

# Infrastructure Committee

## AGENDA

Jefferson County Courthouse  
311 S. Center Avenue, Room 112  
Jefferson WI 53549

Wednesday, May 4, 2016

9:00 a.m.

### Committee Members

Glen Borland, Greg David, Dick Jones, John Kannard, Russ Kutz

1. Call to order
2. Roll call
3. Certification of compliance with the Open Meetings Law
4. Election of Committee Chair, Vice Chair, Secretary
5. Review of the Agenda
6. Public Comment  
(Members of the public who wish to address the committee on a specific agenda items must register their request at this time)
7. Approval of the April 6, 2016 Infrastructure Committee meeting minutes
8. Communications
9. FacilityDude Software Demonstration
10. Update on ERP System
11. Update on updating the County Board room and courthouse conference rooms
12. Update on courthouse employee break room, bathrooms and outdoor space
13. Review of Space Needs Analysis
14. Update on Old Highway Facility
15. Update on punch list for new highway facility
16. Update on future use or sale of old salt sheds
17. Update on Satellite Shops
18. Discuss potential agenda items for the Committee's next meeting
19. Financial Reports (March)
  - a. Central Services
  - b. MIS
20. Discuss future meeting schedule. Set next meeting date (June 1, 2016)
21. Adjourn

A quorum of any Jefferson County Committee, Board, Commission or other body,  
including the Jefferson County Board of Supervisors, may be present at this meeting.

***Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator 24 hours prior to the meeting/visit at 920-674-7101 so appropriate arrangements can be made.***

**Jefferson County Board  
Committee Minutes  
April 6, 2016  
Infrastructure Committee**

**1. Call to order**

Meeting was called to order by Kutz at 9:00 a.m.

**2. Roll call of Committee Members**

Richard Jones, John Kannard, Russell Kutz and Greg David.

Absent: Mike Kelly

Others Present: Ben Wehmeier, County Administrator; Brian Lamers, Finance Director; Mark Miller, Central Services Supervisor; Barbara Frank, County Clerk; J. Blair Ward, Corporation Counsel, Julie Kessenich, Kessenich-Tesmer Design and Jim Schroeder, County Board Chair.

**3. Certification of compliance with the Open Meetings Law**

Staff reported that the meeting agenda was properly noticed in compliance with the law.

**4. Review of the Agenda**

No Changes were made

**5. Public Comment**

None

**6. Approval of the March 2, 2016 Infrastructure Committee meeting minutes**

Motion by Kannard; Second by David to approve the March 2, 2016 Infrastructure Committee meeting minutes as corrected. (Ayes -All) Motion Carried.

**7. Communications**

- County Board Room Remodel Cost Estimates
- Parking Lot Landscape Plan
- Request from Human Services to Recognize Child Abuse Prevention Month to display pinwheels on the Courthouse property

**8. Update on ERP Software Package**

Lamers explained that they are moving forward with Tyler-Munis software package. The contract negotiation will be discussed at the next Finance Committee meeting on April 14th. No action taken.

**9. Discussion and possible action on updating the County Board room and courthouse conference rooms**

Cost estimates for updating the County Board and conference rooms were provided for review. Wehmeier explained that there is \$41,000 available to use for this purpose. Some areas of concern are the ceiling, walls, paint, audio system, chairs, paneling and blinds. Miller will get bids on sealing the exterior walls for the entire courthouse building. The committee is in agreement for staff to get bids for the sound system, sealing of exterior walls, paint, blinds and supervisor chairs. No action taken.

**10. Discussion and Possible Action on courthouse employee break room, bathrooms and outdoor space**

Wehmeier explained that they would like to paint and do minor repairs in the courthouse conference rooms. Cost for all three rooms would be \$5,800. Wehmeier said that there is \$15,000 from P Card purchases that could be used for updating the employee breakrooms. An outdoor landscape plan was provided for review. Staff will look into purchasing new picnic tables, new flag poles and will also work with the Parks Department to make the area a park like setting for employees and the public. The committee toured the employee breakrooms. Kessenich will work on design proposals for these projects.

Motion by Kannard; Second by David to support these projects. Ayes-All (Motion Carried).

Motion by Kannard; Second by David to approve using the money from P Card purchases to update the employee breakrooms. Ayes-All (Motion Carried).

**11. Review of Space Needs Analysis**

An email with the previous space needs analysis was provided for review. Wehmeier suggested that the committee review the information, update the current space needs analysis, set priorities and tie it in with the FacilityDude software. The Space Needs Analysis will be scanned and shared with the committee. The committee will review Phase I and work with departments on updating the document. No action taken.

**12. Update on Old Highway Facility**

Wehmeier said that staff is working to get the demolition completed and will also continue working on the environmental issues. No action taken.

