



**FINANCE COMMITTEE
THURSDAY, JULY 1, 2010 - 7:30 A.M.**

**CONFERENCE ROOM N-1 – FIFTH FLOOR
ROCK COUNTY COURTHOUSE-EAST**

Agenda

1. Call to Order and Approval of Agenda
2. Committee Review and Approval of Per Meeting Allowances
3. Approval of Minutes – June 17, 2010
4. Citizen Participation, Communications and Announcements
5. Transfers and Appropriations
 - A. Financial Services
6. Bills – Bills Over \$10,000
Encumbrances Over \$10,000
Pre-Approved Encumbrance Amendments
Approval of Bills for Other Departments – Public Safety & Justice Committee
Drug Court Grant
7. Resolution
 - A. Authorizing Purchase of In-Squad Digital Video System for the Sheriff's Office and Amending the 2010 Budget
8. Review of Resolutions
 - A. Authorizing Amending 2010 Revolving Loan Fund Program Budget
 - B. Hosting Honor Guard Clinics and Amending the Budget
9. Semi-Annual Departmental Out of State Training and Conference Report
 - A. Register of Deeds
 - B. Finance Director
 - C. Real Property
 - D. County Treasurer
 - E. County Clerk
10. Set Time and Date for Next Meeting
11. Adjournment

ROCK COUNTY

SUPPLEMENTAL APPROPRIATIONS - TRANSFERS

10-17

Transfer No.

Requested by FINANCIAL SERVICES

JEFFREY A. SMITH

Department

Department Head

6/22/10

Date

FROM

TO

ACCOUNT #	DESCRIPTION	AMOUNT
19-1922-0000	64904-Contingency Fund	\$3,505.00
05-1500-0000	61108-Seasonal Wages	900.00

ACCOUNT #	DESCRIPTION	AMOUNT
05-1500-0000	67130-Terminals & PCs	\$4,405.00

FISCAL NOTE:

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

ADMINISTRATIVE NOTE:

Recommended. 

REQUIRED APPROVAL:

Governing Committee

Finance Committee

DATE

COMMITTEE CHAIR

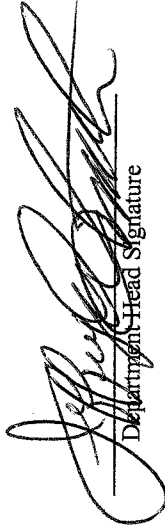
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ROCK COUNTY TRANSFER REQUESTS

FINANCE DIRECTOR
RECEIVED
10-17
JUN 22 2010

TO: FINANCE DIRECTOR

REQUESTED BY: Financial Services
Department


Department Head Signature

DATE: 6-22-10

	AMOUNT
1) ACCOUNT #: 19-1922-0000-64904 DESCRIPTION: Contingency Fund CURRENT BALANCE: \$ 64,028 PROVIDED BY THE FINANCE DIRECTOR	\$3,180.00
2) ACCOUNT #: DESCRIPTION:	
CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR	
3) ACCOUNT #: DESCRIPTION:	
CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR	
4) ACCOUNT #: DESCRIPTION:	
CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR	

	AMOUNT
ACCOUNT #: 05-1500-0000-67130 DESCRIPTION: Terminals & PCs	\$3,180.00
ACCOUNT #: DESCRIPTION:	
ACCOUNT #: DESCRIPTION:	
ACCOUNT #: DESCRIPTION:	

REASON FOR TRANSFER - BE SPECIFIC:

We are requesting three new scanners (two for Courthouse Accounting and one for Rock Haven Accounting). We would like to utilize the accounting system's document management capabilities and store all accounting related documentation electronically. Our current paper filing system is labor intensive and not user friendly. Also, many departments keep copies of the same documentation in their own files. Utilizing the accounting system's document management capabilities will save staff filing time (our office and other departments'), save paper by eliminating multiple copies and provide better accessibility for users.

