

PROPERTY & INFORMATION TECHNOLOGY COMMITTEE

DATE: Tuesday, September 8, 2020

TIME: 9:30 a.m.

LOCATION: Room 114, Wood County Courthouse

1. Call meeting to order.
2. Public Comments
3. Approve minutes from previous meetings
4. Review County Board Rule #42
5. **Information Technology**
 - a. Vouchers
 - b. Monthly Comments
 - c. IT 2021 Budget
6. **Maintenance Dept.**
 - a. Vouchers
 - b. Monthly Comments
 - c. Maintenance 2021 Budget
7. Set date and time of next meeting.
8. Adjourn.

Join by phone

+1-408-418-9388 United States Toll

Meeting number (access code): 146 894 8750

Join by WebEx App or Web

<https://woodcountywi.webex.com/woodcountywi/j.php?MTID=m256cefdca60bfea7c386b245a41c890>

Meeting number (access code): 146 894 8750

Meeting password: PIT0908

**PROPERTY AND INFORMATION TECHNOLOGY COMMITTEE
MEETING MINUTES**

DATE: Monday, July 6, 2020
TIME: 9:30 a.m.
PLACE: Wood County Courthouse – Room 114

PRESENT: Al Breu, Dennis Polach, Laura Valenstein, Bill Winch, Brad Hamilton (via WebEx)

OTHERS PRESENT (for part or all of the meeting): Trent Miner, Nicole Gessert, Reuben Van Tassel, Amy Kaup, Jason DeMarco, Bill Clendenning, Lance Pliml (via WebEx). **See attached list.**

1. The meeting was called to order at 9:30 a.m. by Chair Breu.
2. Public Comments: None
3. Approve minutes from the previous meeting.

Motion (Polach/Winch) to approve the minutes from the previous meeting. Motion carried unanimously.

4. Facilities Manager, Van Tassel introduced Tom Scharff, and Brad Menning from Consolidated Water Power Company (CWPCo). Tom shared information regarding the Verso mill closure, and what potential effects it could have related to supplying power to the River Block building. Tom stated that CWPCo is responsible for river operations for five dams and they have approximately 100 residential and commercial customers so they will need to continue operations even if the mill closes. Discussion ensued.
5. Committee agreed to move agenda item 6b regarding the Wood County Cemetery up in the order.

County Clerk, Trent Miner shared information regarding the Wood County Cemetery located on Seneca road. The Cemetery had been maintained by Emergency Management and maintenance was paid from Edgewater but recently Edgewater had indicated they were not responsible for the property. Miner is requesting the Committee to resolve who should be responsible for the upkeep of the property. Discussion ensued.

Motion (Breu/Hamilton) to have Emergency Management responsible for mowing the Wood County Cemetery and Edgewater responsible for paying for the mowing.

Motion to amend (Valenstine/Hamilton) to have Emergency Management responsible for mowing the Wood County Cemetery and Maintenance responsible for paying for the mowing until the next budget cycle at which time it will be added to the Maintenance budget for 2021. Motion to amend carried unanimously.

Amended motion was called and carried unanimously

6. Committee agreed to move agenda item 6a up in the order.

Supervisor Winch asked is the District Attorney office project was within budget. Van Tassel indicated the project was budgeted for \$225,000 and all of the money will be used up. Van

Tassel indicated simultaneous other projects are also being done in relation to the District Attorney move such as the second floor ceiling trays and upgrades to the HVAC.

Motion (Valenstein/Breu) to approve the vouchers for the Maintenance Department. Motion carried unanimously.

7. (a) There were no questions regarding the Information Technology vouchers.

Motion (Hamilton/Valenstein) to approve the vouchers for the Information Technology Department. Motion carried unanimously.

(b) Supervisor Valenstein asked for information regarding the recent security breach. Information Technology Director, Amy Kaup shared details, and added measures such as the two factor authentication, and additional training that are being done.

Supervisor Winch asked why the Planning and Zoning Sanitary Permit program was taking so long. Kaup indicated her staff is busy with other projects, and they are working with Planning and Zoning on the time frame that will work best to roll out a new program.

Kaup shared that her department has recently filled the vacant Network Analyst position with Brian Landowski who recently worked for the City of Wisconsin Rapids. Kaup wanted to make the Committee aware that she is in the preliminary stages of exploring possible collaborate measures with the City.

8. Van Tassel gave an update on the Renewable and Sustainable Committee (R&S) indicating the R&S Committee is looking for the PIT Committee to approve all three grant applications.

Motion (Valenstein/Breu) to approve all three R&S grant applications. Motion carried unanimously.

9. Van Tassel indicated the R&S Committee is recommending extending the deadline for the grant application period to the end of the year because they did not receive enough applications to use all of the grant money.

Motion (Hamilton/Valenstein) to approve the R&S grant application extension. Motion carried unanimously.

10. The next Committee meeting will be Monday, August 3, 2020 at 9:30 a.m.

11. Chair Breu declared the meeting adjourned at 10:34 a.m.

Minutes recorded and prepared by Nicole Gessert. Minutes in draft form until approved at the next PIT meeting.

Property & Information Technology Committee Meeting

July 6, 2020

[illegible]

**PROPERTY AND INFORMATION TECHNOLOGY COMMITTEE
MEETING MINUTES**

DATE: Tuesday, August 18, 2020
TIME: 9:00 a.m.
PLACE: Wood County Courthouse – Room 114

PRESENT: Al Breu (via WebEx), Dennis Polach, Laura Valenstein, Bill Winch, Brad Hamilton

OTHERS PRESENT (for part or all of the meeting): Nicole Gessert, Reuben Van Tassel, Amy Kaup (via WebEx), Jason DeMarco (via WebEx), Steve Kreuser, Bill Clendenning, **See attached list.**

1. The meeting was called to order at 9:00 a.m. by Chair Breu.
2. Public Comments: None
3. Discuss and consider approval of unbudgeted COVID mitigation projects.

Facilities Manager, Van Tassel discussed information regarding grant money from the Cares Act to pay for unplanned projects that will help Wood County mitigate the COVID-19 pandemic. Discussion ensued.

Motion (Hamilton/Polach) to support the projects listed by Facilities Manager, Van Tassel for COVID-19 projects. Motion was carried unanimously

4. Chair Breu declared the meeting adjourned at 9:25 a.m.

Minutes recorded and prepared by Nicole Gessert. Minutes in draft form until approved at the next PIT meeting.

Property & Information Technology Committee Meeting

August 18, 2020

[illegible]

RULE 42 – Real Property

A resolution of the Board is required before the purchase, lease, rental or any other interest in real property is acquired on the county's behalf.

1. For the purposes of this rule:
 - a. Real Property means land and anything growing on, attached to, or erected on it, excluding anything that may be severed without injury to the land.
 - b. Lease means any contract or conveyance or understanding by which the rightful possessor of real property conveys the right to use that property in exchange for consideration.
 - c. Committee means any duly appointed subordinate group of the Wood County Board of Supervisors, or any of its agencies, commissions or authorities.
 - d. Negotiate means to propose final terms for the conveyance of an interest in Real Property to the County. Negotiate does not include the sharing of ideas at the conceptual level.
2. Resolution Required:
 - a. No County Supervisor, committee or employee, elected or appointed, may negotiate for the purchase, lease, rental or any other instrument conveying an interest in Real Property to Wood County without prior consent of the Board of Supervisors.
 - b. Before a lease, purchase or any other instrument of conveyance to acquire an interest in real property can be executed on behalf of the County, the supervisor, employee, agency, committee, commission or authority shall obtain an approval via resolution of authorization from the Wood County Board of Supervisors.
 - c. The County Board may by resolution authorize an employee or a committee to negotiate and enter into an agreement for the acquisition of Real Property by means of one resolution or the Board may require a two-step process, with the first step authorizing the negotiations and the second step authorizing the terms of the deal.
3. Exemption. This rule will not apply when the state statutes, Wisconsin Administrative Code, or a county ordinance or policy approved via resolution give specific authority to a position in county employment, such as the Highway Commissioner, to acquire interests in real property for specific purposes.
4. Wood County not bound and penalties.
 - a. Wood County shall not be bound by the provisions of any document negotiated or settled without the resolutions required in section 2 above.
 - b. Any person who violates this rule shall be subject to such penalties as prescribed for supervisors or employees under existing county disciplinary policies, rules or ordinances.

Committee Report

County of Wood

Report of claims for: INFORMATION TECHNOLOGY

For the period of: JULY & AUGUST 2020

For the range of vouchers: 27200276 - 27200364

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
27200276	AMAZON CAPITAL SERVICES	HEADSETS, SUPPLIES	06/22/2020	\$505.20	P
27200277	AMAZON CAPITAL SERVICES	DISPATCH MONITORS	06/24/2020	\$4,191.24	P
27200278	AMAZON CAPITAL SERVICES	CREDIT MEMO - PHONE CASE	06/28/2020	(\$32.76)	P
27200279	AMAZON CAPITAL SERVICES	CREDIT MEMO - POSTAGE PO 56836	06/28/2020	(\$3.99)	P
27200280	CDW GOVERNMENT INC	KOFAX PDF ADVANCED	06/17/2020	\$605.50	P
27200281	CHARTER COMMUNICATIONS	INTERNET PRO100 ACCT 0209726	06/24/2020	\$130.00	P
27200282	CORE BTS INC	NETWORK SUPPORT SERVICES	06/25/2020	\$798.75	P
27200283	FRONTIER COMMUNICATIONS	PHONE CHARGES	06/19/2020	\$137.88	P
27200284	INSIGHT PUBLIC SECTOR INC	2020 4TH PC ORDER	06/12/2020	\$870.49	P
27200285	INSIGHT PUBLIC SECTOR INC	2020 4TH PC ORDER	06/16/2020	\$858.96	P
27200286	INSIGHT PUBLIC SECTOR INC	IRONPORT SERVICES	06/17/2020	\$7,416.00	P
27200287	INSIGHT PUBLIC SECTOR INC	2020 4TH PC ORDER	06/19/2020	\$1,009.00	P
27200288	INSIGHT PUBLIC SECTOR INC	DISPATCH PCS	06/23/2020	\$4,521.16	P
27200289	INSIGHT PUBLIC SECTOR INC	DISPATCH PCS	06/24/2020	\$2,260.58	P
27200290	SOLARUS	PHONE CHGS ACCT 00063942-1	07/01/2020	\$497.86	P
27200291	SOLARUS	PHONE CHGS ACCT 00077856-5	07/01/2020	\$219.13	P
27200292	SOLARUS	PHONE CHGS ACCT 00061009-7	07/01/2020	\$69.99	P
27200293	STREAMLINE HEALTHCARE SOLUTIONS LLC	HS TCM REPLACEMENT - PAYMENT 4	06/23/2020	\$28,712.00	P
27200294	TDS TELECOM	PHONE CHARGES	06/28/2020	\$69.49	P
27200295	TDS TELECOM	PHONE CHARGES	06/28/2020	\$57.24	P
27200296	TDS TELECOM	PHONE CHARGES	06/28/2020	\$43.58	P
27200297	TDS TELECOM	PHONE CHARGES	06/28/2020	\$60.89	P
27200298	TDS TELECOM	PHONE CHARGES	06/28/2020	\$25.75	P
27200299	US CELLULAR	CELL PHONE CHGS ACCT 277407322	06/16/2020	\$1,226.19	P
27200300	US CELLULAR	CELL PHONE CHGS ACCT 851710598	06/16/2020	\$527.03	P
27200301	US CELLULAR	CELL PHONE CHGS ACCT 203538532	06/20/2020	\$1,963.09	P
27200302	US CELLULAR	CELL PHONE CHGS ACCT 203391922	06/20/2020	\$20.04	P
27200303	INTER-QUEST CORP	COURTROOM VIDEO CONF PROJ	07/06/2020	\$11,999.40	P
27200304	TIME WARNER CABLE	NETWORK SERVICES	07/01/2020	\$2,240.00	P
27200305	US BANK	CREDIT CARD CHARGES	06/25/2020	\$559.98	P
27200306	VERIZON	CELL CHGS ACCT 242258062-00001	07/01/2020	\$10,803.43	P
27200307	AMAZON CAPITAL SERVICES	HEALTH CELL PHONE ACCESSORIES	07/05/2020	\$242.38	P
27200308	AMAZON CAPITAL SERVICES	NETWORK CABLES & JACKS	07/07/2020	\$423.33	P
27200309	AMAZON CAPITAL SERVICES	HS PHONE CASES	07/07/2020	\$15.97	P

