

Building and Grounds Committee AGENDA

Videoconference or
Highway Committee Room
1425 Wisconsin Drive
Jefferson, WI 53549

Monday, February 6, 2023
9:00 a.m.

Building and Grounds Committee Members

Curtis Backlund, Jim Braugher, Roger Lindl, Robert Preuss, 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 December 5, 2022 Building and Grounds Committee Minutes
8. Update on courthouse/sheriff/jail project
9. Update on Capital Projects
10. Financial Reports (YTD)
 - a. Central Services
 - b. Management Information Systems (MIS)
11. Adjourn

Join Zoom Meeting

<https://us06web.zoom.us/j/87697754337?pwd=cnVKMzd0TkZFY3RPRHpxMW5kTGxVdz09>

Meeting ID: 876 9775 4337

Passcode: Meet2022

Dial by your location: 1 312 626 6799

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

Monday, December 5, 2022

1. **Call to Order**
Meeting was called to order by Backlund at 9:00 a.m.
2. **Roll Call**
Members Present: Roger Lindl, Robert Preuss
Others Present: Ben Wehmeier, County Administrator, Mark Stafford, Maas Bros Construction
Others Present via ZOOM: Curtis Backlund, Kim Gretz, Maas Bros Construction; Marc DeVries, Finance Director; Mary Roberts present at 9:39 a.m.
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**
No action taken.
6. **Communications**
None
7. **Approval of the November 8, 2022 committee meeting minutes**
Draft minutes were provided for review.

Motion by Lindl/Braugler to approve the November 8, 2022 committee meeting minutes. Motion passed 4-0.
8. **Discussion and possible action on awarding Audio/Visual bid package for courthouse/sheriff/jail project**
Wehmeier presented the bid information from AVI and AVI SLP. These included base bids and alternates and Wehmeier gave room by room recommendations.

Motion by Braugler/Lindl to authorize the County Administrator to enter into a contract with AVI SLP, the lowest responsible bidder, and forward a **Resolution** to the County Board for their consideration. Motion passed 4-0.
9. **Update on courthouse/sheriff/jail project**
Photos of the project were shared and Gretz and Wehmeier gave an update. Gretz talked about the work that is planned for the next two weeks. No action taken.
10. **Update on 2022 Capital Projects**
Gretz gave an update on the 2022 Capital Projects. No action taken.
11. **Financial Reports (YTD)**
 - Central Services
 - Management Information SystemsFinancial reports were provided for review. No action taken.

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

- a. Approval of December 5, 2022, Building and Grounds Committee meeting minutes0
- b. Update on schedule for Courthouse/Sheriff/Jail Project
- c. Update on 2022 Capital Projects

Next meeting Tuesday, January 3, 2023 at 9:00 a.m. – Highway Committee Room.

13. **Adjourn**

Motion by Lindl/Preuss to adjourn at 10:05 a.m.

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Jefferson County
CENTRAL SERVICES (YEAR TO DATE)

