

# **Building and Grounds Committee**

## **AGENDA**

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

Wednesday, November 7, 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 October 3, 2018 Building and Grounds Committee meeting minutes
8. Discussion on review process for the Strategic Planning action steps related to Building and Grounds
9. Discussion and possible action related to building sponsorship
10. Financial Reports (September)
  - a. Central Services
  - b. Management Information Systems (MIS)
11. Discuss future meeting schedule. Set next meeting date – December 5, 2018
12. Discuss potential agenda items for the Committee's next meeting
13. Tour of courthouse
14. 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, October 3, 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 8:35 a.m.
2. **Roll Call**  
Greg David, Gregg Patrick, Laura Payne, Mary Roberts, Roger Lindl  
Others Present: Ben Wehmeier, County Administrator, Nichol Tesch, Medical Examiner and Amy Listle, Fair Park Marketing Manager.
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 September 5, 2018 Building and Grounds Committee meeting minutes**  
Motion by David/Roberts to approve the September 5, 2018 Building and Grounds Committee meeting minutes as presented. Motion passed 5-0.
8. **Discussion and possible action on proposed crypt purchase and placement at the Potter's Field**  
Tesch explained the reason for the proposed crypt for our indigents. The committee supports this.  
Motion by Roberts/Lindl to support the use of Potter's Field for our indigents. Motion passed 5-0.

9. **Discussion and possible action related to building sponsorship**  
Wehmeier showed some sponsorship signs currently located at the Fair Park. The committee discussed sponsorships and recognizing businesses for their donations.  
  
Motion by Patrick/Roberts to support building sponsorships and have staff put together some parameters for review at the next meeting. Motion passed 5-0.
10. **Update on Capital Projects & Proposed 2019 Budget**  
Wehmeier reviewed the proposed Capital Projects. No action taken.
11. **Update on courthouse parking lot reconfiguration / storm water plan**  
This project will be completed in 2019. No action taken.
12. **Discussion and possible action on Strategic Planning action steps related to Building and Grounds**  
The committee will review the facility and the master plan reports and discuss the steps from the strategic plan related to the Building and Grounds Committee at the next meeting. No action taken.
13. **Financial Reports (August)**  
Financial Reports for Central Services and Management Information Systems (MIS) were provided for review. No action taken.
14. **Discuss future meeting schedule. Set next meeting date** (Wednesday, November 7, 2018 at 8:30 a.m.)
15. **Discuss potential agenda items for the Committee's next meeting**
  - Approval of the October 3, 2018 Infrastructure Committee minutes
  - 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
16. **Tour of Courthouse**  
The committee will tour the courthouse at the next meeting as part of the Strategic plan discussion. No action taken.
17. **Adjourn**  
Motion by Patrick/David to adjourn at 10:07 a.m. Motion passed 5-0.



10/31/2018  
11:52:38

Jefferson County  
CENTRAL SERVICES (JAN - OCT 2018)

