

The TOWN OF NORWOOD

Commonwealth of Massachusetts

FINANCE COMMISSION

ALAN D. SLATER
CHAIR

ANNE MARIE HALEY
VICE-CHAIR

ROBERT G. DONNELLY

DAVID E. HAJJAR

JUDITH A. LANGONE

FINANCE COMMISSION MEETING

Meeting, Monday, July 8, 2019 at 6:00 pm in the Robert M. Thornton Room, Town Hall, 566 Washington Street, Norwood, MA 02062.

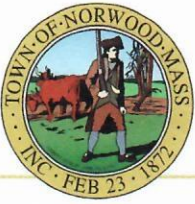
A G E N D A

- Acceptance of minutes from previous meetings
- Introduction of Molly Ahearn, Budget / Management Analyst
- Reserve Fund Transfer Requests (if any)
- Municipal Relief Request – DPW \$7,000
- Municipal Relief Request – Fire Department \$15,000
- Municipal Relief Request – Clerk's office and Elections and Registration \$4,800
- Municipal Relief Request – Light Department \$15,000
- Municipal Relief Requests – Filed after this notice
- Request for approval of letter to Blue Hills Regional High School regarding stipends for Board Members
- Procedures to ensure monitoring and compliance with Override Pledge
- Discussion of pathways to higher bond ratings
- Other business

FISCAL 2019 RESERVE FUND ACTIVITY

Reserve Fund ATM Appropriation:	\$125,000
Town Clerk Salary	(8,300)
Civic backup power switch	(13,338)
Library Chillers	(8,760)
Selectmen's Salaries	(5,200)
Fire Department Medical	(25,000)
Airport Overtime	(6,032)
Norfolk Aggie Tuition	(3,930)
DPW Overtime	(16,400)
Remaining balance	<u>\$38,040</u>

The Commission reserves the right to consider items on the agenda out of order. This listing of matters contains those items reasonably anticipated by the Chairman which may be discussed at the meeting at least 48 hours prior to the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.



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FINANCE COMMISSION

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FINANCE COMMISSION MEETING

Monday, May 20, 2019

MINUTES OF MEETING

A meeting of the Finance Commission was held at 7:00 pm, Monday, May 20, 2019 in the Norwood High School Auditorium, Nichols Street. Attending the meeting were Alan Slater, Chairman, Anne Haley, Vice Chair, Robert Donnelly and member Kellie Noumi assisted by Tom McQuaid, Clerk to the Finance Commission. Judy Langone was absent.

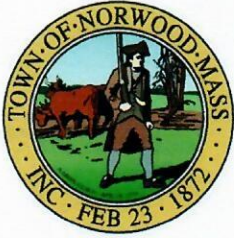
On a motion by Mrs. Haley, seconded by Ms. Noumi the minutes of Monday, May 13, 2019 and Thursday, May 16, 2019 were ***unanimously approved 3-0.***

The Commissioners kept the meeting open during Town Meeting should deliberations be required.

On a motion by Mrs. Langone, seconded by Mrs. Haley the meeting was unanimously adjourned at 10:55 pm.

A True Copy

Attest: _____
Thomas J. McQuaid, CPA, Clerk-Finance Commission



TOWN OF NORWOOD

DEPARTMENT OF PUBLIC WORKS

One Lyman Place, Norwood, MA 02062
Phone 781-762-1413 Fax 781.278.3032
Email swinthrop@norwoodma.gov

Sara Winthrop
Business Manager

MEMORANDUM

To: Tony Mazzucco
Mark Ryan
Bernie Cooper
From: Sara Winthrop
Date: July 5, 2019
Re: Municipal Relief Transfer

The Department of Public Works would like to update the most recent request for transfer under the provisions of the Municipal Relief Act:

~~\$7,609.07~~ ^{\$8,000}

To:	P0538-19	Public Works Overtime
From:	P0536-19	Public Works Laborer's Salary

Previously we had estimated the amount to be \$7,000 but an after-hours unforeseen water leak increased the amount needed.

Article 12 of the April STM approved \$22,000 to be transferred to the Public Works Overtime Budget based on our estimate to complete the year. Unfortunately our estimate was not conservative enough.

This request will bring the Public Works Overtime Budget to \$176,791.07. This compares to FY '18 (\$167,990) and FY '17 (\$151,364).

Any funds not used will be returned to the General Fund.



