

Building and Grounds Committee

AGENDA

Videoconference

Tuesday, April 7, 2020

9:00 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 February 6, 2020 Building and Grounds Committee meeting minutes
8. Update from Potter Lawson on courthouse and sheriff facilities schematic design and mechanical systems project
9. Financial Reports (YTD)
 - a. Central Services
 - b. Management Information Systems (MIS)
10. Discuss future meeting schedule. Next scheduled meeting date – May 6, 2020 – 8:30 a.m.
11. Discuss potential agenda items for the Committee's next meeting
12. Adjourn

Topic: Building and Grounds Committee
Time: Apr 7, 2020 09:00 AM Central Time (US and Canada)

Join Zoom Meeting
<https://zoom.us/j/427152102>

Meeting ID: 427 152 102#

Dial by your location
+1 312 626 6799 US (Chicago)

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

Thursday, February 6, 2020

1. **Call to Order**
Meeting was called to order by Payne at 10:02 a.m.
2. **Roll Call**
Roger Lindl, Laura Payne, Mary Roberts and Jim Schroeder.
Excused: Greg David
Others Present: Ben Wehmeier, County Administrator; Ron Locast, Project Manager; Levi Schubkegel, Potter Lawson ; Doug Beilke, Maas Construction
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 January 7, 2020 Building and Grounds Committee minutes**
Minutes were provided for review.
Motion by Lindl/Schroeder to approve the January 7, 2020 Building and Grounds Committee minutes as printed. Motion passed 4-0.
8. **Discussion with Potter Lawson to begin the analysis for the Courthouse and Sheriff Facilities Schematic Design and mechanical systems project**
Ron discussed the goals of the county with the committee. and Levi gave a presentation on the process and timeline for moving forward. Potter Lawson will meet with staff following the Building and Grounds Committee meeting. No action taken.
9. **Financial Reports (YTD)**
 - a. Central Services
 - b. Management Information Systems (MIS)No Financial Records were available. No action taken.
10. **Discuss future meeting schedule. Set next meeting date:** The March meeting will be coordinated with Potter Lawson.
11. **Discuss potential agenda items for the Committee's next meeting**
 - a. Approval of Minutes from February 6, 2020
 - b. Update from Potter Lawson
12. **Adjourn.**
Motion by Lindl /Roberts to adjourn at 11:15 a.m.

03/31/2020
14:37:00

Jefferson County
CENTRAL SERVICES (YEAR TO DATE)