FROM 2018 01 TO 2018 10

	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	-671,676.70	.00	-134,335.30	83.3%
11201 459001 Soda	0	0	0	-19.25	.00	19.25	.0%
11201 474009 Housekeeping Services	-2,200	0	-2,200	-1,100.00	.00	-1,100.00	50.0%
11201 483002 Misc Sale/Material & Supply	-400	0	-400	-125.00	.00	-275.00	31.3%
11201 486001 Vending Commission	-1,150	0	-1,150	-610.10	.00	-539.90	53.1%
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	140,218.18	.00	58,421.82	70.6%
11201 511220 Wages-Overtime	2,747	0	2,747	9,112.91	.00	-6,365.91	331.7%
11201 511290 Wages-Other Wages	5,160	0	5,160	5,065.00	.00	95.00	98.2%
11201 511310 Wages-Sick Leave	0	0	0	2,190.10	.00	-2,190.10	.0%
11201 511320 Wages-Vacation Pay	0	0	0	16,638.02	.00	-16,638.02	.0%
11201 511330 Wages-Longevity Pay	970	0	970	63.75	.00	906.25	6.6%
11201 511340 Wages-Holiday Pay	0	0	0	4,987.85	.00	-4,987.85	.0%
11201 511350 Wages-Miscellaneous (Comp)	0	0	0	263.13	.00	-263.13	.0%
11201 511380 Wages-Bereavement	0	0	0	611.28	.00	-611.28	.0%
11201 512141 Social Security	22,128	0	22,128	13,400.54	.00	8,727.46	60.6%
11201 512142 Retirement (Employer)	18,896	0	18,896	11,051.01	.00	7,844.99	58.5%
11201 512144 Health Insurance	77,691	0	77,691	45,378.02	.00	32,312.98	58.4%
11201 512145 Life Insurance	134	0	134	45.62	.00	88.38	34.0%
11201 512150 FSA Contribution	1,125	0	1,125	1,125.00	.00	.00	100.0%
11201 512173 Dental Insurance	4,752	0	4,752	2,914.45	.00	1,837.55	61.3%
11201 521219 Other Professional Serv	0	0	0	9,085.08	.00	-9,085.08	.0%
11201 521296 Computer Support	100	0	100	694.00	.00	-594.00	694.0%
11201 529170 Grounds Keeping Charges	8,000	0	8,000	6,687.82	.00	1,312.18	83.6%
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	16.25	.00	233.75	6.5%
11201 531302 Building & Maint Equipment	0	0	0	11,986.40	.00	-11,986.40	.0%
11201 531303 Computer Equipmt & Software	9,150	0	9,150	9,770.63	.00	-620.63	106.8%
11201 531311 Postage & Box Rent	0	0	0	3.69	.00	-3.69	.0%
11201 531312 Office Supplies	200	0	200	17.61	.00	182.39	8.8%
11201 531313 Printing & Duplicating	0	0	0	109.26	.00	-109.26	.0%
11201 531314 Small Items Of Equipment	1,000	0	1,000	1,164.83	.00	-164.83	116.5%
11201 531320 Safety Supplies	250	0	250	73.86	.00	176.14	29.5%
11201 531326 Advertising	1,000	0	1,000	510.13	.00	489.87	51.0%

10/31/2018  
11:52:39

Jefferson County  
CENTRAL SERVICES (JAN - OCT 2018)

FROM 2018 01 TO 2018 10

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
11201 531351 Gas/Diesel	1,000	0	1,000	602.77	.00	397.23	60.3%
11201 532332 Mileage	100	0	100	39.30	.00	60.70	39.3%
11201 533221 Water	5,200	0	5,200	3,807.18	.00	1,392.82	73.2%
11201 533222 Electric	97,000	0	97,000	85,125.41	.00	11,874.59	87.8%
11201 533223 Sewer	5,000	0	5,000	3,712.83	.00	1,287.17	74.3%
11201 533224 Natural Gas	14,000	0	14,000	21,671.91	.00	-7,671.91	154.8%
11201 533225 Telephone & Fax	1,100	0	1,100	903.33	.00	196.67	82.1%
11201 533235 Storm Water Utility	1,800	0	1,800	1,604.86	.00	195.14	89.2%
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	57,837.95	.00	-12,837.95	128.5%
11201 535247 Building Repair & Maint	22,000	0	22,000	1,277.22	.00	20,722.78	5.8%
11201 535297 Refuse Collection	1,860	0	1,860	1,079.10	.00	780.90	58.0%
11201 535344 Household & Janitorial Supp	12,000	0	12,000	17,179.90	.00	-5,179.90	143.2%
11201 535349 Other Supplies	8,500	0	8,500	8,489.61	.00	10.39	99.9%
11201 535352 Vehicle Parts & Repairs	0	0	0	2,094.17	.00	-2,094.17	.0%
11201 535353 Machinery & Equipment Parts	10,000	0	10,000	4,326.38	.00	5,673.62	43.3%
11201 535354 Paint	3,000	0	3,000	.00	.00	3,000.00	.0%
11201 535355 Plumbing & Electrical	7,500	0	7,500	7,596.72	.00	-96.72	101.3%
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	271.70	.00	54.30	83.3%
11201 571009 MIS PC Group Allocation	12,473	0	12,473	10,394.20	.00	2,078.80	83.3%
11201 571010 MIS Systems Grp Alloc(ISIS)	5,367	0	5,367	4,472.50	.00	894.50	83.3%
11201 591519 Other Insurance	16,593	0	16,593	12,972.43	.00	3,620.57	78.2%
11201 591520 Liability Claims	0	0	0	3,179.58	.00	-3,179.58	.0%
11201 594810 Capital Equipment	0	0	0	13,985.00	.00	-13,985.00	.0%
11201 594819 Capital Other Equipment	0	0	0	20,293.49	.00	-20,293.49	.0%
11201 594820 Capital Other	0	0	0	64,625.78	17,138.00	-81,763.78	.0%
11201 594821 Capital Improvement Land	0	0	0	115.29	.00	-115.29	.0%
11201 594822 Capital Improvement Building	289,000	33,343	322,343	46,820.20	20,241.82	255,280.98	20.8%
11201 594829 Capital Improvement Other	0	0	0	45,257.04	8,150.00	-53,407.04	.0%
TOTAL Central Services	200,000	33,343	233,343	59,389.22	45,529.82	128,423.96	45.0%
GRAND TOTAL	200,000	33,343	233,343	59,389.22	45,529.82	128,423.96	45.0%



