

AGENDA
PROPERTY & INFORMATION TECHNOLOGY COMMITTEE

DATE: Thursday, September 5, 2024

TIME: 9:00 AM

LOCATION: Room 114, Wood County Courthouse

1. Call meeting to order
2. Public Comments
3. Approve minutes from previous meetings
4. **Information Technology**
 - a. Vouchers
 - b. Monthly Comments
 - c. 2025 Budget
5. **Maintenance Dept.**
 - a. Vouchers
 - b. Monthly Comments
 - c. Disposition of properties adjacent to Courthouse
 - d. Maintenance 2025 Budget review
6. Future Agenda Items
7. Set date and time of next meeting – Monday, October 7, 2024, 9:00 AM
8. Adjourn

Join by phone

+1-408-418-9388 United States Toll

Meeting number (access code): 2483 551 5434

Join by WebEx App or Web

<https://woodcountywi.webex.com/woodcountywi/j.php?MTID=m778916d26ec074adfd107f5cf42795a0>

Meeting number (access code): 2483 551 5434

Meeting password: 090524

MINUTES
PROPERTY & INFORMATION TECHNOLOGY COMMITTEE

DATE: Monday, August 5, 2024

TIME: 9:00 a.m.

PLACE: Courthouse – Room 114

MEMBERS PRESENT: Al Breu, Jeff Penzkover, Dennis Polach, Scott Brehm, Brad Hamilton (WebEx)

OTHERS PRESENT: Trent Miner, County Clerk; See attached sign-in list

1. Chairman Breu called the meeting to order at 9:00 AM.
2. There was no public comment.
3. The minutes of the July 1, 2024, meetings were reviewed. Motion by Hamilton/Penzkover to accept them as presented. Motion carried unanimously.
4. The Information Technology vouchers were reviewed. Motion by Brehm/Polach to approve as presented. Motion carried unanimously.
5. The IT Report was reviewed.
6. The Maintenance vouchers were reviewed. Motion by Brehm/Hamilton to approve as presented. Motion carried unanimously.
7. The Maintenance Report and project updates were reviewed.
8. The Committee reviewed the downtown parking issues with both the Courthouse and River Block. The City has stated they will start to enforce timing issues but have not as of yet.
9. Van Tassel discussed the number of parcels adjacent to the courthouse. The current construction house is one that Van Tassel recommends tearing down and leaving a vacant lot due to the cost of incorporating it into the courthouse campus parking as well as its low value for resale. The committee will review this in the future. In addition, a parcel adjacent to the current Baker St. parking lot was discussed. Motion by Penzkover/Brehm to allow Van Tassel to have a discussion with the current owner about their future plans for the parcel. Motion carried unanimously.
10. The next meeting will be held on Thursday, September 5th at 9:00 AM.
11. Chairman Breu declared the meeting adjourned at 9:50 AM.

Minutes taken by Trent Miner, County Clerk and are in draft form until approved at the next meeting.

Committee Report

County of Wood

Report of claims for: INFORMATION TECHNOLOGY

For the period of: AUGUST 2024

For the range of vouchers: 27240287 - 27240335

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
27240287	AMAZON CAPITAL SERVICES	HS HEADSETS	07/23/2024	\$337.12	P
27240288	AMAZON CAPITAL SERVICES	HS PRIVACY SCREENS FOR A.D.	07/23/2024	\$53.99	P
27240289	AMAZON CAPITAL SERVICES	CORP COUNSEL - TRACKBALL MOUSE	07/24/2024	\$35.79	P
27240290	CDW GOVERNMENT INC	MAINT BLUEBEAM REVU SUPPORT	07/10/2024	\$116.02	P
27240291	CDW GOVERNMENT INC	HLTH KOFAX POWER PDF FOR K.E.	07/17/2024	\$124.26	P
27240292	COMPUTER INFORMATION SYSTEMS INC	2024 CIS MAINTENANCE	08/01/2024	\$67,121.69	P
27240293	FRONTIER	PHONE CHARGES	07/19/2024	\$67.66	P
27240294	INSIGHT PUBLIC SECTOR INC	2024 2ND PC ORDER	07/21/2024	\$12,960.59	P
27240295	RHYME BUSINESS PRODUCTS	2ND QTR 2024 BILLING	07/24/2024	\$10,867.79	P
27240296	SOLARUS	PHONE CHGS ACCT 00063942-1	08/01/2024	\$2,161.03	P
27240297	SOLARUS	PHONE CHGS ACCT 00077856-5	08/01/2024	\$228.76	P
27240298	SOLARUS	PHONE CHGS ACCT 00061009-7	08/01/2024	\$69.99	P
27240299	TDS TELECOM	PHONE CHARGES	07/28/2024	\$73.09	P
27240300	TDS TELECOM	PHONE CHARGES	07/28/2024	\$59.21	P
27240301	TDS TELECOM	PHONE CHARGES	07/28/2024	\$44.83	P
27240302	TDS TELECOM	PHONE CHARGES	07/28/2024	\$57.96	P
27240303	TDS TELECOM	PHONE CHARGES	07/28/2024	\$18.80	P
27240304	US CELLULAR	CELL PHONE CHGS ACCT 277407322	07/16/2024	\$406.36	P
27240305	US CELLULAR	CELL PHONE CHGS ACCT 851710598	07/16/2024	\$90.91	P
27240306	AT&T MOBILITY	MONTHLY CELL/HOTSPOT CHARGES	07/23/2024	\$385.18	P
27240307	AT&T MOBILITY	MONTHLY CELL CHARGES	07/23/2024	\$3,390.50	P
27240308	GOLDFAX	NETWORK FAXING JULY 2024	08/04/2024	\$78.50	P
27240309	OFFICE ENTERPRISES INC	PROJECT COORD CHAIR	06/10/2024	\$395.00	P
27240310	RHYME BUSINESS PRODUCTS	PRINTER/COPIER CHARGES	08/05/2024	\$7,663.00	P
27240311	US CELLULAR	CELL PHONE CHGS ACCT 203538532	07/20/2024	\$2,010.55	P
27240312	US CELLULAR	CELL PHONE CHGS ACCT 203391922	07/20/2024	\$12.76	P
27240313	VERIZON	CELL CHGS ACCT 242258062-00001	08/01/2024	\$5,370.04	P
27240314	AMAZON CAPITAL SERVICES	HS PC ACCESSORIES	08/07/2024	\$97.94	P
27240315	CDW GOVERNMENT INC	HWY KOFAX POWER PDF LICENSE	07/26/2024	\$124.26	P
27240316	CENTURYLINK	PHONE/LONG DISTANCE CHARGES	08/01/2024	\$2.55	P
27240317	CHARTER COMMUNICATIONS (Pittsburgh)	INTERNET PRO100	08/01/2024	\$134.99	P
27240318	CHARTER COMMUNICATIONS (Pittsburgh)	WR FIBER	08/01/2024	\$997.52	P
27240319	CHARTER COMMUNICATIONS (Pittsburgh)	MFLD FIBER	08/01/2024	\$312.93	P
27240320	CHARTER COMMUNICATIONS (Pittsburgh)	NETWORK SERVICES	08/01/2024	\$2,643.81	P

