

CITY OF GARDNER, MASSACHUSETTS
CITY COUNCIL FINANCE COMMITTEE
MINUTES OF MEETING OF JUNE 24, 2020

The Finance Committee meeting was called to order remotely by Council President Elizabeth Kazinskas at 5:30 p.m. Finance Committee Members Councillors Ronald Cormier and James Walsh were present via Zoom. Councillors Scott Joseph Graves and Karen Hardern were also present via Zoom.

Also participating remotely via Zoom were City Auditor John Richard; Public Works Director Dane Arnold; and, City Clerk Alan Agnelli.

President Kazinskas announced that pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §20, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Finance Committee will be conducted via remote participation on Zoom. The audio recording, transcript, or other comprehensive record of proceedings will be posted on the City's website as soon as possible after the meeting and the meeting is being broadcast live on Gardner's YouTube Channel.

1-1 An Order Appropriating \$40,000.00 from Sewer Surplus to Sewer, Energy and Utilities Expenses.

Public Works Director Dane Arnold noted the following:

- \$40,000 budget shortfall in the account which provides for all utility costs for sewer facilities, pump stations, and the Sewer Department's share of DPW building expenses. Includes NGRID, Unutil, Templeton Light, Comcast, etc.
- FY2020 Budget estimate was short. City assumed control of facilities this year and consulted with Suez to arrive at estimate. City provided with \$240k estimate and City did not follow-up with "low estimate."
- All utility expenses were formerly borne by Suez, which was included in their Contract.

On a motion by Councillor Ronald Cormier and seconded by Councillor James Walsh, on call of the roll, it was voted to recommend to the City Council that the following Order ought to pass:

AN ORDER APPROPRIATING FROM SEWER SURPLUS TO SEWER, ENERGY AND UTILITIES.

ORDER: That there be and is hereby appropriated the sum of Forty Thousand Dollars and No Cents (\$40,000.00) from Sewer Surplus to Sewer, Energy and Utilities.

1-2 An Order Appropriating \$30,444.00 from Sewer Surplus to Public Works Department, New Equipment.

Public Works Director Dane Arnold reported that the Order represents reimbursement to the City from the Sewer Department to pay for cover material used at the Sludge Landfill. In prior years, the costs were "a lump sum bid" included in the Suez Contract. When the City assumed control of sewer facilities in July, 2019, the City took

CITY OF GARDNER, MASSACHUSETTS
CITY COUNCIL FINANCE COMMITTEE
MINUTES OF MEETING OF JUNE 24, 2020

responsibility for the cover material. The City estimated \$3/year for the cover material, represents about one-half the cost of sand material. The City recorded the amount of material removed from the sand bank which amounted to 10,400 yards.

Councillor Cormier questioned whether the City would be purchasing the material on the open market.

Mr. Arnold stated that Suez, in their bid, had a lump sum cost of about \$70,000 that the City paid Suez to purchase the cover material. The City's cost represents about one-half the cost of the amount that the City paid to Suez.

Councillor Walsh said that he understood that the Sewer Department is reimbursing the City for the cost of the sand, but questioned the reason that funds are being appropriated from Sewer Surplus to the Public Works Department to New Equipment.

Mr. Arnold stated that hauling the material results in "wear and tear" on the DPW equipment – the loaders, dump trucks, etc.

Councillor Walsh then questioned how the funds would be expended in the current Fiscal Year's budget.

Mr. Arnold suggested that the appropriation would fund part of a dump truck or a pickup truck for the DPW, but that no specific piece of equipment has been identified at this time, but that it would be related to the work being performed. He added that the funds would have to be encumbered (to FY2021).

Addressing City Auditor John Richard, Councillor Walsh asked if the appropriation could be encumbered.

Mr. Richard responded, saying that the funds can be encumbered as long as the purpose is stated.

Councillor Walsh asked that if the funds go to the General Fund, what account would be appropriate.

Mr. Richard responded, saying that if not to a specific account, then the funds "would fall to Free Cash."

Councillor Walsh then asked that if the funds are encumbered, could they be used for the FY21 DPW Budget.

Mr. Richard responded, "Yes."

On a motion by Councillor James Walsh and seconded by Councillor Ronald Cormier, on call of the roll, it was voted to recommend to the City Council that the following Order ought to pass:

CITY OF GARDNER, MASSACHUSETTS
CITY COUNCIL FINANCE COMMITTEE
MINUTES OF MEETING OF JUNE 24, 2020

AN ORDER APPROPRIATING FROM SEWER SURPLUS TO PUBLIC WORKS DEPARTMENT, NEW EQUIPMENT.

