

Building and Grounds Committee

AGENDA

Sheriff's Training Facility
7082 County Road V
Lake Mills, WI 53551

Wednesday, May 1, 2019
8:30 a.m.

Committee Members

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

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 March 6, 2019 Building and Grounds Committee meeting minutes
8. Discussion of Facility Capital needs
9. Discussion & possible action on elevator modernization at the courthouse
10. Financial Reports (January-March)
 - 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 Sheriff's Training Facility
14. Tour of Highway Satellite Shop in Lake Mills
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

Wednesday, March 6, 2019

1. **Call to Order**
Meeting was called to order by Payne at 8:30 a.m.
2. **Roll Call**
Greg David, Roger Lindl, Laura Payne, Mary Roberts and Jim Schroeder

Others Present: Ben Wehmeier, County Administrator; Ryan Mundt, Human Services Maintenance Supervisor; Brian Bellford, Human Services Administrative Services Manager.
3. **Certification of compliance with the Open Meetings Law**
Staff reported that the meeting agenda was properly noticed in compliance with the law.
4. **Election of Vice Chair**
Motion by Payne/David to elect Lindl as Vice Chair. Motion passed 5-0
5. **Election of Secretary – if necessary**
No action taken.
6. **Review of the Agenda**
No changes were made
7. **Public Comment**
None
8. **Communications**
None
9. **Approval of February 6, 2019 Building and Grounds Committee minutes**
Minutes were provided for review.

Motion by Roberts/Lindl to approve the February 6, 2019 Building and Grounds Committee minutes as printed. Motion passed 4-0. (David abstained)
10. **Discussion and possible action on acceptance of low bid for Sheriff's Range Building**
A draft resolution was provided for review. The following bids were received: Bos Design Builders \$70,495 and Badgerland \$109,610.

Motion by Schroeder/David to accept the bid from Bos Design Builders not to exceed \$71,000 and forward to the County Board for their consideration. Motion passed 5-0.
11. **Discussion and possible action on acceptance of low bid for boiler at the Workforce Development Center**
A draft resolution and bid information was provided for review. The following bids were received: Sun Mechanical, LLC \$50,500; General Heating and Air Conditioning, Inc. \$53,995; 1901, Inc. \$58,250; Richter Heating and Air Conditioning, Inc. \$64,968 and Illingworth Kilgut Mechanical \$65,483. Mundt recommended the high efficiency boiler.

Motion by David/Lindl to accept the bid from Sun Mechanical, LLC in the amount of \$50,500 to replace two boilers at the Workforce Development Center with high efficiency models and forward to the County Board for their consideration. Motion passed 5-0.

12. **Financial Reports (January)9+**

13.

- a. Central Services
- b. Management Information Systems (MIS)

14. **Discuss future meeting schedule. Set next meeting date:** April 3, 2019

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

- a. Approval of Minutes from March 6, 2019

16. **Tour of the Courthouse**

The committee toured the courthouse.

17. **Adjourn**

Motion by Roberts/Lind to adjourn at 9:25 a.m.

04/26/2019
09:28:02

Jefferson County
CENTRAL SERVICES (JANUARY - APRIL)

