

Building and Grounds Committee

AGENDA

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

Wednesday, September 5, 2018
9:00 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 August 1, 2018 Building and Grounds Committee meeting minutes
8. Open bids for courthouse roofing project
9. Discussion and possible action on bids for courthouse roof replacement project
10. Discussion and possible action on bids for Human Services Lueder Haus retaining wall reconstruction
11. Discussion and possible action on replacement of courthouse heating
12. Discussion and possible action on Strategic Planning action steps related to Building and Grounds
13. Financial Reports (July)
 - a. Central Services
 - b. Management Information Systems (MIS)
14. Discuss future meeting schedule. Set next meeting date – October 3, 2018
15. Discuss potential agenda items for the Committee's next meeting
16. Tour of courthouse
17. 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, August 1, 2018

8:30 a.m.

Committee Members

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

1. **Call to Order**

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

2. **Roll Call**

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

Others Present: Ben Wehmeier, County Administrator; Supervisor Walt Christensen and Alex Mortensen, 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**

Wehmeier talked about the Maple tree on the courthouse lawn being taken down due the health of the tree. There will be new trees planted and picnic tables installed.

7. **Approval of the July 3, 2018 Building and Grounds Committee meeting minutes**

Motion by David; Second by Roberts to approve the July 3, 2018 Infrastructure Committee meeting minutes as presented. (Ayes-All) Motion Carried.

8. **Discussion and possible action related to building sponsorship**

Wehmeier gave the committee some history on building sponsorships in the county. There is a project planned for the swine barn at Fair Park. Jones Dairy has expressed interested in helping with this project. The committee discussed building sponsorship parameters. Ben will put together additional information for the committee to consider/. No action taken.

9. **Review 2019 Tentative Capital Plan**

A list of proposed capital items was provided for review. Wehmeier went over the list. No action taken.

10. Discussion and possible action on Strategic Planning action steps related to Building and Grounds

This will be discussed at the next meeting. No action taken.

11. Financial Reports (June)

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

Discuss future meeting schedule. Set next meeting date (Wednesday, September 5, 2018 at 9:00 a.m.

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

- Approval of the August 1, 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
- Discussion and possible action on bids for HVAC, Roof and Demolition of Buildings
- Possible tour of buildings on the south campus
- Discussion and possible action related to building sponsorship

21. Tour of Courthouse, Sheriff's Office & MIS Building

The committee toured these facilities. No action taken.

22. Adjourn

Motion by Patrick; Second by Roberts to adjourn at 11:20 a.m. (Ayes-All) Motion Carried.