ORDER: That there be and is hereby appropriated the sum of Thirty Thousand Four Hundred Forty-Four Dollars and No Cents (\$30,444.00) from Sewer Surplus to Public Works Department, New Equipment.

1-3 An Order Appropriating \$60,000.00 from Water Surplus to Water, Energy and Utilities Expenses.

DPW Director Dane Arnold reported that the same budgeting situation occurred in the Water Department, as well, whereby energy and utility expenses were underestimated for FY2020, which cover the Crystal Lake, Snake Pond, and the James Street Pump Stations. The \$60,000 estimate includes a \$5,000 per month buffer (above the average of \$24,000 per month) since the pumps operate more in the summer months. The appropriation should cover the current \$1,300 deficit and pay for May and June.

Councillor Cormier questioned whether the projected expenditures were included with the FY2021 Budget.

Mr. Arnold stated that if the proposed budget did not include the higher estimates, then a Supplemental Budget request would have to be submitted.

AN ORDER APPROPRIATING FROM WATER SURPLUS TO WATER, ENERGY AND UTILITIES.

ORDER: That there be and is hereby appropriated the sum of Sixty Thousand Dollars and No Cents (\$60,000.00) from Water Surplus to Water, Energy and Utilities.

1-4 An Order Appropriating \$13,500.00 from Free Cash to Elections and Registrations, Operating Expenses.

City Clerk informed the Committee that \$9,550 of the Appropriation is for postage for the June 2 Preliminary and June 30 Election. Of that amount, \$5,550 for the Early Voting Application mass mailing and \$2,000 for each election for Early and Absentee ballot outgoing and return postage. Additional costs for envelopes, paper, and associated supplies.

AN ORDER APPROPRIATING FROM FREE CASH TO ELECTIONS AND REGISTRATIONS, OPERATING EXPENSES.

ORDER: That there be and is hereby appropriated the sum of Thirteen Thousand Five Hundred and No Cents (\$13,500.00) from Free Cash to Elections and Registrations, Operating Expenses.

ADJOURNMENT

On a motion by Councillor James Walsh and seconded by Councillor Ronald Cormier, on call of the roll, it was voted to adjourn at 5:45 p.m.

PRESIDENT
Elizabeth J. Kazinskas

COUNCILLORS AT LARGE
James S. Boone
Craig R. Cormier
Ronald F. Cormier
Scott Joseph Graves, Esq.
Judy A. Mack
George C. Tyros

CITY OF GARDNER
MASSACHUSETTS 01440-2630 **RECEIVED**

OFFICE OF THE
CITY COUNCIL

2020 JUN 22 AM 8:36

CITY CLERK'S OFFICE
GARDNER, MA



WARD 1 COUNCILLOR
James M. Walsh, Esq.

WARD 2 COUNCILLOR
Elizabeth J. Kazinskas

WARD 3 COUNCILLOR
Nathan R. Boudreau

WARD 4 COUNCILLOR
Karen G. Hardern

WARD 5 COUNCILLOR
Alek Dernalowicz, Esq.

June 22, 2020

FINANCE COMMITTEE SPECIAL MEETING NOTICE

Date: Wednesday, June 24, 2020
Time: 5:30 P.M.
Location: Remotely via Zoom/Broadcast on Gardner YouTube Channel

ANNOUNCEMENT - Any person may make a video or audio recording of an open session of a meeting, or may transmit the meeting through any medium, subject to reasonable requirements of the chair as to the number, placement and operation of equipment used so as not to interfere with the conduct of the meeting. Any person intending to make such recording shall notify the Chair forthwith. All Documents referenced or used during the meeting must be submitted in duplicate to the Chair, pursuant to the Open Meeting and Public Records Law. All documents shall become part of the official record of the meeting.

SCHEDULE OF BUSINESS

Agenda attached

NOTICE: *The listing of Agenda items are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.*

CITY COUNCIL OF GARDNER
Elizabeth J. Kazinskas
ELIZABETH J. KAZINSKAS
Chair, Finance Committee

**Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §20, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Finance Committee will be conducted via remote participation and broadcast live on Gardner YouTube Channel. The audio recording, transcript, or other comprehensive record of proceedings will be posted on the City's website as soon as possible after the meeting.*

**CITY OF GARDNER, MASSACHUSETTS
FINANCE COMMITTEE SPECIAL MEETING
Wednesday – June 24, 2020 – 5:30 PM
Remotely via Zoom**

AGENDA

CALL TO ORDER

ANNOUNCEMENT OF OPEN MEETING RECORDINGS

Any person may make a video or audio recording of an open session of a meeting, or may transmit the meeting through any medium, subject to reasonable requirements of the chair as to the number, placement and operation of equipment used so as not to interfere with the conduct of the meeting. Any person intending to make such recording shall notify the Chair forthwith. All Documents and exhibits used or referenced at the meeting must be submitted in duplicate to the City Clerk, as they become part of the Meeting Minutes.