PAGE 1
giflrxprt

FROM 2020 01 TO 2020 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
100 General Fund							
11201 Central Services							
11201 411100 General Property Taxes	-872,789	0	-872,789	-218,197.26	.00	-654,591.74	25.0%
11201 474009 Housekeeping Services	-3,000	0	-3,000	.00	.00	-3,000.00	.0%
11201 483002 Misc Sale/Material & Supply	-500	0	-500	.00	.00	-500.00	.0%
11201 486001 Vending Commission	-500	0	-500	-104.94	.00	-395.06	21.0%
11201 511110 Salary-Permanent Regular	75,220	0	75,220	.00	.00	75,219.82	.0%
11201 511210 Wages-Regular	264,051	0	264,051	52,853.35	.00	211,197.62	20.0%
11201 511220 Wages-Overtime	4,715	0	4,715	2,121.80	.00	2,593.14	45.0%
11201 511330 Wages-Longevity Pay	698	0	698	.00	.00	697.50	.0%
11201 512141 Social Security	25,884	0	25,884	4,103.76	.00	21,780.04	15.9%
11201 512142 Retirement (Employer)	22,346	0	22,346	3,535.60	.00	18,810.64	15.8%
11201 512144 Health Insurance	80,222	0	80,222	11,570.73	.00	68,651.09	14.4%
11201 512145 Life Insurance	124	0	124	16.72	.00	107.60	13.4%
11201 512150 FSA Contribution	11,000	0	11,000	.00	.00	11,000.00	.0%
11201 512151 HSA Contribution	0	0	0	9,000.00	.00	-9,000.00	.0%
11201 512173 Dental Insurance	5,964	0	5,964	925.71	.00	5,038.29	15.5%
11201 512390 Safety Equipment	200	0	200	.00	.00	200.00	.0%
11201 521215 Architectural & Engineering	5,000	0	5,000	255.75	.00	4,744.25	5.1%
11201 521219 Other Professional Serv	10,000	200,000	210,000	1,286.94	.00	208,713.06	.6%
11201 521296 Computer Support	100	0	100	.00	.00	100.00	.0%
11201 529170 Grounds Keeping Charges	13,702	0	13,702	1,092.88	.00	12,609.12	8.0%
11201 529299 Purchase Care & Services	5,000	0	5,000	.00	.00	5,000.00	.0%
11201 531008 Hazard Recycle Charges	200	0	200	.00	.00	200.00	.0%
11201 531298 United Parcel Service	500	0	500	379.25	.00	120.75	75.9%
11201 531302 Building & Maint Equipment	5,000	0	5,000	807.84	.00	4,192.16	16.2%
11201 531303 Computer Equipmt & Software	12,000	0	12,000	12,043.63	.00	-43.63	100.4%
11201 531311 Postage & Box Rent	100	0	100	.00	.00	100.00	.0%
11201 531312 Office Supplies	400	0	400	14.10	.00	385.90	3.5%
11201 531313 Printing & Duplicating	200	0	200	44.69	.00	155.31	22.3%
11201 531314 Small Items Of Equipment	2,000	0	2,000	812.79	.00	1,187.21	40.6%
11201 531320 Safety Supplies	200	0	200	551.96	.00	-351.96	276.0%
11201 531326 Advertising	1,000	0	1,000	.00	.00	1,000.00	.0%
11201 531351 Gas/Diesel	1,500	0	1,500	55.01	.00	1,444.99	3.7%
11201 532332 Mileage	100	0	100	.00	.00	100.00	.0%
11201 533221 Water	5,000	0	5,000	737.36	.00	4,262.64	14.7%
11201 533222 Electric	110,000	0	110,000	12,222.95	.00	97,777.05	11.1%

03/31/2020
14:37:00

Jefferson County
CENTRAL SERVICES (YEAR TO DATE)

PAGE 2
glflxrpt

FROM 2020 01 TO 2020 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
11201 533223 Sewer	5,000	0	5,000	749.60	.00	4,250.40	15.0%
11201 533224 Natural Gas	30,000	0	30,000	5,534.88	.00	24,465.12	18.4%
11201 533225 Telephone & Fax	1,000	0	1,000	263.67	.00	736.33	26.4%
11201 533235 Storm Water Utility	2,000	0	2,000	322.50	.00	1,677.50	16.1%
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	22,084.06	.00	22,915.94	49.1%
11201 535247 Building Repair & Maint	20,000	0	20,000	230.92	.00	19,769.08	1.2%
11201 535297 Refuse Collection	2,500	0	2,500	236.00	.00	2,264.00	9.4%
11201 535344 Household & Janitorial Supp	12,000	0	12,000	4,082.89	.00	7,917.11	34.0%
11201 535349 Other Supplies	10,000	0	10,000	3,039.33	.00	6,960.67	30.4%
11201 535352 Vehicle Parts & Repairs	1,500	0	1,500	.00	.00	1,500.00	.0%
11201 535353 Machinery & Equipment Parts	5,000	0	5,000	459.47	.00	4,540.53	9.2%
11201 535354 Paint	3,000	0	3,000	.00	3,705.00	-705.00	123.5%
11201 535355 Plumbing & Electrical	5,000	0	5,000	3,873.37	.00	1,126.63	77.5%
11201 536531 Land Rent & Lease	1,800	0	1,800	.00	.00	1,800.00	.0%
11201 571004 IP Telephony Allocation	381	0	381	63.50	.00	317.50	16.7%
11201 571007 MIS Direct Charges	500	0	500	.00	.00	500.00	.0%
11201 571009 MIS PC Group Allocation	46,502	0	46,502	7,750.34	.00	38,751.66	16.7%
11201 571010 MIS Systems Grp Alloc(ISIS)	5,098	0	5,098	849.66	.00	4,248.34	16.7%
11201 591519 Other Insurance	17,083	0	17,083	2,847.10	.00	14,235.49	16.7%
11201 594822 Capital Improvement Building	0	219,820	219,820	54,270.00	70,350.00	95,200.00	56.7%
11201 699999 Budgetary Fund Balance	0	-419,820	-419,820	.00	.00	-419,820.00	.0%
TOTAL Central Services	0	0	0	2,787.91	74,055.00	-76,842.91	.0%
GRAND TOTAL	0	0	0	2,787.91	74,055.00	-76,842.91	.0%