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FROM 2022 01 TO 2022 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
100 General Fund							
11201 Central Services							
11201 411100 General Property Taxes	-1,000,483	0	-1,000,483	-1,000,483.44	.00	.02	100.0%
11201 474009 Housekeeping Services	-3,000	0	-3,000	-2,200.00	.00	-800.00	73.3%
11201 483002 Misc Sale/Material & Supply	0	0	0	-370.13	.00	370.13	.0%
11201 486001 Vending Commission	-800	0	-800	-435.53	.00	-364.47	54.4%
11201 511110 Salary-Permanent Regular	98,655	0	98,655	72,382.92	.00	26,271.87	73.4%
11201 511210 wages-Regular	328,889	0	328,889	223,328.03	.00	105,560.69	67.9%
11201 511220 wages-Overtime	11,774	0	11,774	6,463.14	.00	5,311.15	54.9%
11201 511330 wages-Longevity Pay	514	0	514	513.75	.00	.00	100.0%
11201 512141 Social Security	32,667	0	32,667	22,094.73	.00	10,572.19	67.6%
11201 512142 Retirement (Employer)	27,242	0	27,242	18,558.01	.00	8,684.39	68.1%
11201 512144 Health Insurance	100,940	0	100,940	71,760.37	.00	29,179.26	71.1%
11201 512145 Life Insurance	128	0	128	95.56	.00	32.72	74.5%
11201 512151 HSA Contribution	7,188	0	7,188	5,312.50	.00	1,875.00	73.9%
11201 512173 Dental Insurance	6,828	0	6,828	4,472.82	.00	2,355.18	65.5%
11201 512390 Safety Equipment	2,000	0	2,000	168.45	.00	1,831.55	8.4%
11201 521219 Other Professional Serv	0	0	0	9,551.26	.00	-9,551.26	.0%
11201 529170 Grounds Keeping Charges	13,550	0	13,550	15,296.73	.00	-1,746.59	112.9%
11201 529299 Purchase Care & Services	1,000	0	1,000	.00	.00	1,000.00	.0%
11201 531008 Hazard Recycle Charges	500	0	500	.00	.00	500.00	.0%
11201 531298 United Parcel Service	100	0	100	736.24	.00	-636.24	736.2%
11201 531302 Building & Maint Equipment	12,000	0	12,000	12,933.32	.00	-933.32	107.8%
11201 531312 Office Supplies	200	0	200	267.94	.00	-67.94	134.0%
11201 531313 Printing & Duplicating	300	0	300	127.49	.00	172.51	42.5%
11201 531314 Small Items Of Equipment	5,000	0	5,000	4,453.87	.00	546.13	89.1%
11201 531320 Safety Supplies	1,000	0	1,000	1,433.18	.00	-433.18	143.3%
11201 531321 Publication Of Legal Notice	1,000	0	1,000	.00	.00	1,000.00	.0%
11201 531326 Advertising	1,000	0	1,000	482.59	.00	517.41	48.3%
11201 531351 Gas/Diesel	2,000	0	2,000	1,067.67	.00	932.33	53.4%
11201 532332 Mileage	100	0	100	56.27	.00	43.73	56.3%
11201 533221 water	6,000	0	6,000	4,693.60	.00	1,306.40	78.2%
11201 533222 Electric	95,000	0	95,000	102,492.34	.00	-7,492.34	107.9%
11201 533223 Sewer	4,000	0	4,000	4,757.63	.00	-757.63	118.9%
11201 533224 Natural Gas	25,000	0	25,000	38,119.26	.00	-13,119.26	152.5%
11201 533225 Telephone & Fax	1,400	0	1,400	1,184.87	.00	215.13	84.6%
11201 533235 Storm Water Utility	2,400	0	2,400	1,950.21	.00	449.79	81.3%

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Jefferson County
CENTRAL SERVICES (YEAR TO DATE)

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FROM 2022 01 TO 2022 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
11201 535239 Street Repair & Maint	500	0	500	.00	.00	500.00	.0%
11201 535246 Building Service & Maint	50,000	4,118	54,118	74,555.66	9,061.59	-29,499.48	154.5%
11201 535247 Building Repair & Maint	20,000	0	20,000	3,820.06	.00	16,179.94	19.1%
11201 535297 Refuse Collection	3,500	0	3,500	1,633.44	.00	1,866.56	46.7%
11201 535344 Household & Janitorial Supp	20,000	0	20,000	25,983.96	.00	-5,983.96	129.9%
11201 535349 Other Supplies	12,000	0	12,000	11,004.74	.00	995.26	91.7%
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	11,204.05	.00	-6,204.05	224.1%
11201 535354 Paint	3,000	0	3,000	.00	.00	3,000.00	.0%
11201 535355 Plumbing & Electrical	10,000	0	10,000	9,916.14	.00	83.86	99.2%
11201 536531 Land Rent & Lease	1,800	0	1,800	1,800.00	.00	.00	100.0%
11201 571004 IP Telephony Allocation	353	0	353	337.49	.00	15.51	95.6%
11201 571005 Duplicating Allocation	1	0	1	.56	.00	.44	56.0%
11201 571007 MIS Direct Charges	5,000	0	5,000	.00	.00	5,000.00	.0%
11201 571009 MIS PC Group Allocation	54,999	0	54,999	52,384.76	.00	2,614.24	95.2%
11201 571010 MIS Systems Grp Alloc(ISIS)	5,786	0	5,786	5,557.19	.00	228.81	96.0%
11201 591519 Other Insurance	22,470	0	22,470	20,638.00	.00	1,832.00	91.8%
11201 594822 Capital Improvement Building	10,000	202,715	212,715	.00	.00	212,715.00	.0%
11201 699999 Budgetary Fund Balance	-10,000	-202,715	-212,715	.00	.00	-212,715.00	.0%
TOTAL Central Services	0	4,118	4,118	-159,898.30	9,061.59	154,954.48	%
GRAND TOTAL	0	4,118	4,118	-159,898.30	9,061.59	154,954.48	%

