

Building and Grounds Committee AGENDA

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

Friday, July 7, 2023
9:30 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 June 6, 2023 Building and Grounds Committee Minutes
8. Discussion and possible action on Resolution – Authorizing entering into a contract with lowest qualified bidder for roofing project at courthouse
9. Discussion and possible action on authorizing furniture procurement through state bid
10. Discussion and possible action on purchase and financing of new county-wide phone system
11. Update on courthouse/sheriff/jail project
12. Financial Reports (YTD)
 - a. Central Services
 - b. Management Information Systems (MIS)
13. Discussion and possible action on future meeting dates and agenda items
Next meeting scheduled for Tuesday, August 1st – Reschedule due to Strategic Plan Retreat
14. 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 Highway Committee Room)

MINUTES

Tuesday, June 6, 2023

1. **Call to Order**

Meeting was called to order by Backlund at 8:30 a.m.

2. **Roll Call**

Members Present: Curtis Backlund, Jim Braughler, Roger Lindl, Robert Preuss

Members Present via ZOOM: Mary Roberts

Others Present: Ben Wehmeier, County Administrator; Ryan Hayes, Director of Facilities Management.

Others Present via ZOOM: Kim Gretz, Maas Bros Construction; Sarana Stolar, Corporation Counsel.

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**

Wehmeier and Hayes said that the chillers are down in the courthouse.

7. **Approval of the May 2, 2023 committee meeting minutes**

Draft minutes were provided for review.

Motion by Braughler/Lindl to approve the May 2, 2023 committee meeting minutes. Motion passed 5-0.

8. **Update on courthouse/sheriff/jail project**

Photos of the project were shared and Gretz and Wehmeier gave an update. Gretz talked about work that the contractors are doing, which includes working early shifts, double shifts, second shifts and weekends, to accommodate the county. There will be a courthouse wide shutdown to connect power. Gretz thanked Hayes and the central services staff for their help and coordination. Hayes talked about has been working with the departments to coordinate the move and planning for Phase 2. The furniture is locked in at the 2021 State bid pricing. Wehmeier talked about sections of roofing that need to be replaced. Hayes is putting together bids to reroof those sections. Blacktop and storm sewer is also being discussed. No action taken.

9. **Financial Reports (YTD)**

- Central Services
- Management Information Systems

Financial reports were provided for review. No action taken.

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

- a. Approval of June 6, 2023, Building and Grounds Committee meeting minutes
- b. Update on schedule for Courthouse/Sheriff/Jail Project
- c. Approval of Roof Bids
- d. IT Projects Update

Next meeting Tuesday, July 7, 2023 at 9:30 a.m. – Highway Committee Room.

11. **Adjourn**

Motion by Lindl/Preuss to adjourn at 9:29 a.m.

RESOLUTION NO. 2023-__

Entering into a contract with M&M Office Interiors for procurement of furniture through a State of Wisconsin cooperative purchasing contract

Executive Summary

In preparation for County operations returning to the courthouse, staff began to review the need for furniture and how it integrated with the new office layouts as well as evaluating the condition of existing furniture. The County engaged with M&M Office Interiors last fall through a State cooperative purchasing contract to assist with the process of furniture design and analysis. Through this process, it was determined in many cases that utilization of existing furniture would be a limited option not only due to its age and condition, but because many pieces had been custom made and installed for specific locations which will no longer be available following completion of the Courthouse project.

In the development of a furniture package, M&M Office Interiors was required to include the option of a long-term warranty, the ability of the County to have flexibility of furniture systems for future configuration needs, and ergonomic alignment of furniture with the interior design of the project to accommodate office locations needing customization due to their location.

The Building and Grounds Committee reviewed the furniture design and procurement process in March. A presentation was made to the committee on the status of the design efforts and the recommend product lines with warranty information and pricing. During this meeting, it was advised that M&M Office Interiors has been able to lock in pricing at the 2021 State contract rate or better and would be locked in for the duration of the Courthouse project. The Committee was informed that the 2021 State contract rate was a significant savings from the 2023 State contract rate which could be up to 20% higher. Although no specific action took place, the guidance from the Building and Grounds Committee was to continue to work with M&M Office Interiors.

