

# **Building and Grounds Committee**

## **AGENDA**

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

Tuesday, July 3, 2018  
8:30 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. Approval of the June 6, 2018 Building and Grounds Committee meeting minutes
8. Discussion and possible action on accepting bid to replace the air conditioning in the data room at the Human Services Building
9. Discussion and possible action on accepting bid of the lowest qualified bidder for replacing Human Services condensing units
10. Discussion and possible action on the Jefferson County Smoke Free Air Act
11. Discussion on Strategic Planning action steps related to Building and Grounds
12. Discussion and possible action on courthouse parking lot reconfiguration / storm water plan
13. Discussion and possible action on purchasing two water bottle refilling stations for the courthouse
14. Discussion of existing facilities reports
15. Discussion of possible tours of Jefferson County facilities
16. Financial Reports (May)
  - a. Central Services
  - b. Management Information Systems (MIS)
17. Discuss future meeting schedule. Set next meeting date – August 1, 2019
18. Discuss potential agenda items for the Committee's next meeting
19. 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, June 6, 2018

9:00 a.m.

### **Committee Members**

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

**1. Call to Order**

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

**2. Roll Call**

Greg David, Laura Payne, Mary Roberts & Gregg Patrick

Absent: Alyssa Spaanem

Others Present: J. Blair Ward, Corporation Counsel; Roger Kylmanen, Fair Park Supervisor; Ryan Mundt, Human Services Maintenance Supervisors, Ryan Scheele, Central Services, Larry Meyers, Central Services and John Rageth, IT Director.

**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. Election of Chair, Vice Chair and Secretary**

Motion by David; Second by Roberts to nominate Laura Payne as committee chair; Motion by David; Second by Roberts to close nominations and elect Laura Payne by acclamation as chair of the Building and Grounds Committee. (Ayes-All) Motion Carried.

Motion by Roberts; Second by David to nominate Gregg Patrick as committee Vice Chair; Motion by Roberts; Second by David to close nominations and elect Gregg Patrick by acclamation as Vice Chair of the Building and Grounds Committee. (Ayes-All) Motion Carried.

Motion by David; Second by Payne to nominate Mary Roberts as committee Secretary.

Motion by Payne; Second by David to close nominations and elect Mary Roberts by acclamation as Secretary of the Building and Grounds Committee. (Ayes-All) Motion Carried.

**8. Overview of Open Meetings Law**

Ward reviewed the two key points of the open meetings law. He talked about events that are not properly noticed. If there is a quorum present at an event related to county government it would be in violation of the open meetings law. It is up to the supervisors to leave to eliminate the quorum. He also mentioned the walking quorum. This can also be a violation via phone calls and emails. No action taken.

**9. Introduction of policy oversight department heads**

Staff introduced themselves. No action taken.

**10. Approval of the April 4, 2018 Infrastructure Committee meeting minutes**

Motion by David; Second by Payne to approve the April 4, 2018 Infrastructure Committee meeting minutes as presented. (Ayes-All) Motion Carried.

**11. Discussion and possible action on bids for the following projects at Human Services:**

Resolutions were provided for review. Mundt discussed the projects.

- Maintenance Shed Concrete

Mundt recommended Eagle Enterprise Excavating in the amount of \$8,135 to replace concrete in the Human Services maintenance shed.

Motion by David; Second by Patrick to accept the bid from Eagle Enterprise Excavating in the amount of \$8,135 and forward to county board for their consideration. (Ayes-All) Motion Carried.

- Maintenance Shed Construction

Mundt recommended London Lumber and Construction in the amount of \$36,205 to install new steel, insulation and interior lining in the maintenance shed at Human Services.

Motion by Roberts; Second by Patrick to accept the bid from London Lumber and Construction in the amount of \$36,205 to install new steel, insulation and interior lining in the maintenance shed at Human Services and forward to the County Board for their consideration. (Ayes-All) Motion Carried.

- Parking Lot Install, Seal and Stripe

Mundt recommended Parking Lot Maintenance, Inc. in the amount of \$22,324 to expand, seal and stripe the Human Services parking lot.

Motion by David; Second by Patrick to accept the bid from Parking Lot Maintenance, Inc. in the amount of \$22,324 to expand, seal and stripe the Human Services parking lot and forward to the County Board for their consideration. (Ayes-All) Motion Carried.

**12. Review 2018 Human Services Capital Projects**

A list of capital projects was provided for review. Mundt reviewed the projects. No action taken.

**13. Discussion and possible action to purchase tile/floor scrubber**

Ward discussed the purchase of the tile/floor scrubber. The Law Enforcement and Emergency Management Committee supports this purchase.

Motion by Roberts; Second by Patrick to approve the purchase of the tile/floor scrubber for the jail in the amount of \$14,000. (Ayes-All) Motion Carried.