10/31/2018  
11:54:05

Jefferson County  
PC GROUP (JAN - OCT 2018)

FROM 2018 01 TO 2018 10

	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	-533,578.30	.00	-106,714.70	83.3%
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	108,691.36	.00	23,850.64	82.0%
77001 511220 Wages-Overtime	1,513	0	1,513	397.05	.00	1,115.95	26.2%
77001 511240 Wages-Temporary	0	0	0	1,560.00	.00	-1,560.00	.0%
77001 511290 Wages-Other Wages	3,850	0	3,850	.00	.00	3,850.00	.0%
77001 511310 Wages-Sick Leave	0	0	0	5,607.99	.00	-5,607.99	.0%
77001 511320 Wages-Vacation Pay	0	0	0	6,558.65	.00	-6,558.65	.0%
77001 511330 Wages-Longevity Pay	636	0	636	.00	.00	636.00	.0%
77001 511340 Wages-Holiday Pay	0	0	0	3,931.64	.00	-3,931.64	.0%
77001 511350 Wages-Miscellaneous (Comp)	0	0	0	6,762.02	.00	-6,762.02	.0%
77001 511380 Wages-Bereavement	0	0	0	142.40	.00	-142.40	.0%
77001 512141 Social Security	17,275	0	17,275	9,864.18	.00	7,410.82	57.1%
77001 512142 Retirement (Employer)	15,618	0	15,618	8,851.42	.00	6,766.58	56.7%
77001 512144 Health Insurance	65,121	0	65,121	39,922.63	.00	25,198.37	61.3%
77001 512145 Life Insurance	41	0	41	31.47	.00	9.53	76.8%
77001 512150 FSA Contribution	863	0	863	625.00	.00	238.00	72.4%
77001 512173 Dental Insurance	3,726	0	3,726	2,398.51	.00	1,327.49	64.4%
77001 521220 Consultant	50,000	0	50,000	78,577.23	6,858.60	-35,435.83	170.9%
77001 521296 Computer Support	120,000	0	120,000	142,586.65	.00	-22,586.65	118.8%
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	169.33	.00	-169.33	.0%
77001 531301 Office Equipment	300	0	300	.00	.00	300.00	.0%
77001 531303 Computer Equipmt & Software	20,000	0	20,000	7,760.97	.00	12,239.03	38.8%
77001 531312 Office Supplies	4,000	0	4,000	2,874.51	.00	1,125.49	71.9%
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	92.05	.00	407.95	18.4%
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	14,794.14	.00	2,705.86	84.5%
77001 533228 Internet	28,000	0	28,000	25,835.26	.00	2,164.74	92.3%

10/31/2018  
11:54:06

Jefferson County  
PC GROUP (JAN - OCT 2018)

FROM 2018 01 TO 2018 10

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
77001 535242 Maintain Machinery & Equip	15,000	0	15,000	7,588.33	.00	7,411.67	50.6%
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	1,085.80	.00	217.20	83.3%
77001 571008 MIS Overhead Allocation	42,873	0	42,873	122,790.99	.00	-79,917.99	286.4%
77001 591519 Other Insurance	1,041	0	1,041	1,115.10	.00	-74.10	107.1%
77001 594810 Capital Equipment	0	0	0	6,403.19	.00	-6,403.19	.0%
TOTAL PC Group	0	0	0	73,754.57	6,858.60	-80,613.17	.0%
GRAND TOTAL	0	0	0	73,754.57	6,858.60	-80,613.17	.0%

