

**CLACKAMAS COUNTY**  
**SERVICE DISTRICT #5**

**Street Lighting**

**Fiscal Year 2019-2020**  
**Budget Report**



**June, 2019**

Draft

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**OFFICE OF THE COUNTY ADMINISTRATOR  
PUBLIC SERVICES BUILDING**

2051 KAEN ROAD | OREGON CITY, OR 97045

June 3, 2019

Citizens of Clackamas County Service District No. 5  
Budget Committee Members  
Board of County Commissioners

I am pleased to present for your review and approval the proposed FY 2019-20 budget for Clackamas County Service District No. 5 ("District"), managed by the Department of Transportation and Development. The District is the agency responsible for street lighting in the unincorporated urban areas of Clackamas County and, by separate agreement, the City of Happy Valley.

Street lighting throughout the county is provided primarily through the land use development process or requests from citizens through the District petitioning process where citizens request connection into the district and assume operational costs as determined by district rates. Installation can also occur with capital improvement projects. The District partners with Portland General Electric (PGE), the development community, and citizens to provide adequate lighting to serve the traveling public.

Highlighting recent accomplishments, during FY 2018-19 the District used authorized funds from the sale of district assets for the construction of the McLoughlin Blvd. petition project. During the project the District, Oregon Department of Transportation (ODOT) and Portland General Electric (PGE) worked collaboratively. The collective efforts by all parties involved resulted in a successful safety lighting project to provide the needed safety improvements, being completed on September 30, 2018, keeping the project costs within the existing budgeted amount.

Each year a significant portion of the annual budget is dedicated towards the payment of electrical costs. PGE electricity cost adjustments are developed through a public process and determined by the Oregon Public Utility Commission (OPUC). PGE analysis showed the District should expect a 1% increase in electricity costs for FY 19-20. This increase is offset by the savings from continued Light Emitting Diode (LED) installations.

The District utilizes a five year forecast to assess whether or not the current rates are sufficient to meet projected expenses. This year's forecast shows that even with a portion earmarked for future safety enhancement projects, those projects that are justified and intended to provide cost savings or add to the public safety, the District will continue to have adequate revenue to cover the expenditures, reserves and the necessary ending fund balance. The District is proposing no rate change for FY 2019-20.

The remainder of this Budget Report includes rate history information and a comprehensive list of performance measures which illustrates its continued commitment to aligning with the County's strategic plan.

The combined capital and operating budget for the District for FY 2019-20 is \$4,305,709 and assumes no rate change in any of the twelve rate categories. In accordance with Oregon Budget Law, all planned expenditures will continue to be funded through a combination of property taxes and user fees.

Sincerely,

A handwritten signature in blue ink that reads "Gary Schmidt". The signature is written in a cursive style with a large initial "G" and "S".

Gary Schmidt  
County Administrator and  
Budget Officer for Clackamas County Service District No. 5

Enclosures

**Work Program Narrative for  
Clackamas County Service District No. 5**

**A. Agency Mission/Purpose**

Clackamas County Service District No. 5 provides street lighting to un-incorporated urban areas of the County and to the city of Happy Valley, by agreement.

The Mission of Clackamas County Service District No. 5 is to provide the administration of timely and cost-effective street lighting operation, maintenance and installation to property owners within the District so they can feel more secure traveling to and from their doorways.

**General Overview of Program and Major Projects**

The District contracts with Portland General Electric (PGE) to design, install, maintain and operate street lights. PGE in turn bills the Service District for this service based on tariff rates set by the Oregon Public Utility Commission (OPUC). These costs are passed on to those served by the District as a special assessment on their individual property tax statements, or, in some special cases, through direct billing.

- In response to citizen requests for street lighting in existing neighborhoods, staff evaluates the existing conditions, prepares petition materials for neighborhood sponsors and follows up with informational mailings after the initial signature gathering phase, and works with PGE to achieve a design appropriate to the neighborhood's needs.
- In response to development, staff comments on commercial and residential development proposals for properties in Service District No. 5 and works with developers and PGE to ensure consistent street light installation appropriate to each development.
- Staff works with designers and project managers on County road improvement projects where lighting is desirable, to find a means to pay for the operation and maintenance of lighting appropriate to the project.

**Major Projects**

- District staff will review approximately 60 development applications annually for compliance with street lighting requirements which will result, annually, in about 56 new street lighting projects installing approximately 200 new street lights on local, collector and arterial roads adjoining new residential and commercial development.
- Clackamas County Service District No. 5 completed the McLoughlin Blvd. street lighting petition project by the expected completion date of September 30, 2018.

