

Building and Grounds Committee

AGENDA

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

Wednesday, June 6, 2018
9:00 a.m.

Committee Members

Greg David, Gregg Patrick, Laura Payne, Mary Roberts, Alyssa Spaanem

1. Call to order
2. Roll call
3. Certification of compliance with Open Meetings Law
4. Review of the Agenda
5. Public Comment
(Members of the public who wish to address the committee on specific agenda items must register their request at this time)
6. Communications
7. Election of Chair, Vice Chair and Secretary
8. Overview of Open Meetings Law
9. Introduction of policy oversight department heads
10. Approval of the April 4, 2018 Building and Grounds Committee meeting minutes
11. Discussion and possible action on bids for the following projects at Human Services:
 - Maintenance Shed Concrete
 - Maintenance Shed Construction
 - Parking Lot Install, Seal and Strip
12. Review 2018 Human Services Capital Projects
13. Discussion and possible action to purchase tile/floor scrubber
14. Discussion and possible action to ratify professional services agreement to overhaul chiller for the jail air conditioning system
15. Discussion on swine barn
16. Discussion and possible action on the Jefferson County Smoke Free Air Act
17. Discussion on Strategic Planning action steps related to Building and Grounds
18. Financial Reports (Jan-April 2018)
 - a. Central Services
 - b. MIS
19. Discuss future meeting schedule. Set next meeting date
20. Discuss potential agenda items for the Committee's next meeting
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.

Infrastructure Committee

MINUTES

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

Wednesday, April 4, 2018

9:00 a.m.

Committee Members

Greg David-Chair, Dick Jones, John Kannard-Vice Chair, Gary Kutz, Laura Payne, Secretary

1. Call to Order

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

2. Roll Call

Greg David, Dick Jones, John Kannard, Laura Payne & Gary Kutz

Others Present: Ben Wehmeier, County Administrator

3. Certification of compliance with the Open Meetings Law

Wehmeier 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. Communications

None

7. Approval of the January 3, 2018 Infrastructure Committee meeting minutes

Motion by Kannard; Second by Payne to approve the January 3, 2018 Infrastructure Committee meeting minutes as presented. (Ayes-All) Motion Carried.

8. Discussion and possible action on courthouse parking lot reconfiguration / storm water plan

Wehmeier said there is \$50,000 in the 2018 budget to improve the courthouse parking lot and discussed the proposed plan. The County and City of Jefferson will partner on this project. The committee discussed the plan design. The goal is to have this project completed by fall. This will be discussed at a future meeting. No action taken.

9. Discussion on Strategic Planning action steps related to Infrastructure

No action taken.

10. Financial Reports (November - February)

Financial Reports for Central Services and Management Information Systems (MIS) were provided for review. No action taken.

11. Discussion and possible action on sponsorship of county wide Glacial Heritage Solar Group Buy

A draft resolution was provided for review. David discussed the program.

Motion by Payne; Second by Jones to support the resolution and forward it the County Board for their consideration. (Ayes-All) Motion Carried.

12. Discuss future meeting schedule. Set next meeting date (Tentatively May 2,2018)

13. Discuss potential agenda items for the Committee's next meeting

- Approval of the April 4, 2018 Infrastructure Committee minutes
- Discussion and possible action on courthouse parking lot reconfiguration / storm water plan
- Discussion on Strategic Planning action steps related to Infrastructure

14. Adjourn

Motion by Kannard; Second by Kutz to adjourn at 9:51 a.m. (Ayes-All) Motion Carried.

#11

RESOLUTION NO. 2018-__

Accepting bids to remove and replace concrete in the Human Services maintenance shed

Executive Summary

The Human Services Department requested bids from vendors for concrete removal and replacement in the maintenance shed at the Human Services Building. The Human Services Board met on May 8, 2018, and the Building and Grounds Committee met on June 6, 2018, to review the bids and recommended forwarding this resolution to the County Board to accept the bid from Eagle Enterprise Excavating as the lowest responsible bidder.

WHEREAS, the above Executive Summary is incorporated into this resolution, and

WHEREAS, the Jefferson County Human Services Board received bids for concrete removal and replacement in the maintenance shed at the Human Services Building, and

WHEREAS, bids were received with the following results:

Company	Bid Price for Required Work
Eagle Enterprise Excavating	\$ 8,135
Kramer Enterprises	\$ 9,204
Johnson & Sons Paving	\$12,510

AND WHEREAS, the Human Services Board and the Building and Grounds Committee have determined Eagle Enterprise Excavating is the lowest responsible bidder for this project.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Administrator is authorized to accept the bid of Eagle Enterprise Excavating as the lowest responsible bidder for concrete removal and replacement in the maintenance shed at the Human Services Building in the amount of \$8,135.


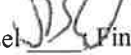

Fiscal Note: Funds for this project have been allocated in 2018 Human Services Department Budget, project number 65210-995210-594822.

Ayes_____ Noes_____ Abstain_____ Absent_____ Vacant_____

Requested by
Building & Grounds Committee/Human Services Board

06-12-18

Brian Bellford & J. Blair Ward: 06-01-18

REVIEWED: Administrator ; Corp. Counsel ; Finance Director 

RESOLUTION NO. 2018-__

**Accepting bids to install new steel, insulation and interior lining in the
maintenance shed at Human Services**

Executive Summary

The Human Services Department requested bids from vendors for the installation of new steel, insulation and interior lining in the maintenance shed at the Human Services Building. The Human Services Board met on May 8, 2018, and the Building and Grounds Committee met on June 6, 2018, to review bids and recommended forwarding this resolution to the County Board to accept the bid from London Lumber and Construction, Inc. as the lowest responsible bidder.