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Jefferson County
MIS (YEAR TO DATE)

FROM 2022 01 TO 2022 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
700 MIS Department Fund							
77001 PC Group							
77001 411100 General Property Taxes	-4,894	0	-4,894	-4,894.20	.00	.06	100.0%
77001 451029 Sale Of Misc Items	0	0	0	-1,516.59	.00	1,516.59	.0%
77001 474180 MIS Billed	-1,124,987	-92,170	-1,217,157	-1,071,506.46	.00	-145,650.80	88.0%
77001 511110 Salary-Permanent Regular	0	0	0	39,528.45	.00	-39,528.45	.0%
77001 511210 Wages-Regular	277,499	0	277,499	210,629.07	.00	66,870.38	75.9%
77001 511220 Wages-Overtime	4,288	0	4,288	4,997.73	.00	-709.69	116.6%
77001 511330 Wages-Longevity Pay	340	0	340	340.00	.00	.00	100.0%
77001 512141 Social Security	20,944	0	20,944	18,854.55	.00	2,089.92	90.0%
77001 512142 Retirement (Employer)	18,338	0	18,338	16,638.03	.00	1,700.26	90.7%
77001 512144 Health Insurance	59,434	0	59,434	46,529.08	.00	12,904.65	78.3%
77001 512145 Life Insurance	77	0	77	69.72	.00	7.44	90.4%
77001 512151 HSA Contribution	1,250	0	1,250	2,500.00	.00	-1,250.00	200.0%
77001 512173 Dental Insurance	4,380	0	4,380	2,997.97	.00	1,382.03	68.4%
77001 521220 Consultant	106,200	32,500	138,700	29,330.75	.00	109,369.25	21.1%
77001 521296 Computer Support	390,644	0	390,644	447,315.41	.00	-56,671.22	114.5%
77001 529299 Purchase Care & Services	91,000	0	91,000	89,093.54	.00	1,906.46	97.9%
77001 531243 Furniture & Furnishings	300	0	300	.00	.00	300.00	.0%
77001 531298 United Parcel Service	0	0	0	302.59	.00	-302.59	.0%
77001 531301 Office Equipment	300	0	300	.00	.00	300.00	.0%
77001 531303 Computer Equipmt & Software	39,000	20,000	59,000	58,540.54	.00	459.46	99.2%
77001 531307 Microsoft Office Upgrade	0	59,670	59,670	.00	.00	59,670.00	.0%
77001 531312 Office Supplies	4,000	0	4,000	1,555.56	.00	2,444.44	38.9%
77001 531313 Printing & Duplicating	100	0	100	.00	.00	100.00	.0%
77001 531322 Subscriptions	300	0	300	.00	.00	300.00	.0%
77001 531324 Membership Dues	400	0	400	.00	.00	400.00	.0%
77001 531326 Advertising	0	0	0	597.45	.00	-597.45	.0%
77001 532325 Registration	1,000	0	1,000	110.00	.00	890.00	11.0%
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	186.00	.00	64.00	74.4%
77001 532350 Training Materials	2,500	0	2,500	.00	.00	2,500.00	.0%
77001 533228 Internet	33,000	0	33,000	19,195.14	.00	13,804.86	58.2%
77001 535242 Maintain Machinery & Equip	15,000	0	15,000	3,862.30	.00	11,137.70	25.7%
77001 535355 Plumbing & Electrical	1,000	0	1,000	.00	.00	1,000.00	.0%
77001 571004 IP Telephony Allocation	3,178	0	3,178	3,037.38	.00	140.62	95.6%

