

LEMON GROVE SCHOOL DISTRICT
Regular Meeting of the Independent Citizens' Oversight Committee

Lemon Grove Academy Middle Campus
Administration Office – Training Room
7866 Lincoln Street
Lemon Grove, California 91945

September 17, 2013

5:00 p.m.

In compliance with the Americans with Disabilities Act, if you need special assistance, disability-related modifications or accommodations, including auxiliary aids or services, in order to participate in the public meetings of the District's Governing Board, please contact the office of the District Superintendent at (619) 825-5600. Notification 72 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accommodation and accessibility to this meeting. Upon request, the District shall also make available this agenda and all other public records associated with this meeting in appropriate alternative formats for persons with a disability. Notification 72 hours prior to the meeting for Spanish translation services at the Board meeting may also be requested by contacting (619) 825-5600. (Si requiere servicio de traducción a español para la junta de la mesa directiva, necesita solicitar estos servicios 72 horas antes de la junta. Favor de llamar 619-825-5600.)

1. OPENING FUNCTIONS

- a. Call to Order
- b. Pledge of Allegiance
- c. Approval of Agenda
- d. Approval of the Minutes of the Regular Meeting of June 26, 2013 (pp. 2-5) Action
Action

2. HEARING OF CITIZENS FOR ITEMS NOT ON THE AGENDA

Citizens wishing to address the Independent Citizens' Oversight Committee on an agenda item are asked to fill out a card and submit it to the Assistant Superintendent of Business Services

- 3. STATE ALLOCATION BOARD PROJECTS (Potter) Information
- 4. LONG RANGE FACILITY MASTER PLAN UPDATE (Felix) Information
- 5. PROPOSITION W GENERAL OBLIGATION BOND EXPENDITURE REPORT (Flores) (pp. 6-14) Action
- 6. ITEM(S) FOR SUBSEQUENT MEETING Information
- 7. ADJOURNMENT

LEMON GROVE SCHOOL DISTRICT

**OFFICIAL MINUTES OF THE
MEETING OF THE INDEPENDENT CITIZENS' OVERSIGHT COMMITTEE**

INDEPENDENT CITIZENS' OVERSIGHT COMMITTEE MEETING — JUNE 26, 2013 – The regular meeting of the Independent Citizens' Oversight Committee of the Lemon Grove School District was held at the Education Center, 8025 Lincoln Street, Lemon Grove, California, on Wednesday, June 26, 2013. Cary Demaree (Chair) called the meeting to order at 5:00 p.m.

Committee Members Present:

William Baber (Taxpayers' Organization)
Thomas E. Clabby (Senior)
Cary Demaree (Parent, PTA, At-Large Community Member – Chair)
Mark Gracyk (Business Community & At-Large Community Member)
Ilse Hanning (At-Large Community Member)
Helen Ofield (At-Large Community Member)
Rosemary Putnam (Senior & At-Large Community Member)
Gerard Selby (Parent, PTA, At-Large Community Member – Vice Chair)
Toni Shaw (At-Large Community Member)

Committee Members Absent:

Scott Caneday (Parent, PTA, At-Large Community Member)
Emma Rios (Parent, PTA, At-Large Community Member)

District Staff Members Present:

Larry Loschen, Official Board Representative
Gina Potter, Assistant Superintendent, Business Services
Ken Fine, Proposition W, District Owner's Representative
Michelle Flores, Account Technician

Attorney Present:

Sophie Akins, Best Best & Krieger

PLEDGE OF ALLEGIANCE – Cary Demaree led the Pledge of Allegiance.

AGENDA – It was moved by Hanning, seconded by Ofield, and carried unanimously to approve the agenda as presented.

MINUTES – It was moved by Ofield, seconded by Gracyk, and carried unanimously to approve the minutes of the regular meetings of March 5, 2013 and April 24, 2013 with the following amendments to the March 5, 2013 agenda: a) Agenda item 5: removed "and present"; and b) Agenda item 9: Bill Baber will be identified by name rather than "a committee member".

