

MARTIN E. HUBBELL

Judge

KRISTY WHALEY

Director of Court Administration
and Probation

TANNAH BARTON

Clerk of Court

February 27, 2024

Mayor Mark Messer and members of the Lebanon City Council
Warren County Board of Commissioners
Residents of the City of Lebanon and Turtlecreek Township

Ladies and Gentlemen,

Pursuant to Revised Code §1901.14(A)(4), the Lebanon Municipal Court presents its 2023 Annual Report. Within this Report you will find a statement of receipts and expenditures from our civil division, criminal division, and probation department, as well as a summary of our annual case load with historical comparisons. In addition, I will highlight our 2023 operations.

The Lebanon Municipal Court serves the City of Lebanon and Turtlecreek Township. We accept criminal and traffic filings from four police agencies: the City of Lebanon Police Department, Warren County Sheriff's Office, Ohio State Highway Patrol, and the City of Monroe Police Department. Our Court handles approximately 6,000 cases per year.

Operations in general

Our gross receipts were up again in 2023, 18.7%, to \$1,166,886. Our total caseload increased 4.1%. We reduced our overall budget deficit by an additional \$30,000, to \$126,129. Prior to 2022, the Court operated at a deficit of \$200,000 - \$325,000 per year.

Outside of a general increase in overall costs, the only significant increase in our expenses was the addition of a staff member. We hired a third probation officer, which we felt was needed to assist with compliance and, hopefully, reduce recidivism.

Technological advancements

In 2022, our Court was awarded a grant from the Ohio Supreme Court to upgrade our case management software. Previously, our software had not been updated since 2000. Due to a backlog with the provider, we were not able to get the installation scheduled until April, 2023. We are still working out a few kinks, but we have already made significant improvements.

We are now able to conduct video hearings remotely for individuals held in the Warren County Jail. Previously we were able to do this for initial arraignments only.

We constructed a private room off the courtroom where an attorney can confidentially speak with a client at the jail, a requirement under Ohio law for video hearings. This process requires more court time, but we have already significantly reduced the number of transports from the jail to our Court. I anticipate we will reduce the number of jail inmate transfers by 90% in 2024.

LEBANON MUNICIPAL COURT

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Further, we have streamlined the process for law enforcement to provide information to our Court for probable cause determinations, and how those documents get processed at the jail.

It is not easy to get four law enforcement agencies, a court, and a jail to drastically alter a process, whatever it may be. A special thanks goes out to Sheriff Sims, Chief Deputy Barry Riley and their staff for their patience and cooperation, as well as Chief Mitchell and Captain McCutchan. These changes are great examples of the cooperative spirit in Warren County, and a mutual desire to get things done efficiently and correctly.

Meeting with Law Enforcement Partners

In the spring our staff met with our local law enforcement agencies, prosecutors, and victim advocates. The goal was to ensure that everyone was on the same page with respect to the recent changes in Ohio law. Specifically, we advised on how the Court was going to process Marsy's Law cases, the new changes in the speeding statutes, and the new distracted driving law.

This was well received, and we hope to continue to do this in the future.

Modification of the Bond Schedule

The Municipal and County Court Judges in Warren County met to modify the Uniform Bond Schedule that all our Courts utilize, specifically for traffic offenses.

There are four similar courts in Warren County: Franklin Municipal Court, Lebanon Municipal Court, Mason Municipal Court, and Warren County Court. There are also five Mayor's Courts within the County.

There are obviously different speed limits within our respective jurisdictions, and each Court had specific guidelines when an individual had to appear in person for court. Attendance would be based upon actual speed versus the particular speed limit, and it was different in every jurisdiction. Many law enforcement agencies within our County file charges in each of these courts, and the procedures were unreasonably complex.

This modification simplified the guidelines substantially.

Visit from the Ohio Supreme Court

We invited the Supreme Court of Ohio's Case Management Section to visit our Court. This was a free service offered for courts to analyze and provide recommendations on how to manage caseload more efficiently.

