



**FINANCE COMMITTEE
THURSDAY, MARCH 17, 2011 - 7:30 A.M.
CONFERENCE ROOM N-1 – FIFTH FLOOR
ROCK COUNTY COURTHOUSE-EAST**

Agenda

1. Call to Order and Approval of Agenda
2. Approval of Minutes --March 3, 2011
3. Citizen Participation, Communications and Announcements
4. Report on Cutwater Investments-Marc McClure, Cutwater Asset Management
5. Transfers and Appropriations
 - A. Coroner
 - B. Child Support
6.
 - A. Bills
 - B. Bills Over \$10,000
 - C. Encumbrances Over \$10,000
 - D. Pre-Approved Encumbrance Amendments
 - E. Approval of Bills for Other Departments
7. Contract Award for Auction Services
8. Review of Resolutions
 - A. Amending the Sheriff's 2011 Budget to Use Equitably Shared Funds
9. Review and Possible Action on Consideration of Office Relocation:
County Clerk and Financial Services
10. Report on Cash Balances and Investments
11. Review and Possible Action on the Rock County Statement of
Investment Policy
12. Adjournment

ROCK COUNTY

SUPPLEMENTAL APPROPRIATIONS - TRANSFERS

#1104

Transfer No.

3/7/11

Coroner

Jenifer Keach

Requested by _____

Department _____

Department Head _____

Date _____

FROM

ACCOUNT #	DESCRIPTION	AMOUNT
19-1922-0000-64904	Contingency Fund	\$2,536.00

TO

ACCOUNT #	DESCRIPTION	AMOUNT
28-2600-0000-67172	Capital Assets \$500 or More	\$2,536.00

FISCAL NOTE:

Sufficient funds are available in the above object code for the requested transfer.

ADMINISTRATIVE NOTE:

Recommended. *CK*

REQUIRED APPROVAL:

Governing Committee

Finance Committee

DATE

COMMITTEE CHAIR

03-07-2011

Jenifer Keach

File _____

FINANCE DIRECTOR
RECEIVED
#11-04
MAR 7 2011

ROCK COUNTY TRANSFER REQUESTS

TO: FINANCE DIRECTOR

REQUESTED BY: CORONER

Department

Janet Kneach
Department Head Signature

DATE: 3/7/2011

FROM:	AMOUNT
ACCOUNT #: 19-1922-0000-64904 DESCRIPTION: Contingency Fund CURRENT BALANCE: \$ 75,000.00 PROVIDED BY THE FINANCE DIRECTOR	\$ 2,536.00
ACCOUNT #: DESCRIPTION:	
CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR	
ACCOUNT #: DESCRIPTION:	
CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR	
ACCOUNT #: DESCRIPTION:	
CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR	

TO:	AMOUNT
ACCOUNT #: 28-2600-0000-67172 DESCRIPTION: Capital Assets \$ 500 or more	\$ 2,536.00
ACCOUNT #: DESCRIPTION:	
ACCOUNT #: DESCRIPTION:	
ACCOUNT #: DESCRIPTION:	

REASON FOR TRANSFER - BE SPECIFIC:

Transfer to purchase new mortuary cot used for transporting deceased persons in the Coroner Van. The current cot is broken and no longer repairable. This was not an anticipated purchase for 2011, so I did not budget funds for it.

ROCK COUNTY

SUPPLEMENTAL APPROPRIATIONS - TRANSFERS

#11-02

Transfer No.

2/25/11

Child Support

Kris Baker-Ellis

Requested by

Department

Department Head

Date

FROM

ACCOUNT #	DESCRIPTION	AMOUNT
34-3850-0000-62119	Contracted Services	\$2,400

TO

ACCOUNT #	DESCRIPTION	AMOUNT
34-3850-0000-62130	Audit Fees	\$2,400

FISCAL NOTE:

Sufficient funds are available in the above object code for the requested transfer.