The Jefferson County Purchasing Ordinance authorizes the utilization of state bids and cooperative purchasing contracts because they have gone through a bidding process and procurement/contracting process with the State of Wisconsin to secure the best pricing.

The following Departments are included in this Phase 1 furniture procurement: Administration, Human Resources, Finance, Corporation Counsel, County Clerk, County Board Room, County Board Chair, majority of conference/meeting room spaces, Child Support, a portion of the District Attorney's Office, County Treasurer, Register of Deeds, Land Information, Zoning, Land and Water, Parks, Clerk of Courts, Register in Probate, Family Courts, CJCC/Treatment Courts, Medical Examiner, two new hearing rooms, Court Commissioner Offices, break rooms, Patrol Division, Dispatch Center and Emergency Management/Emergency Operations Center.

At the time of the Building and Grounds Committee meeting in March, the estimated cost was approximately \$1,343,070. The revised number in the latest proposal is \$1,267,506.

The Building and Grounds Committee considered this resolution on July 7, 2023 and recommended forwarding to the County Board by a vote of ____ to ____ to authorize the Jefferson

County Administrator to enter into a contract with M&M Office Interiors for procurement of furniture at a total cost of \$1,267,506.

WHEREAS, the Executive Summary is incorporated into this resolution, and

WHEREAS, the County has worked with M&M Office Interiors through a State cooperative purchasing contract to develop specifications and plans for new furniture systems for the Courthouse and Sheriff's Office, and

WHEREAS, the recommendations for furniture procurement took into consideration life cycle and warranty of product, flexibility for future office configuration, ergonomics, and coordination of interior design, and

WHEREAS, the pricing has been locked in at the 2021 State cooperative purchasing contract rate or better, and

WHEREAS, the Jefferson County Purchasing Ordinance authorizes the utilization of State cooperative purchasing contracts.


NOW, THEREFORE, BE IT RESOLVED, that the Jefferson County Administrator is authorized to enter into a contract with M&M Office Interiors for procurement of furniture at a price not to exceed \$1,280,000.

Fiscal Note: There is \$1 million allocated towards furniture in the project budget with the remainder of \$280,000 coming from project contingency.

Ayes: _____ Noes: _____ Abstain: _____ Absent: _____ Vacant: _____

Referred By
Buildings and Grounds Committee

07-11-23

REVIEWED: Corporation Counsel: _____; Finance Director: _____ 

RESOLUTION NO. 2023-__

Entering into a contract with the lowest responsible bidder for roofing project at the Courthouse

Executive Summary

Prior to commencement of the Jefferson County Courthouse project, existing sections of the Courthouse were inspected to determine if they required repair or upgrading instead of full reconstruction. The inspection determined that the existing roof system did not need to be reconstructed due to previous roof repairs and replacement as needed. Because of this, the amount allocated as part of the Courthouse project for existing roof repairs and upgrading was minimal. When coordinating the existing roof systems with the new roof systems on the Courthouse additions along with preparing to replace the new air handling units, several areas of concern were identified by the current roofing contractor SRS and Maas Brothers. The areas of concern were the north wing and the central corridor of the Courthouse (the original component of the courthouse).

To address these concerns, the County requested an estimate from the current roofing contractor, which was approximately \$500,000, to upgrade the existing north wing and central corridor roof systems to similar specifications as the new additions. These concerns were reviewed with the Building and Grounds Committee which determined that there should be a full analysis of the roofing systems. The county engaged Interstate Roof Systems Consultants, Inc. to conduct the analysis of the approximately 15 sections of existing roof systems. The analysis determined that a full roof replacement of the north wing and center corridor was required, with the remaining roof sections subject to a detailed preventive maintenance and capital replacement schedule. Although parts of the north wing and center corridor roof had some life remaining, the analysis determined that these would need to be replaced in a few years. Also, sections of the existing roof had been compromised from oil overflows from roof top air handling units in need of repair, limited insulation, previous patching, and the presence of asbestos in parts of the roofing system.

