



**FINANCE COMMITTEE
THURSDAY, OCTOBER 20, 2016 - 7:30 A.M.
CONFERENCE ROOM N-1 – FIFTH FLOOR
ROCK COUNTY COURTHOUSE-EAST**

AGENDA

1. Call to Order and Approval of Agenda
2. Citizen Participation, Communications and Announcements
3. Approval of Minutes – October 6, 2016
4. Transfers and Appropriations
5. Resolutions
 - A. Authorizing Purchase of Budgeted Network Servers
 - B. Awarding Contract for Investment Advisory Services for Calendar Years 2017-2019
(With Options for 2020-2022)
 - C. Amending Rock County's Purchasing Ordinance
6. Committee Approval
 - A. Approval for Purchase of RT Vision Software for Timecard - Plus
7. Budget Review
 - A. County Clerk
 - B. Finance Director
 - C. Information Technology
 - D. Register of Deeds
 - E. Treasurer
 - F. Land Records
 - G. Other
8. Report on Cash Balances and Investments
9. Adjournment

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Mickey Crittenden, Director of IT
INITIATED BY



Mickey Crittenden, Director of IT
DRAFTED BY

Finance Committee
SUBMITTED BY

October 11, 2016
DATE DRAFTED

Authorizing Purchase of Budgeted Network Servers

- 1 **WHEREAS**, the improvement and upgrade of the County's network server capacity is an active
- 2 Information Technology strategic initiative and Capital Improvement Program project; and,
- 3
- 4 **WHEREAS**, the replacement of older and under-performing servers is a key component for meeting
- 5 the current and future network server requirements associated with the County systems; and,
- 6
- 7 **WHEREAS**, the 2016 Information Technology Capital Projects budget (07-1444-0000-67131) did
- 8 include funding for the replacement of aging and under-performing general purpose servers; and,
- 9
- 10 **WHEREAS**, the Information Technology Department staff did specify the configuration of 2 Cisco
- 11 UCS replacement network servers, chassis, and associated components; and,
- 12
- 13 **WHEREAS**, the specified Cisco servers will be purchased using the pricing and terms of the State of
- 14 Wisconsin Cisco Contract #50SENT-M16-DATACOMMUN-01.
- 15
- 16 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
- 17 this _____ day of _____, 2016 that a Purchase Order for a Cisco enclosure and Cisco
- 18 blade servers be issued to Core BTS, Inc. of Madison, WI in the amount of \$29,899.24.

Respectfully submitted,

FINANCE COMMITTEE

Mary Mawhinney, Chair

Sandra Kraft, Vice Chair

Mary Beaver

Brent Fox

J. Russell Podzilni

ADMINISTRATIVE NOTE:

Recommended

Josh Smith
Josh Smith
County Administrator

FISCAL NOTE:

Funding was included in the IT budget for the cost of these servers. This purchase is being funded by sales tax revenue.

Sherry Oja
Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 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
Jeffrey S. Kuglitsch
Corporation Counsel

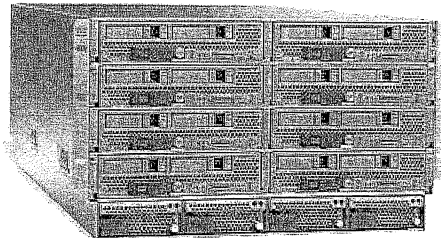
Executive Summary for the Purchase of Network Servers

As one of the budgeted 2016 IT Capital Projects, this purchase will replace aging and under-performing general application servers and add capacity to the County's virtual server farm. The server purchase includes:

- 2 Cisco UCS physical Blade Servers for hosting general business applications and databases within the County's virtual server environment;
- 1 Cisco Blade Server Chassis;
- 2 UCS Director Licenses for Server Management;
- All associated memory and cables;
- Installation and three years' maintenance and support.

The Blade Servers will be located in the data center at the Health Care Center. They will be network-attached and use the County's Storage Area Network for primary disk storage. These servers will have a useful life to the County of 5 – 7 years.

The total cost of the Cisco UCS Blade Servers, chassis, and associated component, as listed above is \$29,899.24, and will be purchased from Core BTS, Inc. of Madison, WI using the pricing and terms of the State of Wisconsin Cisco contract #50SENT-M16-DATACOMMUN-01.



RESOLUTION NO. _____

AGENDA NO. _____

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Finance Committee
INITIATED BY



Sherry Oja, Finance Director
DRAFTED BY

Finance Committee
SUBMITTED BY

October 11, 2016
DATE DRAFTED

Awarding Contract for Investment Advisory Services for Calendar Years 2017 – 2019 (With Options for 2020 – 2022)

- 1 **WHEREAS**, the Purchasing Division advertised and solicited proposals for investment advisory
- 2 services for calendar years 2017 – 2019 (with options for 2020 – 2022); and,
- 3
- 4 **WHEREAS**, the Chair of the Finance Committee, Treasurer, Finance Director and Assistant
- 5 Finance Director independently analyzed the six proposals received; and,
- 6
- 7 **WHEREAS**, as a result of the evaluations the Finance Committee recommends a contract with
- 8 PFM Asset Management for investment advisory services.
- 9
- 10 **NOW, THEREFORE, BE IT RESOLVED**, by the Rock County Board of Supervisors duly
- 11 assembled this _____ day of _____, 2016 that the County Board Chair and County Clerk
- 12 be authorized and directed to execute an Investment Advisory Services contract with PFM Asset
- 13 Management for calendar years 2017 – 2019 (with options for 2020 – 2022).
- 14
- 15 **BE IT FURTHER RESOLVED**, that the Finance Committee is delegated the authority to
- 16 exercise the options for calendar years 2020 – 2022.

