Finance Committee Meeting
Tuesday, July 21, 2020 - 5:00 PM
AGENDA

1. Call to Order
2. Action on Minutes
   a. June 16, 2020 Regular meeting
   b. July 14, 2020 Special meeting
3. Finance Director Report
   a. July 21, 2020
4. Bank to Book Reconciliation
5. CARES Act Funding - Updated discussion from 7/14/20
6. Civic Ready / Civic Clerk Trials
   a. Staff report
7. Delinquent Water Accounts - Trends 2019 vs Current
8. Other Business
   a. Sidewalk Replacement Program - Safety & Service discussion
9. Adjourn

Finance Committee
Tuesday, June 16, 2020 - 5:00 PM
MINUTES

1. Call to Order

   Benjamin Lee called the Finance Committee meeting to order at 6:01 pm; Members present: Chairman Benjamin Lee, Mayor Chip Dutcher, Cheryl Robertson

   Staff present: Village Manager Jim Lenner, Finance Director Dana Steffan, Chief of Police Abe Haroon, Assistant Village Manager Jack Liggett, Village Planner Bailey Klimchak, Clerk of Council Teresa Monroe

2. Action on Minutes

   a. May 19, 2020

ACTION:	Chip Dutcher moved to Approve; Cheryl Robertson seconded and the vote was as follows:
AYES:	Chip Dutcher, Benjamin Lee, Cheryl Robertson
NOES:	None
ABSTAIN:	None
	Passed 3 - 0

3. Finance Director Report

   a. June 16, 2020

   Finance Director Dana Steffan highlighted items in her report; withholding tax up compared to last year but both individual and net profit down; she believes the individual numbers are due to the delay in tax filing moved to July 15th. A spike in revenue is shown for the water and sewer improvement funds due to the bond money coming in. There will likely be a request to increase appropriations on legal fees before the end of the year. Feedback on the 2018-2019 audit is nothing major, a small dollar amount from 2018 where appropriations exceeded estimated resources, just something overlooked so not sure if that will be a major comment or not. Mr. Lee asked about Ms. Steffan's report comment on a twenty five percent decline in tax revenues over all categories due to COVID-19; she said that is analysis from RITA.

4. Budget Trends Discussion re: Director Report

   Discussed as part of Finance Director report.

5. Bank to Book Reconciliation

a. May 2020

Nothing to call out. Mr. Lee asked when something more might be reported on the audit, Ms. Steffan said she would reach out to the auditors and ask their timeline.

6. SB310/HB481 Updates - Webinar

Finance Director attended the webinar for the village, said it was general clarification of what is already known; one major item noted was that CARES Act funds cannot be used on items already approved in the budget. With regard to using funds to cover salaries and overtime for employees who worked over for others mandated to stay home during the COVID crisis, will need to wait and see if approved budget is exceeded. Discussion on other qualified items; Mr. Lee noted village could receive $49,600.00 in CARES Act funds, Ms. Steffan keeping a spreadsheet to track expenses. Mr. Lee noted the CARES Act funds can be utilized until October and in December unused funds will be sent back to the County. Mr. Lee asked about administering some of the funds for local businesses affected by the pandemic; from an Economic Development standpoint and small business grant perspective. Ms. Steffan said she would look into that.

7. HB 163 Discussion - House Passage to Senate

Resolution 2020-17 opposing HB 163, on the Council agenda for vote tonight, would penalize municipalities that charge higher water rates outside their territory; copy will be sent to Senator Hottinger. A letter to Representative Fraizer will be signed by members of Council noting displeasure of his support for the bill.

8. Water Accounts / Non-payment updates

a. June 2020

Spreadsheet provided by Utility Billing continues to show June numbers triple the regular amount of shutoffs for non-payment; total outstanding on past due accounts is $16,234.68. The moratorium on shutoffs ends July 10, 2020 ; notification to customers that accounts will need to be brought current by mid-August will be on next bill.