Interstate Roof Systems Consultants completed a bid specification that was published and held a pre-bid walk through for interested vendors. The bid specification included removal of all layers of the old roofing systems down to the existing concrete decking, installation of a fully adhered 60 millimeter EPDM rubber roof system, and insulation with an insulating value of R-30. In addition, alternatives were requested to include a 60 millimeter ballasted EPDM rubber roof system in lieu of a fully adhered system.

The County has reserved \$250,000 from the FY 2022 and 2023 Carryover Budget and reallocated \$250,000 of ARPA funds towards this project. The remainder will come from project contingency. This is being bid as a separate project.

The Building and Grounds Committee considered this resolution at its meeting on July 7, 2023 and recommended forwarding to the County Board by a vote of x to x to enter into a contract with _____ for roofing installation as part of the Courthouse project and accepting an alternative _____ for a total cost of _____.

WHEREAS, the Executive Summary is incorporated into this resolution, and

WHEREAS, the County had identified through a full roof analysis that certain sections of the courthouse are or will need full roof replacement as part of the Courthouse project, and

WHEREAS, the County and Maas Brothers worked with Interstate Roof Systems Consultants, Inc to develop bid specifications and alternatives, and

WHEREAS, a bid solicitation was published and a pre-bid walk through were conducted for interested vendors, and

WHEREAS, the bids were opened on July 7, 2023 with the bid results shown below:

Place holder ~~or place as an~~for exhibit

NOW, THEREFORE, BE IT RESOLVED the Jefferson County Administrator is authorized to enter into a contract with _____ for roofing installation as part of the _____ Courthouse project and accept an alternative _____ for a total cost of _____.

Fiscal Note: There is \$250,000 from 2022 to 2023 carryover budget and the allocation of \$250,000 of American Rescue Plan Act with, the additional funds will be utilizing project contingency.

Ayes: _____ Noes: _____ Abstain: _____ Absent: _____ Vacant: _____

Referred By
Building and Grounds Committee

07-11-23

REVIEWED: Corporation Counsel: JBW; Finance Director: _____

RESOLUTION NO. 2023-_____

Entering into a 5-year ~~license~~ agreement with Mitel Communications, Inc. for replacement of the County's telephone system

Executive Summary

Jefferson County purchased its current telephone system in 2003. The telephone system and technical support are currently provided by Cisco Systems. Recently, Cisco Systems informed the County that its current phones will not be supported in the next system upgrade which will take place in 2025. The telephone system and technical support are critical to ensure that Jefferson County is able to continue operations and serve the public.

The Management Information Systems department has evaluated the following options for the current Cisco telephone system:

1. Cisco On-Premises (current provider) – total \$485,003 (3-year license)
2. Cisco Webex - \$688,973 (3-year license)
3. RingCentral - \$788,939 (5-year license)
4. Teams for Phones - \$715,774 (5-year license)
5. Mitel - \$601,460 less discount of \$202,865 – total \$398,595 (5-year license)

The phone system replacement was not included in the 2023 County budget, and because of this, evaluating ~~options~~ financing options was required along with evaluating the different telephone system options. Mitel has offered to provide financing for the new system over a 5-year period at 8% interest. Under this proposal, Jefferson County would be responsible for payments in 2023 of \$48,192, which will be paid by the MIS Department's budget. Beyond 2023, Administration and Finance will seek opportunities in the 2024 budget process to satisfy the full principal balance of the license as early as January of 2024. A penalty of two months interest will apply for early payment of the license which is estimated to be less than \$5,000 at the beginning of 2024, but will save the County \$63,474 of interest over the 5-year license term.

