

Building and Grounds Committee AGENDA

Videoconference or

Jefferson County Courthouse
311 S. Center Ave, C2003, Jefferson
Jefferson, WI 53549

Monday, October 7, 2024
8:30 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 September 5, 2024 Building and Grounds Committee Minutes
8. Update on courthouse/sheriff/jail project
9. Discussion and possible action on Resolution: Authorizing the County Administrator to enter into a contract for a facilities energy audit
10. Updates on projects and contingency
11. IT Project Update
12. Discussion and possible action on Fair Park & Parks Maintenance facility cameras
13. Financial Reports (YTD)
 - a. Central Services
 - b. Management Information Systems (MIS)
14. Discussion and possible action on future meeting dates and agenda items
Next meeting scheduled for Monday, November 4, 2024 at 8:30 a.m.
15. 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 Jefferson County Courthouse)

MINUTES

Thursday, September 5, 2024

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, Mary Roberts
Others Present: John Rabeth, IT Director; Michael Luckey, Administration; Ben Wehmeier, County Administrator
Others present via ZOOM: Ryan Hayes, Director of Facilities Management
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 August 5, 2024 committee meeting minutes**
Draft minutes were provided for review.

Motion by Braughler/Lindl to approve the August 5, 2024 committee meeting minutes. Motion passed 5-0.
8. **Update on courthouse/sheriff/jail project**
Photos of the building project were shared. Wehmeier and Hayes went over move dates and timelines. The Sheriff's Office and MIS should be moved into their offices by the end of the month. Staff is working on licensing and hardware issues with the audiovisual contractor. No action taken.
9. **Discussion and possible action on jail ventilation change order**
Wehmeier talked about the need for this work. The cost of this project is \$472,249.59.

Motion by Backlund/Lindl to approve the Resolution – Authorizing Courthouse/Jail Project Change Order – Jail Ventilation and forward to the County Board for their consideration. Motion passed 5-0.
10. **Updates on projects and contingency**
Wehmeier gave an update. No action taken.
11. **IT Project Update**
A written report was provided for review. Rabeth went over the report and talked about some issues they are dealing with and projects they are working on. No action taken.
12. **Discussion and possible action on Fair Park & Parks Maintenance facility cameras**
No action taken.
13. **Financial Reports (YTD)**
 - a. Central Services
 - b. Management Information SystemsFinancial reports were provided for review. No action taken.
14. **Discuss potential agenda items for the Committee's next meeting**
 - a. Approval of September 5, 2024, Building and Grounds Committee meeting minutes
 - b. Updates on projects and contingency
 - c. IT Project Update

- d. Discussion and possible action on Fair Park & Parks Maintenance facility cameras
- e. Discussion and possible action on roofing projects at Fair Park
- f. Update on schedule for Courthouse/Sheriff/Jail Project

Next meeting Monday, October 7, 2024 at 8:30 a.m. Jefferson County Courthouse

15. **Adjourn**

Motion by Lindl/Roberts to adjourn at 9:14 a.m.

RESOLUTION NO. 2024-

Authorizing the County Administrator to enter into a contract for a facilities energy audit

Executive Summary

The U.S. Department of Energy, through its Energy Efficiency and Conservation Block Grant, has funded the Rural Energy Startup Program (RESP). The RESP is administered by the Wisconsin Public Service Commission (PSC) through its Office of Energy Innovation and it supports communities taking initial steps to reduce energy use, reduce fossil fuel emissions, and improve energy efficiency.

At its September 10th meeting, the Jefferson County Board voted to approve a budget amendment to spend up to \$75,000 on an Energy Audit funded by this grant. Jefferson County received four responses to an RFP to do this work.

The Building & Grounds Committee, at its October 7th meeting, recommended awarding the contract to _____ for the price of _____. This proposal was determined to be the most advantageous for the county. The Committee recommended forwarding this resolution to the County Board.

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

WHEREAS, Jefferson County applied for and received \$75,000 in PSC Rural Energy Startup Program Grant Funds, and incorporated those funds into its 2024 budget; and

WHEREAS, Jefferson County received four bids to perform an Energy Audit as a response to an RFP issued in September; and

WHEREAS, the Building & Grounds Committee recommends that the most advantageous bid for Jefferson County was submitted by _____; and

NOW, THEREFORE, BE IT RESOLVED that County Administrator is directed to enter into a contract with _____ for an Energy Audit.

