

Infrastructure Committee

AGENDA

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

Wednesday, June 1, 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. Review of the Agenda
5. Introduction of Committee Members
6. Public Comment
(Members of the public who wish to address the committee on specific agenda items must register their request at this time)
7. Approval of the May 4, 2016 Infrastructure Committee meeting minutes
8. Communications
9. Review suggestions for Dementia Friendly County – Courthouse Facilities
10. Discussion and possible action concerning bids for courthouse/MIS roofing
11. Discussion of incorporating tasks of Sustainability Task Force into Infrastructure Committee
12. Update on clubhouse property located in the City of Jefferson
13. Update on Enterprise Resource Planning (ERP) System
14. Update on updating the County Board room and courthouse conference rooms
15. Update on remodeling courthouse employee break room, bathrooms and outdoor space
16. Review of county building Space Needs Analysis
17. Update on highway satellite shops
18. Discuss potential agenda items for the Committee's next meeting
19. Financial Reports (April)
 - a. Central Services
 - b. MIS
20. Possible Tour of Courthouse
21. Discuss future meeting schedule. Set next meeting date (July 6, 2016)
22. 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
May 4, 2016
Infrastructure Committee**

#7

1. Call to order

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

2. Roll call of Committee Members

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

Others Present: Ben Wehmeier, County Administrator; Brian Lamers, Finance Director; Barbara Frank, County Clerk; Jim Koehn, Jefferson Golf Course; Brad Calaway, Jefferson Golf Course 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. Election of Committee Chair, Vice Chair, Secretary

Kannard nominated David for Chair; Second by Jones (Ayes-All) Motion Carried.

Kutz nominated Kannard for Vice Chair; Second by Jones (Ayes-All) Motion Carried.

David nominated Kutz for Secretary; Second by Kannard (Ayes-All) Motion Carried.

5. Review of the Agenda

Item #19 was moved up to accommodate Jefferson Golf Course staff

6. Public Comment

None

7. Approval of the April 6, 2016 Infrastructure Committee meeting minutes

Motion by Kutz Second by Jones to approve the April 6, 2016 Infrastructure Committee meeting minutes as corrected. (Ayes -4 Borland Abstained) Motion Carried.

8. Communications

- Draft Parking Ordinance

9. FacilityDude Software Demonstration

This will be done at a future meeting.

10. Discussion and possible action on amending Parking Ordinance

A draft of the parking ordinance was provided for review. Wehmeier discussed the ordinance. Kannard recommended changes regarding the hours that the parking restrictions are in place for the courthouse lot and also proposed changing the signs to include the hours of restricted parking. Sheriff staff and Corporation Counsel will be asked to attend the next meeting for further discussion. No action taken.

11. Update on ERP System

Staff is finalizing the contract and will forward this to the county Board in June. No action taken

12. Update on updating the County Board room and courthouse conference rooms

Wehmeier said that the chairs have been ordered for the county board room. The exterior sealing for the county board room will be done soon. Central Services is getting prices for sealing the entire building. The committee will not use a design consultant at this time. No action taken.

13. Update on remodeling courthouse employee break room, bathrooms and outdoor space

Wehmeier said that they will be starting with the main employee break room. The plan is to ask the employees who use it what would work best for them. No action taken.

14. Review of county building Space Needs Analysis

Wehmeier will be meeting with Venture Architects who completed the Space Needs Analysis. He is looking for guidance and expectations from the committee on how to continue work on this project. David suggested meeting with certain departments to discuss their current needs and update the current Space Needs Analysis. Wehmeier emailed reports from the Space Needs Analysis. The committee will review this information and discuss this again at the next meeting. No action taken.

15. Update on disposition of old highway facility

Wehmeier explained that progress is being made. There are still some structures in the process of being removed. There are some environmental issues that need to be taken care of. No action taken.

16. Update on punch list for new highway facility

Wehmeier said there are minor issues that are being worked out. No action taken.

17. Update on future use or sale of old salt sheds

Wehmeier said that there is interest in purchasing two of the old salt sheds. They are working with the DOT in moving the other shed to the Concord site.

18. Discussion and possible action on highway satellite shops related to bids

Wehmeier said that they are making a recommendation not to accept any of the bids that were received. There may be a joint meeting with the Highway Committee to discuss next steps for the highway satellite shops.

Motion by Kannard; Second by Kutz to reject all bids. (Ayes-All) Motion carried.

19. Discussion of future uses of clubhouse property located in the City of Jefferson

Koen and Calaway from the Jefferson Golf Course discussed the clubhouse property. They no longer need this property and are looking for potential buyers. This group approached the county to see if there is any interest in purchasing the property for county use. The committee would like to see a list of potential uses for the property. If there is potential use, the committee would like to tour the property. No action taken.

20. Potential items for the Committee's next meeting

- Approval of the May 4, 2016 Infrastructure Committee minutes
- FacilityDude Software Demonstration
- Update on Satellite Shops
- Update on Old 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
- Possible tour of the courthouse
- Possible bid opening for roofing & boiler
- Discussion of the Sustainability Task Force
- Discussion of future uses of clubhouse property located in the City of Jefferson

21. Financial Reports (March)

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

22. Discuss future meeting schedule. Set next meeting date (June 1, 2016)

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

23. Adjourn

Jones made a motion to adjourn; Second by Kannard at 10:27 a.m. Ayes – All (Motion Carried)

Suggestions for Making the Courthouse More Dementia Friendly

Mark Miller and myself, Cathy Kehoe, met and toured the courthouse on 4/12/2016. He told me about ideas that have been in the works with signage. A lack of signage seems to be the biggest barrier for someone with dementia being able to navigate the environment. We discussed the good features in the Courthouse, and some improvements, as well as some points to think about when getting new signage. Here is a summary of points. Most signage suggestions would be good for anyone definitely older adults, and especially people with dementia.

Good:

Lighting in hallways

Bathrooms – toilet contrast with floor very good.

Signs with red lettering on doors saying emergency exit only.

Bright yellow chains across the doors.

Flooring – terrazzo is varied yet not too much of contrast, not high shine

Things to keep in mind:

- People with dementia's most reliable source for memory is vision, not hearing.
- Though reading ability lasts long into the disease, people tend to be very literal. Signage that is confusing in a literal way will not be helpful (e.g., No Exit says what you don't want them to do, not what you do)
- Utilizing symbols on signage along with just a few concrete words is good practice for dementia.
- Having signs that project into the hallway is very helpful, as they are now, but they must be much more visible with high contrast between the letters and background.
- Color should be used to bring attention to things you want people to see.
- Areas where people can get assistance need to be labeled (e.g., HR counter is first door once you enter the building)
- The way to restrooms need to be clearly labeled, older adults - especially those with dementia - want to be able to easily find bathrooms.
- Arrows are very important, making signs for different areas be different colors is an additionally helpful. (left green section, right blue section)
- Place signage directly on the walls that are seen first when entering – and also at all decision points. (which way to go of 2 directions)

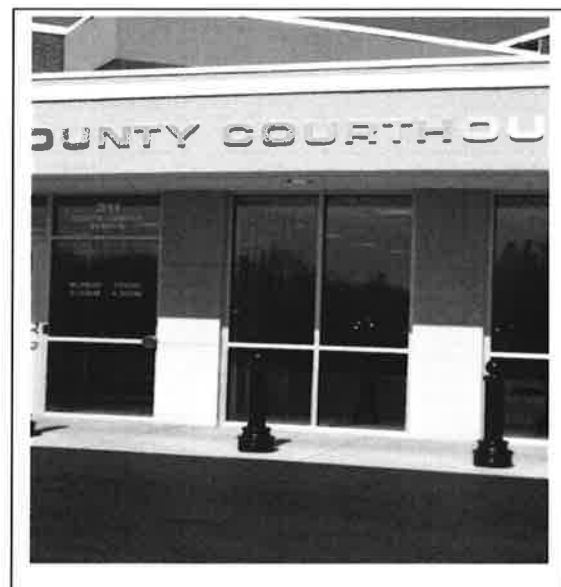
- Signs need large lettering, high contrast between the words and background, be at eye height wherever possible, on actual doors wherever possible.
- Flooring: White floor against a black floor or mat – dark will tend to look like a hole in the floor, will be a fall risk. This is called a “visual cliff” Uneven surfaces can be a problem - though I didn’t see any of that.
- Utilize things people are familiar with. An actual symbol of a do not enter or stop sign can be helpful because people will recognize it.
- People with dementia often remember “landmarks” or distinctive things they see in the environment that help them remember where they are or are going.
- Areas or items you do NOT want people with dementia to access can be above or below eye level because when something is out of sight it is often out of mind. Likewise the opposite is true.
- Things that are of similar colors or without much contrast may not be perceived very well or at all, this can be a problem (or used to your advantage.)