6-10-17
JUN 22 2010

ROCK COUNTY TRANSFER REQUESTS

TO: FINANCE DIRECTOR

REQUESTED BY: Financial Services
Department



Department Head Signature

DATE: 6-22-10

FROM:	AMOUNT
ACCOUNT #: 05-1500-0000-61108 DESCRIPTION: Seasonal Wages CURRENT BALANCE: \$ 900.00 PROVIDED BY THE FINANCE DIRECTOR	\$900.00
ACCOUNT #: 19-1922-0000-64904 DESCRIPTION: Contingency Fund CURRENT BALANCE: \$ 64,028 PROVIDED BY THE FINANCE DIRECTOR	\$325.00
ACCOUNT #: DESCRIPTION:	
CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR	
ACCOUNT #: DESCRIPTION:	
CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR	

TO:	AMOUNT
ACCOUNT #: 05-1500-0000-67130 DESCRIPTION: Terminals & PCs	\$1,225.00
ACCOUNT #: DESCRIPTION:	
ACCOUNT #: DESCRIPTION:	
ACCOUNT #: DESCRIPTION:	

REASON FOR TRANSFER - BE SPECIFIC:

We are requesting five new computer monitors and video cards in order to set up dual monitor systems for the accounting staff. Accounting staff consistently have more than one application in use. For example, they flip between IFAS screens or IFAS and Excel for reconciliations, flip between email and IFAS to answer questions or do distributions for other departments, etc. Dual monitors will help improve staff productivity and efficiency by allowing staff to view and work in two applications at once.

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
0515000000-63100	OFC SUPP & EXP P1000922-PO# 07/01/10 -VN#038471	5,050.00 24.4%	1,103.24	131.49	3,815.27	20.46 IRON MOUNTAIN SECURE SHREDDING	
					CLOSING BALANCE	3,794.81	20.46
0515000000-68010	EXP.ALLOCATIONS P1000390-PO# 07/01/10 -VN#013607	0.00 100.0%	28.52	600.00	-628.52	26.60 JANESVILLE GAZETTE INC	
ENC	R1002746-PO# 06/15/10 -VN#036201					326.29 AMAZON.COM	
ENC	R1002812-PO# 06/21/10 -VN#046302					100.00 COMMERCE BANK COMMERCIAL ACCOU	
					CLOSING BALANCE	-1,081.41	452.89
	FINANCE DIRECTOR		PROG-TOTAL-PO				473.35

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$473.35 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

JUL 01 2010 DATE _____ CHAIR

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1414110000-63100	OFC SUPP & EXP	3,000.00	8.6%	259.49	0.02	2,740.49	
	P1000633-PO# 07/01/10 -VN#038471					IRON MOUNTAIN SECURE SHREDDING	81.83
						CLOSING BALANCE	2,658.66
						ELECTIONS	81.83
						PROG-TOTAL-PO	81.83

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$81.83 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

JUL 01 2010

DATE _____ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1717100000-64200	TRAINING EXP	800.00 45.6%	365.00	0.00	435.00	158.00	
		07/01/10 -VN#023612	LEYES,RANDY				
			CLOSING BALANCE		277.00		158.00
			REGISTER OF DEED	PROG-TOTAL-PO		158.00	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$158.00 INCURRED BY REGISTER OF DEEDS. 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

JUL 01 2010

DATE _____ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1919330000-64904	SUNDRY EXPENSE	4,000 00 41.8%	1,274.96	1,274.96	400.78	2,324.26	265.00	265.00
	P1002502-PO# 07/01/10 -VN#020293			WELLNESS COUNCIL OF WISCONSIN			265.00	
				CLOSING BALANCE		2,059.26		265.00
	EMPL. RELATED			PROG-TOTAL-PO			265.00	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$265.00 INCURRED BY EMPLOYEE RELATED. 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 _____