**13. Update on punch list for new highway facility**

Wehmeier explained that there are a few minor items that are being addressed. No action taken.

**14. Update on future use or sale of old salt sheds**

Wehmeier explained that there are no updates at this time. No action taken.

**15. Update on Satellite Shops**

The project is currently out for bids. No action taken.

**16. Potential items for the Committee's next meeting**

- Approval of the April 6, 2016 Infrastructure Committee minutes
- Update on Satellite Shops
- Update on FacilityDude software application for maintenance, repair & improvement of county buildings (Demonstration in May)
- Update on Old Highway Facility
- Update on punch list for new highway facility
- Update on old salt sheds
- Update on updating the County Board Room and conference rooms
- Update on Employee Breakroom and outdoor space
- Review of Space Needs Analysis
- Update on ERP System

**17. Financial Reports (December)**

Financial Reports for Central Services and MIS were provided for review. No action taken.

**18. Set next meeting date:**

- May 4, 2016 at 9:00 a.m. at the Courthouse.

**19. Adjourn**

David made a motion to adjourn; Second by Kutz at 11:00 a.m. Ayes - All (Motion Carried)

Revenues

Acct Number	Description	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
474180	MIS BILLED	(162,676.74)	(162,676.25)	(0.49)	(650,705.00)	(488,028.26)	25.00%
<b>Totals</b>		<b>(162,676.74)</b>	<b>(162,676.25)</b>	<b>(0.49)</b>	<b>(650,705.00)</b>	<b>(488,028.26)</b>	<b>25.00%</b>

Expenditures

Acct Number	Description	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
511110	SALARY-PERMANENT REGULAR	17,427.19	21,049.25	(3,622.06)	84,197.00	66,769.81	20.70%
511210	WAGES-REGULAR	28,432.45	33,718.00	(5,285.55)	134,872.00	106,439.55	21.08%
511220	WAGES-OVERTIME	64.02	384.75	(320.73)	1,539.00	1,474.98	4.16%
511290	WAGES-OTHER WAGES	125.00	962.50	(837.50)	3,850.00	3,725.00	3.25%
511310	WAGES-SICK LEAVE	3,998.40	-	3,998.40	-	(3,998.40)	
511320	WAGES-VACATION PAY	2,720.82	-	2,720.82	-	(2,720.82)	
511330	WAGES-LONGEVITY PAY	-	151.50	(151.50)	606.00	606.00	0.00%
511340	WAGES-HOLIDAY PAY	2,532.41	-	2,532.41	-	(2,532.41)	
511350	WAGES-MISCELLANEOUS(COMP)	1,292.72	-	1,292.72	-	(1,292.72)	
512141	SOCIAL SECURITY	4,245.63	4,259.75	(14.12)	17,039.00	12,793.37	24.92%
512142	RETIREMENT (EMPLOYER)	3,735.44	3,713.50	21.94	14,854.00	11,118.56	25.15%
512144	HEALTH INSURANCE	10,397.41	6,471.50	3,925.91	25,886.00	15,488.59	40.17%
512145	LIFE INSURANCE	19.46	21.00	(1.54)	84.00	64.54	23.17%
512150	FSA CONTRIBUTION	750.00	-	750.00	-	(750.00)	
512173	DENTAL INSURANCE	833.18	931.50	(98.32)	3,726.00	2,892.82	22.36%
521220	CONSULTANT	46,460.00	15,663.25	30,796.75	62,653.00	16,193.00	74.15%
521296	COMPUTER SUPPORT	105,124.93	21,554.75	83,570.18	86,219.00	(18,905.93)	121.93%
529299	PURCHASE CARE & SERVICES	1,250.00	-	1,250.00	-	(1,250.00)	
531243	FURNITURE & FURNISHINGS	-	250.00	(250.00)	1,000.00	1,000.00	0.00%
531301	OFFICE EQUIPMENT	-	150.00	(150.00)	600.00	600.00	0.00%
531303	COMPUTER EQUIPMT & SOFTWA	1,156.13	2,375.00	(1,218.87)	9,500.00	8,343.87	12.17%
531307	MICROSOFT OFFICE UPGRADE	-	1,500.00	(1,500.00)	6,000.00	6,000.00	0.00%
531312	OFFICE SUPPLIES	100.16	1,250.00	(1,149.84)	5,000.00	4,899.84	2.00%
531313	PRINTING & DUPLICATING	-	25.00	(25.00)	100.00	100.00	0.00%
531314	SMALL ITEMS OF EQUIPMENT	-	75.00	(75.00)	300.00	300.00	0.00%
531322	SUBSCRIPTIONS	299.00	75.00	224.00	300.00	1.00	99.67%
531324	MEMBERSHIP DUES	-	12.50	(12.50)	50.00	50.00	0.00%
532325	REGISTRATION	50.00	500.00	(450.00)	2,000.00	1,950.00	2.50%
532332	MILEAGE	99.13	275.00	(175.87)	1,100.00	1,000.87	9.01%
532335	MEALS	-	25.00	(25.00)	100.00	100.00	0.00%
532336	LODGING	-	50.00	(50.00)	200.00	200.00	0.00%
532350	TRAINING MATERIALS	7,500.00	5,000.00	2,500.00	20,000.00	12,500.00	37.50%
533228	INTERNET	6,132.60	4,375.00	1,757.60	17,500.00	11,367.40	35.04%
535242	MAINTAIN MACHINERY & EQUIP	2,399.46	5,625.00	(3,225.54)	22,500.00	20,100.54	10.66%
535355	PLUMBING & ELECTRICAL	-	250.00	(250.00)	1,000.00	1,000.00	0.00%
571004	IP TELEPHONY ALLOCATION	645.00	645.00	-	2,580.00	1,935.00	25.00%
571008	MIS OVERHEAD ALLOCATION	29,465.03	19,486.25	9,978.78	77,945.00	48,479.97	37.80%
591519	OTHER INSURANCE	293.19	301.25	(8.06)	1,205.00	911.81	24.33%
593014	CREDIT CARD FEES	-	50.00	(50.00)	200.00	200.00	0.00%
594813	CAP OFC EQUIP	-	2,500.00	(2,500.00)	10,000.00	10,000.00	0.00%
594818	CAP COMPUTER	14,701.00	4,250.00	10,451.00	17,000.00	2,299.00	86.48%
594819	CAP OTHER EQUIPMENT	-	8,750.00	(8,750.00)	35,000.00	35,000.00	0.00%
594820	CAP OTHER	-	10,750.00	(10,750.00)	43,000.00	43,000.00	0.00%
<b>Totals</b>		<b>292,249.76</b>	<b>177,426.25</b>	<b>114,823.51</b>	<b>709,705.00</b>	<b>417,455.24</b>	<b>41.18%</b>

