



CITY OF TWIN FALLS
DEVELOPMENT IMPACT FEE ADVISORY COMMITTEE
Thursday, July 23, 2015 – 12:00 p.m. Special Meeting
City Council Chambers
305 3rd Avenue East – Twin Falls, Idaho

AGENDA

DEVELOPMENT IMPACT FEE ADVISORY COMMITTEE MEMBERS:

Nathan Bishop	John Bonnett	Chad Debie	Tony Hughes	Jennifer Jensen	Gerald Martens	Susan Petruzzelli	Colby Ricks	Brad Wills
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Chairman

Special Meeting Notice Development Impact Fee Advisory Committee

- I. Call Meeting to Order
- II. Introduction of new Committee members
- III. Consideration of the Minutes from the October 29, 2014 Meeting
- IV. Election of Committee officers
- V. Discussion of the impact fee financial report
- VI. Discussion of the proposed FY2016 budget and the included impact fee eligible projects
- VII. Consider initiation of a street capital improvement plan amendment
- VIII. Discussion about the Committee being assigned to act as the City's Improvement Reimbursement Commission
- IX. Next Committee meeting
- X. Adjourn

Si desea esta información en español, llame Leila Sanches al (208) 735-7287
Any person(s) needing special accommodations to participate in the above noticed meeting should contact Lisa A. Strickland at (208) 735-7267 at least two (2) working days before the meeting.

I. Call Meeting to Order

II. Introduction of new Committee members

The Mayor and Council recently appointed four new members to the Committee: Nathan Bishop, Chad Debie, Jennifer Jensen, and Colby Ricks. Chad has been appointed to a partial 2-year term, due to David Gagliano's move out of the community. Nathan, Jennifer, and Colby have all been appointed to full 3-year terms. Welcome to the Committee. We look forward to working with you.

III. Consideration of the minutes from the October 29, 2014 meeting

The minutes from the last meeting are attached and ready for your approval.

IV. Election of Committee officers

John Bonnett is the current Committee Chairman. There is no current Vice-Chairman since Brent Jussel's term on the Committee has expired. We'll need a motion and vote to select a new Vice-Chairman and to either re-affirm the current Chairman or select new one.

V. Discussion of the impact fee financial report

The financial report is attached for your review. It was prepared including fee data through June 30, 2015. The fee table is also provided below. It has been updated to show the fee increase from the October 2015 program update. There was no January 1, 2015 MCI automatic adjustment.

Total Fees		
Single Family (per dwelling unit)	\$	1,994
Multifamily (per dwelling unit)	\$	1,822
Retail (per square foot)	\$	2.86
Office (per square foot)	\$	1.20
Industrial (per square foot)	\$	0.99
Institutional (per square foot)	\$	0.61

VI. Discussion of the proposed FY2016 budget and the included impact fee eligible projects

As you all know, this meeting typically occurs in April of each year, but this year has been delayed to accommodate the selection of new Committee members. One consequence of that delay is that the City Budget has already been prepared and presented to the City Council. Generally, we like to discuss with the Committee impact fee funded projects that City staff is considering placing in the budget prior to its presentation to the City Council. Instead, this year we will discuss the impact fee funded project that has already been presented to the City Council in the Budget.

City staff has included \$800,000 from the Park Impact Fee fund in the upcoming FY2016 budget for the development of a significant portion of the Canyon Rim Trail. You'll recall that we just reviewed the financial report and that we don't have \$800,000 in the Park fund. This budget includes a loan to the Park fund from the City's general fund reserves to get to that \$800,000 figure. The Park Impact Fee fund will then pay back the general fund for the next couple of years as new park impact fees are collected.

The plan with the \$800,000 is to budget funds for the expansion of the Canyon Rim Trail, as those opportunities present themselves. The expansion of the trail is a key goal in the City's Strategic Plan, and staff believes there will be significant opportunities to do so in the coming year. The Canyon Rim Trail has been identified as a Community Park in our impact fee program and is an eligible expense for the park impact fees.