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
27240321	INSIGHT PUBLIC SECTOR INC	ENDPOINT SUBSCRIPTION RENEWAL	07/25/2024	\$14,846.69	P
27240322	INSIGHT PUBLIC SECTOR INC	2024 2ND PC ORDER	08/05/2024	\$16,784.19	P
27240323	INSIGHT PUBLIC SECTOR INC	PASSWORDSTATE ANNUAL MAINT	08/05/2024	\$1,355.61	P
27240324	US BANK	LODGING, PLURALSIGHT, JOTFORM	08/19/2024	\$1,903.56	
27240325	AMAZON CAPITAL SERVICES	SH HDMI CORD	08/15/2024	\$21.89	
27240326	AMAZON CAPITAL SERVICES	IPHONE 14 CASE, SCRN PROTECTOR	08/16/2024	\$18.55	
27240327	AMAZON CAPITAL SERVICES	HR SCANNER	08/15/2024	\$734.00	
27240328	AMAZON CAPITAL SERVICES	IT OFFICE SUPPLIES	08/23/2024	\$53.44	
27240329	CDW GOVERNMENT INC	CJC - KOFAX POWER PDF LICENSE	08/07/2024	\$124.26	
27240330	CDW GOVERNMENT INC	EW - CISCO 8821 PHONE BATTERY	08/12/2024	\$87.01	
27240331	FRONTIER	PHONE CHARGES	08/19/2024	\$67.66	
27240332	INSIGHT PUBLIC SECTOR INC	LWC - CORRECT DOCK LAPTOPS	08/08/2024	\$975.00	
27240333	INSIGHT PUBLIC SECTOR INC	2024 2ND PC ORDER	08/08/2024	\$1,465.75	
27240334	INSIGHT PUBLIC SECTOR INC	2024 2ND PC ORDER	08/08/2024	\$36,378.99	
27240335	INSIGHT PUBLIC SECTOR INC	2024 2ND PC ORDER	08/09/2024	\$6,991.56	
Grand Total:				\$200,323.54	

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 2024

1. Wood County internet and intranet website updates are being posted continually as we work to keep employees and citizens informed.
2. Network staff have been working with Communications on the requirements for the IP network for the microwave network that is used for radio communications in preparations for the new equipment that is being placed.
3. Network staff was onsite at the Central Wisconsin State Fair to troubleshoot issues with the network connection for the mobile command center. FirstNet/AT&T is still unable to provide us with a connection with low enough latency to use the remote position PC for the Dispatch radio/phone system.
4. Published a design update and new informational pages for the Employee Intranet web pages.
5. Began work on automating records management and retention for HR personnel files.
6. Prepared systems and updated website for the change in the Crisis Line. Calls will be forwarded to Northwest Connection as of August 29th.
7. Support for the Highway time and materials tracking system was reviewed and enhanced.
8. Attended the United Way campaign coordinator training and will assist the Treasurer in the upcoming Wood County United Way campaign.
9. Support for GCS\Catalis property tax systems is ongoing. The former property tax software version end-of-life is set for Fall of 2024 and was on-prem, servers at Wood County. The upgraded version is cloud based. System migration and training is complete and go-live was July 15, 2024. Migration of the property tax system triggers the need for extensive work on multiple interfaces to systems like the Register of Deeds and Planning and Zoning permit system.
10. Preparing all devices to move to the new Virus scanning software and installation of the new client. Configured system to run in tandem to ensure coverage prior to removing the old virus software.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

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11. Worked with the Coroner to setup a shared drive and created a plan to migrate from the current SharePoint site.
 12. Work continues with CIS, Law Enforcement System, to update the software configurations to meet the new jail housing needs. The new jail housing configuration is in CIS Train environment so that Sheriff Department staff can test the system. Once testing is completed and approved, the new jail housing configuration will be added to the live environment.
 13. Continue working with several vendors in preparation for the new Law Enforcement center occupancy. Several systems will be updated or replaced to accommodate needs in the new facility. LiveScan, current fingerprint system, will be updated and new fingerprinting machines put in place for the new jail. The Guard 1, system that records the door checks completed in the jail, will be replaced with Guardian RFID. In July the agreement with CIS for the one-way interface for Guardian RFID was completed. This project will begin once new Jail Housing is approved. Staff are currently preparing switching for the new LEC, but we are still waiting for electrical to be completed and the closets to be cleaned before we can place equipment.
 14. Continue work on preparing data for migration from Human Services IMS, current Document Management system & TCM, Electronic Health Record System, into Laserfiche, Countywide Document Management system.
 15. Continue to work on the server infrastructure CIP project to replace end of life servers at several locations throughout the County. Information has been collected, configurations have been reviewed & updated, and quotes are being reviewed.
 16. Continue to work on the project plan for the O365 migration. The current version of Office needs to be replaced with O365 by December 31, 2024. All departments will be migrated. IT, Emergency Management, County Clerk, Communications, Corporation Counsel, Finance, and HR departments have been migrated to O365. Migrations in Child Support, Dispatch, Health, Human Services, Planning & Zoning, Register of Deeds and Sheriff are underway, with more departments scheduled to migrate soon.
 17. Reviewed server refresh activities and costs with Village of Port Edwards to update older systems.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

18. Support for Norwood Healthcare Center and Edgewater Haven Matrix (EHR) and CART (CMS abstraction and reporting tool) software is ongoing. eMAR offline procedures and functionality were improved significantly for both Norwood and Edgewater. eMAR provides ability to dispense patient medication when the EHR system is not accessible. Super user training continues and results in improved support of the EHR (electronic health record) system.
19. Met with Matrix, Norwood and IT staff for the WISHIN project. A technical meeting was held to discuss the role of Matrix, Norwood electronic health record system, in facilitating an interface. This project is to meet the latest WISHIN (Wisconsin Statewide Health Information Network) requirement for the Norwood Admissions Hospital unit data capture and reporting. Failure to comply and meet the deadline of December 31, 2024 would result in loss of DHS financial incentives and later a reduction of CMS and DHS revenue for the Norwood Healthcare Facility. We await the response of WISHIN to see if a secure web service for the interface is possible so we can move forward with this project.
20. Substantial time was spend researching new endpoint protection software. Current software was very problematic and caused interference with legitimate software and used excessive resources to complete standard scanning tasks. Implementation of the new solution has begun and completion is expected at the end of August. We anticipate this software will run more efficiently and provide IT staff with more analytical capabilities when researching potential malicious activity.
21. Network staff continue to respond to information gathered by the recently implemented SIEM, Security Information & Event Management solution. This will give us much needed insight into threat detection, security events, and compliance information and other useful metrics for ensuring that the Wood County network and computers are protected. Software has been installed on all Wood County clients and servers with sensors configured to monitor network traffic for malicious activity.
22. Continued work on forms process improvement and document storage in Information Technology leveraging Laserfiche.
23. Programming staff works to improve support documentation for the Sage HRMS, Human Resources Management System, system for employee benefit and payroll data. System preparation for Fall open enrollment begins.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

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24. Continued work consolidating programming source control systems to organize historical and ongoing software development projects and eliminate a server as part of the Server OS update project.
 25. Network staff continue to work with a vendor to upgrade our phone system. These upgrades will allow us to configure newer devices and ensure support beyond August 2025.
 26. IT published and continues to refine the newly developed project request form and policy. This form increases efficiency for both requestors and IT staff and helps to ensure that we provide excellent and cost-effective solutions.
 27. IT staff continue working to restore and import 15+ years of digital archive tax roll data into Laserfiche for the Treasurer.
 28. The TimeStar, electronic timecard and time tracking software system configuration changes is ongoing. Staff works to adjust settings as change requests continue. PBJ reports are submitted to CMS (Centers for Medicare & Medicaid) using TimeStar data for both the Edgewater and Norwood Facilities.
 29. Support is ongoing and another Cyber Recruiter upgrade is complete, the HRMS extension system and website used for new hire applications.
 30. Staff have been working with the Parks Department to implement a solution that will allow them to remotely unlock the door at the new storm shelter at South Wood County Park using an app on their phone or desktop as long as there is power and internet connectivity at the location. This system will also allow them to schedule specific times to lock and unlock the doors.
 31. Network staff continue to engage a consultant for assistance in the configuration of a new network core to replace existing equipment. This will support additional upgrades to the network and servers at the Courthouse. Core Switches are a critical component for access to critical infrastructure. Great care is being exercised to ensure minimal downtime when the new hardware goes into production. Good progress is being made on migrating to the new cores.
 32. Completed the migration of the email archiving solution. One minor issue continues to be investigated.