Other Financing Sources (Uses)

Acct Number	Description	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
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691100	OPER REV ADJUST	-	17,500.00	(17,500.00)	70,000.00	70,000.00	0.00%
691200	CAP REV ADJUST	-	(17,500.00)	17,500.00	(70,000.00)	(70,000.00)	0.00%

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Totals	-	-	-	-	-	-	
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Total Business Unit	129,573.02	14,750.00	114,823.02	59,000.00	(70,573.02)		
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MIS  
8502 IS Group

Date Ran 4/21/2016  
Period 3  
Year 2016

Revenues

Acct Number	Description	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
451200	RECORDS & REPORTS	(325.00)	(375.00)	50.00	(1,500.00)	(1,175.00)	21.67%
474180	MIS BILLED	(106,108.41)	(106,108.50)	0.09	(424,434.00)	(318,325.59)	25.00%
<b>Totals</b>		<b>(106,433.41)</b>	<b>(106,483.50)</b>	<b>50.09</b>	<b>(425,934.00)</b>	<b>(319,500.59)</b>	<b>24.99%</b>

Expenditures

Acct Number	Description	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
511110	SALARY-PERMANENT REGULAR	37,255.44	40,812.75	(3,557.31)	163,251.00	125,995.56	22.82%
511210	WAGES-REGULAR	10,025.82	6,539.25	3,486.57	26,157.00	16,131.18	38.33%
511220	WAGES-OVERTIME	-	89.00	(89.00)	356.00	356.00	0.00%
511310	WAGES-SICK LEAVE	838.80	-	838.80	-	(838.80)	
511320	WAGES-VACATION PAY	3,012.09	-	3,012.09	-	(3,012.09)	
511330	WAGES-LONGEVITY PAY	-	154.25	(154.25)	617.00	617.00	0.00%
511340	WAGES-HOLIDAY PAY	1,798.04	-	1,798.04	-	(1,798.04)	
511350	WAGES-MISCELLANEOUS(COMP)	18.11	-	18.11	-	(18.11)	
512141	SOCIAL SECURITY	4,001.27	3,571.50	429.77	14,286.00	10,284.73	28.01%
512142	RETIREMENT (EMPLOYER)	3,494.87	3,141.25	353.62	12,565.00	9,070.13	27.81%
512144	HEALTH INSURANCE	12,333.89	11,246.75	1,087.14	44,987.00	32,653.11	27.42%
512145	LIFE INSURANCE	25.45	25.75	(0.30)	103.00	77.55	24.71%
512150	FSA CONTRIBUTION	1,000.00	-	1,000.00	-	(1,000.00)	
512173	DENTAL INSURANCE	702.00	680.25	21.75	2,721.00	2,019.00	25.80%
521220	CONSULTANT	-	750.00	(750.00)	3,000.00	3,000.00	0.00%
521296	COMPUTER SUPPORT	-	925.00	(925.00)	3,700.00	3,700.00	0.00%
531303	COMPUTER EQUIPMT & SOFTWA	4,445.00	2,250.00	2,195.00	9,000.00	4,555.00	49.39%
531312	OFFICE SUPPLIES	1.42	12.50	(11.08)	50.00	48.58	2.84%
531322	SUBSCRIPTIONS	-	43.75	(43.75)	175.00	175.00	0.00%
531324	MEMBERSHIP DUES	420.00	112.50	307.50	450.00	30.00	93.33%
532325	REGISTRATION	-	600.00	(600.00)	2,400.00	2,400.00	0.00%
532332	MILEAGE	-	57.50	(57.50)	230.00	230.00	0.00%
532334	COMMERCIAL TRAVEL	-	100.00	(100.00)	400.00	400.00	0.00%