VII. Consider initiation of a street capital improvement plan amendment

Staff would like to discuss the possibility of amending the Street Capital Improvement Plan to add the construction of two lanes of North College Drive, between Creekside Way and Sunway Drive. Creekside Way is a collector street located adjacent to the west side of the Xavier Charter School. Sunway Drive is also known as 2700 East on the County road system. This section of North College Drive will be the two south lanes adjacent to the Sunway Soccer Complex. When the complex was developed, a driveway was constructed to access the parking lot within the future ROW for North College Drive. The School District recently completed a conveyance plat of the property, and, with that plat, dedicated the ROW for North College. The District will also transfer ownership of the property to the City in the near future.



In addition to the ROW and ownership changes, the residential development to the east of the soccer complex, the Sunterra subdivision, is getting set to develop the phase adjacent to the park. With that development, the south two lanes of North College Drive will be constructed to the newly dedicated ROW from the school district. There has been significant growth in the northwest quadrant of the City that will use North College as a major collector street. In addition, the use of the park is increasing both as the City and School District's primary soccer facility and due to the development of the First Federal Park at that location. Construction of North College Road will provide a much more direct route to the park from much of the City.

This road will be two lanes of about 1,800 feet in length, for a total of about $\frac{3}{4}$ of a lane mile. Staff hasn't prepared a specific cost projection at this point, but a rough estimate is about \$1.25 million.

VIII. Discussion about the Committee being assigned to act as the City's Improvement Reimbursement Commission

The City has an Improvement Reimbursement Commission that is tasked with reviewing developer requests for infrastructure cost reimbursement from other developers who tie into street and utility improvements that they have constructed. That Commission reviews those requests to help determine if the reimbursements are reasonable. That Commission has a similar make-up as to this Committee, in that there are development related members mixed with at-large members. The Reimbursement Commission has met fairly infrequently in the past. Almost all of its members have had their terms expire, so that the Commission will require several new appointments in order to have a meeting.

In discussing these potential appointments with the Mayor, we began to instead consider appointing this Committee to act as the Improvement Reimbursement Commission. Both of these committees meet infrequently and we, at times, have trouble finding residents to fill the 18 different positions on the two. Since the membership requirements are so similar, we wanted to propose to the Committee that we combine these two sets of duties in one advisory board to the City Council. Attached is the City Code section dealing with the Improvement Reimbursement Commission as well as the City's reimbursement resolution. Troy Vitek is the City's Assistant City Engineer. He provides the staff support for the Commission. He will be at the meeting to discuss these duties and answer your questions.

IX. Next Committee meeting

The next regularly scheduled meeting date is tentatively set for Thursday, October 29, 2015.

X. Adjourn



CITY OF TWIN FALLS
SPECIAL MEETING MINUTES
 DEVELOPMENT IMPACT FEE ADVISORY COMMITTEE
 October 29, 2014
 City Council Chambers
 305 3rd Avenue East – Twin Falls, Idaho

DEVELOPMENT IMPACT FEE ADVISORY COMMITTEE MEMBERS:

John Bonnett Chairman	David Gagliano	Tony Hughes	Brent Jussel Vice-Chairman	Gerald Martens	Susan Petruzelli	Dusty Tenney	Brad Wills	Vacant
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CITY STAFF: Humble, Rice, Spendlove, Strickland

MEMBER ATTENDANCE: Bonnett, Gagliano, Hughes, Jussel, Martens, Petruzelli, Tenney, Wills

STAFF ATTENDANCE: Humble, Rice, Spendlove, Strickland

I. Call Meeting to Order

Chairman Bonnet called the meeting to order at 12:05pm.

II. Consideration of the Minutes from the May 15, 2014 Meeting

The minutes from the last meeting are attached and ready for your approval.

Motion:

Member Wills made a motion to approve the minutes, as presented. Member Hughes seconded the motion.

Unanimously Approved

III. Review Member Terms

In May, we welcomed three new Committee members: David Gagliano, Gerald Martens, and Susan Petruzelli. In March 2015, Brent Jussel's first full term on the Committee will expire. Brent is eligible to be reappointed to a second full term, if he desires. Also in March, we have another one of our initial Committee members whose time on our committee will be expiring. Dusty Tenney has been on the committee since it was first created in 2008. He is not eligible for reappointment. We are also still short one committee member. That means that before our April meeting, we will need to fill two or three (depending on Brent's reappointment) vacancies on the committee. We have the required minimum number of Committee members who actively work in a building or development related field, so the new appointments can be any City resident.

