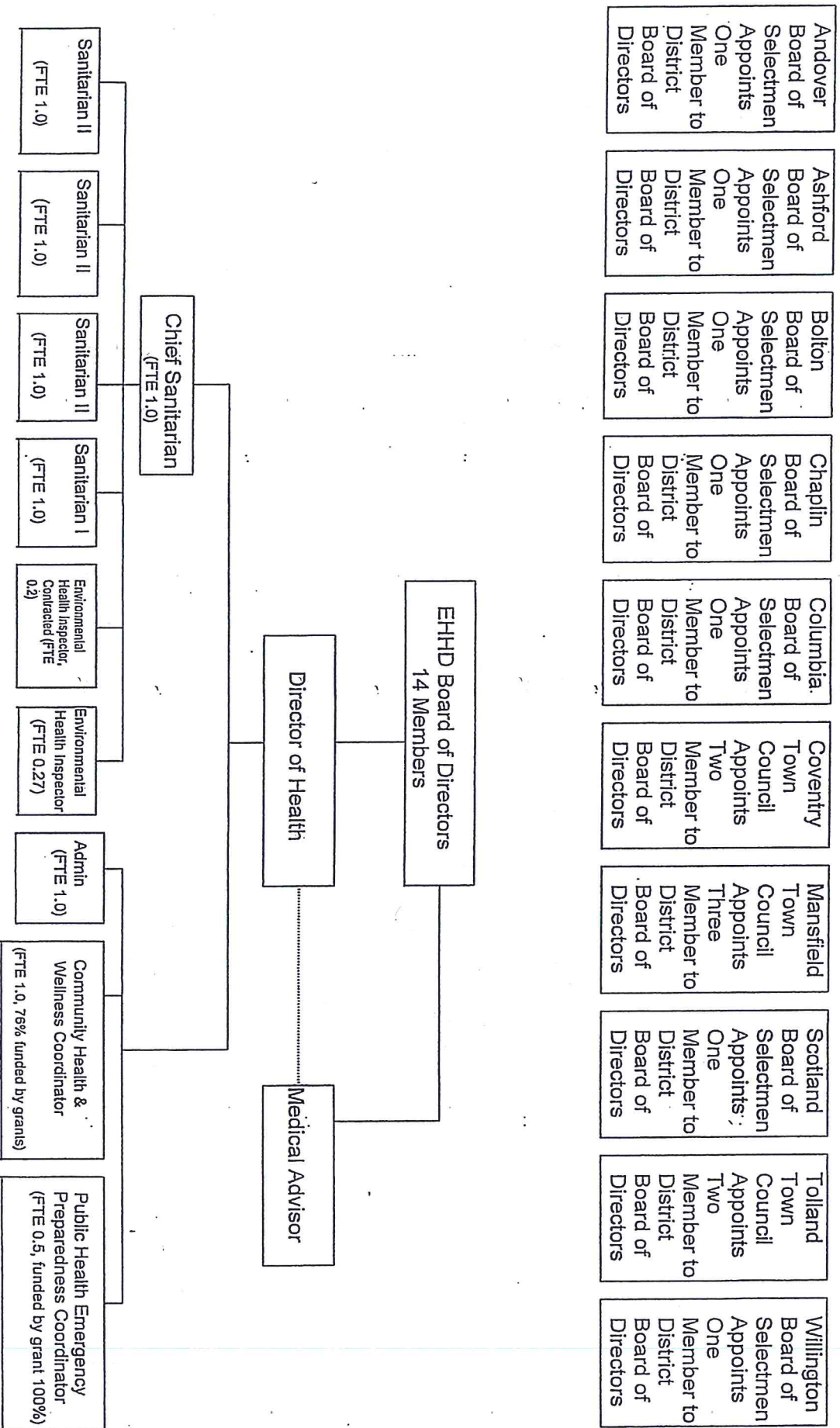
#### AGENCY SUMMARY AND AUTHORITY

The Eastern Highlands Health District (EHHD) is one of twenty local Health Districts in the State of Connecticut. Established on June 6, 1997, it serves the towns of Andover, Ashford, Bolton, Chaplin, Columbia, Coventry, Mansfield, Tolland, Scotland and Willington with a total population of 80,738.

The District is a governmental entity authorized under Connecticut statutes for the purpose of providing local public health services. The governing authority is by a Board of Directors and the Director of Health, who acts as an agent of the State Commissioner of Public Health for the purpose of enforcing the Public Health Code.

The District services include regulatory activities in the area of environmental health, including septic system inspection and approval; well and water quality monitoring; food service; lead investigations; radon, bathing water monitoring; and public health complaint investigations. Preventing epidemics is a critical service, which includes communicable disease control involving disease surveillance and outbreak investigation. Through grants and other alternative funding, the District is expanding the number of programs it provides on a variety of public health topics that affect membership communities, such as cardiovascular health, cancer prevention and emergency preparedness. Other public health functions conducted by the District include data collection, analysis and health planning activities.

## Proposed Fiscal Year 2019/2020 Eastern Highlands Health District Organizational Chart



### **Fiscal Year 2019/2020 Budget Calendar**

Finance Committee Budget Meeting	November 27, 2018
Finance Committee Budget Meeting	December 13, 2018
Budget Presentation to Board	December 13, 2018
Deadline for final budget estimates per By Laws	January 1, 2019
Fiscal Year 2019/2020 Budget Public Hearing	January 17, 2019,(recommended)
Budget Public Hearing Deadline per By Laws	February 1, 2019
Adoption of Budget	February 15, 2019 (If necessary)

