



**FINANCE COMMITTEE
THURSDAY, APRIL 23, 2015 - 5:50 P.M.
JURY DELIBERATION ROOM – FOURTH FLOOR
ROCK COUNTY COURTHOUSE-EAST**

Agenda

1. Call to Order and Approval of Agenda
2. Citizen Participation, Communications and Announcements
3. Approval of Minutes – April 9, 2015
4. Transfers and Appropriations
 - A. General Services
 - B. Sheriff's Office (3)
5.
 - A. Bills
 - B. Bills Over \$10,000
 - C. Encumbrances Over \$10,000
 - D. Pre-Approved Encumbrance Amendments
 - 1) Developmental Disabilities
 - E. Approval of Bills for Other Departments
6. Sale of Surplus and Old Squad Equipment to Town of Turtle Police Department Outside of a County Auction
7. Adjournment

**NOTE: Location,
Time & Date**

Rock County Transfer Request - Over \$1,000

TO: FINANCE DIRECTOR Date 4/15/15
Requested By General Services
Department

Transfer No. 15-15
Robert Leu
Department Head

FROM:	AMOUNT	TO:	AMOUNT
Account #: 18-1810-0000/63104 Description: Printing & Duplicating Current Balance: \$16,422	\$3,300.00	Account #: 18-1810-0000/64200 Description: Training	\$3,300.00
Account #: Description: Current Balance:		Account #: Description:	
Account #: Description: Current Balance:		Account #: Description:	
Account #: Description: Current Balance:		Account #: Description:	

REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC

We're in the early weeks of the second quarter, so all accounts have healthy balances. I chose this account, because expenditures are more predictable, and there is usually a year end balance, once the inventory is credited to the account.

REASON TRANSFER IS NECESSARY - BE SPECIFIC

A computerized DDC (Direct Digital Control) system regulates the HVAC (Heating, Ventilating, & Air Conditioning) systems at the Courthouse. Users must be trained and educated in order to use the system, and retraining is needed as software updates are made. This transfer will add enough money to send the three Courthouse maintenance staff to Johnson Controls School in Milwaukee. Tuition for the three day class, for three people, at separate times, will be \$4,185.00. Lodging will cost about \$1,100.00.

FISCAL NOTE:

Sufficient funds are available for transfer. *4/15/15*

ADMINISTRATIVE NOTE:

Recommended *[Signature]* *4-15-15*

REQUIRED APPROVAL

DATE

COMMITTEE CHAIR

Governing Committee _____

Finance Committee _____

Rock County Transfer Request - Over \$1,000

TO: FINANCE DIRECTOR Date 04/14/15 Transfer No. 15-13
 Requested By Sheriff's Office Department Sheriff Spoden Department Head

FROM:	AMOUNT	TO:	AMOUNT
Account #: 21-2140-2014-67160 Description: Capital Assets \$500 - HITDA14 Current Balance: \$5,000	\$3,900	Account #: 21-2140-2014-63904 Description: Policing/1st Aid - HIDTA14	\$3,900
Account #: Description: Current Balance:		Account #: Description:	
Account #: Description: Current Balance:		Account #: Description:	
Account #: Description: Current Balance:		Account #: Description:	

REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC

The items purchased were under \$500, and they should be booked under Policing and First Aid Supplies, not Capital Assets.

REASON TRANSFER IS NECESSARY - BE SPECIFIC

The items purchased were under \$500, and they should be booked under Policing and First Aid Supplies, not Capital Assets.

FISCAL NOTE:

Sufficient funds are available for transfer. *4/15/15*

ADMINISTRATIVE NOTE:

Recommended. *[Signature]* *4-15-15*

REQUIRED APPROVAL

DATE

COMMITTEE CHAIR

Governing Committee _____

Finance Committee _____

Rock County Transfer Request - Over \$1,000

TO: FINANCE DIRECTOR Date 04/14/15 Transfer No. 15-14
 Requested By Sheriff's Office Department Sheriff Spoden Department Head

FROM:	AMOUNT	TO:	AMOUNT
Account #: 21-2140-2014-61210 Description: Over-Time Wages - HITDA14 Current Balance: \$12,164	\$11,450	Account #: 21-2140-2014-62210 Description: Telephone - HITDA14	\$1,250
Account #: Description: Current Balance:		Account #: 21-2140-2014-62400 Description: Repair/Maint Srvs - HITDA14	\$1,500
Account #: Description: Current Balance:		Account #: 21-2140-2014-62491 Description: Software Maint - HITDA14	\$2,500
Account #: Description: Current Balance:		Account #: 21-2140-2014-65331 Description: Equipment Lease - HITDA14	\$6,200

REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC

The HIDTA14 grant was rolled over to 2015. During 2014, the HIDTA related Overtime was charge to the HIDTA13 grant which left the HIDTA14 Overtime funds available.