JUL 01 2010

DATE _____ CHAIR _____

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
0714300000-62400	R & M SERV	243,467.00 58.0%	139,125.07	2,232.43	102,109.50		
	P1000876-PO# 07/01/10 -VN#019713			GENERAL HEATING AND AIR CONDIT		770.40	
	P1000911-PO# 07/01/10 -VN#044658			CINTAS FIRE PROTECTION		897.50	
	P1002266-PO# 07/01/10 -VN#033353			CDW GOVERNMENT INC		768.20	
	P1002299-PO# 07/01/10 -VN#033353			CDW GOVERNMENT INC		401.00	
	P1002300-PO# 07/01/10 -VN#033353			CDW GOVERNMENT INC		568.98	
				CLOSING BALANCE		98,703.42	3,406.08
0714300000-62421	COMPUTER EQUIP	9,000.00 23.3%	2,097.99	0.00	6,902.01		
	P1000938-PO# 07/01/10 -VN#036454			PARTS NOW		578.00	
				CLOSING BALANCE		6,324.01	578.00
0714300000-63102	PAPER & FORMS	16,050.00 19.3%	3,110.42	0.00	12,939.58		
	P1002221-PO# 07/01/10 -VN#018635			ES BUSINESS FORMS AND COMMERCIAL		1,147.16	
				CLOSING BALANCE		11,792.42	1,147.16
0714300000-64701	SOFTWARE PURCH	143,812.00 27.1%	19,409.44	19,624.61	104,777.95		
	P1002230-PO# 07/01/10 -VN#039900			ORACLE CORPORATION		1,934.50	
	P1002366-PO# 07/01/10 -VN#048561			CITIES DIGITAL		1,430.00	
				CLOSING BALANCE		101,413.45	3,364.50
0714300000-67143	IT DEPT CR-CHGS	50,000.00 282.9%	109,303.27	32,195.59	-91,498.86		
	P1002265-PO# 07/01/10 -VN#033353			CDW GOVERNMENT INC		81.17	
	P1002307-PO# 07/01/10 -VN#033353			CDW GOVERNMENT INC		136.66	
	P1002420-PO# 07/01/10 -VN#033353			CDW GOVERNMENT INC		125.79	
*** OVERDRAFT ***							
				CLOSING BALANCE		-91,842.48	343.62
				INFORMATION TECH			
				PROG-TOTAL-PO		8,839.36	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$8,839.36 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

JUL 01 2010

DATE _____ CHAIR

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
2122150000-63110	ADMIN EXPENSE	200,106.00	45.6%	40,459.50	50,821.10	108,825.40	
			07/01/10 -VN#025068	WERNER, RICHARD T		1,377.59	
			07/01/10 -VN#049254	GREGORY, DR PAUL		1,538.70	
			07/01/10 -VN#049494	MATTINGLY, ATTORNEY KELLY J		1,338.55	
				CLOSING BALANCE		104,570.56	4,254.84
				DRUG COURT GRANT	PROG-TOTAL-PO		4,254.84

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$4,254.84 INCURRED BY DRUG COURT DISCRETIONARY GRANT. 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.

PUBLIC SAFETY & JUSTICE COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____ DEPT-HEAD

JUL 01 2010 DATE _____ CHAIR

RESOLUTION NO. _____

AGENDA NO. _____

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Finance Committee
INITIATED BY _____



Mickey Crittenden, Director
Information Technology _____

Finance Committee
SUBMITTED BY _____

DRAFTED BY _____

June 22, 2010
DATE DRAFTED _____

TITLE

AUTHORIZING PURCHASE OF AN IN-SQUAD DIGITAL VIDEO SYSTEM FOR THE SHERIFF'S OFFICE AND AMENDING THE 2010 BUDGET

1 WHEREAS, the Sheriff's Office has received grants and has budgeted other funds for the purchase of
2 an in-squad digital video system for safety and operational needs; and,
3

4 WHEREAS, the Information Technology Department is responsible for purchasing computer-related
5 hardware and software for all county departments and offices; and,
6

7 WHEREAS, the specified in-squad digital video system may be purchased under terms of the State of
8 Wisconsin contract WN33ACA.
9

10 NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled
11 this _____ day of _____ 2010 that a Purchase Order in the amount of \$48,105.90 be issued to
12 Dell Marketing, LP for the purchase of an in-squad digital video system and that the Information
13 Technology Department's 2010 budget be amended as follows:
14

Account/ Description	Budget at 06/22/10	Increase (Decrease)	Amended Budget
<u>Source of Funds</u>			
07-1430-0000-68105 Allocated Acquisitions	(789,225)	(48,106)	(837,361)
<u>Use of Funds</u>			
07-1430-0000-67131 Computer Equipment	170,143	48,106	218,249

Respectfully submitted,

FINANCE COMMITTEE

Mary Mawhinney, Chair

GENERAL SERVICES COMMITTEE
PURCHASING PROCEDURAL ENDORSEMENT

Sandra Kraft, Vice Chair

Vote of _____.