03/31/2020
14:41:30

Jefferson County
MIS PC GROUP (YEAR TO DATE)

PAGE 1
gflfxrpt

FROM 2020 01 TO 2020 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
700 MIS Department Fund							
77001 PC Group							
77001 474180 MIS Billed	-883,542	0	-883,542	-153,795.04	.00	-729,747.19	17.4%
77001 511110 Salary-Permanent Regular	74,880	0	74,880	.00	.00	74,879.79	.0%
77001 511210 Wages-Regular	128,020	0	128,020	40,518.42	.00	87,501.24	31.7%
77001 511220 Wages-Overtime	612	0	612	57.58	.00	554.33	9.4%
77001 511330 Wages-Longevity Pay	294	0	294	.00	.00	293.75	.0%
77001 512141 Social Security	14,826	0	14,826	3,006.17	.00	11,819.92	20.3%
77001 512142 Retirement (Employer)	12,694	0	12,694	2,738.82	.00	9,955.41	21.6%
77001 512144 Health Insurance	38,568	0	38,568	6,611.84	.00	31,956.32	17.1%
77001 512145 Life Insurance	44	0	44	10.48	.00	33.38	23.9%
77001 512151 HSA Contribution	5,000	0	5,000	5,000.00	.00	.00	100.0%
77001 512173 Dental Insurance	3,204	0	3,204	618.73	.00	2,585.27	19.3%
77001 521220 Consultant	127,500	0	127,500	18,644.00	.00	108,856.00	14.6%
77001 521296 Computer Support	260,315	0	260,315	154,650.48	.00	105,664.19	59.4%
77001 529299 Purchase Care & Services	0	0	0	52.00	.00	-52.00	.0%
77001 531243 Furniture & Furnishings	500	0	500	.00	.00	500.00	.0%
77001 531298 United Parcel Service	0	0	0	4.76	.00	-4.76	.0%
77001 531301 Office Equipment	300	0	300	.00	.00	300.00	.0%
77001 531303 Computer Equipmt & Software	32,000	0	32,000	11,614.08	.00	20,385.92	36.3%
77001 531303 22101 Computer Equipmt & Soft	0	0	0	.00	5,880.00	-5,880.00	.0%
77001 531307 Microsoft Office Upgrade	71,000	0	71,000	70,844.00	.00	156.00	99.8%
77001 531312 Office Supplies	3,500	0	3,500	.00	.00	3,500.00	.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 531324 Membership Dues	500	0	500	.00	.00	500.00	.0%
77001 532325 Registration	1,000	0	1,000	1,150.00	.00	-150.00	115.0%
77001 532332 Mileage	200	0	200	13.82	.00	186.18	6.9%
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	2,500	0	2,500	2,130.00	.00	370.00	85.2%
77001 533228 Internet	27,700	0	27,700	8,529.60	.00	19,170.40	30.8%
77001 535242 Maintain Machinery & Equip	15,000	0	15,000	29,008.59	.00	-14,008.59	193.4%
77001 535355 Plumbing & Electrical	1,000	0	1,000	.00	.00	1,000.00	.0%
77001 571004 IP Telephony Allocation	3,559	0	3,559	593.16	.00	2,965.84	16.7%
77001 571008 MIS Overhead Allocation	16,351	0	16,351	.00	.00	16,350.72	.0%