The TOWN OF NORWOOD

Commonwealth of Massachusetts

THE SELECTMEN

Paul A. Bishop, *Chairman*

William J. Plasko

Allan D. Howard

Thomas F. Maloney

David E. Hajjar

Christina K. Mulvehill, *Clerk*

June 26, 2019

Alan Slater, *Chairman*
Norwood Finance Commission
Norwood, MA

RE: Municipal Relief – DPW

Dear Mr. Slater:

The Board of Selectmen, in meeting of Tuesday, June 25, 2019, voted to approve the request of the Manager under the Municipal Relief Act for a Department of Public Works transfer from P0536-19 to P0538-19.

Very truly yours,

BOARD OF SELECTMEN

By

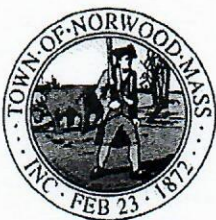


Administrative Assistant

Aak

Enclosure

Cc: Tony Mazzucco, *General Manager*
Thomas J. McQuaid, *Town Accountant*
Supt. Mark Ryan DPW/Town Engineer
Linda Laridis, *Asst. Town Accountant*
Sara Winthrop, *Administration Manager*



TOWN OF NORWOOD
DEPARTMENT OF PUBLIC WORKS

One Lyman Place, Norwood, MA 02062
Phone 781-762-1113 Fax 781-762-9378
Email mryan@norwoodma.gov

Mark P. Ryan
Director of Public
Works and
Town Engineer

MEMORANDUM

To: Tony Mazzucco
Bernie Cooper
From: Mark Ryan *MR*
Date: June 20, 2019
RE: Municipal Relief Transfer

The Department of Public Works would like to request the following transfers under the provisions of the Municipal Relief Act:

\$7,000

TO: P0538-19 Public Works Overtime
FROM: P0536-19 Public Works Laborer's Salary

The additional overtime funding is due to numerous after hour call backs for sewer pluggies, water leaks, emergency utility mark outs and a shortage in the Water Department due to a workman's compensation case (that individual has just recently returned).

Article 12 of the April STM approved \$22,000 to be transferred to the Public Works Overtime Budget based on our estimate to complete the year. Unfortunately, our estimate was not conservative enough.

This request will bring the Public Works Overtime Budget to \$176,182. This compares to FY '18 (\$167,990) and FY '17 (\$151,364).

Any funds not used will be returned to the General Fund.



GEORGE T. MORRICE
CHIEF OF DEPARTMENT

RONALD J. MAGGIO
DEPUTY FIRE CHIEF

TOWN OF NORWOOD

FIRE DEPARTMENT

135 NAHATAN STREET
NORWOOD, MASSACHUSETTS 02062

ADMINISTRATION
(781) 762-0080

FAX
(781) 440-5230

Date: June 24, 2019

To: Tony Mazzucco, General Manager

From: Chief George T. Morrice

Re: Transfer of Funds Request within Current FY-19 Fire Budget

I am requesting that the following funds within the FY-2019 Fire Department Budget be transferred under the Municipal Relief Act.

Please find the attached Fire Budget Summary as of June 24, 2019.

Request is as follows:

- Account 2046-Substitution P036719: move \$10,000 into Account 2064-P040019 P/F Bldg-Electricity
- Account 2046-Substitution P036719: move \$5,000 into Account 2064-P040519 P/F Bldg-Equipment Repair

Total transfer to P/F Building accounts: \$15,000

Respectfully,



George T. Morrice, Chief

cc: Board of Selectmen
Tom McQuaid, Town Accountant

Budget Summary by Function

Town of Norwood

Fiscal Year: 2019 Release Date Closed: 06/24/2019 End Cycle: 12 Fund Range: 01-30 Function Range: 2038-2064
 Detail: Y Collapse SYear: N

