

Building and Grounds Committee

AGENDA

Videoconference

Or

Jefferson County Courthouse
311 S. Center Avenue, Room 205
Jefferson, WI 53549

Wednesday, June 3, 2020
9:00 a.m.

Committee Members

Curtis Backlund, Greg David, Roger Lindl, 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 May 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. County Project Updates
10. Financial Reports (YTD)
 - a. Central Services
 - b. Management Information Systems (MIS)
11. Discuss future meeting schedule. Next scheduled meeting date – June 1, 2020 – 9:00 a.m.
12. Discuss potential agenda items for the Committee's next meeting
13. Adjourn

[Join Zoom Meeting](#)

<https://zoom.us/j/97509662099>

Meeting ID: 975 0966 2099

One tap mobile: +13126266799,,97509662099# US (Chicago)

Dial by your location : +1 301 715 8592 US (Germantown)

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

(Via Zoom Videoconference and Courthouse, Room 112)

MINUTES

Wednesday, May 6, 2020

1. **Call to Order**
Meeting was called to order by Payne at 8:45 a.m.
2. **Roll Call**
Members Present: Roger Lindl

Members Present via Videoconference: Curtis Backlund, Laura Payne and Mary Roberts, Greg David

Others Present: Ben Wehmeier, County Administrator; Ron Locast, Potter Lawson; Levi Schubkegel, Potter Lawson ; Kevin Anderson, Potter Lawson; Doug Beilke, Maas Construction; Anthony Maas, Maas Construction; Supervisor Anita Martin; Supervisor Amy Rinard; Supervisor Walt Christensen; Terri Palm, HR Director
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. **Election of Committee Officers**

Election of Committee Chair
Motion by Roberts/Lindl to nominate Payne as Chair; Motion Passed 4-0

Election of Committee Vice Chair
Motion by Lindl/Roberts to nominate Backlund as Vice Chair; Motion Passed 4-0

Election of Committee Secretary
Motion by Lindl/Backlund to nominate Roberts as Secretary; Motion Passed 4-0
6. **Public Comment**
None
7. **Communications**
None
8. **Approval of April 7, 2020 Building and Grounds Committee minutes**
Minutes were provided for review.

Motion by Roberts/Lindl to approve the April 7, 2020 Building and Grounds Committee minutes as printed. Motion passed 4-0.
9. **Update from Potter Lawson on courthouse and sheriff facilities schematic design and mechanical systems project**
Ron from Potter Lawson gave an update on the project. The programming phase is complete. He shared floor plans and stacking diagrams. Next steps will be laying out the individual departments. Kevin Anderson reviewed the options for the Sheriff's Office and jail. Completed programming phase of project. Will do a another walk through to assess storage needs.

10. **Financial Reports (YTD)**
 - a. Central Services
 - b. Management Information Systems (MIS)

Financial Records were provided for review. No action taken.

11. **Discuss future meeting schedule. Set next meeting date:** June 3, 2020 – 9:00 a.m. via Zoom Videoconference and Courthouse, Room 112.
12. **Discuss potential agenda items for the Committee's next meeting**
 - a. Approval of Minutes from May 6, 2020
 - b. Update from Potter Lawson
13. **Adjourn.**

Motion by Lindl/Backlund to adjourn at 10:15 a.m.

06/01/2020
10:51:15

Jefferson County
CENTRAL SERVICES (YEAR TO DATE)

PAGE 1
giflrxrpt

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	-363,662.10	.00	-509,126.90	41.7%
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	-175.95	.00	-324.05	35.2%
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	98,211.35	.00	165,839.62	37.2%
11201 511210 22101 Wages-Regular	0	0	0	5,398.12	.00	-5,398.12	.0%
11201 511220 Wages-Overtime	4,715	0	4,715	4,151.70	.00	563.24	88.1%
11201 511220 22101 Wages-Overtime	0	0	0	738.50	.00	-738.50	.0%
11201 511330 Wages-Longevity Pay	698	0	698	.00	.00	697.50	.0%
11201 512141 Social Security	25,884	0	25,884	7,640.81	.00	18,242.99	29.5%
11201 512141 22101 Social Security	0	0	0	444.16	.00	-444.16	.0%
11201 512142 Retirement (Employer)	22,346	0	22,346	6,561.72	.00	15,784.52	29.4%
11201 512142 22101 Retirement (Employer)	0	0	0	404.45	.00	-404.45	.0%
11201 512144 Health Insurance	80,222	0	80,222	23,187.54	.00	57,034.28	28.9%
11201 512144 22101 Health Insurance	0	0	0	1,882.44	.00	-1,882.44	.0%
11201 512145 Life Insurance	124	0	124	41.44	.00	82.88	33.3%
11201 512145 22101 Life Insurance	0	0	0	.52	.00	-.52	.0%
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	1,608.37	.00	4,355.63	27.0%
11201 512173 22101 Dental Insurance	0	0	0	127.34	.00	-127.34	.0%
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	3,157.10	.00	206,842.90	1.5%
11201 521296 Computer Support	100	0	100	.00	.00	100.00	.0%
11201 529170 Grounds Keeping Charges	13,702	0	13,702	2,376.16	.00	11,325.84	17.3%
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	2,702.82	.00	2,297.18	54.1%
11201 531303 Computer Equipmt & Software	12,000	0	12,000	13,461.63	.00	-1,461.63	112.2%
11201 531311 Postage & Box Rent	100	0	100	.00	.00	100.00	.0%
11201 531312 Office Supplies	400	0	400	17.87	.00	382.13	4.5%
11201 531313 Printing & Duplicating	200	0	200	44.69	.00	155.31	22.3%