Fiscal Note:

Strategic Plan Reference: YES



Transformative Government: Ensure compliance with cost-saving measures, such as equipment sharing policies; Achieve a sustainable environmental and energy future; For County facilities, explore the use of alternative power sources such as solar, wind, and geothermal with full report of options; Promote and explore the use of sustainable technologies

Referred By:

Finance Committee 09-03-2024

REVIEWED: Corporation Counsel: ; Finance Director:

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13:08:57

Jefferson County
CENTRAL SERVICES (YEAR TO DATE)

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FROM 2024 01 TO 2024 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
100 General Fund							
11201 Central Services							
11201 411100 General Property Taxes	-1,047,211	0	-1,047,211	-785,408.22	.00	-261,802.78	75.0%
11201 474009 Housekeeping Services	-2,000	0	-2,000	-1,100.00	.00	-900.00	55.0%
11201 474120 Sheriff Interdepart Billed	-20,000	0	-20,000	.00	.00	-20,000.00	.0%
11201 483002 Misc Sale/Material & Supply	0	0	0	-175.00	.00	175.00	.0%
11201 484001 11201 Insurance Recovery	0	0	0	-1,512.50	.00	1,512.50	.0%
11201 511110 Salary-Permanent Regular	191,420	0	191,420	142,484.23	.00	48,935.50	74.4%
11201 511210 Wages-Regular	266,833	0	266,833	185,532.89	.00	81,299.97	69.5%
11201 511220 Wages-Overtime	7,746	0	7,746	7,980.60	.00	-234.53	103.0%
11201 511330 Wages-Longevity Pay	574	0	574	.00	.00	573.75	.0%
11201 512141 Social Security	33,967	0	33,967	23,763.26	.00	10,203.44	70.0%
11201 512142 Retirement (Employer)	31,567	0	31,567	22,728.84	.00	8,838.04	72.0%
11201 512144 Health Insurance	132,195	0	132,195	75,671.44	.00	56,523.46	57.2%
11201 512145 Life Insurance	122	0	122	111.85	.00	10.43	91.5%
11201 512151 HSA Contribution	5,572	0	5,572	.00	.00	5,572.16	.0%
11201 512153 HRA Contribution	0	0	0	2,925.49	.00	-2,925.49	.0%
11201 512173 Dental Insurance	6,900	0	6,900	5,517.87	.00	1,382.13	80.0%
11201 512390 Safety Equipment	2,000	0	2,000	3,803.01	1,490.00	-3,293.01	264.7%
11201 521219 Other Professional Serv	0	0	0	2,361.22	.00	-2,361.22	.0%
11201 521296 Computer Support	0	0	0	4,313.36	.00	-4,313.36	.0%
11201 529170 Grounds Keeping Charges	15,764	0	15,764	23,212.78	.00	-7,449.21	147.3%
11201 531008 Hazard Recycle Charges	2,000	0	2,000	.00	.00	2,000.00	.0%
11201 531243 Furniture & Furnishings	0	0	0	6,339.00	.00	-6,339.00	.0%
11201 531298 United Parcel Service	500	0	500	.00	.00	500.00	.0%
11201 531302 Building & Maint Equipment	10,000	0	10,000	9,675.14	.00	324.86	96.8%
11201 531303 Computer Equipmt & Software	3,000	0	3,000	.00	.00	3,000.00	.0%
11201 531311 Postage & Box Rent	500	0	500	.00	.00	500.00	.0%
11201 531312 Office Supplies	800	0	800	46.49	.00	753.51	5.8%
11201 531313 Printing & Duplicating	500	0	500	66.08	.00	433.92	13.2%
11201 531314 Small Items Of Equipment	7,000	0	7,000	3,970.69	.00	3,029.31	56.7%
11201 531320 Safety Supplies	1,500	0	1,500	2,260.00	.00	-760.00	150.7%
11201 531326 Advertising	500	0	500	74.05	.00	425.95	14.8%
11201 531351 Gas/Diesel	3,000	0	3,000	3,307.72	.00	-307.72	110.3%
11201 532332 Mileage	300	0	300	15.39	.00	284.61	5.1%
11201 533221 Water	6,000	0	6,000	2,094.19	.00	3,905.81	34.9%
11201 533222 Electric	100,000	0	100,000	73,890.04	.00	26,109.96	73.9%

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Jefferson County
CENTRAL SERVICES (YEAR TO DATE)

