



City of San Bernardino  
**Purchasing Card Charges by Department**  
Sep-2024 Expenditures  
Summary by Fund

| Fund                                    | Amount           |
|---|------------------|
| 001 - General                           | 61,443.69        |
| 111 - AB2766 Air Quality                | 467.52           |
| 116 - Emergency Solutions Grant 14.231  | 1,146.98         |
| 119 - Community Development Block Grant | (295.20)         |
| 123 - Federal Grant Programs            | 1,495.68         |
| 124 - Animal Control                    | 8,472.76         |
| 126 - Gas Tax Fund                      | 2,728.69         |
| 130 - State And Other Grant Programs    | 1,250.00         |
| 635 - Fleet Services Fund               | 418.67           |
| 679 - Information Technology            | 1,606.02         |
| <b>Grand Total</b>                      | <b>78,734.81</b> |



City of San Bernardino  
**Purchasing Card Charges by Department**  
 September-2024 Expenditures

| Fund / Department / Account / Description                               | P-Card Charges  |
|---|-----------------|
| <b>001 - General</b>  |                 |
| <b><u>Mayor</u></b>   |                 |
| 5111 - Material And Supplies  |                 |
| City shirts for Mayor & staff - Mayor 9/17/24                           | 397.54          |
| Large Bins for Office Supplies - Exec Asst to Mayor                     | 29.33           |
| Office Supplies - Laminator - Exec Asst to Mayor 9/15/24                | 109.57          |
| Office Supplies - Mayor 9/26/24   | 15.65           |
| Office supplies for break room - Exec Asst to Mayor 9/21/24             | 14.13           |
| Office Supplies for Mayor's Office - Mayor                              | 57.40           |
| Office Supplies for Mayor's Office - Mayor 9/26/27                      | 34.79           |
| 5122 - Dues And Subscriptions   |                 |
| Monthly Sun Subscription - Mayor 9/19/24                                | 14.00           |
| 5132 - Meetings And Conferences   |                 |
| Park Charge incorrectly charged; see attached receipt for refund        | 36.00           |
| Refund of parking charged in error - Mayor                              | (36.00)         |
| Supplies for MCC Meeting and Office Meetings - Exec Asst to Mayor 9/26  | 57.63           |
| Table for MCC Meetings - Council Admin Supervisor 9/26/24               | 71.03           |
| 5186 - Civic And Promotional  |                 |
| PENS.COM - 09.04.24 Rideshare Bags for Wellness & Health Fair Gi        | 208.77          |
| <b>Mayor Total</b>  | <b>1,009.84</b> |
| <b><u>City Council</u></b>  |                 |
| 5111 - Material And Supplies  |                 |
| 09-19-2024 - \$500.54 - COMPUTERIZED EMBROIDERY - Staff Office S        | 500.54          |
| Certificate Paper - Council Admin Supervisor 9/11/24                    | 15.21           |
| Certificate Paper - Council Admin Supervisor 9/17/24                    | 76.86           |
| Certificate Paper - Council Admin Supervisor 9/18/24                    | 24.44           |
| Council Office - Office Supplies - Council Admin Supervisor 9/14/24     | 97.86           |
| 5132 - Meetings And Conferences   |                 |
| 09-10-2024 - \$426.25 - COSTCO - 09-18-2024 MCC Meeting Supplies        | 426.25          |
| 09-11-2024 - \$69.50 - MARSHALLS - 09-18-2024 MCC Meeting Supplie       | 69.50           |
| 09-12-2024 - \$161.24 - COSTCO - 09-18-2024 MCC Meeting Meal Item       | 161.24          |
| 09-17-2024 - \$383.06 - LOS TACOS LOKOS - 09-18 -2024 MCC Meeting       | 383.06          |
| MCC Meeting Supplies - Council Admin Supervisor 9/17/24                 | 32.60           |
| Meeting Supplies for the MCC Meeting - Council Admin Supervisor 9/17/24 | 20.03           |
| Note Pads for MCC Meetings - Council Admin Supervisor 9/11/24           | 19.56           |
| Notepads for the MCC Meetings - Council Admin Supervisor 9/3/24         | 17.40           |
| 5147 - Meetings And Conferences - Ward 6                                |                 |
| 09-05-2024 - \$25.00 - Ward 6 (Calvin) - CAL CITIES IE DIVISION L       | 25.00           |
| <b>City Council Total</b>   | <b>1,869.55</b> |