532335	MEALS	-	62.50	(62.50)	250.00	250.00	0.00%
532336	LODGING	-	375.00	(375.00)	1,500.00	1,500.00	0.00%
532350	TRAINING MATERIALS	-	125.00	(125.00)	500.00	500.00	0.00%
535242	MAINTAIN MACHINERY & EQUIP	37,940.94	14,217.00	23,723.94	56,868.00	18,927.06	66.72%
571004	IP TELEPHONY ALLOCATION	694.50	694.50	-	2,778.00	2,083.50	25.00%
571008	MIS OVERHEAD ALLOCATION	29,465.03	19,486.25	9,978.78	77,945.00	48,479.97	37.80%
591519	OTHER INSURANCE	348.54	411.25	(62.71)	1,645.00	1,296.46	21.19%
<b>Totals</b>		<b>147,821.21</b>	<b>106,483.50</b>	<b>41,337.71</b>	<b>425,934.00</b>	<b>278,112.79</b>	<b>34.71%</b>

Other Financing Sources (Uses)

Acct Number	Description	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
<b>Totals</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Total Business Unit</b>		<b>41,387.80</b>	<b>-</b>	<b>41,387.80</b>	<b>-</b>	<b>(41,387.80)</b>	

MIS  
8503 Programming Special

Date Ran 4/21/2016  
Period 3  
Year 2016

Revenues

Acct Number	Description	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
474099	DEPT CAP PROGRAM CHARGES	(29,022.00)	(29,022.00)	-	(116,088.00)	(87,066.00)	25.00%
<b>Totals</b>		<b>(29,022.00)</b>	<b>(29,022.00)</b>	<b>-</b>	<b>(116,088.00)</b>	<b>(87,066.00)</b>	<b>25.00%</b>

Expenditures

Acct Number	Description	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
511210	WAGES-REGULAR	10,949.83	19,202.50	(8,252.67)	76,810.00	65,860.17	14.26%
511220	WAGES-OVERTIME	-	89.00	(89.00)	356.00	356.00	0.00%
511310	WAGES-SICK LEAVE	688.47	-	688.47	-	(688.47)	
511320	WAGES-VACATION PAY	588.75	-	588.75	-	(588.75)	
511340	WAGES-HOLIDAY PAY	388.72	-	388.72	-	(388.72)	
512141	SOCIAL SECURITY	948.57	1,449.00	(500.43)	5,796.00	4,847.43	16.37%
512142	RETIREMENT (EMPLOYER)	832.59	1,273.25	(440.66)	5,093.00	4,260.41	16.35%
512144	HEALTH INSURANCE	4,111.30	6,605.25	(2,493.95)	26,421.00	22,309.70	15.56%
512145	LIFE INSURANCE	1.41	3.50	(2.09)	14.00	12.59	10.07%
512173	DENTAL INSURANCE	233.99	399.50	(165.51)	1,598.00	1,364.01	14.64%
<b>Totals</b>		<b>18,743.63</b>	<b>29,022.00</b>	<b>(10,278.37)</b>	<b>116,088.00</b>	<b>97,344.37</b>	<b>16.15%</b>

Other Financing Sources (Uses)

Acct Number	Description	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
<b>Totals</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Total Business Unit</b>		<b>(10,278.37)</b>	<b>-</b>	<b>(10,278.37)</b>	<b>-</b>	<b>10,278.37</b>	

MIS  
8510 Overhead

Date Ran 4/21/2016  
Period 3  
Year 2016

Revenues

Acct Number	Description	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
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Totals