EASTERN HIGHLANDS HEALTH DISTRICT  
ESTIMATED STATEMENT OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCE

Roll Forward FY 2019/20

	Actual 12/13	Actual 13/14	Actual 14/15	Actual 15/16	Actual 16/17	Actual 17/18	Adopted 18/19	Estimated 18/19	Proposed 19/20	Projected 20/21	Projected 21/22	Projected 22/23	Projected 23/24	Projected 24/25
<b>Revenues:</b>														
Member Town Contributions	371,615	377,577	390,841	405,820	423,080	429,282	429,270	429,270	437,590	448,530	459,743	471,237	483,017	495,093
State Grant-In-Aid	152,436	151,852	149,857	142,234	133,164	149,985	123,280	133,327	123,130	123,130	123,130	123,130	123,130	123,130
Services Fees	201,608	188,798	197,796	212,942	224,874	234,393	228,280	228,280	252,591	260,169	267,974	276,013	284,293	292,822
Local Support					800									
<b>Total Revenues</b>	<b>725,659</b>	<b>718,227</b>	<b>738,495</b>	<b>760,996</b>	<b>781,918</b>	<b>813,660</b>	<b>780,830</b>	<b>790,877</b>	<b>813,311</b>	<b>831,828</b>	<b>850,847</b>	<b>870,380</b>	<b>890,441</b>	<b>911,045</b>
<b>Expenditures:</b>														
Salaries & Benefits	601,334	613,970	656,060	644,630	686,253	691,797	712,333	712,333	728,384	742,952	757,811	772,967	788,426	804,195
Insurance	15,338	13,826	15,607	15,607	15,599	15,599	15,800	15,800	15,800	15,800	15,800	15,800	15,800	15,800
Professional & Technical Services	38,398	12,242	14,961	13,162	47,455	46,954	47,664	54,664	48,390	48,632	48,875	49,119	49,365	49,612
Other Purchased Services & Supplies	16,990	43,157	43,382	46,162	11,713	15,879	29,840	29,840	44,840	45,064	45,290	45,516	45,744	45,972
Equipment	947	1,132	645	762	300	1,612	3,600	3,600	3,600	4,000	4,000	4,000	4,000	4,000
Sub-total Expenditures	673,007	684,327	730,655	720,323	761,320	771,841	809,237	816,237	841,014	856,448	871,775	887,402	903,335	919,579
Operating Transfers Out	82,000	142,000	-	-	-	-	3,000	23,000	3,000	6,000	9,000	12,000	15,000	17,000
<b>Total Expenditures and Operating Transfers Out</b>	<b>755,007</b>	<b>826,327</b>	<b>730,655</b>	<b>720,323</b>	<b>761,320</b>	<b>771,841</b>	<b>812,237</b>	<b>839,237</b>	<b>844,014</b>	<b>862,448</b>	<b>880,775</b>	<b>899,402</b>	<b>918,335</b>	<b>936,579</b>
<b>Excess/(Deficiency) of Revenues over Expenditures</b>	<b>(29,348)</b>	<b>(108,100)</b>	<b>7,840</b>	<b>40,673</b>	<b>20,598</b>	<b>41,819</b>	<b>(31,407)</b>	<b>(48,360)</b>	<b>(30,703)</b>	<b>(30,619)</b>	<b>(29,929)</b>	<b>(29,023)</b>	<b>(27,894)</b>	<b>(25,534)</b>
Fund Balance, July 1	384,509	355,251	247,151	254,991	295,664	316,262	358,082	358,082	309,722	279,019	248,399	218,471	189,448	161,554
Fund Balance, June 30	\$355,251	\$247,151	\$254,991	\$295,664	\$316,262	\$358,082	\$326,675	\$309,722	\$279,019	\$248,399	\$218,471	\$189,448	\$161,554	\$136,020

**Assumptions:**  
Member Town increase of 2.5% per year  
State Grant-In-Aid: FY19 8% below CGA Budget, held flat each year after  
Service Fee revenue increase of 3% annually  
Salary & Benefit Increases of 2% per year  
Grant Deduction line for salaries held flat at \$90,000 per year starting FY21  
Professional & Technical Increase of .5% per year  
Purchased Services Increase of .5% per year

Expenditures per Above	812,237	839,237	844,014	862,448	880,775	899,402	918,335	936,579
Grant Deduction	82,542	82,542	89,056	90,000	90,000	90,000	90,000	90,000
Total Expenditures	894,779	921,779	933,070	952,448	970,775	989,402	1,008,335	1,026,579
FB as a % of Total Exp	36.51%	33.60%	29.80%	26.08%	22.50%	19.15%	16.02%	13.28%

**Eastern Highlands Health District**  
**Summary of Revenues and Expenditures for FY19/20**

Fund: 634 Eastern Highlands Health District  
Activity: 41200

Object	Description	Adopted 18/19	Estimated 18/19	Proposed 19/20	% change	Dollar change
<b>Revenues:</b>						
40220	Septic Permits	40,080	40,080	52,840	31.8%	12,760
40221	Well Permits	15,960	15,960	13,890	-13.0%	(2,070)
40491	State Grant-In-Aid	123,280	133,327	123,130	-0.1%	(150)
40554	Local Support	-	-	-	-	-
40630	Health Inspec. Service Fees	4,980	4,980	3,301	-33.7%	(1,679)
40633	Health Services-Bolton	26,180	26,180	26,640	1.8%	460
40634	Health Services-Coventry	66,020	66,020	67,420	2.1%	1,400
40635	Health Services-Mansfield	137,900	137,900	140,440	1.8%	2,540
40636	Soil Testing Service	32,550	32,550	35,610	9.4%	3,060
40637	Food Protection Service	73,400	73,400	74,900	2.0%	1,500
40638	B100a Review	30,700	30,700	29,680	-3.3%	(1,020)
40639	Engineered Plan Rev	9,190	9,190	30,700	234.1%	21,510
40642	Health Services - Ashford	22,490	22,490	23,000	2.3%	510
40643	Health Services - Willington	31,180	31,180	32,090	2.9%	910
40645	Nonengineered Rev	15,340	15,340	-	-100.0%	(15,340)
40646	GroupHome/Daycare inspection	1,320	1,320	1,380	4.5%	60
40647	Subdivision Review	1,940	1,940	1,050	-45.9%	(890)
40648	Food Plan Review	2,820	2,820	2,440	-13.5%	(380)
40649	Health Services - Tolland	78,540	78,540	79,790	1.6%	1,250
40685	Health Services - Chaplin	11,930	11,930	12,150	1.8%	220
40686	Health Services - Andover	17,270	17,270	17,600	1.9%	330
40687	Health Services - Columbia	28,850	28,850	29,370	1.8%	520
40688	Health Services - Scotland	8,910	8,910	9,090	2.0%	180
	Cosmetology Inspections	-	-	6,800	-	-
40999	Appropriation of Fund Balance	31,407	48,360	30,703	-2.2%	(704)
	<b>Total Revenues</b>	<b>812,237</b>	<b>839,237</b>	<b>844,014</b>	<b>3.9%</b>	<b>31,777</b>
<b>Expenditures:</b>						
51050	Grant deductions	(82,542)	(82,542)	(89,056)	7.9%	(6,514)
51601	Regular Salaries - Non-Union	584,555	584,555	602,270	3.0%	17,715
52001	Social Security	36,240	36,240	37,340	3.0%	1,100
52002	Workers Compensation	10,150	10,150	10,160	0.1%	10
52005	Unemployment Compensation	-	-	-	-	-
52007	Medicare	8,430	8,430	8,690	3.1%	260
52009	Salary Related Benefits	-	-	-	-	-
52010	ICMA (Pension)	33,980	33,980	35,020	3.1%	1,040
52103	Life Insurance	2,450	2,450	2,520	2.9%	70
52105	Medical Insurance	116,220	116,220	118,540	2.0%	2,320
52117	RHS	2,210	2,210	2,260	2.3%	50
52112	LTD	640	640	640	0.0%	-
52002	Travel/Conference Fees	-	-	-	-	-
52203	Dues & Subscriptions	2,000	2,000	2,000	0.0%	-
52210	Training	2,000	2,000	3,500	75.0%	1,500
52212	Mileage Reimbursement	600	600	600	0.0%	-
53120	Professional & Tech	7,120	7,120	7,120	0.0%	-
53122	Legal	2,000	9,000	2,000	0.0%	-
53125	Audit Expense	6,800	6,800	6,900	1.5%	100
53303	Vehicle Repair & Maintenance	3,200	3,200	3,200	0.0%	-
53801	General Liability	15,800	15,800	15,800	0.0%	-
53924	Advertising	1,000	1,000	1,000	0.0%	-
53925	Printing & Binding	1,000	1,000	1,000	0.0%	-
53926	Postage	1,500	1,500	1,500	0.0%	-
53940	Copier maintenance	1,000	1,000	1,000	0.0%	-
53960	Other Purchased Services	11,340	11,340	24,840	119.0%	13,500
53963	Sub-Contracted Health Serv	-	-	-	-	-
53964	Voice Communications	3,800	3,800	3,800	0.0%	-
54101	Instructional Supplies	800	800	800	0.0%	-
54214	Books & Periodicals	200	200	200	0.0%	-
54301	Office Supplies	2,000	2,000	2,000	0.0%	-
54601	Gasoline	2,600	2,600	2,600	0.0%	-
54913	Other Supplies & Materials	-	-	-	-	-
55420	Office Equipment	3,000	3,000	3,000	0.0%	-
55430	Equipment - Other	600	600	600	0.0%	-
56302	Admin. Overhead	28,544	28,544	29,170	2.2%	626
56303	Other General Expenditures	-	-	-	-	-
56312	Contingency	-	-	-	-	-
58410	Capital Nonrecurring Fund	3,000	23,000	3,000	0.0%	-
	<b>Total Expenditures</b>	<b>812,237</b>	<b>839,237</b>	<b>844,014</b>	<b>3.9%</b>	<b>31,777</b>