INFORMATION TECHNOLOGY - JULY &
AUGUST 2020

27200276 - 27200364

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
27200310	AMAZON CAPITAL SERVICES	NETWORK CABLES & JACKS	07/08/2020	\$113.77	P
27200311	AMAZON CAPITAL SERVICES	HS 25 FT HDMI CABLE	07/10/2020	\$24.95	P
27200312	CENTURYLINK	LONG DISTANCE CHARGES	07/01/2020	\$4.10	P
27200313	CHARTER COMMUNICATIONS	WR FIBER ACCT 0294876	06/28/2020	\$2,335.42	P
27200314	CORE BTS INC	NETWORK SUPPORT SERVICES	07/09/2020	\$38.75	P
27200315	EO JOHNSON COMPANY INC	PAPERCUT BILLING 2ND QTR 2020	06/26/2020	\$928.42	P
27200316	RHYME BUSINESS PRODUCTS	PRINTER/COPIER CHARGES	07/03/2020	\$3,649.61	P
27200317	RHYME	2ND QTR 2020 BILLING	07/07/2020	\$4,397.66	P
27200318	RHYME	COC STAPLE CARTRIDGES	06/19/2020	\$196.00	P
27200319	CHARTER COMMUNICATIONS	MFLD FIBER ACCT 0364818	07/09/2020	\$475.04	P
27200320	INSIGHT PUBLIC SECTOR INC	PHONE SYSTEM UPGRADE 27-20-006	06/30/2020	\$40,376.00	P
27200321	INSIGHT PUBLIC SECTOR INC	MONITOR ORDER	07/02/2020	\$708.10	P
27200322	COMPUTER INFORMATION SYSTEMS INC	2020 CIS MAINTENANCE	08/01/2020	\$51,234.00	P
27200323	COMPLETE CONTROL	EW HVAC SECURITY UPGRADE	07/16/2020	\$3,047.16	P
27200324	FRONTIER COMMUNICATIONS	PHONE CHARGES	07/19/2020	\$137.90	P
27200325	TDS TELECOM	PHONE CHARGES	07/28/2020	\$70.44	P
27200326	TDS TELECOM	PHONE CHARGES	07/28/2020	\$57.90	P
27200327	TDS TELECOM	PHONE CHARGES	07/28/2020	\$44.54	P
27200328	TDS TELECOM	PHONE CHARGES	07/28/2020	\$58.65	P
27200329	TDS TELECOM	PHONE CHARGES	07/28/2020	\$23.20	P
27200330	AMAZON CAPITAL SERVICES	HS PHONE ACCESSORIES	07/15/2020	\$20.97	P
27200331	AMAZON CAPITAL SERVICES	NW LAPTOP BATTERY	07/28/2020	\$58.98	P
27200332	AMAZON CAPITAL SERVICES	HS PHONE ACCESSORIES	07/24/2020	\$24.96	P
27200333	AMAZON CAPITAL SERVICES	HS HEADSETS	08/01/2020	\$249.94	P
27200334	CHARTER COMMUNICATIONS	INTERNET PRO100 ACCT 0209726	07/24/2020	\$130.00	P
27200335	SOLARUS	PHONE CHGS ACCT 00077856-5	08/01/2020	\$217.66	P
27200336	SOLARUS	PHONE CHGS ACCT 00061009-7	08/01/2020	\$69.99	P
27200337	STREAMLINE HEALTHCARE SOLUTIONS LLC	HS TCM REPLACEMENT-LICENSE PAY	07/29/2020	\$16,464.00	P
27200338	US CELLULAR	CELL PHONE CHGS ACCT 277407322	07/16/2020	\$1,093.17	P
27200339	US CELLULAR	CELL PHONE CHGS ACCT 851710598	07/16/2020	\$585.50	P
27200340	US CELLULAR	CELL PHONE CHGS ACCT 203538532	07/20/2020	\$1,963.09	P
27200341	US CELLULAR	CELL PHONE CHGS ACCT 203391922	07/20/2020	\$14.54	P
27200342	AMAZON CAPITAL SERVICES	WIFI ADAPTORS - COVID 19	08/04/2020	\$179.88	P
27200343	AMAZON CAPITAL SERVICES	HLTH CELL PHONE ACCESSORIES	08/06/2020	\$203.70	P
27200344	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES,COVID HEADSET	08/08/2020	\$123.93	P
27200345	CENTURYLINK	LONG DISTANCE CHARGES	08/01/2020	\$4.28	P
27200346	CHARTER COMMUNICATIONS	WR FIBER ACCT 0294876	07/28/2020	\$1,552.74	P
27200347	INSIGHT PUBLIC SECTOR INC	NEW HUMAN SERVICES PCS	07/25/2020	\$1,017.92	P
27200348	INSIGHT PUBLIC SECTOR INC	2020 4TH PC ORDER	07/27/2020	\$11,828.28	P
27200349	INSIGHT PUBLIC SECTOR INC	2020 4TH PC ORDER	07/29/2020	\$1,689.09	P
27200350	TIME WARNER CABLE	NETWORK SERVICES	08/01/2020	\$2,497.17	P
27200351	US BANK	CREDIT CARD CHARGES	07/24/2020	\$9.99	P
27200352	VERIZON	CELL CHGS ACCT 242258062-00001	08/01/2020	\$5,691.56	P
27200353	AMAZON CAPITAL SERVICES	HEADSET, PHONE BRACKET	08/15/2020	\$65.85	P

INFORMATION TECHNOLOGY - JULY &
AUGUST 2020

27200276 - 27200364

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
27200354	AMAZON CAPITAL SERVICES	HS PHONE CASE, IT CABLE	08/16/2020	\$21.97	P
27200355	CHARTER COMMUNICATIONS	MDLF FIBER ACCT 0364818	08/09/2020	\$498.67	P
27200356	INSIGHT PUBLIC SECTOR INC	HEALTH DEPT PC ORDER	08/09/2020	\$32,093.30	P
27200357	INSIGHT PUBLIC SECTOR INC	NEW HUMAN SERVICES PCS	08/11/2020	\$3,889.56	P
27200358	RHYME BUSINESS PRODUCTS	PRINTER/COPIER CHARGES	08/04/2020	\$3,560.11	P
27200359	RHYME	GOLDFAX ANNUAL SUPPORT	07/31/2020	\$40,250.00	P
27200360	APPLE INC	HUMAN SVCS BH IPAD	08/25/2020	\$899.00	
27200361	FRONTIER COMMUNICATIONS	PHONE CHARGES	08/19/2020	\$137.84	
27200362	INSIGHT PUBLIC SECTOR INC	HEALTH DEPT PC ORDER	08/18/2020	\$584.00	
27200363	INSIGHT PUBLIC SECTOR INC	HS LAPTOPS	08/19/2020	\$14,195.16	
27200364	STREAMLINE HEALTHCARE SOLUTIONS LLC	HS TCM REPLACEMENT-IMPLEMENT	08/18/2020	\$28,712.00	
Grand Total:				\$361,565.19	

Signatures

Committee Chair: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____



Wood County WISCONSIN

INFORMATION TECHNOLOGY

August 2020

1. Wood County internet and intranet website updates concerning COVID-19 continue to be posted rapidly and continually as we work to keep employees and citizens informed.
2. The IT Security Team continues to expand the Security Awareness Program. To continue to remain in compliance with the KnowBe4 guarantee simulated Phishing tests need to be completed regularly, at minimum once a month.
3. Support for Norwood Healthcare Center and Edgewater Haven Matrix software is ongoing. The Norwood Health upgrade to CareAssist implementation continues after the project was placed on hold due to COVID. Train the trainer employee group for CareAssist and eMAR is complete. POC training will be revisited and describing training will be scheduled. New Matrix accounts for all Norwood employees have been created, tested and implemented. The Matrix vendor and new Matrix upgrade team is being very accommodating as the COVID regulations and processes have taken staff resources and slowed the project progress.
4. Implementation of the RtVision OneGov permit system for the first group of permit types for the Highway Department is complete. This permit system is available for public applications and payment processing on the Wood County website. Additional permit types will be available in the future.
5. The TimeStar, electronic time card and time tracking, system configuration changes is ongoing. IT works to adjust settings as change requests occur. PBJ reports are submitted to CMS (Centers for Medicare & Medicaid) using TimeStar data for both the Edgewater and Norwood Facilities. TimeStar PBJ modifications for Norwood is being manually adjusted by IT before submission to CMS. Issues are due to Norwood's CMS facility ID integration for Norwood PBJ data submissions.
6. Implementation of the Monarch software for the Treasurer's Office is nearly complete and is scheduled for completion in early September. Implementation delays have been due to novice vendor staff that is not familiar with the required configurations. Monarch software interfaces with the Register of Deeds Fidler software and the Treasurer's GCS property tax software. Monarch allows for automated synchronization and work flow processing of deed transfers necessary for maintaining property tax parcel data.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

-
7. Support and upgrades for multiple departmental use of Quicken software is ongoing. Implementation and data conversion for one department with 4 database files is complete. Software upgrade and implementation for 1 remaining department will be scheduled as soon as the Human Services department is able to schedule.
 8. Fidar, software used by the Register of Deeds office, upgrades of the Laredo Connect and Avid products is complete.
 9. Completed work on the Questica budgeting software, salary module, to automate the import process for employees, positions, pay grades and steps, benefit information, and other information that impacts the budget costs related to employees. This automated data interface will streamline budget procedures for Finance staff and provide departments with more current employment information over the course of the budgeting process.
 10. Continued work with the Parks and Forestry department on improvements to their online reservations software. Planned improvements include greater self service capability for customers, and online sale of permits and passes.
 11. Created new COVID-19 related information pages and alerts on the public website for the Health Department.
 12. Continued work with the Human Services Transportation program to consider new software for ride scheduling and routing.
 13. Preparing new Fax server to provide an enhanced document transmission solution for the departments still relying on faxes to communicate with outside agencies. During this project old analog fax lines will be converted to a VOIP (Voice Over IP) fax server. This will provide the ability to implement fax services without the need to run additional wiring. Efax also allows for users to fax directly from their email and can direct received faxes to specific copiers, or email them to specific people. This solution will also eliminate the need to maintain and replace some hardware devices that support the Countywide phone system.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

-
14. Assisted in scheduling and monitoring several committee meetings.
 15. Continued work on the Laserfiche, document scanning software, implementation for the Jail. This will replace their current IMS21 system. This includes new setup for Jail users, training, and migrating documents.
 16. Preparing video servers for upgrades to the Avigilon, County security & camera, software at Highway, Courthouse and Norwood.
 17. Created new File servers and replication tasks to migrate off older servers at Edgewater, Highway, Norwood, Marshfield City hall, and River Block.
 18. We have ramped up implementation of Two-Factor authentication, with the use of a product called Duo, to all Wood County PCs. This will require a user to not only provide a password to log onto a computer, but to provide a second factor such as a hardware token to access Wood County Resources. We have also started to secure some of our websites with this technology to ensure a compromised password doesn't create a security breach. Continue to configure and Install Duo Two-Factor Authentication client to end user workstations as they acquire YubiKeys. Created documentation for other technicians to assist users with the new process.
 19. Converted all of the Sheriff Squad computers from the previous Two-Factor solution, 2FA, to Duo.
 20. Upgraded video conference equipment at Highway and Riverblock 2nd floor with new equipment. Began work on upgrades for Branch I, Branch II, and Branch III video conference equipment. Work in the Courtrooms will continue in September. The current models are end of life and need to be replaced.
 21. Continue to attend SmartCare implementation and Business Process Analysis meetings.
 22. Preparation continues for legacy data migration from TCM to SmartCare.
 23. Continued work on the state mandated Law Enforcement records conversion project. We will be cutting over to the new record reporting system starting this September. Training starts September 1st for the Sheriff's department and outside Law Enforcement agencies within the County.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

-
24. Providing continual support of Webex Meetings Webex Room Kit. – Due to COVID-19 additional measures were taken by the IT staff to support many remote worker daily operations. This included the increased use of video conferencing software and hardware. The County has been using Cisco Webex Meetings, Teams, and Roomkits for video conferencing as well as Cisco Jabber for phone access.
 25. Began development of the new Electronic Benefit Enrollment within Employee Self Service, ESS. This development will allow employees to review and make changes to benefits during the open enrollment period. Any elections or modifications to existing benefits will be completed online and will simplify both new enrollment and annual open enrollment.
 26. In coordination with the state DA-NET we moved the DA's Office into the new location on Third Floor. We implemented a new network hardware for that area. Assisted the DA-Net team to ensure things were prepared for the State hardware move. In the process, the County connection to DA-Net was moved onto new hardware in the County datacenter.
 27. Worked with Finance to prepare the shared network folders for Budget documents to be shared with all Departments.
 28. Preparations are being made for the Treasurer's Office for the project that will scan and electronically archive the large collection of hard copy tax rolls that are stored in the Treasurer's vault. Hard copy tax rolls date back to 1942.
 29. Worked with Health to orientate and setup additional COVID-19 contact tracers.
 30. Enhanced security by implementing the use of MDBR (Malicious Domain Blocking and Reporting). This service is provided free of charge by CISecurity and the MS-ISAC. This service converts the domain names to the actual address where websites are located. This service monitors and blocks/redirects a person if they attempt to go to a known malicious website.
 31. Extended the County network to the Emergency Management Garage to allow for the implementation of door access controls at this location. This included reprogramming the wireless access points between there and the highway tower. It also meant that we needed to move network cables within the building, and install a new switch. Once successfully installed, we were able to get the new door control panel online.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

-
32. Received critical alerts the Albert Sensor and the MS-ISAC of an attempted breach of one of our public facing servers. Immediately blocked the address of the attacker. Staff then worked with the MS-ISAC to determine if the attempted compromise was successful. After extensive investigation it was determined that IT staff had patched the server previously and that prevented this attack from compromising our system. This is the second critical attempted breach that the Albert Sensor has alerted us to since being installed earlier this year.
 33. Working with departments to clean up file servers. This includes creating unique network drive letters to simplify file sharing and provide more clarity when referencing network shares.
 34. For the month of A, 581 helpdesk requests were created, with staff completing 595 tickets and leaving 192 open requests. These numbers represent service requests from departments throughout the County.
 35. Provided assistance to Maintenance and Gappa implementing new door controls at Edgewater Haven. Edgewater is utilizing the same security system that is used at other locations.
 36. Supplied departments with budgetary numbers for computers and copying costs.
 37. Started looking into new phone accounting software, currently demoing a solution.
 38. Planning and preparation for the Digital Audio Recording upgrade was completed. Previously CCAP performed a site walk-through of all courtrooms and provided requirements documentation specific to each courtroom. Continue to meet with Courthouse Maintenance and Clerk of Courts developing a project plan for the Digital Audio Recording system installation. System wiring requirements have been confirmed.
 39. Completed IT's main, VOIP, and PC replacement budgets for 2021.
 40. Worked with Rhyme to continue to move forward with Human Services Printer Management conversion.
 41. Upgraded the hard drives in the Commvault Backup server that holds the dedupe database and is a key component of the backup system needed for disaster recovery. The upgrade provides a 10x reduction in the time it takes to run the backups. Software updates were applied so that we are running the most current version of the software. Client machines are having backup agent upgraded as time allows.