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FROM 2022 01 TO 2022 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
77001 571008 MIS Overhead Allocation	18,635	0	18,635	39,667.04	.00	-21,031.74	212.9%
77001 591519 Other Insurance	2,223	0	2,223	2,939.96	.00	-717.19	132.3%
77001 594810 Capital Equipment	34,000	0	34,000	38,374.34	.00	-4,374.34	112.9%
77001 594818 Capital Computer	0	0	0	724.65	.00	-724.65	.0%
77001 611102 Transfer From General	0	-20,000	-20,000	.00	.00	-20,000.00	.0%
TOTAL PC Group	0	0	0	.00	.00	.00	.0%

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	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
77002 Systems Group							
77002 411100 General Property Taxes	-4,479	0	-4,479	-4,478.76	.00	-.01	100.0%
77002 451200 Records & Reports	-1,200	0	-1,200	-1,325.00	.00	125.00	110.4%
77002 474180 MIS Billed	-421,243	0	-421,243	-404,596.64	.00	-16,646.33	96.0%
77002 511110 Salary-Permanent Regular	217,776	0	217,776	190,928.90	.00	26,846.99	87.7%
77002 511210 Wages-Regular	34,418	0	34,418	49,193.76	.00	-14,775.92	142.9%
77002 511220 Wages-Overtime	12	0	12	.00	.00	12.15	.0%
77002 511330 Wages-Longevity Pay	708	0	708	707.50	.00	.00	100.0%
77002 512141 Social Security	18,420	0	18,420	19,639.23	.00	-1,219.18	106.6%
77002 512142 Retirement (Employer)	16,439	0	16,439	17,430.89	.00	-991.52	106.0%
77002 512144 Health Insurance	43,372	0	43,372	40,755.40	.00	2,616.39	94.0%
77002 512145 Life Insurance	186	0	186	76.81	.00	109.37	41.3%
77002 512151 HSA Contribution	1,250	0	1,250	2,500.00	.00	-1,250.00	200.0%
77002 512173 Dental Insurance	2,760	0	2,760	2,244.20	.00	515.80	81.3%
77002 521220 Consultant	4,000	0	4,000	1,000.00	.00	3,000.00	25.0%
77002 521296 Computer Support	4,500	0	4,500	4,530.00	.00	-30.00	100.7%
77002 531303 Computer Equipmt & Software	5,000	0	5,000	5,190.61	.00	-190.61	103.8%
77002 531312 Office Supplies	500	0	500	599.87	.00	-99.87	120.0%
77002 531322 Subscriptions	175	0	175	.00	.00	175.00	.0%
77002 531324 Membership Dues	300	0	300	175.00	.00	125.00	58.3%
77002 531326 Advertising	0	0	0	175.00	.00	-175.00	.0%
77002 532325 Registration	1,700	0	1,700	.00	.00	1,700.00	.0%
77002 532332 Mileage	100	0	100	122.85	.00	-22.85	122.9%
77002 532335 Meals	50	0	50	43.89	.00	6.11	87.8%
77002 532350 Training Materials	1,000	0	1,000	.00	.00	1,000.00	.0%
77002 535242 Maintain Machinery & Equip	51,530	0	51,530	43,962.76	.00	7,567.24	85.3%
77002 571004 IP Telephony Allocation	588	0	588	562.48	.00	25.52	95.7%
77002 571008 MIS Overhead Allocation	18,635	0	18,635	39,667.01	.00	-21,031.71	212.9%
77002 591519 Other Insurance	3,503	0	3,503	3,702.92	.00	-200.25	105.7%
77002 594823 Intangible Asset	0	0	0	-12,808.68	.00	12,808.68	.0%
TOTAL Systems Group	0	0	0	.00	.00	.00	.0%