Func	Description	Revised Budget	Total Activity	Encumbered	Balance
102219	FIRE DEPT - MEDICAL SERVICES	75,000.00	71,824.13	-1,000.00	2,175.87
2038	FIRE DEPT MEDICAL	75,000.00	71,824.13	-1,000.00	2,175.87
036019	FIRE SAL - NIGHT DIFF	218,556.00	214,693.35	0.00	3,862.65
036119	FIRE SAL-CHIEF	138,889.00	198,062.43	0.00	-59,173.43
036219	FIRE SAL-PERSONAL SERV	4,159,494.00	3,926,864.65	0.00	232,629.35
036319	FIRE SAL -MECH/P.T. CLERK	103,690.00	105,156.45	0.00	-1,466.45
036619	FIRE SAL-LONGEVITY	19,900.00	15,244.52	0.00	4,655.48
037019	FIRE SAL-BUSINESS MANAGER	66,341.00	63,639.58	0.00	2,701.42
076019	FIRE SAL-DEFIB PAY	6,000.00	2,800.00	0.00	3,200.00
237219	FIRE SAL - MECHANIC OT	14,000.00	10,995.21	0.00	3,004.79
706619	FIRE SAL-ARSON INVEST.	10,936.00	13,145.50	0.00	-2,209.50
2041	FIRE SALARIES	4,737,806.00	4,550,601.69	0.00	187,204.31
037219	FIRE INCID - MISCELLANEOUS	38,400.00	8,058.95	-19,396.00	10,945.05
037419	FIRE INCID-ADVERTISING	200.00	0.00	0.00	200.00
037519	FIRE INCID-DUES/SUBSCR	2,200.00	1,939.00	0.00	261.00
037619	FIRE INCID-OFC SUPPL	5,500.00	2,287.79	-8.76	3,203.45
037719	FIRE INCID - LIB BOOKS	1,000.00	2,818.37	-101.00	-1,919.37
037819	FIRE INCID-PRINTING	3,000.00	2,125.99	0.00	874.01
037919	FIRE INCID-POSTAGE	3,000.00	1,134.02	0.00	1,865.98
038119	FIRE INCID-TELEPHONE	10,000.00	6,575.21	-2,219.64	1,205.15
038219	FIRE INCID-EQUIP REPLACE	12,000.00	8,615.42	0.00	3,384.58
038319	FIRE INCID-LAUNDRY	4,000.00	1,829.42	0.00	2,170.58
038419	FIRE INCID-EQUIP REPAIR	4,000.00	3,986.06	-6,248.90	-6,234.96
038519	FIRE INCID-FIRE HOSE	3,000.00	924.96	0.00	2,075.04
038619	FIRE INCID-VEH MAINT	58,000.00	47,437.45	-2,220.00	8,342.55
038719	FIRE INCID-OPERATIONS	30,000.00	32,894.37	-328.69	-3,223.06
038919	FIRE INCID-RADIO MAINT	8,000.00	2,129.47	0.00	5,870.53
039119	FIRE INCID-UNIFORM ALLOW	41,050.00	41,015.28	0.00	34.72
039219	FIRE INCID-AMBUL EQUIP	45,000.00	43,950.49	-7,307.61	-6,258.10
039319	FIRE INCID-TRANS FUEL	33,360.00	28,089.48	-3,000.00	2,270.52
039819	FIRE-NEW UNIFORMS	22,000.00	21,256.64	-5,000.00	-4,256.64
094819	FIRE INCID-MUTUAL AID	2,000.00	1,200.00	-1,000.00	-200.00
328819	FIRE INCID-EYEWEAR	500.00	500.00	0.00	0.00
2042	FIRE INCIDENTALS	326,210.00	258,768.37	-46,830.60	20,611.03
706819	FIRE DEPT-TRAINING	179,000.00	163,309.14	0.00	15,690.86
2043	FIRE TRAINING	179,000.00	163,309.14	0.00	15,690.86
036419	FIRE - HOLIDAY PAY	197,474.00	75,317.17	0.00	122,156.83
2044	FIRE HOLIDAY PAY	197,474.00	75,317.17	0.00	122,156.83
036519	FIRE - OVERTIME & RECALL	115,000.00	75,896.06	0.00	39,103.94
2045	FIRE OVERTIME & RECALL	115,000.00	75,896.06	0.00	39,103.94
036719	FIRE - SUBSTITUTION PAY	830,000.00	748,845.53	0.00	81,154.47
2046	FIRE SUBSTITUTION PAY	830,000.00	748,845.53	0.00	81,154.47
036819	FIRE - INCENTIVE PAY	89,900.00	86,516.45	0.00	3,383.55

Budget Summary by Function

Town of Norwood

Fiscal Year: 2019 Release Date Closed: 06/24/2019 End Cycle: 12 Fund Range: 01-30 Function Range: 2038-2064
 Detail: Y Collapse SLYear: N

