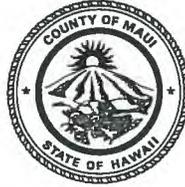


ALAN M. ARAKAWA  
Mayor



JOHN D. KIM  
Prosecuting Attorney  
ROBERT D. RIVERA  
First Deputy Prosecuting Attorney

DEPARTMENT OF THE PROSECUTING ATTORNEY  
COUNTY OF MAUI  
150 SOUTH HIGH STREET  
WAILUKU, MAUI, HAWAII 96793  
PHONE (808) 270-7777 • FAX (808) 270-7927

April 23, 2018

2018 APR 23 PM 4: 20  
OFFICE OF THE  
COUNTY COUNCIL

RECEIVED

Mr. Sananda K. Baz *SKB*  
Budget Director, County of Maui  
200 S. High Street  
Wailuku, Hawaii 96793

Honorable Alan M. Arakawa  
Mayor, County of Maui  
200 S. High Street  
Wailuku, Hawaii 96793

APPROVED FOR TRANSMITTAL  
*Alan M. Arakawa* 4/23/18  
Mayor Date

Transmittal to:

Honorable Riki Hokama  
Chair, Budget and Finance Committee  
200 S. High Street  
Wailuku, Hawaii 96793

Re: REQUESTS/QUESTIONS FROM THE APRIL 11, 2018 MEETING  
(PA-1)(BF-1)

Dear Chair Hokama:

As you have requested at its meeting on April 11, 2018, the Budget and Finance Committee requested our Department's responses to the following requests/questions:

1. Provide the survey results from the Victims and Victim Witness as noted in Goals 1 and 2, on page 509 of the Program Budget. Explain how the satisfaction level of the witness is determined.

**To protect the privacy of the victims who participated in this survey, we are unable to provide detailed information on the survey results.**

**We recently started an online survey hoping that more participants will be willing to complete the survey.**

Mr. Sananda K. Baz  
Honorable Alan M. Arakawa  
Transmittal to: Honorable Riki Hokama  
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**Most clients are not satisfied with our services due to the following reasons:**

- 1. No Housing Assistance**
- 2. No transportation assistance - requesting monthly bus passes to get to and from their job.**
- 3. Exhausted their stay at an Emergency Shelter.**
- 4. Child Care Assistance - Most Victims cannot afford child care, so they are unable to find a job.**
- 5. Case outcome not in our clients favor.**

**See Survey Results on Attachment A**

2. If the current vacancies are filled, and the expansion positions are approved, is there still a need to increase the request for premium pay? Explain, and include specific examples.

**The need for overtime will still be needed since we have no control over the schedule of the court system. Approved overtime is for the following reasons.**

- **Rush Answering Briefs**
- **Short staffed, clericals out on leaves and/or vacant positions, and helping and being assigned to someone's workload assignments**
- **Rushes due that day or the next days**
- **Rush reviewing, formatting, and eFiling of legal documents.**
- **Rush Rule 40s**
- **Rush Trial Preparation**
- **Unable to eFile during the working hours**
- **Attorney's backlog of work assignments to clerical; due dates upcoming or past due dates.**

**See Attachment B - Explaining and giving specific examples**

3. For the Administration Program and the General Prosecution program, provide a breakdown of premium pay, by type per position, excluding attorney's. Provide the calculation for determining the premium pay request, based on hourly rate, and number of hours.

**See Attachment C.**

Mr. Sananda K. Baz  
Honorable Alan M. Arakawa  
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4. Does the department use discretion in approving overtime for employees based on urgency and time sensitivity? Does the department intentionally allow overtime because the funding is available, but the need for overtime is not?
- **Detailed justification is needed for each overtime submitted for approval. Occasionally we audit their submission of documents worked during their overtime.**
  - **Email reminders have been sent to staff on overtime justification/requests.**
  - **On April 11, 2018, we sent out an Overtime Directive Memorandum. See Attachment D**