- 1-1 An Order Appropriating \$40,000.00 from Sewer Surplus to Sewer, Energy and Utilities Expenses.
- 1-2 An Order Appropriating \$30,444.00 from Sewer Surplus to Public Works Department, New Equipment.
- 1-3 An Order Appropriating \$60,000.00 from Water Surplus to Water, Energy and Utilities Expenses.
- 1-4 An Order Appropriating \$13,500.00 from Free Cash to Elections and Registrations, Operating Expenses.

ADJOURNMENT

Items listed on the Agenda are those reasonably anticipated by the Chair to be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

AN ORDER APPROPRIATING FROM SEWER SURPLUS TO SEWER,
ENERGY AND UTILITIES.

ORDERED:

That there be and is hereby appropriated the sum of Forty Thousand Dollars and
No Cents (\$40,000.00) from Sewer Surplus to Sewer, Energy and Utilities.

1-1 1-2

CITY OF GARDNER
Department of Public Works

Highway
Water
Sewer
Forestry
Parks/Playgrounds
Cemeteries



Dane E. Arnold, Director
50 Manca Drive
Gardner, MA 01440-2687
Telephone (978) 630-8195
darnold@gardner-ma.gov

Acting Mayor Elizabeth Kazinskas
City Hall
95 Pleasant Street
Gardner, MA 01440

RE: Energy and Utilities Shortfall

June 9, 2020

Dear Acting Mayor Kazinskas:

I am requesting **\$40,000** from available **Sewer Surplus** to cover a budgetary shortfall for the **Energy and Utilities** line item **61440 - 52110**.

As you are aware the City took back the Water Distribution and Sewer Collection Systems in July of 2019 and renegotiated the former contract with Suez at that time. As part of that renegotiated contact, the City took responsibility of all energy and utilities invoices including, National Grid, Unitil, Templeton Light Company, Propane, Comcast, Verizon, and other utilities for the first time in over 20 years. The same structure exists in the new contract signed in 2020 with Veolia to operate the water and sewer facilities where the City will pay for Energy and Utilities.

While preparing the budget over a year ago, I underestimated the cost of Energy and Utilities for the Sewer facilities for FY2020.

If you have any questions regarding this matter, please do not hesitate to call.

Sincerely,

Dane E. Arnold, Director
Department of Public Works

PC: Public Service Committee
John Richard, City Auditor
Chris Coughlin, City Engineer

1-1 E 1-3

Alan Agnelli

From: Dane Arnold
Sent: Tuesday, June 23, 2020 11:15 AM
To: Alan Agnelli
Cc: Mayor; John Richard; James M. Walsh; Councillor R Cormier; Elizabeth Kazinskas
Subject: RE: City Council Special Meeting - Wednesday, June 24, 2020 at 6:00 PM - Remotely
Attachments: Water Sewer Backup Info 6-24-2020.pdf

Hi Alan

I was asked to provide some backup info for the water and sewer energy and utility shortfall.

Attached are the MUNIS print outs for the line items showing the deficit in each line item ("Available").

The "Actual (Memo)" in the printout is what we have spent year to date, not including the months of May and June bills

I divided the "Actual" by 10 (months) coming up with the average amount spent each month and based my request on what I thought I would need to the end of the year.

*I did add some to the water estimate based on summer usage is always higher and the pumps are running longer.

I copied the Finance Committee, but could you please distribute to anyone else who may need this information.