2014 Development Impact Fee Advisory Committee Membership

City Code 2-10-3(A): There shall be (9) voting members of said Committee, to be appointed by the Mayor and confirmed by the City Council. Four (4) or more members shall be active in the business of development, building or real estate.

Name	Related Business	Term	Contact Information
Dusty Tenney	No	Second full term, expires 3/2015	Office: 731-1934 dustytenney@yahoo.com
Brent Jussel Vice-Chairman 2012	No	First full term, expires 3/2015	Office: 732-5730 x3006 bjussel@cableone.net

Vacant	-	Term expires 3/2015	-
Name	Related Business	Term	Contact Information
John Bonnett Chairman 2012	No	Second full term, expires 3/2016	Office: 736-9919 johnhbonnett@gmail.com
Brad Wills	Yes – Developer & Builder	First full term, expires 3/2016	bradw@willsinc.com bradwills@cox.net
Tony Hughes	Yes – Builder	Second full term, expires 3/2016	tony.stonecreek@gmail.com
David Gagliano	No	First full term, expires 3/2017	diamondpaintinginc@gmail.com
Gerald Martens	Yes – Developer & Engineer	First full term, expires 3/2017	gmartens@ehminc.com
Susan Petruzzelli	Yes – Electrical Contractor	First full term, expires 3/2017	petz@cablone.net
Chris Talkington	Council Liaison	Appointed as Liaison 1/2012	CTalkington@tfid.org

Discussion Followed:

Member Gagliano announced that he and his wife will be moving to Boise, ID so he will no longer be able to serve as a member on the committee.

IV. Review and discuss the Fiscal Year 2014 Impact Fee Financial Report

The 2014 financial report is attached for your review. Following your review, staff will prepare the Annual Impact Fee Report from the Committee to the City Council and will include the attached financial report.

In addition to the Financial Report, the Annual Impact Fee Report to the City Council should also include other recommendations from the Committee. City Code requires that the committee:

1. "File periodic reports, at least annually, with respect to the Capital Improvements Plan and report to the governmental entity any perceived inequities in implementing the plan or imposing the development impact fees; and"
2. "Advise the governmental entity of the need to update or revise land use Assumptions, Capital Improvements Plan and Development Impact Fees."

As you are all aware, the City recently adopted a significant update to the impact fee program, including several amendments to the capital improvement plans, the planning horizon, and the fee amounts. The Committee was very involved in the creation of the update. Following the Committee's update work, the revised program was reviewed by the Planning & Zoning Commission at a public hearing. The Commission recommended approval of the update to the City Council. The Council then reviewed and approved the update at a subsequent public hearing. The new program went into effect earlier this month, on 10/1/14.

As expected, the City's Building Inspections Department received an elevated number of building permit requests in the two weeks leading up to the update implementation. We received 11 new commercial permits and 13 new residential permits in the final two weeks of September. What we have typically seen over the last five years has been maybe 4 new commercial permits and 7 new residential permits in that same time frame. We feel the updated impact fees did cause some developers to change the timing of their permit requests.

By comparison, when we adopted impact fees for the first time on August 1, 2009, we saw over 70 new residential permits applied for in the 3 days before 8/1/09. Several of those permits were not picked up for over six months. Some expired altogether. Many of those permits were amended with change orders after their submittal.

For these reasons, we believe that the application increase in July 2009 was much more speculative than the slight increase prior to this update on 10/1/14. We believe that the permits applied for during the last two weeks of September would have come in anyway, but came in a little earlier than planned to beat the fee increase. Given our experience in 2009, we expected a greater increase of applications at the end of September than we actually realized. I believe that is an indicator that the program updates that were created are being more positively accepted by the building community than the new fees were in 2009.

Since the impact fee program was so recently updated, we do not have much data to suggest that any further changes are needed or not. However, the Committee should certainly discuss what, if any, recommendations to make to the City Council in this year's Annual Impact Fee Report. The Committee's recommendation will be included in the report to the City Council, typically presented in December.

Discussion Followed:

Member Bonnett suggested that it would nice to see the projects that have been budgeted for included on the report.

Community Development Director Humble explained that could be done and if the committee wants to include that as part of the motion staff will make sure that information is included in the report to the City Council.

