

Note: These minutes are not official until approved by the Finance Committee at a subsequent meeting. Please refer to the meeting minutes when these minutes are approved to obtain any changes to these minutes.

DeKalb County Government
Sycamore, Illinois

**Finance Committee Minutes
March 4, 2020**

The Finance Committee of the DeKalb County Board met on Wednesday, March 4, 2020, in the Administration Building's Conference Room East. Chairman Bagby called the meeting to order at 7:00 p.m. Those Members present were Mr. Scott Campbell, Mr. John Frieders, Ms. Dianne Leifheit, Mr. Jerry Osland, and Chairman Tim Bagby. Mr. Steve Faivre and Ms. Sandra Polanco were absent. A quorum was established with five Members present and two absent.

Others present included Gary Hanson, Pete Stefan, Mark Pietrowski, Sheila Santos, Roger Scott, Jim Burgh, Ashley Carlson, and Matthew Wells.

APPROVAL OF THE AGENDA

It was moved by Ms. Leifheit, seconded by Mr. Frieders and it was carried unanimously by voice vote to approve the agenda as presented.

APPROVAL OF THE MINUTES

It was moved by Mr. Campbell, seconded by Mr. Osland and it was carried unanimously to approve the minutes of the February 5, 2020 Finance Committee Meeting.

PUBLIC COMMENTS

There were no public comments.

BODY CAMERA FUNDING

County Administrator Gary Hanson reviewed that the Sheriff has conducted his research, supports the concept, and believes that the technology of body cameras would be a valuable asset to his Office if proper staffing and equipment is provided, which he delineated in his proposal to the County's Law & Justice Committee last week. The proposal outlined specific operational issues, staffing needs, equipment needs and the costs for each area. The proposal also included a recommendation that said body cameras be made available to the Corrections Officers, as well as to the Patrol Officers and to the Detectives. The implementation of this program is estimated to be about \$85,000 for start-up equipment and about \$52,000 in initial additional annual staffing costs. The Law & Justice Committee approved the operational plan outlined by the County Sheriff and forwarded the proposal to the Finance Committee to identify the appropriate funding.

Mr. Hanson reviewed the proposed budget plan for the Body Camera Project with the Finance Committee, which was broken down between the initial start-up capital costs and the annual operating costs from year 1 through year 4.

It was explained that there were some items tweaked since the Law & Justice Committee last week. This allowed some items that the Committee wasn't sure they were able to incorporate. Now, the initial start-up capital costs of \$85,000 would be provided by the Opportunity Fund and while the on-going annual costs of staffing and equipment replacement of \$69,000 will need to

be incorporated into the County's General Fund operating budget, Mr. Hanson explained that it would be best to phase-in those annual operating costs through the 2022 fiscal year with the Opportunity Fund providing the interim, nonpermanent funding.

It was warned that there are some potential future unknown staffing needs associated with this program as well. At Law & Justice the State's Attorney noted that with more video could come longer trial preparations and time associated with cases which could result in future requests from his office and the Public Defender's Office for additional attorneys. IMO Director Sheila Santos also explained how her staff can be called upon to redact videos for the State's Attorney's Office for trials which takes a large amount of time and takes away from that person performing their other IMO-related duties.

Mr. Hanson continued to review the proposed Resolution with the Committee which outlined the following, if approved: the DeKalb County Board hereby (a) accepts the Sheriffs Body Camera program proposal as presented to the Law & Justice Committee and adjusted by the Finance Committee, (b) appropriates \$128,000 from the Opportunity Fund for the balance of the 2020 fiscal year, (c) approves two staffing changes in the Sheriff's Office to upgrade one Secretary B position to an Administrative Secretary position and to increase one part-time Secretary B position to that of a full-time 40 hour per week Secretary B position at an initial annual cost of \$52,000, and (d) further requests that when the Finance Committee compiles the 2021 and 2022 budgets that 67% and 33%, respectively, of the annual operating costs of the Body Camera project be subsidized by the Opportunity Fund with the balance from the General Fund. The County Board would also concur with the Sheriff that operational efficiencies and financial savings would be realized if the equipment for Body Camera Project was through the same vendor, Kustom Signals, Inc., who is already providing for the Vehicle Video System and, therefore, waives bidding requirements and authorizes the Sheriff to negotiate directly with Kustom Signals, Inc. for the best value available to make this project a reality.