9. Income Tax delinquency letter program (zero cost)

Finance Director Dana Steffan said RITA asks municipalities annually if they want to participate in the delinquency letter program, she plans to again this year unless there is any objection; there is no cost. No objection was noted.

10. CAD system for PD (Chief Haroon)

a. Director report

Chief Haroon said he worked with the Finance Director to calculate police department savings from unfilled staff salaries in 2020 determining an approximate $90,000 in savings. Chief reviewed items and programs he would like to spend any surplus money on to improve the department broken down as follows: Policies and Procedures (Lexipol $5,462.00), CAD system ($48,050.00 and $3,045 annually) and Uniforms for new officers ($9,900.00); bringing total revenue needed to $63,412.00. Ms. Steffan said with the $90,000 in savings already appropriated but not spent, funds can be diverted to the other line items where they would be spent so an appropriation would be seen for the movement of the funds.

ACTION:	Cheryl Robertson moved to Approve funds requested; Benjamin Lee seconded and the vote was as follows:
AYES:	Chip Dutcher, Benjamin Lee, Cheryl Robertson
NOES:	None
ABSTAIN:	None

Passed 3 - 0

Mr. Lee asked if the $90,000 was a true net; so balance would now then be around $27,000. Ms. Steffan said unsure on the balance but to clarify was looking to end the year with an additional $90,000 in salaries not spent; however if Chief does hire two officers as anticipated, that would reduce the $90,000.

11. Plant (replace) two trees on Parkdale Drive (use Tree City funds?)

Dana Steffan said if Finance Committee would like to replace the two trees destroyed on Parkdale Drive, money is available in the Tree City Funds to purchase and would be about $150.00 each. Committee discussion on why the residents or homeowner's association would not be the ones to replace the trees, or the resident who owned the trees; the trees were destroyed as a result of an accident, Chief provided some detail. Mr. Lee said this sounded like a civil matter, the village did not put those trees in and he does not see the need to expend village funds to plant two trees in front of a private residence; Ms. Robertson agreed saying many residents have had to replace their street trees for varying reasons, Mr. Dutcher also agreed saying he feels it should be between the homeowner and the driver's insurance. Although noted for the record that the village does like trees, committee decision that the village will not pay for replacement of these two trees.

12. Other Business

    1. Some discussion on paving; audio trouble prevented notes on update.
    2. Jim Lenner said RFP responses were received for the new website and after staff review chose to go with Michelle Newman out of Granville because she came in under budget at $4,500.00
    3. Jim Lenner said Project Mastodon is back in the forefront and Johnstown is still in contention for the project; more to come in near future.
    4. Ms. Robertson asked about the RFP examples provided by Ms. Newman; Mr. Lenner said she has done websites for Hebron, Licking County Works and is currently working on Granville.
    5. Mr. Lee noted Ms. Solomon's generous gift to the Police Department and requested that an official thank you letter be sent.

13. Adjourn

ACTION:	Benjamin Lee moved to adjourn; Cheryl Robertson seconded and the vote was as follows:
AYES:	Chip Dutcher, Benjamin Lee, Cheryl Robertson
NOES:	None
ABSTAIN:	None

Passed 3 - 0

Finance Committee
Tuesday, July 14, 2020 - 5:00 PM
MINUTES

1. Call to Order

Benjamin Lee called the Special Finance Committee meeting for July 14, 2020 to order at 5:02 p.m.

