

# Building and Grounds Committee

## AGENDA

Videoconference

Or

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

Wednesday, March 3, 2021  
9:00 a.m.

**\*REVISED 02-26-2021**

### 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 February 19, 2021 joint committee meeting with Building and Grounds, Executive and Finance Committees meeting minutes**
8. **\*Approval of the February 3, 2021 Building and Grounds Committee meeting minutes**
9. Update on South Campus Projects.
10. Discussion and Possible action on Scope of Work for Courthouse/Sheriff Building Design Services Project
11. Financial Reports (YTD)
  - a. Central Services
  - b. Management Information Systems (MIS)
12. Discuss future meeting schedule. Next scheduled meeting date – April 7, 2021 – 9:00 a.m.
13. Discuss potential agenda items for the Committee's next meeting
14. Adjourn

\*Register in advance for this meeting:

<https://zoom.us/meeting/register/tJMsdO2ppj8uH9WoXUJhZYi8M4WMZsS2N0gX>

After registering, you will receive a confirmation email containing information about joining the meeting.

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 205)

### MINUTES

Wednesday, February 3, 2021

1. **Call to Order**

Meeting was called to order by Payne at 9:00 a.m.

2. **Roll Call**

Members Present: Roger Lindl

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

Others Present: Ben Wehmeier, County Administrator

Other Present via Videoconference: Anthony Maas, Maas Bros Construction; Ron Locast, Kevin Anderson and Jared Ramthun, Potter Lawson.

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 December 2, 2020 Building and Grounds Committee minutes**

Minutes were provided for review.

Motion by Backlund/Lindl to approve the December 2, 2020 Building and Grounds Committee minutes as printed. Motion passed 5-0.

8. **Discussion and Update of Courthouse and Sheriff Renovation Project**

Wehmeier said that we had postponed this for a few months and are discussing this again now that we have a better understanding of where COVID is at and the future of the workforce. They would like to discuss this so that the board has the answers they need to understand the project and feel comfortable with pursuing it. Maas discussed Value Engineering Phasing and Mechanical, Electric Plumbing Costs. The most efficient way to do this is to do it all at once so you aren't duplicating the work. Maas discussed some different phasing options that could be considered. Ramthun said if they just pursued the Mechanicals you would still be touching every square footage of the building and it would not be a good option if you plan on renovating in the future. There is also inflation to consider. Backlund said that his constituents understood the need for the need for this project. Wehmeier said that the county's fiscal position is solid. The rates are historically low for bonding. Wehmeier talked about the advantages to the jail, courts and administrative services by completing this project. Locast said that this is not a band aid approach. It will be sufficient for 30 years. The renovation will provide flexibility for the future and energy savings over the next 30 years. Locast said that this is a fluid plan and the next step would be to look at the schematic design to see if there are any options for cost savings. Payne discussed next steps. Wehmeier suggested holding a joint meeting with the Finance Committee and Executive Committees to prepare for the March County Board meeting. The committee, with the exception of David, supports moving the project forward. No action taken.

9. **Update on South Campus project**

Wehmeier said that the South Campus project is ending. There are a few change orders that they are working through. They will also be looking at replacing the water main in that area prior to resurfacing the road and parking lot. No action taken.

10. **Financial Reports (YTD)**

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

Financial Reports were provided for review. No action taken.

11. **Discuss future meeting schedule. Set next meeting date:** There will be a joint meeting of Building and Grounds, Finance and Executive Committees scheduled in February.

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

- a. Approval of Minutes from February 3, 2021
- b. Discussion and Possible Action on Courthouse and Sheriff Renovation Project

13. **Adjourn.**

Motion by Roberts/Lind to adjourn at 10:01 a.m.

**Joint Committee Meeting**  
**Building and Grounds, Executive and Finance Committees**  
(Via Zoom Videoconference and Courthouse, Room 205)

**MINUTES**

Friday, February 19, 2021

**1. Call to Order**

Meeting was called to order by Nass at 2:30 p.m.