ADMINISTRATIVE NOTE:

Recommended. *CRK*

REQUIRED APPROVAL:

Governing Committee

Finance Committee

DATE

COMMITTEE CHAIR

03-07-2011

Kris Baker-Ellis

File

ROCK COUNTY TRANSFER REQUESTS

FINANCE DIRECTOR
RECEIVED
#16022
FEB 25 2011

TO: FINANCE DIRECTOR
 REQUESTED BY: CHILD SUPPORT Department
 DATE: 2/25/11
 Department Head Signature: *[Signature]*

FROM:	TO:	AMOUNT
1) ACCOUNT #: 34-3850-0000-62119 DESCRIPTION: CONTRACTED SERVICES CURRENT BALANCE: \$ 705,796.24 <i>2/25/11</i> PROVIDED BY THE FINANCE DIRECTOR <i>[Signature]</i>	ACCOUNT #: 34-3850-0000-62130 DESCRIPTION: AUDIT FEES	\$2,400
2) ACCOUNT #: DESCRIPTION: CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR	ACCOUNT #: DESCRIPTION:	
3) ACCOUNT #: DESCRIPTION: CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR	ACCOUNT #: DESCRIPTION:	
4) ACCOUNT #: DESCRIPTION: CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR	ACCOUNT #: DESCRIPTION:	

REASON FOR TRANSFER - BE SPECIFIC: 2010 AUDIT FEES WERE HIGHER THAN ANTICIPATED (\$4,000). CHILD SUPPORT HAD ONLY BUDGETED FOR \$1,600.

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
0515000000-63107	PUBL & LEGAL	1,625.00	2.0%	57.87	-24.11	1,591.24	
	P1100986-PO# 03/10/11 -VN#011191			BELOIT DAILY NEWS		144.12	
	P1101444-PO# 03/10/11 -VN#013607			JANESVILLE GAZETTE INC		28.31	
				CLOSING BALANCE		1,418.81	172.43
0515000000-68010	EXP.ALLOCATIONS	0.00	100.0%	705.00	862.44	-1,567.44	
ENC	R1101595-PO# 03/07/11 -VN#044943			CARDMEMBER SERVICES		33.75	
				CLOSING BALANCE		-1,601.19	33.75
	FINANCE DIRECTOR		PROG-TOTAL-PO			206.18	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$206.18 INCURRED BY FINANCE DIRECTOR. CLAIMS COVERING THE ITEMS ARE PROPER AND HAVE BEEN PREVIOUSLY FUNDED. THESE ITEMS ARE TO BE TREATED AS FOLLOWS

- A. BILLS AND ENCUMBRANCES OVER \$10,000 REFERRED TO THE COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

FINANCE COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____ DEPT-HEAD

MAR 17 2011

DATE _____ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1414110000-63103	LEGAL FORMS	18,500.00	0.0%	0.00	0.00	18,500.00	
	P1101362-PO# 03/10/11 -VN#041689					ILLINOIS OFFICE SUPPLY	2,935.76
						CLOSING BALANCE	15,564.24
							2,935.76
	ELECTIONS					PROG-TOTAL-PO	2,935.76

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$2,935.76 INCURRED BY ELECTIONS. CLAIMS COVERING THE ITEMS ARE PROPER AND HAVE BEEN PREVIOUSLY FUNDED. THESE ITEMS ARE TO BE TREATED AS FOLLOWS

