

## **ENTERPRISE FUND – BRISTOL WATER DEPARTMENT**

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### **Program Summary**

The Enterprise Fund is used to account for the operations of the Bristol Water Department. These operations are financed and operated in a manner similar to that of a private business enterprise where the intent is that all the costs, including depreciation, related to the provision of goods and services to the general public on a continuing basis, be financed or recovered primarily through user charges.

This fund is operated under the provision of Sections 25 and 48 of the City Charter.

The Bristol Water Department is a municipal department of the City of Bristol and is governed by a Board of Water Commissioners appointed by the Mayor and approved by the City Council.

Accounting duties, custody of monies received for water consumption or otherwise, the collection of bills, and the payment of bills incurred in the operation of said Water Department, shall be entrusted to the Board of Water Commissioners and shall be executed with the assistance and in accordance with the City Comptroller.

The Board of Water Commissioners shall adopt regulations:

1. For the use and protection of the water system and facilities;
2. To control the use of its land, water plant and facilities;
3. To prevent accidents and promote safety among its employees and for the use of said water plant;
4. For the planting, management, safeguarding and harvesting of trees on Water Department properties;
5. Relating to the operation of said water plant;
6. As to the methods, amounts, prices, quantity and quality of water supply to individual users;
7. Limitations on water usage in the event of periods of droughts or other emergencies and;

The Board of Water Commissioners shall govern the supply of water to all City residents and may prescribe rules for the shut off of water supply in cases of non-payment, until payment arrangements are made, and may provide by such rules, penalties for default in payment of water charges, which penalties shall be in addition to the water charges and shall be collectible as a part thereof.

The Bristol Water Department encourages public participation and input into decisions that may affect the quality of water. Meetings of the Board of Water Commissioners are usually held on the third Tuesday of every month at the Water Treatment Plant located at 1080 Terryville Avenue in Bristol at 6:30 p.m.

**Enterprise Fund – Bristol Water Department (continued)**

The primary sources of supply for the Bristol Water Department are six reservoirs. These reservoirs are located in Bristol, Burlington, Harwinton and Plymouth. The water from these reservoirs is gravity fed to the water treatment plant on Terryville Avenue where it is sampled, tested, treated and filtered prior to entering the water distribution system. These surface water sources are supplemented by groundwater from five wells located on Barlow Street, Mechanic Street, and Mix Street in Bristol. The well water is naturally purified as it is filtered through the soil; however it is still sampled, tested, and treated at each well location. The watershed area surrounding the six reservoirs is protected forestland and comprises over 4,000 acres.

For more information visit the Bristol Water Department website at [www.bristolwaterdept.org](http://www.bristolwaterdept.org).

**Fiscal Year 2017 Major Service Level Accomplishments**

- The Bristol Water Department completed many water main replacement and extension projects throughout the City. The water main along Main Street from South Street to Memorial Boulevard originally installed in the early 1900's was replaced with a new 12" ductile iron water main. The original water main existing location was underneath a fiber optics conduit installed in the early 1980's limited access for any repairs. The new water main was installed five feet away from the existing main to allow easy access and improve fire flows to the area. Water mains were also installed along Colony Street, Houghton Street and Norton Street. These new water mains replaced old 2" mains that were originally installed only for domestic water service. The new 8" ductile iron mains provide increased fire protection to the area and reduce dead end water mains which create water quality issues. The Bristol Water Department also replaced 10 16" gate valves along Middle Street State Route 229. The existing 16" gate valves were maintenance intensive and reduced fire protection to a highly commercial area of the City. These valves had a history of breaking when operated which in turn created water outages for the commercial properties. The new gate valves now allow the Water Department to control flow in the area as needed and limit the amount of customers without water during emergency repairs.