FROM 2019 01 TO 2019 03

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
100 General Fund							
11201 Central Services							
11201 411100 General Property Taxes	-734,463	0	-734,463	-183,615.75	.00	-550,847.25	25.0%
11201 474009 Housekeeping Services	-2,200	0	-2,200	2,891.53	.00	-5,091.53	131.4%
11201 483002 Misc Sale/Material & Supply	-400	0	-400	.00	.00	-400.00	.0%
11201 486001 Vending Commission	-1,150	0	-1,150	-120.30	.00	-1,029.70	10.5%
11201 511110 Salary-Permanent Regular	79,712	0	79,712	.00	.00	79,712.00	.0%
11201 511210 Wages-Regular	212,065	0	212,065	54,646.64	.00	157,418.36	25.8%
11201 511220 Wages-Overtime	4,468	0	4,468	2,935.18	.00	1,532.82	65.7%
11201 511290 Wages-Other Wages	5,600	0	5,600	.00	.00	5,600.00	.0%
11201 511330 Wages-Longevity Pay	640	0	640	.00	.00	640.00	.0%
11201 512141 Social Security	23,140	0	23,140	4,348.45	.00	18,791.55	18.8%
11201 512142 Retirement (Employer)	18,971	0	18,971	3,500.22	.00	15,470.78	18.5%
11201 512144 Health Insurance	62,785	0	62,785	10,802.04	.00	51,982.96	17.2%
11201 512145 Life Insurance	78	0	78	15.90	.00	62.10	20.4%
11201 512150 FSA Contribution	9,000	0	9,000	.00	.00	9,000.00	.0%
11201 512151 HSA Contribution	0	0	0	7,000.00	.00	-7,000.00	.0%
11201 512173 Dental Insurance	4,752	0	4,752	740.09	.00	4,011.91	15.6%
11201 521215 Architectural & Engineering	7,000	0	7,000	.00	.00	7,000.00	.0%
11201 521219 Other Professional Serv	0	0	0	224.74	.00	-224.74	.0%
11201 521296 Computer Support	400	0	400	.00	.00	400.00	.0%
11201 529170 Grounds Keeping Charges	12,607	0	12,607	2,804.03	.00	9,802.97	22.2%
11201 529299 Purchase Care & Services	5,000	0	5,000	.00	.00	5,000.00	.0%
11201 531008 Hazard Recycle Charges	500	0	500	.00	.00	500.00	.0%
11201 531298 United Parcel Service	500	0	500	3.83	.00	496.17	.8%
11201 531302 Building & Maint Equipment	3,000	0	3,000	434.66	.00	2,565.34	14.5%
11201 531303 Computer Equipmt & Software	0	0	0	9,990.28	.00	-9,990.28	.0%
11201 531312 Office Supplies	300	0	300	3.49	.00	296.51	1.2%
11201 531313 Printing & Duplicating	200	0	200	22.24	.00	177.76	11.1%
11201 531314 Small Items Of Equipment	1,000	0	1,000	999.62	.00	.38	100.0%
11201 531320 Safety Supplies	100	0	100	76.64	.00	23.36	76.6%
11201 531326 Advertising	200	0	200	27.18	.00	172.82	13.6%
11201 531351 Gas/Diesel	1,500	0	1,500	317.19	.00	1,182.81	21.1%
11201 533221 Water	5,000	0	5,000	16,580.00	.00	-11,580.00	331.6%
11201 533222 Electric	105,000	0	105,000	32.56	.00	104,967.44	.0%
11201 533223 Sewer	5,000	0	5,000	749.60	.00	4,250.40	15.0%
11201 533224 Natural Gas	27,297	0	27,297	10,022.70	.00	17,274.30	36.7%

04/26/2019
09:28:02

Jefferson County
CENTRAL SERVICES (JANUARY - APRIL)

