

Building and Grounds Committee

AGENDA

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

Wednesday, October 3, 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 September 5, 2018 Building and Grounds Committee meeting minutes
8. Discussion and possible action on proposed crypt purchase and placement at the Potter's Field
9. Discussion and possible action related to building sponsorship
10. Update on Capital Projects & Proposed 2019 Budget
11. Update on courthouse parking lot reconfiguration / storm water plan
12. Discussion on review process for the Strategic Planning action steps related to Building and Grounds
13. Financial Reports (August)
 - a. Central Services
 - b. Management Information Systems (MIS)
14. Discuss future meeting schedule. Set next meeting date – November 7, 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.

#7

Building and Grounds Committee

MINUTES

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**
Meeting was called to order by Payne at 9:05 a.m.
2. **Roll Call**
Greg David, Gregg Patrick, Laura Payne, Mary Roberts
Absent: Roger Lindl
Others Present: Ben Wehmeier, County Administrator and Ryan Mundt, Human Services Maintenance Supervisor
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**
 - Bid information for the Lueder Haus Retaining Wall Project
7. **Approval of the August 1, 2018 Building and Grounds Committee meeting minutes**
Motion by David; Second by Patrick to approve the August 1, 2018 Building and Grounds Committee meeting minutes as presented. (Ayes-All) Motion Carried.
8. **Open bids for courthouse roofing project**
One bid was received from Pioneer Roofing, Johnson Creek, in the amount of \$39,234.
9. **Discussion and possible action on bids for courthouse roof replacement project**
Motion by Roberts; Second by David to accept the bid from Pioneer Roofing in the amount of \$39,234 for the courthouse roof replacement project and forward to the County Board for their consideration. (Ayes-All) Motion carried.

10. Discussion and possible action on bids for Human Services Lueder Haus retaining wall reconstruction

Mundt provided bid information for review and discussed the project. 5 bids were received: 1) KSW Construction Corporation, Verona, \$121,152; 2) Forest Landscaping & Construction, Inc., Lake Mills, 197,500; 3) Laue's Landscapes & Design Solutions, Inc., Dousman, \$245,000; 4) Highway Landscapers, Inc., Little Chute, \$250,025; 5) Poblocki Paving Corporation, West Allis, \$358,877.

Motion by David; Second by Patrick to approve the bid from KSW Construction Corporation in the amount of \$121,152 and forward to the County Board for their consideration. (Aye-All) Motion carried.

11. Discussion and possible action on replacement of courthouse heating

Wehmeier provided information from Johnson Controls and talked about the need for replacement.

Motion by David; Second by Roberts to support the bid from Johnson Controls in the amount of \$20,421.82 to repair courthouse heating. (Ayes-All) Motion carried.

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

No action taken.

13. Financial Reports (July)

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, October 3, 2018 at 8:30 a.m.)

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

- Approval of the September 5, 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
- Possible tour of buildings on the south campus
- Discussion and possible action related to building sponsorship
- Update on Capital Projects & Proposed 2019 Budget
- Tour of Courthouse

21. Tour of Courthouse

The committee postponed the tour of the courthouse facility. No action taken.

22. Adjourn

Motion by Patrick; Second by David to adjourn at 10:01 a.m. (Ayes-All) Motion Carried.