03/31/2020
14:41:30

Jefferson County
MIS PC GROUP (YEAR TO DATE)

FROM 2020 01 TO 2020 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
77001 591519 Other Insurance	1,446	0	1,446	241.06	.00	1,205.33	16.7%
77001 594810 Capital Equipment	122,000	58,000	180,000	59,890.20	45,420.73	74,689.07	58.5%
77001 611102 Transfer From General	-82,000	0	-82,000	.00	.00	-82,000.00	.0%
77001 699999 Budgetary Fund Balance	0	-58,000	-58,000	.00	.00	-58,000.00	.0%
TOTAL PC Group	0	0	0	262,132.75	51,300.73	-313,433.48	.0%
GRAND TOTAL	0	0	0	262,132.75	51,300.73	-313,433.48	.0%

03/31/2020
14:42:40

Jefferson County
MIS SYSTEMS GROUP (YEAR TO DATE)

FROM 2020 01 TO 2020 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
700 MIS Department Fund							
77002 Systems Group							
77002 451200 Records & Reports	0	0	0	-125.00	.00	125.00	.0%
77002 474180 MIS Billed	-393,370	0	-393,370	-65,561.50	.00	-327,808.73	16.7%
77002 511110 Salary-Permanent Regular	196,717	0	196,717	39,453.35	.00	157,263.63	20.1%
77002 511210 Wages-Regular	30,884	0	30,884	8,206.18	.00	22,677.84	26.6%
77002 511330 Wages-Longevity Pay	583	0	583	.00	.00	582.50	.0%
77002 512141 Social Security	17,464	0	17,464	3,498.95	.00	13,965.50	20.0%
77002 512142 Retirement (Employer)	14,953	0	14,953	3,217.01	.00	11,736.21	21.5%
77002 512144 Health Insurance	40,175	0	40,175	7,162.80	.00	33,012.32	17.8%
77002 512145 Life Insurance	138	0	138	27.02	.00	111.40	19.5%
77002 512151 HSA Contribution	5,000	0	5,000	8,000.00	.00	-3,000.00	160.0%
77002 512173 Dental Insurance	2,700	0	2,700	565.12	.00	2,134.88	20.9%
77002 521220 Consultant	3,000	0	3,000	.00	.00	3,000.00	.0%
77002 521296 Computer Support	4,000	0	4,000	9,900.00	.00	-5,900.00	247.5%
77002 531303 Computer Equipmt & Software	6,500	0	6,500	.00	.00	6,500.00	.0%
77002 531312 Office Supplies	500	0	500	.00	.00	500.00	.0%
77002 531322 Subscriptions	125	0	125	.00	.00	125.00	.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	1,000	0	1,000	.00	.00	1,000.00	.0%
77002 535242 Maintain Machinery & Equip	44,240	0	44,240	20,350.51	.00	23,889.49	46.0%
77002 571004 IP Telephony Allocation	636	0	636	106.00	.00	530.00	16.7%
77002 571008 MIS Overhead Allocation	16,351	0	16,351	.00	.00	16,350.72	.0%
77002 591519 Other Insurance	2,384	0	2,384	397.30	.00	1,986.50	16.7%
TOTAL Systems Group	0	0	0	35,197.74	.00	-35,197.74	.0%
GRAND TOTAL	0	0	0	35,197.74	.00	-35,197.74	.0%

03/31/2020
14:43:55

Jefferson County
MIS PROGRAMMING SPECIAL (YEAR TO DATE)

FROM 2020 01 TO 2020 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	-133,708	0	-133,708	-22,284.72	.00	-111,423.59	16.7%
77003 511210 Wages-Regular	91,919	0	91,919	16,172.46	.00	75,746.79	17.6%
77003 512141 Social Security	7,032	0	7,032	1,175.19	.00	5,856.63	16.7%
77003 512142 Retirement (Employer)	6,021	0	6,021	1,091.65	.00	4,929.06	18.1%
77003 512144 Health Insurance	24,105	0	24,105	3,856.92	.00	20,248.15	16.0%
77003 512145 Life Insurance	11	0	11	1.92	.00	9.54	16.8%
77003 512151 HSA Contribution	3,000	0	3,000	.00	.00	3,000.00	.0%
77003 512173 Dental Insurance	1,620	0	1,620	276.00	.00	1,344.00	17.0%
TOTAL Programming - Special	0	0	0	289.42	.00	-289.42	.0%
GRAND TOTAL	0	0	0	289.42	.00	-289.42	.0%