WHEREAS, the above Executive Summary is incorporated into this resolution, and

WHEREAS, the Jefferson County Human Services Board received one bid for the installation of new steel, insulation and interior lining in the maintenance shed at the Human Services Building, and

WHEREAS, bids were received with the following results:

Company	Bid Price
London Lumber and Construction, Inc.	\$36,205

AND WHEREAS, the Human Services Board and the Building and Grounds Committee have determined London Lumber and Construction, Inc. is the lowest responsible bidder for this project.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Administrator is authorized to accept the bid of London Lumber and Construction, Inc. as the lowest responsible bidder for the installation of new steel, insulation and interior lining in the maintenance shed at the Human Services Building in the amount of \$36,205.




Fiscal Note: Funds for this project have been allocated in 2018 Human Services Department Budget, project number 65210-995210-594822.

Ayes_____Noes_____Abstain_____Absent_____Vacant_____

Requested by
Building & Grounds Committee/Human Services Board

06-12-18

Brian Bellford & J. Blair Ward: 06-01-18

REVIEWED: Administrator ; Corp. Counsel ; Finance Director 

RESOLUTION NO. 2018-__

Accepting bids to expand, seal and stripe the Human Services parking lot

Executive Summary

The Human Services Department received bids from vendors to expand, seal and stripe the Human Services parking lot. The Human Services Board met on May 8, 2018, and the Building and Grounds Committee met on June 6, 2018, to review the bids and recommended forwarding this resolution to the County Board to accept the bid from Parking Lot Maintenance, Inc. as the lowest responsible bidder.

WHEREAS, the above Executive Summary is incorporated into this resolution, and

WHEREAS, the Jefferson County Human Services Board received bids to expand, seal and stripe the Human Services parking lot, and

WHEREAS, bids were received with the following results:

Company	Bid Price
Parking Lot Maintenance, Inc.	\$22,324.00
Poblocki Paving Corp.	\$31,292.00
Johnson & Sons Paving Co.	\$34,056.00
Thunder Road	\$36,603.00
Fahrner Asphalt Sealers, LLC	\$39,651.52

AND WHEREAS, the Human Services Board and the Building and Grounds Committee have determined Parking Lot Maintenance, Inc. is the lowest responsible bidder for this project.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Administrator is authorized to accept the bid of Parking Lot Maintenance, Inc. as the lowest responsible bidder for the parking lot project at the Human Services Building in the amount of \$22,324.

Fiscal Note: Funds for this project have been allocated in 2018 Human Services Department Budget, project number 65210-995210-594820.

Ayes _____ Noes _____ Abstain _____ Absent _____ Vacant _____

Requested by
Building & Grounds Committee/Human Services Board

06-12-18

Brian Bellford & J. Blair Ward: 06-01-18

REVIEWED: Administrator , Corp. Counsel , Finance Director 

2018 Capital Projects 4/12/2018

- 1. Purchase two new fleet vehicles, \$38,000**
 - a. Vehicles are ordered
 - b. Receive vehicles on 4/12

- 2. Replace existing snow removal tractor, \$24,000**
 - a. Options with parks dept.

- 3. Replace 2008 minivan, \$25,000**
 - a. Vehicle is ordered

- 4. Replace windows at Human Services, \$50,000**
 - a. Need to choose style of window
 - b. Emailed Struc-Rite Design
 - c. Met with engineer 4/9

- 5. Remodel Hillside mechanical rm., \$50,000**
 - a. Electrical, \$3000
 - b. Emailed Struc-Rite Design
 - c. Met with engineer 4/9

- 6. Replace existing flooring, \$20,000**
 - a. Lobby, stairs, landings

7. Rebuild boulder retaining wall behind Lueder Haus , \$125,000

- a. Emailed Struc-Rite Design
- b. Met with engineer 4/9

8. 6-8 space parking lot addition/seal & stripe, \$29,420

9. Remodel existing maintenance shed, \$60,102

- a. Construct, \$32,900
- b. Concrete, \$9,204
- c. Doors, \$2,498.00
- d. Electrical, \$3,000
- e. Plumbing, \$2,500
- f. HVAC, \$10,000
- g. WE Energies

10. Hillside front door, \$2700

- a. Jefferson Glass to order

11. Bridge/CSP Door, \$2800, \$2900

- a. Doors are ordered

12. Access door swipes, \$4,655

13. Human Services roof maintenance, \$2,000

14. Human Services condensing units, \$60,000?

15. Hillside Kitchen, \$15,000

16. Fix offices & conference room at hillside, (upstairs), \$15,000

17. 8 office replacements, Intake flooring replacement, and furniture for a

- a. Conference/meeting room, \$30,000

18. Re-do Watertown conf. room, (downstairs panel room), \$30,000

JEFFERSON COUNTY SMOKE FREE AIR ACT
(Ordinance No. 2003-06)

1. INTRODUCTION.

(a) This ordinance shall be known as the “**Jefferson County Smoke Free Air Act.**”
[am. 09-11-07, Ord. 2007-10]

(b) The smoking of tobacco products and other substances indoors causes recognized adverse health effects on not only the individuals smoking but also on others. Smoking indoors or near public entrances adversely affects among other things, health, safety, comfort, employee production and building maintenance expenses. [am. 09-11-07, Ord. 2007-10]

(c) While it is difficult to quantify exactly, smoking indoors also drives up publicly funded expenses in terms of increased health insurance premiums, increased sick leave use, increased building maintenance and decreased employee productivity. In addition, there is a public interest of taxpayers in an investment in county employees by paying their health insurance, and a need to maintain employee health to keep county costs from rising.