HEARING OF CITIZENS FOR ITEMS NOT ON THE AGENDA – None

June 26, 2013

**Independent Citizens'
Oversight Committee Minutes**

INDEPENDENT CITIZENS' OVERSIGHT COMMITTEE'S ANNUAL REPORT PRESENTED TO THE LEMON GROVE SCHOOL DISTRICT'S GOVERNING BOARD MAY 7, 2013

Chairman Demaree and Vice Chairman Selby noted the ICOC presentation of the annual report to the Governing Board members. Committee member suggested that adding music to the narration in the future would be welcome.

CONSTRUCTION MANAGEMENT SERVICES AGREEMENT FOR E-RATE PRIORITY II PROJECTS WITH INFINITY COMMUNICATIONS & CONSULTING, INC.

Dr. Gina Potter shared that the federal government approves E-Rate funding to support school districts advancing technology services. The district was able to secure more than just Priority 1 (telecommunications/internet access) E-Rate discounts; they were able to also receive significant funding for 3 Priority 2 (internal connections/internal connection maintenance) projects. The district became eligible for Priority 2 funding in 2011 however the application was not accepted until 2013.

Authorized Priority 2 projects are: 1. Structured Cabling at LGA-M; 2. LGA-M Network Electronics; and 3. Districtwide Telephone System Upgrade.

Committee members discussed various technology and telecommunications topics relevant to the school district. Staff shared the telephone system has not been upgraded for about 15 years. Mr. Baber asked how technology devices are being funded. Concern was expressed about utilizing GO bond funds on expenditures that have a life span shorter than the term of repayment of the bond. Dr. Potter explained at this time Prop W funded the purchase of ThinkPads and Classroom on Wheels (COW) for Lemon Grove Academy for the Sciences and Humanities (Middle) (LGA-M). The district is investigating an alternate form of bonds specific to education technology that the district plans to have Dale Scott (financial advisor) present to the Governing Board called "Ed-Tech bonds". These bonds have a shorter repayment term of about 3 years.

Another committee member asked if all schools will be wireless. Dr. Potter stated E-Rate Priority 2 funding was only provided for wireless installation at LGA-M. The cost is nearly \$300,000 per school to install wireless. A committee member asked if the district has anything built-in to upkeep all of the new technology. Currently public school districts in California are not allocated adequate funding for both technology purchases and technology maintenance expenditures. Our district does have a five year technology plan. Additionally, the district has a draft of the Long Range Facility Master Plan that will be presented to the Board on July 23rd.

ACCEPTANCE OF BIDS FOR PLAYGROUND PROJECTS AND SCHOOL SECURITY GATES PROJECT

Dr. Potter shared that this is one of the summer projects that would be completed around August 23rd, or just in time for the start of school.

PROFESSIONAL SERVICES AGREEMENT WITH DAVY ARCHITECTURE FOR DIVISION OF STATE ARCHITECT (DSA) CLOSEOUT FOR VARIOUS APPLICATIONS PROPOSAL

Dr. Potter gave an update about the importance of DSA closeout of existing projects to enable the district to proceed with other projects

June 26, 2013

**Independent Citizens'
Oversight Committee Minutes**

LONG-RANGE FACILITY MASTER PLAN (LRFMP)

Mr. Fine provided the committee with information about the LRFMP to be presented as a first draft to the school district's Governing Board July 23, 2013. The purpose of the LRFMP is to provide the current status of facilities districtwide, identify facility needs, and provide data for the district to prioritize future facility modernization and construction projects based on resources.

PROP W OWNER'S REPRESENTATIVE CENTRAL KITCHEN

Mr. Fine stated that 8 months ago the district contracted with JRM Architects to do a feasibility study that would determine the scope of work and cost to bring the central kitchen area up to date with Department of State Architect requirements, possibly add additional square footage to the original footprint, improve the dock area, and create a larger walk-in freezer and refrigerator. Mr. Fine passed around the completed feasibility study for committee members to review. Mr. Fine reported that ideally this project would be done in the summer 2014.

STATUS OF STATE ALLOCATION BOARD APPLICATION

Dr. Potter shared wonderful news that the State Allocation Board (SAB) approved the district's application to refund \$4.36 million to Prop W funds. The district's Governing Board will be tasked with narrowing about \$50 million in needed construction projects throughout the district down to just over \$3 million in next phase projects.

UPDATE ON THREN FUNDS

Dr. Potter reported that to date all Thren funds have been expended. Also, she shared that Tim Considine, the executor of the trust was very pleased at the completion of the Lemon Grove Library along with the proper use of the Thren funds as described in the trust.