03/31/2020
14:43:55

Jefferson County
MIS PROGRAMMING SPECIAL (YEAR TO DATE)

FROM 2020 01 TO 2020 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	-133,708	0	-133,708	-22,284.72	.00	-111,423.59	16.7%
77003 511210 Wages-Regular	91,919	0	91,919	16,172.46	.00	75,746.79	17.6%
77003 512141 Social Security	7,032	0	7,032	1,175.19	.00	5,856.63	16.7%
77003 512142 Retirement (Employer)	6,021	0	6,021	1,091.65	.00	4,929.06	18.1%
77003 512144 Health Insurance	24,105	0	24,105	3,856.92	.00	20,248.15	16.0%
77003 512145 Life Insurance	11	0	11	1.92	.00	9.54	16.8%
77003 512151 HSA Contribution	3,000	0	3,000	.00	.00	3,000.00	.0%
77003 512173 Dental Insurance	1,620	0	1,620	276.00	.00	1,344.00	17.0%
TOTAL Programming - Special	0	0	0	289.42	.00	-289.42	.0%
GRAND TOTAL	0	0	0	289.42	.00	-289.42	.0%

03/31/2020
14:44:49

Jefferson County
MIS OVERHEAD (YEAR TO DATE)

FROM 2020 01 TO 2020 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<hr/>							
700 MIS Department Fund							
<hr/>							
77004 MIS Overhead							
<hr/>							
77004 521296 Computer Support	0	0	0	8,142.96	.00	-8,142.96	.0%
77004 529299 Purchase Care & Services	4,500	0	4,500	126.80	.00	4,373.20	2.8%
77004 531298 United Parcel Service	200	0	200	.00	.00	200.00	.0%
77004 531320 Safety Supplies	50	0	50	227.24	.00	-177.24	454.5%
77004 533221 Water	400	0	400	49.21	.00	350.79	12.3%
77004 533222 Electric	6,250	0	6,250	276.77	.00	5,973.23	4.4%
77004 533223 Sewer	319	0	319	45.10	.00	273.90	14.1%
77004 533224 Natural Gas	2,500	0	2,500	485.11	.00	2,014.89	19.4%
77004 533225 Telephone & Fax	3,400	0	3,400	861.26	.00	2,538.74	25.3%
77004 533235 Storm Water Utility	180	0	180	14.99	.00	165.01	8.3%
77004 533236 Wireless Internet	3,200	0	3,200	188.52	.00	3,011.48	5.9%
77004 535242 Maintain Machinery & Equip	6,500	0	6,500	.00	.00	6,500.00	.0%
77004 535246 Building Service & Maint	2,000	0	2,000	.00	.00	2,000.00	.0%
77004 535297 Refuse Collection	550	0	550	96.78	.00	453.22	17.6%
77004 571003 Housekeeping	2,200	0	2,200	.00	.00	2,200.00	.0%
77004 571008 MIS Overhead Allocation	-32,701	0	-32,701	.00	.00	-32,701.44	.0%
77004 591519 Other Insurance	452	0	452	75.40	.00	377.04	16.7%
TOTAL MIS Overhead	0	0	0	10,590.14	.00	-10,590.14	.0%
GRAND TOTAL	0	0	0	10,590.14	.00	-10,590.14	.0%

03/31/2020
14:46:38

Jefferson County
MIS IP TELEPHONY (YEAR TO DATE)