Department Operating Budget Narrative

Account Number	Description	2021 Requested	2020 Budget	Difference		Change Justification 10% or greater change
				Amount	%	
27 - Information Technology						
2701 - IT						
2701-47415 - Local Dept Charges-Systems						
101-2701-47415-???-000	47-000 - Intergovernmental Charges for Services	0	0	0	0.00%	
2701-51450 - Information Systems						
101-2701-51450-???-101	101 - Wages-Permanent	672,415	667,956	4,459	+0.67%	
101-2701-51450-???-107	107 - Sick Leave	35,925	32,997	2,928	+8.87%	
101-2701-51450-???-108	108 - Vacation	41,980	37,692	4,289	+11.38%	Finance Calculation
101-2701-51450-???-109	109 - Holiday	29,773	24,695	5,078	+20.56%	Finance Calculation
101-2701-51450-???-110	110 - Funeral/Jury/Other	0	0	0	0.00%	
101-2701-51450-???-119	119 - In or Out Call Pay	14,204	9,207	4,996	+54.26%	Support of 24X7 Departments and Infrastructure requires two IT staff members on call at all times
101-2701-51450-???-120	120 - FICA	60,764	59,100	1,664	+2.82%	
101-2701-51450-???-130	130 - Health Insurance	180,301	193,820	(13,519)	-6.98%	
101-2701-51450-???-132	132 - Post Employment Benefits	13,542	14,435	(893)	-6.18%	
101-2701-51450-???-133	133 - Vision Insurance	363	480	(117)	-24.34%	HR Calculation
101-2701-51450-???-140	140 - Life Insurance	106	121	(15)	-12.50%	HR Calculation
101-2701-51450-???-151	151 - Retirement	53,210	51,936	1,274	+2.45%	
101-2701-51450-???-156	156 - Unemployment Compensation	0	0	0	0.00%	
101-2701-51450-???-160	160 - Worker's Compensation	8,984	5,947	3,037	+51.06%	HR Calculation
101-2701-51450-???-172	172 - Training / Conference / CPE	3,900	4,700	(800)	-17.02%	Less Conferences
101-2701-51450-???-219	219 - Prof Serv-Other	13,000	15,000	(2,000)	-13.33%	Less Outsourcing
101-2701-51450-???-221	221 - Utility Service-Cellphone / Telephone	42,800	54,500	(11,700)	-21.47%	changed service provider, reduced cost



Department Operating Budget Narrative

Account Number	Description	2021 Requested	2020 Budget	Difference		Change Justification 10% or greater change
				Amount	%	
101-2701-51450-???-230	230 - R/M Serv-PC Replacement	9,900	9,525	375	+3.94%	
101-2701-51450-???-243	243 - R/M Serv Other-Equipment	428,497	424,263	4,234	+1.00%	increase in maintenance contracts
101-2701-51450-???-311	311 - Office Supplies	1,400	1,400	0	0.00%	
101-2701-51450-???-312	312 - Copy Expense	150	150	0	0.00%	
101-2701-51450-???-313	313 - Postage	15	15	0	0.00%	
101-2701-51450-???-325	325 - Dues & Subscriptions	100	100	0	0.00%	
101-2701-51450-???-331	331 - Mileage	9,500	9,500	0	0.00%	
101-2701-51450-???-333	333 - Lodging / Hotels	2,700	2,700	0	0.00%	
101-2701-51450-???-336	336 - Parking	0	30	(30)	-100.00%	Less Travel
101-2701-51450-???-350	350 - Repair & Maintenance Supplies	73,000	91,500	(18,500)	-20.22%	2020 Parks Fiber Project Complete
101-2701-51450-???-511	511 - Insurance-Liability	5,438	4,873	565	+11.59%	HR Calculation
101-2701-51450-???-531	531 - Rent-Interdepartment	44,760	44,760	0	0.00%	
101-2701-51450-???-532	532 - Rent-Building	1,232	1,739	(507)	-29.18%	Overbudgeted Norwood Rent in 2020
101-2701-51450-???-535	535 - Leases-Equipment	71,551	55,234	16,317	+29.54%	1st full year with HS on PM
101-2701-51450-???-814	814 - Computers & Printers	55,900	0	55,900	0.00%	Operations Committee decision to move CIP request to IT Main Budget
2702 - IT-Voice Over IP						
2702-47415 - Local Dept Charges-Systems						
101-2702-47415-???-000	47-000 - Intergovernmental Charges for Services	(146,300)	(141,500)	(4,800)	+3.39%	
2702-51451 - Voice Over IP						
101-2702-51451-???-221	221 - Utility Service-Cellphone / Telephone	51,700	71,000	(19,300)	-27.18%	changed service providers
101-2702-51451-???-341	341 - Operating Supplies & Expense	33,000	31,000	2,000	+6.45%	



Department Operating Budget Narrative

Account Number	Description	2021 Requested	2020 Budget	Difference		Change Justification 10% or greater change
				Amount	%	
101-2702-51451-???-350	350 - Repair & Maintenance Supplies	42,900	39,500	3,400	+8.61%	
2703 - IT-PC Replacement						
2703-47415 - Local Dept Charges-Systems						
705-2703-47415-???-000	47-000 - Intergovernmental Charges for Services	(195,330)	(181,405)	(13,925)	+7.68%	
2703-51452 - PC Replacement						
705-2703-51452-???-350	350 - Repair & Maintenance Supplies	82,399	159,140	(76,741)	-48.22%	less pcs up for replacement
705-2703-51452-???-814	814 - Computers & Printers	23,500	10,500	13,000	+123.81%	More expensive devices up for replacement in 2021
Total 27 - Information Technology		1,767,277	1,806,609	(39,332)	-2.18%	



Department Operating Budget Detail

With Previous Year Comparison and Annual Estimate

	2021 Budget	% Change	2020 Budget	2020 Actual	2020 Estimate
27 - Information Technology					
2701 - IT					
<u>Expense / Expenditure</u>					
2701-51450 - Information Systems					
100 - Personnel Services	1,115,466	+1.12%	1,103,085	723,310	1,121,313
200 - Contractual Services	494,197	-1.81%	503,288	421,052	492,308
300 - Supplies and Expense	86,865	-17.58%	105,395	87,577	101,004
500 - Fixed Charges	122,981	+15.36%	106,606	65,725	103,749
800 - Capital Outlay	55,900	0.00%	0	0	0
2701-51450 - Information Systems Total	1,875,408	+3.14%	1,818,374	1,297,664	1,818,374
Expense / Expenditure Total	1,875,408	+3.14%	1,818,374	1,297,664	1,818,374
<u>Revenue / Funding Source</u>					
2701-47415 - Local Dept Charges-Systems					
47 - Intergovernmental Charges for Services	0	0.00%	0	0	0
2701-47415 - Local Dept Charges-Systems Total	0	0.00%	0	0	0
Revenue / Funding Source Total	0	0.00%	0	0	0
2701 - IT Total	1,875,408	+3.14%	1,818,374	1,297,664	1,818,374
2702 - IT-Voice Over IP					
<u>Expense / Expenditure</u>					
2702-51451 - Voice Over IP					
200 - Contractual Services	51,700	-27.18%	71,000	35,726	56,000
300 - Supplies and Expense	75,900	+7.66%	70,500	74,018	85,500
2702-51451 - Voice Over IP Total	127,600	-9.82%	141,500	109,744	141,500
Expense / Expenditure Total	127,600	-9.82%	141,500	109,744	141,500
<u>Revenue / Funding Source</u>					
2702-47415 - Local Dept Charges-Systems					
47 - Intergovernmental Charges for Services	146,300	+3.39%	141,500	89,525	151,350
2702-47415 - Local Dept Charges-Systems Total	146,300	+3.39%	141,500	89,525	151,350
Revenue / Funding Source Total	146,300	+3.39%	141,500	89,525	151,350
2702 - IT-Voice Over IP Total	(18,700)	0.00%	0	20,219	(9,850)
2703 - IT-PC Replacement					
<u>Expense / Expenditure</u>					
2703-51452 - PC Replacement					
300 - Supplies and Expense	82,399	-48.22%	159,140	178,953	161,821
800 - Capital Outlay	23,500	+123.81%	10,500	4,119	7,819
2703-51452 - PC Replacement Total	105,899	-37.57%	169,640	183,072	169,640
Expense / Expenditure Total	105,899	-37.57%	169,640	183,072	169,640



Department Operating Budget Detail

With Previous Year Comparison and Annual Estimate

	2021 Budget	% Change	2020 Budget	2020 Actual	2020 Estimate
<u>Revenue / Funding Source</u>					
2703-47415 - Local Dept Charges-Systems					
47 - Intergovernmental Charges for Services	195,330	+7.68%	181,405	137,122	182,829
2703-47415 - Local Dept Charges-Systems Total	195,330	+7.68%	181,405	137,122	182,829
Revenue / Funding Source Total	195,330	+7.68%	181,405	137,122	182,829
2703 - IT-PC Replacement Total	(89,431)	+660.14%	(11,765)	45,950	(13,189)
27 - Information Technology Total	1,767,277	-2.18%	1,806,609	1,363,833	1,795,335



Department Operating Budget Summary

<u>Department: 27 - Information Technology</u>	2021 Budget Summary					
	2701 - IT	2702 - IT-Voice Over IP	2703 - IT-PC Replacement	2021 Total	Change %	2020 Budget
Expense / Expenditure						
100 - Personnel Services	1,115,466			1,115,466	+1.12%	1,103,085
200 - Contractual Services	494,197	51,700		545,897	-4.94%	574,288
300 - Supplies and Expense	86,865	75,900	82,399	245,164	-26.82%	335,035
500 - Fixed Charges	122,981			122,981	+15.36%	106,606
Total Operating Expenditures	1,819,508	127,600	82,399	2,029,507	-4.22%	2,119,014
800 - Capital Outlay	55,900		23,500	79,400	+656.19%	10,500
Expense / Expenditure Total	1,875,408	127,600	105,899	2,108,907	-0.97%	2,129,514
Revenue / Funding Source						
47 - Intergovernmental Charges for Services	0	(146,300)	(195,330)	(341,630)	+5.80%	(322,905)
Total Operating Revenues	0	(146,300)	(195,330)	(341,630)	+5.80%	(322,905)
Revenue / Funding Source Total	0	(146,300)	(195,330)	(341,630)	+5.80%	(322,905)
27 - Information Technology Tax Levy	1,875,408	(18,700)	(89,431)	1,767,277	-2.18%	1,806,609



Department Operating Budget Summary

	2020 Budget Summary			
<u>Department: 27 - Information Technology</u>	2701 - IT	2702 - IT-Voice Over IP	2703 - IT-PC Replacement	2020 Budget
Expense / Expenditure				
100 - Personnel Services	1,103,085			1,103,085
200 - Contractual Services	503,288	71,000		574,288
300 - Supplies and Expense	105,395	70,500	159,140	335,035
500 - Fixed Charges	106,606			106,606
Total Operating Expenditures	1,818,374	141,500	159,140	2,119,014
800 - Capital Outlay	0		10,500	10,500
Expense / Expenditure Total	1,818,374	141,500	169,640	2,129,514
Revenue / Funding Source				
47 - Intergovernmental Charges for Services	0	(141,500)	(181,405)	(322,905)
Total Operating Revenues	0	(141,500)	(181,405)	(322,905)
Revenue / Funding Source Total	0	(141,500)	(181,405)	(322,905)
27 - Information Technology Total	1,818,374	0	(11,765)	1,806,609