Mr. Frieders inquired as to why they don't take all of the money out of the General Fund in the beginning or do a year-end transfer at the end instead of going with the phase-in plan that Mr. Hanson is suggesting. Mr. Hanson explained that when you work to get a balanced budget in the General Fund, it would be easier to transition a little bit slower than taking a large hit at one time.

It was moved by Mr. Campbell, seconded by Ms. Leifheit and approved unanimously to forward the proposed Resolution to the full County Board recommending its approval.

ANNUAL IMO UPDATE

DeKalb County Information Management Director Sheila Santos presented her Annual Report to the Finance Committee. Ms. Santos reviewed who her staff is in the IMO Department and the GIS Department. She described the diverse workload they face each day as well as the daily tasks they tackle.

IT Project highlights Ms. Santos shared included, AV & Video Conferencing, Redaction, Public Safety Projects, Onboarding, Asset Replacement, Cyber Security, Voting, and FOIA.

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GIS and Special Projects that were reviewed were Census and Community Work, Public Safety, Next Generation 911, Sales Analysis for Board of Review, Database Upgrades, DATA, and Aerial Refight that took place last year.

Ms. Santos reviewed what websites IMO has built along with what they have on the horizon for IT in 2020. For IT, Storage Expansion, File Sharing, Changes to County Email, Up fitting Squads, Expansion Projects, A/V Upgrades, and Asset Replacement. For GIS, Online Maps, Next Gen 911, Assist Communities with 911 and Census, CEDs Project, Database Upgrades, and Digital Timecards for County Employees.

FY 2019 YEAR-END BUDGET TRANSFERS

Mr. Stefan shared that this is an annual housekeeping item to transfer appropriations between line items or approves supplemental appropriations for unanticipated expenditures that were incurred during FY 2019.

Before Mr. Stefan reviewed the additional appropriations and transfers with the Committee he announced that Administration had budgeted \$29,171,500 in revenues and \$29,171,500 in expenditures for the FY 2019 General Fund Budget. The actual numbers that have come in are \$30,284,054 in revenues and \$28,420,395 in expenditures. This means that at the end of the FY 2019 Budget they were able to add \$1,863,659 to the General Fund Fund Balance.

Mr. Stefan highlighted the larger appropriations and transfers for the Committee in case they had any additional questions.

It was moved by Mr. Osland, seconded by Mr. Frieders and approved unanimously to forward the resolution for the FY 2019 Year-End Budget Transfers and Appropriations to the full County Board recommending its approval.

HISTORIC VS. ACTUAL EXPENDITURE REVIEW

Mr. Stefan passed out several packets of spreadsheets showing budgets reporting to the Finance Committee (a total of 32) for FY 17, 18, 19. Mr. Stefan explained how he laid out the data for the Committee to review possibly for homework and not during the meeting.

Ms. Leifheit inquired what they were looking of and what the point of this exercise was. Chairman Bagby reviewed that one of the things that he has noticed in the past budget books is that there is an awful amount of line items that have the exact same amount from year to year to year. He questioned if there has been any analysis over a three-year period, or any, to see what percentage of some of those line items were actually really being used and whether there aren't some way that they can gain some additional room in the budget by taking a look at those areas.

He wondered if an analysis could be done in order to possibly reset some of those line item amounts and realize some savings in doing so. He thought they could start with the Departments that report to the Finance Committee, which is what Mr. Stefan had provided for them.

Mr. Stefan commented that one thing to keep mind is when the Committee went over the budget transfers, they were \$700,000 under budget and \$1.1 million over on revenues and that is because of some of the numbers that are in the spreadsheets. Being over budget in some areas allows you to absorb some unexpected items in others. The point being, the tighter you make the original budget, the more you are going to shift from that transfer page to the additional appropriation page.

Chairman Bagby noted that he understood and appreciated Mr. Stefan's comments but having a little extra revenue make it possible to do things like purchase body cameras for the Sheriff's Office.

CLAIMS REVIEW

Mr. Stefan highlighted the significant expenditures included in the February Claims List including any items that were unusual from either a dollar amount perspective or due to the nature of the expenditure.

ADJOURNMENT

It was moved by Mr. Osland, seconded by Mr. Campbell, and it was carried unanimously to adjourn the meeting at 8:31 p.m.