Expenditures

Acct Number	Description	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
521220	CONSULTANT	652.50	3,750.00	(3,097.50)	15,000.00	14,347.50	4.35%
521296	COMPUTER SUPPORT	25,274.96	14,226.25	11,048.71	56,905.00	31,630.04	44.42%
529299	PURCHASE CARE & SERVICES	612.50	1,625.00	(1,012.50)	6,500.00	5,887.50	9.42%
531298	UNITED PARCEL SERVICE UPS	48.90	150.00	(101.10)	600.00	551.10	8.15%
531311	POSTAGE & BOX RENT	-	2.50	(2.50)	10.00	10.00	0.00%
531312	OFFICE SUPPLIES	-	25.00	(25.00)	100.00	100.00	0.00%
531314	SMALL ITEMS OF EQUIPMENT	-	187.50	(187.50)	750.00	750.00	0.00%
531320	SAFETY SUPPLIES	53.81	-	53.81	-	(53.81)	
533221	WATER	76.26	100.00	(23.74)	400.00	323.74	19.07%
533222	ELECTRIC	1,300.45	1,500.00	(199.55)	6,000.00	4,699.55	21.67%
533223	SEWER	82.29	143.75	(61.46)	575.00	492.71	14.31%
533224	NATURAL GAS	628.46	1,125.00	(496.54)	4,500.00	3,871.54	13.97%
533225	TELEPHONE & FAX	782.74	850.00	(67.26)	3,400.00	2,617.26	23.02%
533235	STORM WATER UTILITY	44.97	58.75	(13.78)	235.00	190.03	19.14%
533236	WIRELESS INTERNET	468.96	1,000.00	(531.04)	4,000.00	3,531.04	11.72%
535242	MAINTAIN MACHINERY & EQUIP	5,962.75	375.00	5,587.75	1,500.00	(4,462.75)	397.52%
535246	BUILDING SERVICE & MAINT	-	1,250.00	(1,250.00)	5,000.00	5,000.00	0.00%
535247	BLDG REPAIR & MAINT	-	625.00	(625.00)	2,500.00	2,500.00	0.00%
535297	REFUSE COLLECTION	89.14	118.75	(29.61)	475.00	385.86	18.77%
571003	HOUSEKEEPING	-	550.00	(550.00)	2,200.00	2,200.00	0.00%
571008	MIS OVERHEAD ALLOCATION	(58,930.06)	(38,972.50)	(19,957.56)	(155,890.00)	(96,959.94)	37.80%
591519	OTHER INSURANCE	52.80	60.00	(7.20)	240.00	187.20	22.00%
594810	CAP EQUIPMENT	22,848.60	6,250.00	16,598.60	25,000.00	2,151.40	91.39%
594813	CAP OFC EQUIP	-	5,000.00	(5,000.00)	20,000.00	20,000.00	0.00%
<b>Totals</b>		<b>50.03</b>	<b>-</b>	<b>50.03</b>	<b>-</b>	<b>(50.03)</b>	

Other Financing Sources (Uses)

Acct Number	Description	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
691100	OPER REV ADJUST	-	11,250.00	(11,250.00)	45,000.00	45,000.00	0.00%
691200	CAP REV ADJUST	-	(11,250.00)	11,250.00	(45,000.00)	(45,000.00)	0.00%
<b>Totals</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Total Business Unit</b>		<b>50.03</b>	<b>-</b>	<b>50.03</b>	<b>-</b>	<b>(50.03)</b>	



MIS  
8520 IP Telephone

Date Ran 4/21/2016  
Period 3  
Year 2016

Revenues

Acct Number	Description	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
474190	IP-TELEPHONY BILLED	(35,073.69)	(35,074.75)	1.06	(140,299.00)	(105,225.31)	25.00%
<b>Totals</b>		<b>(35,073.69)</b>	<b>(35,074.75)</b>	<b>1.06</b>	<b>(140,299.00)</b>	<b>(105,225.31)</b>	<b>25.00%</b>