**14. Discussion and possible action to ratify professional services agreement to overhaul chiller for jail air conditioning system**

Ward provided a draft resolution for review. The Law Enforcement and Emergency Management Committee supports this agreement.

Motion by Patrick; Second by Roberts to approve the ratification for this agreement and forward it the County Board for their consideration. (Ayes-All) Motion Carried.

**15. Discussion on swine barn**

Kylmanen provided handouts for review. He discussed the need for the wash rack and future restroom building. No action taken.

**16. Discussion and possible action on the Jefferson County Smoke Free Air Act**

Ward discussed the issue with people smoking outside the entrance. The committee made some suggestions including moving the ash tray to another location further away from the main entrance and also adding signage. This will be discussed at a future meeting. No action taken.

**17. Discussion on Strategic Planning action steps related to Building and Grounds**

A copy of the Strategic Planning goals were provided for review. The committee will discuss how to move forward to achieve these goals at their next meeting. No action taken.

**18. Financial Reports (Jan-April 2018)**

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

**19. Discuss future meeting schedule. Set next meeting date (Tuesday, July 3<sup>rd</sup> at 8:30 a.m.**

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

- Approval of the June 6, 2018 Infrastructure Committee minutes
- Discussion and possible action on courthouse parking lot reconfiguration / storm water plan
- Discussion and possible action on the Jefferson County Smoke Free Air Act
- Discussion on Strategic Planning action steps related to Building and Grounds

**21. Financial Reports (Jan-April 2018)**

- Central Services
- MIS

Financial reports were provided for review. No action taken.

**22. Adjourn**

Motion by Patrick; Second by David to adjourn at 10:27 a.m. (Ayes-All) Motion Carried.

**RESOLUTION NO. 2018-\_\_**

Accepting bids to replace the air conditioning in the data room at the Human Services Building

Executive Summary

The Human Services Department solicited bids from vendors to replace the air conditioning in the data room at the Human Services Building. The Building and Grounds Committee met on July 3, 2018, and the Human Services Board met on June 12, 2018, and recommended forwarding this resolution to the County Board to accept the bid from Richter Heating & Air Conditioning, Inc. as the lowest responsible bidder.

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

WHEREAS, the Jefferson County Human Services Department received bids to replace the air conditioning in the data room at the Human Services Building, and

WHEREAS, bids were received with the following results:

<b>Company</b>	<b>Bid Price</b>
Richter Heating & Air Conditioning, Inc.	\$ 7,319.00
Jensen Plumbing, Heating & Air, Inc.	<del>\$10,700.00</del>
H & H Industries, Inc.	\$14,826.60

AND WHEREAS, the Human Services Board and the Buildings and Grounds Committee have determined that Richter Heating & Air Conditioning, Inc. is the lowest responsible bidder for this project.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Supervisors hereby accepts the bid of Richter Heating & Air Conditioning, Inc. as the lowest responsible bidder to replace the air conditioning system in the data room at the Human Services Building in the amount of \$7,319.

*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

07-10-18

Brian Bellford: 06-26-18; J. Blair Ward: 06-28-18

#9

**RESOLUTION NO. 2018-\_\_**

Accepting bids to replace the air conditioning condensing units and coils at  
Human Services Building

Executive Summary

The Human Services Department solicited bids from vendors to replace two condensing units/coils, reclaim all refrigerant into cylinders, and replace all refrigerant piping at the Human Services Building. The Building and Grounds Committee met on July 3, 2018, and the Human Services Board met on July 10, 2018, and recommended forwarding this resolution to the County Board to accept the bid from Richter Heating & Air Conditioning, Inc. as the lowest responsible bidder.

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

WHEREAS, the Jefferson County Human Services Department received bids to replace two condensing units/coils, reclaim all refrigerant into cylinders, and replace all refrigerant piping at the Human Services Building, and

WHEREAS, original bids were received from three vendors, and

WHEREAS, the originals bids all contained different scopes of work, and

WHEREAS, at the June 12, 2018, Human Services Board meeting, the Human Services Board directed the Human Services Maintenance Supervisor to standardize the bids from the top two vendors, and

WHEREAS, revised bids were received with the following results:

<b>Company</b>	<b>Revised Bid Price</b>	<b>Original Bid Price</b>
Richter Heating & Air Conditioning, Inc.	\$69,980.00	\$ 73,105.00
Jensen Plumbing, Heating & Air, Inc.	Withdrew bid	\$ 71,000.00
H & H Industries, Inc.	N/A	\$105,062.65

AND WHEREAS, the Human Services Board and the Buildings and Grounds Committee have determined that Richter Heating & Air Conditioning, Inc. is the lowest responsible bidder for this project.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Supervisors hereby accepts the bid of Richter Heating & Air Conditioning, Inc. as the lowest responsible bidder to replace two condensing units/coils, reclaim all refrigerant into cylinders, and replace all refrigerant piping at the Human Services Building in the amount of \$69,980.00.