Narrative and Pictures:

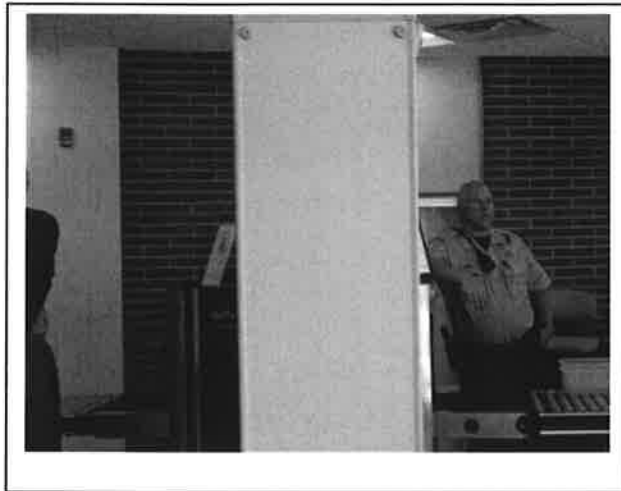
Upon approaching the building from outdoors, you can see “Jefferson County Courthouse” across the top of building, though it may not be as noticeable to a person with dementia because of contrast of aluminum on light background, as well as being only visible from afar. As one approaches the doors there is no signage indicating this to be the main entrance. Current signs on doors say they are electronic, this could be a bit confusing if they are the only signs.

Suggestion:

Add a sign to the window on the front door, saying “Courthouse Main Entrance” at eye level, and a small sign on the inside door window to the right where you would like them to enter (on the guard side) saying “enter here”. This will help person focus on where the door actually is because windows and doors are somewhat indistinguishable from each other when you enter.



When entering the building where the guard is, perhaps on the pillar in front there could be a sign “please stop for assistance” or screening or another phrase – it could also be a standing sign.

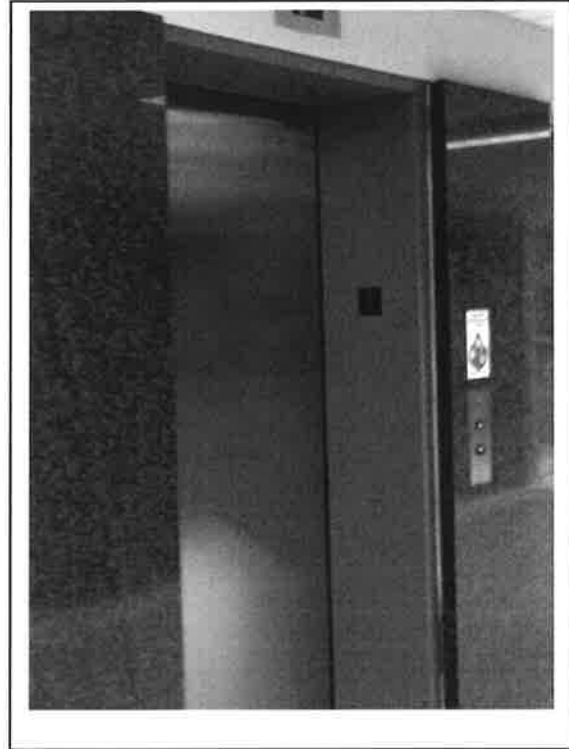
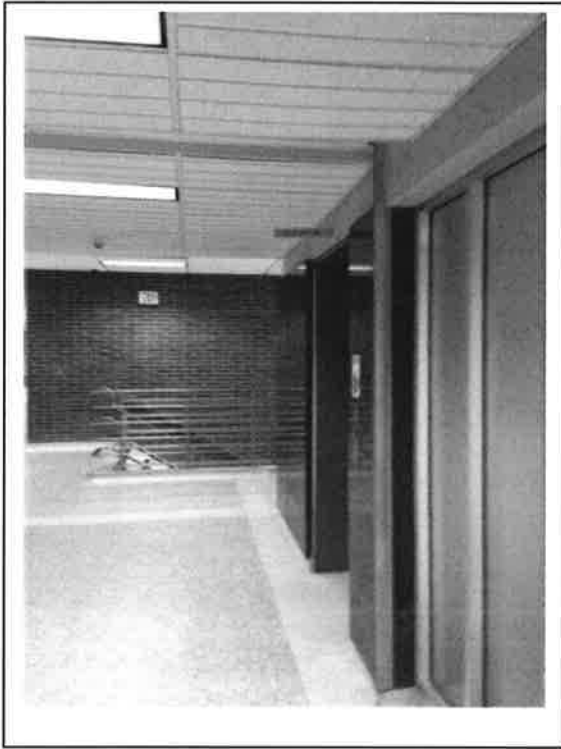


Elevators:

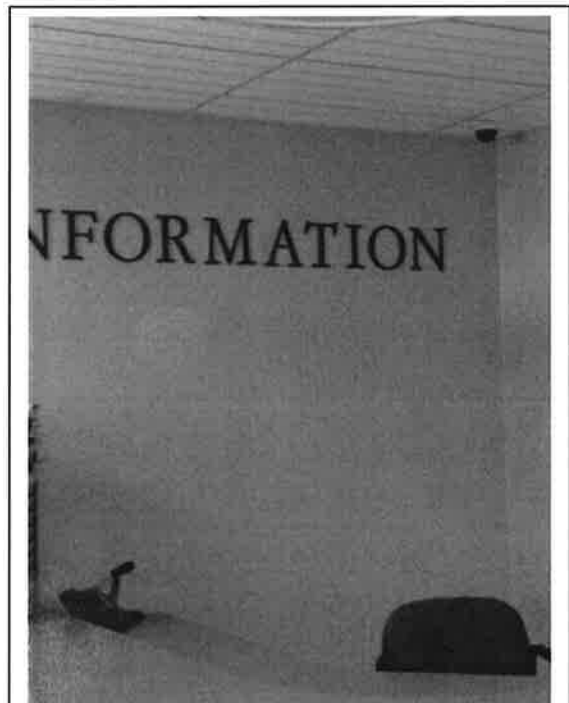
Handicapped entrance elevator needs to be clearly identified. Consider a sign next to elevator that states which floor different departments are on, as well as in the elevator. Current sign in elevator is confusing. Consider “in case of emergency push button. You are in elevator 1”. Also because it the elevator is 2 sided, clearly mark exterior exit/handicapped exit on the door inside back of elevator. The arrow next to the button indicating “Exit” is good, perhaps add “outside” exit or “Lobby” exit.



Elevators on the floors are very hard to see because they blend in to the walls. Have extending signs and signs on walls next to elevators so they are clearly marked. You want to encourage their use, and not the stairs so they need to be prominent.



There is a large “information” sign on the wall, in an area where there is no one to offer information. Suggestion to take it down, or utilize that wall for a directory while removing the counter area.

