

# **Building and Grounds Committee**

## **AGENDA**

Human Services  
1541 Annex Road, Watertown Room  
Jefferson WI 53549

Wednesday, February 6, 2018  
8:30 a.m.

### **Committee Members**

Greg David, Roger Lindl, Laura Payne, Chair, Mary Roberts, Secretary

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 November 7, 2018 Building and Grounds Committee meeting minutes
8. Approval of the January 3, 2019 Joint Committee meeting minutes
9. Discussion on hiring a contractor to build Swine Barn & Wash Rack at Fair Park
10. Financial Reports (December)
  - a. Central Services
  - b. Management Information Systems (MIS)
11. Discuss future meeting schedule. Set next meeting date – March 6, 2019
12. Discuss potential agenda items for the Committee's next meeting
13. Tour of Human Services
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**

Wednesday, November 7, 2018

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, Amy Listle, Fair Park Marketing Assistant, Emi Reiner, RN, Health Department, Grace Halpenny, Nursing Student and Troy Barnett, Lung Association.
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**  
Reiner and Barnett spoke on the Smoke Free Air Act
6. **Communications**
  - Handout from Tobacco Free Community Partnership
7. **Approval of the October 3, 2018 Building and Grounds Committee meeting minutes**  
Motion by David/Patrick to approve the October 3, 2018 Building and Grounds Committee meeting minutes as presented. Motion passed 5-0.
8. **Discussion on review process for the Strategic Planning action steps related to Building and Grounds**  
Wehmeier reviewed the Jefferson County Facilities Studies. No action taken.
9. **Discussion and possible action related to building sponsorship**  
No action taken.
10. **Financial Reports (September)**  
Financial Reports for Central Services and Management Information Systems (MIS) were provided for review. No action taken.
11. **Discuss future meeting schedule. Set next meeting date:** Tour of Fair Park - Tuesday, December 11, 2018 at 8:30 a.m. Joint meeting with Fair Park Committee – January 3, 2019 – 8:30 a.m. Room 202
12. **Discuss potential agenda items for the Committee's next meeting**
  - Tour of Fair Park – December 11<sup>th</sup>, 2018
  - Approval of the November 7, 2018 Infrastructure Committee minutes

- Discussion and possible action on the Jefferson County Smoke Free Air Act (January)
- 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

13. **Tour of Courthouse**

The courthouse tour was postponed for a future meeting.

14. **Adjourn**

Motion by Patrick/David to adjourn at 10:07 a.m. Motion passed 5-0.

**Joint Meeting**  
**Building and Grounds Committee**  
**Fair Park Committee**

**MINUTES**

Wednesday, January 3, 2019

**1. Call to Order**

Meeting was called to order by Payne at 8:32 a.m.

**2. Roll Call**

Building and Grounds Committee Members:

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

Fair Park Committee Members:

Debra Hall-Kind, Peter Hartz, Roger Lindl, vice chair, Conor Nelan, Blane Poulson, chair, Kathleen Steindorf, Brandon White, secretary.

Others Present: Ben Wehmeier, County Administrator, Gail Scott, Health Director; Amy Listle, Fair Park Marketing Assistant, Rene Busshardt, Marketing Assistant; Emi Reiner, RN, Health Department, Roger Kylmanen, Fair Park Supervisor Troy Barnett, American Lung Association and Brian Olson, Sheriff's Office.

**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**

- Handout from Tobacco Free Community Partnership

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

A letter from the Health Director and a handout regarding Smoke Free Fair Park were provided for review. Wehmeier explained that the Health Department has been doing survey work at the Fair Park. Reiner and Scott said that the Health Department is recommending that the Fair Park be Smoke Free based on the positive survey results. The Board of Health supports this. Barnett provided additional information and passed around different vaping devices that are being used.

Changing the title of the "Smoke Free Air Act" was proposed to make it clear that this includes vaping devices. Enforcement was also discussed. Sgt. Olson said that enforcement would be difficult. Committee members discussed this. Wehmeier reviewed the current rules for the Fair Park. Currently the 30 foot rule only applies to the Activity Center doors. It was suggested to increase signage on all of the

buildings at Fair Park. Designated smoking areas were discussed. The administrator and fair park staff will look into designated areas, signage for using tobacco and better education. Staff will report back after the 2019 Fair. No action taken.

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

Wehmeier gave some background on building sponsorships. Currently, these requests come through committee on a case by case basis. David expressed his concerns with sponsorships. Staff will do some research and develop a policy for review.

Motion by David/Poulson to direct Administration to develop a policy to address countywide building sponsorships.