Wood County WISCONSIN

INFORMATION TECHNOLOGY

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33. IT staff continue working to organize and relocate the Information Technology network drive shared data. This is an ongoing and sizable project.
 34. The Register of Deeds work to upgrade multiple applications continues. IT staff escorts and assists the vendor, Fidlar Technologies, with server and application updates and maintenance on a regular basis. The Monarch interface was configured and updated to function with the new property tax system.
 35. IT staff work to schedule and upgrade various server operating systems and database management systems, SQL server. This ongoing project takes considerable time to plan, test, and implement.
 36. Continue to work with members of the Central Records subcommittee. Working to schedule an on-site visit from CIS, current Law Enforcement Software vendor, to discuss unmet needs of current system.
 37. The PC Replacement 2nd order has started to arrive. Staff are working to configure and place the new devices. New devices include the update to Windows 11 and Office 365.
 38. Due to a substantial maintenance increase in the attendant console software used by Humans Services, research on an alternative solution has begun. Attendant console software allows people who receive a lot of phone calls, such as a receptionist, to manage multiple calls at the same time and easily view the availability of staff and transfer calls.
 39. The IT Security Team continues the Security Awareness Program. Members of our team have been virtually attending mentoring meetings with leaders in the cybersecurity area, as arranged by the MS-ISAC (Multi-State Information Sharing and Analysis Center). This includes monthly update meetings with the State of Wisconsin CRT (Cyber Response Team).
 40. For the month of July, 552 helpdesk requests were created, with staff completing 568 tickets and leaving 127 open requests. In addition, there are currently 183 project requests.
 41. Continue to apply numerous security patches to servers. These updates include fixes for functionality and security patches that keep servers as secure as possible.
 42. Our new IT Intern, Skyler Raschke, began on August 26th.

INFORMATION TECHNOLOGY

Mission:

The Wood County Information Technology Department is a service organization dedicated to providing and supporting the county wide voice/IP phone system, secure network infrastructure and computer systems necessary to acquire, organize, preserve, process, and access the data and information that is vital for conducting County operations.

Challenge:

The challenge of the Information Technology Department is to maintain and support existing software and hardware at the highest security and functionality level possible while constantly implementing and supporting additional systems and utilizing resources within strict budget, deadline and staffing limitations.

Activities:

The Information Technology Department provides employees with reliable access to phone and computer systems and 24/7 support of numerous systems. It distributes operating system upgrades and new applications across the county's entire network. It engineers and manages network and phone infrastructure, servers, PCs, printers and applications across various locations. It designs and creates in house applications. It provides vendor application selection, project management, installation, configuration and support.



Department Operating Budget Detail

With Previous Year Comparison and Annual Estimate

	2025 Budget	% Change	2024 Budget	2024 Actual	2024 Estimate
27 - Information Technology					
2701 - IT					
<u>Revenue / Funding Source</u>					
2701-47415 - Local Dept Charges-Systems					
47 - Intergov. Charges for Services	600	+20.00%	500	625	750
2701-47415 - Local Dept Charges-Systems Total	600	+20.00%	500	625	750
Revenue / Funding Source Total	600	+20.00%	500	625	750
<u>Expense / Expenditure</u>					
2701-51450 - Information Systems					
100 - Personnel Services	1,609,358	+12.35%	1,432,474	814,124	1,409,795
200 - Contractual Services	722,778	-5.40%	764,033	638,732	787,470
300 - Supplies and Expense	75,050	-5.38%	79,315	13,622	79,695
500 - Fixed Charges	148,480	+0.02%	148,454	98,008	147,154
800 - Capital Outlay	0	0.00%	0	0	
2701-51450 - Information Systems Total	2,555,665	+5.42%	2,424,276	1,564,487	2,424,114
Expense / Expenditure Total	2,555,665	+5.42%	2,424,276	1,564,487	2,424,114
2701 - IT Total	2,555,065	+5.42%	2,423,776	1,563,862	2,423,364
2702 - IT-Voice Over IP					
<u>Revenue / Funding Source</u>					
2702-47415 - Local Dept Charges-Systems					
47 - Intergov. Charges for Services	122,000	0.00%	122,000	76,176	127,701
2702-47415 - Local Dept Charges-Systems Total	122,000	0.00%	122,000	76,176	127,701
Revenue / Funding Source Total	122,000	0.00%	122,000	76,176	127,701
<u>Expense / Expenditure</u>					
2702-51451 - Voice Over IP					
200 - Contractual Services	38,700	+6.03%	36,500	22,066	35,947
300 - Supplies and Expense	171,600	+26.92%	135,200	95,307	135,600
800 - Capital Outlay	0	0.00%	0	0	
2702-51451 - Voice Over IP Total	210,300	+22.48%	171,700	117,373	171,547
Expense / Expenditure Total	210,300	+22.48%	171,700	117,373	171,547
2702 - IT-Voice Over IP Total	88,300	+77.67%	49,700	41,196	43,846
2703 - IT-PC Replacement					
<u>Revenue / Funding Source</u>					
2703-47415 - Local Dept Charges-Systems					
47 - Intergov. Charges for Services	239,905	+2.17%	234,815	156,543	234,815
2703-47415 - Local Dept Charges-Systems Total	239,905	+2.17%	234,815	156,543	234,815
Revenue / Funding Source Total	239,905	+2.17%	234,815	156,543	234,815



Department Operating Budget Detail

With Previous Year Comparison and Annual Estimate

	2025 Budget	% Change	2024 Budget	2024 Actual	2024 Estimate
<u>Expense / Expenditure</u>					
2703-51452 - PC Replacement					
300 - Supplies and Expense	292,000	-15.97%	347,500	75,196	347,500
800 - Capital Outlay	0	0.00%	0	0	
2703-51452 - PC Replacement Total	292,000	-15.97%	347,500	75,196	347,500
Expense / Expenditure Total	292,000	-15.97%	347,500	75,196	347,500
2703 - IT-PC Replacement Total	52,095	-53.77%	112,685	(81,348)	112,685
27 - Information Technology Total	2,695,460	+4.23%	2,586,161	1,523,710	2,579,895