2. PURPOSE, AUTHORITY AND INTENT.

(a) Reports from the Surgeon General, the Environmental Protection Agency and others show that smoking contributes to health problems of county employees and members of the public both directly through deliberate use of smoking materials and indirectly through exposure to second hand smoke. This ordinance is enacted to protect the health and comfort of the public and county employees through the regulation of smoking, according to the authority granted this County by Sec. 101.123 (2)(c), Stats. (The Wisconsin Clean Indoor Act) and Chapter 59, Statutes. [am. 09-11-07, Ord. 2007-10]

3. DEFINITION.

(a) “Smoking” shall mean inhaling, exhaling, burning or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated tobacco or plant product intended for inhalation, including hookahs and marijuana, whether natural or synthetic, in any manner or in any form. “Smoking” shall include the use of an electronic delivery device which creates an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking.

(b) “E-Cigarette or Electronic Delivery Device” shall mean any product containing or delivering nicotine or any other substance intended for human consumption that may be used by a person to simulate smoking through inhalation of vapor or aerosol from the product. “Electronic Delivery Device” shall include any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, or vape pen, or under any other product name or descriptor.
[am. 06-08-10, Ord. 2010-10; 06-09-2015, Ord. No. 2015-06]

4. REGULATION OF SMOKING.

(a) No person may smoke indoors at any time in any county-owned, rented or leased building, including the Fair Park grandstand. [am. 09-11-07, Ord. 2007-10]

(b) No person may smoke within thirty (30) feet of a public entrance to any county-owned, rented or leased building. At the Fair Park, this subsection shall only apply to the front door of the Activity Center. [cr. 09-11-07, Ord. 2007-10]

(c) No person may smoke at any time inside of any county-owned, rented or leased vehicle. [renumbered 09-11-07, Ord. 2007-10]

(d) No person may smoke on county property outside a designated smoking area if such property has notice posted of this regulation and designated smoking areas. Designated smoking areas for the Courthouse shall be adjacent to emergency exits at entrances 2 and 4. [cr. 09-11-07, Ord. 2007-10]

(1) The County Administrator or department head in charge of specific county property may designate smoking areas on such property. [cr. 09-11-07, Ord. 2007-10]

(2) Smoking shall not be allowed in park shelters or bathrooms, maintenance buildings or the Dog Park. [cr. 09-11-07, Ord. 2007-10]

(e) Department heads in all county-owned, rented, or leased buildings shall enforce a "No Smoking" policy consistent with Sec. 101.123, Stats. and this ordinance. (The Wisconsin Clean Indoor Air Act). [renumbered 09-11-07, Ord. 2007-10]

(f) In the event of conflict between the provisions of this ordinance and Section 101.123, Stats., the more restrictive regulation shall apply. [renumbered 09-11-07, Ord. 2007-10]

5. EXEMPTION FROM SMOKING PROHIBITION.

(a) The following activities, facilities and vehicles are exempt from the prohibition of this ordinance:

(1) With the consent of the Sheriff, and under supervision of a county detective, individuals under interrogation are permitted to smoke in designated interrogation rooms within the Sheriff's Department.

(2) Vehicles owned, rented or leased for use by the Jefferson County Sheriff's Department. [renumbered 09-11-07, Ord. 2007-10; renumbered 06-08-10, Ord. 2010-10]

(3) In the presence of a bailiff, jurors may smoke in the area immediately adjacent to courthouse entrance 13. [created 01-08-08, Ord. 2007-32; renumbered 06-08-10, Ord. 2010-10]

6. INCORPORATED STATUTORY PROVISIONS.

This ordinance shall incorporate the provisions of section 101.123, Wisconsin Statutes, as amended by 2009 Act 12, effective July 5, 2010. Any act required or prohibited by said statutory section shall be required or prohibited by this ordinance. [created 06-08-10, Ord. 2010-10]

7. PENALTY. [renumbered 06-08-10, Ord. 2010-10]

(a) Any person found guilty of violating this ordinance or any part of this ordinance, shall be subject to a forfeiture of not less than \$100 nor more than \$250, together with the costs of prosecution, and in willful default of payment of such forfeiture and costs of prosecution, may be imprisoned in the County Jail as ordered by the Court, except as set forth below: [am. 06-08-10, Ord. 2010-10]

1. Any person who willfully violates incorporated 101.123(2)(ar), Wis. Stats., after being advised by an employee of the facility that smoking in the area is prohibited shall forfeit not more than \$50. [created 06-08-10, Ord. 2010-10]

2. Except as provided in incorporated paragraphs 101.123(dm) or (em), any person in charge who violates incorporated 101.123(2m)(b) to (d) shall be subject to a forfeiture of \$100 for each violation. [am. 06-08-10, Ord. 2010-10]

(dm) For violations subject to the forfeiture under par. 7(a)(2), if the person in charge has not previously received a warning notice for a violation of incorporated 101.123(2m)(b) to (d), the law enforcement officer shall issue the person in charge a warning notice and may not issue a citation. [cr. 06-08-10, Ord. 2010-10]

(em) No person in charge may be required under par. 7(a)(2) to forfeit more than \$100 in total for all violations of incorporated 101.123(2m)(b) to (d) occurring on a single day. [cr. 06-08-10, Ord. 2010-10]

(b) Any person, firm, or corporation violating any of the subsections of this ordinance may stipulate to guilt or no contest and may pay to the Clerk of Court a bond according to a schedule established by ordinance. Such stipulation will make it unnecessary for the subject charged to appear in court, and will act as a basis for the court to enter judgment and order forfeiture of the bond.