**2. Roll Call**

Building and Grounds Committee Members Present: Roger Lindl

Building and Grounds Committee Members Present via Videoconference: Laura Payne, Chair; Curtis Backlund, Vice Chair; Mary Roberts, Secretary; Greg David

Executive Committee Members Present: Steve Nass; Michael Wineke

Executive Committee Members Present via Videoconference: Amy Rinard, Chair; Jim Braugher, Vice Chair; Conor Nelan, Secretary

Finance Committee Members Present: Richard Jones, Chair; George Jaeckel, Vice Chair

Finance Committee Members Present via Videoconference: Russell Kutz, Secretary; Conor Nelan, Amy Rinard

Others Present: Ben Wehmeier, County Administrator, Marc DeVries

Other Present via Videoconference: Anthony Maas, Maas Bros Construction; Ron Locast, Kevin Anderson, Potter Lawson, Sarana Stolar, Supervisor Anita Martin, Supervisor Walt Christensen

**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. Discussion and possible action on proceeding with scoping and financing options for the Courthouse and Sheriff Renovation Project**

Wehmeier gave an overview of the process that has taken place so far. Ben discussed some talking points through a Power Point presentation. There was a consensus of all three committees to move the project forward as a whole. Wehmeier, Maas and Locast answered questions from the committee members.

Building and Grounds Committee Motion by Backlund/Roberts to proceed with scoping and financing options for the Courthouse and Sheriff Renovation Project with Potter Lawson. Motion passed. David voted no.

Executive Committee Motion by Nelan/Wineke to proceed with scoping and financing options for the Courthouse and Sheriff Renovation Project with Potter Lawson, not to exceed \$150,000. Motion passed.

Finance Committee Motion by Jaeckel/Rinard to proceed with scoping and financing options for the Courthouse and Sheriff Renovation Project with Potter Lawson, not to exceed \$150,000. Motion passed.

8. **Discussion and Possible Action on amending contract with Potter Lawson for additional design consulting services**

The previous motion addressed this.

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

10. **Adjourn.**

Motion by Jones/Backlund to adjourn at 3:36 p.m.

02/26/2021  
09:22:30

Jefferson County  
CENTRAL SERVICES (YEAR TO DATE)

FROM 2021 01 TO 2021 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
100 General Fund							
11201 Central Services							
11201 411100 General Property Taxes	-1,012,122	0	-1,012,122	.00	.00	-1,012,121.55	.0%
11201 474009 Housekeeping Services	-3,000	0	-3,000	.00	.00	-3,000.00	.0%
11201 486001 Vending Commission	-800	0	-800	-44.57	.00	-755.43	5.6%
11201 511110 Salary-Permanent Regular	74,595	0	74,595	.00	.00	74,595.25	.0%
11201 511210 Wages-Regular	273,486	0	273,486	31,188.05	.00	242,297.59	11.4%
11201 511220 Wages-Overtime	9,177	0	9,177	1,131.71	.00	8,045.04	12.3%
11201 511330 Wages-Longevity Pay	730	0	730	.00	.00	730.00	.0%
11201 512141 Social Security	26,682	0	26,682	2,376.91	.00	24,305.27	8.9%
11201 512142 Retirement (Employer)	23,265	0	23,265	2,083.54	.00	21,181.64	9.0%
11201 512144 Health Insurance	83,206	0	83,206	8,611.76	.00	74,594.05	10.3%
11201 512145 Life Insurance	115	0	115	9.49	.00	105.95	8.2%
11201 512151 HSA Contribution	8,625	0	8,625	2,775.00	.00	5,850.00	32.2%
11201 512173 Dental Insurance	6,240	0	6,240	810.00	.00	5,430.00	13.0%
11201 512390 Safety Equipment	0	0	0	2,049.87	.00	-2,049.87	.0%
11201 521219 Other Professional Serv	0	0	0	192.00	.00	-192.00	.0%
11201 521296 Computer Support	0	0	0	12,377.95	.00	-12,377.95	.0%
11201 529170 Grounds Keeping Charges	8,947	0	8,947	.00	.00	8,947.02	.0%
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	.00	.00	500.00	.0%
11201 531302 Building & Maint Equipment	10,000	0	10,000	.00	.00	10,000.00	.0%
11201 531312 Office Supplies	200	0	200	.00	.00	200.00	.0%
11201 531313 Printing & Duplicating	200	0	200	.00	.00	200.00	.0%
11201 531314 Small Items Of Equipment	3,000	0	3,000	962.10	.00	2,037.90	32.1%
11201 531320 Safety Supplies	300	0	300	209.57	.00	90.43	69.9%
11201 531326 Advertising	200	0	200	75.00	.00	125.00	37.5%
11201 531351 Gas/Diesel	1,700	0	1,700	52.00	.00	1,648.00	3.1%
11201 532332 Mileage	200	0	200	.00	.00	200.00	.0%
11201 533221 Water	6,000	0	6,000	.00	.00	6,000.00	.0%
11201 533222 Electric	110,000	0	110,000	.00	.00	110,000.00	.0%
11201 533223 Sewer	5,000	0	5,000	.00	.00	5,000.00	.0%
11201 533224 Natural Gas	30,000	0	30,000	.00	.00	30,000.00	.0%
11201 533225 Telephone & Fax	1,300	0	1,300	82.82	.00	1,217.18	6.4%
11201 533235 Storm Water Utility	2,400	0	2,400	.00	.00	2,400.00	.0%
11201 535239 Street Repair & Maint	1,000	0	1,000	.00	.00	1,000.00	.0%