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FROM 2024 01 TO 2024 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
11201 533223 Sewer	5,000	0	5,000	1,974.05	.00	3,025.95	39.5%
11201 533224 Natural Gas	50,000	0	50,000	18,531.41	.00	31,468.59	37.1%
11201 533225 Telephone & Fax	1,500	0	1,500	989.90	.00	510.10	66.0%
11201 533235 Storm Water Utility	3,000	0	3,000	1,232.34	.00	1,767.66	41.1%
11201 535239 Street Repair & Maint	500	0	500	.00	.00	500.00	.0%
11201 535246 Building Service & Maint	60,000	0	60,000	16,286.13	.00	43,713.87	27.1%
11201 535247 Building Repair & Maint	5,000	10,000	15,000	9,476.50	.00	5,523.50	63.2%
11201 535297 Refuse Collection	4,000	0	4,000	1,208.65	.00	2,791.35	30.2%
11201 535344 Household & Janitorial Supp	25,000	0	25,000	17,879.59	.00	7,120.41	71.5%
11201 535349 Other Supplies	10,000	0	10,000	10,470.42	.00	-470.42	104.7%
11201 535352 Vehicle Parts & Repairs	1,000	0	1,000	.00	.00	1,000.00	.0%
11201 535353 Machinery & Equipment Parts	5,000	0	5,000	5,352.55	.00	-352.55	107.1%
11201 535354 Paint	5,000	0	5,000	.00	.00	5,000.00	.0%
11201 535355 Plumbing & Electrical	5,000	0	5,000	3,780.00	.00	1,220.00	75.6%
11201 535361 11201 Repair & Maintenance In	0	0	0	32,656.00	.00	-32,656.00	.0%
11201 536531 Land Rent & Lease	1,800	0	1,800	1,800.00	.00	.00	100.0%
11201 536533 Equipment Rent & Lease	0	0	0	53,270.22	.00	-53,270.22	.0%
11201 571004 IP Telephony Allocation	120	0	120	110.00	.00	10.00	91.7%
11201 571005 Duplicating Allocation	1	0	1	.88	.00	.12	88.0%
11201 571009 MIS PC Group Allocation	11,832	0	11,832	10,846.00	.00	986.00	91.7%
11201 571010 MIS Systems Grp Alloc(ISIS)	7,631	0	7,631	6,995.12	.00	635.88	91.7%
11201 571020 Fleet Allocation	1,000	0	1,000	.00	.00	1,000.00	.0%
11201 591519 Other Insurance	36,568	0	36,568	34,566.77	.00	2,001.33	94.5%
11201 594822 Capital Improvement Building	0	212,715	212,715	19,420.00	.00	193,295.00	9.1%
11201 699999 Budgetary Fund Balance	0	-212,715	-212,715	.00	.00	-212,715.00	.0%
TOTAL Central Services	0	10,000	10,000	60,796.44	1,490.00	-52,286.44	622.9%
GRAND TOTAL	0	10,000	10,000	60,796.44	1,490.00	-52,286.44	622.9%

REPORT OPTIONS

Sequence	Field #	Total	Page Break	
Sequence 1	1	N	N	From Yr/Per: 2024/ 1
Sequence 2	9	Y	Y	To Yr/Per: 2024/12
Sequence 3	0	N	N	Budget Year: 2024
Sequence 4	0	N	N	Print totals only: N

Report title: CENTRAL SERVICES (YEAR TO DATE)
 Includes accounts exceeding 0% of budget.
 Print Full or Short description: F
 Print full GL account: N
 Sort by full GL account: N
 Print Revenues-Version headings: N
 Print revenue as credit: Y
 Print revenue budgets as zero: N

Format type: 1
 Double space: N
 Suppress zero bal accts: Y
 Amounts/totals exceed 999 million dollars: N
 Roll projects to object: N
 Print journal detail: N
 From Yr/Per: 2017/ 1
 To Yr/Per: 2017/12
 Include budget entries: Y
 Incl encumb/liq entries: Y
 Sort by JE # or PO #: J
 Detail format option: 1
 Multiyear view: D

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13:10:42

Jefferson County
MIS (YEAR TO DATE)