DEPARTMENT: EHHD

LOCATION: Main Office

ACTIVITY: 41200

RATIONAL OF OBJECTS

BUDGET FIGURES IN BOLD

REVENUES:

40220 Septic Permits  
Proposed estimate: \$52,840

40221 Well Permits  
Proposed estimate: \$13,890

40491 State Grant-in-aid

	<u>Population 2016</u>	<u>Per Capita Value</u>	<u>Total</u>
Andover	3,248	1.53	4,953
Ashford	4,244	1.53	6,472
Bolton	4,916	1.53	7,497
Chaplin	2,241	1.53	3,418
Columbia	5,418	1.53	8,262
Coventry	12,439	1.53	18,969
Scotland	1,677	1.53	2,557
Tolland	14,722	1.53	22,451
Mansfield	25,912	1.53	39,516
Wilmington	5,921	1.53	9,030
<b>Total</b>	<b>80,738</b>		<b>\$123,125</b>

40633 Health Services - Bolton

<u>Bolton Pop.</u>	<u>Proposed Per Capita Contribution</u>	<u>Total</u>	<u>Dollar Increase</u>	<u>% increase</u>
4,916	\$ 5,420	\$26,640	\$460	1.76

40634 Health Services - Coventry

<u>Coventry Pop.</u>	<u>Proposed Per Capita Contribution</u>	<u>Total</u>		
12,439	\$ 5,420	\$67,420	\$1,400	2.12

40635 Health Services - Mansfield

<u>Mansfield Pop.</u>	<u>Proposed Per Capita Contribution</u>	<u>Total</u>		
25,912	\$ 5,420	\$140,440	\$2,540	1.84

40642 Health Services - Ashford

<u>Ashford Pop.</u>	<u>Proposed Per Capita Contribution</u>	<u>Total</u>		
4,244	\$ 5,420	\$23,000	\$510	2.27

40649 Health Services - Tolland

<u>Tolland Pop.</u>	<u>Proposed Per Capita Contribution</u>	<u>Total</u>		
14,722	\$ 5,420	\$79,790	\$1,250	1.59

40643 Health Services - Wilmington

<u>Wilmington Pop.</u>	<u>Proposed Per Capita Contribution</u>	<u>Total</u>		
5,921	\$ 5,420	\$32,090	\$910	2.92

40685 Health Services - Chaplin

<u>Chaplin Pop.</u>	<u>Proposed Per Capita Contribution</u>	<u>Total</u>		
2,241	\$ 5,420	\$12,150	\$220	1.84

40686 Health Services - Andover

<u>Andover Pop.</u>	<u>Proposed Per Capita Contribution</u>	<u>Total</u>		
3,248	\$ 5,420	\$17,600	\$330	1.91

DEPARTMENT: EHHD

LOCATION: Main Office

ACTIVITY: 41200

RATIONAL OF OBJECTS

BUDGET FIGURES IN BOLD

REVENUES:

40687 Health Services - Columbia					
	<u>Columbia Pop.</u>	<u>Proposed Per Capita Contribution</u>	<u>Total</u>	<u>Dollar increase</u>	<u>% increase</u>
	5,418	\$ 5.420	\$29,370	\$520	1.80
40688 Health Services - Scotland					
	<u>Scotland Pop.</u>	<u>Proposed Per Capita Contribution</u>	<u>Total</u>		
	1,677	\$ 5.420	\$9,090	\$180	2.02
40630 Health Inspection Service Fees					
		Proposed estimate:	\$3,300		
40636 Health Services - Soil Testing					
		Proposed estimate:	\$35,610		
40637 Food Protection Service					
		Proposed estimate:	\$74,900		
40638 B100a Application Review					
		Proposed estimate:	\$29,680		
40639 Plan Review Engineered Design					
		Proposed estimate:	\$30,700		
40645 Plan Review Non-engineered Design					
		Proposed estimate:	\$0		
40646 Group Home / Daycare Inspections					
		Proposed estimate:	\$1,380		
40647 Subdivision Review					
		Proposed estimate:	\$1,050		
40648 Food Plan Review					
		Proposed estimate:	\$2,440		
XXXXX	Cosmotology Inspections		\$6,800		
40999	Appropriation of Fund Balance		\$ 30,703		