*Fiscal Note: Funds for this project have been allocated in 2018 Human Services Department Budget, project number 65210-995210-594810.*

Ayes \_\_\_\_\_ Noes \_\_\_\_\_ Abstain \_\_\_\_\_ Absent \_\_\_\_\_ Vacant \_\_\_\_\_

Requested by

Building & Grounds Committee/Human Services Board

Addendum 07-10-18

Brian Bellford: 06-28-18; J. Blair Ward: 06-28-18

REVIEWED: Administrator \_\_\_\_\_; Corp. Counsel \_\_\_\_\_; Finance Director \_\_\_\_\_

#13



MORE  
▼



Rollover image to zoom in

## Elkay EZH2O LZS8WSLP Next Generation Water Bottle Refilling Station, Wall Mount, Gray

Item #: T9FB384182NG

Email Print

**Ships same day.** ⓘ

★★★★★ [2 reviews](#) [Write a review](#)

List Price: ~~\$1,790.00~~ Save up to 36%

**Price: \$ 1,145.00**

### Frequently Purchased Together



Elkay & Halsey 3000 Gallon Water Sentry Replacement

★★★★★ [\(34\)](#)

**Add \$64.95**



# ELKAY®

## SPECIFICATIONS

## EZH2O® Bottle Filling Station with Filtered Single LZ Cooler Model Enhanced LZS8WSLP & LZS8WSSP

**RATED FOR INDOOR USE ONLY**

### PRODUCT SPECIFICATION

Unit shall include an electric water cooler with bottle filling station. LZS8WSLP & LZS8WSSP shall deliver 8 GPH of 50°F of drinking water at 90°F ambient and 80°F inlet water. Lower unit shall have pushbar activation. Bottle filling unit shall include an electronic sensor for touchless activation with an automatic 20-second shut-off timer. LED light illuminating the water dispensing area, brightening as water is being dispensed. Shall include a Green Ticker™ displaying count of plastic bottles saved from waste. Bottle filler shall provide a 1.1 gpm flow rate with laminar flow to minimize splashing. Shall include the WaterSentry® Plus 3000-gallon capacity filter, certified to NSF/ANSI 42 & 53, with visual filter monitor to indicate when replacement is necessary. Unit shall automatically detect a new filter and reset visual filter monitor accordingly. Unit shall have the ability to turn off refrigeration system as needed, in addition to self diagnosing system issues and relay messages related. Shall include integrated silver ion anti-microbial protection in key areas. Unit shall meet ADA guidelines. Unit shall be a lead-free design which is certified to NSF/ANSI 61 and 372 and meets Federal and State low-lead requirements. Unit shall be certified to UL399 and CAN/CSA 22.2 No. 120 & is FCC compliant.

### STANDARD FEATURES

- Sanitary, touchless activation with auto 20-second shut-off (Bottle Filler)
- Easy-touch front and side pushbar controls (Cooler)
- Visual User Interface display includes:
  - Innovative Green Ticker™ counts bottles saved from waste
  - LED Visual Filter Monitor shows when replacement is necessary
- WaterSentry® Plus 3000-gallon capacity Filtration System, certified to NSF/ANSI 42 & 53 (Lead, Class 1 Particulate, Chlorine, Taste & Odor)
- Integrated Silver Ion Anti-microbial Protection in key areas
- Quick Fill Rate: 1.1 gpm
- Laminar Flow provides minimal splash
- Real Drain System eliminates standing water
- Cooler panel finishes: Light Gray Granite Vinyl Clad Steel or Stainless Steel
- Automatic filter status reset with each filter change

### COOLING SYSTEM

- Compressor: hermetically-sealed, reciprocating type, single phase. Sealed-in lifetime lubrication.
- Condenser: Fan cooled, copper tube with aluminum fins. Fan motor is permanently lubricated.
- Cooling Unit: Combination tube-tank type. Self-cleansing. Continuous copper tubing with stainless steel tank. Fully insulated with EPS foam which meets UL requirements for self-extinguishing material.
- Refrigerant Control: Refrigerant R134a is controlled by accurately calibrated capillary tube.
- Temperature Control: Electronic temperature control requires no adjustment
- Temperature Sensing Device: Fully solid-state temperature sensing has no moving parts.



- ☐ LZS8WSLP (light grey)
- ☐ LZS8WSSP (stainless)

These units are replacing LZS8WSLK and LZS8WSSK, respectively.

### CONSTRUCTION

- Stainless Steel basin with integral drain
- Galvanized structural steel cooler chassis provides structural integrity
- Stainless Steel bottle filler wrapper with ABS plastic alcove
- Cooler cabinet available as Light Gray Granite Vinyl Clad Steel or Stainless Steel (additional cost) construction
- Flexi-Guard® Safety Bubbler utilizes an infused anti-microbial pliable polyester elastomer to prevent accidental mouth injuries. Flexes on impact.