Mr. Baber added that the Grand Opening of the Lemon Grove Library was one of the best ceremonies he's had the pleasure of attending. He also complimented Helen Ofield for an Oscar winning performance. Dr. Potter commended the Superintendent, Ernie Anastos for planning this historical event.

PROPOSITION W GENERAL OBLIGATION BOND EXPENDITURE REPORT

Michelle Flores presented the expenditure report through May 31, 2013. It was moved by Baber, seconded by Hanning, and carried unanimously to approve the expenditure report as presented.

Mr. Baber asked for confirmation that he was authorizing the appropriate use of expenditures and not approving the work. Legal counsel, Sophie Akins explained the duties of the ICOC committee was to approve the expenditure report in accordance with Proposition 39, and not to authorize expenditures.

June 26, 2013

**Independent Citizens'
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FUTURE MEETINGS

It was moved by Hanning, seconded by Ofield, and carried unanimously to approve the future ICOC meetings on:

- Tuesday, September 17, 2013 at 5 p.m.
- Tuesday, March 4, 2014 at 5 p.m.
- Wednesday April 23, 2014 at 5 p.m.
- Wednesday, June 25, 2014 at 5 p.m.

The ICOC meetings will be held at the Lemon Grove Academy for the Sciences and Humanities, Middle Campus Administrative Office – Training Room.

ITEM FOR SUBSEQUENT MEETING

- Update on SAB funding of \$4.36 million
- Update on Long Range Facility Master Plan

ADJOURNMENT – Meeting was adjourned at 6:30 p.m.

Chair

Account Technician



Consolidated Budget Status Report

Budget versus Commitments and Expenditures for Multiple Projects (thru 08/31/2013)

Budget vs. Commitments and Expenditures

Budget	Commitments	Expenditures
Total Budget	Total Commitments	Total Expenditures
Project Name	% Budget Committed	% Budget Spent
(1) Districtwide - Plumbing Infrastructure	8,747	8,747
(1) VLMA - VLMA Domestic Water System	0	0
(10) CK - CNS Central Kitchen	29,117	26,555
(10) Districtwide - Promethean Boards	48,930	48,930
(10) Districtwide - Districtwide Reconfiguration	7,534	7,534
(10) Districtwide - DW Wireless Infrastructure	0	0
(10) LGA Middle - LGA DG Track	0	0
(10) LGMS - Network Electronics	30,057	0
(10) LGMS - Dental Clinic	17,284	0
(10) VLMA - Locker Rooms/Front Office	63,383	16,711
(10) VLMA - Athletic Field	319,539	63,383
(12) Districtwide - Playground Equipment	483,884	319,539
(13) Districtwide - Safety/Security Communications	6,991	461
(13) Districtwide - Safety/Security Phone System Upgrade	98,885	0
(13) Districtwide - Safety/Security (Gates,Fences,School Office Entry Ways)	387,764	60,236
(13) GA - Safety/Security Fence	13,000	0
(13) MV - Safety/Security Fence	14,979	0
(13) SA - Safety/Security Playground	21,433	0
(13) VLMA - Safety/Security Fence	4,074	0
(14) COPs/Solar - Debt Repayment	4,263,259	0
(5) Palm MS - Locker Rooms	40,311	0
(6) Districtwide - DSA Closeout	20,500	4,500
(6) GA - Fire Hydrant	42,397	0
(6) MH - Window Systems MH	0	100,000
(6) VLMA - Playground Paving	6,915	0
(7) Districtwide - ADA Upgrades	20,045	528,955
(8-9) Lemon Grove MS - STEM Conversion/Joint Use Library	11,249,715	17,066
Districtwide - Long Range Fac Mstr Plan	30,910	90
Prop W - Bond Issuance Expenses	739,624	0
Prop W - Bond Management	392,192	1,498,224
Totals	24,124,786	18,361,468
	76.1%	75.3%
	5,763,318	18,155,133

EXPENDITURE WORKSHEET
Detailed Listing of Project Expenditures (SAB 184a)