**Fiscal Year 2018 Major Service Level Goals**

- The Department anticipates having the rehabilitation of the DeWitt Drive water storage tank complete within the year. The DeWitt tank was installed in 1964 and has shown signs of internal deterioration of the concrete walls. The tank is structurally sound, however further deterioration could cause structural issues in the future. The Bristol Water Department has also budgeted and begun design for the replacement of filter media at the Water Filtration Plant. The original media was installed in 1992 and has a manufacturer's life expectancy of 10 years. Inspection of the media in 2017 showed some signs of deterioration, however the media is still performing to the manufactures specifications. The replacement of the media will ensure superior water quality for the next 20 years.

**Program Summaries-  
Enterprise Fund**

**Enterprise Fund - Bristol Water Department (continued)**

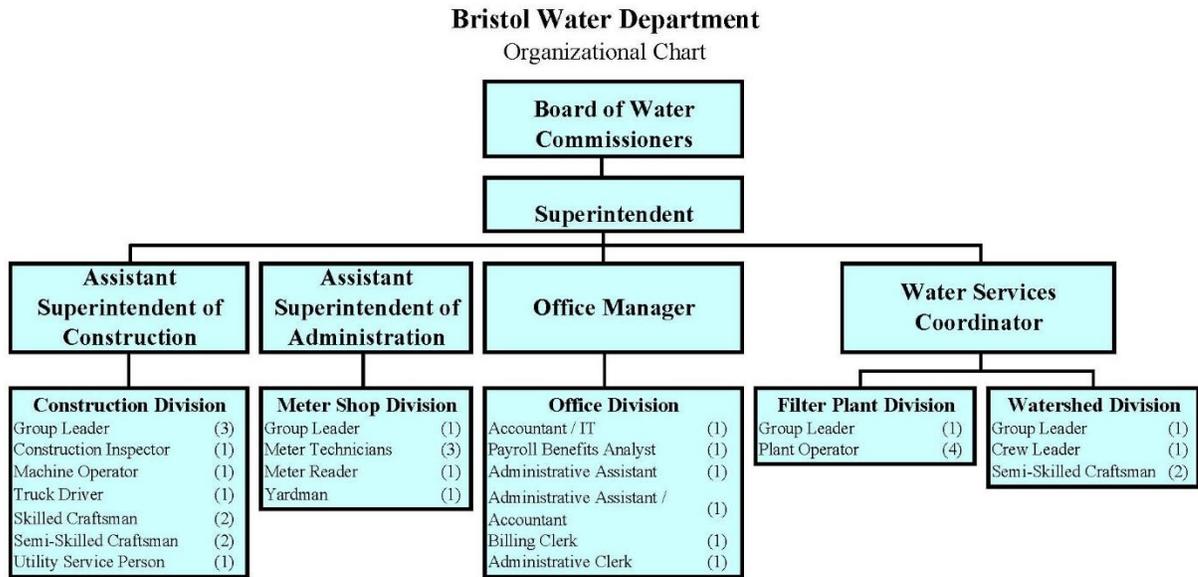
**Long Term Goals and Issues**

- The primary goal of the Bristol Water Department has always been and will always be to provide the highest quality water possible to our customers at a low cost. Continuing the ongoing effort to reduce expenses through automation assists the department in meeting some of the cost aspects of this goal. The department's 10 year CIP will assist in improving water quality through the rehabilitation of water storage tanks on DeWitt Drive, Old Wolcott Road, Grove Street and Princeton Drive. The Bristol Water Department is also currently working on plans to replace a chemical feed building at the Mix Street wellfield and anticipates the work to be completed in the next 5 years. This project will reduce chemical and electrical costs while eliminating an existing chlorine gas disinfection system

**Expenditure and Position Summary**

	<b>2016 Actual</b>	<b>2017 Estimated</b>	<b>2018 Budget</b>
Salary Expenditures	\$2,170,946	\$2,267,346	\$2,324,348
Full time Positions	37	37	37