(c) Schedule of Deposits. Deposits shall be made in cash, money orders, or certified check to the Clerk of Jefferson County Circuit Court who shall provide a receipt therefore. The amount of the bond is hereby affixed at \$100 plus applicable statutory surcharges and assessments except for violations of incorporated 101.123(2)(ar), where the bond shall be \$50 plus applicable statutory surcharges and assessments. [am. 06-08-10, Ord. 2010-10]

(d) Adoption of this ordinance does not preclude the County Board from adopting any other ordinance or providing for the enforcement of any other law or ordinance relating to the same or other matter. Issuance of a citation hereunder shall not preclude the County or any authorized officer from proceeding under any other ordinance or law by any other enforcement method to enforce any ordinance, regulation or order.

8. NOTIFICATION TO PUBLIC. [renumbered 06-08-10, Ord. 2010-10]

(a) The person in charge of each county building or his or her designee shall cause to be posted at the entryway of each county building, signs notifying the public of the fact that the building is a smoke-free building. Absence of such sign, however, shall not be a defense to the violation of this ordinance. [am. 09-11-07, Ord. 2007-10]

(b) The person in charge of each county building or his or her designee shall cause to be posted signs notifying the public of the prohibition against smoking within thirty (30) feet of a public entrance. [cr. 09-11-07, Ord. 2007-10]

(c) The person in charge of each county building or his or her designee shall cause to be posted on the property around such building notices limiting smoking to designated areas, if the department head or County Administrator has established designated smoking areas applicable to the grounds of that specific building. [cr. 09-11-07, Ord. 2007-10]

8. ENFORCEMENT. [renumbered 06-08-10, Ord. 2010-10]

(a) All Jefferson County law enforcement officials of the Jefferson County Sheriff's Dept. are hereby authorized in the name of the County of Jefferson to issue citations for prosecution for violations occurring under this chapter. In addition, such officials may delegate this authority to department heads and/or persons in charge of any county building.

(b) Prosecutions under this chapter shall be made by the issuance of citations and the procedure to be followed shall be governed by Wisconsin Statutes Section 66.0113. The District Attorney shall, upon receipt of a complaint from the Sheriff's Department or other authorized individuals as allowed, institute appropriate legal proceedings against the alleged offender.

9. EMPLOYEE DISCIPLINE. [renumbered 06-08-10, Ord. 2010-10]

(a) In addition to or in lieu of enforcement of this ordinance by forfeiture, violations of this section by county employees and officers may be punished by appropriate discipline as a violation of a reasonable work rule as determined by the supervisor of the employee and/or the County Administrator.

Section 2. Effective Date: This ordinance shall take effect upon passage and publication as required by law.

Adopted 09/09/03; publication 09/17/03

Amended 01/08/08; publication 01/11/08 (Ord. 2007-32)

Amended 06/08/10; publication 06/11/10; effective 7/5/10 (Ord. 2010-10)

Amended 06/09/15; publication 06/12/2015 (Ord. No. 2015-06)

GOAL 9 - Devise an infrastructure plan to improve our buildings

Task What specific steps/action items need to be done?	Person Responsible Who is going to do each task?	Timeframe When will each task be done?	Measurement/Notes How will the action steps be measured?
9.1 Infrastructure Committee to review buildings and facilities plans 9.2 Update and amend the plans regularly 9.3 Present updated plans to appropriate individuals 9.4 Reach out to the following for input: Facility person, Central services, HS, Workforce Development, Sheriff's department, Court system, parks and Fair Park, city of Jefferson Utility departments	Infrastructure Committee	June 2019	Submit report to Board Chair and County Administrator
9.5 Highway Committee to review existing county highway infrastructure plan for amending and updating a. Use both internal and external experts for needed information b. Review existing I-94 corridor plans {Waukesha, Jefferson, Dane} c. Review all necessary WI DOT plans d. Include local municipalities	Highway Committee	June 2018	Submit report to Board Chair and County Administrator
9.7 How do we handle building & facility issues?			

#18a



05/24/2018
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Jefferson County
JANUARY - APRIL 2018