09/27/2018
15:27:58

Jefferson County
CENTRAL SERVICES - AUGUST

FROM 2018 08 TO 2018 08

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
100 General Fund							
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	-66.83	.00	-1,083.17	5.8%
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	15,161.07	.00	183,478.93	7.6%
11201 511220 Wages-Overtime	2,747	0	2,747	913.46	.00	1,833.54	33.3%
11201 511290 Wages-Other Wages	5,160	0	5,160	625.00	.00	4,535.00	12.1%
11201 511310 Wages-Sick Leave	0	0	0	207.14	.00	-207.14	.0%
11201 511320 Wages-Vacation Pay	0	0	0	1,596.71	.00	-1,596.71	.0%
11201 511330 Wages-Longevity Pay	970	0	970	.00	.00	970.00	.0%
11201 512141 Social Security	22,128	0	22,128	1,389.28	.00	20,738.72	6.3%
11201 512142 Retirement (Employer)	18,896	0	18,896	1,225.75	.00	17,670.25	6.5%
11201 512144 Health Insurance	77,691	0	77,691	3,208.84	.00	74,482.16	4.1%
11201 512145 Life Insurance	134	0	134	5.25	.00	128.75	3.9%
11201 512150 FSA Contribution	1,125	0	1,125	.00	.00	1,125.00	.0%
11201 512173 Dental Insurance	4,752	0	4,752	94.64	.00	4,657.36	2.0%
11201 521219 Other Professional Serv	0	0	0	797.00	.00	-797.00	.0%
11201 521296 Computer Support	100	0	100	.00	.00	100.00	.0%
11201 529170 Grounds Keeping Charges	8,000	0	8,000	1,747.42	.00	6,252.58	21.8%
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 531303 Computer Equipmt & Software	9,150	0	9,150	.00	.00	9,150.00	.0%
11201 531312 Office Supplies	200	0	200	3.49	.00	196.51	1.7%
11201 531313 Printing & Duplicating	0	0	0	11.69	.00	-11.69	.0%
11201 531314 Small Items Of Equipment	1,000	0	1,000	126.72	.00	873.28	12.7%
11201 531320 Safety Supplies	250	0	250	6.00	.00	244.00	2.4%
11201 531326 Advertising	1,000	0	1,000	.00	.00	1,000.00	.0%
11201 531351 Gas/Diesel	1,000	0	1,000	45.08	.00	954.92	4.5%
11201 532332 Mileage	100	0	100	.00	.00	100.00	.0%
11201 533221 Water	5,200	0	5,200	379.44	.00	4,820.56	7.3%
11201 533222 Electric	97,000	0	97,000	11,360.98	.00	85,639.02	11.7%
11201 533223 Sewer	5,000	0	5,000	368.00	.00	4,632.00	7.4%
11201 533224 Natural Gas	14,000	0	14,000	102.20	.00	13,897.80	.7%

09/27/2018
15:27:58

Jefferson County
CENTRAL SERVICES - AUGUST

FROM 2018 08 TO 2018 08

	ORIGINAL APPROP	TRANFRS/ ADJSTMNTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
11201 533225 Telephone & Fax	1,100	0	1,100	94.56	.00	1,005.44	8.6%
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	1,387.87	.00	43,612.13	3.1%
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	152.00	.00	1,708.00	8.2%
11201 535344 Household & Janitorial Supp	12,000	0	12,000	1,508.80	.00	10,491.20	12.6%
11201 535349 Other Supplies	8,500	0	8,500	1,377.88	.00	7,122.12	16.2%
11201 535353 Machinery & Equipment Parts	10,000	0	10,000	795.00	.00	9,205.00	8.0%
11201 535354 Paint	3,000	0	3,000	.00	.00	3,000.00	.0%
11201 535355 Plumbing & Electrical	7,500	0	7,500	37.27	.00	7,462.73	.5%
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	.00	56,372.00	-56,372.00	.0%
11201 594822 Capital Improvement Building	289,000	0	289,000	394.33	20,241.82	268,363.85	7.1%
TOTAL Central Services	200,000	0	200,000	-19,053.82	76,613.82	142,440.00	28.8%
GRAND TOTAL	200,000	0	200,000	-19,053.82	76,613.82	142,440.00	28.8%