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FROM 2019 01 TO 2019 03

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
11201 533225 Telephone & Fax	1,000	0	1,000	219.52	.00	780.48	22.0%
11201 533235 Storm Water Utility	1,800	0	1,800	401.20	.00	1,398.80	22.3%
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	28,798.61	12,794.52	3,406.87	92.4%
11201 535247 Building Repair & Maint	20,000	0	20,000	.00	.00	20,000.00	.0%
11201 535297 Refuse Collection	2,000	0	2,000	204.20	.00	1,795.80	10.2%
11201 535344 Household & Janitorial Supp	12,000	0	12,000	2,473.93	.00	9,526.07	20.6%
11201 535349 Other Supplies	8,500	0	8,500	3,002.88	.00	5,497.12	35.3%
11201 535352 Vehicle Parts & Repairs	1,000	0	1,000	1,464.32	.00	-464.32	146.4%
11201 535353 Machinery & Equipment Parts	7,000	0	7,000	1,018.53	.00	5,981.47	14.6%
11201 535354 Paint	3,000	0	3,000	.00	.00	3,000.00	.0%
11201 535355 Plumbing & Electrical	5,000	0	5,000	1,626.30	.00	3,373.70	32.5%
11201 536531 Land Rent & Lease	1,800	0	1,800	3,600.00	.00	-1,800.00	200.0%
11201 536533 Equipment Rent & Lease	0	0	0	17,714.00	.00	-17,714.00	.0%
11201 571004 IP Telephony Allocation	283	0	283	70.74	.00	212.26	25.0%
11201 571009 MIS PC Group Allocation	14,202	0	14,202	3,550.50	.00	10,651.50	25.0%
11201 571010 MIS Systems Grp Alloc (ISIS)	4,880	0	4,880	1,220.01	.00	3,659.99	25.0%
11201 591519 Other Insurance	13,933	0	13,933	3,483.36	.00	10,449.64	25.0%
11201 594809 Capital Building	0	0	0	12,474.00	520.00	-12,994.00	.0%
11201 594819 Capital Other Equipment	60,000	0	60,000	49,994.02	.00	10,005.98	83.3%
11201 594821 Capital Improvement Land	130,000	0	130,000	.00	.00	130,000.00	.0%
11201 594822 Capital Improvement Building	135,000	129,658	264,658	.00	.00	264,658.00	.0%
11201 699999 Budgetary Fund Balance	0	-129,658	-129,658	.00	.00	-129,658.00	.0%
TOTAL Central Services	325,000	0	325,000	76,748.88	13,314.52	234,936.60	27.7%
GRAND TOTAL	325,000	0	325,000	76,748.88	13,314.52	234,936.60	27.7%

04/26/2019
09:29:01

Jefferson County
MIS PC GROUP (JANUARY - APRIL)

FROM 2019 01 TO 2019 03

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
700 MIS Department Fund							
77001 PC Group							
77001 411100 General Property Taxes	-24,603	0	-24,603	-6,150.75	.00	-18,452.25	25.0%
77001 474180 MIS Billed	-729,030	0	-729,030	-182,257.50	.00	-546,772.50	25.0%
77001 511210 Wages-Regular	183,894	0	183,894	50,704.43	.00	133,189.57	27.6%
77001 511220 Wages-Overtime	1,667	0	1,667	1.46	.00	1,665.54	.1%
77001 511330 Wages-Longevity Pay	295	0	295	.00	.00	295.00	.0%
77001 512141 Social Security	14,218	0	14,218	3,785.57	.00	10,432.43	26.6%
77001 512142 Retirement (Employer)	12,174	0	12,174	3,321.24	.00	8,852.76	27.3%
77001 512144 Health Insurance	43,352	0	43,352	8,114.85	.00	35,237.15	18.7%
77001 512145 Life Insurance	43	0	43	12.86	.00	30.14	29.9%
77001 512150 FSA Contribution	6,000	0	6,000	.00	.00	6,000.00	.0%
77001 512151 HSA Contribution	0	0	0	5,000.00	.00	-5,000.00	.0%
77001 512173 Dental Insurance	3,240	0	3,240	757.67	.00	2,482.33	23.4%
77001 521220 Consultant	95,388	0	95,388	25,563.60	94,500.00	-24,675.60	125.9%
77001 521296 Computer Support	269,692	0	269,692	113,536.72	18,134.62	138,020.66	48.8%
77001 531243 Furniture & Furnishings	600	0	600	.00	.00	600.00	.0%
77001 531298 United Parcel Service	0	0	0	67.28	.00	-67.28	.0%
77001 531301 Office Equipment	300	0	300	.00	.00	300.00	.0%
77001 531303 Computer Equipmt & Software	26,500	0	26,500	2,854.38	.00	23,645.62	10.8%
77001 531307 Microsoft Office Upgrade	30,000	0	30,000	.00	.00	30,000.00	.0%
77001 531312 Office Supplies	4,000	0	4,000	1,392.48	.00	2,607.52	34.8%
77001 531313 Printing & Duplicating	100	0	100	.00	.00	100.00	.0%
77001 531314 Small Item Of Equipment	400	0	400	.00	.00	400.00	.0%
77001 531322 Subscriptions	350	0	350	.00	.00	350.00	.0%
77001 531324 Membership Dues	500	0	500	.00	.00	500.00	.0%
77001 532325 Registration	1,000	0	1,000	.00	.00	1,000.00	.0%
77001 532332 Mileage	400	0	400	20.30	.00	379.70	5.1%
77001 532335 Meals	175	0	175	.00	.00	175.00	.0%
77001 532336 Lodging	1,500	0	1,500	.00	.00	1,500.00	.0%
77001 532339 Other Travel & Tolls	100	0	100	.00	.00	100.00	.0%
77001 532350 Training Materials	1,000	0	1,000	2,133.00	.00	-1,133.00	213.3%
77001 533228 Internet	25,000	0	25,000	4,179.60	.00	20,820.40	16.7%
77001 535242 Maintain Machinery & Equip	15,000	0	15,000	6,847.66	.00	8,152.34	45.7%
77001 535355 Plumbing & Electrical	1,000	0	1,000	.00	.00	1,000.00	.0%
77001 571004 IP Telephony Allocation	1,133	0	1,133	283.26	.00	849.74	25.0%
77001 571008 MIS Overhead Allocation	15,359	0	15,359	6,132.27	.00	9,226.73	39.9%