REASON TRANSFER IS NECESSARY - BE SPECIFIC

The original HIDTA14 budget was based on the award documents. During the course of the grant other needs arose. The grant manager approved the changes.
 \$1,250 - Modem service for pole cameras
 \$1,500 - AT&T service
 \$2,500 - Callyo starter package / \$6,200 - Leased vehicles; unmarked

FISCAL NOTE:

Sufficient funds are available for transfer. *05-4-15*

ADMINISTRATIVE NOTE:

Recommended. *[Signature]* *4-15-15*

REQUIRED APPROVAL

DATE

COMMITTEE CHAIR

Governing Committee _____

Finance Committee _____

Rock County Transfer Request - Over \$1,000

TO: FINANCE DIRECTOR Date 04/14/15 Transfer No. 15-12
 Requested By Sheriff's Office Department Sheriff Spoden Department Head

FROM:	AMOUNT	TO:	AMOUNT
Account #: 21-2140-2014-61210 Description: Over-Time Wages - HITDA14 Current Balance: \$15,164	\$3,000	Account #: 21-2140-2014-63908 Description: Investigative Exp - HITDA14	\$3,000
Account #: Description: Current Balance:		Account #: Description:	
Account #: Description: Current Balance:		Account #: Description:	
Account #: Description: Current Balance:		Account #: Description:	

REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC

The Special Investigations Unit did not work as much overtime on HIDTA related cases as was originally anticipated.

REASON TRANSFER IS NECESSARY - BE SPECIFIC

Additional purchases of evidence and information are anticipated.

FISCAL NOTE:

Sufficient funds are available for transfer. *4/15/15*

ADMINISTRATIVE NOTE:

Recommended *[Signature]* *4-15-15*

REQUIRED APPROVAL

DATE

COMMITTEE CHAIR

Governing Committee _____

Finance Committee _____

PURCHASE ORDER NUMBER P1500699

PEID 011723

PRE-APPROVED ENCUMBRANCE AMENDMENT FORM

This form must be used when adding funds to or changing an account number of a previously approved encumbrance. Please complete this form and e-mail to Susan Balog in Accounting (balog@co.rock.wi.us), Cheryl Mikrut in Accounting (mikrut@co.rock.wi.us) and Jodi Millis in Purchasing (jodi@co.rock.wi.us). Susan or Cheryl will forward on to your governing committee for approval. The Encumbrance and Purchase Order will be updated upon approval of all necessary committees and County Board (if amendment is over \$10,000).

DATE April 10, 2015

DEPARTMENT DD Board

COMMITTEE Rock County DD Board

VENDOR NAME CESA 2

ACCOUNT NUMBER 33-3310-0000-62601

FUNDS DESCRIPTION Purchase of Care

AMOUNT OF INCREASE \$ 169,531

INCREASE FROM \$ 711,348 TO \$ 880,879

ACCOUNT BALANCE AVAILABLE \$ 272,769.24 SB 04/10/15

REASON FOR AMENDMENT This increase is due to the provider taking over the therapy component of the birth to 3 program.

APPROVALS

GOVERNING COMMITTEE _____
Chair _____ Date _____

FINANCE COMMITTEE _____
(If over \$10,000) Chair _____ Date _____

COUNTY BOARD _____
(If over \$10,000) Resolution # _____ Adoption Date _____

ROBERT D. SPODEN
ROCK COUNTY SHERIFF
BARBARA J. TILLMAN
CHIEF DEPUTY

April 10, 2015

TO: Rock County Finance Committee

FR: Sheriff Robert D. Spoden *R.S.*

RE: Old and Used Squad Equipment

The Rock County Sheriff's Office currently has a surplus of old squad equipment that has been in storage over the years from our prior squad change over processes. This equipment is anywhere from two to eight years old. This equipment has been replaced with newer generational equipment for our squads. At this point, our agency has no need or use for the below listed equipment. We will never be able to utilize this equipment again.

It has come to our attention that Sergeant Jeff DuCharme of the Turtle Township Police Department in Rock County, Wisconsin, is in need of the below-listed equipment, for their departmental use. They would like to purchase from us the equipment below. As a result, we are willing to sell the equipment listed below to them.

The selling price was estimated by Bruce Ott and Capt. Gary Groelle.

(1) Federal Visor Light Bar	\$ 50.00
(1) Federal Siren Box, Model 640	\$ 50.00
(1) Federal Siren Box, Model 300	\$ 25.00
(5) Individual LED Lights @ \$5.00 each	<u>\$ 25.00</u>

TOTAL	<u>\$150.00</u>
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CC: Chief Deputy Tillman	Cmd. Knudson
Bruce Ott	Diane Michaelis
Jodi Millis	Marylyn Bondenhagen
Turtle Township PD – Sgt. Jeff DuCharme	File

200 EAST U.S. HIGHWAY 14
JANESVILLE, WISCONSIN 53545-9601
PHONE 608-757-8000 FAX 608-757-7997