Expenditures

Acct Number	Description	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
511110	SALARY-PERMANENT REGULAR	-	1,107.75	(1,107.75)	4,431.00	4,431.00	0.00%
511210	WAGES-REGULAR	5,587.42	5,915.25	(327.83)	23,661.00	18,073.58	23.61%
511220	WAGES-OVERTIME	-	134.75	(134.75)	539.00	539.00	0.00%
511230	WAGES-REGULAR OVERTIME	-	4.75	(4.75)	19.00	19.00	0.00%
512141	SOCIAL SECURITY	415.85	537.00	(121.15)	2,148.00	1,732.15	19.36%
512142	RETIREMENT (EMPLOYER)	368.77	472.75	(103.98)	1,891.00	1,522.23	19.50%
512144	HEALTH INSURANCE	1,936.49	2,454.75	(518.26)	9,819.00	7,882.51	19.72%
512145	LIFE INSURANCE	1.68	2.25	(0.57)	9.00	7.32	18.67%
512173	DENTAL INSURANCE	103.50	148.50	(45.00)	594.00	490.50	17.42%
521220	CONSULTANT	-	4,000.00	(4,000.00)	16,000.00	16,000.00	0.00%
521296	COMPUTER SUPPORT	21,879.22	6,706.50	15,172.72	26,826.00	4,946.78	81.56%
531303	COMPUTER EQUIPMT & SOFTWA	-	250.00	(250.00)	1,000.00	1,000.00	0.00%
531312	OFFICE SUPPLIES	-	56.25	(56.25)	225.00	225.00	0.00%
531314	SMALL ITEMS OF EQUIPMENT	-	50.00	(50.00)	200.00	200.00	0.00%
532325	REGISTRATION	-	250.00	(250.00)	1,000.00	1,000.00	0.00%
532332	MILEAGE	-	12.50	(12.50)	50.00	50.00	0.00%
535242	MAINTAIN MACHINERY & EQUIP	184.75	1,625.00	(1,440.25)	6,500.00	6,315.25	2.84%
591519	OTHER INSURANCE	90.12	96.75	(6.63)	387.00	296.88	23.29%
594810	CAP EQUIPMENT	-	11,250.00	(11,250.00)	45,000.00	45,000.00	0.00%
594818	CAP COMPUTER	-	3,750.00	(3,750.00)	15,000.00	15,000.00	0.00%
<b>Totals</b>		<b>30,567.80</b>	<b>38,824.75</b>	<b>(8,256.95)</b>	<b>155,299.00</b>	<b>124,731.20</b>	<b>19.68%</b>

Other Financing Sources (Uses)

Acct Number	Description	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
691100	OPER REV ADJUST	-	11,250.00	(11,250.00)	45,000.00	45,000.00	0.00%
691200	CAP REV ADJUST	-	(11,250.00)	11,250.00	(45,000.00)	(45,000.00)	0.00%
<b>Totals</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Business Unit</b>		<b>(4,505.89)</b>	<b>3,750.00</b>	<b>(8,255.89)</b>	<b>15,000.00</b>	<b>19,505.89</b>	

MIS  
8525 Central Duplication

Date Ran 4/21/2016  
Period 3  
Year 2016

Revenues

Acct Number	Description	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
451002	PRIVATE PARTY PHOTOCOPY	(232.48)	(350.00)	117.52	(1,400.00)	(1,167.52)	16.61%
472003	MUNICIPALITY COPIES & PRINTIN	(176.27)	(137.50)	(38.77)	(550.00)	(373.73)	32.05%
474180	MIS BILLED	(7,851.54)	(7,852.00)	0.46	(31,408.00)	(23,556.46)	25.00%
474200	COPYING & PRINTING INTERDEPA	(4,414.31)	(7,000.00)	2,585.69	(28,000.00)	(23,585.69)	15.77%
<b>Totals</b>		<b>(12,674.60)</b>	<b>(15,339.50)</b>	<b>2,664.90</b>	<b>(61,358.00)</b>	<b>(48,683.40)</b>	<b>20.66%</b>

Expenditures

Acct Number	Description	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
511210	WAGES-REGULAR	2,720.20	3,998.75	(1,278.55)	15,995.00	13,274.80	17.01%
511310	WAGES-SICK LEAVE	113.68	-	113.68	-	(113.68)	
511340	WAGES-HOLIDAY PAY	280.14	-	280.14	-	(280.14)	
511380	WAGES-BEREAVEMENT	146.16	-	146.16	-	(146.16)	
512141	SOCIAL SECURITY	242.12	288.00	(45.88)	1,152.00	909.88	21.02%
512142	RETIREMENT (EMPLOYER)	215.17	264.00	(48.83)	1,056.00	840.83	20.38%
512144	HEALTH INSURANCE	1,815.69	2,142.25	(326.56)	8,569.00	6,753.31	21.19%
512145	LIFE INSURANCE	0.84	1.00	(0.16)	4.00	3.16	21.00%
512150	FSA CONTRIBUTION	250.00	-	250.00	-	(250.00)	
512173	DENTAL INSURANCE	99.72	129.50	(29.78)	518.00	418.28	19.25%
531298	UNITED PARCEL SERVICE UPS	3.92	5.00	(1.08)	20.00	16.08	19.60%
531311	POSTAGE & BOX RENT	-	2.50	(2.50)	10.00	10.00	0.00%
531312	OFFICE SUPPLIES	3,494.64	2,500.00	994.64	10,000.00	6,505.36	34.95%
531314	SMALL ITEMS OF EQUIPMENT	-	125.00	(125.00)	500.00	500.00	0.00%
531349	OTHER OPERATING EXPENSES	33.27	87.50	(54.23)	350.00	316.73	9.51%
532332	MILEAGE	-	10.00	(10.00)	40.00	40.00	0.00%
533225	TELEPHONE & FAX	5.07	22.50	(17.43)	90.00	84.93	5.63%
535242	MAINTAIN MACHINERY & EQUIP	632.15	1,250.00	(617.85)	5,000.00	4,367.85	12.64%
535252	PRINTING EQUIP MAINTENANCE	1,883.92	3,625.00	(1,741.08)	14,500.00	12,616.08	12.99%
571004	IP TELEPHONY ALLOCATION	49.50	49.50	-	198.00	148.50	25.00%
571009	MIS PC GROUP ALLOCATION	721.50	721.50	-	2,886.00	2,164.50	25.00%
571010	MIS SYSTEMS GRP ALLOC(ISIS)	95.49	95.50	(0.01)	382.00	286.51	25.00%
591519	OTHER INSURANCE	20.84	22.00	(1.16)	88.00	67.16	23.68%
<b>Totals</b>		<b>12,824.02</b>	<b>15,339.50</b>	<b>(2,515.48)</b>	<b>61,358.00</b>	<b>48,533.98</b>	<b>20.90%</b>