04/26/2019
09:29:01

Jefferson County
MIS PC GROUP (JANUARY - APRIL)

FROM 2019 01 TO 2019 03

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
77001 591519 Other Insurance	1,253	0	1,253	313.20	.00	939.80	25.0%
77001 594810 Capital Equipment	251,000	0	251,000	83,646.28	.00	167,353.72	33.3%
77001 594813 Capital Office Equip	0	0	0	.00	8,198.91	-8,198.91	.0%
77001 611102 Transfer From General	-253,000	0	-253,000	.00	.00	-253,000.00	.0%
TOTAL PC Group	0	0	0	130,259.86	120,833.53	-251,093.39	.0%
GRAND TOTAL	0	0	0	130,259.86	120,833.53	-251,093.39	.0%

FROM 2019 01 TO 2019 03

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
700 MIS Department Fund							
77002 Systems Group							
77002 411100 General Property Taxes	373	0	373	93.24	.00	279.76	25.0%
77002 451200 Records & Reports	-1,400	0	-1,400	-225.00	.00	-1,175.00	16.1%
77002 474180 MIS Billed	-403,334	0	-403,334	-100,833.51	.00	-302,500.49	25.0%
77002 511110 Salary-Permanent Regular	188,342	0	188,342	46,159.12	.00	142,182.88	24.5%
77002 511210 Wages-Regular	30,719	0	30,719	28,390.86	.00	2,328.14	92.4%
77002 511220 Wages-Overtime	418	0	418	.00	.00	418.00	.0%
77002 511330 Wages-Longevity Pay	663	0	663	.00	.00	663.00	.0%
77002 512141 Social Security	16,841	0	16,841	5,535.05	.00	11,305.95	32.9%
77002 512142 Retirement (Employer)	14,419	0	14,419	4,883.01	.00	9,535.99	33.9%
77002 512144 Health Insurance	37,671	0	37,671	13,524.72	.00	24,146.28	35.9%
77002 512145 Life Insurance	133	0	133	34.03	.00	98.97	25.6%
77002 512150 FSA Contribution	5,038	0	5,038	.00	.00	5,038.00	.0%
77002 512151 HSA Contribution	0	0	0	8,000.00	.00	-8,000.00	.0%
77002 512173 Dental Insurance	2,722	0	2,722	874.24	.00	1,847.76	32.1%
77002 521220 Consultant	3,000	0	3,000	.00	.00	3,000.00	.0%
77002 521296 Computer Support	3,500	0	3,500	17,446.42	.00	-13,946.42	498.5%
77002 531303 Computer Equipmt & Software	7,500	0	7,500	.00	.00	7,500.00	.0%
77002 531312 Office Supplies	500	0	500	.00	.00	500.00	.0%
77002 531322 Subscriptions	175	0	175	.00	.00	175.00	.0%
77002 531324 Membership Dues	200	0	200	150.00	.00	50.00	75.0%
77002 532325 Registration	3,400	0	3,400	1,100.00	.00	2,300.00	32.4%
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	1,200	0	1,200	.00	.00	1,200.00	.0%
77002 535242 Maintain Machinery & Equip	37,996	0	37,996	61,218.21	.00	-23,222.21	161.1%
77002 571004 IP Telephony Allocation	661	0	661	165.24	.00	495.76	25.0%
77002 571008 MIS Overhead Allocation	15,358	0	15,358	6,132.26	.00	9,225.74	39.9%
77002 591519 Other Insurance	1,855	0	1,855	463.83	.00	1,391.17	25.0%
77002 594818 Capital Computer	29,730	0	29,730	.00	.00	29,730.00	.0%
TOTAL Systems Group	0	0	0	93,111.72	.00	-93,111.72	.0%
GRAND TOTAL	0	0	0	93,111.72	.00	-93,111.72	.0%