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FROM 2018 01 TO 2018 04

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
100 General Fund	APPROP	ADJSTMTS	BUDGET	ACTUALS	ENCUMBRANCES	BUDGET	USED
11201 Central Services							
11201 511110 Salary-Permanent Regular	86,700	0	86,700	.00	.00	86,700.00	.0%
11201 511210 Wages-Regular	198,640	0	198,640	62,099.35	.00	136,540.65	31.3%
11201 511220 Wages-Overtime	2,747	0	2,747	4,677.40	.00	-1,930.40	170.3%
11201 511290 Wages-Other Wages	5,160	0	5,160	2,235.00	.00	2,925.00	43.3%
11201 511310 Wages-Sick Leave	0	0	0	841.49	.00	-841.49	.0%
11201 511320 Wages-Vacation Pay	0	0	0	9,790.08	.00	-9,790.08	.0%
11201 511330 Wages-Longevity Pay	970	0	970	63.75	.00	906.25	6.6%
11201 511340 Wages-Holiday Pay	0	0	0	2,244.75	.00	-2,244.75	.0%
11201 511380 Wages-Bereavement	0	0	0	611.28	.00	-611.28	.0%
11201 512141 Social Security	22,128	0	22,128	6,190.44	.00	15,937.56	28.0%
11201 512142 Retirement (Employer)	18,896	0	18,896	4,788.14	.00	14,107.86	25.3%
11201 512144 Health Insurance	77,691	0	77,691	18,610.06	.00	59,080.94	24.0%
11201 512145 Life Insurance	134	0	134	19.12	.00	114.88	14.3%
11201 512150 FSA Contribution	1,125	0	1,125	1,125.00	.00	.00	100.0%
11201 512173 Dental Insurance	4,752	0	4,752	1,107.96	.00	3,644.04	23.3%
11201 521296 Computer Support	100	0	100	694.00	.00	-594.00	694.0%
11201 529170 Grounds Keeping Charges	8,000	0	8,000	1,357.96	.00	6,642.04	17.0%
11201 529299 Purchase Care & Services	4,000	0	4,000	.00	.00	4,000.00	.0%
11201 531008 Hazard Recycle Charges	250	0	250	.00	.00	250.00	.0%
11201 531298 United Parcel Service	250	0	250	16.25	.00	233.75	6.5%
11201 531302 Building & Maint Equipment	0	0	0	938.15	.00	-938.15	.0%
11201 531303 Computer Equipmt & Software	9,150	0	9,150	9,514.55	.00	-364.55	104.0%
11201 531312 Office Supplies	200	0	200	13.77	.00	186.23	6.9%
11201 531313 Printing & Duplicating	0	0	0	19.82	.00	-19.82	.0%
11201 531314 Small Items Of Equipment	1,000	0	1,000	.00	.00	1,000.00	.0%
11201 531320 Safety Supplies	250	0	250	16.00	.00	234.00	6.4%
11201 531326 Advertising	1,000	0	1,000	244.33	.00	755.67	24.4%
11201 531351 Gas/Diesel	1,000	0	1,000	368.85	.00	631.15	36.9%
11201 532332 Mileage	100	0	100	9.75	.00	90.25	9.8%
11201 533221 Water	5,200	0	5,200	1,472.41	.00	3,727.59	28.3%
11201 533222 Electric	97,000	0	97,000	29,196.47	.00	67,803.53	30.1%
11201 533223 Sewer	5,000	0	5,000	1,426.73	.00	3,573.27	28.5%
11201 533224 Natural Gas	14,000	0	14,000	19,141.31	.00	-5,141.31	136.7%
11201 533225 Telephone & Fax	1,100	0	1,100	363.50	.00	736.50	33.0%
11201 533235 Storm Water Utility	1,800	0	1,800	641.20	.00	1,158.80	35.6%
11201 535239 Street Repair & Maint	1,000	0	1,000	.00	.00	1,000.00	.0%
11201 535246 Building Service & Maint	45,000	0	45,000	39,842.15	1,725.00	3,432.85	92.4%
11201 535247 Building Repair & Maint	22,000	0	22,000	1,277.22	.00	20,722.78	5.8%

05/24/2018
09:59:50

Jefferson County
JANUARY - APRIL 2018

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FROM 2018 01 TO 2018 04

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
100 General Fund	APPROP	ADJSTMTS	BUDGET	ACTUALS	ENCUMBRANCES	BUDGET	USED
11201 535297 Refuse Collection	1,860	0	1,860	427.60	.00	1,432.40	23.0%
11201 535344 Household & Janitorial Supp	12,000	0	12,000	8,137.61	.00	3,862.39	67.8%
11201 535349 Other Supplies	8,500	0	8,500	3,666.47	.00	4,833.53	43.1%
11201 535352 Vehicle Parts & Repairs	0	0	0	135.83	.00	-135.83	.0%
11201 535353 Machinery & Equipment Parts	10,000	0	10,000	24.34	.00	9,975.66	.2%
11201 535354 Paint	3,000	0	3,000	.00	.00	3,000.00	.0%
11201 535355 Plumbing & Electrical	7,500	0	7,500	3,869.22	.00	3,630.78	51.6%
11201 535452 Green Initiatives	5,000	0	5,000	.00	.00	5,000.00	.0%
11201 536531 Land Rent & Lease	1,800	0	1,800	.00	.00	1,800.00	.0%
11201 571004 IP Telephony Allocation	326	0	326	108.68	.00	217.32	33.3%
11201 571009 MIS PC Group Allocation	12,473	0	12,473	4,157.68	.00	8,315.32	33.3%
11201 571010 MIS Systems Grp Alloc(ISIS)	5,367	0	5,367	1,789.00	.00	3,578.00	33.3%
11201 591519 Other Insurance	16,593	0	16,593	5,530.88	.00	11,062.12	33.3%
11201 591520 Liability Claims	0	0	0	3,179.58	.00	-3,179.58	.0%
11201 594810 Capital Equipment	0	0	0	.00	13,985.00	-13,985.00	.0%
11201 594819 Capital Other Equipment	0	0	0	7,767.94	14,656.49	-22,424.43	.0%
11201 594820 Capital Other	0	0	0	11,437.17	.00	-11,437.17	.0%
11201 594821 Capital Improvement Land	0	0	0	115.29	.00	-115.29	.0%
11201 594822 Capital Improvement Building	289,000	48,000	337,000	46,425.87	.00	290,574.13	13.8%
11201 594829 Capital Improvement Other	0	0	0	10,417.00	39,281.25	-49,698.25	.0%
TOTAL Central Services	1,009,762	48,000	1,057,762	328,148.40	69,647.74	659,965.86	37.6%
TOTAL General Fund	1,009,762	48,000	1,057,762	328,148.40	69,647.74	659,965.86	37.6%
TOTAL EXPENSES	1,009,762	48,000	1,057,762	328,148.40	69,647.74	659,965.86	

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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	1,009,762	48,000	1,057,762	328,148.40	69,647.74	659,965.86	37.6%