Building and Grounds Committee: Motion by David/Roberts to develop a policy to address countywide building sponsorships. Motion passed 5-0.

Fair Park Committee: Motion by Nelan/Steindorf to develop a soft policy to address countywide building sponsorships. Motion passed 7-0.

**9. Discuss future meeting schedule. Set next meeting date:**

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

**11. Adjourn**

Motion by Poulson/David to adjourn at 10:15 a.m. Motion passed 12-0.

01/25/2019  
09:46:50

Jefferson County  
CENTRAL SERVICES (JANUARY - DECEMBER)

FROM 2018 01 TO 2018 12

	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	-806,012.04	.00	.04	100.0%
11201 459001 Soda	0	0	0	-19.25	.00	19.25	.0%
11201 474009 Housekeeping Services	-2,200	0	-2,200	-2,108.47	.00	-91.53	95.8%
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	-851.50	.00	-298.50	74.0%
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	181,190.38	.00	17,449.62	91.2%
11201 511220 Wages-Overtime	2,747	0	2,747	10,720.47	.00	-7,973.47	390.3%
11201 511280 Wages-Premium Pay	0	0	0	2,353.00	.00	-2,353.00	.0%
11201 511290 Wages-Other Wages	5,160	0	5,160	5,965.00	.00	-805.00	115.6%
11201 511310 Wages-Sick Leave	0	0	0	4,107.44	.00	-4,107.44	.0%
11201 511320 Wages-Vacation Pay	0	0	0	17,178.09	.00	-17,178.09	.0%
11201 511330 Wages-Longevity Pay	970	0	970	658.75	.00	311.25	67.9%
11201 511340 Wages-Holiday Pay	0	0	0	6,512.49	.00	-6,512.49	.0%
11201 511350 Wages-Miscellaneous (Comp)	0	0	0	1,145.79	.00	-1,145.79	.0%
11201 511380 Wages-Bereavement	0	0	0	611.28	.00	-611.28	.0%
11201 512141 Social Security	22,128	0	22,128	17,267.46	.00	4,860.54	78.0%
11201 512142 Retirement (Employer)	18,896	0	18,896	14,285.24	.00	4,610.76	75.6%
11201 512144 Health Insurance	77,691	0	77,691	57,549.07	.00	20,141.93	74.1%
11201 512145 Life Insurance	134	0	134	61.52	.00	72.48	45.9%
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	3,723.22	.00	1,028.78	78.4%
11201 512390 Safety Equipment	0	0	0	124.12	.00	-124.12	.0%
11201 521219 Other Professional Serv	0	0	0	9,268.14	.00	-9,268.14	.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	7,913.91	.00	86.09	98.9%
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	12,428.18	.00	-12,428.18	.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	22.59	.00	177.41	11.3%
11201 531313 Printing & Duplicating	0	0	0	138.36	.00	-138.36	.0%
11201 531314 Small Items Of Equipment	1,000	0	1,000	1,164.83	.00	-164.83	116.5%

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Jefferson County  
CENTRAL SERVICES (JANUARY - DECEMBER)

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FROM 2018 01 TO 2018 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
11201 531320 Safety Supplies	250	0	250	104.58	.00	145.42	41.8%
11201 531326 Advertising	1,000	0	1,000	1,090.13	.00	-90.13	109.0%
11201 531351 Gas/Diesel	1,000	0	1,000	736.32	.00	263.68	73.6%
11201 532332 Mileage	100	0	100	42.30	.00	57.70	42.3%
11201 533221 Water	5,200	0	5,200	4,538.97	.00	661.03	87.3%
11201 533222 Electric	97,000	0	97,000	97,774.18	.00	-774.18	100.8%
11201 533223 Sewer	5,000	0	5,000	4,456.03	.00	543.97	89.1%
11201 533224 Natural Gas	14,000	0	14,000	25,154.82	.00	-11,154.82	179.7%
11201 533225 Telephone & Fax	1,100	0	1,100	1,058.05	.00	41.95	96.2%
11201 533235 Storm Water Utility	1,800	0	1,800	1,931.20	.00	-131.20	107.3%
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	61,944.28	.00	-16,944.28	137.7%
11201 535247 Building Repair & Maint	22,000	0	22,000	1,847.15	.00	20,152.85	8.4%
11201 535297 Refuse Collection	1,860	0	1,860	1,378.80	.00	481.20	74.1%
11201 535344 Household & Janitorial Supp	12,000	0	12,000	20,093.24	.00	-8,093.24	167.4%
11201 535349 Other Supplies	8,500	0	8,500	12,273.30	.00	-3,773.30	144.4%
11201 535352 Vehicle Parts & Repairs	0	0	0	2,104.17	.00	-2,104.17	.0%
11201 535353 Machinery & Equipment Parts	10,000	0	10,000	5,344.70	.00	4,655.30	53.4%
11201 535354 Paint	3,000	0	3,000	.00	.00	3,000.00	.0%
11201 535355 Plumbing & Electrical	7,500	0	7,500	10,364.44	.00	-2,864.44	138.2%
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	298.87	.00	27.13	91.7%
11201 571009 MIS PC Group Allocation	12,473	0	12,473	11,433.62	.00	1,039.38	91.7%
11201 571010 MIS Systems Grp Alloc(ISIS)	5,367	0	5,367	4,919.75	.00	447.25	91.7%
11201 591519 Other Insurance	16,593	0	16,593	14,269.67	.00	2,323.33	86.0%
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	67,140.02	520.00	254,682.98	21.0%
11201 594829 Capital Improvement Other	0	0	0	55,132.04	.00	-55,132.04	.0%
TOTAL Central Services	200,000	33,343	233,343	64,512.41	17,658.00	151,172.59	35.2%
GRAND TOTAL	200,000	33,343	233,343	64,512.41	17,658.00	151,172.59	35.2%