Department Operating Budget Summary

2025 Budget Summary						
Department: 27 - Information Technology	2701 - IT	2702 - IT-Voice Over IP	2703 - IT-PC Replacement	2025 Total	Change %	2024 Budget
Revenue / Funding Source						
47 - Intergov. Charges for Services	600	122,000	239,905	362,505	+1.45%	357,315
Revenue / Funding Source Total	600	122,000	239,905	362,505	+1.45%	357,315
Expense / Expenditure						
100 - Personnel Services	1,609,358			1,609,358	+12.35%	1,432,474
200 - Contractual Services	722,778	38,700		761,478	-4.88%	800,533
300 - Supplies and Expense	75,050	171,600	292,000	538,650	-4.16%	562,015
500 - Fixed Charges	148,480			148,480	+0.02%	148,454
Expense / Expenditure Total	2,555,665	210,300	292,000	3,057,965	+3.89%	2,943,476
Beginning Carryover	0	170,991	395,287	566,278	+41.08%	401,396
Ending Carryover	0	82,691	343,192	425,883	+78.19%	239,011
27 - Information Technology Total	2,555,065	0	0	2,555,065	+5.42%	2,423,776

2024 Budget Summary				
Department: 27 - Information Technology	2701 - IT	2702 - IT-Voice Over IP	2703 - IT-PC Replacement	2024 Budget
Revenue / Funding Source				
47 - Intergov. Charges for Services	500	122,000	234,815	357,315
Revenue / Funding Source Total	500	122,000	234,815	357,315
Expense / Expenditure				
100 - Personnel Services	1,432,474			1,432,474
200 - Contractual Services	764,033	36,500		800,533
300 - Supplies and Expense	79,315	135,200	347,500	562,015
500 - Fixed Charges	148,454			148,454
Expense / Expenditure Total	2,424,276	171,700	347,500	2,943,476
Beginning Carryover	0	200,506	200,890	401,396
Ending Carryover	0	150,806	88,205	239,011
27 - Information Technology Total	2,423,776	0	0	2,423,776



Department Operating Budget Narrative

Account Number	Description	2025 Requested	2024 Budget	Difference		Change Justification 10% or greater change
				Amount	%	
27 - Information Technology						
2701 - IT						
<u>Revenue / Funding Source</u>						
2701-47415 - Local Dept Charges-Systems						
101-2701-47415-???-000	47-000 - Intergovernmental Charges for Services	600	500	100	+20.00%	
<u>Expense / Expenditure</u>						
2701-51450 - Information Systems						
101-2701-51450-???-101	101 - Wages-Permanent	981,384	871,561	109,822	+12.60%	staff pay increases and new cyber security position
101-2701-51450-???-107	107 - Sick Leave	51,771	46,181	5,590	+12.10%	
101-2701-51450-???-108	108 - Vacation	71,905	66,078	5,828	+8.82%	
101-2701-51450-???-109	109 - Holiday	42,922	38,273	4,650	+12.15%	
101-2701-51450-???-110	110 - Funeral/Jury/Other	0	0	0	0.00%	
101-2701-51450-???-119	119 - In or Out Call Pay	15,300	15,300	0	0.00%	
101-2701-51450-???-120	120 - FICA	88,991	79,361	9,631	+12.14%	
101-2701-51450-???-130	130 - Health Insurance	244,860	217,581	27,279	+12.54%	
101-2701-51450-???-132	132 - Post Employment Benefits	12,897	13,744	(847)	-6.17%	
101-2701-51450-???-133	133 - Vision Insurance	518	545	(26)	-4.85%	
101-2701-51450-???-134	134 - Dental Insurance	5,026	0	5,026	0.00%	
101-2701-51450-???-140	140 - Life Insurance	151	151	0	0.00%	
101-2701-51450-???-151	151 - Retirement	78,624	69,717	8,907	+12.78%	
101-2701-51450-???-156	156 - Unemployment Compensation	0	0	0	0.00%	
101-2701-51450-???-160	160 - Worker's Compensation	6,008	6,782	(774)	-11.42%	
101-2701-51450-???-172	172 - Training / Conference / CPE	9,000	7,200	1,800	+25.00%	staff attending more training opportunities
101-2701-51450-???-219	219 - Prof Serv-Other	25,000	25,000	0	0.00%	



Department Operating Budget Narrative

101-2701-51450-???-221	221 - Utility Service-Cellphone / Telephone	67,920	67,920	0	0.00%
101-2701-51450-???-230	230 - R/M Serv-PC Replacement	9,715	9,535	180	+1.89%
101-2701-51450-???-243	243 - R/M Serv Other-Equipment	620,143	661,578	(41,435)	-6.26% O365 actual was lower than expected
101-2701-51450-???-311	311 - Office Supplies	1,400	1,400	0	0.00%
101-2701-51450-???-312	312 - Copy Expense	400	100	300	+300.00%
101-2701-51450-???-313	313 - Postage	50	15	35	+233.33%
101-2701-51450-???-325	325 - Dues & Subscriptions	200	100	100	+100.00%
101-2701-51450-???-331	331 - Mileage	3,900	3,700	200	+5.41%
101-2701-51450-???-332	332 - Meals	200	0	200	0.00%
101-2701-51450-???-333	333 - Lodging / Hotels	3,800	4,000	(200)	-5.00%
101-2701-51450-???-336	336 - Parking	100	0	100	0.00%
101-2701-51450-???-350	350 - Repair & Maintenance Supplies	65,000	70,000	(5,000)	-7.14%
101-2701-51450-???-511	511 - Insurance-Liability	9,588	9,207	382	+4.15%
101-2701-51450-???-531	531 - Rent-Interdepartment	44,760	44,760	0	0.00%
101-2701-51450-???-532	532 - Rent-Building	1,232	1,232	0	0.00%
101-2701-51450-???-535	535 - Leases-Equipment	92,900	93,256	(356)	-0.38%
101-2701-51450-???-814	814 - Computers & Printers	0	0	0	0.00%

2702 - IT-Voice Over IP

Revenue / Funding Source

2702-47415 - Local Dept Charges-Systems

101-2702-47415-???-000	47-000 - Intergovernmental Charges for Services	122,000	122,000	0	0.00%
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Expense / Expenditure

2702-51451 - Voice Over IP

101-2702-51451-???-221	221 - Utility Service-Cellphone / Telephone	38,700	36,500	2,200	+6.03%
101-2702-51451-???-341	341 - Operating Supplies & Expense	78,700	42,300	36,400	+86.05% equipment refresh



Department Operating Budget Narrative

101-2702-51451-???-350	350 - Repair & Maintenance Supplies	92,900	92,900	0	0.00%
101-2702-51451-???-814	814 - Computers & Printers	0	0	0	0.00%

2703 - IT-PC Replacement

Revenue / Funding Source

2703-47415 - Local Dept Charges-Systems

705-2703-47415-???-000	47-000 - Intergovernmental Charges for Services	239,905	234,815	5,090	+2.17% More devices in escrow.
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Expense / Expenditure

2703-51452 - PC Replacement

705-2703-51452-???-350	350 - Repair & Maintenance Supplies	292,000	347,500	(55,500)	-15.97% less devices up for replacement
705-2703-51452-???-814	814 - Computers & Printers	0	0	0	0.00%

Total 27 - Information Technology		2,695,460	2,586,161	109,300	+4.23%
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Committee Report