The Finance Committee, ~~By a vote of 5-0,~~ and the Building and Grounds Committee, ~~by a vote of~~ 5-0 considered this resolution at their meetings on June 13~~2~~ and July 7, 2023, respectively, and by a vote of 5-0 ~~from the Finance Committee and a vote of~~ 5-0 to 5-0 from ~~the Building and Grounds Committee, each committee, and~~ recommended entering into a 5-year license agreement with Mitel for replacement of the County's current phone system at a total cost of \$400,000 to be financed through a license agreement over a 5-year period, and that the County Administrator and Finance Director seek opportunities to satisfy the license obligation in full in 2024, thereby avoiding all future interest cost. ~~by a vote of 5-0 from each committee.~~

WHEREAS, the Executive Summary is incorporated into this resolution, and

WHEREAS, the County has been notified by its current phone provider that technical support will discontinue for its current telephone system within the next two years, and

WHEREAS, the County has identified five options with the capability to perform the required telephone replacement and support, and

WHEREAS, providers conducted onsite evaluations of the required work and determined the means and methods to facilitate the desired outcomes, and


WHEREAS, it was determined that Mitel's means and methods will lead to the best product at the lowest cost.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Administrator is hereby authorized to enter into a 5-year license agreement with Mitel for telephone system replacement, technical support, and licensing at a cost not to exceed \$400,000.

Fiscal Note: Budgeted funds are available in the Management Information Systems department budget for 2023 due to one position going from full-time to part-time early in the year. This transition will fund the payments due for 2023 of \$48,192. Administration and Finance will work together to seek opportunities to pay the remaining license balance of \$357,482 in early January of 2024, which will save \$63,474 of interest cost over the 5-year license term.

Referred By:
Finance Committee
Building and Grounds Committee

07-11-2023

REVIEWED: Corporation Counsel: JBW; Finance Director: 

06/30/2023
13:00:36

Jefferson County
CENTRAL SERVICES (YEAR TO DATE)

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FROM 2023 01 TO 2023 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
100 General Fund							
11201 Central Services							
11201 411100 General Property Taxes	-981,853	0	-981,853	-490,926.30	.00	-490,926.24	50.0%
11201 474009 Housekeeping Services	-3,000	0	-3,000	.00	.00	-3,000.00	.0%
11201 486001 Vending Commission	-800	0	-800	.00	.00	-800.00	.0%
11201 511110 Salary-Permanent Regular	181,929	0	181,929	51,317.36	.00	130,611.66	28.2%
11201 511210 Wages-Regular	250,506	0	250,506	99,472.89	.00	151,033.01	39.7%
11201 511220 Wages-Overtime	7,137	0	7,137	2,244.84	.00	4,891.97	31.5%
11201 511330 Wages-Longevity Pay	514	0	514	.00	.00	513.75	.0%
11201 512141 Social Security	31,424	0	31,424	10,808.21	.00	20,615.61	34.4%
11201 512142 Retirement (Employer)	28,431	0	28,431	9,949.41	.00	18,481.38	35.0%
11201 512144 Health Insurance	117,589	0	117,589	47,841.48	.00	69,748.01	40.7%
11201 512145 Life Insurance	100	0	100	44.25	.00	55.95	44.2%
11201 512173 Dental Insurance	5,724	0	5,724	2,759.00	.00	2,965.00	48.2%
11201 512390 Safety Equipment	2,000	0	2,000	.00	.00	2,000.00	.0%
11201 521219 Other Professional Serv	3,000	0	3,000	.00	.00	3,000.00	.0%
11201 529170 Grounds Keeping Charges	14,252	0	14,252	4,020.95	.00	10,230.81	28.2%
11201 531008 Hazard Recycle Charges	1,000	0	1,000	.00	.00	1,000.00	.0%
11201 531243 Furniture & Furnishings	0	0	0	28.68	.00	-28.68	.0%
11201 531298 United Parcel Service	1,000	0	1,000	.00	.00	1,000.00	.0%
11201 531302 Building & Maint Equipment	12,000	0	12,000	432.02	.00	11,567.98	3.6%
11201 531312 Office Supplies	350	0	350	.00	.00	350.00	.0%
11201 531313 Printing & Duplicating	300	0	300	6.00	.00	294.00	2.0%
11201 531314 Small Items Of Equipment	5,000	0	5,000	4,569.60	.00	430.40	91.4%
11201 531320 Safety Supplies	1,000	0	1,000	121.95	.00	878.05	12.2%
11201 531326 Advertising	0	0	0	101.44	.00	-101.44	.0%
11201 531351 Gas/Diesel	3,000	0	3,000	526.00	.00	2,474.00	17.5%
11201 532332 Mileage	0	0	0	13.68	.00	-13.68	.0%
11201 533221 Water	6,000	0	6,000	1,891.63	.00	4,108.37	31.5%
11201 533222 Electric	125,000	0	125,000	29,270.89	.00	95,729.11	23.4%
11201 533223 Sewer	0	0	0	1,871.96	.00	-1,871.96	.0%
11201 533224 Natural Gas	0	0	0	15,602.69	.00	-15,602.69	.0%
11201 533225 Telephone & Fax	1,500	0	1,500	506.84	.00	993.16	33.8%
11201 533235 Storm Water Utility	2,800	0	2,800	836.00	.00	1,964.00	29.9%
11201 535239 Street Repair & Maint	500	0	500	.00	.00	500.00	.0%
11201 535246 Building Service & Maint	60,000	0	60,000	24,454.54	10,635.91	24,909.55	58.5%
11201 535247 Building Repair & Maint	0	0	0	1,101.00	.00	-1,101.00	.0%