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Jefferson County  
PC GROUP (JANUARY - DECEMBER)

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FROM 2018 01 TO 2018 12

	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	-586,936.13	.00	-53,356.87	91.7%
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	141,930.29	.00	-9,388.29	107.1%
77001 511220 Wages-Overtime	1,513	0	1,513	416.79	.00	1,096.21	27.5%
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	6,911.00	.00	-6,911.00	.0%
77001 511320 Wages-Vacation Pay	0	0	0	7,865.97	.00	-7,865.97	.0%
77001 511330 Wages-Longevity Pay	636	0	636	280.00	.00	356.00	44.0%
77001 511340 Wages-Holiday Pay	0	0	0	5,654.12	.00	-5,654.12	.0%
77001 511350 Wages-Miscellaneous (Comp)	0	0	0	9,577.78	.00	-9,577.78	.0%
77001 511380 Wages-Bereavement	0	0	0	142.40	.00	-142.40	.0%
77001 512141 Social Security	17,275	0	17,275	12,910.42	.00	4,364.58	74.7%
77001 512142 Retirement (Employer)	15,618	0	15,618	11,558.27	.00	4,059.73	74.0%
77001 512144 Health Insurance	65,121	0	65,121	50,010.70	.00	15,110.30	76.8%
77001 512145 Life Insurance	41	0	41	44.79	.00	-3.79	109.2%
77001 512150 FSA Contribution	863	0	863	625.00	.00	238.00	72.4%
77001 512173 Dental Insurance	3,726	0	3,726	3,144.44	.00	581.56	84.4%
77001 521220 Consultant	50,000	0	50,000	86,290.08	1,320.00	-37,610.08	175.2%
77001 521296 Computer Support	120,000	0	120,000	145,899.38	.00	-25,899.38	121.6%
77001 529299 Purchase Care & Services	0	0	0	367.50	.00	-367.50	.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	12,793.59	.00	7,206.41	64.0%
77001 531312 Office Supplies	4,000	0	4,000	4,388.36	.00	-388.36	109.7%
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 531324 Membership Dues	0	0	0	50.00	.00	-50.00	.0%
77001 532325 Registration	1,000	0	1,000	.00	.00	1,000.00	.0%
77001 532332 Mileage	500	0	500	121.52	.00	378.48	24.3%
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%



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09:47:37

Jefferson County  
PC GROUP (JANUARY - DECEMBER)

FROM 2018 01 TO 2018 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
77001 533228 Internet	28,000	0	28,000	30,080.40	.00	-2,080.40	107.4%
77001 535242 Maintain Machinery & Equip	15,000	0	15,000	8,460.62	.00	6,539.38	56.4%
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	1,194.38	.00	108.62	91.7%
77001 571008 MIS Overhead Allocation	42,873	0	42,873	126,703.15	.00	-83,830.15	295.5%
77001 591519 Other Insurance	1,041	0	1,041	1,226.61	.00	-185.61	117.8%
77001 594810 Capital Equipment	0	0	0	6,403.19	.00	-6,403.19	.0%
TOTAL PC Group	0	0	0	104,638.09	1,320.00	-105,958.09	.0%
GRAND TOTAL	0	0	0	104,638.09	1,320.00	-105,958.09	.0%