We were encouraged by their report. Mainly, they provided a roadmap of how we need to utilize our new software in the months ahead. Some of their recommendations were already in our immediate plans; others were helpful goals we can address in the near future.

MADD collaboration

At the end of 2023, our Court partnered with Mothers Against Drunk Driving. In early 2024, we began offering a Victim Impact Panel at the Court. This is the first time this program has been offered in Warren County.

This program's goal is to help offenders recognize and internalize the long-term effects of substance-impaired driving. "The Victim Impact Panel program follows a restorative justice model by allowing crime victims a healing opportunity by talking about the crime's impact upon themselves, their families, friends, and the community as a whole."¹

Individuals convicted of impaired driving are ordered to attend this program. Our Court processed 273 O.V.I. filings in 2023; many are repeat offenders. Our hope is that this program will assist with a reduction of these cases.

Dolly Parton Imagination Library

If you are placed into our community control (probation) program, and you have a child under the age of 5, we add a special condition of your supervision: you must sign that child up for the Dolly Parton Imagination Library. In case you are not aware, once signed up, that child will receive a free book every month from birth until their fifth birthday. This is a wonderful program.

We have signed up a few dozen children. All that qualified have signed up without objection (I do acknowledge probationers are a captive audience).

Increase in translation services

Like other courts in our area, we have seen an increase in the need for interpretation services. We meet this need by having interpreters come to hearings in person, and by using a telephone service. The telephone service is primarily used for initial hearings, and we can usually have a translator on the phone within 15 minutes.

In 2023, we hired interpreters for the following languages: Spanish, Portuguese, Arabic, Russian, Mandarin, Nepali, Uzbek, Haitian Creole, Chuj, French, Somali, and Ukrainian.

Summary

I frequently get asked how things are going at the Court. My answer is always the same: we are getting better every day. And we are. This will continue so long as we focus on providing excellent service in an efficient manner. I am very proud of our accomplishments this past year and am excited about the improvements that will be made in 2024.

As always, please contact me with any questions.