## **B. Management Goals and Objectives**

- Continue installation, operation and maintenance of street lights under PGE Option A. Under Option A, PGE owns, installs, operates and maintains the street lights and the District pays a monthly fee for this service.
- Continue to respond to requests for petitions by supplying a petition package within one week.
- Coordinate with Capital Improvement project managers and designers to ensure appropriate design, installation and operation and maintenance funding for street lights on these major projects.
- Continue design review participation to ensure street light installation on all residential and commercial projects as appropriate.
- Review street light rate structures.
- Continue to prepare annually an accurate assessment roll within the timeline set by the Assessor's Office and will also bill property tax exempt accounts to ensure timely receipt of street lighting assessments to operate street lights within the District.
- Continue to review projected financial needs of the District annually and recommend rate schedule adjustments accordingly to ensure adequate funds to operate and maintain street lights in the District.

## **C. Highlights of Budget**

### **Rate History**

<b>Budget Year</b>	<b>Rate Change</b>	<b>Reason for Change/No Change</b>	<b>Additional information</b>
2016-2017	No Change	Evaluate LED cost savings and capital project costs	
2017-2018	2% Decrease	Continued cost savings from LED installations outweighs the PGE electricity cost increases	6% decrease in electricity
2018-2019	2% Decrease	Continued cost savings from LED installations outweighs the PGE electricity cost increases	
2019-2020	No Change	Evaluate LED cost savings and capital project costs	

**C. 2018-2019 Budget Highlights**

Last year, the District focused on the McLoughlin Blvd. petition projects which was completed in September 2018 on time and within the existing budgeted amount.

The District forecast for FY 19-20 shows that with a reserve for future capital projects, there are still adequate funds to cover expenditures while maintaining the necessary ending fund balance to cover electrical bills from July 2019 to November 2019.

**Expenditures**

Expense categories, (431100) Accounting and Auditing Service, (435180) Casualty Insurance and (437260) Office Furniture & Equipment will be phased out as they are historically not used or duplicates of other similar categories already in use.

Allocated costs (478102) Tech Services, (478104) PGA, (478105) Records Management, (478107) Courier, (478111) County Admin and (478117) Mailroom Overhead will also be phased out creating a 24% decrease in allocated costs.

- Based on current billing rates and planned increases, we anticipate the monthly bill from PGE for the operation and maintenance of street lights to average between \$136,000 and \$140,000 per month in 2019-2020.

**Average Monthly PGE District Billing**

LED Installs Done	PGE 15% Rate Increase					
	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
	Mid July - June 30			July - Feb 2018		July - Feb 2018
\$ 135,296.00	\$ 142,036.00	\$ 143,084.00	\$ 135,349.00	\$ 133,851.00	\$ 136,092.00	
	4.98%	0.74%	-5.41%	-6.45%		0.55%

## Special Expenditures

- **Operational Revenue:** The operational revenue needed to provide for the payment of expenses for the period of July 1, 2019, when the fiscal year begins, through November 15, 2019, when the revenues begins to be received from the County Tax Collector, is created by the line item for reserves for future expenditures and any carry over from the prior year's budget, which is recognized the following year as the ending fund balance. The amount needs to be enough to pay for the five (5) months of electricity bills that PGE charges for operation and maintenance of street lights. This year the District budgeted \$649,777 in reserve to cover the first five (5) months of electricity bills and \$950,00 in capital reserve for future capital projects.
- **Contingency:** The contingency for FY 18-19 remains healthy at \$294,169, representing 6.8% of the total budget.
- **Capital Construction:** The fund line for construction (481200) in the amount of \$450,000 is to help pay for future capital street lighting projects or Light Emitting Diode (LED) installations.

## Revenue

- Actual service assessments for fiscal year 2019-2020 are projected to be close to what was budgeted.

## D. Performance Indicators

- There were approximately 238 lights and 348 lots added to the District in 2018-2019 as a result of residential and commercial development. With this addition there are approximately 9413 currently served lights in the District.
- The District continues to install Light Emitting Diode (LED) in new cobra, acorn and Westbrook style fixtures. Conversion of high wattage cobra fixtures is for fiscal year 2019-2020.