**Organizational Chart**



**Board of Water Commissioners**

Robert Badal  
Elizabeth Phelan  
Jon Fitzgerald  
James Brown  
Ron Suarez

**Term Expiration**

12/2017  
12/2018  
12/2017  
12/2019  
12/2018

**Program Summaries-  
Enterprise Fund**

**Enterprise Fund - Bristol Water Department (continued)**

**Financial Statement**

**CITY OF BRISTOL, CONNECTICUT**

**BRISTOL WATER DEPARTMENT**

**Statement of Revenues, Expenses and Changes in Retained Earnings/Fund Balance  
(thousands)**

CITY OF BRISTOL, CONNECTICUT

	<u>Actual</u> <u>6/30/2016</u>	<u>Actual</u> <u>6/30/2015</u>	<u>Actual</u> <u>6/30/2014</u>	<u>Actual</u> <u>6/30/2013</u>	<u>Actual</u> <u>6/30/2012</u>
<b>Operating revenues:</b>					
Charges for services	\$7,047	\$6,973	\$6,855	\$6,866	\$6,583
Miscellaneous	384	372	352	393	255
<b>Total operating revenues</b>	<b><u>\$7,431</u></b>	<b><u>\$7,345</u></b>	<b><u>\$7,207</u></b>	<b><u>\$7,259</u></b>	<b><u>\$6,838</u></b>
<b>Operating expenses:</b>					
Source of supply	\$215	\$232	\$205	\$179	\$194
Pumping	288	270	295	307	291
Purification	956	962	1027	1047	1127
Transmission and distribution	2,023	1,854	1,592	2,007	1,837
Customer accounts, administrative and general	2,218	2,192	2,148	1,967	2,031
Depreciation	1086	1008	945	1060	860
Taxes other than income taxes	488	507	423	437	281
Loss on disposal	0	0	0	0	0
<b>Total operating expenses</b>	<b><u>\$7,274</u></b>	<b><u>\$7,025</u></b>	<b><u>\$6,635</u></b>	<b><u>\$7,004</u></b>	<b><u>\$6,621</u></b>
<b>Operating income (Loss)</b>	<b><u>\$157</u></b>	<b><u>\$320</u></b>	<b><u>\$572</u></b>	<b><u>\$255</u></b>	<b><u>\$217</u></b>
<b>Nonoperating revenue (expenses):</b>					
Reimbursement from other funds					
Interest Income	(\$203)	(\$101)	\$674	\$405	-\$329
Interest expense	(116)	(135)	(269)	(52)	(141)
Loss on disposal				(6)	(7)
Amortization of debt discount and expense	8	(8)	(5)	(4)	(6)
<b>Total nonoperating revenues (expenses)</b>	<b><u>(\$311)</u></b>	<b><u>(\$244)</u></b>	<b><u>\$400</u></b>	<b><u>\$343</u></b>	<b><u>(\$483)</u></b>
Net Income (loss)	(\$155)	\$780	\$1,000	\$623	(\$239)
Retained earnings/fund balance, July 1	<u>27,184</u>	<u>26,404</u>	<u>25,404</u>	<u>24,781</u>	<u>25,020</u>
Retained earnings/fund balance, June 30	<b><u>\$27,029</u></b>	<b><u>\$27,184</u></b>	<b><u>\$26,404</u></b>	<b><u>\$25,404</u></b>	<b><u>\$24,781</u></b>