Members Present - Ben Lee, Chip Dutcher, Cheryl Robertson
Absent - None

Staff present - Jim Lenner, Bailey Klimchak, Dana Steffan, Jack Liggett, Marvin Block, Carol Van Deest, Chief Abe Haroon, Teresa Monroe

Public present - None

2. Economic Development Project Funding

Village Planner Bailey Klimchak provided an overview of the same presentation information shared at the July 9th Special Economic Development committee meeting. The Economic Development Assistance program has $225 million to be distributed among six mid-west states including Ohio to prevent, prepare for and respond to economic injury as a result of COVID-19. If the grant is received, the Village of Johnstown would like to use the money for two projects that will focus on economic development in the downtown area to revitalize and encourage investment; 1) Incubator Space ($150,000) and 2) Economic Development Plan for the downtown corridor ($50,000). Before applying for the grant, a feasibility study would need to be performed, it would need to be paid by the village and is not refundable by EDA award money; Ms. Klimchak estimates that cost to be around ten thousand dollars and request to use out of the CARES Act funds. Grant awards would cover eighty percent of project costs and the village would be responsible for twenty percent and Mr. Lee said the Economic Development Committee voted 3-0 in favor of moving forward so discussion tonight is about funding. Mayor Dutcher noted the CARES Act money can be used for Economic Development; discussion continued under uses of CARES Act funds.

ACTION:	Chip Dutcher moved to spend $10,000 for a feasibility study to be funded from Covid funds; Cheryl Robertson seconded and all were in favor.
AYES:	Chip Dutcher, Benjamin Lee, Cheryl Robertson
NOES:	None
ABSTAIN:	None

Passed 3 - 0

3. Use of CARES Act Funds

There was Committee discussion on use of CARES Act funds and budget for the money broken down as follows:

1. Supplies/Chrome Books $7,250.00
2. Council Audio Video $11,500.00
3. Food Pantries x2//St. Vincent De Paul $6,000
4. Incubator Feasibility $10,000.00

ACTION:	Benjamin Lee moved to expend $6,000 split up three ways between the Northridge/Johnstown and FaithCare food pantries and St. Vincent De Paul; Cheryl Robertson seconded and all were in favor.
AYES:	3
NOES:	None
ABSTAIN:	None

Pass 3-0

Other ideas discussed for remainder of available balance($14,871.00); possible donation to Humane Society, Water Plant Training ($5,000), CAD Police and stocking up on PPE.

4. Other Business
   1. Discussion on SW Licking water and agreements/contracts or lack thereof
   2. Update on New Day lines
   3. Project Mastodon back on; match money will likely need to be provided

5. Adjourn

ACTION:	Benjamin Lee moved to ADJOURN; Cheryl Robertson seconded and all were in favor.
AYES:	3
NOES:	None
ABSTAIN:	None

Approved 3-0

The meeting adjourned at 5:45 p.m.

Village of Johnstown
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JOHNSTOWN

Finance Director's Report to Council
July 21st, 2020

1. Tax Revenue. Total Income Tax revenue collected through June 2020 was $1,020,553. This represents 46.3% of 2020 Budgeted Income Tax revenue of $2,205,000, and a 14.1% decrease from 2019 collections for the same period.

   The largest source of the Village's income tax revenue, withholding taxes derived from individuals working in Johnstown, increased 3.0% while individual returns decreased 25.2%, and business net profits decreased by 56.5% as compared to the same period in 2019. With the deferral of 2019 individual and net profit income tax returns until July 15th, 2020, it is reasonable that we see a decline in these categories as compared to prior years.

   The graph below illustrates the Village's YTD income tax revenue through June 30 each year from 2016 through 2020:

	2016	2017	2018	2019	2020
Withholding	$ 463,674	$ 474,774	$ 518,523	$ 570,892	$ 588,053
Individual	$ 337,758	$ 353,366	$ 452,861	$ 523,374	$ 391,454
Net Profit	$ 70,317	$ 134,196	$ 93,295	$ 94,275	$ 41,047
Total	**$ 871,750**	**$ 962,336**	**$ 1,064,679**	**$ 1,188,541**	**$ 1,020,553**

   Withholding taxes continue to increase every year since 2015; this can be attributed to an increase in the number of jobs and increased pay rates in Johnstown. While several companies have reported withholding decreases from the prior year (e.g., Landmark Global $8k, Tech Rubber $7K, Steel Ceilings $4K), there were many that reported increases (e.g., Crow Works $9K, Apeks $6k, MG Abbott $5K, Ghostwriter $4k). Overall, the increases outweighed the decreases when compared with 2019.