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**Purchasing Card Charges by Department**  
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| Fund / Department / Account / Description                               | P-Card Charges  |
|---|-----------------|
| <b>City Manager</b>   |                 |
| 5111 - Material And Supplies  |                 |
| Amazon - 09.04.24 CM Briefcase - Laptop Bag                             | 18.39           |
| Amazon - 09.25.24 CM OFFICE SUPPLIES                                    | 12.70           |
| DCM book order of The First 90 Days: Proven Strategies for              | 19.02           |
| DCM book orders of Build an A Team/ HBR The 17 Skills Lead              | 72.35           |
| Deputy City Manager requested to have this book ordered.                | 86.49           |
| Harvard Business Review set of books ordered by request of DCM S        | 148.98          |
| 5122 - Dues And Subscriptions   |                 |
| Membership Dues paid Title II ACTCP Member for ADA Coordinator D        | 300.00          |
| Refund for Business Journal Subscription LA Business First.             | (114.80)        |
| 5132 - Meetings And Conferences   |                 |
| AA Flight to attend 2024 Fall ADA Conference in Madison, WI for         | 896.96          |
| American Airlines Flight Details to Pittsburgh on 09.21.2024 for        | 349.98          |
| American Airlines Flight Details/Seats to Pittsburgh on 09.21.20        | 64.17           |
| Department Head Lunch Meeting September 11 2024.                        | 184.77          |
| Department Head Lunch meeting September 26 2024.                        | 177.61          |
| Inland Empire Division Mtg. - 09.17.2024 Govt Affairs Manager to attend | 25.00           |
| LCC & Inland Empire Division 2024 Annual Conf Network Luncheon 1        | 40.00           |
| League of Cal Cities IE Division Meeting registration attendance        | 25.00           |
| Pizza Hut - 08.29.24 CM Injunction Follow-Up Meeting                    | 28.25           |
| Refreshments for Department Head Lunch meeting September 26 2024        | 10.99           |
| Registration for 2024 Fall ADA Conference in Madison WI for Depu        | 385.00          |
| Southwest - 09.25.24 Flight to Ontario from Pittsburgh for ICMA         | 442.97          |
| <b>City Manager Total</b>   | <b>3,173.83</b> |
| <b>City Clerk</b>   |                 |
| 5122 - Dues And Subscriptions   |                 |
| Nessa Morales' Notary Public course/exam/ dues                          | 830.96          |
| URL/Linktree yearly subscription period 09-28-2024 to 09-27-2025        | 90.00           |
| 5133 - Education And Training   |                 |
| Records Management I - Retention & Disposition Webinar for train        | 60.00           |
| Records Management II - Digital Records Webinar for training pur        | 60.00           |
| Time Management training through IIMC for Telicia Lopez                 | 60.00           |
| <b>City Clerk Total</b>   | <b>1,100.96</b> |
| <b>Community Development &amp; Housing</b>                              |                 |
| 5111 - Material And Supplies  |                 |
| CSR city embroidered shirts.  | 217.21          |
| Homeless Coordinator's Meeting - Homeless Solutions Manager             | 100.36          |
| Housing embroidery shirts.  | 101.20          |
| 5112 - Small Tools And Equipment  |                 |
| Hard hats & flashlights for department earthquake readiness kits        | 61.95           |
| Safety equipment for departmental use - in case of emergency.           | 68.49           |