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FROM 2024 01 TO 2024 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
700 MIS Department Fund							
77001 PC Group							
77001 474180 MIS Billed	-1,499,677	0	-1,499,677	-1,374,703.88	.00	-124,973.04	91.7%
77001 511110 Salary-Permanent Regular	90,546	0	90,546	65,592.06	.00	24,954.39	72.4%
77001 511210 wages-Regular	194,116	0	194,116	117,202.17	.00	76,914.17	60.4%
77001 511220 wages-Overtime	7,472	0	7,472	902.04	.00	6,570.22	12.1%
77001 511330 wages-Longevity Pay	370	0	370	212.18	.00	157.82	57.3%
77001 512141 Social Security	21,510	0	21,510	13,550.90	.00	7,959.37	63.0%
77001 512142 Retirement (Employer)	20,183	0	20,183	11,631.54	.00	8,551.29	57.6%
77001 512144 Health Insurance	42,472	0	42,472	31,143.78	.00	11,328.12	73.3%
77001 512145 Life Insurance	52	0	52	26.79	.00	25.05	51.7%
77001 512151 HSA Contribution	1,938	0	1,938	.00	.00	1,938.14	.0%
77001 512173 Dental Insurance	3,240	0	3,240	2,042.72	.00	1,197.28	63.0%
77001 521220 Consultant	126,300	0	126,300	69,780.08	.00	56,519.92	55.2%
77001 521296 Computer Support	587,002	0	587,002	635,631.57	.00	-48,629.77	108.3%
77001 529299 Purchase Care & Services	145,000	0	145,000	26,696.07	36,442.00	81,861.93	43.5%
77001 531298 United Parcel Service	0	0	0	797.54	.00	-797.54	.0%
77001 531301 Office Equipment	300	0	300	.00	.00	300.00	.0%
77001 531303 Computer Equipmt & Software	77,300	0	77,300	34,894.91	8,961.75	33,443.34	56.7%
77001 531312 Office Supplies	300	0	300	367.66	.00	-67.66	122.6%
77001 531313 Printing & Duplicating	100	0	100	.00	.00	100.00	.0%
77001 531324 Membership Dues	400	0	400	.00	.00	400.00	.0%
77001 532325 Registration	1,600	0	1,600	1,333.50	.00	266.50	83.3%
77001 532332 Mileage	200	0	200	.00	.00	200.00	.0%
77001 532335 Meals	150	0	150	.00	.00	150.00	.0%
77001 532336 Lodging	325	0	325	6.00	.00	319.00	1.8%
77001 532350 Training Materials	1,500	0	1,500	.00	.00	1,500.00	.0%
77001 533228 Internet	0	0	0	12,871.97	.00	-12,871.97	.0%
77001 535242 Maintain Machinery & Equip	0	0	0	693.76	.00	-693.76	.0%
77001 571004 IP Telephony Allocation	3,854	0	3,854	3,532.87	.00	321.13	91.7%
77001 571008 MIS Overhead Allocation	19,115	0	19,115	8,889.39	.00	10,225.89	46.5%
77001 591519 Other Insurance	3,331	0	3,331	2,526.92	.00	803.89	75.9%
77001 594810 Capital Equipment	151,000	0	151,000	73,753.86	.00	77,246.14	48.8%
TOTAL PC Group	0	0	0	-260,623.60	45,403.75	215,219.85	.0%

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Jefferson County
MIS (YEAR TO DATE)

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FROM 2024 01 TO 2024 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
77002 Systems Group							
77002 451200 Records & Reports	-1,200	0	-1,200	-250.00	.00	-950.00	20.8%
77002 474180 MIS Billed	-554,018	0	-554,018	-507,849.43	.00	-46,168.13	91.7%
77002 511110 Salary-Permanent Regular	241,861	0	241,861	176,798.69	.00	65,062.68	73.1%
77002 511210 Wages-Regular	69,443	0	69,443	35,796.80	.00	33,645.94	51.5%
77002 511330 Wages-Longevity Pay	738	0	738	.00	.00	737.50	.0%
77002 512141 Social Security	22,751	0	22,751	15,098.71	.00	7,651.94	66.4%
77002 512142 Retirement (Employer)	21,393	0	21,393	14,588.43	.00	6,804.44	68.2%
77002 512144 Health Insurance	70,079	0	70,079	39,915.75	.00	30,163.59	57.0%
77002 512145 Life Insurance	84	0	84	70.97	.00	13.27	84.2%
77002 512151 HSA Contribution	2,423	0	2,423	.00	.00	2,422.68	.0%
77002 512173 Dental Insurance	2,724	0	2,724	1,854.79	.00	869.21	68.1%
77002 521220 Consultant	7,000	0	7,000	14,328.00	5,500.00	-12,828.00	283.3%
77002 521296 Computer Support	0	0	0	12,805.00	.00	-12,805.00	.0%
77002 531312 Office Supplies	200	0	200	.00	.00	200.00	.0%
77002 531324 Membership Dues	300	0	300	375.00	.00	-75.00	125.0%
77002 531326 Advertising	0	0	0	234.06	.00	-234.06	.0%
77002 532325 Registration	2,000	0	2,000	125.00	.00	1,875.00	6.3%
77002 532332 Mileage	100	0	100	.00	.00	100.00	.0%
77002 532335 Meals	50	0	50	.00	.00	50.00	.0%
77002 532336 Lodging	0	0	0	418.39	.00	-418.39	.0%
77002 532350 Training Materials	500	0	500	.00	.00	500.00	.0%
77002 535242 Maintain Machinery & Equip	49,736	0	49,736	28,500.95	.00	21,235.05	57.3%
77002 571004 IP Telephony Allocation	602	0	602	551.87	.00	50.13	91.7%
77002 571008 MIS Overhead Allocation	19,115	0	19,115	8,889.39	.00	10,225.88	46.5%
77002 591519 Other Insurance	4,119	0	4,119	2,300.65	.00	1,818.25	55.9%
77002 594818 Capital Computer	40,000	0	40,000	52,213.78	.00	-12,213.78	130.5%
TOTAL Systems Group	0	0	0	-103,233.20	5,500.00	97,733.20	.0%