09/27/2018
15:28:44

Jefferson County
PC GROUP - AUGUST

FROM 2018 08 TO 2018 08

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
700 MIS Department Fund							
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	13,299.07	.00	119,242.93	10.0%
77001 511220 Wages-Overtime	1,513	0	1,513	19.01	.00	1,493.99	1.3%
77001 511290 Wages-Other Wages	3,850	0	3,850	.00	.00	3,850.00	.0%
77001 511310 Wages-Sick Leave	0	0	0	692.67	.00	-692.67	.0%
77001 511320 Wages-Vacation Pay	0	0	0	633.75	.00	-633.75	.0%
77001 511330 Wages-Longevity Pay	636	0	636	.00	.00	636.00	.0%
77001 511340 Wages-Holiday Pay	0	0	0	50.70	.00	-50.70	.0%
77001 511350 Wages-Miscellaneous (Comp)	0	0	0	727.67	.00	-727.67	.0%
77001 512141 Social Security	17,275	0	17,275	1,152.33	.00	16,122.67	6.7%
77001 512142 Retirement (Employer)	15,618	0	15,618	1,033.32	.00	14,584.68	6.6%
77001 512144 Health Insurance	65,121	0	65,121	3,011.60	.00	62,109.40	4.6%
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	93.32	.00	3,632.68	2.5%
77001 521220 Consultant	50,000	0	50,000	5,354.38	.00	44,645.62	10.7%
77001 521296 Computer Support	120,000	0	120,000	14,892.05	-15,418.56	120,526.51	.4%
77001 531243 Furniture & Furnishings	1,000	0	1,000	.00	.00	1,000.00	.0%
77001 531298 United Parcel Service	0	0	0	76.02	.00	-76.02	.0%
77001 531301 Office Equipment	300	0	300	.00	.00	300.00	.0%
77001 531303 Computer Equipmt & Software	20,000	0	20,000	853.26	.00	19,146.74	4.3%
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	13.65	.00	486.35	2.7%
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	10,096.20	-8,700.00	26,603.80	5.0%
77001 535242 Maintain Machinery & Equip	15,000	0	15,000	1,471.21	.00	13,528.79	9.8%
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%

09/27/2018
15:28:44

Jefferson County
PC GROUP - AUGUST

FROM 2018 08 TO 2018 08

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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	311.23	-24,118.56	23,807.33	.0%
GRAND TOTAL	0	0	0	311.23	-24,118.56	23,807.33	.0%

09/27/2018
15:29:30

Jefferson County
SYSTEMS GROUP - AUGUST

FROM 2018 08 TO 2018 08

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
700 MIS Department Fund							
77002 Systems Group							
77002 451200	Records & Reports	-1,500	0	-1,500	-125.00	.00	-1,375.00 8.3%
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	14,453.71	.00	154,503.29 8.6%
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 511320	Wages-Vacation Pay	0	0	0	763.36	.00	-763.36 .0%
77002 511330	Wages-Longevity Pay	648	0	648	.00	.00	648.00 .0%
77002 511340	Wages-Holiday Pay	0	0	0	301.68	.00	-301.68 .0%
77002 511350	Wages-Miscellaneous (Comp)	0	0	0	150.84	.00	-150.84 .0%
77002 512141	Social Security	14,959	0	14,959	1,184.00	.00	13,775.00 7.9%
77002 512142	Retirement (Employer)	13,302	0	13,302	1,049.91	.00	12,252.09 7.9%
77002 512144	Health Insurance	47,567	0	47,567	1,985.35	.00	45,581.65 4.2%
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	52.89	.00	2,669.11 1.9%
77002 521220	Consultant	3,000	0	3,000	.00	.00	3,000.00 .0%
77002 521296	Computer Support	3,500	0	3,500	.00	.00	3,500.00 .0%
77002 531303	Computer Equipmt & Software	10,000	0	10,000	2,446.04	.00	7,553.96 24.5%
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	6,562.50	90,065.50 6.8%
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%
TOTAL Systems Group		0	0	0	-14,523.73	6,562.50	7,961.23 .0%
GRAND TOTAL		0	0	0	-14,523.73	6,562.50	7,961.23 .0%