School District:		Lemon Grove School District		County:		San Diego		Project Number: 919				Report Period: 8/1/2013 - 8/31/2013		
Project Warrant Report (SAB 184a)		Project Name: (10) CK - CNS Central Kitchen												
Date	Payee	Warrant Number	Fund Code	Object Code	Site (A)	Planning (B)	Construction (C)	Testing (D)	Inspection (E)	Furr & Equip (F)	Description / Purpose			
08/19/13	Best, Best & Krieger LLP	12-214524	21-39	6200-050		123.00					Legal Services rendered through July 31, 2013			
06/28/13	San Diego Restaurant Supply	12-201490	21-39	6400-000						10,143.36	Commercial chopper and food processor			
Totals											10,266.36			
											Total Project Costs:		10,266.36	

EXPENDITURE WORKSHEET

Detailed Listing of Project Expenditures (SAB 184a)

School District:		Lemon Grove School District		County:		San Diego		Project Number:		910		Report Period:		6/1/2013 - 8/31/2013	
Project Warrant Report (SAB 184a)		Project Name:		(10) Districtwide - Promethean Boards											
Date	Payee	Warrant Number	Fund Code	Object Code	Site (A)	Planning (B)	Construction (C)	Testing (D)	Inspection (E)	Furn & Equip (F)	Description / Purpose				
06/13/13	Division of State Architect	12-193152	21-39	6200-020		505.83					DSA structural fees for San Altos Elementary promethean boards #04-111716				
Totals						505.83	-	-	-	-	505.83	Total Project Costs: 505.83			

EXPENDITURE WORKSHEET

Detailed Listing of Project Expenditures (SAB 184a)

School District: Lemon Grove School District		County: San Diego		Project Number: 918		Report Period: 6/1/2013 - 8/31/2013					
Project Warrant Report (SAB 184a)		Project Name: (10) LGMS - Dental Clinic									
Date	Payee	Warrant Number	Fund Code	Object Code	Site (A)	Planning (B)	Construction (C)	Testing (D)	Inspection (E)	Furn' & Equip' (F)	Description / Purpose
08/28/13	Ferguson Enterprises, Inc	12-217688	21-39	6200-076			144.87				Plumbing supplies for Dental Clinic
Totals							144.87				Total Project Costs: 144.87

EXPENDITURE WORKSHEET

Detailed Listing of Project Expenditures (SAB 184a)

School District:		County:		Project Number:		Report Period: 6/1/2013 - 8/31/2013															
Lemon Grove School District		San Diego		913		(10) VLMA - Athletic Field															
Project Warrant Report (SAB 184a)		Fund Code		Object Code		Site		Planning		Construction		Testing		Inspection		Furn' & Equip'		Description / Purpose			
Date	Payee	Warrant Number	Fund Code	Object Code	Site	Planning (B)	Construction (C)	Testing (D)	Inspection (E)	Furn' & Equip' (F)											
08/08/13	Aztec Paving Inc	12-211456	21-39	6200-076			1,689.00												Asphalt ramp for VLMA Athletic Field's PE equipment shed		
Totals												1,689.00									1,689.00
																			Total Project Costs:		1,689.00

EXPENDITURE WORKSHEET
Detailed Listing of Project Expenditures (SAB 184a)

School District:		County:		San Diego		Project Number: 904		Report Period: 6/1/2013 - 8/31/2013			
Lemon Grove School District		Project Name:		(12) Districtwide - Playground Equipment							
Date	Payee	Warrant Number	Fund Code	Object Code	Site (A)	Planning (B)	Construction (C)	Testing (D)	Inspection (E)	Furn' & Equip' (F)	Description / Purpose
06/28/13	Dave Bang Associates, Inc.	12-201491	21-39	6400-000						14,628.89	Monterey Heights Elementary 7-station par course
07/31/13	Dave Bang Associates, Inc.	12-209501	21-39	6400-000						42,243.20	San Miguel Elementary primary playground play structure
08/26/13	Dave Bang Associates, Inc.	12-216991	21-39	6400-000						26,948.51	San Miguel Elementary primary playground poured-in-place rubber surfacing
08/28/13	Zasueta Contracting, Inc.	12-217689	21-39	6200-076			39,771.75				Bid #13-14-001W Installation of 7-station par course at Monterey Heights Elementary and lay structure at San Miguel Elementary 100% complete
Totals					-	-	39,771.75	-	-	83,820.70	Total Project Costs: 123,592.45

EXPENDITURE WORKSHEET

Detailed Listing of Project Expenditures (SAB 184a)