- A. BILLS AND ENCUMBRANCES OVER \$10,000 REFERRED TO THE COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

FINANCE COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____ DEPT-HEAD

MAR 17 2011 DATE _____ CHAIR

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1017210000-44164	FEES FR.ABSTRACT	100,000.00	10.7%	9,464.52	1,255.16	89,280.32	
	P1101412-PO# 03/10/11 -VN#043416			FIDLAR COMPANIES		-1,255.15	
				CLOSING BALANCE	90,535.47		-1,255.15
1017210000-62119	OTHER SERVICES	113,840.00	0.4%	481.58	0.00	113,358.42	
	P1101412-PO# 03/10/11 -VN#043416			FIDLAR COMPANIES		1,667.08	
				CLOSING BALANCE	111,691.34		1,667.08
1017210000-63407	COMPUTER SUPPL	7,610.00	11.2%	856.94	0.00	6,753.06	
	P1101200-PO# 03/10/11 -VN#014386			MASTERGRAPHICS		284.94	
				CLOSING BALANCE	6,468.12		284.94
	LAND RECORDS			PROG-TOTAL-PO		696.87	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$696.87 INCURRED BY LAND RECORDS. CLAIMS COVERING THE ITEMS ARE PROPER AND HAVE BEEN PREVIOUSLY FUNDED. THESE ITEMS ARE TO BE TREATED AS FOLLOWS

- A. BILLS AND ENCUMBRANCES OVER \$10,000 REFERRED TO THE COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

FINANCE COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____ DEPT-HEAD

MAR 17 2011 DATE _____ CHAIR

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
0714300000-62400	R & M SERV	212,767.00 48.5%	82,912.20	20,373.95	109,480.85		
	P1100379-PO# 03/10/11 -VN#047329			TELECO SYSTEMS INC		1,020.00	
	P1101218-PO# 03/10/11 -VN#021497			DELL MARKETING LP		116.98	
			CLOSING BALANCE		108,343.87		1,136.98
0714300000-62421	COMPUTER EQUIP	9,000.00 8.4%	762.80	0.00	8,237.20		
	P1100375-PO# 03/10/11 -VN#011949			COMPUTER BUSINESS SERVICES		487.50	
			CLOSING BALANCE		7,749.70		487.50
0714300000-62491	SOFTWARE MAINT	630,312.00 38.1%	235,395.28	5,017.28	389,899.44		
	P1101299-PO# 03/10/11 -VN#036684			ESHA RESEARCH		400.00	
	P1101388-PO# 03/10/11 -VN#039900			ORACLE CORPORATION		106.40	
	P1101442-PO# 03/10/11 -VN#046794			INNOVATIVE DATA SOLUTIONS		1,204.22	
			CLOSING BALANCE		388,188.82		1,710.62
0714300000-63407	COMPUTER SUPPL	13,423.00 9.8%	71.39	1,249.76	12,101.85		
	P1101300-PO# 03/10/11 -VN#033353			CDW GOVERNMENT INC		57.59	
			CLOSING BALANCE		12,044.26		57.59
0714300000-64701	SOFTWARE PURCH	149,053.00 33.1%	11,496.86	37,945.56	99,610.58		
	P1003892-PO# 03/10/11 -VN#050382			DELL		33,535.32	
			CLOSING BALANCE		66,075.26		33,535.32
0714300000-67143	IT DEPT.CR-CHGS.	77,646.00 21.9%	15,633.92	1,381.03	60,631.05		
	P1101096-PO# 03/10/11 -VN#050382			DELL		6,186.29	
	P1101274-PO# 03/10/11 -VN#033353			CDW GOVERNMENT INC		11.99	
	P1101311-PO# 03/10/11 -VN#033353			CDW GOVERNMENT INC		13.34	
			CLOSING BALANCE		54,419.43		6,211.62
			INFORMATION TECH	PROG-TOTAL-PO		43,139.63	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$43,139.63 INCURRED BY INFORMATION TECHNOLOGY. CLAIMS COVERING THE ITEMS ARE PROPER AND HAVE BEEN PREVIOUSLY FUNDED. THESE ITEMS ARE TO BE TREATED AS FOLLOWS

- A. BILLS AND ENCUMBRANCES OVER \$10,000 REFERRED TO THE COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

FINANCE COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____ DEPT-HEAD _____

MAR 17 2011 DATE _____ CHAIR _____

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Robert D. Spoden, Sheriff
INITIATED BY