Committee Report

County of Wood

Report of claims for: MAINTENANCE

For the period of: JULY & AUGUST 2020

For the range of vouchers: 19200596 - 19200781 50121028 - 50121029

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19200596	ACE HARDWARE	PLUMBING SUPPLIES	06/19/2020	\$20.17	P
19200597	ACE HARDWARE	SUPPLIES	06/22/2020	\$14.90	P
19200598	ACE HARDWARE	WATER SOFTENER SALT	06/23/2020	\$377.37	P
19200599	ADVANCE SUPPLY LLC	JANITORIAL SUPPLIES	06/18/2020	\$451.99	P
19200600	CINTAS CORPORATION	MAT CLEANING COURTHOUSE	06/24/2020	\$244.06	P
19200601	GRAINGER (Maintenance)	PLUMBING SUPPLIES	06/23/2020	\$117.86	P
19200602	GRAINGER (Maintenance)	LIGHT BULBS FOR JAIL	06/23/2020	\$98.88	P
19200603	KOLO TRUCKING AND EXCAVATING INC	SHALE ROCK - IMPOUND	06/19/2020	\$84.00	P
19200604	LIBERTY CLEANERS INC	CLEANING COURTHOUSE, JAIL	06/23/2020	\$7,913.91	P
19200605	MIDSTATE PAINTING LLC	SANDBLAST JAIL WINDOWS	06/22/2020	\$4,095.00	P
19200606	SHED'S PAINTING	DA REMODEL - PAINTING	06/22/2020	\$7,200.00	P
19200607	SHERWIN-WILLIAMS CO THE	PAINT	06/23/2020	\$83.45	P
19200608	GRAINGER (Maintenance)	CREDIT MEMO	06/25/2020	(\$8.24)	P
19200609	US POSTAL SERVICE	OFFICE SUPPLIES	06/29/2020	\$629.85	P
19200610	STAPLES ADVANTAGE	OFFICE SUPPLIES	06/29/2020	\$11.58	P
19200611	ADVANCE JANITORIAL SERVICE & SUPPLY	CLEANING RIVER BLOCK	06/25/2020	\$4,765.30	P
19200612	CRESCENT ELECTRIC SUPPLY CO	CH UPDATES-CABLE FOR DA REMOD	06/18/2020	\$60.60	P
19200613	CRESCENT ELECTRIC SUPPLY CO	ELECTRICAL SUPPLIES	06/26/2020	\$31.57	P
19200614	DIRECT SUPPLY INC	CH UPDATES - SIGNAGE	06/26/2020	\$6,508.22	P
19200615	PBBS EQUIPMENT CORPORATION	BOILER MAINTENANCE	06/29/2020	\$1,095.08	P
19200616	PBBS EQUIPMENT CORPORATION	BOILER MAINTENANCE	06/29/2020	\$988.24	P
19200617	RAPID QUALITY LAWN & LANDSCAPING	FERTILIZING AND WEED CONTROL	06/28/2020	\$410.80	P
19200618	SPECIALTY ENGINEERING GROUP LLC	PLANS & SPECS	06/24/2020	\$5,800.00	P
19200619	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC 12TH ST	06/25/2020	\$466.51	P
19200620	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC SVC JOINT USE	06/25/2020	\$182.46	P
19200621	WATER WORKS & LIGHTING COMM	ELECTRIC SVC SHERIFF LOCKUP	06/25/2020	\$51.40	P
19200622	WATER WORKS & LIGHTING COMM	SHERIFF LOCKUP OUTDOOR LIGHTS	06/25/2020	\$10.54	P
19200623	WATER WORKS & LIGHTING COMM	RIVER BLOCK WATER/SEWER	06/25/2020	\$515.43	P
19200624	WATER WORKS & LIGHTING COMM	RIVER BLOCK OUTSIDE LIGHTING	06/25/2020	\$93.84	P
19200625	WE ENERGIES	GAS SERVICE 12TH ST	06/29/2020	\$9.24	P
19200626	WE ENERGIES	GAS SERVICE COMMUNICATIONS	06/29/2020	\$9.24	P
19200627	WE ENERGIES	GAS SERVICE JAIL	06/30/2020	\$283.23	P
19200628	WE ENERGIES	GAS SERVICE JOINT USE BUILDING	06/30/2020	\$9.57	P
19200629	WE ENERGIES	GAS SERVICE SHERIFF LOCKUP	06/30/2020	\$9.57	P

Committee Report - County of Wood

MAINTENANCE - JULY & AUGUST 2020

50121028 - 50121029 19200596 - 19200781

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19200630	WE ENERGIES	GAS SERVICE RIVER BLOCK	06/30/2020	\$334.95	P
19200631	WISCONSIN VALLEY BUILDING PRODUCTS	TOOLS	06/26/2020	\$16.65	P
19200632	WE ENERGIES	GAS SERVICE COURTHOUSE	06/30/2020	\$458.08	P
19200633	ADVANCE SUPPLY LLC	JANITORIAL SUPPLIES	07/09/2020	\$114.86	P
19200634	B&B QUALITY BUILDING RESTORATION OF WI	CH EXTERIOR REPAIRS	06/26/2020	\$77,624.00	P
19200635	BDT INC	STAINLESS STEEL - JAIL	07/02/2020	\$130.18	P
19200636	CONSOLIDATED WATER POWER COMPANY	RIVER BLOCK ELECTRIC	07/02/2020	\$4,809.94	P
19200637	CINTAS CORPORATION	MAT CLEANING RIVER BLOCK	07/07/2020	\$92.58	P
19200638	GRAYBAR	SHOP SUPPLIES	07/02/2020	\$227.20	P
19200639	K & W GLASS INC	RB RECEPTION GLASS	06/29/2020	\$1,328.00	P
19200640	PER MAR SECURITY SERVICES	SERVICE CALL	07/06/2020	\$293.75	P
19200641	CINTAS CORPORATION	MAT CLEANING COURTHOUSE	07/08/2020	\$311.89	P
19200642	PER MAR SECURITY SERVICES	ANNUAL FIRE INSPECTION	07/08/2020	\$556.20	P
19200643	QUALITY PLUS PRINTING INC	OFFICE SUPPLIES	07/14/2020	\$96.50	P
19200644	DIAMOND BUSINESS GRAPHICS	OFFICE SUPPLIES	07/14/2020	\$31.53	P
19200645	ABSTRACTS & LAND TITLES	PURCHASE 411 E JACKSON ST WR	07/14/2020	\$72,858.60	P
19200646	ACE HARDWARE	SHOP SUPPLIES	07/10/2020	\$44.57	P
19200647	ADVANCED DISPOSAL	WASTE DISPOSAL FEES	06/30/2020	\$643.50	P
19200648	AMAZON CAPITAL SERVICES	SHOP SUPPLIES	07/10/2020	\$8.99	P
19200649	AMAZON CAPITAL SERVICES	SHOP SUPPLIES	07/15/2020	\$9.20	P
19200650	GROUND'S DETAIL SERVICE LLC	GROUND'S CARE COURTHOUSE	07/02/2020	\$1,005.10	P
19200651	GROUND'S DETAIL SERVICE LLC	GROUND'S CARE 12TH ST	07/02/2020	\$213.75	P
19200652	GROUND'S DETAIL SERVICE LLC	GROUND'S CARE RIVER BLOCK	07/02/2020	\$381.50	P
19200653	HOME DEPOT CREDIT SERV (Maintenance)	CH,JAIL,CBL TRAYS,DA,SHERIFF	07/05/2020	\$833.46	P
19200654	RON'S REFRIGERATION & AC INC	SERVICE CALL	07/06/2020	\$121.25	P
19200655	VAN ERT ELECTRIC COMPANY INC	RB UPDATES - LIGHTING	07/07/2020	\$34,974.29	P
19200656	WISCONSIN VALLEY BUILDING PRODUCTS	TOOLS	07/09/2020	\$24.96	P
19200657	WISCONSIN VALLEY BUILDING PRODUCTS	SUPPLIES	07/10/2020	\$83.88	P
19200658	WISCONSIN VALLEY BUILDING PRODUCTS	SHOP SUPPLIES	07/10/2020	\$38.99	P
19200659	NASSCO INC	OFFICE SUPPLIES	07/17/2020	\$389.99	P
19200660	MIDLAND PAPER	OFFICE SUPPLIES	07/17/2020	\$118.55	P
19200661	QUALITY PLUS PRINTING INC	OFFICE SUPPLIES	07/17/2020	\$40.00	P
19200662	QUALITY PLUS PRINTING INC	OFFICE SUPPLIES	07/17/2020	\$62.50	P
19200663	SCHILLING SUPPLY COMPANY	OFFICE SUPPLIES	07/22/2020	\$711.04	P
19200664	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	07/22/2020	\$335.96	P
19200665	NASSCO INC	OFFICE SUPPLIES	07/22/2020	\$649.95	P
19200666	NASSCO INC	OFFICE SUPPLIES	07/22/2020	\$126.00	P
19200667	NASSCO INC	OFFICE SUPPLIES	07/22/2020	\$151.94	P
19200668	ACE HARDWARE	SUPPLIES	07/20/2020	\$32.97	P
19200669	ADVANCE SUPPLY LLC	JANITORIAL SUPPLIES	07/16/2020	\$233.84	P
19200670	AMAZON CAPITAL SERVICES	BATTERIES	07/20/2020	\$10.99	P
19200671	APPLIED INDUSTRIAL TECHNOLOGY	BELTS - JAIL	07/10/2020	\$15.96	P
19200672	ARC CENTRAL INC	RB WINDOWS - DOCUMENTATION	07/16/2020	\$3,142.64	P
19200673	BADGER PLASTIC & SUPPLY	PLEXIGLASS - COVID 19	07/16/2020	\$272.40	P