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| Fund / Department / Account / Description  | P-Card Charges  |
|--|-----------------|
| 5132 - Meetings And Conferences  |                 |
| Cancellation fee for Homeless Solutions Manager - Homeless Solutions Manager     | 0.00            |
| Director Elliott - monthly department meeting budget \$50.00. (Se                | 48.50           |
| Director Elliott asked for this to be ordered. Department trophy                 | 292.25          |
| 5133 - Education And Training  |                 |
| Training receipt - Lead Cod Enforcement Officer                                  | 288.40          |
| 5502 - Professional Contractual Services   |                 |
| Translation Services and notary fee regarding the Harris Buildin                 | 129.38          |
| <b>Community Development &amp; Housing Total</b>                                 | <b>1,307.74</b> |
| <b><u>Economic Development</u></b>   |                 |
| 5121 - Advertising   |                 |
| Advertisement for City in regional publication                                   | 1,895.00        |
| 5122 - Dues And Subscriptions  |                 |
| Publication subscription - Econ Dev Director                                     | 8.00            |
| 5132 - Meetings And Conferences  |                 |
| Monthly Director Allowance Budget \$50 for Dept meetings                         | 46.80           |
| 5133 - Education And Training  |                 |
| IRWA Certification Course 901 - Deputy Director Econ Dev                         | 265.00          |
| 5502 - Professional Contractual Services   |                 |
| Court certified document translation - Harris Building donation.                 | 122.91          |
| <b>Economic Development Total</b>  | <b>2,337.71</b> |
| <b><u>Finance &amp; Management Services</u></b>                                  |                 |
| 5111 - Material And Supplies   |                 |
| office supplies for admin and payroll  | 34.65           |
| 5122 - Dues And Subscriptions  |                 |
| Barrons subscription   | 32.61           |
| CSMFO Registration Invoice - Budget  | 55.00           |
| San Francisco Chronicles Subscription.   | 15.96           |
| The Sun subscription   | 18.00           |
| The Wall Street subscription   | 31.31           |
| 5132 - Meetings And Conferences  |                 |
| Budget Training Academy- Hyatt _ Reservation Confirmation Senior Budget Analyst, | 845.65          |
| CalPERS Forum- Hotel reservation. Budget   | 1,022.40        |
| CalPERS Forum- Hotel reservation. Lead Payroll Tech                              | 511.20          |
| CalPERS Forum- Registration. Budget Division Manager                             | 599.00          |
| CalPERS Forum- Registration. Management Analyst I                                | 599.00          |
| CalPERS Forum- Registration. Payroll   | 599.00          |
| Cancellation for hotel for league of california cities                           | (894.00)        |
| CMRTA Annual Conference 2024   | 399.00          |
| Food/Refreshments for broadband meeting (9/24)                                   | 47.83           |



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|--|-----------------|
| GFOA Budget Analyst Training Academy - Hotel Invoice Budget Division Manager | 861.65          |
| GFOA Budget Analyst Training Academy - Hotel Invoice Management Analyst I    | 853.65          |
| Snack/Refreshment purchase for broadband meetings (9/24 & 9/25)              | 57.05           |
| Snacks/Refreshments for Broadband Meetings (9/24 and 9/25)                   | 60.32           |
| <b>Finance &amp; Management Services Total</b>                               | <b>5,749.28</b> |
| <b><u>General Government</u></b>   |                 |
| 5111 - Material And Supplies   |                 |
| Table for Community Intervention Program Manager's Office                    | 32.51           |
| 5132 - Meetings And Conferences  |                 |
| Registration for 2024 San Bernardino Countywide Gangs and Drugs              | 60.77           |
| 5502 - Professional Contractual Services                                     |                 |
| Charges are for the community projects budgeted total amount of              | 188.92          |
| <b>General Government Total</b>  | <b>282.20</b>   |
| <b><u>Human Resources &amp; Risk Management</u></b>                          |                 |
| 5105 - Employee Recognition  |                 |
| Health Fair Raffle Prizes  | 1,637.24        |
| 5111 - Material And Supplies   |                 |
| A banner for Job Fairs   | 43.49           |
| Department Swag with city logo for job fairs. Due to the limit t             | 2,011.78        |
| Health Fair supplies   | 246.52          |
| HR Department Supplies   | 76.05           |
| Refund from Amazon for Health Fair supplies wrong item.                      | (19.56)         |
| 5121 - Advertising   |                 |
| Job fair registration fee  | 450.00          |
| 5132 - Meetings And Conferences  |                 |
| Andrea- Hotel reservation for conference fee                                 | 308.27          |
| CalGov HR Conference Hotel Stay for HR Analyst Trainee                       | 228.72          |
| CalGov HR Conference Hotel Stay for Supervising HR Analyst                   | 228.72          |
| Conference hotel stay for HR Analyst Trainee amount may change o             | 854.21          |
| Conference Neogov hotel stay deposit -Senior HR Tech                         | 180.27          |
| Conference Neogov Ignite 3 Day Conference - Senior HR Tech                   | 1,225.00        |
| Conference stay for HR Director  | 403.84          |
| HR Analyst Trainee- Cal Gov HR Labor Relations                               | 258.96          |
| HR Recruitment Analyst Conference Flight Ticket                              | 289.96          |
| Supervising HR Analyst- Cal Gov HR Labor Relations                           | 258.96          |
| 5133 - Education And Training  |                 |
| Training Overview of Public Sector - HR Analyst I (same training             | 398.00          |
| Training Overview of Public Sector - Supervising HR Analyst                  | 398.00          |
| 5175 - Postage   |                 |
| Courier service  | 303.42          |