## Rate Schedule Descriptions 2019-2020

### RATE and ASSESSMENT SUMMARY 2019-2020 CLACKAMAS COUNTY SERVICE DISTRICT #5

Schedule	Current Rate	Number of Accounts**		Suggested New Rate	Projected Revenues 15-16
A	\$ 35.38	92	lots	\$ 35.38	\$ 3,254.96
B	\$ 49.01	6,160	lots	\$ 49.01	\$ 301,901.60
C	\$ 68.72	8,769	lots	\$ 68.72	\$ 602,605.68
D *	\$ 1.23	199,298	lin. ft.#	\$ 1.23	\$ 245,136.54
E	\$ 8.27	557	lots	\$ 8.27	\$ 4,606.39
F	\$ 61.30	142	lots	\$ 61.30	\$ 8,704.60
H	\$ 90.04	3,656	lots	\$ 90.04	\$ 329,186.24
J	\$ 119.64	1,786	lots	\$ 119.64	\$ 213,677.04
K	\$ 82.65	364	lots	\$ 82.65	\$ 30,084.60
M	\$ 1.77	14,070	lin. ft.#	\$ 1.77	\$ 24,903.90
R	\$ 257.31	1,346	lots	\$ 257.31	\$ 346,339.26
W	\$ 240.10	512	lots	\$ 240.10	\$ 122,931.20
Total		23,975 lots			\$ 2,233,332
				After est. 4% discount for paying taxes early:	\$ 2,143,999
* # of accounts is 591 but assesment is per frontage foot					
** partial year assessments for lights installed in '18-'19, estimated					