Motion:

Member Hughes made a motion to recommend to the City Council that the Impact Fee Financial Report with the addition of budgeted items be approved and that no changes to the current program be made. Member Tenney seconded the motion.

Unanimously Approved

V. Discuss recommendation to the City Council regarding the fee increase scheduled for January 1, 2015

As recommended by the Committee, the Council allowed the 1/1/14 automatic increase to occur. That was a 1.4% increase and yielded the fee schedule provided below.

	Original	1/1/2010	1/1/2013	1/1/2014
Total Fees				
Single Family (per dwelling unit)	\$ 1,606	\$ 1,624	\$ 1,656	\$ 1,679
Multifamily (per dwelling unit)	\$ 1,513	\$ 1,530	\$ 1,560	\$ 1,582
Retail (per square foot)	\$ 1.68	\$ 1.70	\$ 1.73	\$ 1.76
Office (per square foot)	\$ 0.78	\$ 0.79	\$ 0.80	\$ 0.82
Industrial (per square foot)	\$ 0.67	\$ 0.68	\$ 0.69	\$ 0.70
Institutional (per square foot)	\$ 0.46	\$ 0.47	\$ 0.48	\$ 0.48

However, we have since abandoned that fee schedule with the adoption of the program update effective 10/1/14. The new fee schedule is:

Total Fees	
Single Family (per dwelling unit)	\$ 1,994
Multifamily (per dwelling unit)	\$ 1,822
Retail (per square foot)	\$ 2.86
Office (per square foot)	\$ 1.20
Industrial (per square foot)	\$ 0.99
Institutional (per square foot)	\$ 0.61

The Municipal Cost Index percentage change from September 2013 to September 2014 is 1.64%. We won't know exactly what the percent change in January will be until then. As a reminder, the inflation factor built into our impact fee ordinance is there to accommodate for project cost increases. The ordinance is set up so that the increase is automatic, unless the City takes action to prevent the increase from happening. Since recently adopted update became effective on 10/1/14, we may not want to increase the fees again so soon after their implementation. However, the current fees are based on project costs that were estimated early in 2014, so a cost escalator may be something worth considering. Either way, the Committee should discuss and make a recommendation to the Council regarding the increase scheduled for January 1, 2015.

Discussion Followed:

Member Hughes stated with the most recent change to the fees he would recommend that the City Council not implement the MCI increase in 2015.

Member Petruzelli asked about the history of the increase.

Community Development Director Humble explained that the MCI is an automatic increase that occurs annually, unless the City Council decides that the increase should not occur. There is not a calculation currently for what the increase would be for 2015.

Motion:

Member Hughes made a motion to recommend to City Council not to increase the fees. Member Jussel seconded the motion. Members Bonnett, Gagliano, Petruzelli, Hughes, Jussel, Martens and Wills voted in favor of the motion and Member Tenney voted against the motion.

Motion Passed

VI. Next Committee meeting

The next regular meeting date is **Thursday, April 23, 2015**.

VII. Adjourn

Chairman Bonnett adjourned the meeting at 1:10pm.

Lisa A Strickland
Administrative Assistant
Planning & Zoning Department

Chapter 12

IMPROVEMENT REIMBURSEMENT COMMISSION

2-12-1: ESTABLISHMENT AND TITLE:

There is hereby established and created an improvement reimbursement commission to be known as the Twin Falls improvement reimbursement commission. (Ord. 2974, 7-13-2009)

2-12-2: DUTIES AND PURPOSES:

The duties and purposes of the improvement reimbursement commission shall be as follows:

- (A) Administer the council approved resolution for the amounts, methods and procedures for reimbursement of costs to private initial developers who installed public works improvement(s) by any subsequent developer or property owner that connects to those systems.
- (B) With the assistance of the city engineer, prepare and maintain a system to track any public works improvement(s) that are subject to reimbursement.
- (C) Accept requests for reimbursement, to include actual receipted costs and plans, from the initial developers that have installed the public works improvement(s), to be paid back by subsequent developers or property owners.
- (D) With the assistance of the city engineer, establish the boundaries of properties that will be required to reimburse the initial developer that installed the public works improvement(s), and notify the owners of those properties of the requirement to reimburse when their own properties develop.
- (E) Using cost information from the developer that installed the public works improvement(s) or other approved method, determine the proper compensation that any developer or property owner that connects to the public works improvement(s) will pay.