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FROM 2022 01 TO 2022 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
77003 Programming - Special							
77003 411100 General Property Taxes	-1,738	0	-1,738	-1,738.08	.00	.00	100.0%
77003 474099 Dept Cap Program Charges	-143,109	0	-143,109	-96,259.84	.00	-46,849.16	67.3%
77003 511210 wages-Regular	102,418	0	102,418	68,264.38	.00	34,154.10	66.7%
77003 511220 wages-Overtime	12	0	12	388.04	.00	-375.89	%
77003 512141 Social Security	7,314	0	7,314	4,959.64	.00	2,353.86	67.8%
77003 512142 Retirement (Employer)	6,658	0	6,658	4,470.39	.00	2,187.60	67.1%
77003 512144 Health Insurance	25,525	0	25,525	17,699.93	.00	7,825.29	69.3%
77003 512145 Life Insurance	14	0	14	10.78	.00	2.96	78.5%
77003 512151 HSA Contribution	1,250	0	1,250	1,250.00	.00	.00	100.0%
77003 512173 Dental Insurance	1,656	0	1,656	954.76	.00	701.24	57.7%
TOTAL Programming - Special	0	0	0	.00	.00	.00	.0%

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FROM 2022 01 TO 2022 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
77004 MIS Overhead							
77004 424001 22209 Federal Grants	0	0	0	-3,311.78	.00	3,311.78	.0%
77004 529299 Purchase Care & Services	5,000	0	5,000	7,883.00	.00	-2,883.00	157.7%
77004 531298 United Parcel Service	200	0	200	.00	.00	200.00	.0%
77004 531320 Safety Supplies	500	0	500	706.97	.00	-206.97	141.4%
77004 533221 Water	435	0	435	577.66	.00	-142.66	132.8%
77004 533222 Electric	6,800	0	6,800	5,087.38	.00	1,712.62	74.8%
77004 533223 Sewer	400	0	400	534.95	.00	-134.95	133.7%
77004 533224 Natural Gas	3,000	0	3,000	2,740.81	.00	259.19	91.4%
77004 533225 Telephone & Fax	3,400	0	3,400	5,746.07	.00	-2,346.07	169.0%
77004 533228 Internet	0	0	0	4,960.00	.00	-4,960.00	.0%
77004 533235 Storm Water Utility	200	0	200	179.88	.00	20.12	89.9%
77004 533236 Wireless Internet	3,500	0	3,500	1,848.48	.00	1,651.52	52.8%
77004 533236 22209 Wireless Internet	0	0	0	3,311.78	.00	-3,311.78	.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 535247 Building Repair & Maint	2,000	0	2,000	.00	.00	2,000.00	.0%
77004 535297 Refuse Collection	550	0	550	702.30	.00	-152.30	127.7%
77004 571003 Housekeeping	2,200	0	2,200	2,200.00	.00	.00	100.0%
77004 571008 MIS Overhead Allocation	-37,271	0	-37,271	-79,334.05	.00	42,063.45	212.9%
77004 591519 Other Insurance	586	0	586	480.95	.00	104.65	82.1%
77004 594821 Capital Improvement Land	0	0	0	42,373.82	.00	-42,373.82	.0%
TOTAL MIS Overhead	0	0	0	-3,311.78	.00	3,311.78	.0%