   Individual income tax collections are higher when compared with 2016 & 2017, but down compared to 2018 & 2019. Increases are related to both population and economic growth. The current year decrease is likely related to the COVID-19 pandemic and the delay of 2019 tax filing until July 15th.

   The 2020 Net Profit revenue is down primarily due to: 1) an $18K refund for Thirty-One Gifts, a $26K decrease reported by Atrium Apparel Corp, and a $9K decrease reported by Atrium Real Estate LLC. Also noteworthy is a $6k increase in net profit reported by CVS Pharmacy which partially offsets the other decreases.

   Currently Johnstown is experiencing a 14% decrease overall when comparing total income tax collections in 2020 compared to 2019. RITA has reported that they have seen collections across the State at a 17% decrease from the prior year.

2. Revenues and Expenditures. See attached spreadsheets for 2020 year-to-date revenue collections and expenditures.

Notes on Revenue:
General Fund Revenue – Collections have not differed much from the prior month, and are mostly where we would expect them to be at the current time.

Street Construction & Repair and State Highway & Improvement Funds are both slightly lower than budget. This is expected given the COVID-19 pandemic and related economic decline, as well as the temporary closure of the Bureau of Motor Vehicles. Will continue to monitor throughout the year.

Sewer Operating Fund $517,087, or 67% of the revenue budget has been collected through June. Of this, $161,911 was related to bulk sewer hauling for New Day Farms and Trillium Farms. Without these collections, we have received 46% of revenue budget.

Water/Sewer Improvements Fund has collected 100% of their respective budgets due primarily to Bond proceeds received in May and thirty-five (35) new homes permitted YTD through June. Of the Bond proceeds, $5.77M was for Water Projects and $1.5M for Sewer Projects.

Water Debt Service Fund is higher than budget due to $22K in extra bond retirement proceeds that were generated from the sale of Bonds.

Notes on Expense:
General Fund, Zoning as of June 30, was 40% spent. Projects budgeted within this line are Design Regs ($50K, of which $16,550 has been spent YTD) and Tree City fees ($10K, of which $0 has been spent).

General Fund, Legislative as of June 30 was 65% spent due primarily to $27K spent on legal invoices. Note that $7k of this will be reimbursed from insurance. This account will require an increase in appropriations prior to year-end.

General Fund, Land & Buildings full payment made in March for P&C Insurance.

General Fund, State Auditor – full payment was made in June for the audit.

General Fund, Income Tax Administration and Transfers. These lines are directly correlated with income tax collections. With the decrease in collections, it is reasonable to see a decrease in the expenses.

Permissive Motor License Fund has been 99% spent due to the purchase of the Hot Patch road repair machine. The funds ($45,000) have been requested of the County engineer's office but not yet received. I have followed up on my request for funds, but have still not received.

Debt Service Fund. The bulk of these payments are scheduled to occur in December.

Capital Projects. Only 10% spent due to the increase in revenue for the Bond issuance. This increased the budgeted revenue by $1,360,000, and these funds will be spent throughout the year or re-appropriated in 2021.

Water & Sewer Replacement & Improvement Funds are barely spent due to the appropriations related to the new enterprise center on Duncan Plains Road. $360k is appropriated for Water lines, $930k is appropriated for sewer lines. Additionally, $5,75M in water projects and $1.5M in sewer projects were bonded and appropriated, to be spent in 2020 or re-appropriated in 2021.

3. The 2018-2019 Financial Audit is complete and I have the draft report in my possession. Identified by the auditors were: 1) a significant deficiency in financial reporting, 2) a noncompliance matter due to certain 2018 appropriations, and 3) a noncompliance/material weakness due to certain 2018 transactions regarding Intergovernmental revenue. I have attempted to speak directly with the auditor about these

findings, although he has not given me the time at this point. I do not see these as major issues, and can easily be corrected. Since the report is still a draft and I am attempting to fight some of these findings, I have not shared the report with you all yet. However, if desired, you may contact me directly and I will be happy to discuss it.