06/01/2020
10:51:15

Jefferson County
CENTRAL SERVICES (YEAR TO DATE)

FROM 2020 01 TO 2020 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
11201 531314 Small Items Of Equipment	2,000	0	2,000	1,687.89	.00	312.11	84.4%
11201 531320 Safety Supplies	200	0	200	622.14	.00	-422.14	311.1%
11201 531326 Advertising	1,000	0	1,000	.00	.00	1,000.00	.0%
11201 531351 Gas/Diesel	1,500	0	1,500	81.23	.00	1,418.77	5.4%
11201 532332 Mileage	100	0	100	2.55	.00	97.45	2.6%
11201 533221 Water	5,000	0	5,000	1,071.11	.00	3,928.89	21.4%
11201 533222 Electric	110,000	0	110,000	18,074.07	.00	91,925.93	16.4%
11201 533223 Sewer	5,000	0	5,000	1,087.60	.00	3,912.40	21.8%
11201 533224 Natural Gas	30,000	0	30,000	8,755.31	.00	21,244.69	29.2%
11201 533225 Telephone & Fax	1,000	0	1,000	514.99	.00	485.01	51.5%
11201 533235 Storm Water Utility	2,000	0	2,000	483.75	.00	1,516.25	24.2%
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	29,420.33	.68	15,578.99	65.4%
11201 535247 Building Repair & Maint	20,000	0	20,000	1,565.92	.00	18,434.08	7.8%
11201 535247 22101 Building Repair & Maint	0	0	0	.00	86,150.00	-86,150.00	.0%
11201 535297 Refuse Collection	2,500	0	2,500	838.86	.00	1,661.14	33.6%
11201 535344 Household & Janitorial Supp	12,000	0	12,000	6,347.22	.00	5,652.78	52.9%
11201 535344 22101 Household & Janitorial	0	0	0	1,157.42	.00	-1,157.42	.0%
11201 535349 Other Supplies	10,000	0	10,000	6,796.08	.00	3,203.92	68.0%
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	1,143.04	.00	3,856.96	22.9%
11201 535354 Paint	3,000	0	3,000	2,800.00	905.00	-705.00	123.5%
11201 535355 Plumbing & Electrical	5,000	0	5,000	8,481.25	.00	-3,481.25	169.6%
11201 536531 Land Rent & Lease	1,800	0	1,800	.00	.00	1,800.00	.0%
11201 571004 IP Telephony Allocation	381	0	381	349.25	.00	31.75	91.7%
11201 571007 MIS Direct Charges	500	0	500	.00	.00	500.00	.0%
11201 571009 MIS PC Group Allocation	46,502	0	46,502	42,626.87	.00	3,875.13	91.7%
11201 571010 MIS Systems Grp Alloc(ISIS)	5,098	0	5,098	4,673.13	.00	424.87	91.7%
11201 591519 Other Insurance	17,083	0	17,083	5,694.20	.00	11,388.39	33.3%
11201 594810 Capital Equipment	0	0	0	4,561.00	.00	-4,561.00	.0%
11201 594822 Capital Improvement Building	0	218,820	218,820	143,402.18	.00	75,417.82	65.5%
11201 699999 Budgetary Fund Balance	0	-418,820	-418,820	.00	.00	-418,820.00	.0%
TOTAL Central Services	0	0	0	110,193.07	87,055.68	-197,248.75	.0%
GRAND TOTAL	0	0	0	110,193.07	87,055.68	-197,248.75	.0%