**Our department does not intentionally allow overtime because the funding is available. We are involved in a high volume of cases in the District, Family, and Circuit Courts divisions involving basic and/or complex and/or difficult and/or technical legal work. There is Court every day in respective courtrooms, divisions which involves Maui including Hana, Lanai, and Molokai for District and/or Family Courts including the Outer District Molokai has added an additional court day for District/Family Court. There are constant time constraints and deadlines every day including meeting court deadline dates as requested. Also, there is an increase in the number of cases involving extraditions and/or governor's warrants. Also, there is an increase in trial preparations.**

5. For the Domestic Violence Investigation Program, page 16-30 of the Budget Details, explain why the grant does not allow for fringe benefits costs. Is the position filled and needed for the operations of the Department? If so, provide how the Department will pay for the related fringe benefits.

**Allocation of the Domestic Violence Investigation Grant funds is determined by a base amount set by Congress, with remaining funds allocated on the basis of state population. Each state must allocate 25% to prosecution. A requirement for this grant is that we must provide cash or in-kind match of 25% of the project's budget. According to the guidelines of this grant, fringe benefits may be included in the valuation.**

**This position has been funded under the Domestic Violence Grant**

Mr. Sananda K. Baz  
Honorable Alan M. Arakawa  
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**since October 15, 1998. Because the county covers the fringe benefits for this position, we are able to utilize this position in cases and assignments outside of the specified grant funding which would only service victims of domestic violence, dating violence, sexual assault, and stalking.**

**This position is assigned to 4 deputy prosecuting attorneys assigned to the Domestic Violence Unit. The department employs four (4) other investigators who service thirty (30) other prosecutors assigned to the various divisions. Without the services of this full-time investigator, domestic violence against women cases would not have the follow-up services needed to prosecute perpetrators to the fullest extent for the severity of their crimes. The Department is committed to maximizing the number of convictions of perpetrators of domestic violence against women and views these cases as a high priority. This position has approximately 550 cases per year with an average of 1,829 follow-up services.**

**The department has always been able to cover the cost of the fringe benefits by using the cost savings from our attorney's salaries. Not all attorneys are paid at the maximum budgeted allocated amount each year.**

6. What is the State's limit on the reimbursement for expert witness fees?

**The State Department of Budget and Finance will continue to reimburse the County of Maui for allowable expenses initially paid by the county funds up to the appropriation available. The State has limited appropriation each fiscal year to pay witness fees.**

7. As it relates to the acquisition of the Ueoka Bulding:

- a. What is the status of the acquisition?

**Currently, we are pending the approval of the resolution to purchase this building.**

- b. At the meeting, you indicated that an inspection needs to be completed. Please explain.

**According to the Real Property and Sales Agreement, the**

Mr. Sananda K. Baz  
Honorable Alan M. Arakawa  
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**buyer will review the property and conduct their due diligence before the closing date. We will utilize both county inspectors along with a professional inspector to conduct tests and investigations that is in respect to the property; and that we are satisfied with the results of its investigation and tests.**

- c. If the building is acquired, what would be the annual debt service for the building? Does the building require any renovations or rehabilitation? If so, provide a list of work needed and the cost?

**See Attachment E**

- d. Currently, does the Department occupy the entire building. If not, explain what the Department will do with the extra space.

**Currently, the department occupies the second floor which is approximately 3,283 SF. The location of this property is very convenient since it is located near the Court House and our main Prosecuting Attorneys office.**

**Our department's vision is to introduce Hawaii's first Family Peace Center, also known as Family Justice Center. This new center will provide a "one-stop-shop" for child and adult victims of violent crimes such as sexual assault and domestic violence. A child victim of sexual assault will no longer be required to travel to multiple places such as the hospital, the police department, the Children's Justice Center, the prosecutor's office and child welfare services during a child sexual assault investigation.**

**We will work hand in hand with the Friends of the Children Justice Center of Maui to assist with the renovation cost of the 1<sup>st</sup> floor. We are planning to have Friends of the Children Justice Center of Maui and Dr. Kepler utilize approximately 2,000 square feet of the first floor, and we will utilize the balance of approximately 1,400 square feet for our Victim Witness Counselors and relocate four DPA's from our main office to the Ueoka Building.**

Mr. Sananda K. Baz  
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- e. Are any of the programs currently housed in the Ueoka building grant funded? If so, does the grant provide for rental cost and how much is provided?