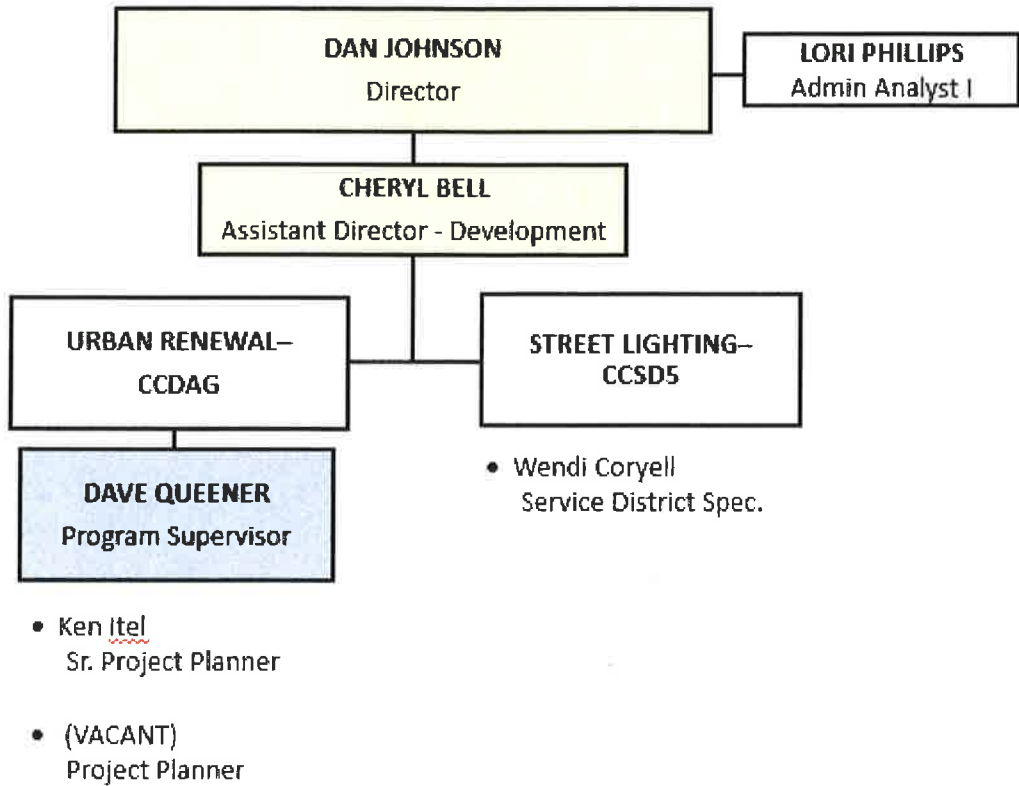
## DEFINITION OF RATE SCHEDULES

Schedule A	District owned residential lights and poles
Schedule B	PGE owned lights on existing distribution poles (Cobra lights on existing wood poles)
Schedule C	PGE owned lights and poles with underground service (Cobra lights on gray fiberglass poles or Town and Country lights and poles)
Schedule D	PGE and District owned lights and poles for commercial, multifamily and/or industrial areas (all types not on McLoughlin Blvd.)
Schedule E	PGE owned lights and poles for condominiums (all types)
Schedule F	PGE owned lights and painted steel poles (formerly Southwood Park Highway Lighting District)
Schedule H	PGE owned lights and poles for service in the City of Happy Valley (Shoebox lights w/ poles)
Schedule J	PGE owned lights and poles, ornamental Acorn light with fluted fiberglass poles (may substitute fluted aluminum pole)
Schedule K	PGE owned lights and poles for service in the City of Happy Valley for <u>high density</u> residential development (Techtra lights w/ Shepherd's Crook poles)
Schedule M	PGE owned lights poles for commercial, multi-family and/or industrial uses on urban highways. (cobra LED lights with wood and aluminum poles)
Schedule R	PGE owned lights and poles for service in the City of Happy Valley (Techtra lights w/ Shepherd's Crook poles)
Schedule W	PGE owned lights and poles for service in the City of Happy Valley (Westbrook lights with decorative aluminum poles)

The District has twelve rate schedules to accommodate the differences in the nature of service while retaining those rates inherited from the Highway Lighting Districts. New accounts are placed in one of the existing rate schedules with most of the new development occurring under rates B, C, D, J, M and W. All lights within the District have electricity and maintenance supplied by PGE.

**Department of Transportation & Development**  
 Targeted Improvement Areas  
 Urban Renewal – CCDAG | Street Lighting – CCSD5  
 FY 2019-2020

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**Divisional Structure**

- Director / Assistant Director
- Managers
- Supervisors

(Employees are 1.0 FTE Unless otherwise indicated.)

11 March 2019

## APPENDIX



# Transportation & Development

## Street Lighting District - CCSD5

### Purpose Statement

The purpose of the Street Lighting District - CCSD5 (Clackamas County Service District 5) program is to provide installation, maintenance and operation of street lighting in the urban unincorporated areas of Clackamas County and in the cities of Happy Valley and Damascus to assist the travelling public in maneuvering the transportation system safely in the dark.

### Performance Narrative Statement

Clackamas County Street Lighting District (CCSD5) proposes a \$3,883,237.98 dollar budget. These resources will allow the District to cover the operational costs for the existing street lighting while providing support for the installation of new street lighting. These resources also provide the revenue necessary for a capital project to install street lighting along a portion of SE McLoughlin Blvd.

Improved street lighting increases safety for the traveling public and is widely thought to be an effective means of reducing crime.

The Street Lighting District offers services which support the Board of County Commissioners adopted goals of:

- Building a strong infrastructure; and
- Healthy and safe communities.