FROM 2020 01 TO 2020 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<hr/>							
700 MIS Department Fund							
<hr/>							
77005 IP-Telephony							
<hr/>							
77005 474190 IP-Telephony Billed	-95,452	0	-95,452	-15,908.88	.00	-79,543.37	16.7%
77005 511210 Wages-Regular	28,546	0	28,546	3,881.68	.00	24,664.24	13.6%
77005 512141 Social Security	2,184	0	2,184	296.94	.00	1,886.82	13.6%
77005 512142 Retirement (Employer)	1,870	0	1,870	262.02	.00	1,607.95	14.0%
77005 512145 Life Insurance	14	0	14	1.40	.00	12.58	10.0%
77005 512173 Dental Insurance	540	0	540	110.40	.00	429.60	20.4%
77005 521220 Consultant	5,500	0	5,500	1,986.14	.00	3,513.86	36.1%
77005 521296 Computer Support	30,582	0	30,582	23,434.60	.00	7,147.27	76.6%
77005 531303 Computer Equipmt & Software	23,000	0	23,000	.00	.00	23,000.00	.0%
77005 535242 Maintain Machinery & Equip	3,000	0	3,000	.00	.00	3,000.00	.0%
77005 591519 Other Insurance	217	0	217	36.12	.00	180.63	16.7%
TOTAL IP-Telephony	0	0	0	14,100.42	.00	-14,100.42	.0%
GRAND TOTAL	0	0	0	14,100.42	.00	-14,100.42	.0%

03/31/2020
14:47:57

Jefferson County
MIS CENTRAL DUPLICATION (YEAR TO DATE)

PAGE 1
glflxrpt

FROM 2020 01 TO 2020 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
700 MIS Department Fund							
77006 Central Duplication							
77006 451002 Private Party Photocopy	-1,400	0	-1,400	-241.14	.00	-1,158.86	17.2%
77006 472003 Municipality Copies & Printin	-550	0	-550	-350.72	.00	-199.28	63.8%
77006 474180 MIS Billed	-16,496	0	-16,496	-2,752.84	.00	-13,743.52	16.7%
77006 474200 Copying & Printing Interdepa	-36,000	0	-36,000	-8,053.60	.00	-27,946.40	22.4%
77006 511210 Wages-Regular	18,410	0	18,410	4,656.36	.00	13,753.21	25.3%
77006 511330 Wages-Longevity Pay	59	0	59	.00	.00	59.40	.0%
77006 512141 Social Security	1,413	0	1,413	356.19	.00	1,056.69	25.2%
77006 512142 Retirement (Employer)	1,210	0	1,210	314.30	.00	895.42	26.0%
77006 512145 Life Insurance	9	0	9	.85	.00	7.79	9.8%
77006 512173 Dental Insurance	1,080	0	1,080	.00	.00	1,080.00	.0%
77006 531311 Postage & Box Rent	0	0	0	3.38	.00	-3.38	.0%
77006 531312 Office Supplies	9,500	0	9,500	4,608.01	.00	4,891.99	48.5%
77006 531314 Small Items Of Equipment	500	0	500	.00	.00	500.00	.0%
77006 531349 Other Operating Expenses	350	0	350	550.00	.00	-200.00	157.1%
77006 532332 Mileage	40	0	40	.00	.00	40.00	.0%
77006 533225 Telephone & Fax	90	0	90	3.88	.00	86.12	4.3%
77006 535242 Maintain Machinery & Equip	4,000	0	4,000	247.37	.00	3,752.63	6.2%
77006 535252 Printing Equip Maintenance	14,000	0	14,000	1,300.31	.00	12,699.69	9.3%
77006 571004 IP Telephony Allocation	127	0	127	21.16	.00	105.84	16.7%
77006 571009 MIS PC Group Allocation	3,171	0	3,171	528.50	.00	2,642.50	16.7%
77006 571010 MIS Systems Grp Alloc(ISIS)	347	0	347	57.84	.00	289.16	16.7%
77006 591519 Other Insurance	141	0	141	23.52	.00	117.63	16.7%
TOTAL Central Duplication	0	0	0	1,273.37	.00	-1,273.37	.0%
GRAND TOTAL	0	0	0	1,273.37	.00	-1,273.37	.0%