**Currently, we house seven (7) grant funded positions at this location. Since this grant is a federally funded program, the Federal funders must be used to supplement existing funds for program activities and must not replace those funds that have been appropriated for the same purpose. Since we are now looking at purchasing the building, we could initiate this proposal to the Department of the Attorney Generals office to see if they would consider approving allocating funds to help cover the cost of the monthly mortgage cost, based on the amount of space being utilized by our grant funded positions.**

If you have any questions regarding the above, please call me at 270-7632 or 270-7777.

Very truly yours,



JOHN D. KIM  
Prosecuting Attorney

JDK:wyn

Attachments

Attachment A



# County of Maui

## Department of the Prosecuting Attorney

Survey Results

July 1, 2017 to March 31, 2018

Not all clients participated in the survey.

# Total Clients Served



Not all clients participated in the survey.

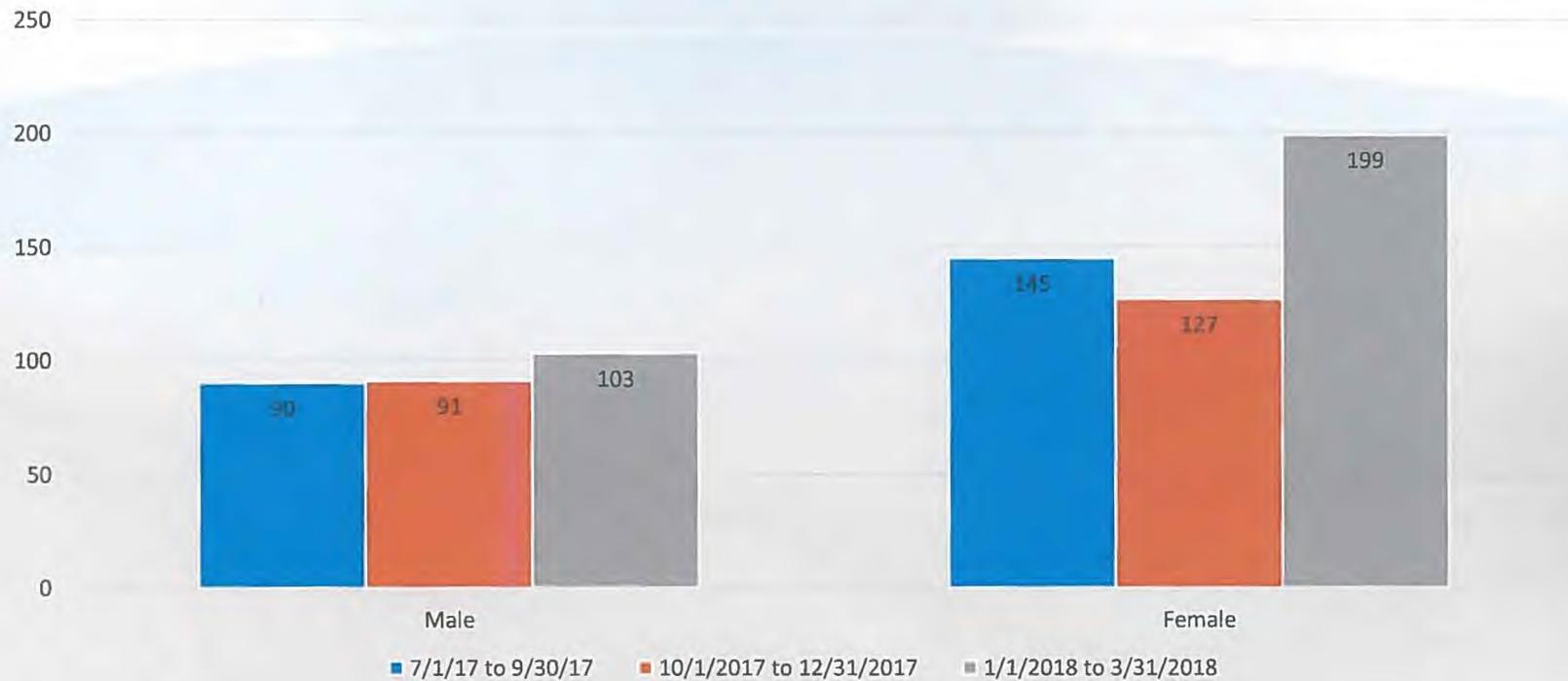
## Are you a Victim, Witness or Both

---

	7/1/17 to 9/30/17	10/1/2017 to 12/31/17	1/1/2018 to 3/31/18
Victim	169	214	214
Witness	22	25	23
Both	10	13	12

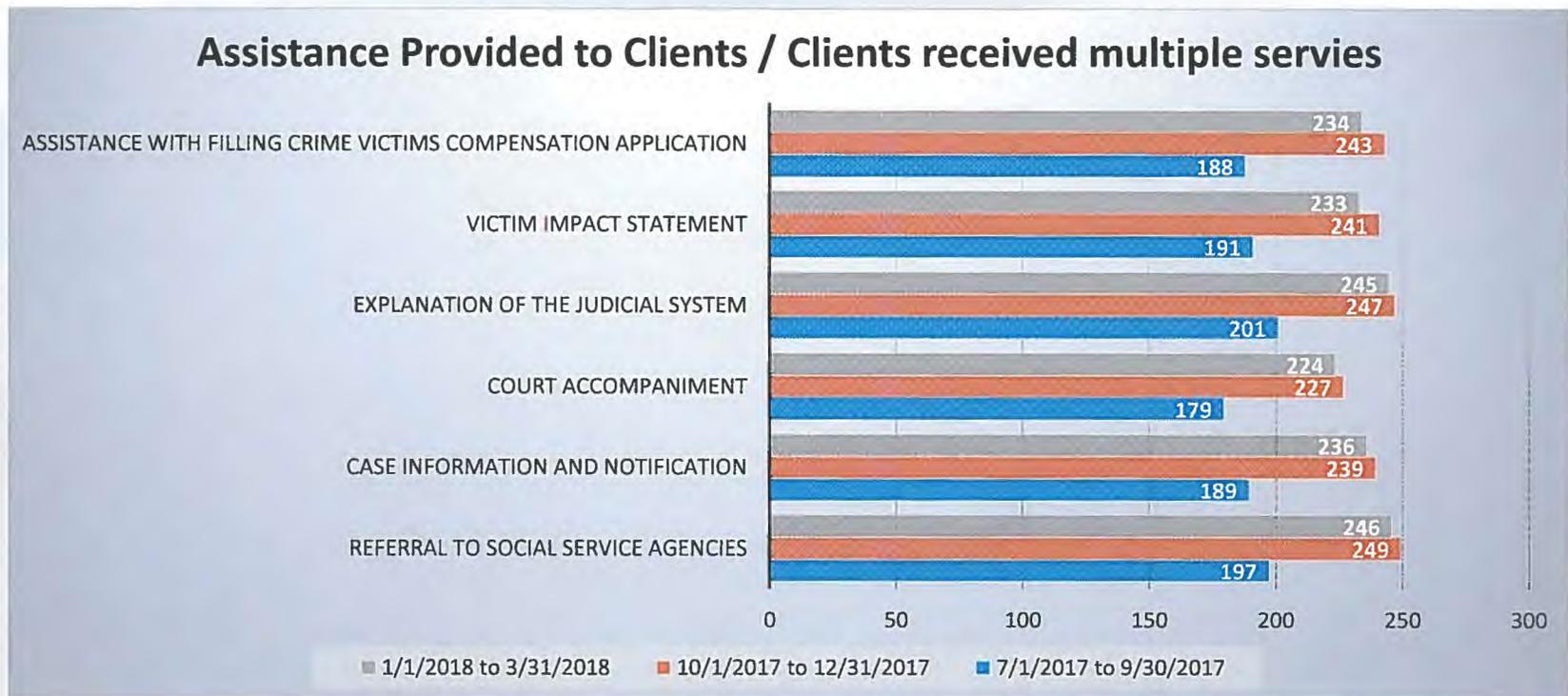
Not all clients participated in the survey.