04/26/2019
09:31:11

Jefferson County
MIS SPECIAL PROGRAMMING (JANUARY- APRIL)

FROM 2019 01 TO 2019 03

	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 474099 Dept Cap Program Charges	-125,099	0	-125,099	-31,329.18	.00	-93,769.82	25.0%
77003 511210 Wages-Regular	85,750	0	85,750	.00	.00	85,750.00	.0%
77003 511220 Wages-Overtime	418	0	418	.00	.00	418.00	.0%
77003 512141 Social Security	6,592	0	6,592	.00	.00	6,592.00	.0%
77003 512142 Retirement (Employer)	5,644	0	5,644	.00	.00	5,644.00	.0%
77003 512144 Health Insurance	22,124	0	22,124	.00	.00	22,124.00	.0%
77003 512145 Life Insurance	11	0	11	.00	.00	11.00	.0%
77003 512150 FSA Contribution	2,962	0	2,962	.00	.00	2,962.00	.0%
77003 512173 Dental Insurance	1,598	0	1,598	.00	.00	1,598.00	.0%
TOTAL Programming - Special	0	0	0	-31,329.18	.00	31,329.18	.0%
GRAND TOTAL	0	0	0	-31,329.18	.00	31,329.18	.0%

04/26/2019
09:31:47

Jefferson County
MIS OVERHEAD (JANUARY- APRIL)

FROM 2019 01 TO 2019 03

	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 411100 General Property Taxes	60	0	60	15.00	.00	45.00	25.0%
77004 521296 Computer Support	0	0	0	8,453.21	.00	-8,453.21	.0%
77004 529299 Purchase Care & Services	4,000	0	4,000	394.50	.00	3,605.50	9.9%
77004 531298 United Parcel Service	200	0	200	.00	.00	200.00	.0%
77004 531320 Safety Supplies	50	0	50	122.26	.00	-72.26	244.5%
77004 533221 Water	400	0	400	66.52	.00	333.48	16.6%
77004 533222 Electric	6,250	0	6,250	517.03	.00	5,732.97	8.3%
77004 533223 Sewer	319	0	319	58.20	.00	260.80	18.2%
77004 533224 Natural Gas	2,500	0	2,500	1,091.77	.00	1,408.23	43.7%
77004 533225 Telephone & Fax	3,400	0	3,400	1,016.43	.00	2,383.57	29.9%
77004 533235 Storm Water Utility	180	0	180	29.98	.00	150.02	16.7%
77004 533236 Wireless Internet	2,500	0	2,500	362.88	.00	2,137.12	14.5%
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	91.12	.00	443.88	17.0%
77004 571003 Housekeeping	2,200	0	2,200	.00	.00	2,200.00	.0%
77004 571008 MIS Overhead Allocation	-30,777	0	-30,777	-12,264.53	.00	-18,512.47	39.8%
77004 591519 Other Insurance	183	0	183	45.63	.00	137.37	24.9%
TOTAL MIS Overhead	0	0	0	.00	.00	.00	.0%
GRAND TOTAL	0	0	0	.00	.00	.00	.0%