School District: Lemon Grove School District		County: San Diego		Project Number: 922		Report Period: 6/1/2013 - 6/31/2013						
Project: Warrant Report (SAB 184a)		Project Name: (13) Districtwide - DW Safety & Security (Gates, Fences, School Office Entry Ways)										
Date	Payee	Warrant Number	Fund Code	Object Code	Site (A)	Planning (B)	Construction (C)	Testing (D)	Inspection (E)	Fine & Equip (F)	Description / Purpose	
06/07/13	Mayer Reprographics	12-189354	21-39	6200-050		107.88					4 copies of plans/drawings VLMA Entry Way Project	
06/13/13	Davy Architecture	12-193151	21-39	6200-015		6,827.91					Architect Services: Construction Docs & Permit Process plus reimbursables	
06/19/13	ConMex	12-195487	21-39	6200-076			423.36				Cement for San Miguel School Office Entry Way	
06/28/13	San Diego Neighborhood Newspapers	12-201495	21-39	6200-050		686.00					(2) Notice Inviting Bids Ad in East County Californian April 4 and 11, 2013 (VLMA Entry	
06/28/13	BJ's Rentals	12-201492	21-39	6200-076			234.00				Rental of equipment for cement at San Miguel Elementary Entry Way	
06/28/13	Home Depot	12-201494	21-39	6200-076			240.28				Supplies for SM entry way concrete	
06/30/13	Davy Architecture	12-207701 A	21-39	6200-015		1,666.87					Architect Services: Construction docs plus reimbursables	
06/30/13	Home Depot	12-205261 A	21-39	6200-076			540.38				Supplies for SM entry way concrete	
07/25/13	Legend Fence Corp.	12-207702	21-39	6200-076			91,166.75				Districtwide gates/fencing (District Office and LGA Elementary 100% complete)	
07/31/13	Thompson Building Materials	12-209503	21-39	6200-076			124.76				Supplies for SM entry way	
07/31/13	Frazee Paint	12-209502	21-39	6200-076			114.50				Painting supplies for SM entry way	
08/07/13	Legend Fence Corp.	12-210371	21-39	6200-076			16,347.60				Districtwide gates/fencing (MV 100% complete)	
08/15/13	Grahovac Construction, Inc	12-213501	21-39	6200-076			39,608.54				VLMA entry way 45% completed	
08/15/13	Consulting & Inspection Services, LLC	12-213500	21-39	6200-090					2,378.00		DSA project inspection for VLMA entry way project	
08/19/13	Frazee Paint	12-214525	21-39	6200-076			178.87				Painting supplies for LGA Elementary entry way	
08/19/13	Legend Fence Corp.	12-214526	21-39	6200-076			121,721.60				Districtwide gates/fencing (VLMA, SA, SM & MH 100% complete)	
08/21/13	Davy Architecture	12-215534	21-39	6200-015		3,769.82					Architect Services: Construction docs plus reimbursables	
08/21/13	Lemon Grove Glass & Supply, Inc.	12-215536	21-39	6200-076			2,300.36				Store front door/windows for SM entry way	
08/21/13	Home Depot	12-215535	21-39	6200-076			2,588.14				Supplies for LGA Elementary entry way	
08/26/13	Frazee Paint	12-216993	21-39	6200-076			53.89				Painting supplies for LGA Elementary entry way	
08/31/13	Lemon Grove School District	July 2013 W	21-39	6200-076			1,120.02				July, 2013 Maintenance Technicians for LGA Elementary and SM entry ways	
Totals							13,058.48	276,764.05	-	2,378.00	-	292,200.53

EXPENDITURE WORKSHEET

Detailed Listing of Project Expenditures (SAB 184a)