# Gender of Clients Served



Not all clients participated in the survey.

# Services We Assisted With Our Clients



Not all clients participated in the survey.

## How professional was the Victim Witness Counselor during your interaction?



Not all clients participated in the survey.

# What is your overall satisfaction with your experience with the Victim Witness Program?

## OVERALL CLIENT SATISFACTION



Not all clients participated in the survey.

# Were you able to understand the information that the Victim Witness Counselor Provided to you?



Not all clients participated in the survey.

## Attachment B

2. If the current vacancies are filled, and the expansion positions are approved, is there still a need to increase the request for premium pay? Explain, and include specific examples

Yes, there is still a need to increase the request for premium pay.

The following are reasons why we still need to increase the request for premium pay even if the current vacancies are filled, and the expansion position is approved as overtime may be needed:

- The Law Officer Manager, at times, when short staff with vacancies and/or extended clerical leaves including when supervisors are out on leave, is assisting the clerical staff and/or the supervisors on performing the criminal work assignments, duties of position, including providing training to new supervisors and new clericals which involves group division meetings and/or individual meetings.
- Due to vacancies, leaves, and backlog of clerical.
- Within the past 6 years we lost seven valuable employees with a wealth of knowledge due to retirements. We had 3 employees who retired with more than 30 years, 4 employees with more than 22 years. Since 2011 we have hired 15 new clerical staff to fill vacancies in our office. Training our current staff is an ongoing task to keep up with the demands of running an efficient and productive work flow in each division.
- Also both Supervising Law Technician for Circuit Court and Supervising Legal Clerk for District and Family Court have only been in this supervising position for a little over a year.
  - Law Office Manager is providing ongoing training for her supervisors.
    - Training on performing work assignments – Criminal, Court, Personnel and Admin duties.
    - Assisting in Prosecutors Data System/ Other Agencies Data Systems on upgrades, changes, new systems, etc.
- Clericals duties increased due to performing Court assignments:
  - Our clerical staff is performing the Courts work due to the electronic efilng of all legal documents as we are creating case in their system before efilng of our charging documents for all of our cases.
  - We are also preparing the Courts Warrant of Arrest for Indictment and Felony Informational Charging.

- For Grand Jury, our clerical is assisting the witnesses in claiming mileage and witness fees for appearances before the grand jury at the Judiciary by filling out claim forms following specific instructions.
  - No longer receiving hard copy of filed court documents through court jacket but instead we are receiving notification via email on all incoming documents that are efiled by Court and defense attorneys which we now have to go into the Courts efile system for each case to print out the incoming efiled documents, involving several hundreds of documents and cases. This needs to be done on a daily basis as there are rush documents involved. Note that rush documents are efiled and being notified via email after hours 4:30 p.m.
  - Court is no longer sending Criminal and/or Traffic Citations as these are being electronically efile; therefore our office is now receiving notification via email that these citations are being efiled by Court which we now have to go into the Courts efile system to print out the efiled citations on each case, involving several hundreds of citations a month.
  - Please note that these assignments also affects our office supplies with an increase in paper and toner for our printers.
- Clericals duties increased due to performing Police assignments as we are no longer preparing a request for police reports to the Maui Police Department, if we can retrieve it from the Police's ILEADS system:
    - Printing out police reports from ILEADS for:
      - Connect up reports missing from citations
      - Connect up reports missing from police reports
      - District Court Non-Arrests cases where victims are requesting to prosecute their case
      - For upcoming court dates not received by the Maui Police Department as there is a charging decision deadline date by the Courts
      - Upon the requests of the attorneys
  - Changes in Courts which affects our clericals and increase in duties:
    - Electronic Filing System - JEFS/JIMS systems
      - All Criminal/Traffic legal documents
    - Electronic Bench Warrant - EBW system
      - All Criminal/Traffic cases
    - Comply with Ninth Circuit Court of Appeals decision concerning in-custody pretrial defendants. Prisoners cannot be transported in shackles to the Courtroom hearings; therefore hearings may not be in the courtroom but heard via Polycom at MCCC and/or in Court's polycom room; this involves bringing Defendant's up one at a time.