Diane Michaelis
DRAFTED BY

Public Safety and Justice Committee
SUBMITTED BY

March 2, 2011
DATE DRAFTED

Amending the Sheriff's 2011 Budget to Use Equitably Shared Funds

1 **WHEREAS**, federal law authorizes the Attorney General to share federally forfeited property with
2 participating state and local law enforcement agencies through the Department of Justice Asset Forfeiture
3 Program; and,
4

5 **WHEREAS**, equitably shared funds are required to be used by law enforcement agencies for law
6 enforcement purposes only; and,
7

8 **WHEREAS**, the intent of the transfer is to enhance law enforcement, and it must increase, not supplant
9 the recipient's appropriated operating budget; and,
10

11 **WHEREAS**, for their participation in the program, the Sheriff's Office received funds in the amount of
12 \$640; and,
13

14 **WHEREAS**, the Sheriff's Office also received funds from the sale of seized property in the amount of
15 \$360; and,
16

17 **WHEREAS**, the Sheriff's Office plans to use the funds to purchase a used SMART board.
18

19 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
20 this _____ day of _____, 2011, that the 2011 budget be amended as follows:
21
22

Account/Description	Budget 02/28/11	Increase (Decrease)	Amended Budget
<u>Source of Funds</u>			
21-2100-0000-47000/ Transfer In	\$0	\$1,000	\$10,271
<u>Use of Funds</u>			
21-2100-0000-67171/ Capital Assets \$1,000/More	\$29,787	\$1,000	\$30,787

34 **BE IT FURTHER RESOLVED** that a purchase order be issued to CECA2 of Milton, WI, for the
35 purchase of a used SMART board, model Symposium 350.
36

37 **BE IT FURTHER RESOLVED** that payment be made to the vendor upon receipt and acceptance by the
38 Rock County Sheriff.

Amending the Sheriff's 2011 Budget to Accept and Use Equitably Shared Funds

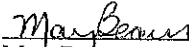
Page 2

Respectfully submitted,

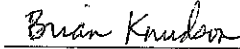
Public Safety and Justice Committee


Ivan Collins, Chair


Larry Wiedenfeld, Vice Chair


Mary Beaver


Henry Brill


Brian Knudson

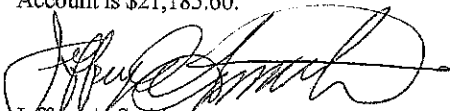
Finance Committee Endorsement

Reviewed and approved on a vote of

Mary Mawhinney, Chair

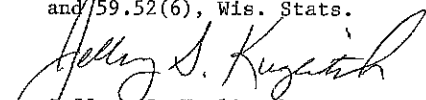
FISCAL NOTE:

This resolution authorizes the transfer in of \$1,000 for the Sheriff's Asset Forfeiture Trust, A/C 00-0000-0070-29637, for the purchase of a used Smart Board. The current balance in this Trust Account is \$21,185.60.


Jeffrey A. Smith
Finance Director

LEGAL NOTE:

As an amendment to the adopted 2011 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats. The County Board is authorized to take this action pursuant to secs. 59.01 and 59.52(6), Wis. Stats.


Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.


Craig Knutson
County Administrator

Executive Summary

Amending the Sheriff's 2011 Budget to Use Equitably Shared Funds

The Department of Justice Asset Forfeiture Program is a nationwide law enforcement initiative that removes the tools of crime from criminal organizations and deprives wrongdoers of the proceeds of their crimes. Federal law authorizes the Attorney General to share federally forfeited property with participating state and local law enforcement agencies.

Equitably shared funds are required to be used by law enforcement agencies for law enforcement purposes only. The intent of the transfer is to enhance law enforcement. It must increase, not supplant the recipient's appropriated operating budget.

In addition to equitably shared funds, the Sheriff's Office received \$360 from the sale of seized property.

The Sheriff's Office plans to use \$640 of equitably shared funds and \$360 of metro-seized funds to purchase a used SMART board. A SMART board is an interactive board which combines the simplicity of a whiteboard with the power of a computer. The board will be used for incident command planning and training purposes.