Committee Report - County of Wood

MAINTENANCE - JULY & AUGUST 2020

50121028 - 50121029 19200596 - 19200781

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19200674	CRESCENT ELECTRIC SUPPLY CO	LIGHT BULBS	07/07/2020	\$225.00	P
19200675	CRESCENT ELECTRIC SUPPLY CO	CABLE	07/13/2020	\$147.32	P
19200676	FREEDOM PEST CONTROL LLC	RIVER BLOCK PEST CONTROL	07/21/2020	\$40.00	P
19200677	FREEDOM PEST CONTROL LLC	COURTHOUSE PEST CONTROL	07/21/2020	\$40.00	P
19200678	SHRED SAFE LLC	CONFIDENTIAL SHREDDING	07/21/2020	\$120.00	P
19200679	SUPERIOR CHEMICAL CORPORATION	HAND SANITIZER	07/20/2020	\$146.24	P
19200680	WATER WORKS & LIGHTING COMM	ELEC SVC COURTHOUSE SECURITY	07/14/2020	\$53.05	P
19200681	WATER WORKS & LIGHTING COMM	ELECTRIC SERVICE BAKER LOT	07/14/2020	\$33.90	P
19200682	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC COMMUNICATION	07/14/2020	\$311.09	P
19200683	WATER WORKS & LIGHTING COMM	WATER/SEWER SERVICE JAIL	07/14/2020	\$1,923.24	P
19200684	WATER WORKS & LIGHTING COMM	WATER/SEWER SERVICE COURTHOUSE	07/14/2020	\$1,025.24	P
19200685	WATER WORKS & LIGHTING COMM	SARATOGA ST STORM SEWER	07/14/2020	\$7.88	P
19200686	WATER WORKS & LIGHTING COMM	COURTHOUSE STORM SEWER	07/14/2020	\$81.30	P
19200687	WATER WORKS & LIGHTING COMM	RIVER BLOCK STORM SEWER	07/14/2020	\$37.33	P
19200688	WATER WORKS & LIGHTING COMM	COURTHOUSE ELECTRIC	07/14/2020	\$9,797.73	P
19200689	WATER WORKS & LIGHTING COMM	COURTHOUSE ELECTRIC	07/14/2020	\$3,931.22	P
19200690	AKITABOX INC	FACILITY MGMT PROGRAM	06/25/2020	\$2,170.00	P
19200691	NASSCO INC	OFFICE SUPPLIES	07/29/2020	\$349.95	P
19200692	KRANZ INC	OFFICE SUPPLIES	07/29/2020	\$151.94	P
19200693	ACE HARDWARE	SUPPLIES	07/28/2020	\$13.98	P
19200694	ADVANCE JANITORIAL SERVICE & SUPPLY	CLEANING RIVER BLOCK	07/25/2020	\$4,765.30	P
19200695	AMAZON CAPITAL SERVICES	AIR PURIFIERS FOR CTS-COVID19	07/23/2020	\$729.12	P
19200696	AMAZON CAPITAL SERVICES	SHOP SUPPLIES	07/24/2020	\$33.51	P
19200697	BAUER'S FLOOR MART	DA REMODEL - VINYL BASE	07/24/2020	\$36.00	P
19200698	COMPLETE CONTROL	CH & JAIL FIRE INSPECTIONS	07/17/2020	\$2,520.00	P
19200699	CRESCENT ELECTRIC SUPPLY CO	R & S GRANT - LED LAMPS	07/24/2020	\$5,000.00	P
19200700	CURRENT TECHNOLOGIES INC	REPLACE DAMPER MOTOR	07/16/2020	\$3,320.00	P
19200701	ERON & GEE/HERMAN'S PLUMBING & HEATING	CH PLUMBING REPAIR	07/13/2020	\$1,027.01	P
19200702	CINTAS CORPORATION	MAT CLEANING COURTHOUSE	07/22/2020	\$244.06	P
19200703	GAPPA SECURITY SOLUTIONS LLC	CORES	07/24/2020	\$66.25	P
19200704	JFTCO INC	GENERATOR REPAIR	07/20/2020	\$986.62	P
19200705	LIBERTY CLEANERS INC	CLEANING COURTHOUSE, JAIL	07/24/2020	\$7,913.91	P
19200706	QUALITY DOOR & HARDWARE	SNEEZE GUARD PARTS-SHERIFF DEP	07/28/2020	\$658.00	P
19200707	SHERWIN-WILLIAMS CO THE	PAINT - DA'S OFFICE	07/22/2020	\$45.37	P
19200708	SHOPMASTER LLC	SHELVES FOR JAIL	07/27/2020	\$770.00	P
19200709	WISCONSIN VALLEY BUILDING PRODUCTS	SUPPLIES	07/24/2020	\$46.10	P
19200710	WISCONSIN VALLEY BUILDING PRODUCTS	SUPPLIES	07/24/2020	\$27.98	P
19200711	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	08/01/2020	\$367.93	P
19200712	CONSOLIDATED WATER POWER COMPANY	RIVER BLOCK ELECTRIC	08/04/2020	\$6,135.66	P
19200713	CINTAS CORPORATION	MAT CLEANING RIVER BLOCK	08/04/2020	\$92.58	P
19200714	MUPPET PROPERTIES LLC	1ST AVE LOT RENT	07/25/2020	\$2,250.00	P
19200715	NORTHSTAR ENVIRONMENTAL TESTING LLC	RB WINDOWS - ASBESTOS TESTING	07/29/2020	\$700.00	P
19200716	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC 12TH ST	07/28/2020	\$470.03	P
19200717	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC SVC JOINT USE	07/28/2020	\$239.05	P

Committee Report - County of Wood

MAINTENANCE - JULY & AUGUST 2020

50121028 - 50121029 19200596 - 19200781

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19200718	WATER WORKS & LIGHTING COMM	ELECTRIC SVC SHERIFF LOCKUP	07/28/2020	\$45.71	P
19200719	WATER WORKS & LIGHTING COMM	SHERIFF LOCKUP OUTDOOR LIGHTS	07/28/2020	\$10.30	P
19200720	WATER WORKS & LIGHTING COMM	RIVER BLOCK WATER/SEWER	07/28/2020	\$536.61	P
19200721	WATER WORKS & LIGHTING COMM	RIVER BLOCK OUTSIDE LIGHTING	07/28/2020	\$94.86	P
19200722	WE ENERGIES	GAS SERVICE JAIL	07/29/2020	\$172.29	P
19200723	WE ENERGIES	GAS SERVICE COMMUNICATIONS	07/29/2020	\$10.29	P
19200724	WE ENERGIES	GAS SERVICE COURTHOUSE	07/29/2020	\$198.71	P
19200725	WE ENERGIES	GAS SERVICE JOINT USE BUILDING	07/30/2020	\$9.57	P
19200726	WE ENERGIES	GAS SERVICE SHERIFF LOCKUP	07/30/2020	\$9.57	P
19200727	WE ENERGIES	GAS SERVICE 12TH ST	07/29/2020	\$9.90	P
19200728	WE ENERGIES	GAS SERVICE RIVER BLOCK	07/30/2020	\$645.39	P
19200729	QUALITY PLUS PRINTING INC	OFFICE SUPPLIES	08/12/2020	\$210.00	P
19200730	NASSCO INC	JANITORIAL SUPPLIES	08/12/2020	\$84.00	P
19200731	ACE HARDWARE	SUPPLIES	08/07/2020	\$14.36	P
19200732	ACE HARDWARE	SUPPLIES	08/11/2020	\$17.97	P
19200733	ADVANCE SUPPLY LLC	JANITORIAL SUPPLIES	07/31/2020	\$275.80	P
19200734	APPLIED INDUSTRIAL TECHNOLOGY	BELTS - JAIL	08/06/2020	\$16.30	P
19200735	APPLIED INDUSTRIAL TECHNOLOGY	BELTS - JAIL	08/05/2020	\$8.15	P
19200736	FASTENAL COMPANY	SHOP SUPPLIES	07/28/2020	\$372.39	P
19200737	CINTAS CORPORATION	MAT CLEANING COURTHOUSE	08/05/2020	\$311.89	P
19200738	GROUNDS DETAIL SERVICE LLC	GROUNDS CARE COURTHOUSE	08/02/2020	\$1,316.25	P
19200739	GROUNDS DETAIL SERVICE LLC	GROUNDS CARE 12TH ST	08/02/2020	\$326.25	P
19200740	GROUNDS DETAIL SERVICE LLC	GROUNDS CARE RIVER BLOCK	08/02/2020	\$687.50	P
19200741	HOME DEPOT CREDIT SERV (Maintenance)	CH,JAIL,COVID,12TH,RB,SHERIFF	08/05/2020	\$805.04	P
19200742	MENARDS - PLOVER	SUPPLIES	07/31/2020	\$59.99	P
19200743	MENARDS - PLOVER	SUPPLIES	08/07/2020	\$59.28	P
19200744	RON'S REFRIGERATION & AC INC	CH MEP UPDATES - GAS LINE	07/30/2020	\$3,100.00	P
19200745	ADVANCED DISPOSAL	WASTE DISPOSAL FEES	07/31/2020	\$643.50	P
19200746	SUPERIOR CHEMICAL CORPORATION	HAND SANITIZER DISPENSERS	08/07/2020	\$29.33	P
19200747	WISCONSIN VALLEY BUILDING PRODUCTS	JAIL SUPPLIES	07/30/2020	\$11.89	P
19200748	WISCONSIN VALLEY BUILDING PRODUCTS	TOOLS	07/31/2020	\$94.40	P
19200749	ACE HARDWARE	SUPPLIES	06/26/2020	\$9.59	P
19200750	NASSCO INC	OFFICE SUPPLIES	08/18/2020	\$525.15	P
19200751	KRANZ INC	OFFICE SUPPLIES	08/18/2020	\$17.58	P
19200752	STAPLES ADVANTAGE	OFFICE SUPPLIES	08/18/2020	\$27.09	P
19200753	STAPLES ADVANTAGE	OFFICE SUPPLIES	08/18/2020	\$23.59	P
19200754	AMAZON CAPITAL SERVICES	SHOP SUPPLIES	08/12/2020	\$20.36	
19200755	AMAZON CAPITAL SERVICES	SHOP SUPPLIES	08/13/2020	\$10.24	
19200756	AMAZON CAPITAL SERVICES	CH UPDATES - SHELF BRACKETS	08/15/2020	\$35.99	
19200757	AMAZON CAPITAL SERVICES	SHOP SUPPLIES	08/15/2020	\$88.54	
19200758	AMAZON CAPITAL SERVICES	SHOP SUPPLIES	08/18/2020	\$186.62	
19200759	AMAZON CAPITAL SERVICES	CREDIT MEMO	08/15/2020	(\$128.95)	
19200760	FREEDOM PEST CONTROL LLC	RIVER BLOCK PEST CONTROL	08/17/2020	\$40.00	
19200761	FREEDOM PEST CONTROL LLC	COURTHOUSE PEST CONTROL	08/17/2020	\$40.00	

Committee Report - County of Wood

MAINTENANCE - JULY & AUGUST 2020

50121028 - 50121029 19200596 - 19200781

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19200762	MENARDS - PLOVER	SHOP SUPPLIES	08/10/2020	\$227.41	
19200763	RON'S REFRIGERATION & AC INC	CH MEP UPDATES-ION UNITS JAIL	08/12/2020	\$12,834.00	
19200764	SUPERIOR CHEMICAL CORPORATION	CLEANING SUPPLIES	08/14/2020	\$113.96	
19200765	WATER WORKS & LIGHTING COMM	COURTHOUSE ELECTRIC	08/12/2020	\$9,466.76	
19200766	WATER WORKS & LIGHTING COMM	COURTHOUSE ELECTRIC	08/12/2020	\$3,511.24	
19200767	WATER WORKS & LIGHTING COMM	WATER/SEWER SERVICE JAIL	08/12/2020	\$1,824.40	
19200768	WATER WORKS & LIGHTING COMM	WATER/SEWER SERVICE COURTHOUSE	08/12/2020	\$975.82	
19200769	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC COMMUNICATION	08/12/2020	\$321.01	
19200770	WATER WORKS & LIGHTING COMM	COURTHOUSE STORM SEWER	08/12/2020	\$81.30	
19200771	WATER WORKS & LIGHTING COMM	ELEC SVC COURTHOUSE SECURITY	08/12/2020	\$51.22	
19200772	WATER WORKS & LIGHTING COMM	ELECTRIC SERVICE BAKER LOT	08/12/2020	\$33.42	
19200773	WATER WORKS & LIGHTING COMM	SARATOGA ST STORM SEWER	08/12/2020	\$7.88	
19200774	WATER WORKS & LIGHTING COMM	RIVER BLOCK STORM SEWER	08/12/2020	\$37.33	
19200775	KRANZ INC	CLEANING SUPPLIES	08/25/2020	\$255.51	
19200776	STAPLES ADVANTAGE	OFFICE SUPPLIES	08/25/2020	\$8.08	
19200777	NASSCO INC	COVID SUPPLIES	08/25/2020	\$2,699.65	
19200778	NASSCO INC	NORTH PARK SUPPLIES	08/25/2020	\$289.80	
19200779	QUALITY PLUS PRINTING INC	PRINTING	08/25/2020	\$680.00	
19200780	AWARDS 'N MORE	OFFICE SUPPLIES	08/25/2020	\$27.80	
19200781	SCHILLING SUPPLY COMPANY	DEXTER SUPPLIES	08/25/2020	\$301.85	
50121028	DASH MEDICAL GLOVES		08/18/2020	\$414.50	P
50121029	SCHILLING SUPPLY COMPANY		07/07/2020	\$152.54	P
Grand Total:				\$351,048.36	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:



Wood County

WISCONSIN

Reuben Van Tassel
Facilities Manager

Letter of Comments July/August 2020

1. Ongoing Projects and Planning

- a. COVID-19 – Continuing to assist other County departments with changes related to pandemic mitigation by providing cleaning and disinfecting products, sneeze guards, and other items as requested.

Most of the COVID mitigating projects I recently discussed with the committee are underway. There will be some materials that take a little extra time to arrive due to high demand, but we are moving forward as soon as possible in order to meet the Routes to Recovery submission deadline for reimbursement.

- b. River Block Windows – One of the last remaining substantial projects for 2020 is the first phase of window replacements at River Block. As many of you are aware, the construction industry is experiencing some challenges this year. Although the project budget was prepared with input and cost estimates from industry professionals, some market conditions this year have contributed to a moderate increase in construction costs and have resulted in the first phase of window replacement bids coming in 20 to 30 percent higher than expected.

While we always try to project accurate costs and add a small percentage for contingency, nobody expected what we are dealing with this year. With the current condition of the windows, we should not delay or scale back the project. My hope is that we are able to find another area in the budget for savings in order to offset the increased cost of replacing windows.

- c. 2021 Budget – The Maintenance budget for 2021 is ready for Committee review and will be presented at the September meeting.
- d. Courthouse Emergency Power – The natural gas meter serving the Courthouse was recently upgraded with increased capacity in preparation for a generator that will serve Dispatch and the shared Data Center in the future. This additional backup generator is part of a long-term plan to provide some redundancy for Wood County's Dispatch Center to reduce the risk of interruption to emergency services.
- e. Corporation Counsel Remodel/Relocation – With the relocation of our DA's office, we are now working on remodeling the old DA space to accommodate Corp Counsel. We will use this opportunity to refresh the mechanical and electrical components in that area.

2. Miscellaneous

- a. After 33 years of employment with Wood County, Bill Van Meter recently decided to retire. Our new Technician is Tyler Burgeson, please welcome him to Wood County!
- b. Attended Operations, PIT, County Board, HHS, Public Safety, Health Insurance Ad Hoc and Department Head meetings.
- c. Attended various informational meetings regarding COVID-19.