If anyone needs anything else, please feel free to give me a call

Thank you,

Dane E. Arnold, Director
Department of Public Works

50 Manca Drive
Gardner, MA 01440
Phone: 978-630-8195
darnold@gardner-ma.gov

From: Alan Agnelli <aagnelli@gardner-ma.gov>
Sent: Monday, June 22, 2020 10:17 AM
To: Alan Agnelli <aagnelli@gardner-ma.gov>
Subject: City Council Special Meeting - Wednesday, June 24, 2020 at 6:00 PM - Remotely

Ladies and Gentlemen:

Please find attached the **Special Meeting Notice and Agenda** for Wednesday's Meeting. Link to Packet:
<https://www.gardner-ma.gov/AgendaCenter/ViewFile/Agenda/06242020-2665>

Sincerely,

1-1 & 1-3

SEWER

Account

Fund	610	SEWER FUND	Acct	610 -400-440-52110 -		
Org	61440	SEWER EXP	Acct name	ENERGY & UTILITIES Account Notes		
Object	52110	ENERGY & U	Type	Expense	Status	Active
Project			Rollup			
			Sub-Rollup			

Multifund

4 Year Comparison Yr/Per 2020/03	Current Year	History			
	Fiscal Year 2020	Fiscal Year 2019	Fiscal Year 2018		Fiscal Year 2021
Original Budget	170,000.00	112,300.00	.00	.00	.00
Transfers In	.00	.00	.00	.00	.00
Transfers Out	.00	-78,187.74	.00	.00	.00
Revised Budget	170,000.00	34,112.26	.00	.00	.00
Actual (Memo)	176,541.25	34,112.26	.00	.00	.00
Encumbrances	.00	.00	.00	.00	.00
Requisitions	.00				.00
Available	-6,541.25	.00	.00	.00	.00
Percent used	103.85	100.00	.00	.00	.00

$\$176,541 / 10 = \$17,650$
(MONTHS)

MAY & JUNE UNPAID

$\$17,650 \times 2 + \$6,541.25$

$\approx \$40,000$

1-1 & 1-2



CITY of GARDNER

Office of the City Auditor

John Richard, City Auditor
95 Pleasant Street, Room 126
Gardner, MA 01440

Phone: 978-632-1900 ext. 8020 • Fax: 978-630-3778

Email: jrichard@gardner-ma.gov

To: City Council

Re: Money Orders for consideration on June 24, 2020

Listed below are balances in various ledger accounts that pertain to Money Order transfers for your consideration.

These balances are as of June 19, 2020:

			<u>Money Order</u>		<u>Balance</u>
Sewer Enterprise Fund					
61000-31500					\$ 5,520,563
to Sewer for Energy and Utilities					
Expenditures	61440-52110	\$	40,000	\$	5,480,563
To PW Dept for New Equipment	14421-55123	\$	30,444	\$	5,450,119
				\$	5,450,119

The Snow & Ice account currently has available \$2,663.28
14421-52210

Sincerely

John Richard
City Auditor

copies: Mayor
City Clerk

AN ORDER APPROPRIATING FROM SEWER SURPLUS TO PUBLIC WORKS DEPARTMENT, NEW EQUIPMENT.

ORDERED:

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14421-52210

Sincerely

John Richard
City Auditor

copies: Mayor
City Clerk

AN ORDER APPROPRIATING FROM WATER SURPLUS TO WATER,
ENERGY AND UTILITIES.

ORDERED:

That there be and is hereby appropriated the sum of Sixty Thousand Dollars and
No Cents (\$60,000.00) from Water Surplus to Water, Energy and Utilities.

CITY OF GARDNER Department of Public Works

Highway
Water
Sewer
Forestry
Parks/Playgrounds
Cemeteries



Dane E. Arnold, Director
50 Manca Drive
Gardner, MA 01440-2687
Telephone (978) 630-8195
darnold@gardner-ma.gov

Acting Mayor Elizabeth Kazinskas
City Hall
95 Pleasant Street
Gardner, MA 01440

RE: Energy and Utilities Shortfall

June 9, 2020

Dear Acting Mayor Kazinskas:

I am requesting **\$60,000** from available **Water Surplus** to cover a budgetary shortfall for the **Energy and Utilities** line item **62450 - 52110**.

As you are aware the City took back the Water Distribution and Sewer Collection Systems in July of 2019 and renegotiated the former contract with Suez at that time. As part of that renegotiated contact, the City took responsibility of all energy and utilities invoices including, National Grid, Unitil, Templeton Light Company, Propane, Comcast, Verizon, and other utilities for the first time in over 20 years. The same structure exists in the new contract signed in 2020 with Veolia to operate the water and sewer facilities where the City will pay for Energy and Utilities.

While preparing the budget over a year ago, I underestimated the cost of Energy and Utilities for the Water facilities for FY2020.

If you have any questions regarding this matter, please do not hesitate to call.