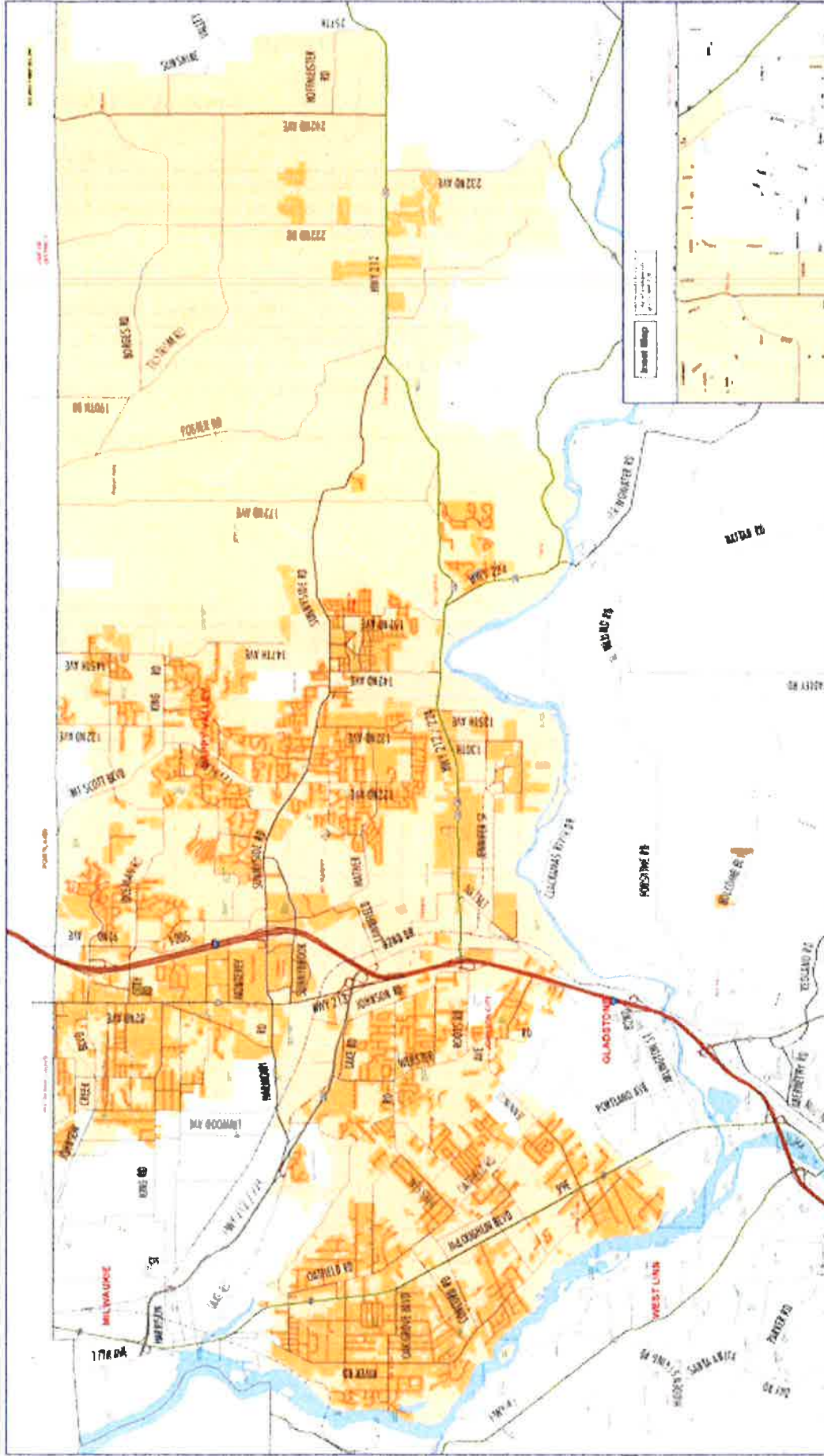
### Key Performance Measures

		FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Target	FY 18-19 Actuals as of 12/31/18	FY 19-20 Target	
	Key Measure	% of streetlight maintenance requests completed within five (5) business days	NEW	NEW	75%	33%	75%
	Result	% of streetlights operational during random surveys	NEW	NEW	95%	100%	95%
	Output	# street lighting service repairs	35	18	18	8	6
	Output	# lots annexed into the street lighting district	346	165	152	Annual Measure - Data not yet reported.	117
	Result	% of requests for new street lighting and street lighting maintenance responded to within one business day of initial inquiry.	100%	100%	Discontinue	Discontinue	Discontinue
	Output	# new street light requests	64	69	Discontinue	Discontinue	Discontinue

	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Proposed	FY 18-19 Year End Estimate	FY 19-20 Proposed
CCSD5 Operating Budget	\$ 1,822,439	\$ 2,468,835	\$ 2,408,564	\$ 2,534,837	\$ 2,411,665
Full Time Equiv Pos (FTE) Budgeted *	1.0 FTE	1.0 FTE	1.0 FTE	1.0 FTE	1.0 FTE

\* Program FTE is programmed in the DTD Land Use, Development Review & Permitting program and provides support for the Development Review function. The cost of this FTE is shown as 'contracted labor', there are no personal services categories in this district.

# Service District No. 5 Boundary Map



Clackamas County  
 Planning & Development Services  
 1000 NE Oregon Street, Suite 200  
 Clackamas, OR 97015  
 Phone: 503.653.3300  
 Fax: 503.653.3301  
 Website: www.clackamas.gov