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13:00:37

Jefferson County
CENTRAL SERVICES (YEAR TO DATE)

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FROM 2023 01 TO 2023 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
11201 535297 Refuse Collection	0	0	0	818.49	.00	-818.49	.0%
11201 535344 Household & Janitorial Supp	25,000	0	25,000	6,597.37	.00	18,402.63	26.4%
11201 535349 Other Supplies	12,000	0	12,000	510.63	.00	11,489.37	4.3%
11201 535352 Vehicle Parts & Repairs	1,000	0	1,000	348.92	.00	651.08	34.9%
11201 535353 Machinery & Equipment Parts	10,000	0	10,000	3,630.10	68,080.24	-61,710.34	717.1%
11201 535354 Paint	20,000	0	20,000	522.21	.00	19,477.79	2.6%
11201 535355 Plumbing & Electrical	10,000	0	10,000	2,178.48	.00	7,821.52	21.8%
11201 536531 Land Rent & Lease	1,800	0	1,800	1,800.00	.00	.00	100.0%
11201 571004 IP Telephony Allocation	318	0	318	159.00	.00	159.00	50.0%
11201 571007 MIS Direct Charges	5,000	0	5,000	.00	.00	5,000.00	.0%
11201 571009 MIS PC Group Allocation	8,410	0	8,410	4,204.98	.00	4,205.02	50.0%
11201 571010 MIS Systems Grp Alloc(ISIS)	5,996	0	5,996	2,998.02	.00	2,997.98	50.0%
11201 591519 Other Insurance	24,073	0	24,073	18,117.68	.00	5,955.32	75.3%
11201 594810 Capital Equipment	0	0	0	5,995.00	.00	-5,995.00	.0%
11201 594822 Capital Improvement Building	0	212,715	212,715	.00	.00	212,715.00	.0%
11201 699999 Budgetary Fund Balance	0	-212,715	-212,715	.00	.00	-212,715.00	.0%
TOTAL Central Services	0	0	0	-133,252.11	78,716.15	54,535.96	.0%
GRAND TOTAL	0	0	0	-133,252.11	78,716.15	54,535.96	.0%

06/30/2023
13:01:43

Jefferson County
MIS (YEAR TO DATE)