4. <u>Employer withholding and COVID-19.</u> The Coronavirus-related relief legislation passed earlier this year by the Ohio General Assembly provided that work being done by an employee remotely or at home, because of the State of Emergency, is deemed to be performed at the employee's principal place of work. As a result of this provision, employers continue to withhold tax for their employees' principal place of work municipality, even while employees are working from home or different location. On July 2, 2020 a lawsuit was filed in the Franklin County Common Pleas Court challenging the constitutionality of this provision. The suit was filed against the City of Columbus by the Buckeye Institute, a Columbus employer, and three of its employees. In general, the suit alleges that it is unconstitutional to require the employees, working at home outside of Columbus, to continue to pay Columbus income tax, and that it is improper to require the employer to withhold these taxes. RITA is closely watching the progress of this litigation for any potential impact on employer withholding and will provide updates as needed. Our law director is also paying attention to this lawsuit. I will be sure to share any significant developments.

Respectfully Submitted,

Dana Steffan

Dana Steffan, CPA
Finance & Human Resources Director

Village of Johnstown Financial Report

Revenues

as of *6/30/2020*

A/C	Sub-Fund	2020 Expected Revenues	Actual Revenues	
1000	Real Estate Tax	$ 265,000	$ 140,268	52.93%
1000	Income Tax	$ 2,205,000	$ 1,020,553	46.28%
1000	Shared Taxes	$ 90,300	$ 41,225	45.65%
1000	Charges for Services	$ 150	$ 135	90.00%
1000	Permits, Fines, & Licenses	$ 218,700	$ 114,045	52.15%
1000	Interest	$ 9,000	$ 17,490	194.33%
1000	Miscellaneous	$ 66,348	$ 88,527	133.43%
1000	Other Financing Sources	$ -	$ -	
1000	**Total General Fund**	**$ 2,854,498**	**$ 1,422,244**	49.82%
2011	**Total Street Construction & Repair**	$ 373,500	$ 159,666	42.75%
2021	**State Highway & Improvement**	$ 23,890	$ 10,229	42.82%
2101	**Permissive Motor License Fund**	$ 45,000	$ -	
2901	**Mayor's Court - Computer**	$ 1,000	$ 260	26.00%
2906	**Restricted Police Grants**	$ 2,000	$ -	0.00%
2907	**Right-of-Way Fund**	$ 30,000	$ -	
5101	**Water Operating**	$ 765,375	$ 356,851	46.62%
5201	**Sewer Operating**	$ 769,375	$ 517,087	67.21%
5701	**Water Replacements & Improvements**	$ 5,933,000	$ 5,932,485	99.99%
5702	**Sewer Replacements & Improvements**	$ 1,720,000	$ 1,726,730	100.39%
5721	**Water Debt Service**	$ 227,833	$ 119,918	52.63%
5722	**Sewer Debt Service**	$ 381,151	$ 171,047	44.88%
5781	**Enterprise Deposit**	$ 40,500	$ 25,565	63.12%
9101	**Unclaimed Monies**	$ -	$ -	
9904	**Mayor's Court**	$ 80,000	$ 21,896	27.37%
	TOTAL ALL FUNDS	**$ 13,247,121**	**$ 10,463,977**	78.99%
	# Amended Appropriations			
			78.99%	
		percentage received to date		