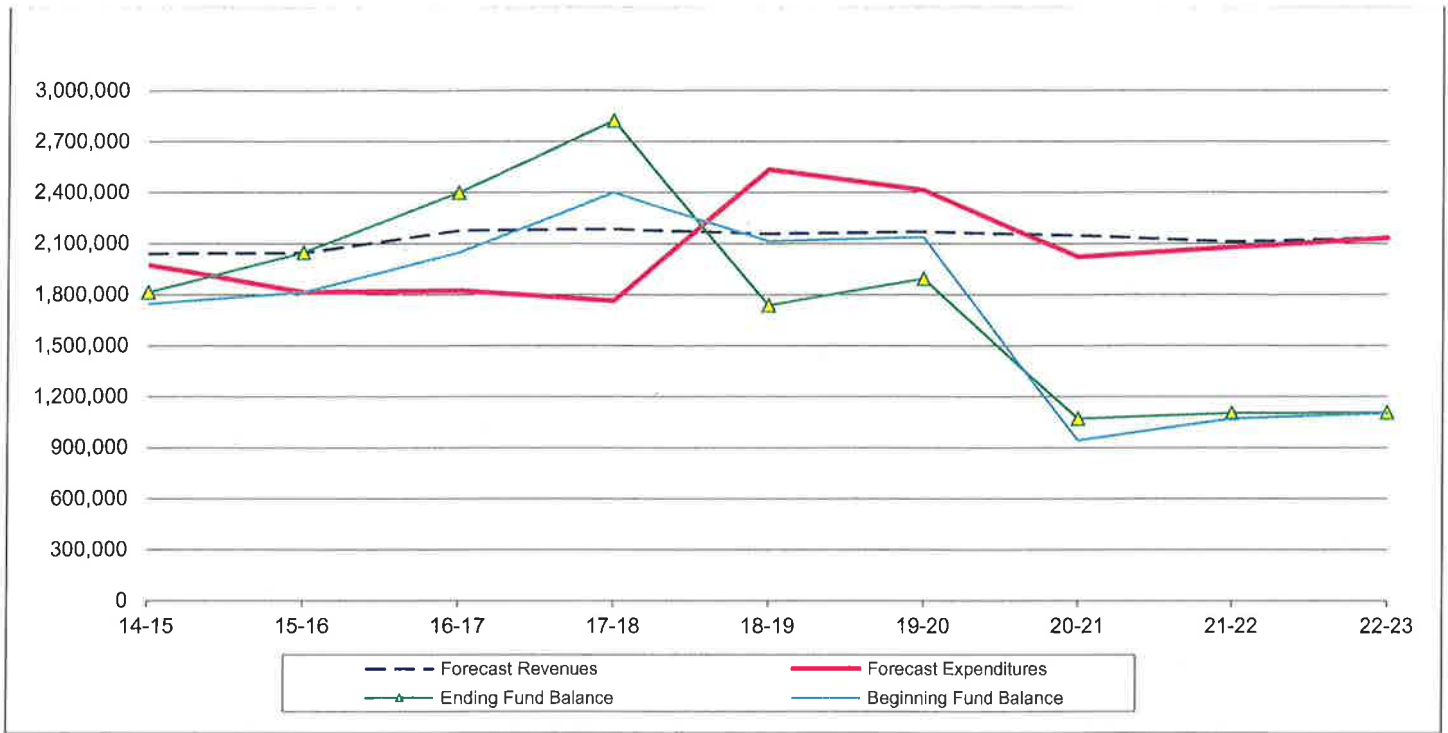


- Legend
- SD #5 Boundary
  - Lighted Parcels
  - Lighted Streets

## Clackamas County Service District #5 STREET LIGHTING

## 115-2450 Service District #5 – Street Lighting 2017-2023

### Baseline Forecast



The ending fund balance represents an accumulation of the prior years balances.

	17-18 Actual	18-19 Budget	18-19 YE Est	19-20 Forecast	20-21 Forecast	21-22 Forecast	22-23 Forecast
<b>Beginning Fund Balance</b>	2,398,921	1,755,113	2,114,422	2,136,710	943,946	1,072,055	1,105,395
<b>Revenues</b>							
State Revenue (ODOT)	0	0	0	0	0	0	0
Interest Earned	48,029	11,000	40,000	25,000	4,720	5,360	5,527
Assessments	2,136,783	2,117,125	2,117,125	2,143,999	2,143,999	2,105,205	2,129,112
<b>Total Revenues</b>	2,184,812	2,128,125	2,157,125 -1.3%	2,168,999 0.6%	2,148,719 -0.9%	2,110,565 -1.8%	2,134,639 1.1%
<b>Expenditures</b>							
Materials & Services	1,762,036	1,908,564	1,834,837	1,961,763	2,020,609	2,077,225	2,131,289
Capital Outlay	0	530,000	700,000	450,000	0	0	0
Reserves & Contingency		1,444,674		0	0	0	0
<b>Total Expenditures</b>	1,762,036	3,883,238	2,534,837 43.9%	2,411,763 -4.9%	2,020,609 -16.2%	2,077,225 2.8%	2,131,289 2.6%
<b>Ending Fund Balance</b>	2,821,897	0	1,736,710	1,893,946	1,072,055	1,105,395	1,108,745