County of Wood

Report of claims for: MAINTENANCE

For the period of: AUGUST 2024

For the range of vouchers: 19240541 - 19240619 50121073 - 50121073

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19240541	AMAZON CAPITAL SERVICES	CALENDAR	07/22/2024	\$13.46	P
19240542	APPLIED INDUSTRIAL TECHNOLOGIES INC	BELTS FOR JAIL	07/18/2024	\$46.40	P
19240543	ELECTROLINE INC	RB UPS SERVICE CONTRACT	07/19/2024	\$5,196.00	P
19240544	QUALITY DOOR & HARDWARE	BR 1-DOORS,HARDWARE,GLASS	07/24/2024	\$13,937.94	P
19240545	RON'S REFRIGERATION & AC INC	CH BOILER SERVICE CALL	07/24/2024	\$558.75	P
19240546	WISCONSIN VALLEY BUILDING PRODUCTS	SHOP SUPPLIES	07/24/2024	\$23.25	P
19240547	ADVANCE JANITORIAL SERVICE & SUPPLY	CLEANING COURTHOUSE, JAIL	07/25/2024	\$6,581.65	P
19240548	ADVANCE JANITORIAL SERVICE & SUPPLY	CLEANING RB, WASH WINDOWS	07/25/2024	\$5,242.95	P
19240549	DM STAMPS & SPECIALTIES	PRINTING	07/30/2024	(Voided)	P
19240550	DM STAMPS & SPECIALTIES	PRINTING	07/30/2024	(Voided)	P
19240551	CINTAS CORPORATION	MAT CLEANING COURTHOUSE	07/31/2024	\$605.37	P
19240552	JFTCO INC	CH GENERATOR SERVICE CALL	07/24/2024	\$774.68	P
19240553	RUESCH DRYWALL	BR 1 - DRYWALL	07/26/2024	\$25,168.00	P
19240554	WATER WORKS & LIGHTING COMM	SHERIFF LOCKUP OUTDOOR LIGHTS	07/25/2024	\$12.88	P
19240555	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC SVC JOINT USE	07/25/2024	\$236.89	P
19240556	WATER WORKS & LIGHTING COMM	RIVER BLOCK WATER/SEWER	07/25/2024	\$638.57	P
19240557	WATER WORKS & LIGHTING COMM	ELECTRIC SVC SHERIFF LOCKUP	07/25/2024	\$50.08	P
19240558	WATER WORKS & LIGHTING COMM	RIVER BLOCK OUTSIDE LIGHTING	07/25/2024	\$103.68	P
19240559	CDW GOVERNMENT INC	JAIL PROJ - PATCH CABLES	07/12/2024	\$170.00	P
19240560	VENTURE ARCHITECTS	JAIL PROJECT - PROF SERVICES	07/25/2024	\$196,979.74	P
19240561	CONSOLIDATED WATER POWER COMPANY	RIVER BLOCK ELECTRIC JULY 2024	08/01/2024	\$6,270.09	P
19240562	TEK84 INC	JAIL PROJ-EQUIPMENT RELOCATION	04/26/2024	\$7,400.00	P
19240563	DM STAMPS & SPECIALTIES	STAMPS	08/07/2024	\$85.13	P
19240564	DIAMOND BUSINESS GRAPHICS	PRINTING	08/07/2024	\$146.11	P
19240565	AMAZON CAPITAL SERVICES	HYGROMETER	08/07/2024	\$29.00	P
19240566	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	08/06/2024	\$20.87	P
19240567	APEX FIRE PROTECTION LLC	CH HTG SYSTEM - DESIGN	07/31/2024	(Voided)	P
19240567R	APEX ENGINEERING INC	CH HTG SYSTEM - DESIGN	07/31/2024	\$7,007.00	P
19240568	COMPLETE CONTROL	RB BOILER SERVICE CALL	07/31/2024	\$218.25	P
19240569	COMPLETE CONTROL	RB CARD READER INSTALL	07/31/2024	\$513.82	P
19240570	CONSTELLATION NEWENERGY-GAS DIVISION	CH, JAIL, RB GAS SERVICE	08/08/2024	\$578.46	P
19240571	RON'S REFRIGERATION & AC INC	RB COMPRESSOR SERVICE CALL	08/08/2024	\$500.00	P
19240572	SUPERIOR CHEMICAL CORPORATION	SUPPLIES	06/26/2024	\$441.59	P
19240573	SUPERIOR CHEMICAL CORPORATION	SUPPLIES	07/24/2024	\$970.15	P

Committee Report - County of Wood

MAINTENANCE - AUGUST 2024

50121073 - 50121073 19240541 - 19240619

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19240574	VAN ERT ELECTRIC COMPANY INC	RB UPDATE - UPS INSTALL	08/01/2024	\$3,041.43	P
19240575	WASTE MANAGEMENT	WASTE DISPOSAL FEES	08/05/2024	\$1,058.07	P
19240576	WE ENERGIES	GAS SERVICE JAIL	08/02/2024	\$244.22	P
19240577	WE ENERGIES	GAS SERVICE 321 MARKET ST	08/07/2024	\$11.22	P
19240578	WE ENERGIES	GAS SERVICE 441 SARATOGA ST	08/06/2024	\$11.95	P
19240579	WE ENERGIES	GAS SERVICE RIVER BLOCK	08/02/2024	\$368.52	P
19240580	WE ENERGIES	GAS SERVICE SHERIFF LOCKUP	08/08/2024	\$9.57	P
19240581	WE ENERGIES	GAS SERVICE COURTHOUSE	08/02/2024	\$271.96	P
19240582	WE ENERGIES	GAS SERVICE JOINT USE BUILDING	08/08/2024	\$9.57	P
19240583	THE SAMUELS GROUP INC	JAIL PROJECT - 31ST PAYMENT	08/12/2024	\$1,579,163.17	P
19240584	DIAMOND BUSINESS GRAPHICS	printing	08/13/2024	\$39.52	P
19240585	DIAMOND BUSINESS GRAPHICS	printing	08/13/2024	\$39.52	P
19240586	GAPPA SECURITY SOLUTIONS LLC	KEYS FOR WCSD	08/12/2024	\$18.90	P
19240587	GAPPA SECURITY SOLUTIONS LLC	CH KEYS	08/12/2024	\$31.05	P
19240588	GAPPA SECURITY SOLUTIONS LLC	BR 1 - KEYS AND LOCKSETS	08/12/2024	\$771.50	P
19240589	HOME DEPOT CREDIT SERV (Maintenance)	JAIL, CH/SHOP, BR 1, RB	08/05/2024	\$668.03	P
19240590	QUALITY DOOR & HARDWARE	BR 1 - DOOR HARDWARE	08/09/2024	\$761.65	P
19240591	SHERWIN-WILLIAMS CO THE	BR 1 - PAINT	08/12/2024	\$100.90	P
19240592	T&B SERVICES LTD	CH HEATING -TESTING/BALANCING	08/15/2024	\$2,000.00	P
19240593	VAN ERT ELECTRIC COMPANY INC	RB UPDATE - UPS INSTALL	08/07/2024	\$2,384.75	P
19240594	THE SAMUELS GROUP INC	JAIL PROJ - FURNITURE DOWNPAY	08/08/2024	\$251,640.75	P
19240595	NASSCO INC	SUPPLIES	08/21/2024	\$1,259.39	P
19240596	US BANK	KEYBOARD	08/19/2024	\$34.88	P
19240597	AMAZON CAPITAL SERVICES	REG IN PROBATE - CHAIR MATS	08/20/2024	\$239.49	P
19240598	COMPLETE CONTROL	BR 1 - CONTROLS	08/13/2024	\$1,560.00	P
19240599	COMPLETE CONTROL	CH MEP UPDATES - BILLING 1	08/13/2024	\$1,295.00	P
19240600	GRAINGER (Maintenance)	PIPE INSULATION TAPE	08/22/2024	\$43.58	P
19240601	RAPIDS RENTAL & SUPPLY	LAWNMOWER CLUTCH KIT	08/22/2024	\$570.89	P
19240602	SHRED SAFE LLC	CONFIDENTIAL SHREDDING	08/20/2024	\$140.00	P
19240603	SUPERIOR CHEMICAL CORPORATION	ICE MELT	08/20/2024	\$7,112.80	P
19240604	SUPERIOR CHEMICAL CORPORATION	SHOP SUPPLIES	08/21/2024	\$216.92	P
19240605	VAN ERT ELECTRIC COMPANY INC	RB UPDATES - UPS INSTALL	08/13/2024	\$2,193.97	P
19240606	WATER WORKS & LIGHTING COMM	WATER/SEWER SERVICE JAIL	08/14/2024	\$3,026.85	P
19240607	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC 441 SARATOGA	08/14/2024	\$111.04	P
19240608	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC 321 MARKET	08/14/2024	\$74.32	P
19240609	WATER WORKS & LIGHTING COMM	WATER/SEWER SERVICE COURTHOUSE	08/14/2024	\$1,178.17	P
19240610	WATER WORKS & LIGHTING COMM	ELEC SVC COURTHOUSE SECURITY	08/14/2024	\$43.20	P
19240611	WATER WORKS & LIGHTING COMM	ELECTRIC SERVICE BAKER LOT	08/14/2024	\$39.84	P
19240612	WATER WORKS & LIGHTING COMM	RB PARKING LOT STORM SEWER	08/14/2024	\$41.10	P
19240613	WATER WORKS & LIGHTING COMM	RIVER BLOCK STORM SEWER	08/14/2024	\$47.84	P
19240614	WATER WORKS & LIGHTING COMM	SARATOGA ST STORM SEWER	08/14/2024	\$8.24	P
19240615	WATER WORKS & LIGHTING COMM	COURTHOUSE STORM SEWER	08/14/2024	\$101.18	P
19240616	WATER WORKS & LIGHTING COMM	COURTHOUSE ELECTRIC	08/14/2024	\$14,469.44	P
19240617	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC NEW JAIL	08/14/2024	\$1,847.13	P