10/31/2018  
11:54:47

Jefferson County  
SYSTEMS GROUP (JAN - OCT 2018)

FROM 2018 01 TO 2018 10

	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	-875.00	.00	-625.00 58.3%
77002 474180	MIS Billed	-459,560	0	-459,560	-369,633.30	.00	-89,926.70 80.4%
77002 511110	Salary-Permanent Regular	168,957	0	168,957	127,196.41	.00	41,760.59 75.3%
77002 511210	Wages-Regular	28,545	0	28,545	946.13	.00	27,598.87 3.3%
77002 511220	Wages-Overtime	389	0	389	.00	.00	389.00 .0%
77002 511310	Wages-Sick Leave	0	0	0	1,414.13	.00	-1,414.13 .0%
77002 511320	Wages-Vacation Pay	0	0	0	6,314.05	.00	-6,314.05 .0%
77002 511330	Wages-Longevity Pay	648	0	648	.00	.00	648.00 .0%
77002 511340	Wages-Holiday Pay	0	0	0	3,327.44	.00	-3,327.44 .0%
77002 511350	Wages-Miscellaneous(Comp)	0	0	0	801.36	.00	-801.36 .0%
77002 512141	Social Security	14,959	0	14,959	10,523.28	.00	4,435.72 70.3%
77002 512142	Retirement (Employer)	13,302	0	13,302	9,380.12	.00	3,921.88 70.5%
77002 512144	Health Insurance	47,567	0	47,567	28,752.43	.00	18,814.57 60.4%
77002 512145	Life Insurance	128	0	128	95.23	.00	32.77 74.4%
77002 512150	FSA Contribution	630	0	630	1,000.00	.00	-370.00 158.7%
77002 512173	Dental Insurance	2,722	0	2,722	1,724.43	.00	997.57 63.4%
77002 521220	Consultant	3,000	0	3,000	1,200.00	.00	1,800.00 40.0%
77002 521296	Computer Support	3,500	40,351	43,851	22,904.42	.00	20,946.42 52.2%
77002 531303	Computer Equipmt & Software	10,000	0	10,000	7,558.25	.00	2,441.75 75.6%
77002 531312	Office Supplies	1,500	0	1,500	600.80	.00	899.20 40.1%
77002 531322	Subscriptions	200	0	200	.00	.00	200.00 .0%
77002 531324	Membership Dues	300	0	300	399.00	.00	-99.00 133.0%
77002 532325	Registration	3,400	0	3,400	1,200.00	.00	2,200.00 35.3%
77002 532332	Mileage	100	0	100	165.33	.00	-65.33 165.3%
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	164.00	.00	1,336.00 10.9%
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	49,895.28	.00	46,732.72 51.6%
77002 571004	IP Telephony Allocation	760	0	760	633.30	.00	126.70 83.3%
77002 571008	MIS Overhead Allocation	42,872	0	42,872	122,790.98	.00	-79,918.98 286.4%
77002 591519	Other Insurance	1,233	0	1,233	1,325.90	.00	-92.90 107.5%
77002 594818	Capital Computer	197,000	0	197,000	38,600.00	.00	158,400.00 19.6%
77002 699999	Budgetary Fund Balance	-181,000	-40,351	-221,351	.00	.00	-221,350.84 .0%
TOTAL Systems Group		0	0	0	68,426.20	.00	-68,426.20 .0%
GRAND TOTAL		0	0	0	68,426.20	.00	-68,426.20 .0%



10/31/2018  
11:55:38

Jefferson County  
SPECIAL PROGRAMMING (JAN - OCT 2018)