**Replacement Filters:** Available as Singles and Multi-packs. Order part numbers:






- 51300C (single)
- 51300C\_3PK (three)
- 51300C\_12PK (twelve)
- 51300C\_24PK (twenty-four)
- 51300C\_48PK (forty-eight)

### Optional:

- Remote access to unit information/diagnostics  
Contact Elkay or order P/N 1000001858

**Warranty:** 5 year limited warranty on the unit's refrigeration system. Electrical components and water system are warranted for 12 months from date of installation or 18 months from factory shipment, whichever date falls first.

### CAPACITIES CHART

CAPACITIES CHART										
Model	Voltage / Hertz	Chilling** Capacity	F.L. Amps	Rated Watts	Approx. Ship Wt.	ADA Compliant	UL399 and CAN/ CSA 22.2 No. 120 Certified	NSF/ANSI 61 and 372 Certified	NSF/ANSI 42 and 53 Certified (Filter only)	FCC Compliant
LZS8WSLP	115V / 60 Hz	8.0 GPH	4.2	370	71 lbs.	*	*	*	*	*
LZS8WSSP	115V / 60 Hz	8.0 GPH	4.2	370	71 lbs.	*	*	*	*	*

\*\*Based on 80°F inlet water & 90°F ambient air temp for 50°F chilled drinking water.

This specification describes an Elkay product with design, quality and functional benefits to the user. When making a comparison of other producer's offerings, be certain these features are not overlooked.

In keeping with our policy of continuing product improvement, Elkay reserves the right to change specification without notice. Please visit [elkay.com](http://elkay.com) for the most current version.

2222 Camden Court  
Oak Brook, IL 60523  
630-572-3192  
[elkay.com](http://elkay.com)

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#169



06/19/2018  
15:24:12

Jefferson County  
CENTRAL SERVICES - MAY

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FROM 2018 05 TO 2018 05

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
100 General Fund	APPROF	ADJSTMTS	BUDGET	ACTUALS	ENCUMBRANCES	BUDGET	USED
11201 Central Services							
11201 411100 General Property Taxes	-806,012	0	-806,012	-67,167.67	.00	-738,844.33	8.3%
11201 474009 Housekeeping Services	-2,200	0	-2,200	.00	.00	-2,200.00	.0%
11201 483002 Misc Sale/Material & Supply	-400	0	-400	.00	.00	-400.00	.0%
11201 486001 Vending Commission	-1,150	0	-1,150	-67.63	.00	-1,082.37	5.9%
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	14,152.55	.00	184,487.45	7.1%
11201 511220 Wages-Overtime	2,747	0	2,747	593.41	.00	2,153.59	21.6%
11201 511290 Wages-Other Wages	5,160	0	5,160	500.00	.00	4,660.00	9.7%
11201 511310 Wages-Sick Leave	0	0	0	191.48	.00	-191.48	.0%
11201 511320 Wages-Vacation Pay	0	0	0	126.81	.00	-126.81	.0%
11201 511330 Wages-Longevity Pay	970	0	970	.00	.00	970.00	.0%
11201 511340 Wages-Holiday Pay	0	0	0	390.75	.00	-390.75	.0%
11201 512141 Social Security	22,128	0	22,128	1,190.17	.00	20,937.83	5.4%
11201 512142 Retirement (Employer)	18,896	0	18,896	1,037.68	.00	17,858.32	5.5%
11201 512144 Health Insurance	77,691	0	77,691	4,673.59	.00	73,017.41	6.0%
11201 512145 Life Insurance	134	0	134	5.30	.00	128.70	4.0%
11201 512150 FSA Contribution	1,125	0	1,125	.00	.00	1,125.00	.0%
11201 512173 Dental Insurance	4,752	0	4,752	276.49	.00	4,475.51	5.8%
11201 521219 Other Professional Serv	0	0	0	697.50	.00	-697.50	.0%
11201 521296 Computer Support	100	0	100	.00	.00	100.00	.0%
11201 529170 Grounds Keeping Charges	8,000	0	8,000	419.47	.00	7,580.53	5.2%
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	.00	.00	250.00	.0%
11201 531302 Building & Maint Equipment	0	0	0	.00	7,000.00	-7,000.00	.0%
11201 531303 Computer Equipmt & Software	9,150	0	9,150	.00	.00	9,150.00	.0%
11201 531312 Office Supplies	200	0	200	.35	.00	199.65	.2%
11201 531313 Printing & Duplicating	0	0	0	20.98	.00	-20.98	.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	.00	.00	250.00	.0%
11201 531326 Advertising	1,000	0	1,000	157.67	.00	842.33	15.8%
11201 531351 Gas/Diesel	1,000	0	1,000	66.64	.00	933.36	6.7%
11201 532332 Mileage	100	0	100	2.55	.00	97.45	2.6%
11201 533221 Water	5,200	0	5,200	382.36	.00	4,817.64	7.4%
11201 533222 Electric	97,000	0	97,000	7,250.11	.00	89,749.89	7.5%
11201 533223 Sewer	5,000	0	5,000	371.05	.00	4,628.95	7.4%
11201 533224 Natural Gas	14,000	0	14,000	1,090.08	.00	12,909.92	7.8%
11201 533225 Telephone & Fax	1,100	0	1,100	70.97	.00	1,029.03	6.5%