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FROM 2018 01 TO 2018 04

ACCOUNTS FOR:
700 MIS Department Fund

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
77001 PC Group							
77001 511110 Salary-Permanent Regular	94,561	0	94,561	.00	.00	94,561.00	.0%
77001 511210 Wages-Regular	132,542	0	132,542	44,304.78	.00	88,237.22	33.4%
77001 511220 Wages-Overtime	1,513	0	1,513	368.62	.00	1,144.38	24.4%
77001 511240 Wages-Temporary	0	0	0	1,560.00	.00	-1,560.00	.0%
77001 511290 Wages-Other Wages	3,850	0	3,850	.00	.00	3,850.00	.0%
77001 511310 Wages-Sick Leave	0	0	0	1,808.63	.00	-1,808.63	.0%
77001 511320 Wages-Vacation Pay	0	0	0	2,767.15	.00	-2,767.15	.0%
77001 511330 Wages-Longevity Pay	636	0	636	.00	.00	636.00	.0%
77001 511340 Wages-Holiday Pay	0	0	0	1,548.24	.00	-1,548.24	.0%
77001 511350 Wages-Miscellaneous (Comp)	0	0	0	3,042.94	.00	-3,042.94	.0%
77001 511380 Wages-Bereavement	0	0	0	142.40	.00	-142.40	.0%
77001 512141 Social Security	17,275	0	17,275	4,110.97	.00	13,164.03	23.8%
77001 512142 Retirement (Employer)	15,618	0	15,618	3,616.77	.00	12,001.23	23.2%
77001 512144 Health Insurance	65,121	0	65,121	15,525.41	.00	49,595.59	23.8%
77001 512145 Life Insurance	41	0	41	13.64	.00	27.36	33.3%
77001 512150 FSA Contribution	863	0	863	625.00	.00	238.00	72.4%
77001 512173 Dental Insurance	3,726	0	3,726	813.91	.00	2,912.09	21.8%
77001 521220 Consultant	50,000	0	50,000	48,560.20	6,858.60	-5,418.80	110.8%
77001 521296 Computer Support	120,000	0	120,000	86,425.54	75,306.68	-41,732.22	134.8%
77001 531243 Furniture & Furnishings	1,000	0	1,000	.00	.00	1,000.00	.0%
77001 531298 United Parcel Service	0	0	0	83.27	.00	-83.27	.0%
77001 531301 Office Equipment	300	0	300	.00	.00	300.00	.0%
77001 531303 Computer Equipmt & Software	20,000	0	20,000	873.17	.00	19,126.83	4.4%
77001 531312 Office Supplies	4,000	0	4,000	849.15	.00	3,150.85	21.2%
77001 531313 Printing & Duplicating	100	0	100	.00	.00	100.00	.0%
77001 531314 Small Item Of Equipment	300	0	300	.00	.00	300.00	.0%
77001 531322 Subscriptions	330	0	330	.00	.00	330.00	.0%
77001 532325 Registration	1,000	0	1,000	.00	.00	1,000.00	.0%
77001 532332 Mileage	500	0	500	52.75	.00	447.25	10.6%
77001 532335 Meals	100	0	100	.00	.00	100.00	.0%
77001 532336 Lodging	200	0	200	.00	.00	200.00	.0%
77001 532350 Training Materials	17,500	0	17,500	7,500.00	.00	10,000.00	42.9%
77001 533228 Internet	28,000	0	28,000	8,758.06	.00	19,241.94	31.3%
77001 535242 Maintain Machinery & Equip	15,000	0	15,000	731.18	.00	14,268.82	4.9%
77001 535355 Plumbing & Electrical	1,000	0	1,000	.00	.00	1,000.00	.0%
77001 571004 IP Telephony Allocation	1,303	0	1,303	434.32	.00	868.68	33.3%
77001 571008 MIS Overhead Allocation	42,873	0	42,873	14,415.72	.00	28,457.28	33.6%
77001 591519 Other Insurance	1,041	0	1,041	346.84	.00	694.16	33.3%

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ACCOUNTS FOR:

700 MIS Department Fund

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
77001 594810 Capital Equipment	0	0	0	6,403.19	.00	-6,403.19	.0%
TOTAL PC Group	640,293	0	640,293	255,681.85	82,165.28	302,445.87	52.8%
TOTAL MIS Department Fund	640,293	0	640,293	255,681.85	82,165.28	302,445.87	52.8%
TOTAL EXPENSES	640,293	0	640,293	255,681.85	82,165.28	302,445.87	

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FROM 2018 01 TO 2018 04

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	640,293	0	640,293	255,681.85	82,165.28	302,445.87	52.8%