School District:		Lemon Grove School District		County:		San Diego		Project Number: 905		Report Period: 8/1/2013 - 8/31/2013		
Project Warrant Report (SAB 184a)		Project Name: (8-9) Lemon Grove MS - STEM Conversion/Joint Use Library		Object Code:		Planning (B)		Construction (C)		Testing (D)		
Date	Payee	Warrant Number	Fund Code	Object Code	See (A)	Inspection (E)	Furr & Equip' (F)	Description / Purpose				
06/07/13	Stanley Convergent Security Solutions	12-189353	21-39	6200-076				2,388.54			Furnish and install wireless repeater in school administration front office building	
06/13/13	Culver-Newlin	12-193150	21-39	6400-000			518.78				Podium/lectern for library's multipurpose room	
06/28/13	Datel Systems, Inc.	12-201493	21-39	6200-076				1,290.60			Furnish and install touch panel in library's multipurpose room	
06/28/13	Datel Systems, Inc.	12-201493	21-39	6200-076				1,899.72			Furnish, install and mount an additional LCD in library's multipurpose room	
06/28/13	Datel Systems, Inc.	12-201493	21-39	6200-076				750.57			Rack parts for library's multipurpose room	
06/28/13	Datel Systems, Inc.	12-201493	21-39	6400-000			39,168.38				Audio visual system for library's multipurpose room	
06/28/13	Yamada Enterprises	12-201496	21-39	6400-000			5,595.09				8 adjustable stools for laptop counter in library	
06/30/13	AAA Solar Electric, Inc.	12-205259 Accr	21-39	6200-076				16,309.46			Retention payment structured cabling project #0289-10C.1	
08/28/13	AAA Solar Electric, Inc.	12-217687	21-39	6200-076				1,518.00			Install direct pathway of CAT6 (computer network) cabling to room 27 and re-test of cabling	
Totals								24,156.89	-	-	45,282.25	69,439.14

EXPENDITURE WORKSHEET

Detailed Listing of Project Expenditures (SAB 184a)

School District:		Lemon Grove School District		County:		San Diego		Project Number:				Report Period: 6/1/2013 - 8/31/2013												
Project Warrant Report (SAB 184a)		Payee		Warrant Number		Fund Code		Object Code		Site		Planning (B)		Construction (C)		Testing (D)		Inspection (E)		Furr. & Equip. (F)		Description / Purpose		
06/28/13	Lemon Grove School District	Lemon Grove School District	June 2013 W	21-39	6200-050	6200-050	21-39	6200-050	2,496.70														June, 2013 Account/Bond Clerks	
06/28/13	Lemon Grove School District	Lemon Grove School District	June 2013 W	21-39	6200-050	6200-050	21-39	6200-050	3,296.25														June, 2013 Maintenance Assistant	
06/28/13	Lemon Grove School District	Lemon Grove School District	May 2013 W	21-39	6200-050	6200-050	21-39	6200-050	3,695.67														May, 2013 Owner's Representative	
06/30/13	Best, Best & Krieger LLP	Best, Best & Krieger LLP	12-205260 Accr	21-39	6200-050	6200-050	21-39	6200-050	1,349.75														Legal Services rendered through June 30, 2013	
06/30/13	Best, Best & Krieger LLP	Best, Best & Krieger LLP	12-205260	21-39	6200-050	6200-050	21-39	6200-050	2,086.65														Legal Services rendered through May 31, 2013	
06/30/13	Lemon Grove School District	Lemon Grove School District	June 2013 W Accr	21-39	6200-050	6200-050	21-39	6200-050	3,662.06														June, 2013 Owner's Representative	
07/31/13	Lemon Grove School District	Lemon Grove School District	July 2013 W	21-39	6200-050	6200-050	21-39	6200-050	629.11														July, 2013 Account Clerk	
07/31/13	Lemon Grove School District	Lemon Grove School District	July 2013 W	21-39	6200-050	6200-050	21-39	6200-050	3,431.67														July, 2013 Maintenance Assistant	
08/26/13	Dale Scott & Company	Dale Scott & Company	12-216992	21-39	6200-050	6200-050	21-39	6200-050	4,341.83														Financial advisor fee annual report for General Obligation bonds	
08/31/13	Lemon Grove School District	Lemon Grove School District	Aug 2013 W	21-39	6200-050	6200-050	21-39	6200-050	1,308.53														August, 2013 Account/Bond Clerks	
08/31/13	Lemon Grove School District	Lemon Grove School District	July 2013 W	21-39	6200-050	6200-050	21-39	6200-050	3,662.05														July, 2013 Owner's Representative	
08/31/13	Lemon Grove School District	Lemon Grove School District	Aug 2013 W	21-39	6200-050	6200-050	21-39	6200-050	3,431.68														August, 2013 Maintenance Assistant	
Totals																							33,391.95	
Total Project Costs:																								33,391.95