Respectfully submitted,

Tim Bagby, Chairman

Tasha Sims, Recording Secretary

**RESOLUTION
R2020-XX**

WHEREAS, the FY 2020 County Budget adopted by the DeKalb County Board did include a request by the Board for the DeKalb County Sheriff to research and make a recommendation regarding the use of body cameras by his officers, and

WHEREAS, the Sheriff has conducted his research, supports the concept, and believes that the technology would be a valuable asset to his Office if proper staffing and equipment is provided, which he delineated in his proposal to the County's Law & Justice Committee, outlining specific operational issues, staffing needs, equipment needs and the costs for each area, and

WHEREAS, the proposal includes a recommendation that said body cameras be made available to the Corrections Officers, as well as to the Patrol Officers and to the Detectives, and

WHEREAS, the implementation of this program is estimated to be about \$85,000 for start-up equipment and about \$52,000 in initial additional annual staffing costs, and

WHEREAS, the Law & Justice Committee approved the operational plan outlined by the County Sheriff and forwarded the proposal to the Finance Committee to identify the appropriate funding, and

WHEREAS, the Finance Committee has considered the costs and possible funding sources and has determined that the initial start-up capital costs of \$85,000 be provided by the Opportunity Fund and while the on-going annual costs of staffing and equipment replacement of \$69,000 will need to be incorporated into the County's General Fund operating budget, it would be best to phase-in those annual operating costs through the 2022 fiscal year with the Opportunity Fund providing the interim, non-permanent funding;

NOW, THEREFORE, BE IT RESOLVED that the DeKalb County Board hereby (a) accepts the Sheriff's Body Camera program proposal as presented to the Law & Justice Committee and adjusted by the Finance Committee, (b) appropriates \$128,000 from the Opportunity Fund for the balance of the 2020 fiscal year, (c) approves two staffing changes in the Sheriff's Office to upgrade one Secretary B position to an Administrative Secretary position and to increase one part-time Secretary B position to that of a full-time 40 hour per week Secretary B position at an initial annual cost of \$52,000, and (d) further requests that when the Finance Committee compiles the 2021 and 2022 budgets that 67% and 33%, respectively, of the annual operating costs of the Body Camera project be subsidized by the Opportunity Fund with the balance from the General Fund.

BE IT FURTHER RESOLVED that the County Board concurs with the Sheriff that operational efficiencies and financial savings would be realized if the equipment for Body Camera Project was through the same vendor, Kustom Signals, Inc., who is already providing for the Vehicle Video System and, therefore, waives bidding requirements and authorizes the Sheriff to negotiate directly with Kustom Signals, Inc. for the best value available to make this project a reality.

PASSED AT SYCAMORE, ILLINOIS THIS 18TH DAY OF MARCH, 2020, A.D.

ATTEST:

SIGNED:

Douglas J. Johnson
DeKalb County Clerk

Mark Pietrowski, Jr.
DeKalb County Board Chairman

3/4/2020

**DeKalb County Sheriff's Office
Budget Plan for Body Camera Project**

Line	Expense Description	Start-Up Capital Cost	Annual Operating Cost	Year 1 July 1st Start-Up FY 2020	Year 2 33% Phase-In FY 2021	Year 3 67% Phase-In FY 2022	Year 4 100% No Subsidy FY 2023
A	Body Camera Equipment						
A-1	Patrol / Detectives (42 cameras & etc)	42,000	0	42,000	0	0	0
A-2	Corrections (20 cameras & etc)	18,000	0	18,000	0	0	0
A-3	Replacement Set-Aside (5 year cycle)	0	12,000	12,000	12,000	12,000	12,000
A-99	Total for Body Camera Equipment	60,000	12,000	72,000	12,000	12,000	12,000
B	Backbone Equipment						
B-1	Server - Upgrade Size to 14TB	9,000	0	9,000	0	0	0
B-2	Backup System (off-site)	3,000	0	3,000	0	0	0
B-3	Network Switches (5)	2,000	0	2,000	0	0	0
B-4	Video Download Sites (5)	6,000	0	6,000	0	0	0
B-6	Cabling and Miscellaneous	2,000	0	2,000	0	0	0
B-7	Professional Services	3,000	0	3,000	0	0	0
B-8	Replacement Set-Aside (5 year cycle)	0	5,000	5,000	5,000	5,000	5,000
B-99	Total for Backbone Equipment	25,000	5,000	30,000	5,000	5,000	5,000
C	Staff Increases						
C-1	Sheriff: 1 Part-Time to Full-Time	0	45,000	22,500	46,000	47,000	48,000
C-2	Sheriff: Upgrade from Sec B to Admin Sec	0	7,000	3,500	7,000	7,000	8,000
C-3	St. Attorney: Unknown	0	0	0	0	0	0
C-4	Public Defender: Unknown	0	0	0	0	0	0
C-5	IMO: Unknown	0	0	0	0	0	0
C-99	Total for Sheriff's Staffing Costs	0	52,000	26,000	53,000	54,000	56,000
D	Total Cost	85,000	69,000	128,000	70,000	71,000	73,000
E	Funding Sources						
E-1	General Fund			0	23,000	48,000	73,000
E-2	Opportunity Fund			128,000	47,000	23,000	0
E-99	Total Funding			128,000	70,000	71,000	73,000