DEPARTMENT: EHH

LOCATION: Main Office

ACTIVITY: 41200

RATIONAL OF OBJECTS

BUDGET FIGURE IN BOLD ITALICS

Expenditures:

51601 Regular Salaries - Non-Union

	FY 19/20	FY 19/20	FTE	FY 19/20	FTE
	<u>Proposed Appropria</u>	<u>Grant deduct</u>		<u>Grant deduct</u>	
	599,370	8,32		60,250	0.91
Longevity	<u>\$2,900</u>				
<b>Total Salaries</b>	<b>\$602,270</b>				

	<b>Salary Deductions</b>	<b>60,250</b>
	<b>Benefit Deductions</b>	<b>28,806</b>
51050 Grant Deductions	<b>Total Grant Deductions</b>	<b>\$ 89,056</b>

52001 Social Security

<u>Total Regular Salaries</u>	<u>Social Security Percentage (6.2%)</u>
602,270	\$37,341

52002 Workers compensation

Estimated Premium **\$10,159**

52007 Medicare

<u>Total Regular Salaries</u>	<u>Medicare Percentage (1.45%)</u>
\$ 602,270	\$8,689

52010 ICMA (Pension Plan)

Estimated Salaries of Full-time employees	583,633
Employer percent contribution	<u>0.06</u>
<b>Total estimated employer contribution</b>	<b>Total 35,018</b>

52103 Life Insurance

Proposed estimate: **\$2,521**

52105 Medical Insurance

Proposed estimate: **\$118,540**

52117 RHS Contribution

Proposed estimate: **\$2,260**

52112 LTD

Proposed estimate: **\$640**

52203 Dues & Subscriptions

Proposed estimate: **\$2,000**

52210 Training

Proposed estimate: **\$3,500**

52212 Mileage Reimbursement

Proposed estimate: **\$600**

53120 Professional and Technical Services

Medical advisor stipend	5500
website license/hosting	1120
Lead XRF inspection	<u>500</u>
<b>Total</b>	<b>\$7,120</b>

53122 Legal Services

Proposed estimate: **\$2,000**

53125 Audit Expense

Proposed estimate: **\$6,900**

53303 Vehicle Maintenance and Repair

Proposed estimate: **\$3,200**

DEPARTMENT: EHHD

LOCATION: Main Office

ACTIVITY: 41200

RATIONAL OF OBJECTS

BUDGET FIGURE IN BOLD ITALICS

Expenditures:

53801 General Liability Insurance

Coverage by CIRMA:  
General Liability, Auto liability, Professional and Public Official Liability

Estimated premium: \$15,800

53924 Advertising

Proposed estimate: \$1,000

53925 Printing and Binding

Proposed estimate: \$1,000

53926 Postage

Proposed estimate: \$1,500

53940 Copier Maintenance

Proposed estimate: \$1,000

53960 Other Purchased Services

Proposed estimate: 11,340 (Viewpermit users/ipad data)  
13,500 Contracted Sanitarian  
24,840

53964 Voice Communications

Proposed estimate: \$3,800

54101 Instructional Supplies

Proposed estimate: \$800

54214 Books and Periodicals

Proposed estimate: \$200

54301 Office supplies

Proposed estimate: \$2,000

54601 Gasoline

Proposed estimate: \$2,600

55420 Office equipment

Maintenance and replacement \$3,000

55430 Equipment - Other

Field Equipment: \$600

56302 Administrative Overhead

Propose estimate: \$29,170  
This appropriation funds support service cost provided by the Town of Mansfield such as accounting, payroll, IT and personnel support.

56312 Contingency

\$0

58410 Capital Nonrecurring Fund

\$3,000

Analysis of Service Fee Revenues

REVENUE PERFORMANCE	Actual																		Budget	Received	Actuals	Proposed
	2004-05	2005-06	2006-07	2007-08	2008-09	2009-2010	2010-11	2011-12	2012-13	2013-2014	2014-2015	2015-2016	2016-2017	2017-18	2018-19	2019-20						
40220 Septic Permits (New and repair permits)	40,750	56,765	43,885	31,410	26,160	31,000	26,100	29,295	28,455	31,845	31,655	31,285	34,400	43,880	40,080	21,135	53%	52,838	52,838			
40221 Well permits	14,120	23,205	19,690	22,695	11,280	19,775	13,604	12,135	12,505	13,600	15,535	14,345	16,985	12,925	15,960	6,040	38%	13,892	13,892			
40930 Health Inspection Services (Mortgage & Other Inspections)	12,325	0	14,948	29,43	32,928	21,273	5,675	14,133	14,621	1,857	3,318	5,375	13,716	3,993	4,980	131	3%	3,301	3,301.30			
40936 Health Services - Soil Testing (Test Holes & Pore Tests)	73,680	73,780	60,140	46,805	32,229	37,610	33,330	31,475	33,590	32,380	32,965	39,710	33,585	41,775	32,550	14,245	44%	35,613	35,613			
40937 Food Protection Services (License fees)	24,573	25,735	29,700	37,973	41,307	37,630	41,583	48,930	55,060	57,796	60,068	61,743	66,413	71,399	73,400	5,471	7%	73,400	74,900			
40938 B100s Review	19,595	25,870	22,235	23,420	21,605	22,350	21,980	20,770	24,790	26,005	24,610	29,225	30,040	27,470	30,700	11,870	39%	29,675	29,675			
40939 Engineered Plan Review	14,360	25,605	21,455	11,955	10,000	17,130	13,500	13,220	9,585	10,360	8,685	8,905	7,290	8,175	9,190	11,540	126%	29,000	30,700			
40645 Nonengineered Plan Review	4,605	3,235	6,615	7,635	5,720	6,285	5,905	8,550	10,575	13,500	12,870	14,205	15,820	18,565	15,340	60	0%	-	-			
40946 Group Home / Daycare Insp.	840	1,022	1,175	1,740	955	695	1,400	900	1,135	1,200	1,190	1,255	1,230	1,470	1,320	550	42%	1,375	1,375			
40947 Subdivision Review	24,530	6,455	7,965	9,765	4,225	2,340	3,810	2,595	6,050	2,200	3,680	3,105	2,360	2,070	1,940	420	22%	1,050	1,050			
40948 Food Plan Review	1,380	2,050	2,040	2,485	2,747	5,500	5,027	2,851	4,641	3,075	3,220	3,790	3,035	2,670	2,820	975	35%	2,438	2,438			
XXXXX Cosmology																				6,800		
<b>Total</b>	<b>230,758</b>	<b>243,722</b>	<b>229,848</b>	<b>198,836</b>	<b>189,156</b>	<b>200,588</b>	<b>172,014</b>	<b>184,854</b>	<b>201,007</b>	<b>193,818</b>	<b>197,796</b>	<b>212,943</b>	<b>224,874</b>	<b>234,592</b>	<b>228,280</b>	<b>72,437</b>	<b>32%</b>	<b>242,581</b>	<b>252,581</b>			