09/27/2018
15:30:04

Jefferson County
SPECIAL PROGRAMMING - AUGUST

FROM 2018 08 TO 2018 08

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<hr/>							
700 MIS Department Fund							
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77003 Programming - Special							
<hr/>							
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	8,578.91	.00	69,672.09	11.0%
77003 511220 Wages-Overtime	389	0	389	59.76	.00	329.24	15.4%
77003 511310 Wages-Sick Leave	0	0	0	483.70	.00	-483.70	.0%
77003 511320 Wages-Vacation Pay	0	0	0	403.68	.00	-403.68	.0%
77003 511350 Wages-Miscellaneous (Comp)	0	0	0	63.08	.00	-63.08	.0%
77003 512141 Social Security	5,881	0	5,881	709.99	.00	5,171.01	12.1%
77003 512142 Retirement (Employer)	5,269	0	5,269	642.45	.00	4,626.55	12.2%
77003 512144 Health Insurance	27,936	0	27,936	1,994.94	.00	25,941.06	7.1%
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	54.00	.00	1,544.00	3.4%
TOTAL Programming - Special	0	0	0	3,016.43	.00	-3,016.43	.0%
GRAND TOTAL	0	0	0	3,016.43	.00	-3,016.43	.0%

09/27/2018
15:30:46

Jefferson County
OVERHEAD - AUGUST

FROM 2018 08 TO 2018 08

	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	525.00	.00	3,475.00	13.1%
77004 531298 United Parcel Service	200	0	200	.00	.00	200.00	.0%
77004 531320 Safety Supplies	50	0	50	6.00	.00	44.00	12.0%
77004 533221 Water	400	0	400	36.45	.00	363.55	9.1%
77004 533222 Electric	6,250	0	6,250	647.31	.00	5,602.69	10.4%
77004 533223 Sewer	319	0	319	30.75	.00	288.25	9.6%
77004 533224 Natural Gas	2,500	0	2,500	9.24	.00	2,490.76	.4%
77004 533225 Telephone & Fax	3,400	0	3,400	351.47	.00	3,048.53	10.3%
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	.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	6.12	.00	-85,783.12	.0%
77004 591519 Other Insurance	243	0	243	20.29	.00	222.71	8.3%
TOTAL MIS Overhead	0	0	0	1,768.58	.00	-1,768.58	.0%
GRAND TOTAL	0	0	0	1,768.58	.00	-1,768.58	.0%

09/27/2018
15:33:55

Jefferson County
IP TELEPHONY - AUGUST

FROM 2018 08 TO 2018 08

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<hr/>							
700 MIS Department Fund							
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77005 IP-Telephony							
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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	2,033.92	.00	23,757.08	7.9%
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	152.24	.00	2,157.76	6.6%
77005 512142 Retirement (Employer)	2,102	0	2,102	136.28	.00	1,965.72	6.5%
77005 512144 Health Insurance	10,382	0	10,382	383.65	.00	9,998.35	3.7%
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	.00	.00	594.00	.0%
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	-3,948.31	.00	3,948.31	.0%
GRAND TOTAL	0	0	0	-3,948.31	.00	3,948.31	.0%

FROM 2018 08 TO 2018 08

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
700 MIS Department Fund							
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	-153.74	.00	-1,246.26	11.0%
77006 451029 Sale Of Misc Items	0	0	0	-225.00	.00	225.00	.0%
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	-2,673.28	.00	-31,326.72	7.9%
77006 511210 Wages-Regular	17,461	0	17,461	1,715.54	.00	15,745.46	9.8%
77006 512141 Social Security	1,292	0	1,292	131.23	.00	1,160.77	10.2%
77006 512142 Retirement (Employer)	1,170	0	1,170	114.96	.00	1,055.04	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	.50	.00	9.50	5.0%
77006 531312 Office Supplies	9,500	0	9,500	95.08	.00	9,404.92	1.0%
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	103.86	.00	3,896.14	2.6%
77006 535252 Printing Equip Maintenance	14,000	0	14,000	268.78	.00	13,731.22	1.9%
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	8,891.00	109.00	98.8%
TOTAL Central Duplication	0	0	0	-3,218.81	8,891.00	-5,672.19	.0%
GRAND TOTAL	0	0	0	-3,218.81	8,891.00	-5,672.19	.0%