Func	Description	Revised Budget	Total Activity	Encumbered	Balance
2047	FIRE INCENTIVE PAY	89,900.00	86,516.45	0.00	3,383.55
036919	FIRE - EMT PAY	328,985.00	323,707.98	0.00	5,277.02
2048	FIRE EMT PAY	328,985.00	323,707.98	0.00	5,277.02
037119	FIRE - DISPATCHER PAY	245,224.00	209,289.28	0.00	35,934.72
098519	FIRE DISPATCH - FLSA	0.00	7,694.11	0.00	-7,694.11
236919	FIRE DISPATCHER - HOLIDAY PAY	11,550.00	4,397.60	0.00	7,152.40
237019	FIRE DISPATCHERPAY - OT & PT	78,797.00	92,034.40	0.00	-13,237.40
2049	FIRE DISPATCHER PAY	335,571.00	313,415.39	0.00	22,155.61
041019	FIRE ALARM - UTILITIES	1,300.00	0.00	0.00	1,300.00
041119	FIRE ALARM-MATERIALS	28,100.00	9,464.10	-2,725.03	15,910.87
041219	FIRE ALARM-LABOR	10,200.00	1,560.36	0.00	8,639.64
2052	FIRE ALARM MAINTENANCE	39,600.00	11,024.46	-2,725.03	25,850.51
040019	P/F BLDG-ELECTRICITY	215,000.00	178,192.95	-25,388.30	11,418.75
040119	P/F BLDG-HEAT	55,000.00	53,980.91	-12,729.44	-11,710.35
040219	P/F BLDG - WATER	12,000.00	11,132.31	-3,867.69	-3,000.00
040319	P/F BLDG-CUST SUPPL	19,000.00	19,092.54	0.00	-92.54
040419	P/F BLDG-GROUNDS MAINTENANCE	7,900.00	2,778.20	-1,250.00	3,871.80
040519	P/F BLDG-EQUIP REPAIR	10,000.00	12,823.59	0.00	-2,823.59
234919	POL/FIRE BLDG-MAINT CONTRACTS	45,000.00	24,805.04	-3,232.24	16,962.72
235019	POL/FIRE BLDG SERVICE CONTRACT	12,000.00	8,278.00	-160.00	3,562.00
235119	POL/FIRE BLDG ANNUAL TESTING	12,250.00	2,163.25	0.00	10,086.75
235219	POL/FIRE BLDG-REPAIR/MAINT	60,500.00	45,505.67	-15,000.00	-5.67
235319	POL/FIRE BLDG EQUIP LEASE	2,200.00	2,166.03	-178.00	-144.03
401619	P/F BLDG-MAINT(MISC)	200.00	200.00	0.00	0.00
2064	MAINT POL/FIRE BLDG	451,050.00	361,118.49	-61,805.67	28,125.84
01	General Fund	7,705,596.00	7,040,344.86	-112,361.30	552,889.84



The TOWN OF NORWOOD

Commonwealth of Massachusetts

TOWN CLERK

MARY LOU FOLAN

July 2, 2019

Board of Selectmen &
Finance Commission
566 Washington Street
Norwood, MA 02062

Re: Request for Municipal Relief

Dear Board Member,

I am writing to request a transfer of budgets using the Municipal Relief mechanism. During the year, due to required overtime for Town Meetings and also due to the Special Election for the Override we have slightly exceeded our annual salary budgets. Anticipating this eventuality I have reserved funds from incidentals to facilitate such a transfer, if necessary.

I am asking for your approval to transfer the following amounts for Fiscal 2019:

To:

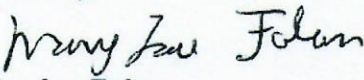
P003719 Town Clerk Sal – Overtime	\$3,000
P014719 Elect / Reg Overtime	1,800

From:

P004219 Town Clerk – Lease Service	\$550
P005119 Town Clerk – Conferences	2,450
P016519 Elect / Reg – Census Forms	1,800

I will be attending the Finance Commission meeting and am available for any questions you may have prior to the meeting.