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|--|-----------------|
| 5183 - Management Allowance                                      |                 |
| Bagels for farewell to Benefit's Supervisor HR and staff         | 20.80           |
| HR Monthly Meeting Birthdays                                     | 24.98           |
| <b>Human Resources &amp; Risk Management Total</b>               | <b>9,827.63</b> |
| <b>Library</b>   |                 |
| 5111 - Material And Supplies                                     |                 |
| Water Filter for Staff Break Area                                | 53.28           |
| 5112 - Small Tools And Equipment                                 |                 |
| 001-470-0063-5112 Bathroom baby changing table                   | 564.84          |
| 5132 - Meetings And Conferences                                  |                 |
| CLA Membership   | 40.00           |
| One Day Conference Pass / CLA                                    | 155.00          |
| 5123 - Library Books   |                 |
| Subscription LA Times - Ebsco                                    | 799.13          |
| <b>Library Total</b>   | <b>1,612.25</b> |
| <b>Parks &amp; Recreation</b>                                    |                 |
| 5111 - Material And Supplies                                     |                 |
| adjustable reaching poles and leaf nets, thermometer for pools   | 364.91          |
| Bingo prizes are purchased weekly for Bingo Club held at both Fi | 229.84          |
| biohazard bags for first aid room trashcans at pools             | 7.05            |
| Breast Cancer Awareness Swim event giveaways and supplies        | 38.05           |
| Carry bag for CPR manakin  | 7.60            |
| Items purchased for Senior Games Pickleball Tournament on 9/28an | 118.52          |
| Items purchased for Senior Games Pickleball Tournament Raffles o | 74.22           |
| Items purchased for the Just Dance held at Perris Hill Senior Ce | 29.97           |
| Items purchased were used for the Senior games Pickleball Tourna | 180.87          |
| Items purchased were used for the Senior games Softball Tourname | 26.66           |
| LG radios charging bases   | 51.57           |
| MSDS binders for all pools                                       | 45.66           |
| parking fee for disaster expo                                    | 25.00           |
| Pool equipment storage racks                                     | 173.11          |
| Portable sink for special events first aid station               | 104.37          |
| purchase of challenge coins for Veterans & Memorial Day events   | 612.25          |
| purchase of kitchen supplies for cooking programs at RHCC        | 32.59           |
| purchase of perishable food for cooking program at RHCC          | 19.06           |
| purchase of perishable food items for cooking program at RHCC    | 79.34           |
| purchase of supplies for center program (RHCC)                   | 40.83           |
| Senior Movie Day. Senior were able to site in a cool environment | 161.73          |
| sharps containers for first aid rooms at pools                   | 101.12          |
| storage boxes for pools  | 125.13          |
| Sugar and creamer are used daily at both Fifth Street and Perris | 61.96           |
| Supplies for CID Water Fun Family Day                            | 122.35          |



