

Building and Grounds Committee

AGENDA

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

Wednesday, August 1, 2018
8:30 a.m.

Committee Members

Greg David, Roger Lindl, Gregg Patrick, Laura Payne, Mary Roberts

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 July 3, 2018 Building and Grounds Committee meeting minutes
8. Discussion and possible action related to building sponsorship
9. Review 2019 Tentative Capital Plan
10. Discussion and possible action on Strategic Planning action steps related to Building and Grounds
11. Financial Reports (June)
 - a. Central Services
 - b. Management Information Systems (MIS)
12. Discuss future meeting schedule. Set next meeting date – September 5, 2018 (Note: Courthouse Security & Facility meeting is at 8:30 a.m.)
13. Discuss potential agenda items for the Committee's next meeting
14. Tour Courthouse, Sheriff's Office & MIS Building
15. 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.

Building and Grounds Committee

MINUTES

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

Wednesday, July 3, 2018

8:30 a.m.

Committee Members

Greg David, Gregg Patrick, Laura Payne, Mary Roberts

1. **Call to Order**

Meeting was called to order by Schroeder at 8:30 a.m.

2. **Roll Call**

Greg David, Laura Payne & Gregg Patrick

Absent: Mary Roberts

Others Present: Ryan Mundt, Human Services Maintenance Supervisors and Alex Morrison, Administration Intern.

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 June 6, 2018 Infrastructure Committee meeting minutes**

Motion by David; Second by Patrick to approve the June 6, 2018 Infrastructure Committee meeting minutes as presented. (Ayes-All) Motion Carried.

8. **Discussion and possible action on accepting bid to replace the air conditioning in the data room at the Human Services Building**

A draft resolution was provided for review. Three bids were received: Richter Heating & Air Conditioning, Inc. \$7,319, Jensen Plumbing, Heating & Air, Inc. \$10,700, and H & H Industries, Inc. \$14,826.60. Mundt talked about the need for a replacement.

Motion by David; Second by Patrick to accept the bid from Richter Heating & Air Conditioning, Inc. in the amount of \$7,319. (Ayes-All) Motion Carried.

9. **Discussion and possible action on accepting bid of the lowest qualified bidder for replacing Human Services condensing units**

A draft resolution was provided for review. A revised bid was received from Richter Heating & Air Conditioning, Inc. in the amount of \$69,980. Mundt discussed this project.

Motion by David; Second by Patrick to accept the bid from Richter Heating & Air Conditioning in the amount of \$69,980 and forward to the County Board for their consideration. (Ayes-All) Motion Carried.

10. **Discussion and possible action on the Jefferson County Smoke Free Air Act**
Staff from the Health Department inquired about changes to the Jefferson County Smoke Free Air Act. They are conducting a survey to see if citizens would like to have a smoke free environment at the Fair Park. They would also like to discuss creating an ordinance that prohibits vaping in any privately owned business in Jefferson County. No action taken.

11. **Discussion on Strategic Planning action steps related to Building and Grounds**
A thumb drive was provided with Facility Condition Assessments for the courthouse, Sheriff/Jail, Health & Human Services, Hillside House, Lueder Haus, Workforce Development and also the Facilities Study – Executive Summary. Ben showed slides on the original space study. No action taken.

12. **Discussion and possible action on courthouse parking lot reconfiguration / storm water plan**
Wehmeier explained that they are looking into doing a full scale engineering study for this project. There are issues with storm water and also the safety of people walking through the parking lot. No action taken.

13. **Discussion and possible action on purchasing two water bottle refilling stations for the courthouse**
The Solid Waste/Air Quality Committee will be purchasing half of two water bottle refilling stations. David would like to see a good filtration system included. These would reduce the amount of plastic bottles that are thrown out. The committee supports this purchase.

Motion by David; Second by Patrick to support the purchase of a water bottle refilling station for the courthouse. Ayes-All (Motion Carried)

14. **Discussion of existing facilities reports**
This was discussed with Item #11.

15. **Discussion of possible tours of Jefferson County facilities**
The committee will be meeting at these alternate locations and touring the facilities.

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

17. **Discuss future meeting schedule. Set next meeting date** (Wednesday, August 1 at 8:30 a.m.

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

- Approval of the July 3, 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
- Tour Courthouse, Sheriff's Office & MIS Building
- Discussion and possible action on bids for HVAC, Roof and Demolition of Buildings

21. **Adjourn**

Motion by Patrick; Second by David to adjourn at 9:40 a.m. (Ayes-All) Motion Carried.