	A	B	C	D	E	J
1	**Village of Johnstown Financial Report**					
2						
3	Expenditures					
4						
5	*as of*	*6/30/2020*				
6				**2020**	**Actual**	
7	A/C	**Sub-Fund**		**Appropriations**	**Expenditures**	
8	110	Police		$ 1,082,477	$ 472,176	43.62%
9	130	Street Lighting		$ 65,000	$ 32,351	49.77%
10	210	Public Health		$ 18,500	$ 9,322	50.39%
11	310	Recreation Department		$ 49,620	$ 691	1.39%
12	410	Zoning		$ 175,759	$ 69,540	39.57%
13	490	Economic Development		$ 27,000	$ 16,190	59.96%
14	710	Administration		$ 401,104	$ 166,329	41.47%
15	715	Legislative Activities		$ 71,636	$ 46,270	64.59%
16	720	Mayors Court		$ 83,828	$ 41,194	49.14%
17	725	Finance Department		$ 81,301	$ 46,235	56.87%
18	730	Lands & Buildings		$ 92,700	$ 72,415	78.12%
19	740	County Auditor (Property Tax Collection)		$ 7,000	$ 2,926	41.80%
20	745	State Auditor		$ 6,000	$ 6,000	100.00%
21	755/760	Income Tax Administration		$ 72,000	$ 32,174	44.69%
22		Other Uses of Funds & Transfers		$ 761,000	$ 310,165	40.76%
23	1000	**Total General Fund**		**$ 2,994,925**	**$ 1,323,978**	**44.21%**
24						
25		Street Maintenance & Repair		[redacted]		
26		Street Cleaning, Snow Removal				
27		Traffic Signs & Signals				
28		Sidewalks (Capital outlay)				
29	2011	**Total Street Construction & Repair**		**$ 446,803**	**$ 203,585**	**45.56%**
30						
31		State Highway Maintenance		[redacted]		
32		Street Cleaning, Snow & Removal				
33		Traffic Signs & Signals				
34	2021	**State Highway & Improvement**		**$ 13,700**	**$ 5,191**	**37.89%**
35						
36	2101	**Permissive Motor License**		**$ 45,000**	**$ 44,659**	**99.24%**
37						
42	2901	**Mayor's Court Computer**		**$ 1,200**	**$ 1,049**	**87.42%**
43						
46	2903	**Budget Stabilization Fund**		**$ 20,000**	**$ 18,084**	**90.42%**
47						
50	2905	**Leafy Dell Traffic Improvement Fund**		**$ 10,000**	**$ -**	**0.00%**
51						
52	2906	**Restricted Police Grant Fund**		**$ 1,000**	**$ 1,000**	**100.00%**
53						
54	2907	**Right of Way Fund**		**$ 23,000**	**$ -**	**0.00%**
55						

Village of Johnstown Financial Report

Expenditures

as of *6/30/2020*

A/C	Sub-Fund	2020 Appropriations	Actual Expenditures	
3101	**Debt Service Fund**	**$ 448,000**	**$ 71,570**	**15.98%**
4901	**Capital Projects**	**$ 1,420,000**	**$ 142,159**	**10.01%**
4902	**Capital Projects - US62**	**$ 182,883**	**$ 28,423**	**15.54%**
5101	**Water Operating**	**$ 800,013**	**$ 370,752**	**46.34%**
5201	**Sewer Operating**	**$ 797,529**	**$ 332,414**	**41.68%**
5701	**Water Replacements & Improvements**	**$ 6,460,000**	**$ 190,736**	**2.95%**
5702	**Sewer Replacements & Improvements**	**$ 2,690,000**	**$ 80,479**	**2.99%**
5721	**Water Debt Service**	**$ 479,000**	**$ 25,819**	**5.39%**
5722	**Sewer Debt Service**	**$ 395,100**	**$ 177,021**	**44.80%**
5781	**Enterprise Deposit**	**$ 36,000**	**$ 13,152**	**36.53%**
9101	**Unclaimed Monies**	**$ -**	**$ -**	
9904	**Mayor's Court**	**$ 85,000**	**$ 21,664**	**25.49%**
	TOTAL ALL FUNDS	**$ 17,349,154**	**$ 3,051,734**	**17.59%**