Committee Report - County of Wood

MAINTENANCE - AUGUST 2024

50121073 - 50121073 19240541 - 19240619

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19240618	INDUSTRIAL SAFETY PROJECTS	JAIL PROJ - SCBA RESPIRATORS	08/12/2024	\$16,037.94	
19240619	VENTURE ARCHITECTS	JAIL PROJECT - PROF SERVICES	08/26/2024	\$113,804.58	
50121073	BATTERIES PLUS BULBS		08/06/2024	\$117.12	P
Grand Total:				\$2,288,781.92	

Signatures

Committee Chair: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____



Letter of Comments September 2024

Ongoing Projects and Planning

Jail Project – The appearance of a nearly complete exterior is an ongoing challenge for the project management team; it is getting increasingly difficult to convince most people that there is around four months of work remaining before we can occupy the new facility.

Contractors continue to work on interior finishes and coordination of mechanical and other infrastructure system startup and programming. All systems must be tested and in conformance with multiple regulations/standards prior to certification for occupancy.

Courthouse – Design and engineering for the Courthouse heating system replacement is ongoing; plans and specifications should be finished in October, at which time the project can be let out for contractors to bid. Our hope is to receive bids early in December and award contracts the first week of January 2025.

The Branch 1 office space is nearly complete. Staff should be settled in to the updated offices by early October.

River Block – Some of the work necessary for the update to our power supply has begun. Our utility provider is planning a weekend power outage at the end of September in order to install a permanent power supply cable and remove the temporary cable that currently serves the building.

Miscellaneous

Attended PIT, County Board, and numerous project meetings.

Continuing to work with City staff and adjacent property occupants regarding accessibility improvements at the Courthouse.

As a more complete picture of the 2025 budget comes into view, there may be some adjustments to consider with regard to the overlapping utility costs of both our old and new jails.



Wood County

WISCONSIN

Reuben Van Tassel
Facilities Manager

Wood County Maintenance Department

Technician Service Hours: 6:00am - 4:30pm M-F

General Office Hours: 6:00am – 2:00pm M-F

Phone: (715) 421-8404

Mission Statement

The Maintenance Department strives to create safe, clean, and efficient facilities in which Wood County departments can operate and serve the public.

Statement of Services

The Maintenance Department directly manages the Courthouse, Jail, River Block, and several outlying properties.

Responsibilities include:

- Maintain and repair external structures such as roofs, windows, and parking lots.
- Maintain and repair internal systems such as mechanical, electrical, plumbing, and security.
- General upkeep such as janitorial services, snow removal, waste removal, and grounds care.
- Evaluate the changing needs of departments and provide updates/remodeling.
- Administer ordering of paper, cleaning, and other general supplies.

The Facilities Manager also assists with project planning/management at all County facilities as needed.



Department Operating Budget Summary

2025 Budget Summary								
<u>Department: 19 - Maintenance</u>	1901 - Maintenance- Courthouse & Jail	1904 - Maintenance-Joint Use Building	1905 - Maintenance- Sheriff Lockup	1908 - Maintenance-River Block	1909 - Maintenance- Triangle Buildings	2025 Total	Change %	2024 Budget
Revenue / Funding Source								
47 - Intergov. Charges for Services	1,711,338	8,000	16,000	604,548		2,339,886	+52.60%	1,533,351
48 - Miscellaneous Revenues	400				0	400	-88.24%	3,400
Revenue / Funding Source Total	1,711,738	8,000	16,000	604,548	0	2,340,286	+52.29%	1,536,751
Expense / Expenditure								
100 - Personnel Services	410,800			206,579		617,379	+6.34%	580,588
200 - Contractual Services	943,180	12,000	7,800	240,750	4,000	1,207,730	+71.65%	703,580
300 - Supplies and Expense	92,480	500	150	32,000		125,130	+8.69%	115,130
500 - Fixed Charges	51,134	2,422	2,422	14,350	0	70,327	+26.44%	55,622
600 - Debt Service	240					240	0.00%	240
Total Operating Expenditures	1,497,834	14,922	10,372	493,679	4,000	2,020,807	+38.87%	1,455,160
800 - Capital Outlay	125,000			175,000	0	300,000	-40.00%	500,000
900 - Other Financing Uses	69,425	(6,922)	5,628	(64,131)	(4,000)	0	0.00%	0
Expense / Expenditure Total	1,692,259	8,000	16,000	604,548	0	2,320,807	+18.70%	1,955,160
Beginning Carryover	398,062	0	0	0	0	398,062	-58.50%	959,143
Ending Carryover	417,541	0	0	0	0	417,541	-22.78%	540,733
19 - Maintenance Total	0	(0)	(0)	(0)	0	(0)	0.00%	0