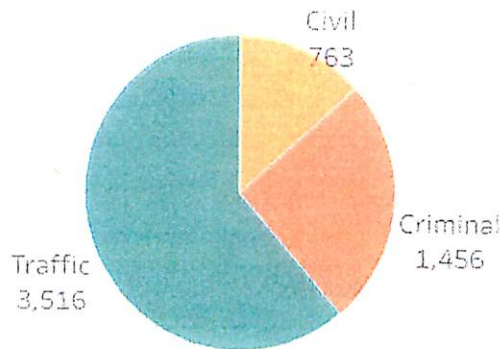
Very truly yours,



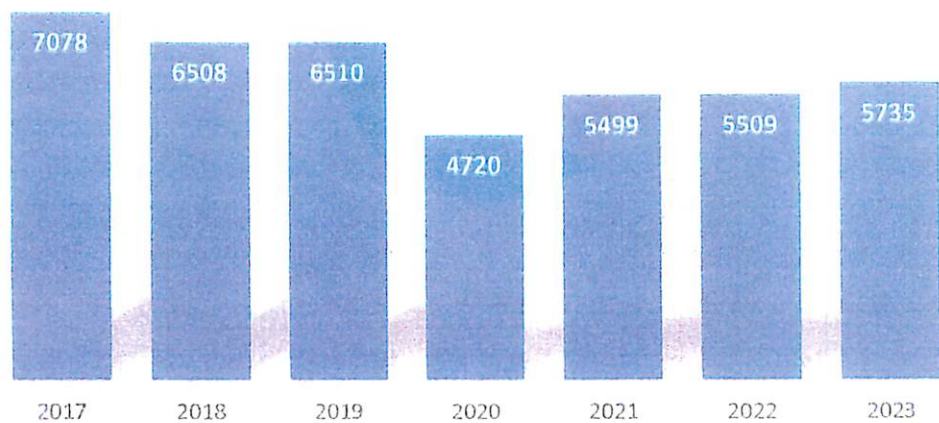
Judge Martin E. Hubbell

¹ <https://maddvip.org/how-it-works/>

Average Incoming Cases Per Judge, by Case Category, 2023
Lebanon MC



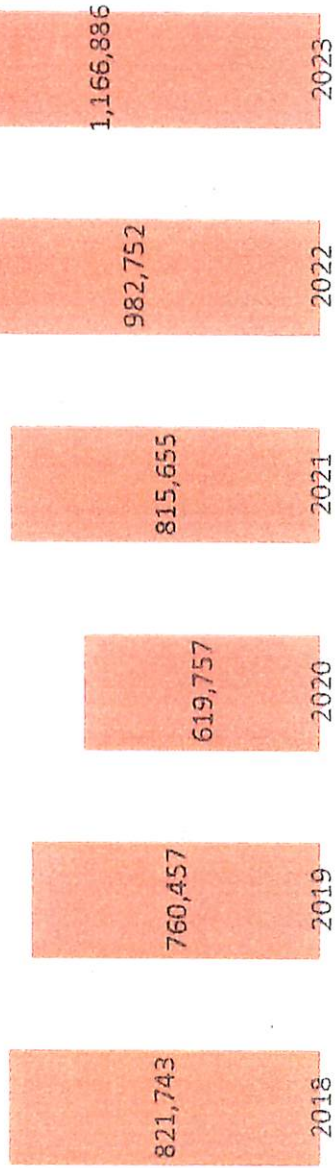
Total number of cases filed in the Lebanon Municipal Court
(criminal, traffic, and civil):



A complete breakdown of the cases heard, decided, and settled can be located on the Ohio Supreme Court's website:

<https://www.supremecourt.ohio.gov/courts/services-to-courts/court-services/dashboards/>

HISTORICAL GROSS RECEIPTS



**2023 ANNUAL REPORT
LEBANON MUNICIPAL COURT
LEBANON, OHIO**

CRIMINAL DIVISION

TOTAL DISTRIBUTION I for 2023 **\$1,050,654.30**

TO: LEBANON CORPORATION **\$685,047.90**

| | |
|-----------------------------------------|--------------|
| City Ordinances, Fines & Forfeitures | \$95,786.68 |
| Parking Tickets | \$0.00 |
| Court Costs Collected | \$273,050.15 |
| 40% Highway Patrol | \$68,723.00 |
| Probation Fees | \$111,737.58 |
| Enforcement & Education Fund | \$2,404.00 |
| Unclaimed Funds | \$8,430.65 |
| Interest Earned | \$16.51 |
| Incarceration Fees | \$90.00 |
| Indigent's Driver Program | \$2,990.00 |
| Computerized Legal Research | \$354.50 |
| DUI Housing | \$6,951.00 |
| Drug Fund | \$1,030.00 |
| Computer Fund | \$7,859.00 |
| Special Projects Fund | \$80,337.33 |
| Alcohol Substance Abuse Fund | \$15,845.00 |
| Indigent Defense Support Fund (IDIF) | \$5,600.00 |
| Indigent Drivers Alcohol Treatment Fund | \$3,742.50 |

TO: TREASURER, WARREN COUNTY **\$113,255.75**

| | |
|------------------------------------|-------------|
| State Statutes, Fines, Forfeitures | \$20,581.50 |
| Uniform Traffic Tickets | \$37,904.00 |
| 10% Highway Patrol | \$17,180.75 |
| Dog Warden, Fines & Forfeitures | \$1,765.00 |
| Liquor Violations | \$277.50 |
| Public Defender Fees | \$4,675.00 |
| County Highway Maintenance | \$30,872.00 |