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FROM 2023 01 TO 2023 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	-224,572	0	-224,572	-112,286.04	.00	-112,286.00	50.0%
77001 474180 MIS Billed	-1,178,552	0	-1,178,552	-589,275.84	.00	-589,275.78	50.0%
77001 511110 Salary-Permanent Regular	0	0	0	37,478.52	.00	-37,478.52	.0%
77001 511210 Wages-Regular	293,926	0	293,926	70,888.73	.00	223,037.71	24.1%
77001 511220 Wages-Overtime	1,139	0	1,139	32.21	.00	1,106.56	2.8%
77001 511330 wages-Longevity Pay	340	0	340	.00	.00	340.00	.0%
77001 512141 Social Security	21,298	0	21,298	7,904.29	.00	13,394.04	37.1%
77001 512142 Retirement (Employer)	20,088	0	20,088	7,371.24	.00	12,716.33	36.7%
77001 512144 Health Insurance	66,242	0	66,242	20,893.40	.00	45,348.62	31.5%
77001 512145 Life Insurance	66	0	66	20.21	.00	46.27	30.4%
77001 512173 Dental Insurance	3,792	0	3,792	1,620.00	.00	2,172.00	42.7%
77001 521220 Consultant	101,200	0	101,200	55,704.10	15,517.58	29,978.32	70.4%
77001 521296 Computer Support	433,413	0	433,413	411,003.43	191.00	22,218.57	94.9%
77001 529299 Purchase Care & Services	135,000	0	135,000	80,158.91	.00	54,841.09	59.4%
77001 531298 United Parcel Service	0	0	0	173.09	.00	-173.09	.0%
77001 531301 Office Equipment	300	0	300	.00	.00	300.00	.0%
77001 531303 Computer Equipmt & Software	58,000	0	58,000	20,738.92	.00	37,261.08	35.8%
77001 531312 Office Supplies	300	0	300	310.31	.00	-10.31	103.4%
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	175.00	.00	225.00	43.8%
77001 532325 Registration	1,000	0	1,000	125.00	.00	875.00	12.5%
77001 532332 Mileage	200	0	200	73.36	.00	126.64	36.7%
77001 532335 Meals	100	0	100	.00	.00	100.00	.0%
77001 532336 Lodging	250	0	250	220.00	.00	30.00	88.0%
77001 532350 Training Materials	1,500	0	1,500	.00	.00	1,500.00	.0%
77001 533228 Internet	38,000	0	38,000	10,787.53	.00	27,212.47	28.4%
77001 535242 Maintain Machinery & Equip	0	0	0	85.22	.00	-85.22	.0%
77001 535355 Plumbing & Electrical	1,000	0	1,000	.00	.00	1,000.00	.0%
77001 571004 IP Telephony Allocation	2,866	0	2,866	1,432.98	.00	1,433.02	50.0%
77001 571008 MIS Overhead Allocation	17,759	0	17,759	5,353.88	.00	12,405.17	30.1%
77001 591519 Other Insurance	3,544	0	3,544	1,527.00	.00	2,017.00	43.1%
77001 594810 Capital Equipment	201,000	0	201,000	108,121.07	46,038.80	46,840.13	76.7%
TOTAL PC Group	0	0	0	140,636.52	61,747.38	-202,383.90	.0%

06/30/2023
13:01:44

Jefferson County
MIS (YEAR TO DATE)

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FROM 2023 01 TO 2023 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
77002 Systems Group							
77002 411100 General Property Taxes	-16,633	0	-16,633	-8,316.66	.00	-8,316.64	50.0%
77002 451200 Records & Reports	-1,200	0	-1,200	-225.00	.00	-975.00	18.8%
77002 474180 MIS Billed	-419,750	0	-419,750	-209,875.14	.00	-209,875.12	50.0%
77002 511110 Salary-Permanent Regular	227,775	0	227,775	104,404.68	.00	123,370.75	45.8%
77002 511210 Wages-Regular	31,755	0	31,755	25,193.31	.00	6,561.70	79.3%
77002 511330 Wages-Longevity Pay	708	0	708	.00	.00	707.50	.0%
77002 512141 Social Security	18,584	0	18,584	9,376.40	.00	9,207.95	50.5%
77002 512142 Retirement (Employer)	17,696	0	17,696	8,812.70	.00	8,883.48	49.8%
77002 512144 Health Insurance	50,792	0	50,792	27,326.26	.00	23,465.89	53.8%
77002 512145 Life Insurance	52	0	52	35.57	.00	16.33	68.5%
77002 512173 Dental Insurance	2,466	0	2,466	1,276.00	.00	1,190.00	51.7%
77002 521220 Consultant	7,000	0	7,000	995.00	.00	6,005.00	14.2%
77002 521296 Computer Support	0	0	0	5,525.00	.00	-5,525.00	.0%
77002 531312 Office Supplies	200	0	200	180.18	.00	19.82	90.1%
77002 531322 Subscriptions	175	0	175	.00	.00	175.00	.0%
77002 531324 Membership Dues	300	0	300	.00	.00	300.00	.0%
77002 532325 Registration	1,700	0	1,700	1,500.00	.00	200.00	88.2%
77002 532332 Mileage	100	0	100	157.20	.00	-57.20	157.2%
77002 532335 Meals	50	0	50	22.00	.00	28.00	44.0%
77002 532350 Training Materials	1,000	0	1,000	.00	.00	1,000.00	.0%
77002 535242 Maintain Machinery & Equip	54,476	0	54,476	29,726.62	.00	24,749.38	54.6%
77002 571004 IP Telephony Allocation	531	0	531	265.50	.00	265.50	50.0%
77002 571008 MIS Overhead Allocation	17,759	0	17,759	5,353.88	.00	12,405.16	30.1%
77002 591519 Other Insurance	4,464	0	4,464	1,888.32	.00	2,575.68	42.3%
TOTAL Systems Group	0	0	0	3,621.82	.00	-3,621.82	.0%