Mary Beaver

Phillip Owens, Chair

David Diestler

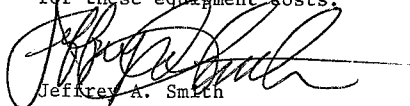
J. Russell Podzilni

**AUTHORIZING PURCHASE OF AN IN-SQUAD DIGITAL VIDEO
SYSTEM FOR THE SHERIFF'S OFFICE AND AMENDING THE
2010 BUDGET**

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FISCAL NOTE:

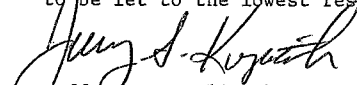
This resolution amends Information Technology's 2010 budget to provide the budgetary authority to purchase computer equipment for the Sheriff's AVL Project. Sufficient funds are available in the Sheriff's budget, as amended, for these equipment costs.


Jeffrey A. Smith
Finance Director

LEGAL NOTE:

As an amendment to the Adopted 2010 County Budget, this resolution requires a 2/3 vote of the entire membership of the County Board, pursuant to Section 65.90(5)(a), Wis. Stats.

The County Board is authorized to take this action pursuant to Sec(s) 59.01 and 59.51, Wis. Stats. In addition, Sec. 59.52(29), Wis. Stats, requires the project to be let to the lowest responsible bidder.


Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.


Craig Knutson
County Administrator

Executive Summary for the Purchase of an In-Squad Digital Video System for the Sheriff's Office and Amending the 2010 Budget

The Sheriff's Office has developed a plan to use grant and other funds for the purchase of an in-squad digital video system, with an initial implementation in 8 squad cars. The system will provide for persuasive, documentary evidence that will defend against civil litigation and allegations of officer misconduct. The primary objectives of the system include:

- Enhancing officer safety;
- Accurately capturing statements and events during the course of an incident;
- Improving the officer's ability to document and review statements and actions for both internal reporting requirements and for courtroom presentation;
- Providing an impartial measurement for self-critique and field evaluation during recruitment and new officer training, and
- Capturing visual and audio information for use in investigations.

The in-squad digital video system includes the following components:

• Dell PowerEdge Server	\$6,610.81
• Safety Vision Hardware and Software	<u>\$41,495.09</u>
Total:	\$48,105.90

The system will be purchased from Dell Marketing, LP using the pricing and terms of the State of Wisconsin contract #WN33ACA. The resolution amends the IT 2010 budget to allow for using the appropriate expense account for the purchase.

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Planning & Development Comm.
INITIATED BY



James Otterstein, Manager
Economic Development
DRAFTED BY

Planning & Development Comm.
SUBMITTED BY

June 21, 2010
DATE DRAFTED

AUTHORIZING AMENDING 2010 REVOLVING LOAN FUND PROGRAM BUDGET

1 **WHEREAS**, the County's Economic Development Agency administers a Revolving Loan Fund (RLF)
2 program for the purposes of facilitating economic development projects in accordance with local, State
3 and Federal guidelines; and,
4

5 **WHEREAS**, in preparation of the Agency's annual budget, the RLF activity is estimated and factored
6 into the overall budgetary processes; and,
7

8 **WHEREAS**, certain administrative related expenses can be covered from the RLF program's income;
9 and,
10

11 **WHEREAS**, the Agency's 2010 RLF activity has surpassed its estimated utilization rate; therefore, the
12 approved 2010 RLF Budget is insufficient to meet known projects throughout the remainder of the year
13 without a budgetary amendment; and,
14

15 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
16 this _____ day of _____, 2010 does hereby authorize that RLF loans be made upon approval of the
17 Planning & Development Committee, and the release of funds by the Finance Director and County
18 Administrator.
19

20 **BE IT FURTHER RESOLVED** that the 2010 County Budget be amended as follows:
21