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ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
700 MIS Department Fund	APPROP	ADJSTMTS	BUDGET	ACTUALS	ENCUMBRANCES	BUDGET	USED
77002 Systems Group							
77002 511110 Salary-Permanent Regular	168,957	0	168,957	53,291.35	.00	115,665.65	31.5%
77002 511210 Wages-Regular	28,545	0	28,545	.00	.00	28,545.00	.0%
77002 511220 Wages-Overtime	389	0	389	.00	.00	389.00	.0%
77002 511310 Wages-Sick Leave	0	0	0	848.48	.00	-848.48	.0%
77002 511320 Wages-Vacation Pay	0	0	0	2,204.19	.00	-2,204.19	.0%
77002 511330 Wages-Longevity Pay	648	0	648	.00	.00	648.00	.0%
77002 511340 Wages-Holiday Pay	0	0	0	1,040.96	.00	-1,040.96	.0%
77002 511350 Wages-Miscellaneous(Comp)	0	0	0	612.80	.00	-612.80	.0%
77002 512141 Social Security	14,959	0	14,959	4,360.88	.00	10,598.12	29.2%
77002 512142 Retirement (Employer)	13,302	0	13,302	3,885.92	.00	9,416.08	29.2%
77002 512144 Health Insurance	47,567	0	47,567	11,668.24	.00	35,898.76	24.5%
77002 512145 Life Insurance	128	0	128	41.44	.00	86.56	32.4%
77002 512150 FSA Contribution	630	0	630	1,000.00	.00	-370.00	158.7%
77002 512173 Dental Insurance	2,722	0	2,722	648.65	.00	2,073.35	23.8%
77002 521220 Consultant	3,000	0	3,000	.00	.00	3,000.00	.0%
77002 521296 Computer Support	3,500	0	3,500	23,978.84	16,372.00	-36,850.84	%
77002 531303 Computer Equipmt & Software	10,000	0	10,000	2,840.77	.00	7,159.23	28.4%
77002 531312 Office Supplies	1,500	0	1,500	1.80	.00	1,498.20	.1%
77002 531322 Subscriptions	200	0	200	.00	.00	200.00	.0%
77002 531324 Membership Dues	300	0	300	399.00	.00	-99.00	133.0%
77002 532325 Registration	3,400	0	3,400	1,200.00	.00	2,200.00	35.3%
77002 532332 Mileage	100	0	100	.00	.00	100.00	.0%
77002 532334 Commercial Travel	450	0	450	.00	.00	450.00	.0%
77002 532335 Meals	120	0	120	.00	.00	120.00	.0%
77002 532336 Lodging	1,500	0	1,500	.00	.00	1,500.00	.0%
77002 532339 Other Travel & Tolls	150	0	150	.00	.00	150.00	.0%
77002 532350 Training Materials	1,500	0	1,500	.00	.00	1,500.00	.0%
77002 535242 Maintain Machinery & Equip	96,628	0	96,628	7,082.70	.00	89,545.30	7.3%
77002 571004 IP Telephony Allocation	760	0	760	253.32	.00	506.68	33.3%
77002 571008 MIS Overhead Allocation	42,872	0	42,872	14,415.71	.00	28,456.29	33.6%
77002 591519 Other Insurance	1,233	0	1,233	411.08	.00	821.92	33.3%
77002 594818 Capital Computer	197,000	0	197,000	.00	.00	197,000.00	.0%
TOTAL Systems Group	642,060	0	642,060	130,186.13	16,372.00	495,501.87	22.8%
TOTAL MIS Department Fund	642,060	0	642,060	130,186.13	16,372.00	495,501.87	22.8%
TOTAL EXPENSES	642,060	0	642,060	130,186.13	16,372.00	495,501.87	

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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	642,060	0	642,060	130,186.13	16,372.00	495,501.87	22.8%

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FROM 2018 01 TO 2018 04

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
77003 Programming - Special							
77003 511210 Wages-Regular	78,251	0	78,251	29,913.48	.00	48,337.52	38.2%
77003 511220 Wages-Overtime	389	0	389	39.35	.00	349.65	10.1%
77003 511310 Wages-Sick Leave	0	0	0	1,238.95	.00	-1,238.95	.0%
77003 511320 Wages-Vacation Pay	0	0	0	2,325.31	.00	-2,325.31	.0%
77003 511340 Wages-Holiday Pay	0	0	0	1,212.96	.00	-1,212.96	.0%
77003 511350 Wages-Miscellaneous (Comp)	0	0	0	239.66	.00	-239.66	.0%
77003 512141 Social Security	5,881	0	5,881	2,566.38	.00	3,314.62	43.6%
77003 512142 Retirement (Employer)	5,269	0	5,269	2,342.96	.00	2,926.04	44.5%
77003 512144 Health Insurance	27,936	0	27,936	11,662.80	.00	16,273.20	41.7%
77003 512145 Life Insurance	10	0	10	4.40	.00	5.60	44.0%
77003 512150 FSA Contribution	370	0	370	.00	.00	370.00	.0%
77003 512173 Dental Insurance	1,598	0	1,598	648.00	.00	950.00	40.6%
TOTAL Programming - Special	119,704	0	119,704	52,194.25	.00	67,509.75	43.6%
TOTAL MIS Department Fund	119,704	0	119,704	52,194.25	.00	67,509.75	43.6%
TOTAL EXPENSES	119,704	0	119,704	52,194.25	.00	67,509.75	

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FROM 2018 01 TO 2018 04

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	119,704	0	119,704	52,194.25	.00	67,509.75	43.6%

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FROM 2018 01 TO 2018 04

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
700 MIS Department Fund	APPROP	ADJSTMTS	BUDGET	ACTUALS	ENCUMBRANCES	BUDGET	USED
<hr/>							
77004 MIS Overhead							
77004 521220 Consultant	5,000	0	5,000	.00	.00	5,000.00	.0%
77004 521296 Computer Support	50,000	0	50,000	22,423.28	.00	27,576.72	44.8%
77004 529299 Purchase Care & Services	4,000	0	4,000	703.40	.00	3,296.60	17.6%
77004 531298 United Parcel Service	200	0	200	.00	.00	200.00	.0%
77004 531320 Safety Supplies	50	0	50	35.67	.00	14.33	71.3%
77004 533221 Water	400	0	400	130.94	.00	269.06	32.7%
77004 533222 Electric	6,250	0	6,250	1,271.42	.00	4,978.58	20.3%
77004 533223 Sewer	319	0	319	108.85	.00	210.15	34.1%
77004 533224 Natural Gas	2,500	0	2,500	1,317.03	.00	1,182.97	52.7%
77004 533225 Telephone & Fax	3,400	0	3,400	1,206.63	.00	2,193.37	35.5%
77004 533228 Internet	0	0	0	1,452.74	.00	-1,452.74	.0%
77004 533235 Storm Water Utility	180	0	180	61.06	.00	118.94	33.9%
77004 533236 Wireless Internet	2,500	0	2,500	477.51	.00	2,022.49	19.1%
77004 535242 Maintain Machinery & Equip	6,000	0	6,000	665.10	.00	5,334.90	11.1%
77004 535246 Building Service & Maint	2,000	0	2,000	.00	.00	2,000.00	.0%
77004 535297 Refuse Collection	535	0	535	178.28	.00	356.72	33.3%
77004 571003 Housekeeping	2,200	0	2,200	.00	.00	2,200.00	.0%
77004 571008 MIS Overhead Allocation	-85,777	0	-85,777	-28,831.43	.00	-56,945.57	33.6%
77004 591519 Other Insurance	243	0	243	81.16	.00	161.84	33.4%
77004 594810 Capital Equipment	0	0	0	211,671.00	.00	-211,671.00	.0%
TOTAL MIS Overhead	0	0	0	212,952.64	.00	-212,952.64	.0%
TOTAL MIS Department Fund	0	0	0	212,952.64	.00	-212,952.64	.0%
TOTAL EXPENSES	0	0	0	212,952.64	.00	-212,952.64	