02/26/2021  
09:22:30

Jefferson County  
CENTRAL SERVICES (YEAR TO DATE)

FROM 2021 01 TO 2021 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
11201 535246 Building Service & Maint	45,000	0	45,000	16,284.50	6,725.00	21,990.50	51.1%
11201 535247 Building Repair & Maint	20,000	0	20,000	.00	.00	20,000.00	.0%
11201 535297 Refuse Collection	3,000	0	3,000	.00	.00	3,000.00	.0%
11201 535344 Household & Janitorial Supp	18,000	0	18,000	1,733.82	.00	16,266.18	9.6%
11201 535344 22101 Household & Janitorial	0	0	0	505.27	.00	-505.27	.0%
11201 535349 Other Supplies	10,000	0	10,000	1,476.12	.00	8,523.88	14.8%
11201 535352 Vehicle Parts & Repairs	1,500	0	1,500	.00	.00	1,500.00	.0%
11201 535353 Machinery & Equipment Parts	7,500	0	7,500	757.00	.00	6,743.00	10.1%
11201 535354 Paint	3,000	0	3,000	.00	.00	3,000.00	.0%
11201 535355 Plumbing & Electrical	5,000	0	5,000	1,723.09	.00	3,276.91	34.5%
11201 536531 Land Rent & Lease	1,800	0	1,800	1,800.00	.00	.00	100.0%
11201 571004 IP Telephony Allocation	403	0	403	.00	.00	403.00	.0%
11201 571005 Duplicating Allocation	1	0	1	.00	.00	1.00	.0%
11201 571009 MIS PC Group Allocation	53,143	0	53,143	.00	.00	53,143.00	.0%
11201 571010 MIS Systems Grp Alloc(ISIS)	5,139	0	5,139	.00	.00	5,139.00	.0%
11201 591519 Other Insurance	22,152	0	22,152	.00	.00	22,152.28	.0%
11201 594822 Capital Improvement Building	127,715	0	127,715	.00	.00	127,715.00	.0%
TOTAL Central Services	0	0	0	89,223.00	6,725.00	-95,948.00	.0%
GRAND TOTAL	0	0	0	89,223.00	6,725.00	-95,948.00	.0%

02/26/2021  
09:24:44

Jefferson County  
MIS (YEAR TO DATE)