06/19/2018  
15:24:12

Jefferson County  
CENTRAL SERVICES - MAY

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FROM 2018 05 TO 2018 05

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
100 General Fund							
11201 533235 Storm Water Utility	1,800	0	1,800	161.25	.00	1,638.75	9.0%
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	.00	.00	45,000.00	.0%
11201 535247 Building Repair & Maint	22,000	0	22,000	.00	.00	22,000.00	.0%
11201 535297 Refuse Collection	1,860	0	1,860	.00	.00	1,860.00	.0%
11201 535344 Household & Janitorial Supp	12,000	0	12,000	.00	.00	12,000.00	.0%
11201 535349 Other Supplies	8,500	0	8,500	.00	.00	8,500.00	.0%
11201 535353 Machinery & Equipment Parts	10,000	0	10,000	.00	.00	10,000.00	.0%
11201 535354 Paint	3,000	0	3,000	.00	.00	3,000.00	.0%
11201 535355 Plumbing & Electrical	7,500	0	7,500	.00	.00	7,500.00	.0%
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	27.17	.00	298.83	8.3%
11201 571009 MIS PC Group Allocation	12,473	0	12,473	1,039.42	.00	11,433.58	8.3%
11201 571010 MIS Systems Grp Alloc(ISIS)	5,367	0	5,367	447.25	.00	4,919.75	8.3%
11201 591519 Other Insurance	16,593	0	16,593	1,382.72	.00	15,210.28	8.3%
11201 594810 Capital Equipment	0	0	0	13,985.00	-13,985.00	.00	.0%
11201 594820 Capital Other	0	0	0	.00	3,638.78	-3,638.78	.0%
11201 594822 Capital Improvement Building	289,000	0	289,000	.00	.00	289,000.00	.0%
11201 594829 Capital Improvement Other	0	0	0	34,840.04	-18,477.25	-16,362.79	.0%
TOTAL Central Services	200,000	0	200,000	18,315.51	-21,823.47	203,507.96	-1.8%
TOTAL General Fund	200,000	0	200,000	18,315.51	-21,823.47	203,507.96	-1.8%
TOTAL REVENUES	-809,762	0	-809,762	-67,235.30	.00	-742,526.70	
TOTAL EXPENSES	1,009,762	0	1,009,762	85,550.81	-21,823.47	946,034.66	

06/19/2018  
15:24:12

Jefferson County  
CENTRAL SERVICES - MAY

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FROM 2018 05 TO 2018 05

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	200,000	0	200,000	18,315.51	-21,823.47	203,507.96	-1.8%

#166

06/19/2018  
15:28:41Jefferson County  
MIS - MAYPAGE 1  
glflxprt

FROM 2018 05 TO 2018 05

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
700 MIS Department Fund	APPROP	ADJSTMTS	BUDGET	ACTUALS	ENCUMBRANCES	BUDGET	USED
77001 PC Group							
77001 474180 MIS Billed	-640,293	0	-640,293	-53,357.83	.00	-586,935.17	8.3%
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	11,238.65	.00	121,303.35	8.5%
77001 511220 Wages-Overtime	1,513	0	1,513	.00	.00	1,513.00	.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	502.13	.00	-502.13	.0%
77001 511320 Wages-Vacation Pay	0	0	0	721.89	.00	-721.89	.0%
77001 511330 Wages-Longevity Pay	636	0	636	.00	.00	636.00	.0%
77001 511350 Wages-Miscellaneous (Comp)	0	0	0	100.43	.00	-100.43	.0%
77001 512141 Social Security	17,275	0	17,275	921.45	.00	16,353.55	5.3%
77001 512142 Retirement (Employer)	15,618	0	15,618	841.72	.00	14,776.28	5.4%
77001 512144 Health Insurance	65,121	0	65,121	4,328.06	.00	60,792.94	6.6%
77001 512145 Life Insurance	41	0	41	3.61	.00	37.39	8.8%
77001 512150 FSA Contribution	863	0	863	.00	.00	863.00	.0%
77001 512173 Dental Insurance	3,726	0	3,726	248.74	.00	3,477.26	6.7%
77001 521220 Consultant	50,000	0	50,000	7,615.35	9,900.00	32,484.65	35.0%
77001 521296 Computer Support	120,000	0	120,000	51,128.96	-50,944.12	119,815.16	.2%
77001 529299 Purchase Care & Services	0	0	0	315.00	.00	-315.00	.0%
77001 531243 Furniture & Furnishings	1,000	0	1,000	.00	.00	1,000.00	.0%
77001 531298 United Parcel Service	0	0	0	4.21	.00	-4.21	.0%
77001 531301 Office Equipment	300	0	300	.00	.00	300.00	.0%
77001 531303 Computer Equipmt & Software	20,000	0	20,000	.00	.00	20,000.00	.0%
77001 531312 Office Supplies	4,000	0	4,000	.00	.00	4,000.00	.0%
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	.00	.00	500.00	.0%
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	.00	.00	17,500.00	.0%
77001 533228 Internet	28,000	0	28,000	1,396.20	8,700.00	17,903.80	36.1%
77001 535242 Maintain Machinery & Equip	15,000	0	15,000	3,003.89	.00	11,996.11	20.0%
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	108.58	.00	1,194.42	8.3%
77001 571008 MIS Overhead Allocation	42,873	0	42,873	.00	.00	42,873.00	.0%
77001 591519 Other Insurance	1,041	0	1,041	86.71	.00	954.29	8.3%
TOTAL PC Group	0	0	0	29,207.75	-32,344.12	3,136.37	.0%