06/01/2020
10:49:22

Jefferson County
MIS (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							
77001 PC Group							
77001 474180 MIS Billed	-883,542	0	-883,542	-845,872.72	.00	-37,669.51	95.7%
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	76,097.08	.00	51,922.58	59.4%
77001 511220 Wages-Overtime	612	0	612	298.17	.00	313.74	48.7%
77001 511330 Wages-Longevity Pay	294	0	294	.00	.00	293.75	.0%
77001 512141 Social Security	14,826	0	14,826	5,649.08	.00	9,177.01	38.1%
77001 512142 Retirement (Employer)	12,694	0	12,694	5,156.57	.00	7,537.66	40.6%
77001 512144 Health Insurance	38,568	0	38,568	14,325.69	.00	24,242.47	37.1%
77001 512145 Life Insurance	44	0	44	24.29	.00	19.57	55.4%
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	1,146.33	.00	2,057.67	35.8%
77001 521220 Consultant	127,500	0	127,500	32,666.90	.00	94,833.10	25.6%
77001 521296 Computer Support	260,315	0	260,315	202,427.62	1,531.89	56,355.16	78.4%
77001 529299 Purchase Care & Services	0	0	0	1,282.00	.00	-1,282.00	.0%
77001 531243 Furniture & Furnishings	500	0	500	.00	.00	500.00	.0%
77001 531298 United Parcel Service	0	0	0	10.60	.00	-10.60	.0%
77001 531301 Office Equipment	300	0	300	.00	.00	300.00	.0%
77001 531303 Computer Equipmt & Software	32,000	0	32,000	11,904.17	7,341.00	12,754.83	60.1%
77001 531303 22101 Computer Equipmt & Soft	0	0	0	6,632.63	.00	-6,632.63	.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	50.00	.00	950.00	5.0%
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	11,316.00	.00	16,384.00	40.9%
77001 535242 Maintain Machinery & Equip	15,000	0	15,000	32,349.66	.00	-17,349.66	215.7%
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	3,262.38	.00	296.62	91.7%
77001 571008 MIS Overhead Allocation	16,351	0	16,351	.00	.00	16,350.72	.0%

06/01/2020
10:49:22

Jefferson County
MIS (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	482.12	.00	964.27	33.3%
77001 594810 Capital Equipment	122,000	58,000	180,000	105,310.93	16,942.00	57,747.07	67.9%
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	-257,492.68	25,814.89	231,677.79	.0%

06/01/2020
10:49:22

Jefferson County
MIS (YEAR TO DATE)

FROM 2020 01 TO 2020 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<hr/>							
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	-360,588.25	.00	-32,781.98	91.7%
77002 511110 Salary-Permanent Regular	196,717	0	196,717	76,741.17	.00	119,975.81	39.0%
77002 511210 Wages-Regular	30,884	0	30,884	14,246.40	.00	16,637.62	46.1%
77002 511330 Wages-Longevity Pay	583	0	583	.00	.00	582.50	.0%
77002 512141 Social Security	17,464	0	17,464	6,678.90	.00	10,785.55	38.2%
77002 512142 Retirement (Employer)	14,953	0	14,953	6,141.66	.00	8,811.56	41.1%
77002 512144 Health Insurance	40,175	0	40,175	15,198.04	.00	24,977.08	37.8%
77002 512145 Life Insurance	138	0	138	68.48	.00	69.94	49.5%
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	1,025.12	.00	1,674.88	38.0%
77002 521220 Consultant	3,000	0	3,000	2,950.00	.00	50.00	98.3%
77002 521296 Computer Support	4,000	0	4,000	11,566.67	.00	-7,566.67	289.2%
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	23,830.51	.00	20,409.49	53.9%
77002 571004 IP Telephony Allocation	636	0	636	583.00	.00	53.00	91.7%
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	794.60	.00	1,589.20	33.3%
TOTAL Systems Group	0	0	0	-192,888.70	.00	192,888.70	.0%

06/01/2020
10:49:22

Jefferson County
MIS (YEAR TO DATE)

FROM 2020 01 TO 2020 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<hr/>							
77003 Programming - Special							
77003 474099 Dept Cap Program Charges	-133,708	0	-133,708	-122,565.96	.00	-11,142.35	91.7%
77003 511210 Wages-Regular	91,919	0	91,919	33,623.79	.00	58,295.46	36.6%
77003 512141 Social Security	7,032	0	7,032	2,439.44	.00	4,592.38	34.7%
77003 512142 Retirement (Employer)	6,021	0	6,021	2,269.60	.00	3,751.11	37.7%
77003 512144 Health Insurance	24,105	0	24,105	8,678.08	.00	15,426.99	36.0%
77003 512145 Life Insurance	11	0	11	4.89	.00	6.57	42.7%
77003 512151 HSA Contribution	3,000	0	3,000	.00	.00	3,000.00	.0%
77003 512173 Dental Insurance	1,620	0	1,620	552.00	.00	1,068.00	34.1%
TOTAL Programming - Special	0	0	0	-74,998.16	.00	74,998.16	.0%

06/01/2020
10:49:22

Jefferson County
MIS (YEAR TO DATE)