08/31/2018
09:38:34

Jefferson County
CENTRAL SERVICES - JULY

FROM 2018 07 TO 2018 07

	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	11,878.25	.00	186,761.75 6.0%
11201 511220	Wages-Overtime	2,747	0	2,747	865.23	.00	1,881.77 31.5%
11201 511290	Wages-Other Wages	5,160	0	5,160	485.00	.00	4,675.00 9.4%
11201 511310	Wages-Sick Leave	0	0	0	247.11	.00	-247.11 .0%
11201 511320	Wages-Vacation Pay	0	0	0	3,003.57	.00	-3,003.57 .0%
11201 511330	Wages-Longevity Pay	970	0	970	.00	.00	970.00 .0%
11201 511340	Wages-Holiday Pay	0	0	0	738.08	.00	-738.08 .0%
11201 512141	Social Security	22,128	0	22,128	1,279.80	.00	20,848.20 5.8%
11201 512142	Retirement (Employer)	18,896	0	18,896	1,153.54	.00	17,742.46 6.1%
11201 512144	Health Insurance	77,691	0	77,691	5,571.87	.00	72,119.13 7.2%
11201 512145	Life Insurance	134	0	134	5.52	.00	128.48 4.1%
11201 512150	FSA Contribution	1,125	0	1,125	.00	.00	1,125.00 .0%
11201 512173	Dental Insurance	4,752	0	4,752	389.95	.00	4,362.05 8.2%
11201 521219	Other Professional Serv	0	0	0	3,691.18	.00	-3,691.18 .0%
11201 521296	Computer Support	100	0	100	.00	.00	100.00 .0%
11201 529170	Grounds Keeping Charges	8,000	0	8,000	648.70	.00	7,351.30 8.1%
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	7,487.00	-7,000.00	-487.00 .0%
11201 531303	Computer Equipmt & Software	9,150	0	9,150	256.08	.00	8,893.92 2.8%
11201 531311	Postage & Box Rent	0	0	0	3.69	.00	-3.69 .0%
11201 531312	Office Supplies	200	0	200	.00	.00	200.00 .0%
11201 531313	Printing & Duplicating	0	0	0	6.98	.00	-6.98 .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	9.43	.00	240.57 3.8%
11201 531326	Advertising	1,000	0	1,000	108.13	.00	891.87 10.8%
11201 531351	Gas/Diesel	1,000	0	1,000	46.65	.00	953.35 4.7%
11201 532332	Mileage	100	0	100	2.55	.00	97.45 2.6%
11201 533221	Water	5,200	0	5,200	467.04	.00	4,732.96 9.0%
11201 533222	Electric	97,000	0	97,000	10,275.38	.00	86,724.62 10.6%
11201 533223	Sewer	5,000	0	5,000	459.50	.00	4,540.50 9.2%
11201 533224	Natural Gas	14,000	0	14,000	288.39	.00	13,711.61 2.1%
11201 533225	Telephone & Fax	1,100	0	1,100	94.12	.00	1,005.88 8.6%

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 Jefferson County
 CENTRAL SERVICES - JULY

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FROM 2018 07 TO 2018 07

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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	14,373.11	.00	30,626.89	31.9%
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	99.90	.00	1,760.10	5.4%
11201 535344 Household & Janitorial Supp	12,000	0	12,000	823.01	.00	11,176.99	6.9%
11201 535349 Other Supplies	8,500	0	8,500	738.64	.00	7,761.36	8.7%
11201 535353 Machinery & Equipment Parts	10,000	0	10,000	1,262.00	.00	8,738.00	12.6%
11201 535354 Paint	3,000	0	3,000	.00	.00	3,000.00	.0%
11201 535355 Plumbing & Electrical	7,500	0	7,500	228.40	.00	7,271.60	3.0%
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 594820 Capital Other	0	0	0	8,172.94	-3,638.78	-4,534.16	.0%
11201 594822 Capital Improvement Building	289,000	0	289,000	.00	.00	289,000.00	.0%
TOTAL Central Services	1,009,762	0	1,009,762	78,218.55	-10,638.78	942,182.23	6.7%
GRAND TOTAL	1,009,762	0	1,009,762	78,218.55	-10,638.78	942,182.23	6.7%



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09:40:08

Jefferson County
PC GROUP - JULY

FROM 2018 07 TO 2018 07

	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	11,225.87	.00	121,316.13	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	1,092.77	.00	-1,092.77	.0%
77001 511320 Wages-Vacation Pay	0	0	0	373.51	.00	-373.51	.0%
77001 511330 Wages-Longevity Pay	636	0	636	.00	.00	636.00	.0%
77001 511340 Wages-Holiday Pay	0	0	0	837.26	.00	-837.26	.0%
77001 511350 Wages-Miscellaneous (Comp)	0	0	0	628.16	.00	-628.16	.0%
77001 512141 Social Security	17,275	0	17,275	1,038.78	.00	16,236.22	6.0%
77001 512142 Retirement (Employer)	15,618	0	15,618	948.56	.00	14,669.44	6.1%
77001 512144 Health Insurance	65,121	0	65,121	4,826.81	.00	60,294.19	7.4%
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	311.13	.00	3,414.87	8.4%
77001 521220 Consultant	50,000	0	50,000	820.80	.00	49,179.20	1.6%
77001 521296 Computer Support	120,000	0	120,000	9,649.51	-6,437.71	116,788.20	2.7%
77001 531243 Furniture & Furnishings	1,000	0	1,000	.00	.00	1,000.00	.0%
77001 531298 United Parcel Service	0	0	0	5.83	.00	-5.83	.0%
77001 531301 Office Equipment	300	0	300	.00	.00	300.00	.0%
77001 531303 Computer Equipmt & Software	20,000	0	20,000	-107.58	.00	20,107.58	.5%
77001 531312 Office Supplies	4,000	0	4,000	664.96	.00	3,335.04	16.6%
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	4.91	.00	495.09	1.0%
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	6,227.14	.00	11,272.86	35.6%
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	350.87	.00	14,649.13	2.3%
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%