Department Operating Budget Summary

Department: 19 - Maintenance	2021 Budget Summary					
	1901 - Maintenance- Courthouse & Jail	1903 - Maintenance- Unified Building	1904 - Maintenance-Joint Use Building	1905 - Maintenance- Sheriff Lockup	1906 - Maintenance- CBRFs	1907 - Maintenance- Purchasing
Expense / Expenditure						
100 - Personnel Services	257,686					0
200 - Contractual Services	409,495	10,500	11,200	7,300	0	0
300 - Supplies and Expense	77,280		200	150	0	575
500 - Fixed Charges	33,576	1,198	1,198	1,198	0	0
600 - Debt Service	240					
Total Operating Expenditures	778,277	11,698	12,598	8,648	0	575
800 - Capital Outlay	210,000					
900 - Other Financing Uses	(79,634)	(11,698)	(4,598)	7,352	0	
Expense / Expenditure Total	908,643	0	8,000	16,000	0	575
Revenue / Funding Source						
47 - Intergovernmental Charges for Services	(908,643)	0	(8,000)	(16,000)		
48 - Miscellaneous Revenues	(750)				0	
Total Operating Expenditures	(909,393)	0	(8,000)	(16,000)	0	
Revenue / Funding Source Total	(909,393)	0	(8,000)	(16,000)	0	
Beginning Carryover						
Ending Carryover						
19 - Maintenance Tax Levy	(750)	0	0	0	0	575



Department Operating Budget Summary

2021 Budget Summary			
1908 - Maintenance- River Block	2021 Total	Change %	2020 Budget
129,183	386,869	-6.10%	411,987
229,400	667,895	-0.12%	668,695
32,000	110,205	-0.27%	110,505
8,234	45,404	+4.57%	43,419
	240	0.00%	240
398,817	1,210,613	-1.96%	1,234,846
50,000	260,000	-26.76%	355,000
151,891	63,313	0.00%	0
600,708	1,533,926	-3.52%	1,589,846
(600,708)	(1,533,351)	0.00%	(1,533,351)
	(750)	0.00%	(750)
(600,708)	(1,534,101)	0.00%	(1,534,101)
(600,708)	(1,534,101)	0.00%	(1,534,101)
0	(175)	-100.31%	55,745



Department Operating Budget Summary

	2020 Budget Summary					
Department: 19 - Maintenance	1901 - Maintenance- Courthouse & Jail	1903 - Maintenance- Unified Building	1904 - Maintenance-Joint Use Building	1905 - Maintenance- Sheriff Lockup	1906 - Maintenance- CBRFs	1907 - Maintenance- Purchasing
Expense / Expenditure						
100 - Personnel Services	277,702					0
200 - Contractual Services	416,945	9,250	11,050	4,300	0	450
300 - Supplies and Expense	77,280		200	150	0	875
500 - Fixed Charges	29,850	938	938	938	0	3,819
600 - Debt Service	240					
Total Operating Expenditures	802,017	10,188	12,188	5,388	0	5,144
800 - Capital Outlay	280,000					
900 - Other Financing Uses	(179,796)	(10,022)	(4,272)	10,528	(3,450)	
Expense / Expenditure Total	902,221	166	7,916	15,916	(3,450)	5,144
Revenue / Funding Source						
47 - Intergovernmental Charges for Services	(908,643)	0	(8,000)	(16,000)		
48 - Miscellaneous Revenues	(750)				0	
Total Operating Expenditures	(909,393)	0	(8,000)	(16,000)	0	
Revenue / Funding Source Total	(909,393)	0	(8,000)	(16,000)	0	
Beginning Carryover						
Ending Carryover						
19 - Maintenance Total	(7,172)	166	(84)	(84)	(3,450)	5,144



Department Operating Budget Summary

2020 Budget Summary	
1908 - Maintenance- River Block	2020 Budget
134,285	411,987
226,700	668,695
32,000	110,505
6,936	43,419
	240
399,921	1,234,846
75,000	355,000
187,012	0
661,933	1,589,846
(600,708)	(1,533,351)
	(750)
(600,708)	(1,534,101)
(600,708)	(1,534,101)
61,225	55,745



Department Operating Budget Narrative

Account Number	Description	2021 Requested	2020 Budget	Difference		Change Justification 10% or greater change
				Amount	%	
19 - Maintenance						
1901 - Maintenance- Courthouse & Jail						
1901-47430 - Local Dept Charges-Blding Rent						
703-1901-47430-???-000	47-000 - Intergovernmental Charges for Services	(908,643)	(908,643)	0	0.00%	
1901-48000 - Miscellaneous Revenue						
703-1901-48000-???-000	48-000 - Miscellaneous Revenues	0	0	0	0.00%	
1901-48910 - Cafeteria/Vending Machine Rev						
703-1901-48910-???-000	48-000 - Miscellaneous Revenues	(750)	(750)	0	0.00%	
1901-51611 - Courthouse & Jail						
703-1901-51611-???-101	101 - Wages-Permanent	137,293	146,275	(8,982)	-6.14%	
703-1901-51611-???-107	107 - Sick Leave	7,059	7,232	(174)	-2.40%	
703-1901-51611-???-108	108 - Vacation	8,664	8,533	131	+1.53%	
703-1901-51611-???-109	109 - Holiday	5,850	6,397	(547)	-8.55%	
703-1901-51611-???-111	111 - Clothing Allowance	600	600	0	0.00%	
703-1901-51611-???-115	115 - Overtime	10,307	10,861	(554)	-5.10%	
703-1901-51611-???-119	119 - In or Out Call Pay	1,500	1,500	0	0.00%	
703-1901-51611-???-120	120 - FICA	12,942	13,716	(775)	-5.65%	
703-1901-51611-???-130	130 - Health Insurance	52,451	59,908	(7,457)	-12.45%	
703-1901-51611-???-132	132 - Post Employment Benefits	2,810	3,586	(776)	-21.64%	
703-1901-51611-???-133	133 - Vision Insurance	138	223	(85)	-38.06%	
703-1901-51611-???-140	140 - Life Insurance	42	42	0	0.00%	
703-1901-51611-???-151	151 - Retirement	11,419	12,103	(683)	-5.65%	



Department Operating Budget Narrative

Account Number	Description	2021 Requested	2020 Budget	Difference		Change Justification 10% or greater change
				Amount	%	
703-1901-51611-???-152	152 - Net Pension Contribution	0	0	0	0.00%	
703-1901-51611-???-160	160 - Worker's Compensation	3,610	3,725	(114)	-3.07%	
703-1901-51611-???-172	172 - Training / Conference / CPE	3,000	3,000	0	0.00%	
703-1901-51611-???-219	219 - Prof Serv-Other	45,000	45,000	0	0.00%	
703-1901-51611-???-221	221 - Utility Service-Cellphone / Telephone	3,000	3,000	0	0.00%	
703-1901-51611-???-223	223 - Utility Service-Sewer	45,000	45,000	0	0.00%	
703-1901-51611-???-224	224 - Utility Service-Electric	150,000	165,000	(15,000)	-9.09%	
703-1901-51611-???-225	225 - Utility Service-Gas	50,000	50,000	0	0.00%	
703-1901-51611-???-227	227 - Utility Service-Garbage	6,500	7,500	(1,000)	-13.33%	
703-1901-51611-???-230	230 - R/M Serv-PC Replacement	1,995	1,445	550	+38.06%	
703-1901-51611-???-235	235 - R/M Serv-Janitorial	108,000	100,000	8,000	+8.00%	
703-1901-51611-???-311	311 - Office Supplies	200	200	0	0.00%	
703-1901-51611-???-312	312 - Copy Expense	300	300	0	0.00%	
703-1901-51611-???-313	313 - Postage	30	30	0	0.00%	
703-1901-51611-???-328	328 - Dues	200	200	0	0.00%	
703-1901-51611-???-331	331 - Mileage	2,000	2,000	0	0.00%	
703-1901-51611-???-332	332 - Meals	50	50	0	0.00%	
703-1901-51611-???-333	333 - Lodging / Hotels	500	500	0	0.00%	
703-1901-51611-???-336	336 - Parking	0	0	0	0.00%	
703-1901-51611-???-341	341 - Operating Supplies & Expense	19,000	19,000	0	0.00%	
703-1901-51611-???-351	351 - Building Supplies-Maintenance	15,000	15,000	0	0.00%	
703-1901-51611-???-391	391 - Supplies & Expense	40,000	40,000	0	0.00%	
703-1901-51611-???-512	512 - Insurance-Vehicles	2,813	2,203	610	+27.69%	
703-1901-51611-???-513	513 - Insurance-Property	14,368	11,252	3,116	+27.69%	



Department Operating Budget Narrative

Account Number	Description	2021 Requested	2020 Budget	Difference		Change Justification 10% or greater change
				Amount	%	
703-1901-51611-???-531	531 - Rent-Interdepartment	16,395	16,395	0	0.00%	
703-1901-51611-???-621	621 - Interest - Highway	240	240	0	0.00%	
703-1901-51611-???-810	810 - Capital Equipment	0	30,000	(30,000)	-100.00%	
703-1901-51611-???-813	813 - Vehicles	30,000	0	30,000	0.00%	
703-1901-51611-???-822	822 - Building Improvements	180,000	250,000	(70,000)	-28.00%	
703-1901-51611-???-980	980 - Outlay Offset	0	0	0	0.00%	
1901-59270 - Transfer to Internal Service Funds						
703-1901-59270-???-917	917 - Transfer to Internal Serv Fund	(79,634)	(179,796)	100,162	-55.71%	
1903 - Maintenance-Unified Building						
1903-47432 - Local Dept Chrgs-Unified Rent						
703-1903-47432-???-000	47-000 - Intergovernmental Charges for Services	0	0	0	0.00%	
1903-51630 - Unified Services Building						
703-1903-51630-???-222	222 - Utility Service-Water & Sewer	2,250	1,600	650	+40.63%	INCREASED USAGE
703-1903-51630-???-224	224 - Utility Service-Electric	3,750	3,500	250	+7.14%	INCREASED USAGE
703-1903-51630-???-225	225 - Utility Service-Gas	1,750	1,500	250	+16.67%	INCREASED USAGE
703-1903-51630-???-231	231 - R/M Serv-Buildings	500	500	0	0.00%	
703-1903-51630-???-233	233 - R/M Serv-Equipment	1,500	1,400	100	+7.14%	INCREASED USAGE
703-1903-51630-???-235	235 - R/M Serv-Janitorial	750	750	0	0.00%	
703-1903-51630-???-513	513 - Insurance-Property	1,198	938	260	+27.72%	
1903-59270 - Transfer to Internal Service Funds						
703-1903-59270-???-917	917 - Transfer to Internal Serv Fund	(11,698)	(10,022)	(1,676)	+16.72%	



Department Operating Budget Narrative

Account Number	Description	2021 Requested	2020 Budget	Difference		Change Justification 10% or greater change
				Amount	%	
1904 - Maintenance-Joint Use Building						
1904-47410 - Local Dept Charges-Gen Govt						
703-1904-47410-???-000	47-000 - Intergovernmental Charges for Services	(8,000)	(8,000)	0	0.00%	
1904-51640 - Joint Use Building						
703-1904-51640-???-219	219 - Prof Serv-Other	5,500	5,500	0	0.00%	
703-1904-51640-???-222	222 - Utility Service-Water & Sewer	700	650	50	+7.69%	
703-1904-51640-???-224	224 - Utility Service-Electric	2,000	1,900	100	+5.26%	
703-1904-51640-???-225	225 - Utility Service-Gas	3,000	3,000	0	0.00%	
703-1904-51640-???-391	391 - Supplies & Expense	200	200	0	0.00%	
703-1904-51640-???-513	513 - Insurance-Property	1,198	938	260	+27.72%	
1904-59270 - Transfer to Internal Service Funds						
703-1904-59270-???-917	917 - Transfer to Internal Serv Fund	(4,598)	(4,272)	(326)	+7.63%	
1905 - Maintenance-Sheriff Lockup						
1905-47435 - Local Dept Chrges-Sheriff Rent						
703-1905-47435-???-000	47-000 - Intergovernmental Charges for Services	(16,000)	(16,000)	0	0.00%	
1905-51650 - Sheriff Lockup						
703-1905-51650-???-224	224 - Utility Service-Electric	1,300	1,300	0	0.00%	
703-1905-51650-???-225	225 - Utility Service-Gas	1,500	1,500	0	0.00%	
703-1905-51650-???-241	241 - R/M Serv Other-Buildings	4,500	1,500	3,000	+200.00%	SIDING REPAIRS
703-1905-51650-???-350	350 - Repair & Maintenance Supplies	150	150	0	0.00%	
703-1905-51650-???-513	513 - Insurance-Property	1,198	938	260	+27.72%	