2024 Budget Summary						
<u>Department: 19 - Maintenance</u>	1901 - Maintenance- Courthouse & Jail	1904 - Maintenance-Joint Use Building	1905 - Maintenance- Sheriff Lockup	1908 - Maintenance-River Block	1909 - Maintenance- Triangle Buildings	2024 Budget
Revenue / Funding Source						
47 - Intergov. Charges for Services	908,643	8,000	16,000	600,708		1,533,351
48 - Miscellaneous Revenues	400				3,000	3,400
Revenue / Funding Source Total	909,043	8,000	16,000	600,708	3,000	1,536,751
Expense / Expenditure						
100 - Personnel Services	388,495			192,093		580,588
200 - Contractual Services	444,680	11,850	7,800	235,250	4,000	703,580
300 - Supplies and Expense	82,480	500	150	32,000		115,130
500 - Fixed Charges	41,250	1,733	1,733	10,907	0	55,622
600 - Debt Service	240					240
Total Operating Expenditures	957,145	14,083	9,683	470,250	4,000	1,455,160
800 - Capital Outlay	250,000			250,000	0	500,000
900 - Other Financing Uses	120,308	(6,083)	6,317	(119,542)	(1,000)	0
Expense / Expenditure Total	1,327,453	8,000	16,000	600,708	3,000	1,955,160
Beginning Carryover	959,143	0	0	0	0	959,143
Ending Carryover	540,733	0	0	0	0	540,733
19 - Maintenance Total	4,693,516	(0)	(0)	0	0	0



Department Operating Budget Narrative

Account Number	Description	2025 Requested	2024 Budget	Difference		Change Justification 10% or greater change
				Amount	%	
19 - Maintenance						
1901 - Maintenance- Courthouse & Jail						
<u>Revenue / Funding Source</u>						
1901-47430 - Local Dept Charges-Blding Rent						
703-1901-47430-???-000	47-000 - Intergovernmental Charges for Services	1,711,338	908,643	802,695	+88.34%	Increased rev due to new jail/office
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	400	400	0	0.00%	
<u>Expense / Expenditure</u>						
1901-51611 - Courthouse & Jail						
703-1901-51611-???-101	101 - Wages-Permanent	230,187	218,309	11,878	+5.44%	
703-1901-51611-???-107	107 - Sick Leave	11,420	10,691	729	+6.82%	
703-1901-51611-???-108	108 - Vacation	14,938	12,353	2,585	+20.93%	
703-1901-51611-???-109	109 - Holiday	9,464	8,869	595	+6.71%	
703-1901-51611-???-110	110 - Funeral/Jury/Other	0	0	0	0.00%	
703-1901-51611-???-111	111 - Clothing Allowance	1,250	1,250	0	0.00%	
703-1901-51611-???-113	113 - Shift Premium	15,000	15,000	0	0.00%	
703-1901-51611-???-115	115 - Overtime	10,000	10,000	0	0.00%	
703-1901-51611-???-119	119 - In or Out Call Pay	1,500	1,500	0	0.00%	
703-1901-51611-???-120	120 - FICA	20,607	19,399	1,208	+6.23%	
703-1901-51611-???-130	130 - Health Insurance	66,462	63,601	2,861	+4.50%	
703-1901-51611-???-132	132 - Post Employment Benefits	3,225	2,924	301	+10.28%	
703-1901-51611-???-133	133 - Vision Insurance	265	223	42	+18.91%	
703-1901-51611-???-134	134 - Dental Insurance	1,560	0	1,560	0.00%	
703-1901-51611-???-140	140 - Life Insurance	60	60	0	0.00%	
703-1901-51611-???-151	151 - Retirement	18,721	17,497	1,224	+7.00%	
703-1901-51611-???-152	152 - Net Pension Contribution	0	0	0	0.00%	
703-1901-51611-???-160	160 - Worker's Compensation	2,640	3,318	(678)	-20.45%	
703-1901-51611-???-172	172 - Training / Conference / CPE	3,500	3,500	0	0.00%	
703-1901-51611-???-219	219 - Prof Serv-Other	47,500	47,500	0	0.00%	
703-1901-51611-???-221	221 - Utility Service-Cellphone / Telephone	3,500	3,000	500	+16.67%	SERVICE COST INCREASE
703-1901-51611-???-223	223 - Utility Service-Sewer	150,000	45,000	105,000	+233.33%	NEW JAIL
703-1901-51611-???-224	224 - Utility Service-Electric	350,000	145,000	205,000	+141.38%	NEW JAIL



Department Operating Budget Narrative

Account Number	Description	2025 Requested	2024 Budget	Difference		Change Justification 10% or greater change
				Amount	%	
703-1901-51611-???-225	225 - Utility Service-Gas	200,000	75,000	125,000	+166.67%	NEW JAIL
703-1901-51611-???-227	227 - Utility Service-Garbage	15,000	7,000	8,000	+114.29%	NEW JAIL
703-1901-51611-???-230	230 - R/M Serv-PC Replacement	2,180	2,180	0	0.00%	
703-1901-51611-???-235	235 - R/M Serv-Janitorial	150,000	100,000	50,000	+50.00%	NEW JAIL
703-1901-51611-???-243	243 - R/M Serv Other-Equipment	25,000	20,000	5,000	+25.00%	NEW JAIL
703-1901-51611-???-311	311 - Office Supplies	1,500	1,500	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	300	300	0	0.00%	
703-1901-51611-???-331	331 - Mileage	1,000	1,000	0	0.00%	
703-1901-51611-???-332	332 - Meals	50	50	0	0.00%	
703-1901-51611-???-333	333 - Lodging / Hotels	300	300	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	20,000	20,000	0	0.00%	
703-1901-51611-???-391	391 - Supplies & Expense	50,000	40,000	10,000	+25.00%	NEW JAIL
703-1901-51611-???-512	512 - Insurance-Vehicles	5,687	4,069	1,618	+39.77%	
703-1901-51611-???-513	513 - Insurance-Property	29,052	20,786	8,266	+39.77%	
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	0	0	0.00%	
703-1901-51611-???-813	813 - Vehicles	0	0	0	0.00%	
703-1901-51611-???-821	821 - Land Improvements	0	0	0	0.00%	
703-1901-51611-???-822	822 - Building Improvements	125,000	720,000	(595,000)	-82.64%	
703-1901-51611-???-980	980 - Outlay Offset	0	0	0	0.00%	
1901-59270 - Transfer to Internal Service						
703-1901-59270-???-917	917 - Transfer to Internal Serv Fund	69,425	120,308	(50,883)	-42.29%	
1903 - Maintenance-Unified Building						
Revenue / Funding Source						
1903-47432 - Local Dept Chrgs-Unified Rent						
703-1903-47432-???-000	47-000 - Intergovernmental Charges for Services	0	0	0	0.00%	
1903-48210 - Miscellaneous Revenue						
703-1903-48210-???-000	48-000 - Miscellaneous Revenues	0	0	0	0.00%	