**Clackamas County, OR.  
Revenue and Expense by Fund and Organization**

Street Lighting	2016-17 Actual	2017-18 Actual	2018-19 Amended Budget	2018-19 Projected Year End	2019-20 Department Requested	2019-20 Adopted Budget	Change from Prior Year Budget	Pct. Change from Prior Year Budget
<b>7492 Street Lighting</b>								
<b>115 CCSD #5 Street Lighting Fund</b>								
302001 Fund Bal at End of Prior Year	2,045,737	2,398,921	1,755,113	2,114,422	2,136,710	2,136,710	381,597	21.74
332001 State Revenue	0	0	0	400,000	0	0	0	0.00
361000 Interest Earned	23,981	48,029	11,000	40,000	25,000	25,000	14,000	127.27
363000 Assessments	2,151,642	2,136,783	2,117,125	2,117,125	2,143,999	2,143,999	26,874	1.27
<b>Total Revenue</b>	<b>4,221,360</b>	<b>4,583,732</b>	<b>3,883,238</b>	<b>4,671,547</b>	<b>4,305,709</b>	<b>4,305,709</b>	<b>422,471</b>	<b>10.88</b>
421100 General Office Supplies	0	0	1,000	0	1,000	1,000	0	0.00
421110 Postage	0	0	50	0	50	50	0	0.00
421210 Computer Non-Capital	0	61	2,000	1,700	2,000	2,000	0	0.00
424900 Misc Repair & Maintenance	679	2,170	5,000	2,000	5,000	5,000	0	0.00
431000 Professional Services	3,300	0	5,000	3,500	5,000	5,000	0	0.00
431100 Accounting & Auditing Service	3,307	3,400	0	0	0	0	0	0.00
431420 Legal Fees	0	1,116	4,000	3,000	3,000	3,000	(1,000)	(25.00)
431630 Permit Fees	0	0	1,000	0	0	0	(1,000)	(100.00)
431920 Contracted Labor	157,829	129,920	150,000	150,000	150,000	150,000	0	0.00
432400 Advertising	296	304	500	500	500	500	0	0.00
433100 Travel and Per Diem (no mileage)	0	0	1,000	0	1,000	1,000	0	0.00
434100 Printing & Duplicating Services	0	0	0	750	0	0	0	0.00
435180 Casualty Insurance	1,205	0	0	0	0	0	0	0.00
436100 Electric	1,566,985	1,603,911	1,722,310	1,657,208	1,773,238	1,773,238	50,928	2.96
437260 Office Furn & Equip Non-Capital	852	0	0	0	0	0	0	0.00
438110 Office Rental	2,305	2,420	2,528	2,528	2,628	2,628	100	3.96
439100 Dues & Memberships	396	0	500	475	500	500	0	0.00
439200 Training & Staff Development	0	0	500	0	500	500	0	0.00
477200 Division Indirect Costs	9,292	9,228	8,472	8,472	10,536	10,536	2,064	24.36
478101 Finance Alloc Cost	1,578	2,374	968	968	2,468	2,468	1,500	154.96
478102 Tech Svc Alloc Cost	2,647	2,211	2,117	2,211	0	0	0	0.00
478103 Building Maint Alloc Cost	3,271	1,775	1,617	1,617	2,058	2,058	441	27.27
478104 PGA Alloc Cost	557	659	0	0	0	0	0	0.00
478105 Records Mgt Alloc Cost	160	0	0	0	0	0	0	0.00
478106 Purchasing Alloc Cost	57	28	1,799	1,799	2,001	2,001	202	11.23
478107 Courier Alloc Cost	43	1,645	0	0	0	0	0	0.00
478111 Personnel Admin Alloc Cost	1,239	0	0	0	0	0	0	0.00
478112 County Admin Alloc Cost	445	525	0	0	0	0	0	0.00
478117 Mailroom Overhead Allocation	60	0	0	0	0	0	0	0.00