04/26/2019
09:32:31

Jefferson County
MIS IP TELEPHONY (JANUARY- APRIL)

FROM 2019 01 TO 2019 03

	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 411100 General Property Taxes	121	0	121	30.24	.00	90.76	25.0%
77005 474190 IP-Telephony Billed	-69,835	0	-69,835	-17,447.01	.00	-52,387.99	25.0%
77005 511210 Wages-Regular	27,231	0	27,231	.00	.00	27,231.00	.0%
77005 511220 Wages-Overtime	621	0	621	.00	.00	621.00	.0%
77005 512141 Social Security	2,131	0	2,131	.00	.00	2,131.00	.0%
77005 512142 Retirement (Employer)	1,824	0	1,824	.00	.00	1,824.00	.0%
77005 512144 Health Insurance	7,474	0	7,474	.00	.00	7,474.00	.0%
77005 512145 Life Insurance	13	0	13	.00	.00	13.00	.0%
77005 512150 FSA Contribution	1,000	0	1,000	.00	.00	1,000.00	.0%
77005 512173 Dental Insurance	540	0	540	.00	.00	540.00	.0%
77005 521220 Consultant	3,000	0	3,000	.00	.00	3,000.00	.0%
77005 521296 Computer Support	21,527	0	21,527	29,883.47	.00	-8,356.47	138.8%
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	885.00	.00	2,115.00	29.5%
77005 591519 Other Insurance	353	0	353	88.20	.00	264.80	25.0%
TOTAL IP-Telephony	0	0	0	13,439.90	.00	-13,439.90	.0%
GRAND TOTAL	0	0	0	13,439.90	.00	-13,439.90	.0%

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Jefferson County
MIS CENTRAL DUPLICATING (JANUARY- APRIL)

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FROM 2019 01 TO 2019 03

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
700 MIS Department Fund							
77006 Central Duplication							
77006 411100 General Property Taxes	203	0	203	50.76	.00	152.24	25.0%
77006 451002 Private Party Photocopy	-1,400	0	-1,400	-339.50	.00	-1,060.50	24.3%
77006 472003 Municipality Copies & Printin	-550	0	-550	-196.10	.00	-353.90	35.7%
77006 474180 MIS Billed	-13,282	0	-13,282	-4,169.76	.00	-9,112.24	31.4%
77006 474200 Copying & Printing Interdepa	-34,000	0	-34,000	-2,020.45	.00	-31,979.55	5.9%
77006 511210 Wages-Regular	18,137	0	18,137	3,591.66	.00	14,545.34	19.8%
77006 512141 Social Security	1,388	0	1,388	274.76	.00	1,113.24	19.8%
77006 512142 Retirement (Employer)	1,188	0	1,188	235.25	.00	952.75	19.8%
77006 512145 Life Insurance	9	0	9	1.16	.00	7.84	12.9%
77006 531298 United Parcel Service	20	0	20	.00	.00	20.00	.0%
77006 531311 Postage & Box Rent	10	0	10	2.26	.00	7.74	22.6%
77006 531312 Office Supplies	9,500	0	9,500	3,475.13	.00	6,024.87	36.6%
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	3.84	.00	86.16	4.3%
77006 535242 Maintain Machinery & Equip	400	0	400	756.14	.00	-356.14	189.0%
77006 535252 Printing Equip Maintenance	14,000	0	14,000	2,993.92	.00	11,006.08	21.4%
77006 571004 IP Telephony Allocation	94	0	94	23.49	.00	70.51	25.0%
77006 571009 MIS PC Group Allocation	2,840	0	2,840	710.01	.00	2,129.99	25.0%
77006 571010 MIS Systems Grp Alloc(ISIS)	358	0	358	89.49	.00	268.51	25.0%
77006 591519 Other Insurance	105	0	105	26.31	.00	78.69	25.1%
TOTAL Central Duplication	0	0	0	5,508.37	.00	-5,508.37	.0%
GRAND TOTAL	0	0	0	5,508.37	.00	-5,508.37	.0%