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09:40:09

Jefferson County
PC GROUP - JULY

FROM 2018 07 TO 2018 07

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
77001 591519 Other Insurance	1,041	0	1,041	86.71	.00	954.29	8.3%
TOTAL PC Group	640,293	0	640,293	40,494.34	-6,437.71	606,236.37	5.3%
GRAND TOTAL	640,293	0	640,293	40,494.34	-6,437.71	606,236.37	5.3%

08/31/2018
09:40:56

Jefferson County
SYSTEMS GROUP - JULY

FROM 2018 07 TO 2018 07

	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	12,715.63	.00	156,241.37	7.5%
77002 511210 Wages-Regular	28,545	0	28,545	719.06	.00	27,825.94	2.5%
77002 511220 Wages-Overtime	389	0	389	.00	.00	389.00	.0%
77002 511320 Wages-Vacation Pay	0	0	0	1,381.00	.00	-1,381.00	.0%
77002 511330 Wages-Longevity Pay	648	0	648	.00	.00	648.00	.0%
77002 511340 Wages-Holiday Pay	0	0	0	985.04	.00	-985.04	.0%
77002 512141 Social Security	14,959	0	14,959	1,185.21	.00	13,773.79	7.9%
77002 512142 Retirement (Employer)	13,302	0	13,302	1,058.64	.00	12,243.36	8.0%
77002 512144 Health Insurance	47,567	0	47,567	3,659.03	.00	43,907.97	7.7%
77002 512145 Life Insurance	128	0	128	10.84	.00	117.16	8.5%
77002 512150 FSA Contribution	630	0	630	.00	.00	630.00	.0%
77002 512173 Dental Insurance	2,722	0	2,722	231.18	.00	2,490.82	8.5%
77002 521220 Consultant	3,000	0	3,000	.00	.00	3,000.00	.0%
77002 521296 Computer Support	3,500	0	3,500	.00	.00	3,500.00	.0%
77002 531303 Computer Equipmt & Software	10,000	0	10,000	28.14	.00	9,971.86	.3%
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	.00	.00	96,628.00	.0%
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%
TOTAL Systems Group	642,060	0	642,060	22,139.87	.00	619,920.13	3.4%
GRAND TOTAL	642,060	0	642,060	22,139.87	.00	619,920.13	3.4%

08/31/2018
09:41:39

Jefferson County
SPECIAL PROGRAMMING- JULY

FROM 2018 07 TO 2018 07

	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	7,589.93	.00	70,661.07	9.7%
77003 511220 Wages-Overtime	389	0	389	.00	.00	389.00	.0%
77003 511310 Wages-Sick Leave	0	0	0	338.64	.00	-338.64	.0%
77003 511320 Wages-Vacation Pay	0	0	0	53.12	.00	-53.12	.0%
77003 511340 Wages-Holiday Pay	0	0	0	414.32	.00	-414.32	.0%
77003 512141 Social Security	5,881	0	5,881	614.67	.00	5,266.33	10.5%
77003 512142 Retirement (Employer)	5,269	0	5,269	562.54	.00	4,706.46	10.7%
77003 512144 Health Insurance	27,936	0	27,936	3,102.74	.00	24,833.26	11.1%
77003 512145 Life Insurance	10	0	10	1.13	.00	8.87	11.3%
77003 512150 FSA Contribution	370	0	370	.00	.00	370.00	.0%
77003 512173 Dental Insurance	1,598	0	1,598	201.94	.00	1,396.06	12.6%
TOTAL Programming - Special	119,704	0	119,704	12,879.03	.00	106,824.97	10.8%
GRAND TOTAL	119,704	0	119,704	12,879.03	.00	106,824.97	10.8%