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FROM 2018 05 TO 2018 05

ACCOUNTS FOR:

700 MIS Department Fund

ORIGINAL  
APPROP

TRANFRS/  
ADJSTMTS

REVISED  
BUDGET

ACTUALS

ENCUMBRANCES

AVAILABLE  
BUDGET

PCT  
USED

TOTAL MIS Department Fund	0	0	0	29,207.75	-32,344.12	3,136.37	.0%
TOTAL REVENUES	-640,293	0	-640,293	-53,357.83	.00	-586,935.17	
TOTAL EXPENSES	640,293	0	640,293	82,565.58	-32,344.12	590,071.54	

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FROM 2018 05 TO 2018 05

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	0	0	0	29,207.75	-32,344.12	3,136.37	.0%



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FROM 2018 05 TO 2018 05

ACCOUNTS FOR:			ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
700 MIS Department Fund			APPROP	ADJSTMTS	BUDGET	ACTUALS	ENCUMBRANCES	BUDGET	USED
<hr/>									
77002 Systems Group									
<hr/>									
77002	451200	Records & Reports	-1,500	0	-1,500	.00	.00	-1,500.00	.0%
77002	474180	MIS Billed	-459,560	0	-459,560	-36,963.33	.00	-422,596.67	8.0%
77002	511110	Salary-Permanent Regular	168,957	0	168,957	12,033.52	.00	156,923.48	7.1%
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	150.84	.00	-150.84	.0%
77002	511320	Wages-Vacation Pay	0	0	0	603.36	.00	-603.36	.0%
77002	511330	Wages-Longevity Pay	648	0	648	.00	.00	648.00	.0%
77002	511350	Wages-Miscellaneous (Comp)	0	0	0	18.86	.00	-18.86	.0%
77002	512141	Social Security	14,959	0	14,959	961.29	.00	13,997.71	6.4%
77002	512142	Retirement (Employer)	13,302	0	13,302	858.06	.00	12,443.94	6.5%
77002	512144	Health Insurance	47,567	0	47,567	2,913.30	.00	44,653.70	6.1%
77002	512145	Life Insurance	128	0	128	10.72	.00	117.28	8.4%
77002	512150	FSA Contribution	630	0	630	.00	.00	630.00	.0%
77002	512173	Dental Insurance	2,722	0	2,722	161.72	.00	2,560.28	5.9%
77002	521220	Consultant	3,000	0	3,000	.00	.00	3,000.00	.0%
77002	521296	Computer Support	3,500	0	3,500	.00	16,372.00	-12,872.00	467.8%
77002	531303	Computer Equipmt & Software	10,000	0	10,000	.00	.00	10,000.00	.0%
77002	531312	Office Supplies	1,500	0	1,500	.00	.00	1,500.00	.0%
77002	531322	Subscriptions	200	0	200	.00	.00	200.00	.0%
77002	531324	Membership Dues	300	0	300	.00	.00	300.00	.0%
77002	532325	Registration	3,400	0	3,400	.00	.00	3,400.00	.0%
77002	532332	Mileage	100	0	100	155.33	.00	-55.33	155.3%
77002	532334	Commercial Travel	450	0	450	.00	.00	450.00	.0%
77002	532335	Meals	120	0	120	22.23	.00	97.77	18.5%
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	27,632.73	.00	68,995.27	28.6%
77002	571004	IP Telephony Allocation	760	0	760	63.33	.00	696.67	8.3%
77002	571008	MIS Overhead Allocation	42,872	0	42,872	.00	.00	42,872.00	.0%
77002	591519	Other Insurance	1,233	0	1,233	102.77	.00	1,130.23	8.3%
77002	594818	Capital Computer	197,000	0	197,000	.00	.00	197,000.00	.0%
77002	699999	Budgetary Fund Balance	-181,000	0	-181,000	.00	.00	-181,000.00	.0%
<hr/>									
TOTAL Systems Group			0	0	0	8,724.73	16,372.00	-25,096.73	.0%
<hr/>									
TOTAL MIS Department Fund			0	0	0	8,724.73	16,372.00	-25,096.73	.0%
<hr/>									
TOTAL REVENUES			-642,060	0	-642,060	-36,963.33	.00	-605,096.67	
TOTAL EXPENSES			642,060	0	642,060	45,688.06	16,372.00	579,999.94	