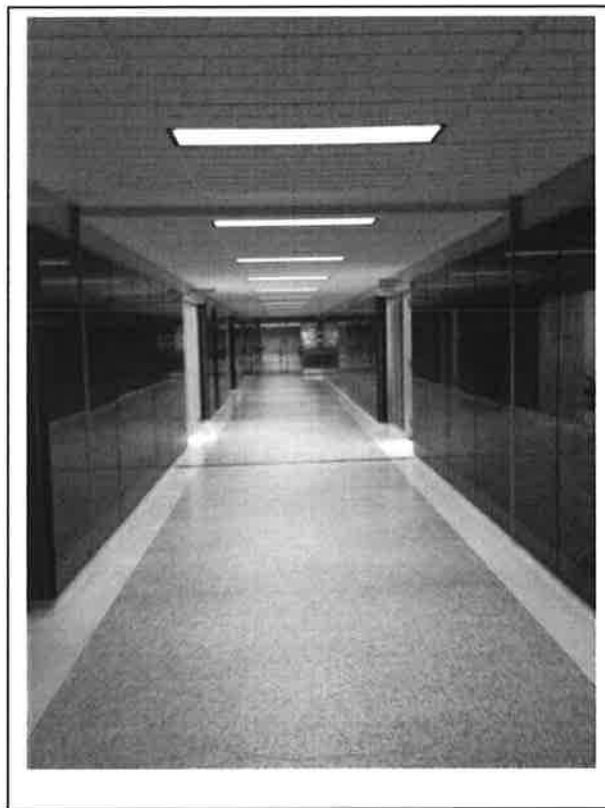


Lighting:

Generally the lighting is good, it is diffuse and doesn't cast shadows. Keep in mind that older adults and people with dementia need at least 3X more light to see than young people. Some signs can actually have their own light source to make them more visible.

Floors:

Currently the terrazzo floors are not kept at high gloss. This is good. High gloss shines cast reflections, produce glare and can look like water, which can be disturbing to someone with dementia. A picture taken in the upstairs corridor (left) where there is less traffic (thus a higher gloss) with sun coming in the window, illustrates possible glare problems. In the picture the floor does produce some glare, however a high gloss shine here would be very hard to look at/walk on. The hallway downstairs shows the advantage of having minimal glare, especially given the glare from the glossy walls which could be a problem if floors were also high gloss.



Visual Cliffs

Findings here were mixed. First, there are clear problems with the black mats on the white floors. However, the minimal contrast in the Terazzo floors themselves is fine. In addition, the small lobby by the courtroom hallway has a tan carpet, producing less contrast than black does. This illustrates that getting somewhat lighter colored mats for hallways can minimize the visual cliffs while still allowing for mats that don't show dirt. The tan carpet is shown in the picture on the left while the dark mat is on the right.



Stairs:

It is important to keep the dark edging on the stairs for purposes of depth perception as well as grip.

The only suggestion with stairs would be a sign with an arrow indicating what floor you are on and what is on the floor above or below, if you want people to know this. Again, you may not want to encourage use of the stairs or visibility of some departments for safety reasons.

Wayfinding:

Other suggestions for wayfinding:

Place a sign in the area under the counters naming the department, have a tent sign that says "information" on top of counters. Especially in HR, because that is the first place people will go for assistance if they don't remember or aren't sure where to go.



The Veterans office (left) may be a place that people who could have dementia may go. Having the flag is great, having a better sign would enhance this even more. The first wall you see in 1st floor front hall (right) may be the best place to put signage for navigating directions.



Doors that are only emergency exits:

It is good to have the yellow plastic chain in front of the doors – it's very noticeable. To bring them into view for the person with dementia, they could hang on a hook on between the doors too, this gives it better deterrent value. The NO EXIT sign (right) may invite someone to exit. The other signs shown below are much better.



Contrasts that aid vision and depth perception:

There are excellent contrasts in the bathrooms, so it is easy to see to sit on the toilet and use sinks (assuming urinals too). It is also great that your mirrors are small and only at head height. Mirrors can sometimes be disturbing to people with dementia because they don't recognize themselves in the mirror, thinking that they are a younger age.



One small suggestion is that because the bathroom door blends into the wall, you could add a very small exit sign at eye level.

Systems:

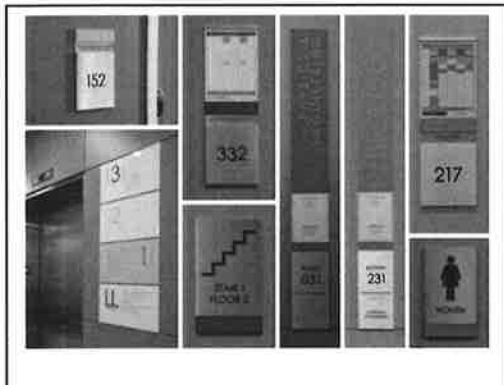
Having a plan for how to assist someone who may be confused, lost or showing other signs of dementia is important. The officer at the door indicated that he is able to call another deputy for assistance if he suspects there could be a problem where the person needs help navigating. It may be helpful to develop guidelines for assisting a person who may have dementia. All staff on the first floor (and high traffic areas) are trained on it.

Seating and Landmarks:

Having a couple of chairs strategically placed in the very long hallways may be helpful for people who have trouble walking a long distance. Using chairs of different colors or having artwork or another distinctive “landmark” may help people recognize where they are, or are coming/going from.

Sign suggestions:

Using color for emphasis can be helpful, and the symbol plus extension from the wall makes this existing sign in the court lobby (right) good as well.



As you can see with these two different existing signs, one is very clear and one is confusing. With signs sometimes less is more. A strong symbol with identifiable words is most effective. For example, having the room numbers on the posted arrow (right) may not make sense if someone is looking for the “court” area. Numbers are the hardest thing for people with dementia to remember or make sense of. This starts early in the disease before other symptoms may be noticeable.



Dementia Friendly Recommendations for Jefferson County Courthouse

Date: 4/18/2016

To: Ben Wehmeier

From: Cathy Kehoe (cathyk@jeffersoncountyiwi.gov; ext 4035)

Re: Summary of dementia friendly recommendations for courthouse

Please see attached report with pictures. This is a table summarizing the areas of suggestion.

Location/Type	Suggestion	Page in Report
Outdoor and entering Courthouse sign	Add "Jefferson County Courthouse Main Entrance" to front door, "enter here" to inside door	Page 2
Officer Station inside lobby	Add sign indicating to stop there for assistance or screening...	Page 3
Elevators – handicapped entrance	Clearly mark the elevator	Page 3
Inside elevator	Consider adding a list of departments that are frequently visited and floor they are on.	Page 3
Inside elevator	Possibly change the red sign to say "In case of Emergency press red button below, you are on elevator #1"	Page 3
Inside elevator	Sign to indicate the rear elevator door is the "exit to outside" or something similar	Page 3
All elevators	Add clear signage to project into the hall with high contrast between lettering and background and large print.	Page 4
"Information" sign in lower lobby	Remove or add a directory underneath it standing or on the wall. The desk with no one there is confusing, someone could wait there.	Page 4
Floors	Continue to have low gloss on floors to eliminate visual problems, confusion, falls.	Page 5

Location/Type	Suggestion	Page in Report
Hallways with black/very dark floor mats	Switch to lighter mats (like tan color of carpet in court reception area) to avoid visual cliffs – dark areas look like holes in the floor	Page 6
Department signage	Consider placing signs identifying the department just below the counter top for visibility from hallway. Place a tent sign on the counter that says “assistance” (especially in HR)	Page 7
Veterans department	Keep the flag, add a clear sign indicating it is veterans department (could even be a standing sign) people with dementia may frequent this area.	Page 7
1 st floor wall outside elevator/bottom of steps	Consider putting signage on this wall with arrows to navigate people in either direction to the areas in either direction. It is the first thing seen when coming in the door.	Page 7
Emergency exit doors in all of building	Yellow chain is great, have it hang between the doors too so it is easier to see close to eye level. Replace “NO EXIT” signs with either a recognizable (traffic like) do not enter sign (available to download and print on internet), even the signs saying emergency exit only are good.	Page 8
Restrooms	Consider a small exit sign on the inside doors of bathrooms where wall color and door color are close. Be sure to have directional signs and signs with symbols for bathrooms. This is very important to people with dementia, and to older adults, to know where restrooms are and how to find them.	Pages 9-10
There are examples of signs that are easy to read for ideas, and examples of existing signage and suggestions for making it better. Keep in mind that signage is a system for wayfinding. The simpler the better and symbols enhance understanding, especially for people with dementia. See attached article.		