FROM 2021 01 TO 2021 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
700 MIS Department Fund							
77001 PC Group							
77001 474180 MIS Billed	-1,014,548	0	-1,014,548	.00	.00	-1,014,547.92	.0%
77001 511210 Wages-Regular	204,636	0	204,636	24,024.09	.00	180,611.91	11.7%
77001 511220 Wages-Overtime	717	0	717	66.11	.00	650.89	9.2%
77001 511330 Wages-Longevity Pay	325	0	325	.00	.00	325.00	.0%
77001 512141 Social Security	15,209	0	15,209	1,775.74	.00	13,433.26	11.7%
77001 512142 Retirement (Employer)	13,883	0	13,883	1,626.07	.00	12,256.93	11.7%
77001 512144 Health Insurance	36,641	0	36,641	5,227.51	.00	31,413.49	14.3%
77001 512145 Life Insurance	60	0	60	5.41	.00	54.59	9.0%
77001 512151 HSA Contribution	3,750	0	3,750	375.00	.00	3,375.00	10.0%
77001 512173 Dental Insurance	3,276	0	3,276	527.60	.00	2,748.40	16.1%
77001 521220 Consultant	95,400	0	95,400	3,352.88	.00	92,047.12	3.5%
77001 521296 Computer Support	381,536	0	381,536	168,505.73	64,405.32	148,624.95	61.0%
77001 529299 Purchase Care & Services	0	0	0	87.50	.00	-87.50	.0%
77001 531243 Furniture & Furnishings	300	0	300	.00	.00	300.00	.0%
77001 531301 Office Equipment	300	0	300	.00	.00	300.00	.0%
77001 531303 Computer Equipmt & Software	41,862	0	41,862	24,742.76	.00	17,119.24	59.1%
77001 531307 Microsoft Office Upgrade	71,000	0	71,000	.00	.00	71,000.00	.0%
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 531322 Subscriptions	330	0	330	.00	.00	330.00	.0%
77001 531324 Membership Dues	400	0	400	.00	.00	400.00	.0%
77001 532325 Registration	1,000	0	1,000	.00	.00	1,000.00	.0%
77001 532332 Mileage	200	0	200	.00	.00	200.00	.0%
77001 532335 Meals	100	0	100	.00	.00	100.00	.0%
77001 532336 Lodging	250	0	250	.00	.00	250.00	.0%
77001 532350 Training Materials	2,500	0	2,500	.00	.00	2,500.00	.0%
77001 533228 Internet	29,500	0	29,500	5,743.20	.00	23,756.80	19.5%
77001 535242 Maintain Machinery & Equip	15,000	0	15,000	2,912.17	.00	12,087.83	19.4%
77001 535355 Plumbing & Electrical	1,000	0	1,000	.00	.00	1,000.00	.0%
77001 571004 IP Telephony Allocation	3,631	0	3,631	.00	.00	3,631.00	.0%
77001 571008 MIS Overhead Allocation	16,724	0	16,724	.00	.00	16,724.48	.0%
77001 591519 Other Insurance	1,917	0	1,917	.00	.00	1,917.44	.0%
77001 594810 Capital Equipment	69,500	0	69,500	4,752.00	.00	64,748.00	6.8%
TOTAL PC Group	0	0	0	243,723.77	64,405.32	-308,129.09	.0%



02/26/2021  
09:24:44

Jefferson County  
MIS (YEAR TO DATE)

FROM 2021 01 TO 2021 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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77002 Systems Group							
77002 451200 Records & Reports	-1,200	0	-1,200	-125.00	.00	-1,075.00	10.4%
77002 474180 MIS Billed	-400,868	0	-400,868	.00	.00	-400,868.12	.0%
77002 511110 Salary-Permanent Regular	198,841	0	198,841	24,025.27	.00	174,815.73	12.1%
77002 511210 Wages-Regular	31,287	0	31,287	3,780.29	.00	27,506.48	12.1%
77002 511330 Wages-Longevity Pay	623	0	623	.00	.00	623.00	.0%
77002 512141 Social Security	16,987	0	16,987	2,036.52	.00	14,950.48	12.0%
77002 512142 Retirement (Employer)	15,581	0	15,581	1,876.88	.00	13,704.39	12.0%
77002 512144 Health Insurance	38,167	0	38,167	5,287.52	.00	32,879.48	13.9%
77002 512145 Life Insurance	173	0	173	16.50	.00	156.50	9.5%
77002 512151 HSA Contribution	3,750	0	3,750	975.00	.00	2,775.00	26.0%
77002 512173 Dental Insurance	2,760	0	2,760	460.00	.00	2,300.00	16.7%
77002 521220 Consultant	4,500	0	4,500	590.00	.00	3,910.00	13.1%
77002 521296 Computer Support	13,300	0	13,300	12,775.00	.00	525.00	96.1%
77002 531303 Computer Equipmt & Software	0	0	0	.00	2,950.00	-2,950.00	.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	300	0	300	150.00	.00	150.00	50.0%
77002 532325 Registration	1,700	0	1,700	.00	.00	1,700.00	.0%
77002 532332 Mileage	100	0	100	.00	.00	100.00	.0%
77002 532334 Commercial Travel	350	0	350	.00	.00	350.00	.0%
77002 532335 Meals	50	0	50	.00	.00	50.00	.0%
77002 532350 Training Materials	1,000	0	1,000	.00	.00	1,000.00	.0%
77002 535242 Maintain Machinery & Equip	51,516	0	51,516	21,758.16	.00	29,757.84	42.2%
77002 571004 IP Telephony Allocation	672	0	672	.00	.00	672.00	.0%
77002 571008 MIS Overhead Allocation	16,724	0	16,724	.00	.00	16,724.48	.0%
77002 591519 Other Insurance	3,012	0	3,012	.00	.00	3,011.60	.0%
TOTAL Systems Group	0	0	0	73,606.14	2,950.00	-76,556.14	.0%