**The Grove Street Water Storage Tank was demolished in July 2015.**

**Program Summaries-  
Enterprise Fund**

**Enterprise Fund - Bristol Water Department (continued)**

**Budget Highlights**

CITY OF BRISTOL, CONNECTICUT BRISTOL WATER DEPARTMENT BUDGET SUMMARY					
<b>REVENUE ESTIMATE SUMMARY 2017-2018</b>					
ACCOUNTS RECEIVABLE:	ACTUAL RECEIVED 2015-2016	AMENDED BUDGET 2016-2017	CURRENT YR REVISED EST. 2016-2017	PROPOSED REVENUES 2017-2018	JOINT BOARD APPROVED 2017-2018
WATER SALES	\$6,945,545	\$7,100,000	\$7,200,000	\$7,300,000	\$7,300,000
WATER LIENS	29,490	12,000	18,000	15,000	15,000
SERVICE ACCOUNTS	14,594	25,000	20,000	25,000	25,000
SERVICE ACCOUNT LIENS	1,450	1,500	1,500	1,500	1,500
PENALTIES	61,395	65,000	70,000	70,000	70,000
ASSESSMENTS	26,780	35,000	60,000	35,000	35,000
WPC DEPARTMENT PAYMENTS	55,500	60,500	60,500	60,500	60,500
CELL TOWER LEASE	148,330	130,000	130,000	150,000	150,000
LAND LEASE	32,506	32,506	30,309	30,309	30,309
BULK RAW WATER	2,100	2,100	5,000	2,000	2,000
FINES	30,000	30,000	30,000	30,000	30,000
SEWER ACCOUNT LIENS	8,740	3,800	3,800	3,800	3,800
SUNDRY ACCOUNTS	2,347	15,000	10,000	10,000	10,000
CLOSING COSTS	35,964	35,000	35,000	35,000	35,000
SCRAP METAL SALES	173	3,000	3,000	3,000	3,000
FORESTRY PROGRAM	20,136	50,000	50,000	20,000	20,000
WATER SERVICE REINSTATEMENT	32,850	32,000	32,000	32,000	32,000
REMOVE METER	4,000	7,000	7,000	7,000	7,000
<b>TOTAL REVENUES</b>	<b>\$7,451,900</b>	<b>\$7,639,406</b>	<b>\$7,766,109</b>	<b>\$7,830,109</b>	<b>\$7,830,109</b>
<b>EXPENSE ESTIMATE SUMMARY 2017-2018</b>					
EXPENSE BY TYPE	PRIOR YEAR EXPENDED 2015-2016	AMENDED BUDGET 2016-2017	CURRENT YR REVISED EST. 2016-2017	PROPOSED EXPENDITURES 2017-2018	JOINT BOARD APPROVED 2017-2018
SALARY	\$2,170,946	\$2,260,591	\$2,267,346	\$2,324,348	\$2,324,348
FRINGE BENEFITS	1,189,658	1,375,647	1,240,000	1,241,482	1,241,482
OPERATING SERVICES	2,482,851	2,300,277	2,553,038	2,384,967	2,384,967
SUPPLIES & MATERIALS	837,699	891,152	806,485	872,946	872,946
CAPITAL OUTLAY	420,262	1,105,634	819,412	1,632,089	1,632,089
<b>TOTAL EXPENSES</b>	<b>\$7,101,416</b>	<b>\$7,933,301</b>	<b>\$7,686,281</b>	<b>\$8,455,832</b>	<b>\$8,455,832</b>
<b>BUDGET SURPLUS (DEFICIT)</b>	<b>\$350,484</b>	<b>(\$293,895)</b>	<b>\$79,828</b>	<b>(\$625,723)</b>	<b>(\$625,723)</b>