TO: TREASURER, STATE OF OHIO **\$210,385.25**

| | |
|---------------------------------|-------------|
| 50% Highway Patrol | \$85,903.75 |
| Victims of Crime Fund | \$25,610.00 |
| General Revenue Fund | \$224.00 |
| Fines & Forfeitures, Seat Belts | \$5,020.00 |
| Liquor Violations | \$277.50 |
| Expungements | \$920.00 |
| Highway Safety | \$280.00 |

| | |
|--------------------------------------|-------------|
| Indigent Defense Support Fund (IDSF) | \$9,215.00 |
| Drug Law Fund (DEFC) | \$8,459.16 |
| Indigent Defense (IDFC+ FBB) | \$74,201.61 |
| Justice Program Service Fund (JPSF) | \$274.23 |

| | |
|-----------------------------------------------------------|-------------|
| TO: OHIO STATE HIGHWAY PATROL | \$2,756.00 |
| TO: WARREN COUNTY SHERIFF, DUI ARRESTS | \$368.00 |
| TO: MONROE POLICE DEPARTMENT, DUI ARRESTS | \$275.00 |
| TO: OHIO BOARD OF PHARMACY | \$950.00 |
| TO: OHIO STATE HIGHWAY PATROL POST 83, DRUG ARRESTS | \$1,265.00 |
| TO: WARREN COUNTY SHERIFF, DRUG ARRESTS | \$700.00 |
| TO: BUREAU OF MOTOR VEHICLES, LICENSE FORFEITURE RELEASES | \$45.00 |
| TO: BUREAU OF MOTOR VEHICLES, WARRANT BLOCKS | \$75.00 |
| TO: WARREN COUNTY SHERIFF | \$2,339.51 |
| TO: CAPITAL RECOVERY | \$33,091.89 |
| TO: OHIO DEPARTMENT OF NATURAL RESOURCES | \$0.00 |
| TO: MONROE POLICE DEPARTMENT, DRUG ARRESTS | \$100.00 |

CASES FILED IN 2023

349 Felony Cases
685 Misdemeanor Cases
 1034 Total Criminal Cases filed

227 DUI Cases
 2719 Misdemeanor Traffic Cases
 2946 Total traffic cases filed

CIVIL DIVISION

Total Distributions for 2023 \$116,232.61

TO: LEBANON CORPORATION \$98,469.04

Clerk & Bailiff Fees, Civil \$76,345.76

Clerk & Bailiff Fees, Small Claims \$3,646.90

State Administrative Fees \$178.43

Special Projects Fund \$18,297.95

TO: TREASURER, STATE OF OHIO \$17,664.57

TO: WARREN COUNTY SHERIFF \$99.00

CASES FILED IN 2023

700 Regular Civil Cases Filed

53 Small Claims Cases Filed

753 Total Cases Filed

I, Tannah Barton, Clerk of the Lebanon Municipal Court, certify the foregoing record of funds received and distributed for the year 2023 as true and correct. A copy of said report was delivered to the City Auditor, Warren County Auditor, and Judge Martin E. Hubbell this 16th day of February 2024.