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FROM 2018 05 TO 2018 05

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	0	0	0	8,724.73	16,372.00	-25,096.73	.0%

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FROM 2018 05 TO 2018 05

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
700 MIS Department Fund							
<hr/>							
77003 Programming - Special							
77003 474099 Dept Cap Program Charges	-119,704	0	-119,704	-9,975.33	.00	-109,728.67	8.3%
77003 511210 Wages-Regular	78,251	0	78,251	6,645.81	.00	71,605.19	8.5%
77003 511220 Wages-Overtime	389	0	389	.00	.00	389.00	.0%
77003 511310 Wages-Sick Leave	0	0	0	691.79	.00	-691.79	.0%
77003 511320 Wages-Vacation Pay	0	0	0	435.68	.00	-435.68	.0%
77003 512141 Social Security	5,881	0	5,881	568.95	.00	5,312.05	9.7%
77003 512142 Retirement (Employer)	5,269	0	5,269	520.80	.00	4,748.20	9.9%
77003 512144 Health Insurance	27,936	0	27,936	2,915.70	.00	25,020.30	10.4%
77003 512145 Life Insurance	10	0	10	1.25	.00	8.75	12.5%
77003 512150 FSA Contribution	370	0	370	.00	.00	370.00	.0%
77003 512173 Dental Insurance	1,598	0	1,598	162.00	.00	1,436.00	10.1%
TOTAL Programming - Special	0	0	0	1,966.65	.00	-1,966.65	.0%
TOTAL MIS Department Fund	0	0	0	1,966.65	.00	-1,966.65	.0%
TOTAL REVENUES	-119,704	0	-119,704	-9,975.33	.00	-109,728.67	
TOTAL EXPENSES	119,704	0	119,704	11,941.98	.00	107,762.02	

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FROM 2018 05 TO 2018 05

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	0	0	0	1,966.65	.00	-1,966.65	.0%

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FROM 2018 05 TO 2018 05

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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	.00	.00	50,000.00	.0%
77004 529299 Purchase Care & Services	4,000	0	4,000	.00	.00	4,000.00	.0%
77004 531298 United Parcel Service	200	0	200	.00	.00	200.00	.0%
77004 531320 Safety Supplies	50	0	50	.00	.00	50.00	.0%
77004 533221 Water	400	0	400	33.26	.00	366.74	8.3%
77004 533222 Electric	6,250	0	6,250	562.11	.00	5,687.89	9.0%
77004 533223 Sewer	319	0	319	27.70	.00	291.30	8.7%
77004 533224 Natural Gas	2,500	0	2,500	100.10	.00	2,399.90	4.0%
77004 533225 Telephone & Fax	3,400	0	3,400	398.84	.00	3,001.16	11.7%
77004 533235 Storm Water Utility	180	0	180	14.99	.00	165.01	8.3%
77004 533236 Wireless Internet	2,500	0	2,500	242.00	.00	2,258.00	9.7%
77004 535242 Maintain Machinery & Equip	6,000	0	6,000	.00	.00	6,000.00	.0%
77004 535246 Building Service & Maint	2,000	0	2,000	.00	.00	2,000.00	.0%
77004 535297 Refuse Collection	535	0	535	.00	.00	535.00	.0%
77004 571003 Housekeeping	2,200	0	2,200	.00	.00	2,200.00	.0%
77004 571008 MIS Overhead Allocation	-85,777	0	-85,777	.00	.00	-85,777.00	.0%
77004 591519 Other Insurance	243	0	243	20.29	.00	222.71	8.3%
TOTAL MIS Overhead	0	0	0	1,399.29	.00	-1,399.29	.0%
TOTAL MIS Department Fund	0	0	0	1,399.29	.00	-1,399.29	.0%
TOTAL EXPENSES	0	0	0	1,399.29	.00	-1,399.29	

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FROM 2018 05 TO 2018 05

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	0	0	0	1,399.29	.00	-1,399.29	.0%