Proposed Fee Schedule  
FY 19/20 (Bold denotes change)

	Adopted FY 14/15	Adopted FY 15/16	Adopted FY 16/17	Adopted FY 17/18	Adopted FY 18/19	Proposed Changes FY 19/20	Est. Revenue net
<b>Food Service Fees*</b>							
Application Review**	\$85	\$85	\$90	\$95	\$95	No change	
Class I & II Plan Review	\$150	\$150	\$155	\$175	\$175	No change	
Class III & IV Plan Review	\$235	\$235	\$240	\$245	\$245	No change	
Class I License	\$120	\$120	\$125	\$125	\$125	No change	
Class II License	\$160	\$160	\$165	\$165	\$255	No change	
Class III License	\$235	\$240	\$245	\$255	\$355	No change	
Class IV License	\$325	\$330	\$340	\$355	\$380	No change	
Grocery Store >10,000ft <sup>2</sup> - Class II&III					\$420	No change	
Temporary Food Event Permit	\$55	\$55	\$55	\$60	\$65	No change	
Temporary Permit - samples only			\$30	\$30	\$30	No change	
Expedited Temp food permit application review***					\$20	No change	
Late License renewal (plus app fee)/operating without License					\$200	No change	
CFM Process Fee (No CFM in place)					\$50	No change	
Re-Inspection fee	\$65	\$65	\$70	\$85	\$120	No change	
2 <sup>nd</sup> Re-inspection fee	\$115	\$115	\$120	\$135	\$135	No change	
<b>Subsurface Sewage Disposal</b>							
Permit - New	\$170	\$175	\$185	\$200	\$205	No change	
Permit - Major Repair	\$170	\$170	\$175	\$185	\$185	No change	
Permit - Construction by owner occupant					\$275	No change	
Permit/inspection- Minor Repair	\$80	\$90	\$95	\$95	\$95	No change	
Permit - Design Flow >2000 GPD	\$330	\$330	\$350	\$350	\$350	No change	
Design Flow ≥ 5000 GPD/ DEP system Inspection	\$440	\$440	\$460	\$460	\$460	No change	
Plan Review (per plan)	\$120	\$120	\$125	\$125	\$125	No change	
Septic Tank/System Abandonment	\$60	\$60	\$60	\$60	\$60	No change	
Review plans revised more than once	\$35	\$35	\$40	\$40	\$40	No change	
Plan Review for Tank Replacement	\$55	\$55	\$60	\$60	\$60	No change	
<b>Soil Testing</b>							
Percolation (perc) Test	\$85	\$85	\$85	\$85	\$90	No change	
Deep Hole Test (fee includes 3 pits per site)	\$100	\$100	\$105	\$105	\$105	No change	
Each Additional Pit	\$30	\$30	\$30	\$30	\$30	No change	
<b>Public Health &amp; Subdivision Reviews</b>							
Public Health Review (assessory structure/ lot line change)	\$50	\$50	\$50	\$50	\$50	No change	
Public Health Review (building addition/ change of use)	\$60	\$60	\$65	\$65	\$70	No change	
Subdivision Plan Review (per lot)						No change	
(Fee includes review of one set of revisions)	\$115	\$115	\$120	\$125	\$125	No change	
Subdivision Plan Revisions Reviewed (per lot)						No change	
(Fee is for each added set of revisions)	\$35	\$35	\$40	\$40	\$40	No change	
<b>Miscellaneous</b>							
Commercial Bank Mortgage Inspection/Report	\$110	\$110	\$115	\$115	\$115	No change	
Family Campground Inspection	\$110	\$110	\$110	\$110	\$130	No change	
Group Home/Daycare /Other Institution Inspection	\$85	\$90	\$95	\$105	\$110	No change	
Misc. Inspection/consultation fee per Sanitarian****	\$65/hr	\$65/hr	\$65/hr	\$65/hr	\$80/hr	No change	
Mortgage Inspection/Report for FHA,VA	\$60	\$60	\$60	\$60	\$75	No change	
Pool Inspection	\$70	\$75	\$80	\$100	\$105	No change	
Private well Water Treatment Waste disposal plan review					\$50		\$1,700
Cosmotology Registration/Inspection - One or two chairs					\$80		
Cosmotology Registration/Inspection - Three chairs or more					\$150		\$6,800
Well Permit	\$105	\$105	\$110	\$120	\$120	No change	
<b>Farmers Market Food Vendor Seasonal License Categories</b>							
Farmer Food Vendor License - Cold samples only	no fee	no fee	no fee	no fee	no fee	\$40	
Farmer Food Vendor License - Low Risk Food Preparation	\$30	\$30	\$30	\$30	\$40	\$60	
Non-farmer Food Vendor License - Cold samples only							
One market location	\$30	\$30	\$35	\$35	\$40	\$75	
Multiple-market locations	\$45	\$45	\$50	\$50	\$60	\$90	
Non-farmer Food Vendor License - Low Risk Food Preparation							
One market location	\$45	\$45	\$50	\$50	\$75	\$90	
Multiple-market locations	\$65	\$65	\$70	\$70	\$85	\$120	\$1,500
Farmer & Non-farmer Food Vendor License - High Risk Food Preparation	\$210	\$210	\$220	\$220	\$220	No change	
						Est. Net Rev.	\$10,000

\* License application fees waived for non-profit and municipal entities. Late fees and re-inspection fees still apply.  
 All food service fees apply to public school food operations.  
 \*\*This fee will be deducted against the total plan review fee  
 \*\*\*Application of expedited review fee is subject to written policy established by the Director  
 \*\*\*\*Application of this service fee is subject to written policy established by the Director.