FROM 2018 01 TO 2018 10

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<hr/>							
700 MIS Department Fund							
<hr/>							
77003 Programming - Special							
<hr/>							
77003 474099 Dept Cap Program Charges	-119,704	0	-119,704	-99,753.30	.00	-19,950.70	83.3%
77003 511210 Wages-Regular	78,251	0	78,251	72,810.40	.00	5,440.60	93.0%
77003 511220 Wages-Overtime	389	0	389	158.87	.00	230.13	40.8%
77003 511310 Wages-Sick Leave	0	0	0	3,442.95	.00	-3,442.95	.0%
77003 511320 Wages-Vacation Pay	0	0	0	4,097.88	.00	-4,097.88	.0%
77003 511340 Wages-Holiday Pay	0	0	0	2,455.92	.00	-2,455.92	.0%
77003 511350 Wages-Miscellaneous (Comp)	0	0	0	382.42	.00	-382.42	.0%
77003 512141 Social Security	5,881	0	5,881	6,116.72	.00	-235.72	104.0%
77003 512142 Retirement (Employer)	5,269	0	5,269	5,584.30	.00	-315.30	106.0%
77003 512144 Health Insurance	27,936	0	27,936	28,030.05	.00	-94.05	100.3%
77003 512145 Life Insurance	10	0	10	10.46	.00	-.46	104.6%
77003 512150 FSA Contribution	370	0	370	.00	.00	370.00	.0%
77003 512173 Dental Insurance	1,598	0	1,598	1,695.94	.00	-97.94	106.1%
TOTAL Programming - Special	0	0	0	25,032.61	.00	-25,032.61	.0%
GRAND TOTAL	0	0	0	25,032.61	.00	-25,032.61	.0%

10/31/2018  
11:56:16

Jefferson County  
OVERHEAD (JAN - OCT 2018)

FROM 2018 01 TO 2018 10

	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	22,423.28	.00	27,576.72	44.8%
77004 529299 Purchase Care & Services	4,000	0	4,000	3,206.75	.00	793.25	80.2%
77004 531298 United Parcel Service	200	0	200	.00	.00	200.00	.0%
77004 531312 Office Supplies	0	0	0	17.96	.00	-17.96	.0%
77004 531320 Safety Supplies	50	0	50	73.80	.00	-23.80	147.6%
77004 533221 Water	400	0	400	333.69	.00	66.31	83.4%
77004 533222 Electric	6,250	0	6,250	3,784.17	.00	2,465.83	60.5%
77004 533223 Sewer	319	0	319	279.65	.00	39.35	87.7%
77004 533224 Natural Gas	2,500	0	2,500	1,493.79	.00	1,006.21	59.8%
77004 533225 Telephone & Fax	3,400	0	3,400	3,276.87	.00	123.13	96.4%
77004 533228 Internet	0	0	0	1,452.74	.00	-1,452.74	.0%
77004 533235 Storm Water Utility	180	0	180	151.00	.00	29.00	83.9%
77004 533236 Wireless Internet	2,500	0	2,500	1,203.39	.00	1,296.61	48.1%
77004 535242 Maintain Machinery & Equip	6,000	0	6,000	665.10	.00	5,334.90	11.1%
77004 535246 Building Service & Maint	2,000	0	2,000	.00	.00	2,000.00	.0%
77004 535297 Refuse Collection	535	0	535	401.13	.00	133.87	75.0%
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	-245,569.85	.00	159,792.85	286.3%
77004 591519 Other Insurance	243	0	243	177.20	.00	65.80	72.9%
77004 594810 Capital Equipment	0	0	0	211,671.00	.00	-211,671.00	.0%
TOTAL MIS Overhead	0	0	0	6,141.67	.00	-6,141.67	.0%
GRAND TOTAL	0	0	0	6,141.67	.00	-6,141.67	.0%

10/31/2018  
11:56:54

Jefferson County  
IP TELEPHONY (JAN - OCT 2018)

FROM 2018 01 TO 2018 10

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
700 MIS Department Fund							
77005 IP-Telephony							
77005 474190 IP-Telephony Billed	-80,482	0	-80,482	-66,865.00	.00	-13,617.00	83.1%
77005 486004 Miscellaneous Revenue	0	0	0	-34.00	.00	34.00	.0%
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	20,131.93	.00	5,659.07	78.1%
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	1,479.05	.00	830.95	64.0%
77005 512142 Retirement (Employer)	2,102	0	2,102	1,349.03	.00	752.97	64.2%
77005 512144 Health Insurance	10,382	0	10,382	7,025.66	.00	3,356.34	67.7%
77005 512145 Life Insurance	13	0	13	9.91	.00	3.09	76.2%
77005 512150 FSA Contribution	138	0	138	125.00	.00	13.00	90.6%
77005 512173 Dental Insurance	594	0	594	418.41	.00	175.59	70.4%
77005 521220 Consultant	3,000	0	3,000	5,153.25	.00	-2,153.25	171.8%
77005 521296 Computer Support	26,196	0	26,196	52,477.45	.00	-26,281.45	200.3%
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	2,572.90	.00	427.10	85.8%
77005 591519 Other Insurance	372	0	372	150.10	.00	221.90	40.3%
TOTAL IP-Telephony	0	0	0	23,993.69	.00	-23,993.69	.0%
GRAND TOTAL	0	0	0	23,993.69	.00	-23,993.69	.0%