Sincerely,


Marylou Folan
Town Clerk



The TOWN OF NORWOOD

Commonwealth of Massachusetts

MUNICIPAL LIGHT DEPARTMENT

JAMES F. COLLINS JR., *Supt.*

(781) 948-1100

July 2, 2019

Mr. Tony Mazzucco
General Manager

Re: Electric Overtime FY2019 Transfer Under Municipal Relief Act

Dear Mr. Mazzucco,

The Light Department has a shortfall in the Light Overtime Pay account caused by an unusual number of Feeder Outage over the weekend of June 29th and 30th, please see attached letter. I request a transfer from the Light Salary & Wages Account – P250719 account in the amount of \$ 15,000 to transfer to Light O.T. Control – P270019. Prior to this weekend we had a balance of \$7,700 in overtime funds available.

We request a transfer of funds from P250719 Light Wages Control Account in the amount of \$15,000 to P270019 Light O.T. - Control under the Municipal Relief Act.

Please let me know if you would like additional information.

Sincerely,

James Collins
Superintendent



The TOWN OF NORWOOD

MUNICIPAL LIGHT DEPARTMENT

James F. Collins, *Supt.*
781-948-1100

July 2, 2019

Tony Mazzucco
Town Manager

Re: Outage on Feeder 469/F1, 495/22-23 and 495/9-10

Dear Mr. Mazzucco,

On Saturday, June 29th at 7:15 am there was a lightning strike in front of Boch Toyota on Route One. Two primary cables came down and needed to be repaired. We performed switching and power was restored at 8:11 am. The area involved was Route One from Ellis Avenue to Dean Street, Nahatan Street from the rotary to Monroe Street, Neponset from Route One to Pleasant Street and all related side streets.

On Sunday, June 30th at 4:17 am there was a cable fault on the underground feed from Station 495 to the Norwood Hospital (495/22-23). The fault caused a manhole explosion at the Hoyle Street crosswalk intersecting Washington Street. The hospital power is fed from both Station 495 (Dean St.) and Station 31 (Central St.). The hospital owns and maintains their medium voltage switchgear and the relaying in this switchgear did not operate correctly. The result was the feed from Station 31 also tripped and the hospital was on their backup generator until we could isolate their gear from the fault. We were able to energize the hospital at approximately 5:47 am. The problem with their relaying has been identified and repaired by United Power Group. The hospital facilities staff has been informed of the reason for the relay failure and we plan to meet with them to discuss what happened.

On Sun, June 30th at 6:15 pm there was an outage on the Morse Street Feeder (495/9-10). The fault occurred at a set of primary disconnect switches in front of 1274 Washington Street. A resident at this address reported a fault he witnessed at this pole and several dead birds were found at the base of this pole. Power was restored at 7:09 pm. The area involved was Morse Street from Pleasant Street to Short Street, Short Street, Washington Street from St. John Avenue to Walpole line, Concord Street, Davis Avenue, Endicott Street, parts of Windsor Gardens and all related side streets.

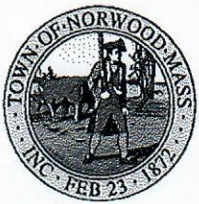
If you have any questions, please call me.

Sincerely,



Kevin Shaughnessy

Assistant Superintendent



The Town of Norwood

Commonwealth of Massachusetts

BUILDING DEPARTMENT

MARK G. CHUBET
Building Inspector

July 3, 2019

Thomas J. McQuaid
Town Accountant
566 Washington Street
Norwood, MA 02062

RE: Municipal Relief Act

Dear Tom:

It has come to my attention that there is a shortfall of funds within the FY19 budget for the allowance for the Wiring Inspector (P044119, 044319 & 042119) for a total of \$7,735. As you are aware these accounts were affected as a result of final payment with regard to the death of Timothy Fruci and his estate. I was under the impression this was previously addressed during that time period.

Therefore, I would request a transfer of \$7,735 per the Municipal Relief Act to allow proper compensation for these accounts.

Sincerely,

Mark G. Chubet
Inspector of Buildings

CC: Tony Mazzucco, Town Manager

July 8, 2019

Thomas R. Polito, Jr.
Chair, BHR District School Committee
Blue Hills Regional Technical School
800 Randolph Street
Canton, MA 02021

Dear Mr. Polito:

On behalf of the Norwood Finance Commission, I am writing to express the Commission's support of the BHR District School Committee's vote at its meeting of May 21, 2019 to remove from further consideration a proposal for a stipend and a health insurance option for committee members.