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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
77005 IP-Telephony							
77005 411100 General Property Taxes	-654	0	-654	-653.64	.00	.03	100.0%
77005 474190 IP-Telephony Billed	-90,504	0	-90,504	-86,509.01	.00	-3,994.66	95.6%
77005 511210 wages-Regular	31,714	0	31,714	38,154.87	.00	-6,441.23	120.3%
77005 511220 wages-Overtime	1,257	0	1,257	128.23	.00	1,128.58	10.2%
77005 512141 Social Security	2,522	0	2,522	2,928.66	.00	-406.42	116.1%
77005 512142 Retirement (Employer)	2,143	0	2,143	2,492.90	.00	-349.82	116.3%
77005 512145 Life Insurance	16	0	16	27.78	.00	-11.94	175.4%
77005 512173 Dental Insurance	552	0	552	572.85	.00	-20.85	103.8%
77005 521220 Consultant	12,500	0	12,500	14,558.09	.00	-2,058.09	116.5%
77005 521296 Computer Support	35,640	0	35,640	6,350.40	.00	29,289.60	17.8%
77005 531303 Computer Equipmt & Software	2,000	0	2,000	811.30	.00	1,188.70	40.6%
77005 533225 Telephone & Fax	0	0	0	17,554.90	.00	-17,554.90	.0%
77005 535242 Maintain Machinery & Equip	2,500	0	2,500	3,239.10	.00	-739.10	129.6%
77005 591519 Other Insurance	314	0	314	343.57	.00	-29.90	109.5%
TOTAL IP-Telephony	0	0	0	.00	.00	.00	.0%

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Jefferson County
MIS (YEAR TO DATE)

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FROM 2022 01 TO 2022 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
77006 Central Duplication							
77006 411100 General Property Taxes	-3,548	0	-3,548	-3,548.28	.00	.05	100.0%
77006 451002 Private Party Photocopy	-102	0	-102	-3,806.92	.00	3,704.61	%
77006 472003 Municipality Copies & Printin	-1,200	0	-1,200	-866.61	.00	-333.39	72.2%
77006 472007 Municipal Other Charges	0	0	0	-241.11	.00	241.11	.0%
77006 474180 MIS Billed	-26,856	0	-26,856	-10,335.87	.00	-16,520.61	38.5%
77006 474200 Copying & Printing Interdepa	-36,000	0	-36,000	-39,199.27	.00	3,199.27	108.9%
77006 511210 Wages-Regular	21,922	0	21,922	19,305.58	.00	2,616.35	88.1%
77006 511220 Wages-Overtime	0	0	0	37.22	.00	-37.22	.0%
77006 511330 Wages-Longevity Pay	68	0	68	87.16	.00	-18.78	127.5%
77006 512141 Social Security	1,539	0	1,539	1,426.76	.00	112.48	92.7%
77006 512142 Retirement (Employer)	1,429	0	1,429	815.57	.00	613.80	57.1%
77006 512144 Health Insurance	8,923	0	8,923	6,547.76	.00	2,375.52	73.4%
77006 512145 Life Insurance	5	0	5	6.36	.00	-1.02	119.1%
77006 512151 HSA Contribution	0	0	0	369.89	.00	-369.89	.0%
77006 512173 Dental Insurance	552	0	552	408.24	.00	143.76	74.0%
77006 531298 United Parcel Service	20	0	20	.00	.00	20.00	.0%
77006 531311 Postage & Box Rent	15	0	15	733.82	.00	-718.82	%
77006 531312 Office Supplies	12,000	0	12,000	11,266.25	.00	733.75	93.9%
77006 531314 Small Items Of Equipment	500	0	500	.00	.00	500.00	.0%
77006 531349 Other Operating Expenses	200	0	200	75.00	.00	125.00	37.5%
77006 532332 Mileage	110	0	110	.00	.00	110.00	.0%
77006 535242 Maintain Machinery & Equip	4,000	0	4,000	4,536.16	.00	-536.16	113.4%
77006 535252 Printing Equip Maintenance	12,000	0	12,000	8,116.05	.00	3,883.95	67.6%
77006 571004 IP Telephony Allocation	118	0	118	112.50	.00	5.50	95.3%
77006 571009 MIS PC Group Allocation	3,750	0	3,750	3,571.69	.00	178.31	95.2%
77006 571010 MIS Systems Grp Alloc(ISIS)	367	0	367	352.90	.00	14.10	96.2%
77006 591519 Other Insurance	187	0	187	229.15	.00	-41.67	122.2%
TOTAL Central Duplication	0	0	0	.00	.00	.00	.0%
GRAND TOTAL	0	0	0	-3,311.78	.00	3,311.78	.0%