<u>A/C DESCRIPTION</u>	<u>BUDGET AT 6/30/10</u>	<u>INCREASE (DECREASE)</u>	<u>AMENDED BUDGET</u>
<u>Source of Funds</u>			
64-6531-0000-44902/ Loan Repayments	44,200	4,604	48,804
64-6531-0000-46300/ Interest on Investments	701	(299)	402
64-6531-0000-46400/ Funds Fwd. From Prior Year	10,099	8,195	18,294
<u>Use of Funds</u>			
64-6531-0000-64912 Community Dev. Activity	50,000	12,500	62,500

Respectfully submitted,

Planning & Development Committee

Alan Sweeney, Chair

Marilynn Jensen

Mary Mawhinney, Vice Chair

Phillip Owens

Wayne Gustina

**AUTHORIZING AMENDING 2010 REVOLVING LOAN
FUND PROGRAM BUDGET**
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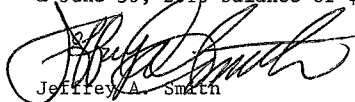
FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of _____.

Mary Mawhinney, Chair

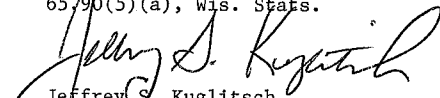
FISCAL NOTE:

This resolution authorizes the Transfer In of an additional \$8,195 from the Planning Department's Economic Development Revolving Loan Program which has a June 30, 2010 balance of \$101,847.


Jeffrey A. Smith
Finance Director


LEGAL NOTE:

As an amendment to the Adopted 2010 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.


Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.


Craig Knutson
County Administrator

**AUTHORIZING AMENDING 2010 REVOLVING LOAN FUND PROGRAM
BUDGET**

EXECUTIVE SUMMARY

Prepared by James R. Otterstein, Economic Development Manager

The County's Economic Development Agency, under the purview of the Planning & Development Agency, administers a Revolving Loan Fund (RLF) program. Originally capitalized from the principal and interest proceeds collected from a Wisconsin Development Fund (WDF) loan, the County's RLF provides financing for economic development projects that meet local, State and/or Federal guidelines.

Annually, the Agency estimates the future year's utilization of the RLF program. This estimated figure, including any eligible administrative expenses, is factored into the program's budget. For YR 2010, the Agency originally anticipated that \$55,000 would be utilized from the program: \$50,000 in loan(s) and \$5,000 in administrative expenses.

This anticipated loan amount, however, has been surpassed due to a request to provide \$62,500 in RLF assistance to Edgerton Gear, Inc. Per the County's RLF Policies and Procedures Manual, the Planning & Development Committee has approved this loan. This Resolution appropriates \$12,500 of additional Community Development Activity funds, which are needed for the Edgerton Gear loan.

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Sheriff Robert D. Spoden
INITIATED BY



Diane Michaelis
DRAFTED BY

**Public Safety and Justice
Committee**
SUBMITTED BY

June 16, 2010
DATE DRAFTED

Hosting Honor Guard Clinics and Amending the Budget

1 **WHEREAS**, the Rock County Sheriff's Office plans to host a series of honor guard clinics for other law
2 enforcement agencies and charge \$50 per participant; and,

3
4 **WHEREAS**, the fees collected will be used for clinic program supplies; and,

5
6 **WHEREAS**, any remaining fees will be used to purchase uniforms and equipment for the Sheriff's
7 Office honor guard unit; and,

8
9 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
10 this day of _____ day of _____, 2010 that the Sheriff's Office 2010 budget be amended as
11 follows:

<u>Account/ Description</u>	<u>Budget 06/01/10</u>	<u>Increase (Decrease)</u>	<u>Amended Budget</u>
<u>Source of Funds</u>			
21-2100-0000-44100 Fees	0	700	700
<u>Use of Funds</u>			
21-2100-0000-64604 Program Expense	0	700	700

22
23
Respectfully submitted,

Public Safety and Justice Committee

Finance Committee Endorsement

Reviewed and approved on a vote of

Ivan Collins
Ivan Collins, Chair

Larry Wiedenfeld
Larry Wiedenfeld, Vice Chair

Mary Mawhinney, Chair

Mary Beaver
Mary Beaver

Henry Brill
Henry Brill

Brian Knudson
Brian Knudson

Hosting Honor Guard Clinics and Amending the Budget
Page 2

FISCAL NOTE:

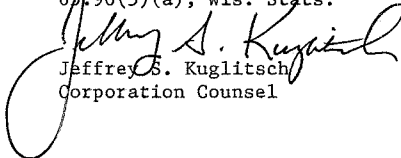
This resolution amends the Sheriff's Office budget for fees charged for honor guard training offset with program expenses, uniforms and equipment.