In Norwood, elected board members do not receive financial compensation or access to municipal benefit programs for the work they perform on behalf of Norwood citizens. Members of the Board of Selectmen, Finance Commission and School Committee all dedicate time and effort without compensation. As such, we were surprised that the BHR School Committee entertained such a proposal without the benefit of a formal notice to the nine towns that constitute the district.

Last month, Norwood held a Proposition 2 and ½ operational override election. In advance of the election, town officials expended enormous time and effort developing a long-term financial plan and addressing the various ways and means the town could effectively balance its budget while maintaining quality citizens' services. The voters elected to raise Norwood's tax levy allowing officials to continue a commitment to provide these services. A "pledge" has been made to our citizens to cap yearly budget increases and headcount additions to ensure that we are not returning to the voters for another operational override during the next 5-year period. The impact of the awarding of stipends and insurance coverage to BHR District School Committee members was not factored into our financial projections as we were not aware that it was being considered.

With the District School Committee vote on May 21st, we hope that the proposal has been officially discarded. However, if the proposal should come before the District Committee again in the future, we do hope that the elected officials of the nine district towns are notified of the costs and details of the proposal in advance of any vote by the BHR District School Committee.

Thank you for your consideration of our point of view concerning this matter.

Respectfully,

Alan Slater
Chair, Norwood Finance Commission

cc: Paul Bishop, Chair, Board of Selectmen
Kevin Connolly, BHR District School Committee (Norwood)
Tony Mazzucco, Town Manager
Thomas McQuaid, Director of Finance and Accounting

Finance Commission Agenda Item – July 8, 2019

Override Pledge	Process and Tools for Monitoring
Override funds will be made to last at least five years (FY2020-FY2024). No general override will be sought during this period. The plan includes an Override Stabilization Account to meet this timeframe.	<p>Finance Commission should receive a briefing on the process used to fund the stabilization fund.</p> <p>Finance Commission should review with the School Department their progress in funding restored programs and plans identified at FY20 ATM.</p>
Beginning in FY21, non-utility Town budget increases (general government and school operating budgets, but not shared expenses) will be capped at 3.5% per year subject to availability of funds.	<p>Budget Balancing Committee and FY budget pass process.</p> <p>Discuss how the budget caps will be communicated to department heads during the budget preparation phase.</p>
A significant aspect to cost reduction is to limit the addition of positions that would require benefits. To - ensure management of these costs in years 2 -5 no more than 5 benefited positions will be added in one year in the school budget and 2 positions in general government. This shall exclude mandatory Special Education, English Language Learners, grant funded positions, or other mandated or statutorily required positions.	<p>We need a baseline number to monitor. Determine what the FY20 budget includes for the actual number of budgeted benefited positions.</p> <p>Categorize those benefited positions that currently are for mandatory Special Education, English Language Learners, grant funded positions, or other mandated or statutorily required positions.</p> <p>Use these data to track increases in benefited position headcount.</p>
Health care cost increases will be programmed at 5%. Should actual increases be less than this amount as a result of negotiated health care savings, the extra savings will be deposited into the override stabilization fund to extend the override period and/ or used to preserve services.	<p>Budget Balancing Committee and FY budget pass process.</p>
Beginning in FY21, the allocation from the override to road paving (\$250,000) will not be decreased or transferred to another line and will remain permanently in the operating budget of General Government. General Government shall increase the total amount allocated to snow and ice removal each year until reaching a 5-year average snow and ice expenditure amount.	<p>Finance Commission should receive a periodic update on the FY20 paving plan. This should include identifying how the additional funds are to be used in the paving program and the impact of the additional funding on the overall paving plan.</p> <p>Snow and ice removal can be monitored through the normal budget development process.</p>
Agreement will be reviewed if substantial changes are made to state funding, unfunded mandates having a financial impact on the Town or other extraordinary or unforeseen events. This document will guide budget preparation by staff as well as the Finance Commission in recommending a budget to Town Meeting.	<p>Budget Balancing Committee and FY budget pass process.</p>
The Town's annual contribution to its OPEB trust fund will not be decreased during the five year period.	<p>Budget Balancing Committee and FY budget pass process.</p>
The Town will utilize all available revenue sources before maximizing the levy limit each year consistent with the Town's financial management policies.	<p>Budget Balancing Committee and FY budget pass process.</p> <p>Finance Commission should have a recurring agenda item for a quarterly update on budgeted revenues compared to actual revenue collected.</p>