Bank / Account	Balance
Fifth Third Securities	3,190,664.23
Park General X9082	250,000.00
Park Payroll X9085	16,928.31
Water & Sewer X2587	46.44
Park Sweep X2608	12,820,739.05
Mayor's Court X9848	14,765.58
Total All Bank Accounts	**16,293,143.61**
Outstanding Checks	(95,819.31)
BALANCE PER BANK	**16,197,324.30**
Book Balance:	16,153,325.84
Variance:	**(43,998.46)**

Reconciling Items

Q2 Unbooked Investment Income			
Fifth/Third Securities	$	31,401.03	*to be booked in July 2020*
Park National Bank	$	3,529.95	*to be booked in July 2020*
Water & Sewer Variances:			
Various posted receipts, did not clear bank	$	(2,520.12)	*timing*
Lockbox receipt cleared bank, not posted	$	46.44	*timing*
General Variances:			
Payroll Variances:			
OPERS employee deductions, will clear bank in next month	$	7,611.78	*timing*
OP&F employee deductions, will clear bank in next month	$	4,125.52	*timing*
Municipal taxes deducted but not yet paid	$	574.64	*timing*
Police Officer's Foundation deduction, not yet paid	$	175.00	*timing*
Federal withholding payment, did not clear bank	$	(945.78)	*timing*
Sweep Account:			
Excess funds are swept daily at midnight from these 2 accounts into the Sweep Account; they do not appear in the Sweep Account until several hours later, creating a timing difference at the end of each month for the last days' sweeps.			
Water & Sewer	$	-	
General	$	-	
Total Reconciling Items	**$**	**43,998.46**	
unidentifed variance	*$*	*(0.00)*	

Outstanding Checks	Check No.	Check Amount	Check Date
payroll	5746	$76.00	6/26/2020
payroll	5748	$539.36	6/26/2020
payroll	5750	$16.28	6/26/2020
payroll	5751	$1,187.59	6/26/2020
payroll	5753	$217.12	6/26/2020
payroll	5732	$1,192.35	6/12/2020
payroll	5741	$1,137.38	6/26/2020
	13035	$134.51	1/10/2020
	13133	$103.04	2/5/2020
	13482	$500.00	6/5/2020
	13491	$1,230.40	6/5/2020
	13498	$125.00	6/5/2020
	13510	$277.52	6/11/2020
	13531	$26,857.50	6/19/2020
	13536	$527.72	6/19/2020
	13547	$540.94	6/19/2020
	13549	$945.78	6/26/2020
	13550	$496.05	6/26/2020
	13551	$1,940.03	6/26/2020
	13552	$21.00	6/26/2020
	13553	$811.13	6/26/2020
	13554	$2,552.00	6/26/2020
	13555	$50.00	6/26/2020
	13556	$1,944.32	6/26/2020
	13557	$576.63	6/26/2020
	13558	$525.76	6/26/2020
	13559	$1,843.63	6/26/2020
	13560	$10,000.00	6/26/2020
	13561	$5,462.00	6/26/2020
	13562	$107.35	6/26/2020
	13563	$20,997.68	6/26/2020
	13564	$2,250.00	6/26/2020
	13565	$62.05	6/26/2020
	13566	$50.00	6/26/2020
	13567	$60.52	6/26/2020
	13568	$419.09	6/26/2020
	13569	$1,077.27	6/26/2020
	13570	$690.70	6/26/2020
	13571	$324.57	6/26/2020
	13572	$150.00	6/26/2020
	13573	$7,680.00	6/26/2020
	13574	$119.04	6/26/2020

Total O/S Checks at 6/30/20:
$95,819.31

Civic Ready / Civic Clerk pricing; free trial ends July 31st.

Application	Set Up Cost	2020 Cost	2021 Cost	2022 Cost	2023 Cost	Notes
Civic Ready/Notification system	$0	$1,444.00	$2,888.00	$2,888.00	$2,974.64	(3% Cost of living after year 3)
Civic Clerk	$0	$1,500.00	$3,000.00	$3,000.00	$3,150.00	(5% Cost of living after year 3)
Civic Clerk – meeting live stream	$0					$6,300/annually (5% Cost of living increase after year 3)