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Jefferson County
MIS (YEAR TO DATE)

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FROM 2024 01 TO 2024 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
77003 Programming - Special							
77003 474099 Dept Cap Program Charges	0	0	0	-175,595.42	.00	175,595.42	.0%
77003 511110 Salary-Permanent Regular	-191,559	0	-191,559	.00	.00	-191,558.62	.0%
77003 511210 wages-Regular	145,171	0	145,171	106,275.95	.00	38,895.03	73.2%
77003 511220 wages-Overtime	665	0	665	.00	.00	665.17	.0%
77003 512141 Social Security	10,801	0	10,801	7,971.92	.00	2,829.00	73.8%
77003 512142 Retirement (Employer)	10,052	0	10,052	7,339.17	.00	2,712.39	73.0%
77003 512144 Health Insurance	22,786	0	22,786	6,635.94	.00	16,150.18	29.1%
77003 512145 Life Insurance	11	0	11	8.95	.00	1.85	82.9%
77003 512151 HSA Contribution	969	0	969	.00	.00	969.07	.0%
77003 512173 Dental Insurance	1,104	0	1,104	453.43	.00	650.57	41.1%
TOTAL Programming - Special	0	0	0	-46,910.06	.00	46,910.06	.0%

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Jefferson County
MIS (YEAR TO DATE)

FROM 2024 01 TO 2024 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
77004 MIS Overhead							
77004 521296 Computer Support	0	0	0	1,296.28	.00	-1,296.28	.0%
77004 529299 Purchase Care & Services	8,500	0	8,500	3,371.75	.00	5,128.25	39.7%
77004 531298 United Parcel Service	200	0	200	.00	.00	200.00	.0%
77004 531320 Safety Supplies	75	0	75	376.70	.00	-301.70	502.3%
77004 533221 Water	435	0	435	560.46	.00	-125.46	128.8%
77004 533222 Electric	6,800	0	6,800	2,892.41	.00	3,907.59	42.5%
77004 533223 Sewer	400	0	400	492.09	.00	-92.09	123.0%
77004 533224 Natural Gas	3,000	0	3,000	1,045.60	.00	1,954.40	34.9%
77004 533225 Telephone & Fax	3,400	0	3,400	2,777.54	.00	622.46	81.7%
77004 533228 Internet	0	0	0	4,960.00	.00	-4,960.00	.0%
77004 533235 Storm Water Utility	180	0	180	188.40	.00	-8.40	104.7%
77004 533236 Wireless Internet	3,200	0	3,200	1,963.67	.00	1,236.33	61.4%
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	495.56	.00	39.44	92.6%
77004 571003 Housekeeping	2,200	0	2,200	1,100.00	.00	1,100.00	50.0%
77004 571008 MIS Overhead Allocation	-38,231	0	-38,231	-17,778.78	.00	-20,451.77	46.5%
77004 591519 Other Insurance	806	0	806	750.97	.00	54.58	93.2%
TOTAL MIS Overhead	0	0	0	4,492.65	.00	-4,492.65	.0%

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Jefferson County
MIS (YEAR TO DATE)