02/26/2021  
09:24:44

Jefferson County  
MIS (YEAR TO DATE)

PAGE 3  
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FROM 2021 01 TO 2021 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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77003 Programming - Special							
77003 474099 Dept Cap Program Charges	-133,292	0	-133,292	.00	.00	-133,291.74	.0%
77003 511210 Wages-Regular	93,359	0	93,359	11,280.29	.00	82,079.06	12.1%
77003 512141 Social Security	6,811	0	6,811	817.24	.00	5,993.76	12.0%
77003 512142 Retirement (Employer)	6,301	0	6,301	761.43	.00	5,539.96	12.1%
77003 512144 Health Insurance	22,901	0	22,901	3,109.43	.00	19,791.57	13.6%
77003 512145 Life Insurance	13	0	13	1.20	.00	11.80	9.2%
77003 512151 HSA Contribution	2,250	0	2,250	825.00	.00	1,425.00	36.7%
77003 512173 Dental Insurance	1,656	0	1,656	276.00	.00	1,380.00	16.7%
TOTAL Programming - Special	0	0	0	17,070.59	.00	-17,070.59	.0%

02/26/2021  
09:24:44

Jefferson County  
MIS (YEAR TO DATE)

FROM 2021 01 TO 2021 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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77004 MIS Overhead							
77004 529299 Purchase Care & Services	5,000	0	5,000	184.00	.00	4,816.00	3.7%
77004 531298 United Parcel Service	200	0	200	.00	.00	200.00	.0%
77004 531320 Safety Supplies	50	0	50	99.00	.00	-49.00	198.0%
77004 533221 Water	435	0	435	.00	.00	435.00	.0%
77004 533222 Electric	6,400	0	6,400	.00	.00	6,400.00	.0%
77004 533223 Sewer	350	0	350	.00	.00	350.00	.0%
77004 533224 Natural Gas	2,700	0	2,700	299.76	.00	2,400.24	11.1%
77004 533225 Telephone & Fax	3,400	0	3,400	378.18	.00	3,021.82	11.1%
77004 533235 Storm Water Utility	180	0	180	.00	.00	180.00	.0%
77004 533236 Wireless Internet	3,200	0	3,200	115.01	.00	3,084.99	3.6%
77004 533236 22101 Wireless Internet	0	0	0	534.54	.00	-534.54	.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	535	0	535	.00	.00	535.00	.0%
77004 571003 Housekeeping	2,200	0	2,200	.00	.00	2,200.00	.0%
77004 571008 MIS Overhead Allocation	-33,449	0	-33,449	.00	.00	-33,448.96	.0%
77004 591519 Other Insurance	299	0	299	.00	.00	298.96	.0%
TOTAL MIS Overhead	0	0	0	1,610.49	.00	-1,610.49	.0%

02/26/2021  
09:24:44

Jefferson County  
MIS (YEAR TO DATE)