This changes the entire dynamics of court proceedings and changes in court time which requires rushing to meet court deadlines.

- More trial preparation due to changes which will involve now more preparation including up to subpoenas for witnesses and/or calling off witnesses if trials are continued and/or settled:
  - Setting a Jury Trial dates and no setting of Pre-Trial Conferences for certain courtrooms
  - Informal Pre-Trial Conferences only for certain courtrooms which at this court date, a trial date will be set and/or the case may settle for Change of Plea and/or Sentencing
- For our Felony Prosecution cases, we can now charge by way of Felony Information of certain felony charges instead of presenting the case for Grand Jury hearing and/or Preliminary hearings. This has increased our workload and charging statistics.
- Veterans Court held in Courtroom No. 3 Circuit Court
- Environmental Court held in Courtroom 3D District Court and in Courtroom No. 3 Circuit Court
- Special Services Unit (SSU); High Risk Defendants that is on probation held in Courtroom No. 3 Circuit Court
- Mental Health Court held in Courtroom 3D District Court and in Courtroom No. 4 Circuit/Family Court
  
- Changes in technology involving new and/or upgrade of systems which involves working with agencies prior to upgrade and/or new system including training upon being effective involving the Law Office Manager and/or Administrative Officer:
  - Transition to electronic filing system for District, Family Adult, and Circuit Court cases
  - JEFS(New)/JIMS (Upgrade)/EBW (Upgrade) systems (Courts)
  - ILEADS (New) system (Police)
  - Upgrade Prosecutor's Justware system (2 times)
  - Affects our Justware Reports
  - Upgrade of JJIS system
  - Upgrade of CJIS system
  - LOM training IT MIS on technology changes
  
- Upcoming changes in technology involving new and/or upgrade of systems which will involve working with agencies prior to upgrade and/or new system including training being effective involving the Law Office Manager and/or Administrative Officer:
  - Upgrade Prosecutor's Justware system due to interface and/or import with courts and/or police systems and/or other agency systems
  - Affects our Justware Reports

- S.P. Numbers. and S.P.P. Numbers, cases will be eventually electronically efile which will affect our involvement with the cases involving Charge Under Oath and Rule 40, etc.
  - Upgrade ILEADs and/or new police system
  - HIJIS System which involves various agency data systems and/or interfaces with various systems
  - LOM/AO training IT MIS on technology changes
- Due to the vacancies from 2011, our office has a backlog on following the scanning and purging guidelines and scanning all of the respective case files in Application Xtender following our guidelines including updating our Prosecutor's system up scanning cases. We also have a backlog of keeping up with disposing of our cases after Courts in our office data system, Justware, which includes generating minutes copied from the Court system to be placed in our case files for the Circuit Court attorneys use to look back when in court. Our legal clericals are unable to perform these work assignments due to constant demands to keep up with the daily court dates and meet deadline dates. The increased volume of cases and the changes in the Court's electronic filing system, which we are currently performing the Courts work assignments of creating the cases in their Judiciary Electronic Filing System, before efile of our charging documents for all divisions, District and Family Court and Felony Screening and Circuit. These work assignments can be done by lower level clericals and Office Operations Assistants.