08/31/2018
09:42:18

Jefferson County
OVERHEAD- JULY

FROM 2018 07 TO 2018 07

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
700 MIS Department Fund							
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	735.85	.00	3,264.15	18.4%
77004 531298 United Parcel Service	200	0	200	.00	.00	200.00	.0%
77004 531312 Office Supplies	0	0	0	8.08	.00	-8.08	.0%
77004 531320 Safety Supplies	50	0	50	6.12	.00	43.88	12.2%
77004 533221 Water	400	0	400	30.07	.00	369.93	7.5%
77004 533222 Electric	6,250	0	6,250	382.43	.00	5,867.57	6.1%
77004 533223 Sewer	319	0	319	24.65	.00	294.35	7.7%
77004 533224 Natural Gas	2,500	0	2,500	2.41	.00	2,497.59	.1%
77004 533225 Telephone & Fax	3,400	0	3,400	358.10	.00	3,041.90	10.5%
77004 533235 Storm Water Utility	180	0	180	14.99	.00	165.01	8.3%
77004 533236 Wireless Internet	2,500	0	2,500	120.96	.00	2,379.04	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	44.57	.00	490.43	8.3%
77004 571003 Housekeeping	2,200	0	2,200	.00	.00	2,200.00	.0%
77004 571008 MIS Overhead Allocation	-85,777	0	-85,777	.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	1,748.52	.00	-1,748.52	.0%
GRAND TOTAL	0	0	0	1,748.52	.00	-1,748.52	.0%

08/31/2018
09:43:03

Jefferson County
IP TELEPHONY - JULY

FROM 2018 07 TO 2018 07

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
700 MIS Department Fund							
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	2,423.12	.00	23,367.88	9.4%
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	177.32	.00	2,132.68	7.7%
77005 512142 Retirement (Employer)	2,102	0	2,102	162.36	.00	1,939.64	7.7%
77005 512144 Health Insurance	10,382	0	10,382	925.56	.00	9,456.44	8.9%
77005 512145 Life Insurance	13	0	13	1.10	.00	11.90	8.5%
77005 512150 FSA Contribution	138	0	138	.00	.00	138.00	.0%
77005 512173 Dental Insurance	594	0	594	63.56	.00	530.44	10.7%
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	80,482	0	80,482	3,784.02	.00	76,697.98	4.7%
GRAND TOTAL	80,482	0	80,482	3,784.02	.00	76,697.98	4.7%

08/31/2018
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Jefferson County
CENTRAL DUPLICATING - JULY

FROM 2018 07 TO 2018 07

	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	1,711.16	.00	15,749.84	9.8%
77006 512141 Social Security	1,292	0	1,292	130.92	.00	1,161.08	10.1%
77006 512142 Retirement (Employer)	1,170	0	1,170	114.63	.00	1,055.37	9.8%
77006 512144 Health Insurance	9,060	0	9,060	.00	.00	9,060.00	.0%
77006 512145 Life Insurance	4	0	4	.72	.00	3.28	18.0%
77006 512150 FSA Contribution	120	0	120	.00	.00	120.00	.0%
77006 512173 Dental Insurance	518	0	518	.00	.00	518.00	.0%
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	1,664.82	.00	7,835.18	17.5%
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	.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	273.58	.00	3,726.42	6.8%
77006 535252 Printing Equip Maintenance	14,000	0	14,000	1,507.06	.00	12,492.94	10.8%
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	5,660.34	.00	64,548.66	8.1%
GRAND TOTAL	70,209	0	70,209	5,660.34	.00	64,548.66	8.1%