Department Operating Budget Narrative

Account Number	Description	2025 Requested	2024 Budget	Difference		Change Justification 10% or greater change
				Amount	%	
<u>Expense / Expenditure</u>						
1903-51630 - Unified Services Building						
703-1903-51630-???-222	222 - Utility Service-Water & Sewer	0	0	0	0.00%	
703-1903-51630-???-224	224 - Utility Service-Electric	0	0	0	0.00%	
703-1903-51630-???-225	225 - Utility Service-Gas	0	0	0	0.00%	
703-1903-51630-???-231	231 - R/M Serv-Buildings	0	0	0	0.00%	
703-1903-51630-???-233	233 - R/M Serv-Equipment	0	0	0	0.00%	
703-1903-51630-???-235	235 - R/M Serv-Janitorial	0	0	0	0.00%	
703-1903-51630-???-513	513 - Insurance-Property	0	0	0	0.00%	
703-1903-51630-???-822	822 - Building Improvements	0	0	0	0.00%	
703-1903-51630-???-980	980 - Outlay Offset	0	0	0	0.00%	
1903-59270 - Transfer to Internal Service						
703-1903-59270-???-917	917 - Transfer to Internal Serv Fund	0	0	0	0.00%	
1904 - Maintenance-Joint Use Building						
<u>Revenue / Funding Source</u>						
1904-47410 - Local Dept Charges-Gen Govt						
703-1904-47410-???-000	47-000 - Intergovernmental Charges for Services	8,000	8,000	0	0.00%	
<u>Expense / Expenditure</u>						
1904-51640 - Joint Use Building						
703-1904-51640-???-219	219 - Prof Serv-Other	5,000	5,000	0	0.00%	
703-1904-51640-???-222	222 - Utility Service-Water & Sewer	750	700	50	+7.14%	
703-1904-51640-???-224	224 - Utility Service-Electric	2,250	2,150	100	+4.65%	
703-1904-51640-???-225	225 - Utility Service-Gas	4,000	4,000	0	0.00%	
703-1904-51640-???-391	391 - Supplies & Expense	500	500	0	0.00%	
703-1904-51640-???-513	513 - Insurance-Property	2,422	1,733	689	+39.77%	
1904-59270 - Transfer to Internal Service						
703-1904-59270-???-917	917 - Transfer to Internal Serv Fund	(6,922)	(6,083)	(839)	-13.79%	
1905 - Maintenance-Sheriff Lockup						
<u>Revenue / Funding Source</u>						
1905-47435 - Local Dept Chrges-Sheriff Rent						
703-1905-47435-???-000	47-000 - Intergovernmental Charges for Services	16,000	16,000	0	0.00%	



Department Operating Budget Narrative

Account Number	Description	2025 Requested	2024 Budget	Difference		Change Justification 10% or greater change
				Amount	%	
<u>Expense / Expenditure</u>						
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	2,000	2,000	0	0.00%	
703-1905-51650-???-241	241 - R/M Serv Other-Buildings	4,500	4,500	0	0.00%	
703-1905-51650-???-350	350 - Repair & Maintenance Supplies	150	150	0	0.00%	
703-1905-51650-???-513	513 - Insurance-Property	2,422	1,733	689	+39.77%	
1905-59270 - Transfer to Internal Service						
703-1905-59270-???-917	917 - Transfer to Internal Serv Fund	5,628	6,317	(689)	-10.91%	
1908 - Maintenance-River Block						
<u>Revenue / Funding Source</u>						
1908-47438 - Interdepart Rent-River Block						
703-1908-47438-???-000	47-000 - Intergovernmental Charges for Services	604,548	600,708	3,840	+0.64%	
<u>Expense / Expenditure</u>						
1908-51670 - Building Maint-River Block						
703-1908-51670-???-101	101 - Wages-Permanent	121,188	114,213	6,975	+6.11%	
703-1908-51670-???-107	107 - Sick Leave	6,586	6,140	446	+7.27%	
703-1908-51670-???-108	108 - Vacation	8,682	7,007	1,674	+23.89%	
703-1908-51670-???-109	109 - Holiday	5,458	5,094	364	+7.14%	
703-1908-51670-???-110	110 - Funeral/Jury/Other	0	0	0	0.00%	
703-1908-51670-???-111	111 - Clothing Allowance	1,250	0	1,250	0.00%	
703-1908-51670-???-115	115 - Overtime	3,500	3,500	0	0.00%	
703-1908-51670-???-120	120 - FICA	10,856	10,133	724	+7.14%	
703-1908-51670-???-130	130 - Health Insurance	34,980	33,474	1,506	+4.50%	
703-1908-51670-???-132	132 - Post Employment Benefits	1,397	1,218	179	+14.72%	
703-1908-51670-???-133	133 - Vision Insurance	125	115	10	+8.97%	
703-1908-51670-???-134	134 - Dental Insurance	1,040	0	1,040	0.00%	
703-1908-51670-???-140	140 - Life Insurance	30	30	0	0.00%	
703-1908-51670-???-151	151 - Retirement	9,863	9,139	724	+7.92%	
703-1908-51670-???-160	160 - Worker's Compensation	1,623	2,031	(407)	-20.05%	
703-1908-51670-???-219	219 - Prof Serv-Other	47,500	47,500	0	0.00%	
703-1908-51670-???-221	221 - Utility Service-Cellphone / Telephone	750	750	0	0.00%	
703-1908-51670-???-223	223 - Utility Service-Sewer	9,000	8,000	1,000	+12.50%	SERVICE COST INCREASE



Department Operating Budget Narrative

Account Number	Description	2025 Requested	2024 Budget	Difference		Change Justification 10% or greater change
				Amount	%	
703-1908-51670-???-224	224 - Utility Service-Electric	77,500	75,000	2,500	+3.33%	
703-1908-51670-???-225	225 - Utility Service-Gas	30,000	30,000	0	0.00%	
703-1908-51670-???-227	227 - Utility Service-Garbage	6,000	4,000	2,000	+50.00%	SERVICE COST INCREASE
703-1908-51670-???-235	235 - R/M Serv-Janitorial	70,000	70,000	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%	
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	12,100	8,657	3,443	+39.77%	
703-1908-51670-???-532	532 - Rent-Building	2,250	2,250	0	0.00%	
703-1908-51670-???-819	819 - Other Equipment	0	100,000	(100,000)	-100.00%	
703-1908-51670-???-822	822 - Building Improvements	175,000	150,000	25,000	+16.67%	
703-1908-51670-???-917	917 - Transfer to Internal Serv Fund	(64,131)	(119,542)	55,411	+46.35%	
703-1908-51670-???-980	980 - Outlay Offset	0	0	0	0.00%	
1909 - Maintenance-Triangle Buildings						
<u>Revenue / Funding Source</u>						
1909-48200 - Triangle Buildings-Rental Income						
703-1909-48200-???-000	48-000 - Miscellaneous Revenues	0	3,000	(3,000)	-100.00%	VACANT
<u>Expense / Expenditure</u>						
1909-51680 - Triangle Buildings						
703-1909-51680-???-222	222 - Utility Service-Water & Sewer	1,000	1,000	0	0.00%	
703-1909-51680-???-224	224 - Utility Service-Electric	1,000	1,000	0	0.00%	
703-1909-51680-???-225	225 - Utility Service-Gas	2,000	2,000	0	0.00%	
703-1909-51680-???-231	231 - R/M Serv-Buildings	0	0	0	0.00%	
703-1909-51680-???-233	233 - R/M Serv-Equipment	0	0	0	0.00%	
703-1909-51680-???-235	235 - R/M Serv-Janitorial	0	0	0	0.00%	
703-1909-51680-???-513	513 - Insurance-Property	0	0	0	0.00%	
703-1909-51680-???-822	822 - Building Improvements	0	0	0	0.00%	
703-1909-51680-???-980	980 - Outlay Offset	0	0	0	0.00%	
1909-59270 - Transfer to Internal Service						



Department Operating Budget Narrative

Account Number	Description	2025 Requested	2024 Budget	Difference		Change Justification 10% or greater change
				Amount	%	
703-1909-59270-???-917	917 - Transfer to Internal Serv Fund	(4,000)	(1,000)	(3,000)	-300.00%	
Total 19 - Maintenance		(19,479)	888,409	(907,889)	-102.19%	