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13:33:42

Jefferson County
CENTRAL SERVICES - JUNE

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FROM 2018 06 TO 2018 06

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
100 General Fund							
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	13,488.70	.00	185,151.30 6.8%
11201 511220	Wages-Overtime	2,747	0	2,747	754.09	.00	1,992.91 27.5%
11201 511290	Wages-Other Wages	5,160	0	5,160	610.00	.00	4,550.00 11.8%
11201 511310	Wages-Sick Leave	0	0	0	359.04	.00	-359.04 .0%
11201 511320	Wages-Vacation Pay	0	0	0	740.34	.00	-740.34 .0%
11201 511330	Wages-Longevity Pay	970	0	970	.00	.00	970.00 .0%
11201 511340	Wages-Holiday Pay	0	0	0	264.32	.00	-264.32 .0%
11201 511350	Wages-Miscellaneous (Comp)	0	0	0	4.00	.00	-4.00 .0%
11201 512141	Social Security	22,128	0	22,128	1,209.82	.00	20,918.18 5.5%
11201 512142	Retirement (Employer)	18,896	0	18,896	1,028.53	.00	17,867.47 5.4%
11201 512144	Health Insurance	77,691	0	77,691	4,966.76	.00	72,724.24 6.4%
11201 512145	Life Insurance	134	0	134	5.08	.00	128.92 3.8%
11201 512150	FSA Contribution	1,125	0	1,125	.00	.00	1,125.00 .0%
11201 512173	Dental Insurance	4,752	0	4,752	311.03	.00	4,440.97 6.5%
11201 521296	Computer Support	100	0	100	.00	.00	100.00 .0%
11201 529170	Grounds Keeping Charges	8,000	0	8,000	1,330.20	.00	6,669.80 16.6%
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	70.00	.00	-70.00 .0%
11201 531303	Computer Equipmt & Software	9,150	0	9,150	.00	.00	9,150.00 .0%
11201 531312	Office Supplies	200	0	200	.00	.00	200.00 .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	.00	.00	1,000.00 .0%
11201 531351	Gas/Diesel	1,000	0	1,000	36.03	.00	963.97 3.6%
11201 532332	Mileage	100	0	100	1.65	.00	98.35 1.7%
11201 533221	Water	5,200	0	5,200	373.60	.00	4,826.40 7.2%
11201 533222	Electric	97,000	0	97,000	8,965.45	.00	88,034.55 9.2%
11201 533223	Sewer	5,000	0	5,000	361.90	.00	4,638.10 7.2%
11201 533224	Natural Gas	14,000	0	14,000	501.25	.00	13,498.75 3.6%
11201 533225	Telephone & Fax	1,100	0	1,100	33.51	.00	1,066.49 3.0%
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%

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Jefferson County
CENTRAL SERVICES - JUNE

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FROM 2018 06 TO 2018 06

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
11201 535246 Building Service & Maint	45,000	0	45,000	70.00	-1,725.00	46,655.00	3.7%
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 535352 Vehicle Parts & Repairs	0	0	0	59.39	.00	-59.39	.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	248.42	.00	7,251.58	3.3%
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 594819 Capital Other Equipment	0	0	0	.00	-14,656.49	14,656.49	.0%
11201 594820 Capital Other	0	0	0	4,409.37	.00	-4,409.37	.0%
11201 594822 Capital Improvement Building	289,000	-14,657	274,343	.00	.00	274,343.00	.0%
11201 594829 Capital Improvement Other	0	0	0	.00	-20,804.00	20,804.00	.0%
TOTAL Central Services	1,009,762	-14,657	995,105	43,260.29	-37,185.49	989,030.20	.6%
GRAND TOTAL	1,009,762	-14,657	995,105	43,260.29	-37,185.49	989,030.20	.6%

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Jefferson County
MIS PC GROUP - JUNE