From designworkplan / wayfinding / Introduction to Wayfinding and Signage design

<http://designworkplan.com/wayfinding/introduction.htm>

This article is a introduction to signage design and how wayfinding works. You will learn about wayfinding, signage design and typography to create a clear and concise wayfinding system that applies the build environment.

Navigation from place to place is a fundamental human activity and an integral part of everyday life. Where are you? Where are you heading to? People use their knowledge and previous experiences to find their way in the build environment. The human perception of the build environment and information in a space comes down to balance and focus. What do you see? Why did you see it? What did you do with the information.

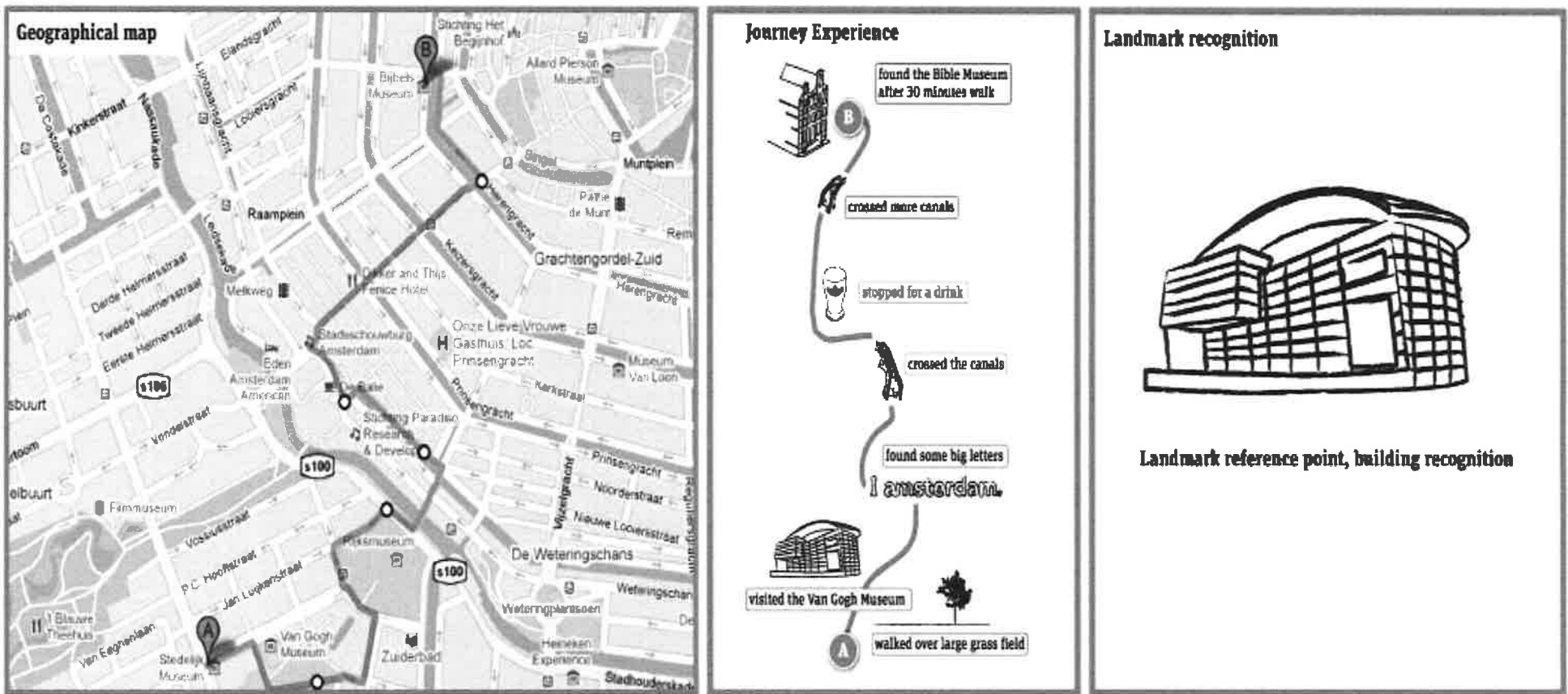
Wayfinding basics

Wayfinding has the function to inform people of the surroundings in the (unfamiliar) build environment, it is important to show information at strategic points to guide people into the right directions. Complex structures in the build environment are interpreted and stored by the human memory. Distances, locations and time may be remembered differently than as they appear to be in reality.

An effective wayfinding system is based on human behavior and consists of the following characteristics:

- Do not make them think
Create a comprehensive, clear and consistent visual communication system with concise messaging.
- Show only what is needed
Show information what relevant is to the space, location and / or navigation path.
- Remove excessive information
Remove unnecessary elements to create a clear visual environment ahead.

How does wayfinding work?



How do people orientate, navigate or remember the build environment? Why will people recognize or understand one place easier than another? As shown in the images on the left, a geographical map versus cognitive (mental) map = reality versus human mental memory. When creating a wayfinding scheme the following characteristics influences the way we interpreted the build environment.

- **Landmarks**

To create a legible environment it is necessary to mark specific spaces and / or locations. This reinforces the recognition of places and plays a part in overseeing a larger area. With the use of landmarks and marking elements an area will become more visible and will be understood better in the human memory. Landmarks can be art-objects, buildings, streetart, wayfinding signs or striking elements in a landscape. These elements combined will shape the identity of an (unknown) area as seen from your perspective.

- Orientation

In order to navigate, you need to know where you are in the build environment and where other destinations are located. Preferable it is good to know the distance in time from one place to another. If you are able to orientate yourself within the build environment, it will be easier to understand destinations and to navigate by landmarks. In wayfinding, maps are common used to indicate your location. The usage of maps is a very powerful way of expressing and overseeing the build environment. Be sure to display the maps heads-up in the direction you are facing, this way you can easy relate yourself to the build environment.

- Navigation

Navigating the physical reference to a particular area, setting or destination. With the usage of directional (static) signs people will be guided along their path towards destination(s).

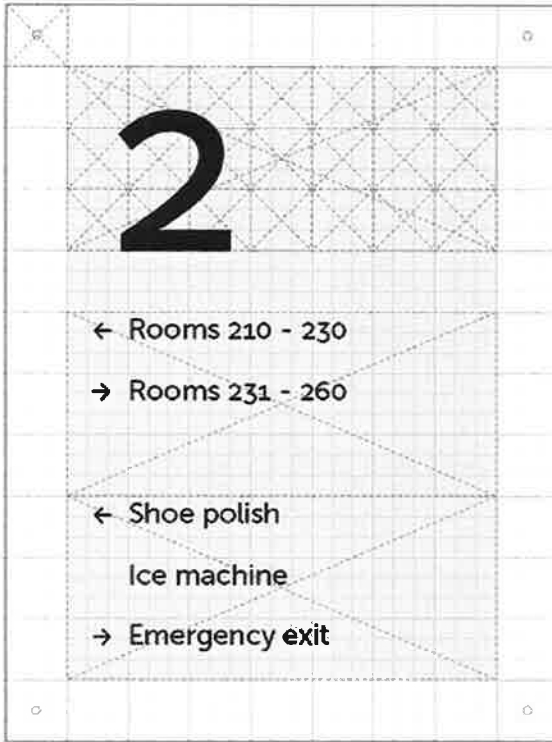
Strategic wayfinding design

When creating a signage system for an area, building or architectural structure it is essential to develop a strategic wayfinding scheme. With this step you are able to build up a modular wayfinding system that will adapt to the build environment and the human expectations for orientation and navigation purposes. Research is an important step to understand the build environment and where information is needed to maximize legibility of the wayfinding system.