Clerk - Lebanon Municipal Court

City of Lebanon Expense Report

Accounts: 101-5000-51101 to 101-5000-55102

Account Access Group: N/A

As Of: 1/1/2023 to 12/31/2023

Include Inactive Accounts: No

Include Pre-Encumbrances: No

| Account | Description | Budget | MTD Expense | YTD Expense | UnExp. Balance | Encumbrance | Unenc. Balance | % Used |
|----------------------------|-----------------------------|--------------|-------------|--------------|----------------|-----------------|----------------|---------|
| 101 | GENERAL FUND | | | | | | | |
| | | | | | | Target Percent: | 100.00% | |
| MUNICIPAL COURT | | | | | | | | |
| PERSONNEL SERVICE | | | | | | | | |
| 101-5000-51101 | SALARIES | \$462,420.00 | \$35,266.10 | \$418,003.03 | \$44,416.97 | \$0.00 | \$44,416.97 | 90.39% |
| 101-5000-51103 | PART-TIME/SEASONAL | \$99,198.00 | \$9,613.93 | \$133,782.15 | (\$34,584.15) | \$0.00 | (\$34,584.15) | 134.86% |
| 101-5000-51104 | OVERTIME | \$15,877.00 | \$779.25 | \$6,130.59 | \$9,746.41 | \$0.00 | \$9,746.41 | 38.61% |
| 101-5000-51106 | RETIREMENT PAYOUT | \$0.00 | \$0.00 | \$7,195.05 | (\$7,195.05) | \$0.00 | (\$7,195.05) | N/A |
| 101-5000-51201 | PERS | \$80,587.00 | \$6,392.21 | \$77,879.95 | \$2,707.05 | \$0.00 | \$2,707.05 | 96.64% |
| 101-5000-51202 | WORKMANS COMP | \$5,262.00 | \$0.00 | \$5,262.00 | \$0.00 | \$0.00 | \$0.00 | 100.00% |
| 101-5000-51204 | SELF INSURANCE REIMBU | \$105,000.00 | \$0.00 | \$105,000.00 | \$0.00 | \$0.00 | \$0.00 | 100.00% |
| 101-5000-51205 | MEDICARE | \$8,374.00 | \$646.02 | \$8,001.40 | \$372.60 | \$0.00 | \$372.60 | 95.55% |
| 101-5000-51245 | COVID SALARIES/BENEFIT | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | N/A |
| | PERSONNEL SERVICE Totals: | \$776,718.00 | \$52,697.51 | \$761,254.17 | \$15,463.83 | \$0.00 | \$15,463.83 | 98.01% |
| TRAVEL FOR TRAINING | | | | | | | | |
| 101-5000-52102 | EDUCATION AND TRAINING | \$5,100.00 | \$350.00 | \$4,381.90 | \$718.10 | \$0.00 | \$718.10 | 85.92% |
| 101-5000-52401 | BUSINESS EXPENSES | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | N/A |
| | TRAVEL FOR TRAINING Totals: | \$5,100.00 | \$350.00 | \$4,381.90 | \$718.10 | \$0.00 | \$718.10 | 85.92% |
| CONTRACTUAL SERVICE | | | | | | | | |
| 101-5000-53103 | INSURANCE | \$1,000.00 | \$0.00 | \$507.88 | \$492.12 | \$0.00 | \$492.12 | 50.79% |
| 101-5000-53104 | MEMBERSHIPS & SUBSCRI | \$920.00 | \$0.00 | \$920.00 | \$0.00 | \$0.00 | \$0.00 | 100.00% |
| 101-5000-53108 | TELEPHONE | \$1,734.00 | \$81.05 | \$971.66 | \$762.34 | \$0.00 | \$762.34 | 56.04% |
| 101-5000-53111 | POSTAGE | \$18,068.61 | \$530.51 | \$15,665.23 | \$2,403.38 | \$2,671.25 | (\$267.87) | 101.48% |
| 101-5000-53113 | LAW LIBRARY | \$37,437.21 | \$8,499.60 | \$35,060.30 | \$2,376.91 | \$0.00 | \$2,376.91 | 93.65% |
| 101-5000-53115 | CONTRACTUAL SERVICES | \$38,051.42 | \$1,456.89 | \$25,862.09 | \$12,189.33 | \$368.64 | \$11,820.69 | 68.93% |
| 101-5000-53116 | ATTORNEYS FOR INDIGEN | \$15,000.00 | \$7,530.00 | \$14,662.50 | \$337.50 | \$0.00 | \$337.50 | 97.75% |
| 101-5000-53117 | VICTIM WITNESS ADVOCAT | \$25,000.00 | \$0.00 | \$25,000.00 | \$0.00 | \$0.00 | \$0.00 | 100.00% |
| 101-5000-53216 | WARREN CO ADVANCE PU | \$0.00 | \$20,000.00 | \$20,000.00 | (\$20,000.00) | \$0.00 | (\$20,000.00) | N/A |
| 101-5000-53403 | MAINT. & REPAIR-MV | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | N/A |
| 101-5000-53406 | MAINT & REPAIR OFFICE M | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | N/A |
| 101-5000-53503 | MV-OPERATING EXPENSES | \$3,000.00 | \$0.00 | \$684.79 | \$2,315.21 | \$346.47 | \$1,968.74 | 34.38% |
| 101-5000-53602 | JURY & WITNESS FEES | \$1,000.00 | \$0.00 | \$0.00 | \$1,000.00 | \$0.00 | \$1,000.00 | 0.00% |
| 101-5000-53910 | AUTO MAINTENANCE | \$2,365.00 | \$0.00 | \$2,365.00 | \$0.00 | \$0.00 | \$0.00 | 100.00% |
| | CONTRACTUAL SERVICE Totals: | \$143,576.24 | \$38,098.05 | \$141,699.45 | \$1,876.79 | \$3,386.36 | (\$1,509.57) | 101.05% |
| OTHER EXPENSE | | | | | | | | |
| 101-5000-54102 | OFFICE SUPPLIES | \$10,000.00 | \$934.82 | \$8,578.50 | \$1,421.50 | \$510.44 | \$911.06 | 90.89% |
| 101-5000-54303 | OTHER OPERATIONAL EXP | \$6,098.15 | \$75.98 | \$6,004.89 | \$93.26 | \$0.00 | \$93.26 | 98.47% |
| | OTHER EXPENSE Totals: | \$16,098.15 | \$1,010.80 | \$14,583.39 | \$1,514.76 | \$510.44 | \$1,004.32 | 93.76% |