01/25/2019  
09:50:44

Jefferson County  
SYSTEMS GROUP (JANUARY - DECEMBER)

FROM 2018 01 TO 2018 12

	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	-1,350.00	.00	-150.00	90.0%
77002 474180 MIS Billed	-459,560	0	-459,560	-406,596.63	.00	-52,963.37	88.5%
77002 511110 Salary-Permanent Regular	168,957	0	168,957	157,065.85	.00	11,891.15	93.0%
77002 511210 Wages-Regular	28,545	0	28,545	7,923.58	.00	20,621.42	27.8%
77002 511220 Wages-Overtime	389	0	389	.00	.00	389.00	.0%
77002 511310 Wages-Sick Leave	0	0	0	1,557.26	.00	-1,557.26	.0%
77002 511320 Wages-Vacation Pay	0	0	0	12,569.44	.00	-12,569.44	.0%
77002 511330 Wages-Longevity Pay	648	0	648	647.50	.00	.50	99.9%
77002 511340 Wages-Holiday Pay	0	0	0	5,052.41	.00	-5,052.41	.0%
77002 511350 Wages-Miscellaneous (Comp)	0	0	0	1,649.57	.00	-1,649.57	.0%
77002 512141 Social Security	14,959	0	14,959	14,013.28	.00	945.72	93.7%
77002 512142 Retirement (Employer)	13,302	0	13,302	12,465.65	.00	836.35	93.7%
77002 512144 Health Insurance	47,567	0	47,567	38,406.59	.00	9,160.41	80.7%
77002 512145 Life Insurance	128	0	128	130.52	.00	-2.52	102.0%
77002 512150 FSA Contribution	630	0	630	1,000.00	.00	-370.00	158.7%
77002 512173 Dental Insurance	2,722	0	2,722	2,315.91	.00	406.09	85.1%
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	601.30	.00	898.70	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	53,301.78	.00	43,326.22	55.2%
77002 571004 IP Telephony Allocation	760	0	760	696.63	.00	63.37	91.7%
77002 571008 MIS Overhead Allocation	42,872	0	42,872	126,703.13	.00	-83,831.13	295.5%
77002 591519 Other Insurance	1,233	0	1,233	1,458.49	.00	-225.49	118.3%
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	101,825.49	.00	-101,825.49	.0%
GRAND TOTAL	0	0	0	101,825.49	.00	-101,825.49	.0%

01/25/2019  
09:51:32

Jefferson County  
SPECIAL PROGRAMMING (JANUARY - DECEMBER)

FROM 2018 01 TO 2018 12

	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	-109,728.63	.00	-9,975.37	91.7%
77003 511210 Wages-Regular	78,251	0	78,251	87,501.23	.00	-9,250.23	111.8%
77003 511220 Wages-Overtime	389	0	389	178.79	.00	210.21	46.0%
77003 511310 Wages-Sick Leave	0	0	0	4,267.95	.00	-4,267.95	.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	3,284.56	.00	-3,284.56	.0%
77003 511350 Wages-Miscellaneous (Comp)	0	0	0	737.64	.00	-737.64	.0%
77003 512141 Social Security	5,881	0	5,881	7,356.65	.00	-1,475.65	125.1%
77003 512142 Retirement (Employer)	5,269	0	5,269	6,704.50	.00	-1,435.50	127.2%
77003 512144 Health Insurance	27,936	0	27,936	33,590.69	.00	-5,654.69	120.2%
77003 512145 Life Insurance	10	0	10	12.96	.00	-2.96	129.6%
77003 512150 FSA Contribution	370	0	370	.00	.00	370.00	.0%
77003 512173 Dental Insurance	1,598	0	1,598	2,055.94	.00	-457.94	128.7%
TOTAL Programming - Special	0	0	0	40,060.16	.00	-40,060.16	.0%
GRAND TOTAL	0	0	0	40,060.16	.00	-40,060.16	.0%