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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
77003 Programming - Special							
77003 411100 General Property Taxes	-9,100	0	-9,100	-4,549.92	.00	-4,549.88	50.0%
77003 474099 Dept Cap Program Charges	-139,892	0	-139,892	-69,946.02	.00	-69,945.98	50.0%
77003 511210 Wages-Regular	105,062	0	105,062	57,628.32	.00	47,433.75	54.9%
77003 512141 Social Security	7,437	0	7,437	4,235.11	.00	3,202.17	56.9%
77003 512142 Retirement (Employer)	7,144	0	7,144	3,879.11	.00	3,265.11	54.3%
77003 512144 Health Insurance	27,971	0	27,971	11,536.58	.00	16,434.47	41.2%
77003 512145 Life Insurance	15	0	15	4.57	.00	10.61	30.1%
77003 512173 Dental Insurance	1,362	0	1,362	552.00	.00	810.00	40.5%
TOTAL Programming - Special	0	0	0	3,339.75	.00	-3,339.75	.0%

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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
77004 MIS Overhead							
77004 529299 Purchase Care & Services	6,500	0	6,500	5,074.01	.00	1,425.99	78.1%
77004 531298 United Parcel Service	200	0	200	.00	.00	200.00	.0%
77004 531320 Safety Supplies	50	0	50	180.19	.00	-130.19	360.4%
77004 533221 water	0	0	0	177.85	.00	-177.85	.0%
77004 533222 Electric	6,800	0	6,800	1,788.06	.00	5,011.94	26.3%
77004 533223 Sewer	400	0	400	157.08	.00	242.92	39.3%
77004 533224 Natural Gas	3,000	0	3,000	1,296.46	.00	1,703.54	43.2%
77004 533225 Telephone & Fax	3,400	0	3,400	2,098.31	.00	1,301.69	61.7%
77004 533228 Internet	0	0	0	4,960.00	.00	-4,960.00	.0%
77004 533235 Storm Water Utility	180	0	180	74.95	.00	105.05	41.6%
77004 533236 wireless Internet	3,200	0	3,200	770.20	.00	2,429.80	24.1%
77004 533236 22209 wireless Internet	0	0	0	922.60	.00	-922.60	.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	298.10	.00	236.90	55.7%
77004 571003 Housekeeping	2,200	0	2,200	.00	.00	2,200.00	.0%
77004 571008 MIS Overhead Allocation	-35,518	0	-35,518	-10,707.76	.00	-24,810.24	30.1%
77004 591519 Other Insurance	553	0	553	376.44	.00	176.56	68.1%
TOTAL MIS Overhead	0	0	0	7,466.49	.00	-7,466.49	.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	-286	0	-286	-142.86	.00	-142.88	50.0%
77005 474190 IP-Telephony Billed	-86,933	0	-86,933	-43,465.74	.00	-43,466.86	50.0%
77005 511210 wages-Regular	33,885	0	33,885	31,606.02	.00	2,278.51	93.3%
77005 511220 wages-Overtime	455	0	455	.00	.00	454.57	.0%
77005 512141 Social Security	2,627	0	2,627	2,417.84	.00	209.10	92.0%
77005 512142 Retirement (Employer)	2,335	0	2,335	2,149.21	.00	185.85	92.0%
77005 512145 Life Insurance	16	0	16	25.58	.00	-9.74	161.5%
77005 512173 Dental Insurance	552	0	552	552.00	.00	.00	100.0%
77005 521220 Consultant	6,500	0	6,500	5,335.00	.00	1,165.00	82.1%
77005 521296 Computer Support	36,913	0	36,913	.00	.00	36,913.40	.0%
77005 531303 Computer Equipmt & Software	1,500	0	1,500	289.00	.00	1,211.00	19.3%
77005 533225 Telephone & Fax	0	0	0	7,037.24	.00	-7,037.24	.0%
77005 535242 Maintain Machinery & Equip	2,000	0	2,000	2,194.53	.00	-194.53	109.7%
77005 591519 Other Insurance	436	0	436	177.48	.00	258.52	40.7%
TOTAL IP-Telephony	0	0	0	8,175.30	.00	-8,175.30	.0%