10/31/2018  
11:57:33

Jefferson County  
CENTRAL DUPLICATING (JAN - OCT 2018)

FROM 2018 01 TO 2018 10

	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	-7,500.00	.00	-1,500.00	83.3%
77006 451002 Private Party Photocopy	-1,400	0	-1,400	-1,278.72	.00	-121.28	91.3%
77006 451029 Sale Of Misc Items	0	0	0	-225.00	.00	225.00	.0%
77006 472003 Municipality Copies & Printin	-550	0	-550	-262.23	.00	-287.77	47.7%
77006 474180 MIS Billed	-25,259	0	-25,259	-21,049.10	.00	-4,209.90	83.3%
77006 474200 Copying & Printing Interdepa	-34,000	0	-34,000	-29,532.96	.00	-4,467.04	86.9%
77006 511210 Wages-Regular	17,461	0	17,461	13,820.56	.00	3,640.44	79.2%
77006 511310 Wages-Sick Leave	0	0	0	630.97	.00	-630.97	.0%
77006 511320 Wages-Vacation Pay	0	0	0	1,566.34	.00	-1,566.34	.0%
77006 511340 Wages-Holiday Pay	0	0	0	234.87	.00	-234.87	.0%
77006 511380 Wages-Bereavement	0	0	0	70.20	.00	-70.20	.0%
77006 512141 Social Security	1,292	0	1,292	1,229.81	.00	62.19	95.2%
77006 512142 Retirement (Employer)	1,170	0	1,170	1,012.18	.00	157.82	86.5%
77006 512144 Health Insurance	9,060	0	9,060	3,867.56	.00	5,192.44	42.7%
77006 512145 Life Insurance	4	0	4	4.79	.00	-.79	119.8%
77006 512150 FSA Contribution	120	0	120	120.00	.00	.00	100.0%
77006 512173 Dental Insurance	518	0	518	318.56	.00	199.44	61.5%
77006 531298 United Parcel Service	20	0	20	12.20	.00	7.80	61.0%
77006 531311 Postage & Box Rent	10	0	10	4.37	.00	5.63	43.7%
77006 531312 Office Supplies	9,500	0	9,500	7,479.07	.00	2,020.93	78.7%
77006 531314 Small Items Of Equipment	500	0	500	246.34	.00	253.66	49.3%
77006 531349 Other Operating Expenses	350	0	350	110.53	.00	239.47	31.6%
77006 532332 Mileage	40	0	40	21.00	.00	19.00	52.5%
77006 533225 Telephone & Fax	90	0	90	12.97	.00	77.03	14.4%
77006 535242 Maintain Machinery & Equip	4,000	0	4,000	3,059.69	.00	940.31	76.5%
77006 535252 Printing Equip Maintenance	14,000	0	14,000	8,688.77	.00	5,311.23	62.1%
77006 571004 IP Telephony Allocation	109	0	109	90.80	.00	18.20	83.3%
77006 571009 MIS PC Group Allocation	2,495	0	2,495	2,079.20	.00	415.80	83.3%
77006 571010 MIS Systems Grp Alloc(ISIS)	393	0	393	327.50	.00	65.50	83.3%
77006 591519 Other Insurance	77	0	77	260.70	.00	-183.70	338.6%
77006 594817 Capital Print Equip	9,000	0	9,000	8,891.00	.00	109.00	98.8%
TOTAL Central Duplication	0	0	0	-5,688.03	.00	5,688.03	.0%
GRAND TOTAL	0	0	0	-5,688.03	.00	5,688.03	.0%