FROM 2024 01 TO 2024 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
77005 IP-Telephony							
77005 474190 IP-Telephony Billed	-96,839	0	-96,839	-88,769.12	.00	-8,069.96	91.7%
77005 511210 Wages-Regular	73,662	0	73,662	53,322.22	.00	20,339.60	72.4%
77005 511220 Wages-Overtime	360	0	360	.00	.00	359.77	.0%
77005 512141 Social Security	5,663	0	5,663	4,079.11	.00	1,583.54	72.0%
77005 512142 Retirement (Employer)	5,107	0	5,107	3,679.26	.00	1,428.23	72.0%
77005 512145 Life Insurance	56	0	56	46.86	.00	9.30	83.4%
77005 512173 Dental Insurance	1,104	0	1,104	821.43	.00	282.57	74.4%
77005 521220 Consultant	6,500	0	6,500	3,071.25	.00	3,428.75	47.3%
77005 531303 Computer Equipmt & Software	1,500	0	1,500	430.00	.00	1,070.00	28.7%
77005 533225 Telephone & Fax	0	0	0	9,822.80	.00	-9,822.80	.0%
77005 535242 Maintain Machinery & Equip	2,500	0	2,500	.00	.00	2,500.00	.0%
77005 591519 Other Insurance	387	0	387	639.43	.00	-252.24	165.1%
TOTAL IP-Telephony	0	0	0	-12,856.76	.00	12,856.76	.0%

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MIS (YEAR TO DATE)

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FROM 2024 01 TO 2024 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
77006 Central Duplication							
77006 451002 Private Party Photocopy	0	0	0	-357.98	.00	357.98	.0%
77006 472003 Municipality Copies & Printin	0	0	0	-484.37	.00	484.37	.0%
77006 474180 MIS Billed	-17,394	0	-17,394	-15,944.72	.00	-1,449.46	91.7%
77006 474200 Copying & Printing Interdepa	-36,000	0	-36,000	-13,550.30	.00	-22,449.70	37.6%
77006 511210 Wages-Regular	16,768	0	16,768	9,565.83	.00	7,202.35	57.0%
77006 512141 Social Security	1,283	0	1,283	731.80	.00	550.97	57.0%
77006 531312 Office Supplies	13,200	0	13,200	1,315.09	.00	11,884.91	10.0%
77006 531313 Printing & Duplicating	0	0	0	34.40	.00	-34.40	.0%
77006 531314 Small Items Of Equipment	600	0	600	600.00	.00	.00	100.0%
77006 531349 Other Operating Expenses	200	0	200	109.00	.00	91.00	54.5%
77006 532332 Mileage	110	0	110	.00	.00	110.00	.0%
77006 535242 Maintain Machinery & Equip	4,000	0	4,000	1,682.26	.00	2,317.74	42.1%
77006 535252 Printing Equip Maintenance	12,000	0	12,000	2,615.88	.00	9,384.12	21.8%
77006 571004 IP Telephony Allocation	120	0	120	110.00	.00	10.00	91.7%
77006 571009 MIS PC Group Allocation	4,437	0	4,437	4,067.25	.00	369.75	91.7%
77006 571010 MIS Systems Grp Alloc(ISIS)	439	0	439	402.38	.00	36.62	91.7%
77006 591519 Other Insurance	237	0	237	144.87	.00	92.36	61.1%
TOTAL Central Duplication	0	0	0	-8,958.61	.00	8,958.61	.0%
GRAND TOTAL	0	0	0	-428,089.58	50,903.75	377,185.83	.0%

REPORT OPTIONS

	Field #	Total	Page Break	
Sequence 1	1	N	N	From Yr/Per: 2024/ 1
Sequence 2	9	Y	Y	To Yr/Per: 2024/12
Sequence 3	0	N	N	Budget Year: 2024
Sequence 4	0	N	N	Print totals only: N
				Format type: 1
				Double space: N
Report title:				Suppress zero bal accts: Y
MIS (YEAR TO DATE)				Amounts/totals exceed 999 million dollars: N
				Roll projects to object: N
Includes accounts exceeding 0% of budget.				Print journal detail: N
Print Full or Short description: F				From Yr/Per: 2017/ 1
Print full GL account: N				To Yr/Per: 2017/12
Sort by full GL account: N				Include budget entries: Y
Print Revenues-Version headings: N				Incl encumb/liq entries: Y
Print revenue as credit: Y				Sort by JE # or PO #: J
Print revenue budgets as zero: N				Detail format option: 1
				Multiyear view: D