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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
77006 Central Duplication							
77006 411100 General Property Taxes	-3,669	0	-3,669	-1,834.50	.00	-1,834.51	50.0%
77006 451002 Private Party Photocopy	-1,200	0	-1,200	-170.63	.00	-1,029.37	14.2%
77006 472003 Municipality Copies & Printin	-1,800	0	-1,800	-26.84	.00	-1,773.16	1.5%
77006 474180 MIS Billed	-51,892	0	-51,892	-30,270.31	.00	-21,621.63	58.3%
77006 474200 Copying & Printing Interdepa	-36,000	0	-36,000	-4,850.09	.00	-31,149.91	13.5%
77006 511210 wages-Regular	20,908	0	20,908	3,561.60	.00	17,345.92	17.0%
77006 511220 wages-Overtime	62	0	62	.00	.00	62.00	.0%
77006 511240 wages-Temporary	0	0	0	1,728.75	.00	-1,728.75	.0%
77006 511330 wages-Longevity Pay	70	0	70	.00	.00	70.00	.0%
77006 512141 Social Security	1,599	0	1,599	404.70	.00	1,194.73	25.3%
77006 512142 Retirement (Employer)	1,213	0	1,213	.00	.00	1,213.00	.0%
77006 512144 Health Insurance	8,316	0	8,316	.00	.00	8,316.00	.0%
77006 512145 Life Insurance	20	0	20	.00	.00	20.00	.0%
77006 512173 Dental Insurance	1,104	0	1,104	.00	.00	1,104.00	.0%
77006 531298 United Parcel Service	0	0	0	13.15	.00	-13.15	.0%
77006 531303 Computer Equipmt & Software	0	0	0	507.40	.00	-507.40	.0%
77006 531312 Office Supplies	12,000	0	12,000	8,447.24	.00	3,552.76	70.4%
77006 531314 Small Items Of Equipment	600	0	600	.00	.00	600.00	.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 535242 Maintain Machinery & Equip	4,000	0	4,000	971.27	.00	3,028.73	24.3%
77006 535252 Printing Equip Maintenance	12,000	0	12,000	2,485.96	.00	9,514.04	20.7%
77006 571004 IP Telephony Allocation	106	0	106	52.98	.00	53.02	50.0%
77006 571009 MIS PC Group Allocation	3,604	0	3,604	1,801.98	.00	1,802.02	50.0%
77006 571010 MIS Systems Grp Alloc(ISIS)	358	0	358	178.98	.00	179.02	50.0%
77006 591519 Other Insurance	291	0	291	108.78	.00	182.22	37.4%
77006 594810 Capital Equipment	28,000	0	28,000	.00	31,405.00	-3,405.00	112.2%
TOTAL Central Duplication	0	0	0	-16,889.58	31,405.00	-14,515.42	.0%
GRAND TOTAL	0	0	0	146,350.30	93,152.38	-239,502.68	.0%