Department Operating Budget Narrative

Account Number	Description	2021 Requested	2020 Budget	Difference		Change Justification
				Amount	%	
10% or greater change						
1905-59270 - Transfer to Internal Service Funds						
703-1905-59270-???-917	917 - Transfer to Internal Serv Fund	7,352	10,528	(3,176)	-30.17%	
1906 - Maintenance-CBRFs						
1906-48201 - CBRF Rental Revenue						
703-1906-48201-???-000	48-000 - Miscellaneous Revenues	0	0	0	0.00%	
1906-51660 - CBRF's						
703-1906-51660-???-222	222 - Utility Service-Water & Sewer	0	0	0	0.00%	
703-1906-51660-???-224	224 - Utility Service-Electric	0	0	0	0.00%	
703-1906-51660-???-225	225 - Utility Service-Gas	0	0	0	0.00%	
703-1906-51660-???-241	241 - R/M Serv Other-Buildings	0	0	0	0.00%	
703-1906-51660-???-350	350 - Repair & Maintenance Supplies	0	0	0	0.00%	
703-1906-51660-???-513	513 - Insurance-Property	0	0	0	0.00%	
1906-59270 - Transfer to Internal Service Funds						
703-1906-59270-???-917	917 - Transfer to Internal Serv Fund	0	(3,450)	3,450	-100.00%	
1907 - Maintenance-Purchasing						
1907-51550 - Purchasing						
101-1907-51550-???-101	101 - Wages-Permanent	0	0	0	0.00%	
101-1907-51550-???-115	115 - Overtime	0	0	0	0.00%	
101-1907-51550-???-120	120 - FICA	0	0	0	0.00%	
101-1907-51550-???-130	130 - Health Insurance	0	0	0	0.00%	



Department Operating Budget Narrative

Account Number	Description	2021 Requested	2020 Budget	Difference		Change Justification 10% or greater change
				Amount	%	
101-1907-51550-???-132	132 - Post Employment Benefits	0	0	0	0.00%	
101-1907-51550-???-133	133 - Vision Insurance	0	0	0	0.00%	
101-1907-51550-???-140	140 - Life Insurance	0	0	0	0.00%	
101-1907-51550-???-151	151 - Retirement	0	0	0	0.00%	
101-1907-51550-???-160	160 - Worker's Compensation	0	0	0	0.00%	
101-1907-51550-???-172	172 - Training / Conference / CPE	0	0	0	0.00%	
101-1907-51550-???-221	221 - Utility Service-Cellphone / Telephone	0	260	(260)	-100.00%	
101-1907-51550-???-230	230 - R/M Serv-PC Replacement	0	190	(190)	-100.00%	
101-1907-51550-???-311	311 - Office Supplies	350	400	(50)	-12.50%	
101-1907-51550-???-312	312 - Copy Expense	100	250	(150)	-60.00%	
101-1907-51550-???-313	313 - Postage	25	25	0	0.00%	
101-1907-51550-???-328	328 - Dues	100	200	(100)	-50.00%	
101-1907-51550-???-331	331 - Mileage	0	0	0	0.00%	
101-1907-51550-???-332	332 - Meals	0	0	0	0.00%	
101-1907-51550-???-333	333 - Lodging / Hotels	0	0	0	0.00%	
101-1907-51550-???-336	336 - Parking	0	0	0	0.00%	
101-1907-51550-???-511	511 - Insurance-Liability	0	171	(171)	-100.00%	
101-1907-51550-???-531	531 - Rent-Interdepartment	0	3,648	(3,648)	-100.00%	
1908 - Maintenance-River Block						
1908-47438 - Interdepart Rent-River Block						
703-1908-47438-???-000	47-000 - Intergovernmental Charges for Services	(600,708)	(600,708)	0	0.00%	



Department Operating Budget Narrative

Account Number	Description	2021 Requested	2020 Budget	Difference		Change Justification 10% or greater change
				Amount	%	
1908-51670 - Building Maint-River Block						
703-1908-51670-???-101	101 - Wages-Permanent	71,201	73,303	(2,102)	-2.87%	
703-1908-51670-???-107	107 - Sick Leave	3,869	3,954	(85)	-2.16%	
703-1908-51670-???-108	108 - Vacation	5,082	4,965	117	+2.36%	
703-1908-51670-???-109	109 - Holiday	3,206	3,266	(60)	-1.84%	
703-1908-51670-???-111	111 - Clothing Allowance	160	160	0	0.00%	
703-1908-51670-???-115	115 - Overtime	3,221	3,394	(173)	-5.10%	
703-1908-51670-???-120	120 - FICA	6,623	6,799	(176)	-2.59%	
703-1908-51670-???-130	130 - Health Insurance	26,226	28,192	(1,966)	-6.98%	
703-1908-51670-???-132	132 - Post Employment Benefits	1,372	1,778	(405)	-22.80%	
703-1908-51670-???-133	133 - Vision Insurance	92	127	(35)	-27.55%	
703-1908-51670-???-140	140 - Life Insurance	18	18	0	0.00%	
703-1908-51670-???-151	151 - Retirement	5,844	6,000	(155)	-2.59%	
703-1908-51670-???-160	160 - Worker's Compensation	2,268	2,329	(60)	-2.59%	
703-1908-51670-???-219	219 - Prof Serv-Other	47,500	45,000	2,500	+5.56%	
703-1908-51670-???-221	221 - Utility Service-Cellphone / Telephone	1,200	1,200	0	0.00%	
703-1908-51670-???-223	223 - Utility Service-Sewer	8,000	8,000	0	0.00%	
703-1908-51670-???-224	224 - Utility Service-Electric	70,000	70,000	0	0.00%	
703-1908-51670-???-225	225 - Utility Service-Gas	25,000	25,000	0	0.00%	
703-1908-51670-???-227	227 - Utility Service-Garbage	2,700	2,500	200	+8.00%	
703-1908-51670-???-235	235 - R/M Serv-Janitorial	75,000	75,000	0	0.00%	
703-1908-51670-???-331	331 - Mileage	0	0	0	0.00%	
703-1908-51670-???-332	332 - Meals	0	0	0	0.00%	
703-1908-51670-???-333	333 - Lodging / Hotels	0	0	0	0.00%	
703-1908-51670-???-336	336 - Parking	0	0	0	0.00%	



Department Operating Budget Narrative

Account Number	Description	2021 Requested	2020 Budget	Difference		Change Justification 10% or greater change
				Amount	%	
703-1908-51670-???-341	341 - Operating Supplies & Expense	12,000	12,000	0	0.00%	
703-1908-51670-???-351	351 - Building Supplies-Maintenance	0	0	0	0.00%	
703-1908-51670-???-391	391 - Supplies & Expense	20,000	20,000	0	0.00%	
703-1908-51670-???-513	513 - Insurance-Property	5,984	4,686	1,298	+27.70%	
703-1908-51670-???-532	532 - Rent-Building	2,250	2,250	0	0.00%	
703-1908-51670-???-822	822 - Building Improvements	50,000	75,000	(25,000)	-33.33%	
703-1908-51670-???-917	917 - Transfer to Internal Serv Fund	151,891	187,012	(35,121)	-18.78%	
Total 19 - Maintenance		(175)	55,745	(55,920)	-100.31%	



Department Operating Budget Detail

With Previous Year Comparison and Annual Estimate

	2021 Budget	% Change	2020 Budget	2020 Actual	2020 Estimate
19 - Maintenance					
1901 - Maintenance- Courthouse & Jail					
<u>Expense / Expenditure</u>					
1901-51611 - Courthouse & Jail					
100 - Personnel Services	257,686	-7.21%	277,702	171,168	277,721
101 - Wages-Permanent	137,293	-6.14%	146,275	93,968	146,275
107 - Sick Leave	7,059	-2.40%	7,232	2,159	7,232
108 - Vacation	8,664	+1.53%	8,533	8,695	8,553
109 - Holiday	5,850	-8.55%	6,397	2,790	6,397
111 - Clothing Allowance	600	0.00%	600	100	600
115 - Overtime	10,307	-5.10%	10,861	2,838	10,861
119 - In or Out Call Pay	1,500	0.00%	1,500	670	1,500
120 - FICA	12,942	-5.65%	13,716	8,070	13,716
130 - Health Insurance	52,451	-12.45%	59,908	39,939	59,908
132 - Post Employment Benefits	2,810	-21.64%	3,586	2,033	3,586
133 - Vision Insurance	138	-38.06%	223	88	223
140 - Life Insurance	42	0.00%	42	19	42
151 - Retirement	11,419	-5.65%	12,103	7,116	12,103
152 - Net Pension Contribution	0	0.00%	0	0	
160 - Worker's Compensation	3,610	-3.07%	3,725	2,104	3,725
172 - Training / Conference / CPE	3,000	0.00%	3,000	580	3,000
200 - Contractual Services	409,495	-1.79%	416,945	233,063	416,945
219 - Prof Serv-Other	45,000	0.00%	45,000	37,597	45,000
221 - Utility Service-Cellphone / Telephone	3,000	0.00%	3,000	1,724	3,000
223 - Utility Service-Sewer	45,000	0.00%	45,000	26,598	45,000
224 - Utility Service-Electric	150,000	-9.09%	165,000	80,959	165,000
225 - Utility Service-Gas	50,000	0.00%	50,000	22,565	50,000
227 - Utility Service-Garbage	6,500	-13.33%	7,500	2,518	7,500
230 - R/M Serv-PC Replacement	1,995	+38.06%	1,445	1,084	1,445
235 - R/M Serv-Janitorial	108,000	+8.00%	100,000	60,018	100,000
300 - Supplies and Expense	77,280	0.00%	77,280	58,598	77,280
311 - Office Supplies	200	0.00%	200	(25)	200
312 - Copy Expense	300	0.00%	300	25	300
313 - Postage	30	0.00%	30	10	30
328 - Dues	200	0.00%	200	0	200
331 - Mileage	2,000	0.00%	2,000	427	2,000
332 - Meals	50	0.00%	50	11	50



Department Operating Budget Detail

With Previous Year Comparison and Annual Estimate

	2021 Budget	% Change	2020 Budget	2020 Actual	2020 Estimate
333 - Lodging / Hotels	500	0.00%	500	0	500
336 - Parking	0	0.00%	0	0	
341 - Operating Supplies & Expense	19,000	0.00%	19,000	15,032	19,000
351 - Building Supplies-Maintenance	15,000	0.00%	15,000	10,845	15,000
391 - Supplies & Expense	40,000	0.00%	40,000	32,273	40,000
500 - Fixed Charges	33,576	+12.48%	29,850	22,388	29,850
512 - Insurance-Vehicles	2,813	+27.69%	2,203	1,652	2,203
513 - Insurance-Property	14,368	+27.69%	11,252	8,439	11,252
531 - Rent-Interdepartment	16,395	0.00%	16,395	12,296	16,395
600 - Debt Service	240	0.00%	240	177	240
621 - Interest - Highway	240	0.00%	240	177	240
800 - Capital Outlay	210,000	-25.00%	280,000	233,086	280,000
810 - Capital Equipment	0	-100.00%	30,000	27,924	30,000
813 - Vehicles	30,000	0.00%	0	0	0
822 - Building Improvements	180,000	-28.00%	250,000	205,161	250,000
900 - Other Financing Uses	0	0.00%	0	0	
980 - Outlay Offset	0	0.00%	0	0	
1901-51611 - Courthouse & Jail Total	988,277	-8.66%	1,082,017	718,480	1,082,036
1901-59270 - Transfer to Internal Service Funds					
900 - Other Financing Uses	(79,634)	-55.71%	(179,796)	0	(179,796)
917 - Transfer to Internal Serv Fund	(79,634)	-55.71%	(179,796)	0	(179,796)
1901-59270 - Transfer to Internal Service Funds Total	(79,634)	-55.71%	(179,796)	0	(179,796)
Expense / Expenditure Total	908,643	+0.71%	902,221	718,480	902,240
<u>Revenue / Funding Source</u>					
1901-47430 - Local Dept Charges-Blding Rent					
47 - Intergovernmental Charges for Services	908,643	0.00%	908,643	683,858	908,643
47-000 - Intergovernmental Charges for Services	908,643	0.00%	908,643	683,858	908,643
1901-47430 - Local Dept Charges-Blding Rent Total	908,643	0.00%	908,643	683,858	908,643
1901-48000 - Miscellaneous Revenue					
48 - Miscellaneous Revenues	0	0.00%	0	870	
48-000 - Miscellaneous Revenues	0	0.00%	0	870	
1901-48000 - Miscellaneous Revenue Total	0	0.00%	0	870	
1901-48910 - Cafeteria/Vending Machine Rev					
48 - Miscellaneous Revenues	750	0.00%	750	428	
48-000 - Miscellaneous Revenues	750	0.00%	750	428	