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Department of Public Works

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Chris Coughlin, City Engineer

1-1 E 1-3

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Department of Public Works

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Phone: 978-630-8195
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Sincerely,

WATER

Account

Fund	620	WATER FUND	Acct	620-400-450-52110
Org	62450	WATER EXP	Acct name	ENERGY & UTILITIES
Object	52110	ENERGY & U	Type	Expense
Project			Status	Active
			Rollup	
			Sub-Rollup	

Multi-Fund

4 Year Comparison	Current Year	History			
Yr/Per 2020/03	Fiscal Year 2020	Fiscal Year 2019	Fiscal Year 2018	Fiscal Year 2017	Fiscal Year 2021
Original Budget	240,000.00	161,800.00	.00	.00	.00
Transfers In	.00	.00	.00	.00	.00
Transfers Out	.00	-120,087.00	.00	.00	.00
Revised Budget	240,000.00	41,713.00	.00	.00	.00
Actual (Memo)	241,285.77	41,712.95	.00	.00	.00
Encumbrances	.00	.00	.00	.00	.00
Requisitions	.00				.00
Available	-1,285.77	.05	.00	.00	.00
Percent used	100.54	100.00	.00	.00	.00

$\$ 241,285 / 10 = \$ 24,128$
 (MONTHS)

MAY & JUNE UNPAID

$\$ 24,200 \times 2 + \$ 1285.77$

$\approx \$ 50,000 -$

* SUMMER \Rightarrow WATER USAGE INCREASE
 ASK \$60,000



CITY of GARDNER
Office of the City Auditor

John Richard, City Auditor
95 Pleasant Street, Room 126
Gardner, MA 01440
Phone: 978-632-1900 ext. 8020 • Fax: 978-630-3778
Email: jrichard@gardner-ma.gov

To: City Council

Re: Money Orders for consideration on June 24, 2020

Listed below are balances in various ledger accounts that pertain to Money Order transfers for your consideration.

These balances are as of June 19, 2020:

		<u>Money Order</u>	<u>Balance</u>
Water Enterprise Fund			
62000-31500			\$ 1,083,264
to Water Dept for Energy and Utilities			
Expenditures	62450-52110	\$ 60,000	\$ 1,023,264
			\$ 1,023,264

The Snow & Ice account currently has a deficit of \$2,663.28
14421-52210

Sincerely

John Richard
City Auditor

copies: Mayor
City Clerk

AN ORDER APPROPRIATING FROM FREE CASH TO ELECTIONS AND REGISTRATIONS, OPERATING EXPENSES.

ORDERED:

That there be and is hereby appropriated the sum of Thirteen Thousand Five Hundred and No Cents (\$13,500.00) from Free Cash to Elections and Registrations, Operating Expenses.

1-4



**CITY OF GARDNER
MASSACHUSETTS
CITY CLERK**

95 PLEASANT STREET, ROOM 121
GARDNER, MA 01440-2630
TEL 978-630-4058

ALAN L. AGNELLI
City Clerk
Registrar of Voters

JOHN A. OLIVARI
Assistant City Clerk
FAITH A. GLOVER
Assistant City Clerk

June 18, 2020

Honorable Elizabeth J. Kazinskas, Acting Mayor
City Hall, Room 125
Gardner, MA 01440

Re: FY2020 Elections & Registration Supplemental Appropriation

Dear Acting Mayor Kazinskas:

I respectfully request a supplemental appropriation of \$13,500.00 to Elections & Registrations, Operating Expenses. The additional expenses are primarily due to the assumption of all mailing and materials costs associated with Early Voting for the June 2, 2020 Special Preliminary and the approaching June 30, 2020 Special Election, as well as printing costs for thousands of additional absentee ballots to accommodate early/absentee balloting for both elections.

Thank you very much for your attention and consideration.

Very truly yours,

Alan L. Agnelli
City Clerk



CITY of GARDNER

Office of the City Auditor

John Richard, City Auditor

95 Pleasant Street, Room 126

Gardner, MA 01440

Phone 978-632-1900 ext. 8020 • Fax: 978-630-3778

Email jrichard@gardner-ma.gov

To City Council

Re Money Orders for consideration on June 24, 2020

Listed below are balances in various ledger accounts that pertain to Money Order transfers for your consideration.

These balances are as of June 19, 2020

		<u>Money Order</u>	<u>Balance</u>
Free Cash	10000-35400		\$575,004.93
to Elections & Reg for Operating Expenditures	11162-52***	13,500.00	\$561,504.93
			\$561,504.93

The Snow & Ice account currently has available \$2,663.28 (Acct# 14421-52210). Current Stabilization Fund Balance \$2,640,954.81

Sincerely

John Richard
City Auditor

copies Acting Mayor
City Clerk