Expense Report
As Of: 1/1/2023 to 12/31/2023

| Account | Description | Budget | MTD Expense | YTD Expense | UnExp. Balance | Encumbrance | Unenc. Balance | % Used |
|----------------|-------------------------|---------------------|--------------------|---------------------|--------------------|-------------------|--------------------|---------------|
| CAPITAL | | | | | | | | |
| 101-5000-55102 | VEHICLE | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | N/A |
| | CAPITAL Totals: | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | N/A |
| | MUNICIPAL COURT Totals: | <u>\$941,492.39</u> | <u>\$92,156.36</u> | <u>\$921,918.91</u> | <u>\$19,573.48</u> | <u>\$3,896.80</u> | <u>\$15,676.68</u> | <u>98.33%</u> |
| 101 Total: | | \$941,492.39 | \$92,156.36 | \$921,918.91 | \$19,573.48 | \$3,896.80 | \$15,676.68 | 98.33% |
| Grand Total: | | \$941,492.39 | \$92,156.36 | \$921,918.91 | \$19,573.48 | \$3,896.80 | \$15,676.68 | 98.33% |
| | | | | | | Target Percent: | 100.00% | |

City of Lebanon Expense Report

Accounts: 101-5500-51101 to 101-5500-54303

Account Access Group: N/A

As Of: 1/1/2023 to 12/31/2023

Include Inactive Accounts: No

Include Pre-Encumbrances: No

| Account | Description | Budget | MTD Expense | YTD Expense | UnExp. Balance | Encumbrance | Unenc. Balance | % Used |
|------------------------------|-------------------------------|---------------------|--------------------|---------------------|--------------------|-----------------|--------------------|---------------|
| 101 | GENERAL FUND | | | | | | | |
| | | | | | | Target Percent: | 100.00% | |
| DIVISION OF PROBATION | | | | | | | | |
| PERSONNEL SERVICE | | | | | | | | |
| 101-5500-51101 | SALARIES | \$280,486.00 | \$21,729.98 | \$241,304.85 | \$39,181.15 | \$0.00 | \$39,181.15 | 86.03% |
| 101-5500-51104 | OVERTIME | \$12,013.00 | \$472.66 | \$4,711.92 | \$7,301.08 | \$0.00 | \$7,301.08 | 39.22% |
| 101-5500-51106 | RETIREMENT PAYOUT | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | N/A |
| 101-5500-51201 | PERS | \$40,792.00 | \$3,108.38 | \$33,906.31 | \$6,885.69 | \$0.00 | \$6,885.69 | 83.12% |
| 101-5500-51202 | WORKMENS COMP | \$2,665.00 | \$0.00 | \$2,665.00 | \$0.00 | \$0.00 | \$0.00 | 100.00% |
| 101-5500-51204 | SELF INSURANCE REIMBU | \$63,000.00 | \$0.00 | \$63,000.00 | \$0.00 | \$0.00 | \$0.00 | 100.00% |