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| Fund / Department / Account / Description                        | P-Card Charges   |
|--|------------------|
| 5121 - Advertising   |                  |
| Facebook marketing of the Senior Health and Resource Fair for 10 | 304.61           |
| 5122 - Dues And Subscriptions                                    |                  |
| Air quality and heat tracking application subscription           | 2.99             |
| monthly subscription for use at centers and events               | 10.99            |
| 5132 - Meetings And Conferences                                  |                  |
| CPRS Aging Section Training in Fullerton on 10/17. Supervisor La | 25.00            |
| SCPPOA monthly meeting fee                                       | 20.00            |
| 5133 - Education And Training                                    |                  |
| CPRS Directors Academy Training for 4                            | 900.00           |
| <b>Parks &amp; Recreation Total</b>                              | <b>4,097.35</b>  |
| <b><u>Police</u></b>   |                  |
| 5111 - Material And Supplies                                     |                  |
| Batteries for drone  | 2,862.30         |
| Desk supplies  | 211.31           |
| homicide detectives hp laptop                                    | 582.46           |
| insulated shipping cooler needed by homicide                     | 89.16            |
| Recording phone devices  | 54.26            |
| Refrigerator needed for offsite COP office                       | 967.88           |
| shower curtains for dept locker room                             | 78.50            |
| supplies needed for Officer's graduation event                   | 565.01           |
| temp sensors for property unit fridge/freezer                    | 130.49           |
| 5113 - Motor Fuel And Lubricants                                 |                  |
| Fuel for Chief's city issued vehicle.                            | 65.00            |
| 5121 - Advertising   |                  |
| recruitment job fair event                                       | 250.00           |
| 5122 - Dues And Subscriptions                                    |                  |
| Buzzsprout podcast subscription                                  | 12.00            |
| 5132 - Meetings And Conferences                                  |                  |
| SCAFO CONFERENCE HOTEL   | 678.30           |
| 5134 - Training Post Reimbursable                                |                  |
| BASIC ACADEMY FEE  | 12,369.00        |
| gonzalez coronado academy fee                                    | 1,767.00         |
| harvey academy fee   | 1,767.00         |
| POST EXECUTIVE SEMINAR HOTEL                                     | 1,122.66         |
| <b>Police Total</b>  | <b>23,572.33</b> |
| <b><u>Public Works</u></b>                                       |                  |
| 5111 - Material And Supplies                                     |                  |
| *materials and supplies  | 239.70           |
| *small tools and equipment                                       | 945.05           |
| aluminum access door   | 206.57           |
| fire sprinkler covers- connection caps                           | 71.73            |
| metal access panel no key need strong steel access door for dryw | 125.05           |



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|--|------------------|
| parts for splash pads- Aquatics                                  | 830.95           |
| swimming pool sticker labels                                     | 39.65            |
| switches & electrical items for the blue room expansion O & M    | 1,975.51         |
| valves for fire equipment  | 728.45           |
| 5112 - Small Tools And Equipment                                 |                  |
| screws for boardups  | 324.06           |
| 5122 - Dues And Subscriptions                                    |                  |
| Bldg Maint September 2024 prime membership                       | 16.30            |
| <b>Public Works Total</b>  | <b>5,503.02</b>  |
| <b>001 - General Total</b>                                       | <b>61,443.69</b> |
| <b>119 - Community Development Block Grant</b>                   |                  |
| <a href="#">Community Development &amp; Housing</a>              |                  |
| 5111 - Material And Supplies                                     |                  |
| Housing shirt.   | 40.95            |
| Refund for office mats ordered for staff                         | (21.33)          |
| Refund for office mats ordered for staff - Housing Division      | (314.82)         |
| <b>Community Development &amp; Housing Total</b>                 | <b>(295.20)</b>  |
| <b>119 - Community Development Block Grant Total</b>             | <b>(295.20)</b>  |
| <b>123 - Federal Grant Programs</b>                              |                  |
| <a href="#">Library</a>  |                  |
| 5111 - Material And Supplies                                     |                  |
| Materials for Family Literacy programming                        | 82.32            |
| 5122 - Dues And Subscriptions                                    |                  |
| Kahoot yearly subscription fee for ESL classes.                  | 47.88            |
| This was a currency conversion fee to the attached purchase from | 0.48             |
| <b>Library Total</b>   | <b>130.68</b>    |
| <a href="#">Police</a>   |                  |
| 5122 - Dues And Subscriptions                                    |                  |
| 123-210-8999*5122 Baseball reg fees                              | 1,365.00         |
| <b>Police Total</b>  | <b>1,365.00</b>  |
| <b>123 - Federal Grant Programs Total</b>                        | <b>1,495.68</b>  |
| <b>124 - Animal Control</b>                                      |                  |
| <a href="#">Animal Services</a>                                  |                  |
| <b>124 - Animal Control Total</b>                                | <b>8,472.76</b>  |
| <b>126 - Gas Tax Fund</b>  |                  |
| <a href="#">Public Works</a>                                     |                  |
| 5111 - Material And Supplies                                     |                  |
| ART SUPPLIES FOR SIGNAL CABINETS                                 | 1,348.69         |