**Program Summaries-  
Enterprise Fund**

**Enterprise Fund - Bristol Water Department (continued)**

<b>CITY OF BRISTOL, CONNECTICUT BRISTOL WATER DEPARTMENT SALARY ANALYSIS - 2017-2018</b>							
LABOR UNIT	GRADE	STEP	NO OF POS	DESCRIPTION	2016-2017	2017-2018	2017-2018
					APPROVED BUDGET	DEPT REQUEST	JOINT BOARD APPROVED
NB	11	7	1	SUPERINTENDENT	\$125,579	\$128,718	\$128,718
BPSA	9	6	1	ASST SUPERINTENDENT-CONSTR/MAINT	93,158	98,607	98,607
BPSA	9	6	1	ASST SUPT- ADMINISTRATION	93,158	98,607	98,607
BPSA	7	6	1	WATER TREATMENT PLANT SUPERVISOR	77,038	82,083	82,083
BPSA	6	6	1	OFFICE MANAGER	66,384	68,044	68,044
<b>CONSTRUCTION &amp; MAINTENANCE:</b>							
L1338	9	3	3	GROUP LEADERS	167,937	171,320	171,320
L1338	7	3	3	SKILLED CRAFTSMAN	151,965	155,034	155,034
L1338	6	3	3	SEMI-SKILLED CRAFTSMAN	95,714	97,635	97,635
L1338	8	3	1	BACKHOE OPERATOR	53,307	54,372	54,372
L1338	7	3	1	TRUCK DRIVER	50,655	51,678	51,678
L1338	6	3	1	WATER UTILITY SERVICE PERSON	47,857	48,817	48,817
L1338				OVERTIME	47,715	48,669	48,669
<b>METER SHOP:</b>							
L1338	9	3	1	GROUP LEADER/CROSS CONN. CNTRL. INSP.	57,566	58,715	58,715
L1338	7	3	1	CROSS CONN CONTROL/METER TECH	50,655	51,678	51,678
L1338	7	3	2	METER TECHNICIANS	101,310	103,356	103,356
L1338	4	3	1	METER READER	45,205	46,103	46,103
L1338	6	3	1	YARDMAN	47,857	48,817	48,817
L1338				OVERTIME	15,672	15,985	15,985
<b>*WATER TREATMENT PLANT: (24/HR/DAY WK)</b>							
L1338	10	3	1	GROUP LEADER	82,253	83,890	83,890
L1338	8	3	1	PLANT OPERATORS	59,320	60,510	60,510
L1338	6	3	3	PLANT OPERATORS(W/SHIFT DIFF)	204,231	208,288	208,288
L1338				OVERTIME	50,624	51,636	51,636
<b>WATERSHED:</b>							
L1338	9	3	1	GROUP LEADER	55,980	57,107	57,107
L1338	8	3	1	CREW LEADER	53,307	54,372	54,372
L1338	6	3	2	SEMI-SK CRAFTSMAN	95,714	97,635	97,635
L1338				OVERTIME	11,102	11,324	11,324
<b>OFFICE:</b>							
L233	9	3	1	ACCOUNTANT	53,616	54,693	54,693
L233	6	3	1	PAYROLL BENEFITS ANALYST	43,398	44,259	44,259
L233	5	3	1	SENIOR ADMINISTRATIVE ASSISTANT	40,657	41,479	41,479
L233	5	3	1	BILLING ANALYST	40,657	41,479	41,479
L233	5	3	1	ADMINISTRATIVE CLERK/METER SHOP	40,657	41,479	41,479
L233	6	3	1	ADMINISTRATIVE CLERK/SERVICE BILLING	43,398	44,259	44,259
L233				OVERTIME	3,700	3,700	3,700
			37	<b>TOTAL SALARIES</b>	<b>\$2,267,346</b>	<b>\$2,324,348</b>	<b>\$2,324,348</b>