Signage design basics

There are four important type of signs: Information signs, for instance a signpole with locate a destination and / or to orientate yourself in the build environment. Directional signs, where information is displayed to find destinations, located on several strategic points in the build environment. Identification signs, where information about individual locations is displayed such as buildings, locations and public facilities. Warning signs, to indicate safety procedures such as a fire escape routes, no smoking areas and other regulations that is, or is not allowed in a specific area.

To make a signage system work together a design grid is used to order information and to scale the signs to different sizes, as part of the sign family. With the example design I have used a base grid of 30 mm (millimeters) with a subdivision of 9. All the measurements of the example are based on the 9×9 division. Be careful not to show too much information into one sign, this will be easily overlooked, instead use multiple signs to get good wayfinding results.



Signage typeface

A signage typeface is usually a sans-serif type and available in various weights with a simple easy-to-read straightforward design. They have a good legibility with a large X-Height and wide letter proportions with prominent ascenders / descenders to ensure a good readability.

When using an easy-to-read font the typeface is recognizable for many people to read and to understand the message clearly. Therefore the choice of a signage typeface is one of the keyfactors in order to make a wayfinding system work. When selecting a typeface for a signage design / wayfinding project please use the following characteristics:

- A clear and straightforward type design, sans-serif
- Easy recognizable letterforms
- Positive letter spacing to enhance the visual appearance
- The Font Family includes a package of many different weights
- The typeface has a large X-height for good readability

In a follow-up article on designworkplan I will go deeper into selecting typefaces for signage design / wayfinding.

Signage design

Be consistent in typography, type height, icons, grid design, color and material choice. The signs need to be straight forward designed and in a consistent order to wayfinding scheme, always use the same order of displaying the information. Remember to make samples of the different sign types and check them in the build environment to ensure it becomes a best-practice design.

See the article about [signage and color contrast](#) for more information about color usage in wayfinding.

To go to the signage color and contrast go to this link:

<http://designworkplan.com/design/signage-and-color-contrast.htm>

#19a

Central Services
1901Date Ran 5/23/2016
Period 4
Year 2016

Revenues

Acct Number	Description	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
411100	GENERAL PROPERTY TAXES	(218,129.32)	(218,129.33)	0.01	(654,388.00)	(436,258.68)	33.33%
474009	HOUSEKEEPING SERVICES	-	(733.33)	733.33	(2,200.00)	(2,200.00)	0.00%
483002	MISC SALE/MATERIAL & SUPPLY	-	(133.33)	133.33	(400.00)	(400.00)	0.00%
486001	VENDING COMMISSION	(229.18)	(383.33)	154.15	(1,150.00)	(920.82)	19.93%
Totals		(218,358.50)	(219,379.33)	1,020.83	(658,138.00)	(439,779.50)	33.18%

Expenditures

Acct Number	Description	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
511110	SALARY-PERMANENT REGULAR	23,649.35	26,921.00	(3,271.65)	80,763.00	57,113.65	29.28%
511210	WAGES-REGULAR	53,029.79	62,460.67	(9,430.88)	187,382.00	134,352.21	28.30%
511220	WAGES-OVERTIME	849.02	877.00	(27.98)	2,631.00	1,781.98	32.27%
511290	WAGES-OTHER WAGES	1,450.00	1,720.00	(270.00)	5,160.00	3,710.00	28.10%
511310	WAGES-SICK LEAVE	1,800.56	-	1,800.56	-	(1,800.56)	
511320	WAGES-VACATION PAY	2,989.72	-	2,989.72	-	(2,989.72)	
511330	WAGES-LONGEVITY PAY	31.24	303.67	(272.43)	911.00	879.76	3.43%
511340	WAGES-HOLIDAY PAY	2,370.07	-	2,370.07	-	(2,370.07)	
511350	WAGES-MISCELLANEOUS(COMP)	331.16	-	331.16	-	(331.16)	
512141	SOCIAL SECURITY	6,499.14	6,965.33	(466.19)	20,896.00	14,396.86	31.10%
512142	RETIREMENT (EMPLOYER)	5,580.04	5,824.67	(244.63)	17,474.00	11,893.96	31.93%
512144	HEALTH INSURANCE	18,024.68	22,252.67	(4,227.99)	66,758.00	48,733.32	27.00%
512145	LIFE INSURANCE	34.92	35.33	(0.41)	106.00	71.08	32.94%
512150	FSA CONTRIBUTION	1,000.00	416.67	583.33	1,250.00	250.00	80.00%
512173	DENTAL INSURANCE	1,433.86	1,746.00	(312.14)	5,238.00	3,804.14	27.37%
512390	SAFETY EQUIPMENT	90.08	66.67	23.41	200.00	109.92	45.04%
521296	COMPUTER SUPPORT	-	133.33	(133.33)	400.00	400.00	0.00%
529170	GROUNDKEEPING CHARGES	1,154.86	3,859.67	(2,704.81)	11,579.00	10,424.14	9.97%
529299	PURCHASE CARE & SERVICES	-	1,666.67	(1,666.67)	5,000.00	5,000.00	0.00%
531008	HAZARD RECYCLE CHARGES	-	166.67	(166.67)	500.00	500.00	0.00%
531298	UNITED PARCEL SERVICE UPS	-	383.33	(383.33)	1,150.00	1,150.00	0.00%
531303	COMPUTER EQUIPMT & SOFTWARE	-	3,050.00	(3,050.00)	9,150.00	9,150.00	0.00%
531311	POSTAGE & BOX RENT	1.99	-	1.99	-	(1.99)	
531312	OFFICE SUPPLIES	1.50	100.00	(98.50)	300.00	298.50	0.50%
531314	SMALL ITEMS OF EQUIPMENT	131.22	333.33	(202.11)	1,000.00	868.78	13.12%
531320	SAFETY SUPPLIES	64.65	-	64.65	-	(64.65)	
531326	ADVERTISING	344.68	-	344.68	-	(344.68)	
531351	GAS/DIESEL	111.77	500.00	(388.23)	1,500.00	1,388.23	7.45%
532332	MILEAGE	6.90	-	6.90	-	(6.90)	
533221	WATER	1,327.82	1,333.33	(5.51)	4,000.00	2,672.18	33.20%
533222	ELECTRIC	28,496.61	31,666.67	(3,170.06)	95,000.00	66,503.39	30.00%
533223	SEWER	1,579.26	1,500.00	79.26	4,500.00	2,920.74	35.09%
533224	NATURAL GAS	6,336.71	4,666.67	1,670.04	14,000.00	7,663.29	45.26%
533225	TELEPHONE & FAX	296.66	366.67	(70.01)	1,100.00	803.34	26.97%
533235	STORM WATER UTILITY	629.64	546.67	82.97	1,640.00	1,010.36	38.39%
535239	STREET REPAIR & MAINT	-	500.00	(500.00)	1,500.00	1,500.00	0.00%
535246	BUILDING SERVICE & MAINT	27,808.66	14,333.33	13,475.33	43,000.00	15,191.34	64.67%
535247	BLDG REPAIR & MAINT	1,655.58	12,000.00	(10,344.42)	36,000.00	34,344.42	4.60%
535297	REFUSE COLLECTION	656.50	620.00	36.50	1,860.00	1,203.50	35.30%
535344	HOUSEHOLD & JANITORIAL SUPP	3,238.01	3,833.33	(595.32)	11,500.00	8,261.99	28.16%
535349	OTHER SUPPLIES	1,815.10	2,833.33	(1,018.23)	8,500.00	6,684.90	21.35%
535353	MACHINERY & EQUIP PARTS	86.76	3,166.67	(3,079.91)	9,500.00	9,413.24	0.91%
535354	PAINT	-	833.33	(833.33)	2,500.00	2,500.00	0.00%
535355	PLUMBING & ELECTRICAL	1,324.50	2,000.00	(675.50)	6,000.00	4,675.50	22.08%
535452	GREEN INITIATIVES	-	1,666.67	(1,666.67)	5,000.00	5,000.00	0.00%
536531	LAND RENT & LEASE	1,800.00	600.00	1,200.00	1,800.00	-	100.00%
571004	IP TELEPHONY ALLOCATION	198.32	198.33	(0.01)	595.00	396.68	33.33%
571009	MIS PC GROUP ALLOCATION	1,604.32	1,604.33	(0.01)	4,813.00	3,208.68	33.33%
571010	MIS SYSTEMS GRP ALLOC(ISIS)	1,735.00	1,735.00	-	5,205.00	3,470.00	33.33%
591519	OTHER INSURANCE	5,803.76	4,759.00	1,044.76	14,277.00	8,473.24	40.65%