FROM 2021 01 TO 2021 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<hr/>							
77005 IP-Telephony							
77005 474190 IP-Telephony Billed	-104,079	0	-104,079	.00	.00	-104,079.32	.0%
77005 511210 Wages-Regular	29,024	0	29,024	4,208.37	.00	24,816.00	14.5%
77005 512141 Social Security	2,220	0	2,220	321.94	.00	1,898.04	14.5%
77005 512142 Retirement (Employer)	1,959	0	1,959	284.08	.00	1,675.32	14.5%
77005 512145 Life Insurance	15	0	15	1.66	.00	13.34	11.1%
77005 512173 Dental Insurance	552	0	552	110.40	.00	441.60	20.0%
77005 521220 Consultant	8,000	0	8,000	1,986.14	.00	6,013.86	24.8%
77005 521296 Computer Support	33,540	0	33,540	2,340.00	.00	31,200.00	7.0%
77005 531303 Computer Equipmt & Software	1,500	0	1,500	.00	.00	1,500.00	.0%
77005 535242 Maintain Machinery & Equip	2,000	0	2,000	.00	.00	2,000.00	.0%
77005 591519 Other Insurance	269	0	269	.00	.00	268.57	.0%
77005 594810 Capital Equipment	25,000	0	25,000	.00	70,061.38	-45,061.38	280.2%
TOTAL IP-Telephony	0	0	0	9,252.59	70,061.38	-79,313.97	.0%

02/26/2021  
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Jefferson County  
MIS (YEAR TO DATE)

FROM 2021 01 TO 2021 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<hr/>							
77006 Central Duplication							
77006 451002 Private Party Photocopy	-400	0	-400	-16.50	.00	-383.50	4.1%
77006 472003 Municipality Copies & Printin	-1,200	0	-1,200	-18.48	.00	-1,181.52	1.5%
77006 474180 MIS Billed	-15,679	0	-15,679	.00	.00	-15,679.44	.0%
77006 474200 Copying & Printing Interdepa	-36,000	0	-36,000	-2,369.66	.00	-33,630.34	6.6%
77006 511210 Wages-Regular	17,224	0	17,224	2,958.48	.00	14,265.52	17.2%
77006 511330 Wages-Longevity Pay	124	0	124	.00	.00	124.00	.0%
77006 512141 Social Security	1,327	0	1,327	222.30	.00	1,104.84	16.8%
77006 512142 Retirement (Employer)	1,171	0	1,171	199.69	.00	970.90	17.1%
77006 512144 Health Insurance	0	0	0	1,365.62	.00	-1,365.62	.0%
77006 512145 Life Insurance	9	0	9	.79	.00	8.21	8.8%
77006 512151 HSA Contribution	0	0	0	15.51	.00	-15.51	.0%
77006 512173 Dental Insurance	0	0	0	126.53	.00	-126.53	.0%
77006 531298 United Parcel Service	20	0	20	.00	.00	20.00	.0%
77006 531311 Postage & Box Rent	15	0	15	.00	.00	15.00	.0%
77006 531312 Office Supplies	12,000	0	12,000	1,310.39	.00	10,689.61	10.9%
77006 531314 Small Items Of Equipment	500	0	500	.00	.00	500.00	.0%
77006 531349 Other Operating Expenses	200	0	200	.00	.00	200.00	.0%
77006 532332 Mileage	110	0	110	.00	.00	110.00	.0%
77006 533225 Telephone & Fax	0	0	0	2.62	.00	-2.62	.0%
77006 535242 Maintain Machinery & Equip	4,000	0	4,000	513.93	.00	3,486.07	12.8%
77006 535252 Printing Equip Maintenance	12,000	0	12,000	576.47	.00	11,423.53	4.8%
77006 571004 IP Telephony Allocation	134	0	134	.00	.00	134.00	.0%
77006 571009 MIS PC Group Allocation	3,623	0	3,623	.00	.00	3,623.00	.0%
77006 571010 MIS Systems Grp Alloc(ISIS)	350	0	350	.00	.00	350.00	.0%
77006 591519 Other Insurance	473	0	473	.00	.00	472.71	.0%
77006 594810 Capital Equipment	28,000	0	28,000	.00	.00	28,000.00	.0%
77006 611102 Transfer From General	-28,000	0	-28,000	.00	.00	-28,000.00	.0%
TOTAL Central Duplication	0	0	0	4,887.69	.00	-4,887.69	.0%
GRAND TOTAL	0	0	0	350,151.27	137,416.70	-487,567.97	.0%