FROM 2018 01 TO 2018 12

	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	4,710.60	.00	-710.60	117.8%
77004 531298 United Parcel Service	200	0	200	.00	.00	200.00	.0%
77004 531320 Safety Supplies	50	0	50	95.07	.00	-45.07	190.1%
77004 533221 Water	400	0	400	400.21	.00	-.21	100.1%
77004 533222 Electric	6,250	0	6,250	4,341.48	.00	1,908.52	69.5%
77004 533223 Sewer	319	0	319	337.85	.00	-18.85	105.9%
77004 533224 Natural Gas	2,500	0	2,500	1,896.95	.00	603.05	75.9%
77004 533225 Telephone & Fax	3,400	0	3,400	4,025.19	.00	-625.19	118.4%
77004 533235 Storm Water Utility	180	0	180	180.98	.00	-.98	100.5%
77004 533236 Wireless Internet	2,500	0	2,500	1,566.27	.00	933.73	62.7%
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	534.84	.00	.16	100.0%
77004 571003 Housekeeping	2,200	0	2,200	2,200.00	.00	.00	100.0%
77004 571008 MIS Overhead Allocation	-85,777	0	-85,777	-253,406.28	.00	167,629.28	295.4%
77004 591519 Other Insurance	243	0	243	194.92	.00	48.08	80.2%
77004 594810 Capital Equipment	0	0	0	211,671.00	.00	-211,671.00	.0%
77004 594821 Capital Improvement Land	0	0	0	6,960.00	.00	-6,960.00	.0%
TOTAL MIS Overhead	0	0	0	8,797.46	.00	-8,797.46	.0%
GRAND TOTAL	0	0	0	8,797.46	.00	-8,797.46	.0%

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 Jefferson County  
 IP TELEPHONY (JANUARY - DECEMBER)

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FROM 2018 01 TO 2018 12

	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	-73,551.50	.00	-6,930.50	91.4%
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	23,703.83	.00	2,087.17	91.9%
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	1,747.19	.00	562.81	75.6%
77005 512142 Retirement (Employer)	2,102	0	2,102	1,588.36	.00	513.64	75.6%
77005 512144 Health Insurance	10,382	0	10,382	7,610.72	.00	2,771.28	73.3%
77005 512145 Life Insurance	13	0	13	11.69	.00	1.31	89.9%
77005 512150 FSA Contribution	138	0	138	125.00	.00	13.00	90.6%
77005 512173 Dental Insurance	594	0	594	497.10	.00	96.90	83.7%
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	53,455.86	.00	-27,259.86	204.1%
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	165.11	.00	206.89	44.4%
TOTAL IP-Telephony	0	0	0	23,045.51	.00	-23,045.51	.0%
GRAND TOTAL	0	0	0	23,045.51	.00	-23,045.51	.0%

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Jefferson County  
CENTRAL DUPLICATING (JANUARY - DECEMBER)

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FROM 2018 01 TO 2018 12

	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	-9,000.00	.00	.00	100.0%
77006 451002 Private Party Photocopy	-1,400	0	-1,400	-1,710.40	.00	310.40	122.2%
77006 451029 Sale Of Misc Items	0	0	0	-225.00	.00	225.00	.0%
77006 472003 Municipality Copies & Printin	-550	0	-550	-1,346.27	.00	796.27	244.8%
77006 474180 MIS Billed	-25,259	0	-25,259	-23,154.01	.00	-2,104.99	91.7%
77006 474200 Copying & Printing Interdepa	-34,000	0	-34,000	-39,925.19	.00	5,925.19	117.4%
77006 511210 Wages-Regular	17,461	0	17,461	16,177.24	.00	1,283.76	92.6%
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 511330 Wages-Longevity Pay	0	0	0	83.75	.00	-83.75	.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	1,416.49	.00	-124.49	109.6%
77006 512142 Retirement (Employer)	1,170	0	1,170	1,174.90	.00	-4.90	100.4%
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	6.95	.00	-2.95	173.8%
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	4.94	.00	5.06	49.4%
77006 531312 Office Supplies	9,500	0	9,500	7,848.35	.00	1,651.65	82.6%
77006 531314 Small Items Of Equipment	500	0	500	246.34	.00	253.66	49.3%
77006 531349 Other Operating Expenses	350	0	350	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	15.53	.00	74.47	17.3%
77006 535242 Maintain Machinery & Equip	4,000	0	4,000	4,102.11	.00	-102.11	102.6%
77006 535252 Printing Equip Maintenance	14,000	0	14,000	12,558.96	.00	1,441.04	89.7%
77006 571004 IP Telephony Allocation	109	0	109	99.88	.00	9.12	91.6%
77006 571009 MIS PC Group Allocation	2,495	0	2,495	2,287.12	.00	207.88	91.7%
77006 571010 MIS Systems Grp Alloc (ISIS)	393	0	393	360.25	.00	32.75	91.7%
77006 591519 Other Insurance	77	0	77	286.77	.00	-209.77	372.4%
77006 594817 Capital Print Equip	9,000	0	9,000	8,891.00	.00	109.00	98.8%
TOTAL Central Duplication	0	0	0	-12,848.06	.00	12,848.06	.0%
GRAND TOTAL	0	0	0	-12,848.06	.00	12,848.06	.0%