**Program Summaries-  
Enterprise Fund**

**Enterprise Fund - Bristol Water Department (continued)**

<b>CITY OF BRISTOL, CONNECTICUT BRISTOL WATER DEPARTMENT OPERATING SERVICES, FRINGE BENEFITS, &amp; SUPPLIES DETAIL 2017-2018 BUDGET</b>					
<i>ENTERPRISE FUND</i>					
<b>OBJECT CLASSIFICATION</b>	<b>PRIOR YEAR EXPENDED 2015-2016</b>	<b>AMENDED BUDGET 12/31/2016</b>	<b>CURRENT YEAR ESTIMATE 2016-2017</b>	<b>PROPOSED BUDGET 2017-2018</b>	<b>JOINT BOARD APPROVED 2017-2018</b>
<b>FRINGE BENEFITS:</b>					
FRINGE BENEFITS	\$1,189,658	\$1,375,647	\$1,240,000	\$1,241,482	\$1,241,482
<b>TOTAL FRINGE BENEFITS</b>	<b>\$1,189,658</b>	<b>\$1,375,647</b>	<b>\$1,240,000</b>	<b>\$1,241,482</b>	<b>\$1,241,482</b>
<b>OPERATING SERVICES:</b>					
LIGHT AND POWER	397,288	360,425	360,425	360,425	360,425
TELEPHONE	14,716	23,485	23,000	23,485	23,485
POSTAGE	54,557	51,195	51,195	51,195	51,195
ADVERTISING	5,869	9,350	9,350	9,350	9,350
MAINTENANCE/REPAIRS	28,779	59,641	59,641	59,641	59,641
LEASE	9,334	11,631	11,631	11,631	11,631
CONFERENCES AND MEMBERSHIPS	10,509	19,030	19,030	19,030	19,030
TAXES	488,140	485,003	475,524	483,870	483,870
PROFESSIONAL SERVICES	131,785	103,620	103,620	103,620	103,620
LIENS	7,038	6,300	6,300	6,300	6,300
MISCELLANEOUS	5,074	6,570	6,570	6,570	6,570
CONTRACTOR SERVICES	446,058	287,275	550,000	559,566	559,566
DEBT SERVICE	594,823	615,952	615,952	404,484	404,484
SEWER USER FEE	10,800	10,800	10,800	10,800	10,800
NEW BRITAIN AGREEMENT	278,079	250,000	250,000	275,000	275,000
<b>TOTAL OPERATING SERVICES</b>	<b>\$2,482,849</b>	<b>\$2,300,277</b>	<b>\$2,553,038</b>	<b>\$2,384,967</b>	<b>\$2,384,967</b>
<b>SUPPLIES AND MATERIALS DETAIL:</b>					
MOTOR VEHICLE FUELS	38,972	38,245	33,000	38,291	38,291
OFFICE SUPPLIES	24,165	27,135	27,135	27,240	27,240
MAINTENANCE SUPPLIES & MATERIALS	503,447	338,100	338,100	338,100	338,100
MV PARTS & SUPPLIES	10,810	15,150	15,150	15,150	15,150
MV SERVICE & REPAIR	29,589	35,000	35,000	35,000	35,000
HEATING FUELS	25,342	48,047	48,047	29,690	29,690
CHEMICAL TREATMENT	154,709	210,000	170,000	210,000	210,000
MISCELLANEOUS	665	5,000	5,000	5,000	5,000
INSURANCE	50,000	174,475	135,053	174,475	174,475
<b>TOTAL SUPPLIES</b>	<b>\$837,699</b>	<b>\$891,152</b>	<b>\$806,485</b>	<b>\$872,946</b>	<b>\$872,946</b>