**Attachment C  
Premium Pay Breakdown (BU-03, BU-04, BU-13)**

Section	Position	Position No	Hourly Rate 7/1/17	Hourly Rate 1/1/18	OT Hours	Total \$ for OT
Admin	Administrative Office	PA-0005	\$ 36.87	\$ 36.87	144.25	\$ 7,977.75
Admin	Law Office Manager	PA-0006	\$ 30.28	\$ 30.74	364.5	\$ 16,652.54
Admin	Departmental Personnel Clerk	PA-0045	\$ 18.92	\$ 19.21	175.25	\$ 5,003.07
Victim Witness	Victim/Witness Program Director	PA-0061	\$ 36.44	\$ 36.44	58.25	\$ 3,183.95
<b>Administration Program</b>						<b>\$ 29,633.36</b>
Admin	Law Office Manager (Charged OT to General Prosecution - doing work for Circuit, District, Felony Screening, and Family Court)	PA-0006	\$ 30.28	\$ 30.74	293.75	\$ 18,506.45
Circuit Court	Supervising Law Technician	PA-0009	\$ 29.11	\$ 29.54	540	\$ 23,684.40
Circuit Court	Law Technician II	PA-0014	\$ 30.74	\$ 27.32	300.5	\$ 13,603.95
Circuit Court	Law Technician II	PA-0019	\$ 31.47	\$ 31.94	421.5	\$ 20,001.25
Circuit Court	Law Technician II	PA-0036	\$ 30.28	\$ 30.74	57.5	\$ 2,611.65
Circuit Court	Law Technician I	PA-0041	\$ 24.90	\$ 27.31	108.5	\$ 4,092.10
Circuit Court	Law Technician I	PA-0047	\$ 25.87	\$ 26.26	62.75	\$ 2,435.01
District Court	Legal Clerk III	PA-0011	\$ 23.93	\$ 24.28	1	\$ 35.90
District Court	Supervising Legal Clerk	PA-0013	\$ 21.27	\$ 21.58	130	\$ 4,168.81
District Court	Legal Clerk III	PA-0037	\$ 19.68	\$ 19.97	22.75	\$ 677.34
District Court	Office Operations Assistant II	PA-0039	\$ 21.27	\$ 21.58	6.5	\$ 207.38
District Court	Legal Clerk III	PA-0049	\$ 18.17	\$ 18.44	1.75	\$ 47.70
District Court	Legal Clerk IV	PA-0050	\$ 25.87	\$ 26.26	129.5	\$ 5,050.11
District Court	Legal Clerk III	PA-0079	\$ 21.27	\$ 21.58	5.5	\$ 175.48
Family Court	Legal Clerk IV	PA-0020	\$ 23.93	\$ 24.28	6	\$ 236.34
Felony Screening	Legal Clerk IV (Same SR as a LT I) Law Tech I (Budgeted)	PA-0038	\$ 25.87	\$ 26.26	95.75	\$ 3,715.58
Felony Screening	Legal Clerk I Position reallocated for an EE transfer Legal Clerk II (Budgeted)	PA-0043	\$ 16.80	\$ 17.05	53.5	\$ 1,353.26
Felony Screening	Legal Clerk III	PA-0071	\$ -	\$ 17.06	6	\$ 153.54
Investigators	Investigator VI	PA-0064	\$ 34.10	\$ 34.10	2	\$ 102.30
Victim Witness	Victim/Witness Counselor II Grant Funded - OT Paid out of General Prosecution Program	PAT0024	\$ 30.32	\$ 30.32	6	\$ 272.88
<b>General Prosecution Program</b>						<b>\$ 82,352.10</b>

Attachment D

ALAN M. ARAKAWA  
Mayor



JOHN D. KIM  
Prosecuting Attorney  
ROBERT D. RIVERA  
First Deputy Prosecuting Attorney

DEPARTMENT OF THE PROSECUTING ATTORNEY  
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MEMORANDUM

**TO:** All Clerical Staff, Investigators, and Counselors  
**FROM:** John D. Kim, Prosecuting Attorney   
**DATE:** April 12, 2018  
**RE:** **OVERTIME DIRECTIVE**

This week we presented our FY19 Budget to County Council, they questioned our department's overtime, and asked if we can do a study on our overtime cost. We also received an overtime directive from the Mayor back in July, asking each department to make every effort to limit overtime. Granted, there are times when overtime may be necessary, when completion of an essential service in a timely manner is critical and no alternatives are available.