**Clackamas County, OR.**  
**Revenue and Expense by Fund and Organization**

Street Lighting	2016-17	2017-18	2018-19	2018-19	2019-20	2019-20	Change from Prior Year Budget	Pct. Change from Prior Year Budget
	Actual	Actual	Amended Budget	Projected Year End	Department Requested	Adopted Budget		
7492 Street Lighting								
115 CCSD #5 Street Lighting Fund								
478201 Electric Utility Alloc	466	220	226	226	226	226	0	0.00
478202 Natural Gas Utility Alloc	97	15	40	40	2	2	(38)	(95.00)
478203 Water Utility Alloc	79	36	34	34	34	34	0	0.00
478204 Trash Removal Alloc	34	18	20	20	22	22	2	10.00
481200 Construction	65,261	706,799	500,000	700,000	450,000	450,000	(50,000)	(10.00)
490001 Reserve for Future Expenditure	0	0	500,000	0	649,777	649,777	149,777	29.96
490060 Capital Projects Reserves	0	0	30,000	0	950,000	950,000	920,000	3,066.67
499001 Contingency	0	0	944,674	0	294,169	294,169	(650,505)	(68.86)
Total Expense	<u>1,822,439</u>	<u>2,468,835</u>	<u>3,883,238</u>	<u>2,534,837</u>	<u>4,305,709</u>	<u>4,305,709</u>	<u>472,471</u>	<u>10.88</u>
Total CCSD #5 Street Lighting Fund	2,398,921	2,114,897	0	2,136,710	0	0	0	0.00
Total Street Lighting	2,398,921	2,114,897	0	2,136,710	0	0	0	0.00
Grand Total	2,398,921	2,114,897	0	2,136,710	0	0	0	0.00

**Clackamas County, OR.**  
**Revenue and Expense Summary**

Street Lighting	2016-17 Actual	2017-18 Actual	2018-19 Amended Budget	2018-19 1st Half	2018-19 Projected Year End	2019-20 Proposed Budget	Change from Prior Year Budget	Pct. Change from Prior Year Budget
<b>7492 Street Lighting</b>								
115 CCSD #5 Street Lighting Fund								
302000 Fund Bal at End of Prior Yr	2,045,737	2,398,921	1,755,113	2,114,422	2,114,422	2,136,710	381,597	21.74
332000 State Revenues	0	0	0	0	400,000	0	0	0.00
360000 Miscellaneous Revenue	2,175,623	2,184,811	2,128,125	1,998,739	2,157,125	2,168,999	40,874	1.92
<b>Total Revenue</b>	<b>4,221,360</b>	<b>4,583,732</b>	<b>3,883,238</b>	<b>4,113,161</b>	<b>4,671,547</b>	<b>4,305,709</b>	<b>422,471</b>	<b>-10.88</b>
420000 Materials & Services	1,737,153	1,743,302	1,895,388	633,746	1,821,661	1,944,416	49,028	2.59
476000 Indirect Costs	9,292	9,228	8,472	4,236	8,472	10,536	2,064	24.36
478000 Cost Allocation Charges	10,733	9,506	4,704	4,704	4,704	6,811	2,107	44.79
480000 Capital Outlay	65,261	706,799	500,000	505,131	700,000	450,000	(50,000)	(10.00)
490000 Reserve for Future Expenditures	0	0	530,000	0	0	1,599,777	1,069,777	201.84
499000 Contingency	0	0	944,674	0	0	294,169	(650,505)	(68.86)
<b>Total Expense</b>	<b>1,822,439</b>	<b>2,468,835</b>	<b>3,883,238</b>	<b>1,147,817</b>	<b>2,534,837</b>	<b>4,305,709</b>	<b>422,471</b>	<b>-10.88</b>
<b>Total CCSD #5 Street Lighting Fund</b>	<b>2,398,921</b>	<b>2,114,897</b>	<b>0</b>	<b>2,965,344</b>	<b>2,136,710</b>	<b>0</b>	<b>0</b>	<b>0.00</b>
<b>Total Street Lighting</b>	<b>2,398,921</b>	<b>2,114,897</b>	<b>0</b>	<b>2,965,344</b>	<b>2,136,710</b>	<b>0</b>	<b>0</b>	<b>0.00</b>
<b>Grand Total</b>	<b>2,398,921</b>	<b>2,114,897</b>	<b>0</b>	<b>2,965,344</b>	<b>2,136,710</b>	<b>0</b>	<b>0</b>	<b>0.00</b>