594809	CAP BLDG	-	6,666.67	(6,666.67)	20,000.00	20,000.00	0.00%
594810	CAP EQUIPMENT	30,065.04	26,333.33	3,731.71	79,000.00	48,934.96	38.06%
594820	CAP OTHER	9,720.00	3,500.00	6,220.00	10,500.00	780.00	92.57%
594821	CAP IMPRV LAND	-	21,666.67	(21,666.67)	65,000.00	65,000.00	0.00%
594822	CAP IMPRV BLDG	-	98,666.67	(98,666.67)	296,000.00	296,000.00	0.00%
594829	CAP IMPRV OTHER	-	3,333.33	(3,333.33)	10,000.00	10,000.00	0.00%

Totals		247,159.45	390,712.67	(143,553.22)	1,172,138.00	924,978.55	21.09%
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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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Totals		-	-	-	-	-	
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Total Business Unit		28,800.95	171,333.33	(142,532.38)	514,000.00	485,199.05	
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#196

MIS
8501 PC Group

Date Ran 5/23/2016
Period 4
Year 2016

Revenues

Acct Number	Description	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
474180	MIS BILLED	(216,902.32)	(216,901.67)	(0.65)	(650,705.00)	(433,802.68)	33.33%

Totals		(216,902.32)	(216,901.67)	(0.65)	(650,705.00)	(433,802.68)	33.33%
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Expenditures

Acct Number	Description	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
511110	SALARY-PERMANENT REGULAR	24,247.49	28,065.67	(3,818.18)	84,197.00	59,949.51	28.80%
511210	WAGES-REGULAR	34,873.99	44,957.33	(10,083.34)	134,872.00	99,998.01	25.86%
511220	WAGES-OVERTIME	64.02	513.00	(448.98)	1,539.00	1,474.98	4.16%
511290	WAGES-OTHER WAGES	125.00	1,283.33	(1,158.33)	3,850.00	3,725.00	3.25%
511310	WAGES-SICK LEAVE	4,213.23	-	4,213.23	-	(4,213.23)	
511320	WAGES-VACATION PAY	7,040.54	-	7,040.54	-	(7,040.54)	
511330	WAGES-LONGEVITY PAY	-	202.00	(202.00)	606.00	606.00	0.00%
511340	WAGES-HOLIDAY PAY	2,667.55	-	2,667.55	-	(2,667.55)	
511350	WAGES-MISCELLANEOUS(COMP)	2,002.22	-	2,002.22	-	(2,002.22)	
512141	SOCIAL SECURITY	5,640.21	5,679.67	(39.46)	17,039.00	11,398.79	33.10%
512142	RETIREMENT (EMPLOYER)	4,772.36	4,951.33	(178.97)	14,854.00	10,081.64	32.13%
512144	HEALTH INSURANCE	14,359.25	8,628.67	5,730.58	25,886.00	11,526.75	55.47%
512145	LIFE INSURANCE	25.90	28.00	(2.10)	84.00	58.10	30.83%
512150	FSA CONTRIBUTION	750.00	-	750.00	-	(750.00)	
512173	DENTAL INSURANCE	1,148.18	1,242.00	(93.82)	3,726.00	2,577.82	30.82%
521220	CONSULTANT	53,257.20	20,884.33	32,372.87	62,653.00	9,395.80	85.00%
521296	COMPUTER SUPPORT	106,608.13	28,739.67	77,868.46	86,219.00	(20,389.13)	123.65%
529299	PURCHASE CARE & SERVICES	1,250.00	-	1,250.00	-	(1,250.00)	
531243	FURNITURE & FURNISHINGS	-	333.33	(333.33)	1,000.00	1,000.00	0.00%
531301	OFFICE EQUIPMENT	-	200.00	(200.00)	600.00	600.00	0.00%
531303	COMPUTER EQUIPMT & SOFTWA	1,310.93	3,166.67	(1,855.74)	9,500.00	8,189.07	13.80%
531307	MICROSOFT OFFICE UPGRADE	-	2,000.00	(2,000.00)	6,000.00	6,000.00	0.00%
531312	OFFICE SUPPLIES	100.16	1,666.67	(1,566.51)	5,000.00	4,899.84	2.00%
531313	PRINTING & DUPLICATING	2.50	33.33	(30.83)	100.00	97.50	2.50%
531314	SMALL ITEMS OF EQUIPMENT	-	100.00	(100.00)	300.00	300.00	0.00%
531322	SUBSCRIPTIONS	299.00	100.00	199.00	300.00	1.00	99.67%
531324	MEMBERSHIP DUES	-	16.67	(16.67)	50.00	50.00	0.00%
532325	REGISTRATION	175.00	666.67	(491.67)	2,000.00	1,825.00	8.75%
532332	MILEAGE	99.13	366.67	(267.54)	1,100.00	1,000.87	9.01%
532335	MEALS	-	33.33	(33.33)	100.00	100.00	0.00%
532336	LODGING	-	66.67	(66.67)	200.00	200.00	0.00%
532350	TRAINING MATERIALS	7,500.00	6,666.67	833.33	20,000.00	12,500.00	37.50%
533228	INTERNET	11,176.80	5,833.33	5,343.47	17,500.00	6,323.20	63.87%
535242	MAINTAIN MACHINERY & EQUIP	2,945.06	7,500.00	(4,554.94)	22,500.00	19,554.94	13.09%
535355	PLUMBING & ELECTRICAL	-	333.33	(333.33)	1,000.00	1,000.00	0.00%
571004	IP TELEPHONY ALLOCATION	860.00	860.00	-	2,580.00	1,720.00	33.33%
571008	MIS OVERHEAD ALLOCATION	29,465.03	25,981.67	3,483.36	77,945.00	48,479.97	37.80%
591519	OTHER INSURANCE	390.90	401.67	(10.77)	1,205.00	814.10	32.44%
593014	CREDIT CARD FEES	-	66.67	(66.67)	200.00	200.00	0.00%
594813	CAP OFC EQUIP	-	3,333.33	(3,333.33)	10,000.00	10,000.00	0.00%
594818	CAP COMPUTER	14,701.00	5,666.67	9,034.33	17,000.00	2,299.00	86.48%
594819	CAP OTHER EQUIPMENT	-	11,666.67	(11,666.67)	35,000.00	35,000.00	0.00%
594820	CAP OTHER	-	14,333.33	(14,333.33)	43,000.00	43,000.00	0.00%

Totals		332,070.78	236,568.33	95,502.45	709,705.00	377,634.22	46.79%
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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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691100	OPER REV ADJUST	-	23,333.33	(23,333.33)	70,000.00	70,000.00	0.00%
691200	CAP REV ADJUST	-	(23,333.33)	23,333.33	(70,000.00)	(70,000.00)	0.00%

Totals	-	-	-	-	-	-	
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Total Business Unit	115,168.46	19,666.67	95,501.79	59,000.00	(56,168.46)		
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MIS
8502 IS Group