Other Financing Sources (Uses)

Acct Number	Description	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
<b>Totals</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Total Business Unit</b>		<b>149.42</b>	<b>-</b>	<b>149.42</b>	<b>-</b>	<b>(149.42)</b>	

Central Services  
1901

Date Ran 4/21/2016  
Period 3  
Year 2016

Revenues

Acct Number	Description	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
411100	GENERAL PROPERTY TAXES	(163,596.99)	(163,597.00)	0.01	(654,388.00)	(490,791.01)	25.00%
474009	HOUSEKEEPING SERVICES	-	(550.00)	550.00	(2,200.00)	(2,200.00)	0.00%
483002	MISC SALE/MATERIAL & SUPPLY	-	(100.00)	100.00	(400.00)	(400.00)	0.00%
486001	VENDING COMMISSION	(122.31)	(287.50)	165.19	(1,150.00)	(1,027.69)	10.64%
<b>Totals</b>		<b>(163,719.30)</b>	<b>(164,534.50)</b>	<b>815.20</b>	<b>(658,138.00)</b>	<b>(494,418.70)</b>	<b>24.88%</b>

Expenditures

Acct Number	Description	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
511110	SALARY-PERMANENT REGULAR	18,078.07	20,190.75	(2,112.68)	80,763.00	62,684.93	22.38%
511210	WAGES-REGULAR	39,468.07	46,845.50	(7,377.43)	187,382.00	147,913.93	21.06%
511220	WAGES-OVERTIME	558.96	657.75	(98.79)	2,631.00	2,072.04	21.25%
511290	WAGES-OTHER WAGES	1,000.00	1,290.00	(290.00)	5,160.00	4,160.00	19.38%
511310	WAGES-SICK LEAVE	1,652.45	-	1,652.45	-	(1,652.45)	
511320	WAGES-VACATION PAY	2,109.08	-	2,109.08	-	(2,109.08)	
511330	WAGES-LONGEVITY PAY	31.24	227.75	(196.51)	911.00	879.76	3.43%
511340	WAGES-HOLIDAY PAY	2,245.35	-	2,245.35	-	(2,245.35)	
511350	WAGES-MISCELLANEOUS(COMP)	204.54	-	204.54	-	(204.54)	
512141	SOCIAL SECURITY	4,913.83	5,224.00	(310.17)	20,896.00	15,982.17	23.52%
512142	RETIREMENT (EMPLOYER)	4,184.68	4,368.50	(183.82)	17,474.00	13,289.32	23.95%
512144	HEALTH INSURANCE	13,000.42	16,689.50	(3,689.08)	66,758.00	53,757.58	19.47%
512145	LIFE INSURANCE	25.62	26.50	(0.88)	106.00	80.38	24.17%
512150	FSA CONTRIBUTION	1,000.00	312.50	687.50	1,250.00	250.00	80.00%
512173	DENTAL INSURANCE	1,037.86	1,309.50	(271.64)	5,238.00	4,200.14	19.81%
512390	SAFETY EQUIPMENT	-	50.00	(50.00)	200.00	200.00	0.00%
521296	COMPUTER SUPPORT	-	100.00	(100.00)	400.00	400.00	0.00%
529170	GROUNDS KEEPING CHARGES	525.07	2,894.75	(2,369.68)	11,579.00	11,053.93	4.53%
529299	PURCHASE CARE & SERVICES	-	1,250.00	(1,250.00)	5,000.00	5,000.00	0.00%
531008	HAZARD RECYCLE CHARGES	-	125.00	(125.00)	500.00	500.00	0.00%
531298	UNITED PARCEL SERVICE UPS	-	287.50	(287.50)	1,150.00	1,150.00	0.00%
531303	COMPUTER EQUIPMT & SOFTWA	-	2,287.50	(2,287.50)	9,150.00	9,150.00	0.00%
531311	POSTAGE & BOX RENT	1.99	-	1.99	-	(1.99)	
531312	OFFICE SUPPLIES	1.50	75.00	(73.50)	300.00	298.50	0.50%