RESOLUTION R2020-XX

A RESOLUTION APPROVING UNEXPECTED AND EMERGENCY APPROPRIATIONS AND BUDGET TRANSFERS FOR THE FISCAL YEAR ENDING DECEMBER 31, 2019

WHEREAS, several departments have reviewed their 2019 Fiscal Year Budget in relation to expenditures and have now identified a need for transfers and additional appropriations; and

WHEREAS, the Finance Committee has reviewed those requests and determined them to be necessary for the operation of said departments;

NOW, THEREFORE, BE IT RESOLVED, by the DeKalb County Board that it does hereby approve the unexpected and emergency appropriations and budget transfers as set forth on Attachment A for the Fiscal Year ending December 31, 2019.

PASSED THIS 18TH DAY OF MARCH, 2020 A.D. IN SYCAMORE, ILLINOIS

Mark Pietrowski, Jr.
DeKalb County Board Chairman

ATTEST:

Douglas J. Johnson
DeKalb County Clerk

DEKALB COUNTY GOVERNMENT
FY 2019 Year-End Budget Adjustments

A. Additional Appropriations

Line	Department	To Category	Amount	Funding Source / Reason
A-1	Elections	Commodities & Services	16,000	Fund Balance / Voter Enablement Software for New Equipment
A-2	Judiciary	Commodities & Services	42,000	Fund Balance / Appointed Attorneys & Professional Services
A-3	Coroner	Commodities & Services	10,000	Fund Balance / Autopsies
A-4	Sheriff-Corrections	Salaries & Benefits	200,000	Fund Balance / Overtime & Staffing Shortages
A-5	Total - General Fund		268,000	
A-6	Circuit Clerk Electronic Citation Fund	Capital Outlays	25,000	Fund Balance / Circuit Clerk Computer Equipment
A-7	Circuit Clerk Electronic Citation Fund	Commodities & Services	20,000	Fund Balance / Maintenance-Software
A-8	Total - Circuit Clerk Electronic Citation Fund		45,000	
A-9	Probation Services Program	Salaries & Benefits	19,000	Fund Balance / Employment Separation Costs
A-10	Probation Services Program	Commodities & Services	24,000	Grant Revenue / Juvenile Justice Council Grant Costs
A-11	COAP Probation Program	Salaries & Benefits	50,000	Grant Revenue / COAP Probation Program Grant Costs
A-12	COAP Probation Program	Capital Outlays	12,000	Grant Revenue / COAP Probation Program Grant Costs
A-13	COAP Probation Program	Commodities & Services	45,000	Grant Revenue / COAP Probation Program Grant Costs
A-14	Total - Probation Services Fund		150,000	
A-15	Opportunity Fund	Capital Outlays	480,000	Fund Balance / 202 E. Page Street & 1730 N. Main Street & Closing Costs
A-16	Opportunity Fund	Fund Transfers	70,000	Fund Balance / Transfer to Courthouse Expansion Fund
A-17	Total - Opportunity Fund		550,000	
A-18	Rehab & Nursing Center Fund	Salaries & Benefits	850,000	Fund Balance / Non-Cash IMRF & OPEB Actuarial Expenses
A-19	Rehab & Nursing Center Fund	Commodities & Services	700,000	Fund Balance / Outside Agency Staffing & Supplies & Other Services
A-20	Rehab & Nursing Center Fund	Fund Transfers	325,000	Fund Balance / Transfers to NH Debt Service Fund & Health Department
A-21	Total - Rehab & Nursing Center Fund		1,875,000	
A-22	Tort & Liability Insurance Fund	Commodities & Services	150,000	Fund Balance / Workers Comp Reserves & Outside Legal Counsel
A-23	PBC Lease Fund	Commodities & Services	2,000	Land Rental Revenue / Rent Increase Shared 50/50 with City of DeKalb
A-24	Highway Facilities R&R Fund	Capital Outlays	24,000	Fund Balance / Overhead Door Replacements
A-25	Senior Services Fund	Commodities & Services	30,000	Fund Balance / Contribution to Agencies
A-26	Landfill Host Benefit Fund	Fund Transfers	662,000	Fund Balance / Transfer to Asset Replacement & Radio System Funds
A-27	Courthouse Expansion Fund	Commodities & Services	70,000	Landfill Host Benefit Fund Transfer / Architectural Services
A-28	Alternate Revenue Bonds 2017 Fund	Commodities & Services	14,000	Fund Balance / Legal Fees for IRS Audit of 2017 Bonds
A-29	Medical Insurance-Employees Fund	Commodities & Services	150,000	Fund Balance / Additional Health & Dental Insurance Costs
A-30	History Room Fund	Commodities & Services	9,000	Fund Balance / Moving Costs for History Room to History Center
A-31	CASA Fund	Commodities & Services	22,000	General Fund Transfer / Record Full Cost of CASA Contribution
A-32	Drug Prosecution Program Fund	Commodities & Services	3,000	Fund Balance / Travel & Telephone & Grand Jury Costs
A-33	Law Enforcement Projects Fund	Commodities & Services	15,000	Fund Balance / Restricted SCAAP Costs & Equipment Rental & Supplies
A-34	Total - Other Funds		1,151,000	
A-35	Total - All Funds		4,039,000	