(F) Verify that the reimbursement has been made to the initial developer that installed the public works improvement(s) by any subsequent developer or property owner that connects to those systems, before allowing any subsequent development or property owner to connect to those systems. (Ord. 2974, 7-13-2009)

2-12-3: MEMBERSHIP:

There shall be seven (7) voting members of the improvement reimbursement commission to be appointed by the mayor and confirmed by the members of the city council. Members on the commission shall be actively engaged in the profession of community development. Members are more specifically to be appointed from the following organizations or professions: two (2) members from the development community; two (2) members that are engineers, surveyors or architects; and three (3) members at large. In addition to the seven (7) voting members, there shall be two (2) nonvoting ex officio members of the commission: city council member appointed by the mayor and city engineer or designated representative. The members of the commission established under this section shall be residents of the city unless this residency requirement is specifically waived by the council. (Ord. 2979, 10-26-2009)

2-12-4: VACANCIES:

Any vacancies occurring in the membership of the improvement reimbursement commission for any reason shall be filled by the mayor, to be confirmed by the city council. (Ord. 2974, 7-13-2009)

2-12-5: REMOVAL OF MEMBERS:

Any member of the improvement reimbursement commission may be removed by a majority vote of the city council. (Ord. 2974, 7-13-2009)

2-12-6: NONPOLITICAL; NO COMPENSATION:

The members of the improvement reimbursement commission shall be selected without regard to political affiliations and shall serve without compensation. (Ord. 2974, 7-13-2009)

2-12-7: OFFICERS:

The improvement reimbursement commission shall elect its chairman and vice chairman and fill such other offices as it may determine necessary. (Ord. 2974, 7-13-2009)

2-12-8: TENURE:

The following tenure of office shall be provided for the members of the improvement reimbursement commission:

- (A) The seven (7) members of the improvement reimbursement commission are to be appointed on a staggered term basis as follows: the first two (2) members shall be appointed for three (3) years, the next two (2) members shall be appointed for two (2) years, and the remaining members shall be appointed for one year. Thereafter, the term of each member shall be three (3) years. The limitation of eligibility for successive terms shall be per section [2-1-1](#) of this title.
- (B) The ex officio members of the improvement reimbursement commission shall hold membership corresponding to their tenures of office or employment in the city administration. (Ord. 2974, 7-13-2009)

2-12-9: MEETINGS:

All meetings will take place at council chambers and shall be open to the public. (Ord. 2974, 7-13-2009)

2-12-10: QUORUM:

At least four (4) of the appointed voting members of the improvement reimbursement commission shall be necessary to constitute a quorum and conduct any business at any meeting of the said commission. Any decision of the commission will require a majority of at least four (4) members' approval for acceptance of the reimbursement. (Ord. 2974, 7-13-2009)

2-12-11: RULES:

The improvement reimbursement commission shall adopt general rules for the transaction of its business and shall make a written record of the meetings, its resolutions, findings, determinations and of its recommendations, which said written record shall be kept as a permanent public record. (Ord. 2974, 7-13-2009)

2-12-12: CONFLICT OF INTEREST:

A member of the commission shall not participate in any proceeding or action when the member, his employer, or his employee, business partner or associate, his business, or any person related to him by affinity or consanguinity within the second degree has an economic interest in the procedure or action. Any action or potential interest in any proceedings shall be disclosed at or before any meeting, duly entered and recorded in the minutes, at which the action is being heard or considered. (Ord. 2974, 7-13-2009)

RESOLUTION NO. 1873

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
TWIN FALLS, IDAHO, ESTABLISHING FEES FOR
APPLICATIONS FOR IMPROVEMENT REIMBURSEMENT.