FROM 2018 06 TO 2018 06

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
700 MIS Department Fund							
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	10,558.68	.00	121,983.32	8.0%
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	527.26	.00	-527.26	.0%
77001 511320 Wages-Vacation Pay	0	0	0	1,410.00	.00	-1,410.00	.0%
77001 511330 Wages-Longevity Pay	636	0	636	.00	.00	636.00	.0%
77001 511350 Wages-Miscellaneous(Comp)	0	0	0	1,293.50	.00	-1,293.50	.0%
77001 512141 Social Security	17,275	0	17,275	1,011.54	.00	16,263.46	5.9%
77001 512142 Retirement (Employer)	15,618	0	15,618	923.92	.00	14,694.08	5.9%
77001 512144 Health Insurance	65,121	0	65,121	4,733.31	.00	60,387.69	7.3%
77001 512145 Life Insurance	41	0	41	3.56	.00	37.44	8.7%
77001 512150 FSA Contribution	863	0	863	.00	.00	863.00	.0%
77001 512173 Dental Insurance	3,726	0	3,726	299.61	.00	3,426.39	8.0%
77001 521220 Consultant	50,000	0	50,000	22,591.50	-9,900.00	37,308.50	25.4%
77001 521296 Computer Support	120,000	0	120,000	20,177.00	-11,694.29	111,517.29	7.1%
77001 531243 Furniture & Furnishings	1,000	0	1,000	.00	.00	1,000.00	.0%
77001 531301 Office Equipment	300	0	300	.00	.00	300.00	.0%
77001 531303 Computer Equipmt & Software	20,000	0	20,000	3,592.00	.00	16,408.00	18.0%
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	12.55	.00	487.45	2.5%
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	.00	26,603.80	5.0%
77001 535242 Maintain Machinery & Equip	15,000	0	15,000	739.61	.00	14,260.39	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	108.58	.00	1,194.42	8.3%
77001 571008 MIS Overhead Allocation	42,873	0	42,873	108,375.27	.00	-65,502.27	252.8%
77001 591519 Other Insurance	1,041	0	1,041	86.71	.00	954.29	8.3%
TOTAL PC Group	640,293	0	640,293	177,840.80	-21,594.29	484,046.49	24.4%
GRAND TOTAL	640,293	0	640,293	177,840.80	-21,594.29	484,046.49	24.4%

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Jefferson County
MIS SYSTEMS GROUP - JUNE

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FROM 2018 06 TO 2018 06

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
700 MIS Department Fund							
77002 Systems Group							
77002 511110 Salary-Permanent Regular	168,957	0	168,957	13,768.66	.00	155,188.34	8.1%
77002 511210 Wages-Regular	28,545	0	28,545	227.07	.00	28,317.93	.8%
77002 511220 Wages-Overtime	389	0	389	.00	.00	389.00	.0%
77002 511310 Wages-Sick Leave	0	0	0	414.81	.00	-414.81	.0%
77002 511320 Wages-Vacation Pay	0	0	0	75.42	.00	-75.42	.0%
77002 511330 Wages-Longevity Pay	648	0	648	.00	.00	648.00	.0%
77002 512141 Social Security	14,959	0	14,959	1,087.12	.00	13,871.88	7.3%
77002 512142 Retirement (Employer)	13,302	0	13,302	970.57	.00	12,331.43	7.3%
77002 512144 Health Insurance	47,567	0	47,567	3,301.74	.00	44,265.26	6.9%
77002 512145 Life Insurance	128	0	128	10.79	.00	117.21	8.4%
77002 512150 FSA Contribution	630	0	630	.00	.00	630.00	.0%
77002 512173 Dental Insurance	2,722	0	2,722	197.15	.00	2,524.85	7.2%
77002 521220 Consultant	3,000	0	3,000	1,200.00	.00	1,800.00	40.0%
77002 521296 Computer Support	3,500	0	3,500	16,372.00	-32,744.00	19,872.00	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	.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	6,390.85	.00	90,237.15	6.6%
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	108,375.27	.00	-65,503.27	252.8%
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%
TOTAL Systems Group	642,060	0	642,060	152,557.55	-32,744.00	522,246.45	18.7%
GRAND TOTAL	642,060	0	642,060	152,557.55	-32,744.00	522,246.45	18.7%

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13:37:08

Jefferson County
MIS SPECIAL PROGRAMMING- JUNE

FROM 2018 06 TO 2018 06

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<hr/>							
700 MIS Department Fund							
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77003 Programming - Special							
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77003 511210 Wages-Regular	78,251	0	78,251	7,778.46	.00	70,472.54	9.9%
77003 511220 Wages-Overtime	389	0	389	.00	.00	389.00	.0%
77003 511310 Wages-Sick Leave	0	0	0	212.48	.00	-212.48	.0%
77003 511320 Wages-Vacation Pay	0	0	0	482.72	.00	-482.72	.0%
77003 512141 Social Security	5,881	0	5,881	620.50	.00	5,260.50	10.6%
77003 512142 Retirement (Employer)	5,269	0	5,269	567.72	.00	4,701.28	10.8%
77003 512144 Health Insurance	27,936	0	27,936	3,136.29	.00	24,799.71	11.2%
77003 512145 Life Insurance	10	0	10	1.18	.00	8.82	11.8%
77003 512150 FSA Contribution	370	0	370	.00	.00	370.00	.0%
77003 512173 Dental Insurance	1,598	0	1,598	198.01	.00	1,399.99	12.4%
TOTAL Programming - Special	119,704	0	119,704	12,997.36	.00	106,706.64	10.9%
GRAND TOTAL	119,704	0	119,704	12,997.36	.00	106,706.64	10.9%