B. Appropriation Transfers

Line	From Department	From Category	To Department	To Category	Amount	Reason
B-1	Non-Departmental Services	Commodities & Services	Non-Departmental Services	Fund Transfers	65,000	Transfer to Drug Court in FY 2019 per FY 2020 Budget
B-2	Non-Departmental Services	Salaries & Benefits	Sheriff-Corrections	Salaries & Benefits	174,400	Corrections Overtime Costs from Contingency
B-3	Elections	Commodities & Services	Elections	Salaries & Benefits	600	Additional Election Related Personnel Costs
B-4	Community Development	Salaries & Benefits	Community Development	Commodities & Services	15,000	Additional Plan Reviews, Inspections, & Plans
B-5	Judiciary	Salaries & Benefits	Judiciary	Capital Outlays	3,000	Additional Small Equipment Purchases
B-6	Judiciary	Salaries & Benefits	Judiciary	Commodities & Services	65,000	Contractual Interpretation Services
B-7	Coroner	Salaries & Benefits	Coroner	Capital Outlays	1,500	Verizon Communication Equipment
B-8	Sheriff-Communications	Salaries & Benefits	Sheriff-Patrol & Administration	Salaries & Benefits	55,000	Patrol Overtime Costs Transfer from Communications
B-9	Sheriff-Communications	Capital Outlays	Sheriff-Patrol & Administration	Capital Outlays	1,000	Taser Equipment
B-10	Sheriff-Corrections	Commodities & Services	Sheriff-Merit Commission	Commodities & Services	8,000	Professional Services/Public Notices/Mileage-Boards
B-11	Sheriff-Corrections	Commodities & Services	Sheriff-Communications	Commodities & Services	6,000	Telephone & Tower Rental Costs
B-12	Sheriff-Corrections	Commodities & Services	Sheriff-Radio Comm System	Commodities & Services	12,000	Insurance & Electricity Costs & Maintenance Costs
B-13	State's Attorney	Salaries & Benefits	State's Attorney	Commodities & Services	20,000	Professional Services & Supplies & Training Costs
B-14	Facility Management Office	Commodities & Services	Community Outreach Building	Commodities & Services	20,000	Maintenance of HVAC & Grounds and Electricity
B-15	Total - General Fund				446,500	
B-16	Engineering Fund	Salaries & Benefits	Engineering Fund	Commodities & Services	169,000	Additional Engineering Consultant Costs
B-17	Engineering Fund	Capital Outlays	Engineering Fund	Commodities & Services	9,000	Additional Engineering Consultant Costs
B-18	Engineering Fund	Capital Outlays	Engineering Fund	Fund Transfers	100	Internal Highway Department Fund Transfers
B-19	Total - Engineering Fund				178,100	
B-20	Public Health Fund	Salaries & Benefits	Public Health Fund	Capital Outlays	5,000	Time Clocks and Other Equipment
B-21	Public Health Fund	Salaries & Benefits	Public Health Fund	Commodities & Services	215,000	Public Notices & Pass-Through Grant Payments
B-22	Public Health Fund	Salaries & Benefits	Public Health Fund	Fund Transfers	5,000	Transfer to Retirement Fund
B-23	Total - Public Health Fund				225,000	