Department Operating Budget Detail

With Previous Year Comparison and Annual Estimate

	2021 Budget	% Change	2020 Budget	2020 Actual	2020 Estimate
1901-48910 - Cafeteria/Vending Machine Rev Total	750	0.00%	750	428	
Revenue / Funding Source Total	909,393	0.00%	909,393	685,156	908,643
1901 - Maintenance- Courthouse & Jail Total	(750)	-89.55%	(7,172)	33,324	(6,403)
1903 - Maintenance-Unified Building					
<u>Expense / Expenditure</u>					
1903-51630 - Unified Services Building					
200 - Contractual Services	10,500	+13.51%	9,250	5,868	9,250
222 - Utility Service-Water & Sewer	2,250	+40.63%	1,600	1,667	1,600
224 - Utility Service-Electric	3,750	+7.14%	3,500	2,078	3,500
225 - Utility Service-Gas	1,750	+16.67%	1,500	558	1,500
231 - R/M Serv-Buildings	500	0.00%	500	238	500
233 - R/M Serv-Equipment	1,500	+7.14%	1,400	1,327	1,400
235 - R/M Serv-Janitorial	750	0.00%	750	0	750
500 - Fixed Charges	1,198	+27.72%	938	704	938
513 - Insurance-Property	1,198	+27.72%	938	704	938
1903-51630 - Unified Services Building Total	11,698	+14.82%	10,188	6,572	10,188
1903-59270 - Transfer to Internal Service Funds					
900 - Other Financing Uses	(11,698)	+16.72%	(10,022)	0	
917 - Transfer to Internal Serv Fund	(11,698)	+16.72%	(10,022)	0	
1903-59270 - Transfer to Internal Service Funds Total	(11,698)	+16.72%	(10,022)	0	
Expense / Expenditure Total	0	-100.00%	166	6,572	10,188
<u>Revenue / Funding Source</u>					
1903-47432 - Local Dept Chrgs-Unified Rent					
47 - Intergovernmental Charges for Services	0	0.00%	0	0	
47-000 - Intergovernmental Charges for Services	0	0.00%	0	0	
1903-47432 - Local Dept Chrgs-Unified Rent Total	0	0.00%	0	0	
Revenue / Funding Source Total	0	0.00%	0	0	
1903 - Maintenance-Unified Building Total	0	-100.00%	166	6,572	10,188
1904 - Maintenance-Joint Use Building					
<u>Expense / Expenditure</u>					
1904-51640 - Joint Use Building					
200 - Contractual Services	11,200	+1.36%	11,050	3,415	11,050
219 - Prof Serv-Other	5,500	0.00%	5,500	365	5,500
222 - Utility Service-Water & Sewer	700	+7.69%	650	381	650



Department Operating Budget Detail

With Previous Year Comparison and Annual Estimate

	2021 Budget	% Change	2020 Budget	2020 Actual	2020 Estimate
224 - Utility Service-Electric	2,000	+5.26%	1,900	1,197	1,900
225 - Utility Service-Gas	3,000	0.00%	3,000	1,472	3,000
300 - Supplies and Expense	200	0.00%	200	0	200
391 - Supplies & Expense	200	0.00%	200	0	200
500 - Fixed Charges	1,198	+27.72%	938	704	938
513 - Insurance-Property	1,198	+27.72%	938	704	938
1904-51640 - Joint Use Building Total	12,598	+3.36%	12,188	4,118	12,188
1904-59270 - Transfer to Internal Service Funds					
900 - Other Financing Uses	(4,598)	+7.63%	(4,272)	0	
1904-59270 - Transfer to Internal Service Funds Total	(4,598)	+7.63%	(4,272)	0	
Expense / Expenditure Total	8,000	+1.06%	7,916	4,118	12,188
<u>Revenue / Funding Source</u>					
1904-47410 - Local Dept Charges-Gen Govt					
47 - Intergovernmental Charges for Services	8,000	0.00%	8,000	6,000	
47-000 - Intergovernmental Charges for Services	8,000	0.00%	8,000	6,000	
1904-47410 - Local Dept Charges-Gen Govt Total	8,000	0.00%	8,000	6,000	
Revenue / Funding Source Total	8,000	0.00%	8,000	6,000	
1904 - Maintenance-Joint Use Building Total	0	-100.00%	(84)	(1,882)	12,188
1905 - Maintenance-Sheriff Lockup					
<u>Expense / Expenditure</u>					
1905-51650 - Sheriff Lockup					
200 - Contractual Services	7,300	+69.77%	4,300	970	4,300
224 - Utility Service-Electric	1,300	0.00%	1,300	437	1,300
225 - Utility Service-Gas	1,500	0.00%	1,500	423	1,500
241 - R/M Serv Other-Buildings	4,500	+200.00%	1,500	110	1,500
300 - Supplies and Expense	150	0.00%	150	17	150
350 - Repair & Maintenance Supplies	150	0.00%	150	17	150
500 - Fixed Charges	1,198	+27.72%	938	704	938
513 - Insurance-Property	1,198	+27.72%	938	704	938
1905-51650 - Sheriff Lockup Total	8,648	+60.50%	5,388	1,690	5,388
1905-59270 - Transfer to Internal Service Funds					
900 - Other Financing Uses	7,352	-30.17%	10,528	0	
917 - Transfer to Internal Serv Fund	7,352	-30.17%	10,528	0	
1905-59270 - Transfer to Internal Service Funds Total	7,352	-30.17%	10,528	0	
Expense / Expenditure Total	16,000	+0.53%	15,916	1,690	5,388
<u>Revenue / Funding Source</u>					
1905-47435 - Local Dept Chrges-Sheriff Rent					



Department Operating Budget Detail

With Previous Year Comparison and Annual Estimate

	2021 Budget	% Change	2020 Budget	2020 Actual	2020 Estimate
47 - Intergovernmental Charges for Services	16,000	0.00%	16,000	12,000	
47-000 - Intergovernmental Charges for Services	16,000	0.00%	16,000	12,000	
1905-47435 - Local Dept Chrges-Sheriff Rent Total	16,000	0.00%	16,000	12,000	
Revenue / Funding Source Total	16,000	0.00%	16,000	12,000	
1905 - Maintenance-Sheriff Lockup Total	0	-100.00%	(84)	(10,310)	5,388

1906 - Maintenance-CBRFs

Expense / Expenditure

1906-51660 - CBRF's					
200 - Contractual Services	0	0.00%	0	0	
300 - Supplies and Expense	0	0.00%	0	0	
500 - Fixed Charges	0	0.00%	0	0	
1906-51660 - CBRF's Total	0	0.00%	0	0	
1906-59270 - Transfer to Internal Service Funds					
900 - Other Financing Uses	0	-100.00%	(3,450)	0	
1906-59270 - Transfer to Internal Service Funds Total	0	-100.00%	(3,450)	0	
Expense / Expenditure Total	0	-100.00%	(3,450)	0	
<u>Revenue / Funding Source</u>					
1906-48201 - CBRF Rental Revenue					
48 - Miscellaneous Revenues	0	0.00%	0	0	
1906-48201 - CBRF Rental Revenue Total	0	0.00%	0	0	
Revenue / Funding Source Total	0	0.00%	0	0	
1906 - Maintenance-CBRFs Total	0	-100.00%	(3,450)	0	

1907 - Maintenance-Purchasing

Expense / Expenditure

1907-51550 - Purchasing					
100 - Personnel Services	0	0.00%	0	0	
101 - Wages-Permanent	0	0.00%	0	0	
115 - Overtime	0	0.00%	0	0	
120 - FICA	0	0.00%	0	0	
130 - Health Insurance	0	0.00%	0	0	
132 - Post Employment Benefits	0	0.00%	0	0	
133 - Vision Insurance	0	0.00%	0	0	
140 - Life Insurance	0	0.00%	0	0	
151 - Retirement	0	0.00%	0	0	
160 - Worker's Compensation	0	0.00%	0	0	
172 - Training / Conference / CPE	0	0.00%	0	0	



Department Operating Budget Detail

With Previous Year Comparison and Annual Estimate

	2021 Budget	% Change	2020 Budget	2020 Actual	2020 Estimate
200 - Contractual Services	0	-100.00%	450	147	230
221 - Utility Service-Cellphone / Telephone	0	-100.00%	260	4	40
230 - R/M Serv-PC Replacement	0	-100.00%	190	142	190
300 - Supplies and Expense	575	-34.29%	875	164	300
311 - Office Supplies	350	-12.50%	400	109	250
312 - Copy Expense	100	-60.00%	250	54	40
313 - Postage	25	0.00%	25	1	10
328 - Dues	100	-50.00%	200	0	0
331 - Mileage	0	0.00%	0	0	0
332 - Meals	0	0.00%	0	0	
333 - Lodging / Hotels	0	0.00%	0	0	
336 - Parking	0	0.00%	0	0	
500 - Fixed Charges	0	-100.00%	3,819	2,864	3,648
511 - Insurance-Liability	0	-100.00%	171	128	
531 - Rent-Interdepartment	0	-100.00%	3,648	2,736	3,648
1907-51550 - Purchasing Total	575	-88.82%	5,144	3,175	4,178
Expense / Expenditure Total	575	-88.82%	5,144	3,175	4,178
1907 - Maintenance-Purchasing Total	575	-88.82%	5,144	3,175	4,178

1908 - Maintenance-River Block

Expense / Expenditure

1908-51670 - Building Maint-River Block

100 - Personnel Services	129,183	-3.80%	134,285	88,510	130,285
101 - Wages-Permanent	71,201	-2.87%	73,303	49,833	73,303
107 - Sick Leave	3,869	-2.16%	3,954	994	3,954
108 - Vacation	5,082	+2.36%	4,965	5,384	4,965
109 - Holiday	3,206	-1.84%	3,266	1,484	3,266
111 - Clothing Allowance	160	0.00%	160	0	160
115 - Overtime	3,221	-5.10%	3,394	1,464	3,394
120 - FICA	6,623	-2.59%	6,799	4,243	2,799
130 - Health Insurance	26,226	-6.98%	28,192	18,795	28,192
132 - Post Employment Benefits	1,372	-22.80%	1,778	1,074	1,778
133 - Vision Insurance	92	-27.55%	127	59	127
140 - Life Insurance	18	0.00%	18	12	18
151 - Retirement	5,844	-2.59%	6,000	3,796	6,000
160 - Worker's Compensation	2,268	-2.59%	2,329	1,373	2,329
200 - Contractual Services	229,400	+1.19%	226,700	124,783	206,700
219 - Prof Serv-Other	47,500	+5.56%	45,000	34,888	45,000



Department Operating Budget Detail

With Previous Year Comparison and Annual Estimate

	2021 Budget	% Change	2020 Budget	2020 Actual	2020 Estimate
221 - Utility Service-Cellphone / Telephone	1,200	0.00%	1,200	459	1,200
223 - Utility Service-Sewer	8,000	0.00%	8,000	4,853	8,000
224 - Utility Service-Electric	70,000	0.00%	70,000	39,790	70,000
225 - Utility Service-Gas	25,000	0.00%	25,000	5,678	20,000
227 - Utility Service-Garbage	2,700	+8.00%	2,500	1,702	2,500
235 - R/M Serv-Janitorial	75,000	0.00%	75,000	37,413	60,000
300 - Supplies and Expense	32,000	0.00%	32,000	13,965	27,000
331 - Mileage	0	0.00%	0	0	
332 - Meals	0	0.00%	0	0	
333 - Lodging / Hotels	0	0.00%	0	0	
336 - Parking	0	0.00%	0	0	
341 - Operating Supplies & Expense	12,000	0.00%	12,000	4,930	12,000
351 - Building Supplies-Maintenance	0	0.00%	0	0	
391 - Supplies & Expense	20,000	0.00%	20,000	9,036	15,000
500 - Fixed Charges	8,234	+18.71%	6,936	5,765	6,936
513 - Insurance-Property	5,984	+27.70%	4,686	3,515	4,686
532 - Rent-Building	2,250	0.00%	2,250	2,250	2,250
800 - Capital Outlay	50,000	-33.33%	75,000	83,646	100,000
822 - Building Improvements	50,000	-33.33%	75,000	83,646	100,000
900 - Other Financing Uses	151,891	-18.78%	187,012	0	187,012
917 - Transfer to Internal Serv Fund	151,891	-18.78%	187,012	0	187,012
1908-51670 - Building Maint-River Block Total	600,708	-9.25%	661,933	316,669	657,933
Expense / Expenditure Total	600,708	-9.25%	661,933	316,669	657,933
<u>Revenue / Funding Source</u>					
1908-47438 - Interdepart Rent-River Block					
47 - Intergovernmental Charges for Services	600,708	0.00%	600,708	447,354	600,708
47-000 - Intergovernmental Charges for Services	600,708	0.00%	600,708	447,354	600,708
1908-47438 - Interdepart Rent-River Block Total	600,708	0.00%	600,708	447,354	600,708
Revenue / Funding Source Total	600,708	0.00%	600,708	447,354	600,708
1908 - Maintenance-River Block Total	0	-100.00%	61,225	(130,685)	57,225
19 - Maintenance Total	(175)	-100.31%	55,745	(99,805)	82,764