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|--|-----------------|
| 5133 - Education And Training  |                 |
| IMSA Traffic Signal Tech I   | 1,100.00        |
| ISA FOR Forestry Supervisor  | 280.00          |
| <b>Public Works Total</b>  | <b>2,728.69</b> |
| <b>126 - Gas Tax Fund Total</b>  | <b>2,728.69</b> |
| <b>130 - State And Other Grant Programs</b>  |                 |
| <u>Public Works</u>  |                 |
| 5133 - Education And Training  |                 |
| This is for Environmental Programs Coordinator's CRRA Certification Program. Pending | 1,250.00        |
| <b>Public Works Total</b>  | <b>1,250.00</b> |
| <b>130 - State And Other Grant Programs Total</b>                                    | <b>1,250.00</b> |
| <b>635 - Fleet Services Fund</b>   |                 |
| <u>Public Works</u>  |                 |
| 5111 - Material And Supplies   |                 |
| fleet screen protector & clip for phone  | 31.54           |
| 5112 - Small Tools And Equipment   |                 |
| ATF refill kit for refilling sealed automatic transmissions                          | 370.83          |
| 5122 - Dues And Subscriptions  |                 |
| Fleet's September 2024 prime membership  | 16.30           |
| <b>Public Works Total</b>  | <b>418.67</b>   |
| <b>635 - Fleet Services Fund Total</b>   | <b>418.67</b>   |
| <b>679 - Information Technology</b>  |                 |
| <u>Information Technology</u>  |                 |
| 5102 - Computer Equip-Non Capital  |                 |
| Replacement battery for backup power supply.   | 44.00           |
| 5111 - Material And Supplies   |                 |
| Electrical cover to protect the iPad power adapter in the 3rd fl                     | 18.12           |
| IPAD Case  | 40.21           |
| 5132 - Meetings And Conferences  |                 |
| Hotel expense for Annual MISAC Conference.   | 957.96          |
| 5167 - Software Maintenance  |                 |
| Domain Renewal for sbpdonline.com  | 69.51           |
| Email automation software for CM's office.   | 214.70          |
| IEMEDIA group domain renewals.   | 261.52          |
| <b>Information Technology Total</b>  | <b>1,606.02</b> |
| <b>679 - Information Technology Total</b>  | <b>1,606.02</b> |
| <b>111 - AB2766 Air Quality</b>  |                 |
| <u>City Manager</u>  |                 |
| 5111 - Material And Supplies   |                 |
| PENS.COM - 09.04.24 Rideshare Bags for Wellness & Health Fair Gi                     | 417.52          |



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| <b>Fund / Department / Account / Description</b>                 | <b>P-Card Charges</b> |
|--|-----------------------|
| 5181 - Other Operating Expense                                   |                       |
| Food 4 Less - 09.26.24 Amazon Gift Card for Rideshare Raffle Pri | 50.00                 |
| <b>City Manager Total</b>  | <b>467.52</b>         |
| <b>111 - AB2766 Air Quality Total</b>                            | <b>467.52</b>         |
| <b>116 - Emergency Solutions Grant 14.231</b>                    |                       |
| <a href="#">Community Development &amp; Housing</a>              |                       |
| 5132 - Meetings And Conferences                                  |                       |
| Grant management training for Management Analyst II              | 1,146.98              |
| <b>Community Development &amp; Housing Total</b>                 | <b>1,146.98</b>       |
| <b>116 - Emergency Solutions Grant 14.231 Total</b>              | <b>1,146.98</b>       |
| <b>Grand Total</b>   | <b>78,734.81</b>      |