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FROM 2018 05 TO 2018 05

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
77005 IP-Telephony							
77005 474190 IP-Telephony Billed	-80,482	0	-80,482	-6,686.50	.00	-73,795.50	8.3%
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	1,646.95	.00	24,144.05	6.4%
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	120.41	.00	2,189.59	5.2%
77005 512142 Retirement (Employer)	2,102	0	2,102	110.37	.00	1,991.63	5.3%
77005 512144 Health Insurance	10,382	0	10,382	645.00	.00	9,737.00	6.2%
77005 512145 Life Insurance	13	0	13	1.05	.00	11.95	8.1%
77005 512150 FSA Contribution	138	0	138	.00	.00	138.00	.0%
77005 512173 Dental Insurance	594	0	594	32.90	.00	561.10	5.5%
77005 521220 Consultant	3,000	0	3,000	.00	.00	3,000.00	.0%
77005 521296 Computer Support	26,196	0	26,196	.00	.00	26,196.00	.0%
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	.00	.00	3,000.00	.0%
77005 591519 Other Insurance	372	0	372	31.00	.00	341.00	8.3%
TOTAL IP-Telephony	0	0	0	-4,098.82	.00	4,098.82	.0%
TOTAL MIS Department Fund	0	0	0	-4,098.82	.00	4,098.82	.0%
TOTAL REVENUES	-80,482	0	-80,482	-6,686.50	.00	-73,795.50	
TOTAL EXPENSES	80,482	0	80,482	2,587.68	.00	77,894.32	

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FROM 2018 05 TO 2018 05

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	0	0	0	-4,098.82	.00	4,098.82	.0%

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FROM 2018 05 TO 2018 05

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
77006 Central Duplication							
77006 411100 General Property Taxes	-9,000	0	-9,000	-750.00	.00	-8,250.00	8.3%
77006 451002 Private Party Photocopy	-1,400	0	-1,400	-103.87	.00	-1,296.13	7.4%
77006 472003 Municipality Copies & Printin	-550	0	-550	.00	.00	-550.00	.0%
77006 474180 MIS Billed	-25,259	0	-25,259	-2,104.91	.00	-23,154.09	8.3%
77006 474200 Copying & Printing Interdepa	-34,000	0	-34,000	.00	.00	-34,000.00	.0%
77006 511210 Wages-Regular	17,461	0	17,461	1,175.89	.00	16,285.11	6.7%
77006 511310 Wages-Sick Leave	0	0	0	118.46	.00	-118.46	.0%
77006 511320 Wages-Vacation Pay	0	0	0	140.40	.00	-140.40	.0%
77006 511380 Wages-Bereavement	0	0	0	70.20	.00	-70.20	.0%
77006 512141 Social Security	1,292	0	1,292	110.30	.00	1,181.70	8.5%
77006 512142 Retirement (Employer)	1,170	0	1,170	100.83	.00	1,069.17	8.6%
77006 512144 Health Insurance	9,060	0	9,060	994.14	.00	8,065.86	11.0%
77006 512145 Life Insurance	4	0	4	.51	.00	3.49	12.8%
77006 512150 FSA Contribution	120	0	120	.00	.00	120.00	.0%
77006 512173 Dental Insurance	518	0	518	53.02	.00	464.98	10.2%
77006 531298 United Parcel Service	20	0	20	.00	.00	20.00	.0%
77006 531311 Postage & Box Rent	10	0	10	.48	.00	9.52	4.8%
77006 531312 Office Supplies	9,500	0	9,500	522.56	.00	8,977.44	5.5%
77006 531314 Small Items Of Equipment	500	0	500	.00	.00	500.00	.0%
77006 531349 Other Operating Expenses	350	0	350	.00	.00	350.00	.0%
77006 532332 Mileage	40	0	40	4.65	.00	35.35	11.6%
77006 533225 Telephone & Fax	90	0	90	.00	.00	90.00	.0%
77006 535242 Maintain Machinery & Equip	4,000	0	4,000	.00	.00	4,000.00	.0%
77006 535252 Printing Equip Maintenance	14,000	0	14,000	.00	.00	14,000.00	.0%
77006 571004 IP Telephony Allocation	109	0	109	9.08	.00	99.92	8.3%
77006 571009 MIS PC Group Allocation	2,495	0	2,495	207.92	.00	2,287.08	8.3%
77006 571010 MIS Systems Grp Alloc(ISIS)	393	0	393	32.75	.00	360.25	8.3%
77006 591519 Other Insurance	77	0	77	6.42	.00	70.58	8.3%
77006 594817 Capital Print Equip	9,000	0	9,000	.00	.00	9,000.00	.0%
TOTAL Central Duplication	0	0	0	588.83	.00	-588.83	.0%
TOTAL MIS Department Fund	0	0	0	588.83	.00	-588.83	.0%
TOTAL REVENUES	-70,209	0	-70,209	-2,958.78	.00	-67,250.22	
TOTAL EXPENSES	70,209	0	70,209	3,547.61	.00	66,661.39	



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FROM 2018 05 TO 2018 05

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	0	0	0	588.83	.00	-588.83	.0%