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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	0	0	0	212,952.64	.00	-212,952.64	.0%

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ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
77005 IP-Telephony							
77005 511110 Salary-Permanent Regular	4,977	0	4,977	.00	.00	4,977.00	.0%
77005 511210 Wages-Regular	25,791	0	25,791	8,432.80	.00	17,358.20	32.7%
77005 511220 Wages-Overtime	588	0	588	.00	.00	588.00	.0%
77005 511330 Wages-Longevity Pay	19	0	19	.00	.00	19.00	.0%
77005 512141 Social Security	2,310	0	2,310	619.70	.00	1,690.30	26.8%
77005 512142 Retirement (Employer)	2,102	0	2,102	565.13	.00	1,536.87	26.9%
77005 512144 Health Insurance	10,382	0	10,382	2,927.24	.00	7,454.76	28.2%
77005 512145 Life Insurance	13	0	13	4.44	.00	8.56	34.2%
77005 512150 FSA Contribution	138	0	138	125.00	.00	13.00	90.6%
77005 512173 Dental Insurance	594	0	594	161.37	.00	432.63	27.2%
77005 521220 Consultant	3,000	0	3,000	.00	.00	3,000.00	.0%
77005 521296 Computer Support	26,196	0	26,196	48,563.81	.00	-22,367.81	185.4%
77005 531303 Computer Equipmt & Software	1,000	0	1,000	.00	.00	1,000.00	.0%
77005 535242 Maintain Machinery & Equip	3,000	0	3,000	1,220.90	.00	1,779.10	40.7%
77005 591519 Other Insurance	372	0	372	124.00	.00	248.00	33.3%
TOTAL IP-Telephony	80,482	0	80,482	62,744.39	.00	17,737.61	78.0%
TOTAL MIS Department Fund	80,482	0	80,482	62,744.39	.00	17,737.61	78.0%
TOTAL EXPENSES	80,482	0	80,482	62,744.39	.00	17,737.61	

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FROM 2018 01 TO 2018 04

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	80,482	0	80,482	62,744.39	.00	17,737.61	78.0%

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ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
77006 Central Duplication							
77006 511210 Wages-Regular	17,461	0	17,461	5,251.61	.00	12,209.39	30.1%
77006 511310 Wages-Sick Leave	0	0	0	424.76	.00	-424.76	.0%
77006 511340 Wages-Holiday Pay	0	0	0	175.73	.00	-175.73	.0%
77006 512141 Social Security	1,292	0	1,292	431.05	.00	860.95	33.4%
77006 512142 Retirement (Employer)	1,170	0	1,170	392.05	.00	777.95	33.5%
77006 512144 Health Insurance	9,060	0	9,060	3,406.99	.00	5,653.01	37.6%
77006 512145 Life Insurance	4	0	4	1.46	.00	2.54	36.5%
77006 512150 FSA Contribution	120	0	120	120.00	.00	.00	100.0%
77006 512173 Dental Insurance	518	0	518	202.96	.00	315.04	39.2%
77006 531298 United Parcel Service	20	0	20	3.69	.00	16.31	18.5%
77006 531311 Postage & Box Rent	10	0	10	3.39	.00	6.61	33.9%
77006 531312 Office Supplies	9,500	0	9,500	3,028.26	.00	6,471.74	31.9%
77006 531314 Small Items Of Equipment	500	0	500	.00	.00	500.00	.0%
77006 531349 Other Operating Expenses	350	0	350	79.88	.00	270.12	22.8%
77006 532332 Mileage	40	0	40	16.35	.00	23.65	40.9%
77006 533225 Telephone & Fax	90	0	90	6.57	.00	83.43	7.3%
77006 535242 Maintain Machinery & Equip	4,000	0	4,000	1,311.88	.00	2,688.12	32.8%
77006 535252 Printing Equip Maintenance	14,000	0	14,000	3,320.86	.00	10,679.14	23.7%
77006 571004 IP Telephony Allocation	109	0	109	36.32	.00	72.68	33.3%
77006 571009 MIS PC Group Allocation	2,495	0	2,495	831.68	.00	1,663.32	33.3%
77006 571010 MIS Systems Grp Alloc(ISIS)	393	0	393	131.00	.00	262.00	33.3%
77006 591519 Other Insurance	77	0	77	25.68	.00	51.32	33.4%
77006 594817 Capital Print Equip	9,000	0	9,000	.00	.00	9,000.00	.0%
TOTAL Central Duplication	70,209	0	70,209	19,202.17	.00	51,006.83	27.4%
TOTAL MIS Department Fund	70,209	0	70,209	19,202.17	.00	51,006.83	27.4%
TOTAL EXPENSES	70,209	0	70,209	19,202.17	.00	51,006.83	

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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	70,209	0	70,209	19,202.17	.00	51,006.83	27.4%