Jeffrey A. Smith
Finance Director

LEGAL NOTE:

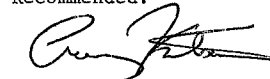
As an amendment to the adopted 2010 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 63.90(5)(a), Wis. Stats.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson
County Administrator

Executive Summary

The Rock County Sheriff's Office plans to host a series of honor guard clinics for other law enforcement agencies. The other agencies have requested this training from us. The purpose of the clinics will be to instruct our new members along with members from other agencies on honor guard basics such as proper flag etiquette, funeral protocol, marching, and formations.

The charge for the clinic for outside agencies will be \$50 per participant. It is anticipated that there will be 14 participants. The fees collected will be used to cover program supplies. Any remaining fees will be used to purchase uniforms and equipment for the Sheriff's Office honor guard unit.



MEMO

DATE: June 18, 2010

TO: Finance Committee

FROM: Randy Leyes
Rock County Register of Deeds

SUBJECT: Semi-Annual Report – Attendance at Conventions/Conferences


This is to advise you that the Register of Deeds office did not have any training, conventions, or conferences that exceeded the total cost of \$1,000 per event for the period of January 1, 2010 through June 30, 2010.

Cc: Craig Knutson, County Administrator

MEMORANDUM

DATE: June 14, 2010

TO: Finance Committee

FROM: Jeffrey A. Smith, Finance Director 

RE: Semi-Annual Report of Training Costs Exceeding
\$1,000 per Employee per Event

In accordance with Resolution 06-9A-087, adopted September 14, 2006, enclosed is the semi-annual report of training costs exceeding \$1,000 per event for the period January 1, 2010 through June 30, 2010.

Please contact me if you have any questions on this matter.

cc: Craig Knutson


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ROCK COUNTY, WISCONSIN



**Real Property
Description Department**
51 South Main Street
Janesville, WI 53545
(608) 757-5610

MEMORANDUM

DATE: June 18, 2010
TO: Finance Committee
FROM: Michelle Schultz, Real Property Lister/LIO 
RE: Semi-Annual Report – Attendance at Conferences/Conventions

No member of the Land Records committee used Land Records funds in attending any training, conference or convention that exceeded the cost of \$1,000 per event, per employee over the past six months.

Cc: Craig Knutson

MEMO

To: Finance Committee
From: Vicki Brown
Date: June 18, 2010
Re: Semi-Annual Report – Attendance at Conferences/Conventions

No staff member in the Treasurer's Office attended any training, conference, or convention that exceeded the cost of \$1,000 per event, per employee over the past six months.

Cc: Craig Knutson

ROCK COUNTY, WISCONSIN

*Office of the Rock County Clerk
51 South Main Street
Janesville, WI 53545*

*Lori Stottler, Rock County Clerk
Maureen K. Johnson, Deputy*



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www.co.rock.wi.us
stottler@co.rock.wi.us*

June 24, 2010

To: Finance Committee Chair Mawhinney and committee members

Cc: Craig Knutson, Administrator

Re: Semi-Annual Report Attendance at Conventions/Conferences

Dear Chair Mawhinney and Committee members;

Per Resolution 06-9A-087, I am required to submit semi-annually all instances of attendance at all training, conventions and conferences that exceed costs of \$1,000 per event, per employee.

Please allow this memo to serve as notice of reporting that the County Clerk's office did not attend any training, conventions or conferences exceeding \$1,000.00 per event, per employee between January 1 and June 30, 2010.

Thank you.

Lori

Lori Stottler
Rock County Clerk