Authorization of overtime must include detailed documentation of work to be performed and the anticipated number of hours required. Detailed justification must include quantity and case names/numbers (to be audited). Any changes to the approved overtime request must be done prior to overtime worked. We need to have accurate records of overtime worked in our office to comply with any payroll audit request.

1. Below is a list of items that are justifiable request for overtime.
  - Rush answering a brief
  - Short staffed, clericals out on leave and/or vacant positions, helping and being assigned to someone's work load assignments.
  - Helping other courtrooms or divisions ex: rushes, leaves, etc.

Memorandum: Overtime Directive

Page 2

April 12, 2018

- Last minute rushes due by the end of the day as requested by attorneys.
- Rush reviewing, formatting, and eFiling of legal documents due that day or the next day.
- Rush Rule 40 due within 48 hours.
- Rush Trial Preparation due immediately as requested by attorney.
- Courtroom 4 (CC and FC) due to courtroom shortage and excessive caseload will be allowed overtime if needed.
- Assigned to Projects by supervisors.
- For special circumstances please see your supervisor for pre-approval.

2. Overtime can be denied based on the following reasons.

- Did not provide a detailed justification (Quantity and/or case name/numbers depending on justification) for overtime requested.
- When an employee is on LWOP status.
- An employee must have physically worked an 8 hour day. No vacation/sick/comp time/LWOP taken for that day
- Non-rushes, no court dates, future court dates deadline that is not a rush.
- Saturday/Sunday overtime will not be approved, unless for trial preparation that is requested by attorneys, and/or group projects, and/or emergencies requested by supervisors, attorneys or administration.
- Per Mayors overtime directive (see attached), No overtime shall be authorized until employees have worked a regular forty-hour work week.

Thank you for your hard work and dedication. We are committed to operating an efficient and cost effective department.

Attachment E

**UEOKA BUILDING  
PURCHASE VS LEASE ANALYSIS**

		County Suite A	Vacant Suite B	Vacant Suite C	Total Bldg	
Leased Area (SF)		3,283.00	1,500.00	1,930.00	6,713.00	
	Rate	Monthly	Annual		Monthly	Annual
FY 2018	\$2.10	\$6,894.30	\$82,731.60	\$3,150.00	\$4,053.00	\$14,097.30 \$169,167.60
FY 2019	\$2.15	\$7,058.45	\$84,701.40	\$3,225.00	\$4,149.50	\$14,432.95 \$173,195.40
FY 2020	\$2.20	\$7,222.60	\$86,671.20	\$3,300.00	\$4,246.00	\$14,768.60 \$177,223.20
FY 2021	\$2.25	\$7,386.75	\$88,641.00	\$3,375.00	\$4,342.50	\$15,104.25 \$181,251.00

Current CAM (2017)	\$0.88	\$2,885.79	\$1,318.52	\$1,696.49	\$4,204.31	\$50,451.66
Real Property Tax	2017	\$4,503.41	\$2,251.71	\$2,251.71	\$7,971.48	

	Sale Price	Appraisal
Purchase Price	\$1,600,000.00	\$1,560,000.00
Interest Rate	3.00%	3.00%
Bond Term (Yrs)	20	
Debt Service (Monthly)	\$8,873.56	\$8,651.72
Debt Service (Annual)	\$106,482.72	\$103,820.64
TOTAL	\$2,129,654.40	\$2,076,412.80
PSF (Monthly)	1.322	1.289
Pay Back Period	11.221	10.972

2018 ASSESSED VALUES			
	LAND	BUILDING	TOTAL
SUITE A	221,900	418,600	640,500
SUITE B	110,900	209,300	320,200
SUITE C	110,900	209,300	320,200
TOTAL	443,700	837,200	1,280,900

	2018	2019	2020	2021
Annual Debt Service	106,482.72	106,482.72	106,482.72	106,482.72
Less Annual Rent	(\$82,731.60)	(\$84,701.40)	(\$86,671.20)	(\$88,641.00)
Difference Annual	23,751.12	21,781.32	19,811.52	17,841.72
Monthly	1,979.26	1,815.11	1,650.96	1,486.81