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Jefferson County
MIS OVERHEAD - JUNE

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FROM 2018 06 TO 2018 06

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<hr/>							
700 MIS Department Fund							
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77004 MIS Overhead							
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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	595.00	.00	3,405.00	14.9%
77004 531298 United Parcel Service	200	0	200	.00	.00	200.00	.0%
77004 531312 Office Supplies	0	0	0	9.88	.00	-9.88	.0%
77004 531320 Safety Supplies	50	0	50	26.01	.00	23.99	52.0%
77004 533221 Water	400	0	400	33.26	.00	366.74	8.3%
77004 533222 Electric	6,250	0	6,250	98.91	.00	6,151.09	1.6%
77004 533223 Sewer	319	0	319	27.70	.00	291.30	8.7%
77004 533224 Natural Gas	2,500	0	2,500	25.58	.00	2,474.42	1.0%
77004 533225 Telephone & Fax	3,400	0	3,400	220.26	.00	3,179.74	6.5%
77004 533235 Storm Water Utility	180	0	180	14.99	.00	165.01	8.3%
77004 533236 Wireless Internet	2,500	0	2,500	121.00	.00	2,379.00	4.8%
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	89.14	.00	445.86	16.7%
77004 571003 Housekeeping	2,200	0	2,200	1,100.00	.00	1,100.00	50.0%
77004 571008 MIS Overhead Allocation	-85,777	0	-85,777	-216,750.54	.00	130,973.54	252.7%
77004 591519 Other Insurance	243	0	243	20.29	.00	222.71	8.3%
TOTAL MIS Overhead	0	0	0	-214,368.52	.00	214,368.52	.0%
GRAND TOTAL	0	0	0	-214,368.52	.00	214,368.52	.0%

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Jefferson County
MIS CENTRAL DUPLICATING - JUNE

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FROM 2018 06 TO 2018 06

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
700 MIS Department Fund							
77006 Central Duplication							
77006 511210 Wages-Regular	17,461	0	17,461	1,491.77	.00	15,969.23	8.5%
77006 511310 Wages-Sick Leave	0	0	0	52.65	.00	-52.65	.0%
77006 511320 Wages-Vacation Pay	0	0	0	1,425.94	.00	-1,425.94	.0%
77006 512141 Social Security	1,292	0	1,292	228.98	.00	1,063.02	17.7%
77006 512142 Retirement (Employer)	1,170	0	1,170	117.60	.00	1,052.40	10.1%
77006 512144 Health Insurance	9,060	0	9,060	-367.42	.00	9,427.42	4.1%
77006 512145 Life Insurance	4	0	4	.66	.00	3.34	16.5%
77006 512150 FSA Contribution	120	0	120	.00	.00	120.00	.0%
77006 512173 Dental Insurance	518	0	518	43.09	.00	474.91	8.3%
77006 531298 United Parcel Service	20	0	20	.00	.00	20.00	.0%
77006 531311 Postage & Box Rent	10	0	10	.00	.00	10.00	.0%
77006 531312 Office Supplies	9,500	0	9,500	820.55	.00	8,679.45	8.6%
77006 531314 Small Items Of Equipment	500	0	500	246.34	.00	253.66	49.3%
77006 531349 Other Operating Expenses	350	0	350	.00	.00	350.00	.0%
77006 532332 Mileage	40	0	40	.00	.00	40.00	.0%
77006 533225 Telephone & Fax	90	0	90	1.28	.00	88.72	1.4%
77006 535242 Maintain Machinery & Equip	4,000	0	4,000	783.67	.00	3,216.33	19.6%
77006 535252 Printing Equip Maintenance	14,000	0	14,000	1,732.47	.00	12,267.53	12.4%
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	70,209	0	70,209	6,833.75	.00	63,375.25	9.7%
GRAND TOTAL	70,209	0	70,209	6,833.75	.00	63,375.25	9.7%