B-24	History Room Fund	Salaries & Benefits	History Room Fund	Commodities & Services	8,500	Contribution Per History Center Agreement
B-25	History Room Fund	Capital Outlays	History Room Fund	Commodities & Services	1,500	Contribution Per History Center Agreement & Move Costs
B-26	Total - History Room Fund				10,000	
B-27	Drug Court	Salaries & Benefits	Drug Court	Commodities & Services	40,000	Drug Testing & Professional Services & Supplies & Travel
B-28	Drug Court	Salaries & Benefits	Sober Living Home	Commodities & Services	7,000	Professional Services & Utilities & Maintenance Costs
B-29	Drug Court	Salaries & Benefits	Mental Health Court	Salaries & Benefits	30,000	Grant Approved Mental Health Court Staffing Costs
B-30	Drug Court	Salaries & Benefits	Mental Health Court	Commodities & Services	4,000	Grant Approved Training & Participant Expenses & Supplies
B-31	Total - Treatment Courts Fund				81,000	
B-32	Court Automation Fund	Commodities & Services	Court Automation Fund	Fund Transfers	5,000	Transfer to General Fund for Technology Support Svcs
B-33	Document Storage Fund	Commodities & Services	Document Storage Fund	Salaries & Benefits	44,000	Additional Circuit Clerk Staffing Costs
B-34	Tax Sale Automation Fund	Capital Outlays	Tax Sale Automation Fund	Fund Transfers	4,000	Initial Asset Replacement Program Transfer
B-35	Court Security Fund	Commodities & Services	Court Security Fund	Salaries & Benefits	5,000	Additional Court Security Staffing Costs
B-36	County Motor Fuel Tax Fund	Capital Outlays	County Motor Fuel Tax Fund	Commodities & Services	250,000	Additional Road Salt Purchases
B-37	Community Mental Health Fund	Fund Transfers	Community Mental Health Fund	Commodities & Services	90,000	Contributions to Agencies
B-38	Solid Waste Fund	Commodities & Services	Solid Waste Fund	Salaries & Benefits	10,000	Change in Employee Health Insurance Election
B-39	Opportunity Fund	Commodities & Services	Opportunity Fund	Fund Transfers	18,000	Transfer to Contingency to General Fund-State's Attorney
B-40	Transportation Grant Fund	Capital Outlays	Transportation Grant Fund	Commodities & Services	150,000	Voluntary Action Center Transit Grant Program
B-41	Build America Bonds Fund	Capital Outlays	Build America Bonds Fund	Commodities & Services	200	Paying Agent Fees
B-42	Recovery Zone Bonds Fund	Capital Outlays	Recovery Zone Bonds Fund	Commodities & Services	200	Paying Agent Fees
B-43	Rehab & Nursing Center Fund	Salaries & Benefits	Rehab & Nursing Center Fund	Commodities & Services	1,800,000	Temporary Outside Agency Staffing Costs
B-44	Medical Insurance-Retirees	Commodities & Services	Medical Insurance-Employees	Commodities & Services	352,000	Close Out Retirees Division to Employees Division
B-45	Childrens Waiting Room Fund	Commodities & Services	Childrens Waiting Room Fund	Salaries & Benefits	7,000	Staffing Costs for Childrens Waiting Room
B-46	Total - Other Funds				2,735,400	
B-47	Total - All Funds				3,676,000	