Date Ran 5/23/2016
Period 4
Year 2016

Revenues

Acct Number	Description	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
451200	RECORDS & REPORTS	(375.00)	(500.00)	125.00	(1,500.00)	(1,125.00)	25.00%
474180	MIS BILLED	(141,477.88)	(141,478.00)	0.12	(424,434.00)	(282,956.12)	33.33%
Totals		(141,852.88)	(141,978.00)	125.12	(425,934.00)	(284,081.12)	33.30%

Expenditures

Acct Number	Description	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
511110	SALARY-PERMANENT REGULAR	50,370.29	54,417.00	(4,046.71)	163,251.00	112,880.71	30.85%
511210	WAGES-REGULAR	13,070.13	8,719.00	4,351.13	26,157.00	13,086.87	49.97%
511220	WAGES-OVERTIME	-	118.67	(118.67)	356.00	356.00	0.00%
511310	WAGES-SICK LEAVE	1,105.17	-	1,105.17	-	(1,105.17)	
511320	WAGES-VACATION PAY	3,463.01	-	3,463.01	-	(3,463.01)	
511330	WAGES-LONGEVITY PAY	-	205.67	(205.67)	617.00	617.00	0.00%
511340	WAGES-HOLIDAY PAY	1,989.88	-	1,989.88	-	(1,989.88)	
511350	WAGES-MISCELLANEOUS(COMP)	72.44	-	72.44	-	(72.44)	
512141	SOCIAL SECURITY	5,292.22	4,762.00	530.22	14,286.00	8,993.78	37.04%
512142	RETIREMENT (EMPLOYER)	4,625.04	4,188.33	436.71	12,565.00	7,939.96	36.81%
512144	HEALTH INSURANCE	17,043.24	14,995.67	2,047.57	44,987.00	27,943.76	37.88%
512145	LIFE INSURANCE	35.06	34.33	0.73	103.00	67.94	34.04%
512150	FSA CONTRIBUTION	1,000.00	-	1,000.00	-	(1,000.00)	
512173	DENTAL INSURANCE	972.00	907.00	65.00	2,721.00	1,749.00	35.72%
521220	CONSULTANT	-	1,000.00	(1,000.00)	3,000.00	3,000.00	0.00%
521296	COMPUTER SUPPORT	-	1,233.33	(1,233.33)	3,700.00	3,700.00	0.00%
531303	COMPUTER EQUIPMT & SOFTWARE	7,440.00	3,000.00	4,440.00	9,000.00	1,560.00	82.67%
531312	OFFICE SUPPLIES	1.42	16.67	(15.25)	50.00	48.58	2.84%
531322	SUBSCRIPTIONS	-	58.33	(58.33)	175.00	175.00	0.00%
531324	MEMBERSHIP DUES	420.00	150.00	270.00	450.00	30.00	93.33%
532325	REGISTRATION	1,830.00	800.00	1,030.00	2,400.00	570.00	76.25%
532332	MILEAGE	-	76.67	(76.67)	230.00	230.00	0.00%
532334	COMMERCIAL TRAVEL	362.46	133.33	229.13	400.00	37.54	90.62%
532335	MEALS	-	83.33	(83.33)	250.00	250.00	0.00%
532336	LODGING	225.24	500.00	(274.76)	1,500.00	1,274.76	15.02%
532339	OTHER TRAVEL & TOLLS	44.00	-	44.00	-	(44.00)	
532350	TRAINING MATERIALS	-	166.67	(166.67)	500.00	500.00	0.00%
535242	MAINTAIN MACHINERY & EQUIP	40,820.94	18,956.00	21,864.94	56,868.00	16,047.06	71.78%
571004	IP TELEPHONY ALLOCATION	926.00	926.00	-	2,778.00	1,852.00	33.33%
571008	MIS OVERHEAD ALLOCATION	29,465.03	25,981.67	3,483.36	77,945.00	48,479.97	37.80%
591519	OTHER INSURANCE	464.70	548.33	(83.63)	1,645.00	1,180.30	28.25%
Totals		181,038.27	141,978.00	39,060.27	425,934.00	244,895.73	42.50%

Other Financing Sources (Uses)

Acct Number	Description	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
Totals		-	-	-	-	-	
Total Business Unit		39,185.39	-	39,185.39	-	(39,185.39)	

MIS
8503 Programming Special

Date Ran 5/23/2016
Period 4
Year 2016

Revenues

Acct Number	Description	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
474099	DEPT CAP PROGRAM CHARGES	(38,696.00)	(38,696.00)	-	(116,088.00)	(77,392.00)	33.33%
Totals		(38,696.00)	(38,696.00)	-	(116,088.00)	(77,392.00)	33.33%

Expenditures

Acct Number	Description	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
511210	WAGES-REGULAR	14,690.55	25,603.33	(10,912.78)	76,810.00	62,119.45	19.13%
511220	WAGES-OVERTIME	-	118.67	(118.67)	356.00	356.00	0.00%
511310	WAGES-SICK LEAVE	885.35	-	885.35	-	(885.35)	
511320	WAGES-VACATION PAY	785.63	-	785.63	-	(785.63)	
511340	WAGES-HOLIDAY PAY	388.72	-	388.72	-	(388.72)	
512141	SOCIAL SECURITY	1,258.53	1,932.00	(673.47)	5,796.00	4,537.47	21.71%
512142	RETIREMENT (EMPLOYER)	1,105.46	1,697.67	(592.21)	5,093.00	3,987.54	21.71%
512144	HEALTH INSURANCE	5,681.07	8,807.00	(3,125.93)	26,421.00	20,739.93	21.50%
512145	LIFE INSURANCE	1.94	4.67	(2.73)	14.00	12.06	13.86%
512173	DENTAL INSURANCE	323.99	532.67	(208.68)	1,598.00	1,274.01	20.27%
Totals		25,121.24	38,696.00	(13,574.76)	116,088.00	90,966.76	21.64%

Other Financing Sources (Uses)

Acct Number	Description	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
Totals		-	-	-	-	-	
Total Business Unit		(13,574.76)	-	(13,574.76)	-	13,574.76	

MIS
8510 Overhead

Date Ran 5/23/2016
Period 4
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
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521220	CONSULTANT	652.50	5,000.00	(4,347.50)	15,000.00	14,347.50	4.35%
521296	COMPUTER SUPPORT	25,274.96	18,968.33	6,306.63	56,905.00	31,630.04	44.42%
529299	PURCHASE CARE & SERVICES	626.85	2,166.67	(1,539.82)	6,500.00	5,873.15	9.64%
531298	UNITED PARCEL SERVICE UPS	48.90	200.00	(151.10)	600.00	551.10	8.15%
531311	POSTAGE & BOX RENT	-	3.33	(3.33)	10.00	10.00	0.00%
531312	OFFICE SUPPLIES	-	33.33	(33.33)	100.00	100.00	0.00%
531314	SMALL ITEMS OF EQUIPMENT	-	250.00	(250.00)	750.00	750.00	0.00%
531320	SAFETY SUPPLIES	53.81	-	53.81	-	(53.81)	
533221	WATER	101.68	133.33	(31.65)	400.00	298.32	25.42%
533222	ELECTRIC	1,805.64	2,000.00	(194.36)	6,000.00	4,194.36	30.09%
533223	SEWER	109.99	191.67	(81.68)	575.00	465.01	19.13%
533224	NATURAL GAS	840.31	1,500.00	(659.69)	4,500.00	3,659.69	18.67%
533225	TELEPHONE & FAX	1,089.33	1,133.33	(44.00)	3,400.00	2,310.67	32.04%
533235	STORM WATER UTILITY	59.96	78.33	(18.37)	235.00	175.04	25.51%
533236	WIRELESS INTERNET	582.58	1,333.33	(750.75)	4,000.00	3,417.42	14.56%
535242	MAINTAIN MACHINERY & EQUIP	5,962.75	500.00	5,462.75	1,500.00	(4,462.75)	397.52%
535246	BUILDING SERVICE & MAINT	-	1,666.67	(1,666.67)	5,000.00	5,000.00	0.00%
535247	BLDG REPAIR & MAINT	-	833.33	(833.33)	2,500.00	2,500.00	0.00%
535297	REFUSE COLLECTION	178.28	158.33	19.95	475.00	296.72	37.53%
571003	HOUSEKEEPING	-	733.33	(733.33)	2,200.00	2,200.00	0.00%
571008	MIS OVERHEAD ALLOCATION	(58,930.06)	(51,963.33)	(6,966.73)	(155,890.00)	(96,959.94)	37.80%
591519	OTHER INSURANCE	70.40	80.00	(9.60)	240.00	169.60	29.33%
594810	CAP EQUIPMENT	22,848.60	8,333.33	14,515.27	25,000.00	2,151.40	91.39%
594813	CAP OFC EQUIP	-	6,666.67	(6,666.67)	20,000.00	20,000.00	0.00%