TABLE A

FY19 EHHD Fee Schedule with Average and Median Comparisons to Other Health Districts(1)

Service Categories(2)

Food Protection(3)	EHHD Adopted FY2019	Four Contiguous Districts		Four Contiguous Districts		Eastern Ct Median	Eastern Ct Average	ALL CT HD Median	ALL CT HD Average	Percentage Increase				
		Median	Average	Median	Average					5% Increase	10% Increase	15% Increase	20% Increase	
Class I License	\$ 125	\$ 125	\$ 137	\$ 125	\$ 144	\$ 150	\$ 153	\$ 131	\$ 138	\$ 144	\$ 150	\$ 153	\$ 150	\$ 150
Class II License	\$ 255	\$ 250	\$ 246	\$ 245	\$ 241	\$ 250	\$ 249	\$ 268	\$ 281	\$ 293	\$ 305	\$ 313	\$ 305	\$ 305
Class III License	\$ 355	\$ 350	\$ 333	\$ 330	\$ 316	\$ 353	\$ 353	\$ 373	\$ 391	\$ 408	\$ 426	\$ 437	\$ 426	\$ 426
Class IV License	\$ 380	\$ 350	\$ 368	\$ 350	\$ 343	\$ 403	\$ 385	\$ 399	\$ 418	\$ 437	\$ 455	\$ 455	\$ 455	\$ 455
Temp event	\$ 65	\$ 70	\$ 88	\$ 70	\$ 61	\$ 60	\$ 65	\$ 68	\$ 75	\$ 75	\$ 78	\$ 78	\$ 78	\$ 78
Re-inspection	\$ 120	NA	NA	NA	NA	NA	NA	\$ 126	\$ 132	\$ 138	\$ 144	\$ 144	\$ 144	\$ 144
2nd re-inspection	\$ 120	NA	NA	NA	NA	NA	NA	\$ 126	\$ 132	\$ 138	\$ 144	\$ 144	\$ 144	\$ 144
Plan review - Class I	\$ 175	\$ 185	\$ 202	\$ 200	\$ 223	\$ 175	\$ 198	\$ 184	\$ 193	\$ 201	\$ 210	\$ 210	\$ 210	\$ 210
Plan review - Class II	\$ 175	\$ 185	\$ 212	\$ 200	\$ 230	\$ 213	\$ 236	\$ 184	\$ 193	\$ 201	\$ 210	\$ 210	\$ 210	\$ 210
Plan review - Class III	\$ 245	\$ 245	\$ 238	\$ 245	\$ 249	\$ 248	\$ 294	\$ 257	\$ 270	\$ 282	\$ 294	\$ 294	\$ 294	\$ 294
Plan review - Class IV	\$ 245	\$ 245	\$ 238	\$ 245	\$ 249	\$ 250	\$ 249	\$ 257	\$ 270	\$ 282	\$ 294	\$ 294	\$ 294	\$ 294
Subsurface Sewage Disposal														
Permit - new	\$ 205	\$ 205	\$ 209	\$ 175	\$ 197	\$ 175	\$ 212	\$ 215	\$ 226	\$ 236	\$ 245	\$ 245	\$ 245	\$ 245
Permit - Major repair	\$ 185	\$ 160	\$ 180	\$ 150	\$ 157	\$ 150	\$ 161	\$ 194	\$ 204	\$ 213	\$ 222	\$ 222	\$ 222	\$ 222
Permit - Minor repair	\$ 95	\$ 100	\$ 101	\$ 100	\$ 101	\$ 100	\$ 93	\$ 100	\$ 105	\$ 109	\$ 114	\$ 114	\$ 114	\$ 114
Permit - Design flow >2000GPD	\$ 350	\$ 350	\$ 350	NA	NA	NA	NA	\$ 368	\$ 385	\$ 403	\$ 420	\$ 420	\$ 420	\$ 420
Percolation Test(4)														
Deep Hole Test	\$ 195	\$ 205	\$ 165	\$ 150	\$ 156	\$ 150	\$ 156	\$ 205	\$ 215	\$ 224	\$ 234	\$ 234	\$ 234	\$ 234
each additional pit	\$ 30	\$ 53	\$ 56	\$ 75	\$ 60	\$ 75	\$ 68	\$ 32	\$ 33	\$ 35	\$ 36	\$ 36	\$ 36	\$ 36
Subdivision Plan Review (per lot)	\$ 125	\$ 50	\$ 129	\$ 125	\$ 128	\$ 125	\$ 134	\$ 131	\$ 138	\$ 144	\$ 150	\$ 150	\$ 150	\$ 150
Subdivision Plan Revisions Reviewed (per lot)	\$ 40	\$ 125	\$ 56	NA	\$ 50	NA	\$ 52	\$ 42	\$ 44	\$ 46	\$ 48	\$ 48	\$ 48	\$ 48
Plan review (per plan)	\$ 125	\$ 50	\$ 124	\$ 120	\$ 126	\$ 178	\$ 184	\$ 131	\$ 138	\$ 144	\$ 150	\$ 150	\$ 150	\$ 150
Review plan revisions	\$ 40	\$ 120	\$ 56	NA	\$ 50	NA	\$ 52	\$ 42	\$ 44	\$ 46	\$ 48	\$ 48	\$ 48	\$ 48
Plan review for minor repair	\$ 60	NA	NA	NA	NA	NA	NA	\$ 63	\$ 66	\$ 69	\$ 72	\$ 72	\$ 72	\$ 72
B100a - assessor structure	\$ 50	\$ 50	\$ 50	\$ 50	\$ 54	\$ 50	\$ 65	\$ 53	\$ 55	\$ 58	\$ 60	\$ 60	\$ 60	\$ 60
B100a - addition/use change	\$ 70	\$ 60	\$ 77	\$ 60	\$ 73	\$ 65	\$ 75	\$ 74	\$ 77	\$ 81	\$ 84	\$ 84	\$ 84	\$ 84
Septic tank/system abandonment inspection	\$ 60	NA	NA	NA	NA	NA	NA	\$ 63	\$ 66	\$ 69	\$ 72	\$ 72	\$ 72	\$ 72
Misc														
Well Permit	\$ 120	\$ 120	\$ 119	\$ 120	\$ 114	\$ 123	\$ 122	\$ 126	\$ 132	\$ 138	\$ 144	\$ 144	\$ 144	\$ 144
Mortgage Inspection/letter for FHA, VA	\$ 60	NA	NA	NA	NA	NA	NA	\$ 63	\$ 66	\$ 69	\$ 72	\$ 72	\$ 72	\$ 72
Commercial Bank Mortgage Inspection/letter	\$ 115	NA	NA	NA	NA	NA	NA	\$ 121	\$ 127	\$ 132	\$ 138	\$ 138	\$ 138	\$ 138
Group Home Inspection	\$ 110	\$ 120	\$ 135	\$ 105	\$ 123	\$ 100	\$ 102	\$ 116	\$ 121	\$ 127	\$ 132	\$ 132	\$ 132	\$ 132
Daycare inspection	\$ 110	\$ 110	\$ 126	\$ 110	\$ 121	\$ 120	\$ 130	\$ 116	\$ 121	\$ 127	\$ 132	\$ 132	\$ 132	\$ 132
Lead inspection per inspector per hour	\$ 65	NA	NA	NA	NA	NA	NA	\$ 68	\$ 72	\$ 75	\$ 78	\$ 78	\$ 78	\$ 78
Family Camp ground inspection	\$ 130	\$ 123	\$ 119	\$ 120	\$ 115	\$ 110	\$ 113	\$ 137	\$ 143	\$ 150	\$ 156	\$ 156	\$ 156	\$ 156
Pool Registration/inspection	\$ 105	\$ 105	\$ 116	\$ 100	\$ 111	\$ 135	\$ 168	\$ 110	\$ 116	\$ 121	\$ 126	\$ 126	\$ 126	\$ 126
cosmetology inspection - small		NA	NA	NA	NA	NA	NA	\$ 110	\$ 116	\$ 121	\$ 126	\$ 126	\$ 126	\$ 126
cosmetology inspection - large		NA	NA	NA	NA	NA	NA	\$ 110	\$ 116	\$ 121	\$ 126	\$ 126	\$ 126	\$ 126
Fee total for single lot development(5)	\$ 645	\$ 635	\$ 452	\$ 415	\$ 437	\$ 625	\$ 674							
FY18 Health District Per Capita Rate	\$ 5.31	\$ 5.31	\$ 6.45	\$ 6.61	\$ 7.29	\$ 7.11	\$ 8.47							