**Bristol Water Department Reservoir in the Town of Plymouth.**

**Program Summaries-  
Enterprise Fund**

**Enterprise Fund - Bristol Water Department (continued)**

<b>CITY OF BRISTOL, CONNECTICUT BRISTOL WATER DEPARTMENT CAPITAL OUTLAY/EQUIPMENT REQUEST 2017-2018</b>				
<b>QTY DESCRIPTION OF EQUIPMENT</b>	<b>ESTIMATED GROSS COST</b>	<b>ESTIMATED TRADE-IN</b>	<b>BUDGET REQUEST 2017-2018</b>	<b>JOINT BOARD APPROVED 2017-2018</b>
<b>I. CAPITAL EQUIPMENT:</b>				
1 REPLACE TRUCK 5	\$136,000		\$136,000	\$136,000
<b>TOTAL CAPITAL EQUIPMENT:</b>	<b>\$136,000</b>	<b>\$0</b>	<b>\$136,000</b>	<b>\$136,000</b>
<b>II. UTILITY ASSETS:</b>				
1 TAMPER	\$3,900		\$3,900	\$3,900
1 CHOP SAW	\$900		\$900	\$900
1 PIN LOCATOR	\$780		\$780	\$780
1 GAS MONITOR	\$1,500		\$1,500	\$1,500
SIGNAGE	\$1,000		\$1,000	\$1,000
2 INSERTION VALVES 8"	\$22,000		\$22,000	\$22,000
<b>TOTAL UTILITY ASSETS- DISTRIBUTION SYSTEM SE</b>	<b>\$30,080</b>	<b>\$0</b>	<b>\$30,080</b>	<b>\$30,080</b>
<b>METER SHOP SECTION:</b>				
650 5/8 METERS @ 79.50	\$51,675		\$51,675	\$51,675
200 TRANSMITTERS @ 91.25	\$18,250		\$18,250	\$18,250
1 REPLACE HEAT PUMP RTU-REVERSIDE	\$12,400		\$12,400	\$12,400
2 6' PROTECTUS	\$36,000		\$36,000	\$36,000
1 SCHONSTEDT MODEL GA-52CX	\$2,200		\$2,200	\$2,200
10 1" T-10 METER	\$2,286		\$2,286	\$2,286
5 2" T-10 METER	\$2,625		\$2,625	\$2,625
10 3/4" T-10 METER	\$3,200		\$3,200	\$3,200
5 1 1/2" T-10 METER	\$2,000		\$2,000	\$2,000
1 CE HAND HELD READER	\$6,000		\$6,000	\$6,000
1 6" DETECTOR CHECK	\$7,000		\$7,000	\$7,000
MISC TOOLS	\$5,000		\$5,000	\$5,000
<b>TOTAL UTILITY ASSETS- METER SHOP</b>	<b>\$148,636</b>	<b>\$0</b>	<b>\$148,636</b>	<b>\$148,636</b>
<b>WATER TREATMENT PLANT SECTION:</b>				
1 RAW WATER PUMP	\$36,300		\$36,300	\$36,300
REBUILD HILL ST PUMP	\$20,000		\$20,000	\$20,000
REBUILD HIGH SERVICE PUMP	\$20,000		\$20,000	\$20,000
4 Chlorine Analyzers	\$17,436		\$17,436	\$17,436
2 Flouride Analyzers	\$9,990		\$9,990	\$9,990
5 PH Analyzers	\$12,800		\$12,800	\$12,800
1 Wash Water Return Pump	\$12,000		\$12,000	\$12,000
2 Alum Transfer Pump	\$26,000		\$26,000	\$26,000
LAB EQUIPMENT	\$5,000		\$5,000	\$5,000
MISC TOOLS	\$4,000		\$4,000	\$4,000
<b>TOTAL UTILITY ASSETS-WATER TREATMENT PLANT</b>	<b>\$163,526</b>	<b>\$0</b>	<b>\$163,526</b>	<b>\$163,526</b>
<b>WATERSHED SECTION:</b>				
1 LEAF PUSHER	\$800		\$800	\$800
1 LEAF BLOWER	\$3,000		\$3,000	\$3,000
1 BLADES KIT FOR FLAIL	\$700		\$700	\$700
<b>TOTAL UTILITY ASSETS- WATERSHED SECTION</b>	<b>\$4,500</b>	<b>\$0</b>	<b>\$4,500</b>	<b>\$4,500</b>
<b>OFFICE SECTION</b>				
<b>TOTAL UTILITY ASSETS- OFFICE SECTION</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL UTILITY ASSETS</b>	<b>\$346,742</b>	<b>\$0</b>	<b>\$346,742</b>	<b>\$346,742</b>
<b>III. CAPITAL PROJECTS:</b>				
WATER MAIN REPLACEMENTS	\$233,722		\$233,722	\$233,722
HYDRANT REPLACEMENTS	\$75,000		\$75,000	\$75,000
FILTER PLANT ROOF	\$625,000		\$625,000	\$625,000
NEW FILTER MEDIA & SERVICE WASH	\$215,625		\$215,625	\$215,625
<b>TOTAL CAPITAL PROJECTS</b>	<b>\$1,149,347</b>	<b>\$0</b>	<b>\$1,149,347</b>	<b>\$1,149,347</b>
<b>TOTAL CAPITAL OUTLAY</b>	<b>\$1,632,089</b>	<b>\$0</b>	<b>\$1,632,089</b>	<b>\$1,632,089</b>