Totals	1,376.48	-	1,376.48	-	(1,376.48)
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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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691100	OPER REV ADJUST	-	15,000.00	(15,000.00)	45,000.00	45,000.00	0.00%
691200	CAP REV ADJUST	-	(15,000.00)	15,000.00	(45,000.00)	(45,000.00)	0.00%

Totals

Total Business Unit	1,376.48	-	1,376.48	-	(1,376.48)
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MIS
8520 IP Telephone

Date Ran 5/23/2016
Period 4
Year 2016

Revenues

Acct Number	Description	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
474190	IP-TELEPHONY BILLED	(46,764.92)	(46,766.33)	1.41	(140,299.00)	(93,534.08)	33.33%
Totals		(46,764.92)	(46,766.33)	1.41	(140,299.00)	(93,534.08)	33.33%

Expenditures

Acct Number	Description	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
511110	SALARY-PERMANENT REGULAR	-	1,477.00	(1,477.00)	4,431.00	4,431.00	0.00%
511210	WAGES-REGULAR	7,402.62	7,887.00	(484.38)	23,661.00	16,258.38	31.29%
511220	WAGES-OVERTIME	-	179.67	(179.67)	539.00	539.00	0.00%
511230	WAGES-REGULAR OVERTIME	-	6.33	(6.33)	19.00	19.00	0.00%
512141	SOCIAL SECURITY	550.25	716.00	(165.75)	2,148.00	1,597.75	25.62%
512142	RETIREMENT (EMPLOYER)	488.57	630.33	(141.76)	1,891.00	1,402.43	25.84%
512144	HEALTH INSURANCE	2,683.99	3,273.00	(589.01)	9,819.00	7,135.01	27.33%
512145	LIFE INSURANCE	2.28	3.00	(0.72)	9.00	6.72	25.33%
512173	DENTAL INSURANCE	148.50	198.00	(49.50)	594.00	445.50	25.00%
521220	CONSULTANT	-	5,333.33	(5,333.33)	16,000.00	16,000.00	0.00%
521296	COMPUTER SUPPORT	21,879.22	8,942.00	12,937.22	26,826.00	4,946.78	81.56%
531303	COMPUTER EQUIPMT & SOFTWA	-	333.33	(333.33)	1,000.00	1,000.00	0.00%
531312	OFFICE SUPPLIES	-	75.00	(75.00)	225.00	225.00	0.00%
531314	SMALL ITEMS OF EQUIPMENT	-	66.67	(66.67)	200.00	200.00	0.00%
532325	REGISTRATION	-	333.33	(333.33)	1,000.00	1,000.00	0.00%
532332	MILEAGE	-	16.67	(16.67)	50.00	50.00	0.00%
535242	MAINTAIN MACHINERY & EQUIP	1,071.75	2,166.67	(1,094.92)	6,500.00	5,428.25	16.49%
591519	OTHER INSURANCE	120.16	129.00	(8.84)	387.00	266.84	31.05%
594810	CAP EQUIPMENT	-	15,000.00	(15,000.00)	45,000.00	45,000.00	0.00%
594818	CAP COMPUTER	-	5,000.00	(5,000.00)	15,000.00	15,000.00	0.00%
Totals		34,347.34	51,766.33	(17,418.99)	155,299.00	120,951.66	22.12%

Other Financing Sources (Uses)

Acct Number	Description	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
691100	OPER REV ADJUST	-	15,000.00	(15,000.00)	45,000.00	45,000.00	0.00%
691200	CAP REV ADJUST	-	(15,000.00)	15,000.00	(45,000.00)	(45,000.00)	0.00%
Totals		-	-	-	-	-	-
Total Business Unit		(12,417.58)	5,000.00	(17,417.58)	15,000.00	27,417.58	

MIS
8525 Central Duplication

Date Ran 5/23/2016
Period 4
Year 2016

Revenues

Acct Number	Description	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
451002	PRIVATE PARTY PHOTOCOPY	(866.42)	(466.67)	(399.75)	(1,400.00)	(533.58)	61.89%
472003	MUNICIPALITY COPIES & PRINTIN	(205.27)	(183.33)	(21.94)	(550.00)	(344.73)	37.32%
474180	MIS BILLED	(10,468.72)	(10,469.33)	0.61	(31,408.00)	(20,939.28)	33.33%
474200	COPYING & PRINTING INTERDEP/	(11,680.74)	(9,333.33)	(2,347.41)	(28,000.00)	(16,319.26)	41.72%
Totals		(23,221.15)	(20,452.67)	(2,768.48)	(61,358.00)	(38,136.85)	37.85%

Expenditures

Acct Number	Description	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
511210	WAGES-REGULAR	4,149.32	5,331.67	(1,182.35)	15,995.00	11,845.68	25.94%
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	347.57	384.00	(36.43)	1,152.00	804.43	30.17%
512142	RETIREMENT (EMPLOYER)	309.47	352.00	(42.53)	1,056.00	746.53	29.31%
512144	HEALTH INSURANCE	2,772.68	2,856.33	(83.65)	8,569.00	5,796.32	32.36%
512145	LIFE INSURANCE	1.25	1.33	(0.08)	4.00	2.75	31.25%
512150	FSA CONTRIBUTION	250.00	-	250.00	-	(250.00)	
512173	DENTAL INSURANCE	151.96	172.67	(20.71)	518.00	366.04	29.34%
531298	UNITED PARCEL SERVICE UPS	3.92	6.67	(2.75)	20.00	16.08	19.60%
531311	POSTAGE & BOX RENT	-	3.33	(3.33)	10.00	10.00	0.00%
531312	OFFICE SUPPLIES	4,189.77	3,333.33	856.44	10,000.00	5,810.23	41.90%
531314	SMALL ITEMS OF EQUIPMENT	500.00	166.67	333.33	500.00	-	100.00%
531349	OTHER OPERATING EXPENSES	112.57	116.67	(4.10)	350.00	237.43	32.16%
532332	MILEAGE	16.20	13.33	2.87	40.00	23.80	40.50%
533225	TELEPHONE & FAX	6.36	30.00	(23.64)	90.00	83.64	7.07%
535242	MAINTAIN MACHINERY & EQUIP	930.56	1,666.67	(736.11)	5,000.00	4,069.44	18.61%
535252	PRINTING EQUIP MAINTENANCE	3,339.37	4,833.33	(1,493.96)	14,500.00	11,160.63	23.03%
571004	IP TELEPHONY ALLOCATION	66.00	66.00	-	198.00	132.00	33.33%
571009	MIS PC GROUP ALLOCATION	962.00	962.00	-	2,886.00	1,924.00	33.33%
571010	MIS SYSTEMS GRP ALLOC(ISIS)	127.32	127.33	(0.01)	382.00	254.68	33.33%
591519	OTHER INSURANCE	27.78	29.33	(1.55)	88.00	60.22	31.57%
Totals		18,804.08	20,452.67	(1,648.59)	61,358.00	42,553.92	30.65%

Other Financing Sources (Uses)

Acct Number	Description	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
Totals		-	-	-	-	-	
Total Business Unit		(4,417.07)	(0.00)	(4,417.07)	-	4,417.07	