531314	SMALL ITEMS OF EQUIPMENT	64.78	250.00	(185.22)	1,000.00	935.22	6.48%
531320	SAFETY SUPPLIES	64.65	-	64.65	-	(64.65)	
531326	ADVERTISING	344.68	-	344.68	-	(344.68)	
531351	GAS/DIESEL	109.15	375.00	(265.85)	1,500.00	1,390.85	7.28%
532332	MILEAGE	6.90	-	6.90	-	(6.90)	
533221	WATER	992.31	1,000.00	(7.69)	4,000.00	3,007.69	24.81%
533222	ELECTRIC	21,816.21	23,750.00	(1,933.79)	95,000.00	73,183.79	22.96%
533223	SEWER	1,177.71	1,125.00	52.71	4,500.00	3,322.29	26.17%
533224	NATURAL GAS	4,663.00	3,500.00	1,163.00	14,000.00	9,337.00	33.31%
533225	TELEPHONE & FAX	223.55	275.00	(51.45)	1,100.00	876.45	20.32%
533235	STORM WATER UTILITY	472.23	410.00	62.23	1,640.00	1,167.77	28.79%
535239	STREET REPAIR & MAINT	-	375.00	(375.00)	1,500.00	1,500.00	0.00%
535246	BUILDING SERVICE & MAINT	27,010.04	10,750.00	16,260.04	43,000.00	15,989.96	62.81%
535247	BLDG REPAIR & MAINT	901.79	3,500.00	(2,598.21)	14,000.00	13,098.21	6.44%
535297	REFUSE COLLECTION	442.70	465.00	(22.30)	1,860.00	1,417.30	23.80%
535344	HOUSEHOLD & JANITORIAL SUPP	3,238.01	2,875.00	363.01	11,500.00	8,261.99	28.16%
535349	OTHER SUPPLIES	792.85	2,125.00	(1,332.15)	8,500.00	7,707.15	9.33%
535353	MACHINERY & EQUIP PARTS	-	2,375.00	(2,375.00)	9,500.00	9,500.00	0.00%
535354	PAINT	-	625.00	(625.00)	2,500.00	2,500.00	0.00%
535355	PLUMBING & ELECTRICAL	739.72	1,500.00	(760.28)	6,000.00	5,260.28	12.33%
535452	GREEN INITIATIVES	-	1,250.00	(1,250.00)	5,000.00	5,000.00	0.00%
536531	LAND RENT & LEASE	1,800.00	450.00	1,350.00	1,800.00	-	100.00%
571004	IP TELEPHONY ALLOCATION	148.74	148.75	(0.01)	595.00	446.26	25.00%
571009	MIS PC GROUP ALLOCATION	1,203.24	1,203.25	(0.01)	4,813.00	3,609.76	25.00%
571010	MIS SYSTEMS GRP ALLOC(ISIS)	1,301.25	1,301.25	-	5,205.00	3,903.75	25.00%
591519	OTHER INSURANCE	4,682.02	3,569.25	1,112.77	14,277.00	9,594.98	32.79%

594809	CAP BLDG	-	5,000.00	(5,000.00)	20,000.00	20,000.00	0.00%
594810	CAP EQUIPMENT	8,039.46	19,750.00	(11,710.54)	79,000.00	70,960.54	10.18%
594820	CAP OTHER	9,720.00	2,625.00	7,095.00	10,500.00	780.00	92.57%
594821	CAP IMPRV LAND	-	16,250.00	(16,250.00)	65,000.00	65,000.00	0.00%
594822	CAP IMPRV BLDG	-	74,000.00	(74,000.00)	296,000.00	296,000.00	0.00%
594829	CAP IMPRV OTHER	-	2,500.00	(2,500.00)	10,000.00	10,000.00	0.00%

<b>Totals</b>		179,993.72	287,534.50	(107,540.78)	1,150,138.00	970,144.28	15.65%
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Other Financing Sources (Uses)

Acct Number	Description	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
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<b>Totals</b>		-	-	-	-	-	
<b>Total Business Unit</b>		16,274.42	123,000.00	(106,725.58)	492,000.00	475,725.58	