FROM 2020 01 TO 2020 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<hr/>							
77004 MIS Overhead							
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	232.87	.00	-182.87	465.7%
77004 533221 Water	400	0	400	141.25	.00	258.75	35.3%
77004 533222 Electric	6,250	0	6,250	873.97	.00	5,376.03	14.0%
77004 533223 Sewer	319	0	319	128.90	.00	190.10	40.4%
77004 533224 Natural Gas	2,500	0	2,500	740.43	.00	1,759.57	29.6%
77004 533225 Telephone & Fax	3,400	0	3,400	1,708.14	.00	1,691.86	50.2%
77004 533235 Storm Water Utility	180	0	180	44.97	.00	135.03	25.0%
77004 533236 Wireless Internet	3,200	0	3,200	408.06	.00	2,791.94	12.8%
77004 533236 22101 Wireless Internet	0	0	0	2,565.14	.00	-2,565.14	.0%
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	193.56	.00	356.44	35.2%
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	150.80	.00	301.64	33.3%
TOTAL MIS Overhead	0	0	0	15,457.85	.00	-15,457.85	.0%

06/01/2020
10:49:22

Jefferson County
MIS (YEAR TO DATE)

FROM 2020 01 TO 2020 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<hr/>							
77005 IP-Telephony							
77005 474190 IP-Telephony Billed	-95,452	0	-95,452	-87,498.84	.00	-7,953.41	91.7%
77005 511210 Wages-Regular	28,546	0	28,546	10,351.18	.00	18,194.74	36.3%
77005 511220 Wages-Overtime	0	0	0	12.13	.00	-12.13	.0%
77005 512141 Social Security	2,184	0	2,184	792.78	.00	1,390.98	36.3%
77005 512142 Retirement (Employer)	1,870	0	1,870	699.54	.00	1,170.43	37.4%
77005 512145 Life Insurance	14	0	14	5.65	.00	8.33	40.4%
77005 512173 Dental Insurance	540	0	540	220.80	.00	319.20	40.9%
77005 521220 Consultant	5,500	0	5,500	3,972.28	.00	1,527.72	72.2%
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	72.24	.00	144.51	33.3%
TOTAL IP-Telephony	0	0	0	-47,937.64	.00	47,937.64	.0%

06/01/2020
10:49:22

Jefferson County
MIS (YEAR TO DATE)

FROM 2020 01 TO 2020 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<hr/>							
77006 Central Duplication							
77006 451002 Private Party Photocopy	-1,400	0	-1,400	-260.38	.00	-1,139.62	18.6%
77006 472003 Municipality Copies & Printin	-550	0	-550	-478.50	.00	-71.50	87.0%
77006 474180 MIS Billed	-16,496	0	-16,496	-15,140.62	.00	-1,355.74	91.8%
77006 474200 Copying & Printing Interdepa	-36,000	0	-36,000	-17,172.14	.00	-18,827.86	47.7%
77006 511210 Wages-Regular	18,410	0	18,410	8,690.45	.00	9,719.12	47.2%
77006 511210 22101 Wages-Regular	0	0	0	656.82	.00	-656.82	.0%
77006 511330 Wages-Longevity Pay	59	0	59	.00	.00	59.40	.0%
77006 512141 Social Security	1,413	0	1,413	664.81	.00	748.07	47.1%
77006 512141 22101 Social Security	0	0	0	50.24	.00	-50.24	.0%
77006 512142 Retirement (Employer)	1,210	0	1,210	586.61	.00	623.11	48.5%
77006 512142 22101 Retirement (Employer)	0	0	0	44.33	.00	-44.33	.0%
77006 512145 Life Insurance	9	0	9	2.82	.00	5.82	32.6%
77006 512145 22101 Life Insurance	0	0	0	.20	.00	-.20	.0%
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	6,175.15	.00	3,324.85	65.0%
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	6.45	.00	83.55	7.2%
77006 535242 Maintain Machinery & Equip	4,000	0	4,000	846.03	.00	3,153.97	21.2%
77006 535252 Printing Equip Maintenance	14,000	0	14,000	2,353.28	.00	11,646.72	16.8%
77006 571004 IP Telephony Allocation	127	0	127	116.38	.00	10.62	91.6%
77006 571009 MIS PC Group Allocation	3,171	0	3,171	2,906.75	.00	264.25	91.7%
77006 571010 MIS Systems Grp Alloc(ISIS)	347	0	347	318.12	.00	28.88	91.7%
77006 591519 Other Insurance	141	0	141	47.04	.00	94.11	33.3%
TOTAL Central Duplication	0	0	0	-9,582.78	.00	9,582.78	.0%
GRAND TOTAL	0	0	0	-567,442.11	25,814.89	541,627.22	.0%