(1) Data obtained from attached documents titled, "Food Protection Program Fee Survey for All Connecticut Health Districts FY 2018" and "Survey of Fees Selected Services FY18/19 - All Connecticut Health Districts"

(2) Categories in *bold italics* are high volume, high revenue generating service areas.

(3) Many Health Districts use a range of fees based on class and sealing capacity.

(4) Most Health Districts use a single fee that includes both a perc and deep hole testing.

(5) Combine cost of well, soil testing, permit, plan review, and subdivision fees

Eastern Highlands Health District  
Town Contribution, CPI, Per Capita Expenditure, State Per Capita Grant - Comparisons

Fiscal Year	Town Contribution Increases		CPI (1)	Town Contribution Per Capita (\$)	Adopted Expenditures Per Capita (4)	State grant allocation per capita (\$)	
	Proposed %	Adopted %				Pop. < 5000	Pop. > 5000
1998	NA	NA	1.7	3.51	6.86	1.78	1.52
1999	2.85	0	2	3.51	6.93	1.78	1.52
2000	3.1	1	3.7	3.54	7.31	2.09	1.79
2001	1	1	3.2	3.58	9.42	2.32	1.99
2002	0	0	1.1	3.58	8.67	2.32	1.99
2003	3	3	2.1	3.69	8.74	1.96	1.68
2004	3	0	3.3	3.69	8.55	1.95	1.66
2005	6.77	6.77	2.5	3.94	8.91	1.95	1.66
2006	6.6	2.9	4.3	4.055	8.73	1.95	1.66
2007	3.08	0.62	2.26	4.08	8.87	1.95	1.66
2008	5.15	5.15	5	4.29	9.35	2.43	2.08
2009	5.1	5.1	-1.16	4.51	9.85	2.43	2.08
2010	0	0	1.7	4.51	9.09	1.85	1.85
2011	0	0	3.36	4.51	8.99	1.85	1.85
2012	1.1	0	1.45	4.51	8.85	1.85	1.85
2013	2.4	0	1.48	4.51	8.67	1.85	1.85
2014	3.1	2	1.89	4.6	8.83	1.85	1.85
2015	4.9	4.9	0.0	4.85	9.46	1.85	1.85
2016	5.18	3.8	1.0	5.01	9.77	1.76	1.76
2017	5.7	4.1	1.5	5.215	10.15	1.64	1.64
2018	1.5	1.5	2.5	5.295	10.06	1.85	1.85
2019	2.5	0.3		5.31	10.05	1.65	1.65
		<b>Total % Increase (3)</b>		<b>51</b>	<b>47</b>	<b>-7.3</b>	<b>8.5</b>

(1) Each number represents the percentage change from June to June for "All Urban Consumers" unless otherwise specified.

(2) Total percentage increase from June 1997 to June 2018.

(4) Figures do not include other state, federal grants, nor contracted services.

EASTERN HIGHLANDS HEALTH DISTRICT  
 CAPITAL NONRECURRING FUND - FUND 635  
 ESTIMATED STATEMENT OF REVENUES, EXPENDITURES AND  
 CHANGES IN FUND BALANCE

Roll Forward FY 2019/20

	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Adopted	Estimated	Proposed	Projected	Projected	Projected	Projected	Projected	Projected
	12/13	13/14	14/15	15/16	16/17	17/18	18/19	18/19	18/19	19/20	20/21	21/22	22/23	23/24	24/25	
Revenues:																
Transfer In - General Fund	2,000							3,000	23,000	3,000	6,000	9,000	12,000	15,000	18,000	
Equity Fund Transfer	80,000															
Dept of Transportation Grant		150,752						3,000	3,000	3,000	2,500	2,000	3,000	3,000	3,000	
Transfer In - Other Operating																
Surplus Vehicle proceeds																
Total Revenues	82,000	150,752						6,000	26,000	6,000	8,500	11,000	15,000	18,000	21,000	

Expenditures by Project:

Automobiles	(2,925)	26,593						15,992	15,000	17,000	17,000	17,000	17,000	17,000	17,000	17,000
Computer/Office Equipment	1,000	(80)	2,209		4,828			725	15,000	17,000	17,000	17,000	17,000	17,000	17,000	
Strategic Planning Priorities:																
Strategic Planning & CHA/CHIP	2,780	14,000	5,000					17,979	10,000	10,000	10,000	10,000	10,000	10,000	10,000	
IT Infrastructure Upgrade			38,928					20,907	6,000	6,000						
Office Reorganizing Project																
Digitizing records																
Total Expenditures	855	40,513	46,137		43,714			34,696	15,000	33,000	27,000	27,000	27,000	27,000	22,000	
Excess/(Deficiency) of Revenues over Expenditures	81,145	110,239	(46,137)		(43,714)			(9,000)	11,000	(27,000)	(18,500)	(16,000)	(12,000)	(4,000)	(1,000)	
Fund Balance, July 1	60,032	141,177	251,416		205,279		161,566	126,870	126,870	137,870	110,870	92,370	76,370	64,370	60,370	
Fund Balance, June 30	\$141,177	\$251,416	\$205,279		\$161,566		\$161,566	\$126,870	\$117,870	\$110,870	\$92,370	\$76,370	\$64,370	\$60,370	\$59,370	

EASTERN HIGHLANDS HEALTH DISTRICT  
OTHER OPERATING - FUND 636  
ESTIMATED STATEMENT OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCE

Roll Forward FY 2019/20

	Actual 12/13	Actual 13/14	Actual 14/15	Actual 15/16	Actual 16/17	Actual 17/18	Estimated 18/19	Projected 19/20
--	-----------------	-----------------	-----------------	-----------------	-----------------	-----------------	--------------------	--------------------

Revenues:								
Local Support-ECHIP	\$38,015	\$600						
State Support - Preventive Health Block			\$15,784			\$15,248	\$5,254	\$13,546
State Support - Cardiovascular Disease Prevention								\$20,100
State Support - Women's Healthy Heart								
State Support - Bioterrorism Response								
State Support - Bioterrorism Response-Base	51,728	54,694	54,887	58,908	58,569	55,456	56,011	56,050
State Support - H1N1 Planning/Preparedness								
State Support - H1N1 Administration								
State Support - Community Transformation Grant	87,126	104,068	11,593					
State Support - Comprehensive Cancer Control Grant	14,751	10,000						
State Support- Policy/Environ. Change for Chronic Disca	11,101	16,279		17,024	4,386	13,604	7,205	
Local Support - Safe Routes Grant								
Local Support - Be Well Program Mansfield	48,031	52,355	53,936	55,741	56,707	61,064	60,743	60,750
Local Support - Be Well Program Tolland	5,733	8,148	7,333	7,903	6,886	7,579	8,140	7,500
Cooperative Grant - CT Chapter of American Planning			25,031	72,969				
Cooperative Grant - Putting on "AIRS"								
Cooperative Grant - Lyme Disease Grant								
Cooperative Grant -Lead Poisoning	2,500	7,919	4,858	5,428	7,817	5,000	15,552	1,000
Cooperative Grant - AGHIEVE	6,915	498	3,629	228	3,451	5,000		
Cooperative Grant - CRI Cities Readiness Initiatives				5,622	378			
MRC Capacity Building Award		1,161	3,056	2,479				
MRC Region 4			129	8,598	58		11,214	5,000
Citizen Corps Program		1,500	(31)					
Community Based Wellness Service		69	5,431					
	265,900	257,301	185,636	234,902	153,500	147,956	172,411	150,400

Expenditures by Project:	Actual 12/13	Actual 13/14	Actual 14/15	Actual 15/16	Actual 16/17	Actual 17/18	Estimated 18/19	Projected 19/20
Salaries & Benefits	167,523	171,132	148,572	170,608	132,149	114,068	105,171	91,744
Professional & Technical Services	3,000	3,050	7,063	28,538	8,981	6,540	1,724	1,504
Other Purchased Services & Supplies	95,378	83,119	30,000	35,756	12,070	27,348	65,516	57,152
Equipment					300			
Transfer Out								
Total Expenditures	265,900	257,301	185,636	234,902	153,500	147,956	172,411	150,400

Excess/(Deficiency) of Revenues  
over Expenditures

Fund Balance, July 1  
Fund Balance, June 30

EASTERN HIGHLANDS HEALTH DISTRICT  
FUND BALANCE ANALYSIS

FY 2016/17 - Projected FY 2024/25

	Actual	Actual	Adopted	Estimated	Projected	Projected	Projected	Projected	Projected	Projected
	16/17	17/18	18/19	18/19	19/20	20/21	21/22	22/23	23/24	24/25
<b>General Fund</b>										
Operating Expenditures	761,320	771,841	812,237	839,237	844,014	862,448	880,775	899,402	918,335	936,579
Grant Deduction	86,938	91,253	82,542	82,542	89,056	90,000	90,000	90,000	90,000	90,000
Total Expenditures	848,258	863,093	894,779	921,779	933,070	952,448	970,775	989,402	1,008,335	1,026,579
Fund Balance	316,262	358,082	326,675	309,722	279,019	248,399	218,471	189,448	161,554	136,020
FB as a % of Total Expenditures	37.28%	41.49%	36.51%	33.60%	29.90%	26.08%	22.50%	19.15%	16.02%	13.25%
<b>Capital Non-Recurring Fund</b>										
Total Expenditures	-	34,696	15,000	15,000	33,000	27,000	27,000	27,000	22,000	22,000
Fund Balance	161,566	126,870	117,870	137,870	110,870	92,370	76,370	64,370	60,370	59,370
FB as a % of Total Expenditures	0.00%	365.67%	785.80%	919.13%	335.97%	342.11%	282.85%	238.41%	274.41%	269.86%
<b>All Funds</b>										
Total Expenditures	848,258	897,789	909,779	936,779	966,070	979,448	997,775	1,016,402	1,030,335	1,048,579
Fund Balance	477,828	484,952	444,545	447,592	389,889	340,769	294,841	253,818	221,924	195,390
FB as a % of Total Expenditures	56.33%	54.02%	48.86%	47.78%	40.36%	34.79%	29.55%	24.97%	21.54%	18.63%
Service Fees & State Grant Revenue	358,038	384,378	351,560	361,607	375,721	383,299	391,104	399,143	407,423	415,952
Target Fund Balance - 50% of Service Fees & State Grant Revenue	179,019	192,189	175,780	180,804	187,861	191,649	195,552	199,572	203,712	207,976
General Fund - Fund Balance Variance	316,262 137,243	358,082 165,893	326,675 150,895	309,722 128,918	279,019 91,158	248,399 56,750	218,471 22,919	189,448 (10,123)	161,554 (42,158)	136,020 (71,956)

## Temporary Food Event Permit Program

	FY06/07	FY07/08	FY08/09*	FY09/10	FY10/11	FY11/12	FY12/13	FY13/14	FY14/15	FY15/16	FY16/17	FY17/18**
Temp Food Vendor Permits Issued	77	71	89	158	185	165	186	163	172	198	164	167
Farmers Market Vendor Permits Issued	0	0	50	61	52	56	51	50	63	66	70	78
<b>Total Permits issued</b>	<b>77</b>	<b>71</b>	<b>139</b>	<b>219</b>	<b>237</b>	<b>221</b>	<b>213</b>	<b>213</b>	<b>235</b>	<b>264</b>	<b>234</b>	<b>245</b>
Farmers Market Inspections Conducted	NA	NA	NA	42	105	81	70	132	109	168	151	109
Total Temp Food Inspections Conducted	NA	NA	NA	45	139	119	96	160	142	198	170	129
Missed Inspections (estimated potential)	NA	NA	NA	NA	151	127	160	135	139	168	145	147

\* The figures split between "temp food permits" and "farmer market permits" is estimated.  
 \*\*We experienced a material field staff shortage during this year

Many Farmer Markets started FY08/09 and thereafter.