| 101-5500-51205 | MEDICARE | \$4,241.00 | \$314.46 | \$3,494.44 | \$746.56 | \$0.00 | \$746.56 | 82.40% |
| 101-5500-51245 | COVID SALARIES/BENEFIT | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | N/A |
| | PERSONNEL SERVICE Totals: | \$403,197.00 | \$25,625.48 | \$349,082.52 | \$54,114.48 | \$0.00 | \$54,114.48 | 86.58% |
| TRAVEL FOR TRAINING | | | | | | | | |
| 101-5500-52101 | MILAGE ALLOWANCE | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | N/A |
| 101-5500-52102 | EDUCATION AND TRAINING | \$3,850.00 | \$0.00 | \$2,621.62 | \$1,228.38 | \$0.00 | \$1,228.38 | 68.09% |
| 101-5500-52401 | BUSINESS EXPENSES | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | N/A |
| | TRAVEL FOR TRAINING Totals: | \$3,850.00 | \$0.00 | \$2,621.62 | \$1,228.38 | \$0.00 | \$1,228.38 | 68.09% |
| CONTRACTUAL SERVICE | | | | | | | | |
| 101-5500-53104 | MEMBERSHIPS & SUBSCRI | \$1,300.00 | \$525.00 | \$875.00 | \$425.00 | \$0.00 | \$425.00 | 67.31% |
| 101-5500-53108 | TELEPHONE | \$2,562.00 | \$81.88 | \$1,144.05 | \$1,417.95 | \$257.67 | \$1,160.28 | 54.71% |
| 101-5500-53111 | POSTAGE | \$300.00 | \$0.00 | \$1.61 | \$298.39 | \$125.00 | \$173.39 | 42.20% |
| 101-5500-53115 | CONTRACTUAL SERVICES | \$10,729.33 | \$170.85 | \$8,454.10 | \$2,275.23 | \$615.07 | \$1,660.16 | 84.53% |
| 101-5500-53406 | MAINT & REPAIR OFFICE M | \$6,500.00 | \$0.00 | \$1,080.36 | \$5,419.64 | \$0.00 | \$5,419.64 | 16.62% |
| | CONTRACTUAL SERVICE Totals: | \$21,391.33 | \$777.73 | \$11,555.12 | \$9,836.21 | \$997.74 | \$8,838.47 | 58.68% |
| OTHER EXPENSE | | | | | | | | |
| 101-5500-54102 | OFFICE SUPPLIES | \$2,828.80 | \$149.35 | \$2,074.69 | \$754.11 | \$0.00 | \$754.11 | 73.34% |
| 101-5500-54303 | OTHER OPERATIONAL EXP | \$6,100.00 | \$0.00 | \$5,763.07 | \$336.93 | \$0.00 | \$336.93 | 94.48% |
| | OTHER EXPENSE Totals: | \$8,928.80 | \$149.35 | \$7,837.76 | \$1,091.04 | \$0.00 | \$1,091.04 | 87.78% |
| | DIVISION OF PROBATION Totals: | <u>\$437,367.13</u> | <u>\$26,552.56</u> | <u>\$371,097.02</u> | <u>\$66,270.11</u> | <u>\$997.74</u> | <u>\$65,272.37</u> | <u>85.08%</u> |
| 101 Total: | | \$437,367.13 | \$26,552.56 | \$371,097.02 | \$66,270.11 | \$997.74 | \$65,272.37 | 85.08% |
| Grand Total: | | \$437,367.13 | \$26,552.56 | \$371,097.02 | \$66,270.11 | \$997.74 | \$65,272.37 | 85.08% |
| | | | | | | Target Percent: | 100.00% | |