WHEREAS, The Twin Falls City Council has established, by Resolution No. 1816, a procedure for private developers to obtain reimbursement for their extensions of the City's public water distribution system, wastewater collection system, transportation system, and pressure irrigation pump stations and distribution system; and,

WHEREAS, The Twin Falls City Council has created an Improvement Reimbursement Commission to administer the Improvement Reimbursement Resolution in Chapter 12 of Title 2 of the Twin Falls City Code; and,

WHEREAS, City staff will incur time and labor inputting the information into the City's GIS system, in order to properly administer the program; and,

WHEREAS, The Improvement Reimbursement Commission has recommended a fee

**City of Twin Falls
Summary of Impact Fee Activity**

7/20/2015

	<u>08-09</u>	<u>09-10</u>	<u>10-11</u>	<u>11-12</u>	<u>12-13</u>	<u>13-14</u>	<u>Total</u>	6/30/2015 <u>14-15</u>	<u>Totals</u>
Residential Impact Fees-Police	\$ 2,820	\$ 20,924	\$ 16,726	\$ 25,748	\$ 36,926	\$ 43,378	\$ 146,523	\$ 40,505	\$ 187,028
Non-resid. Impact Fees-Police	\$ -	\$ 1,644	\$ 5,412	\$ 57,916	\$ 64,520	\$ 32,194	\$ 161,685	\$ 80,011	\$ 241,696
Revenue Subtotal-Police	\$ 2,820	\$ 22,567	\$ 22,138	\$ 83,665	\$ 101,445	\$ 75,572	\$ 308,207	\$ 120,516	\$ 428,724
Residential Impact Fees-Fire	\$ 8,055	\$ 60,063	\$ 47,776	\$ 73,520	\$ 105,271	\$ 123,712	\$ 418,397	\$ 91,762	\$ 510,159
Non-resid. Impact Fees-Fire	\$ -	\$ 4,602	\$ 15,150	\$ 155,071	\$ 181,642	\$ 68,153	\$ 424,619	\$ 188,641	\$ 613,259
Revenue Subtotal-Fire	\$ 8,055	\$ 64,664	\$ 62,927	\$ 228,591	\$ 286,913	\$ 191,866	\$ 843,016	\$ 280,403	\$ 1,123,419
Residential Impact Fees-Streets	\$ 4,065	\$ 30,545	\$ 23,734	\$ 42,530	\$ 51,288	\$ 57,803	\$ 209,965	\$ 71,314	\$ 281,279
Non-resid. Impact Fees-Streets	\$ -	\$ 21,773	\$ 46,497	\$ 173,666	\$ 192,210	\$ 143,034	\$ 577,181	\$ 362,778	\$ 939,958
Revenue Subtotal-Streets	\$ 4,065	\$ 52,319	\$ 70,231	\$ 216,196	\$ 243,498	\$ 200,837	\$ 787,146	\$ 434,092	\$ 1,221,238
Street light project - Expenditures	\$ -	\$ -	\$ -	\$ -	\$ (37,260)	\$ (373,482)	\$ (410,742)	\$ -	\$ (410,742)
Net Revenue-Streets	\$ 4,065	\$ 52,319	\$ 70,231	\$ 216,196	\$ 206,238	\$ (172,644)	\$ 376,404	\$ 434,092	\$ 810,496
Residential Impact Fees-Parks	\$ 9,150	\$ 67,402	\$ 54,270	\$ 82,022	\$ 119,510	\$ 140,432	\$ 472,787	\$ 124,522	\$ 597,309
Revenue Subtotal-Parks	\$ 9,150	\$ 67,402	\$ 54,270	\$ 82,022	\$ 119,510	\$ 140,432	\$ 472,787	\$ 124,522	\$ 597,309
Parks - Equipment storage bldg	\$ -	\$ -	\$ -	\$ (3,680)	\$ (3,680)				
Net Revenue-Parks	\$ 9,150	\$ 67,402	\$ 54,270	\$ 82,022	\$ 119,510	\$ 140,432	\$ 472,787	\$ 120,842	\$ 593,629
									\$ (136,320)
									\$ (89,000)
									\$ 368,309

FY 2015 budget includes:

Equipment storage bldg - \$140,000	} <\$229,000>
Canyon Rim Trail constr - \$72,750	
Canyon Rim Trail fencing - \$16,250	

If these projects move forward, it reduces the available balance as of 6-30-15 to **\$368,309.**

Interest Income-Adj for Unrealized Gain or Loss	\$ -	\$ 2,137	\$ 1,846	\$ 8,778	\$ (4,411)	\$ 32,327	\$ 40,677	\$ 22,781	\$ 63,459
TOTALS	\$ 24,090	\$ 209,089	\$ 211,412	\$ 619,252	\$ 709,695	\$ 267,553	\$ 2,041,091	\$ 982,314	\$ 3,023,406