Respectfully submitted,

FINANCE COMMITTEE

Mary Mawhinney, Chair

Sandra Kraft, Vice Chair

Mary Beaver

Brent Fox

J. Russell Podzilni

**Awarding Contract for Investment Advisory Services for Calendar Years
2017 – 2019 (With Options for 2020 – 2022)**

Page2

FISCAL NOTE:

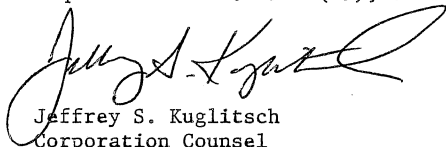
Interest on Investments is credited to the County Treasurer's A/C 15-1540-0000-46300 and is a direct offset to County tax levy. The 2016 Budget includes \$543,000 in revenues from Interest on Investments.



Sherry Oja
Finance Director

LEGAL NOTE:

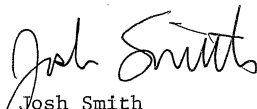
The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. Professional services are not subject to the bidding requirements of § 59.52(29), Stats.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

EXECUTIVE SUMMARY

The county Purchasing Division issued Request for Proposal 2017-02 for Investment Advisory Services and advertised in the Janesville Gazette and on the county's web site. In addition, the RFP was direct mailed to investment advisory service firms that had expressed an interest in providing services to the county.

We received four (4) responses that met the criteria of the RFP. The Chair of the Finance Committee, Treasurer, Assistant Finance Director and Finance Director independently analyzed the four proposals using a standardized evaluation form. The evaluation form rated each firm's government portfolio management expertise, general investment approach, adequacy of reporting requirements and historical investment performance. As a result of the evaluations the Finance Committee recommends that Rock County contract with PFM Asset Management of Milwaukee, WI for investment advisory services for the period January 1, 2017 through December 31, 2019 with options to renew the contract for up to an additional three year period, 2020-2022.

PROPOSAL SUMMARY FORM

PROJECT NUMBER #2017-02
 PROJECT NAME INVESTMENT ADVISORY SERVICES
 PROPOSAL DUE DATE AUGUST 31, 2016 – 12:00 NOON
 DEPARTMENT FINANCE DIRECTOR

	PFM ASSET MGMT MILWAUKEE WI	DANA INVESTMENTS BROOKFIELD WI	PMA MILWAUKEE WI	INSIGHT INVESTMENTS DENVER CO
RATER 1	83	83	81	70
RATER 2	92	86	90	74
RATER 3	80	90	64	72
RATER 4	90	74	77	70
TOTAL	345	333	312	286


Proposals were evaluated based on the following criteria:

- Experience managing governmental investments portfolios similar to Rock County's investments. Maximum 20 points
- General Investment Experience. Maximum 10 points
- Staff Qualifications-Education, position in firm and years of relevant experience. Maximum 15 points
- Specific Investment Approach. Maximum 20 points
- Adequacy of reporting requirements. Maximum 10 points
- Historical performance-Net of fees. Maximum 25 points

- Request for Proposal was advertised in the Janesville Gazette and on the Internet.
- Two agencies submitted "No Bids".
- Two agencies submitted Proposals but failed to meet the mandatory elements and therefore cannot be considered.
- Two additional agencies were solicited that did not respond.

PREPARED BY: JODI MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: PFM Asset Management

SIGNATURE  DATE 10-11-16

GOVERNING COMMITTEE APPROVAL:

CHAIR _____ VOTE _____ DATE _____

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Finance Committee
INITIATED BY



Sherry Oja, Finance Director
DRAFTED BY

Finance Committee
SUBMITTED BY

October 11, 2016
DATE DRAFTED

Amending Rock County's Purchasing Ordinance

1 **WHEREAS**, Rock County has an established Purchasing Ordinance; and,
2
3 **WHEREAS**, certain changes have been suggested by Department Heads and Purchasing Staff;
4
5 **NOW, THEREFORE, BE IT RESOLVED**, by the Rock County Board of Supervisors duly
6 assembled this _____ day of _____, 2016 does hereby amend Chapter 2, Part 2, Subpart 2,
7 of the County's Purchasing Ordinance as follows (deleted language crossed out, added language
8 underscored):
9

**CHAPTER 2, PART 2, SUBPART 2
PURCHASING ORDINANCE**

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11
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13 **2.211 Purpose**

- 14
15 (1) This ordinance is intended to achieve greater efficiency and economy in the
16 operation of Rock County government and to encourage competition and business in Rock
17 County by centralizing all County purchasing within the Finance Department, except
18 insofar as otherwise specifically authorized by provisions of this ordinance.
19
20 (2) This ordinance shall not be construed to grant any rights to any vendor or any person
21 applying to be a vendor of goods or services to Rock County.
22
23 (3) This ordinance shall be administered and construed in a manner consistent with all
24 applicable State and Federal laws and, insofar as any State or Federal law is intended to
25 preempt local authority, any provision of this ordinance which is inconsistent with such
26 State or Federal law, that provision of this ordinance shall be null and void to the extent of
27 the inconsistency.
28

29 **2.212 Authority**

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31 This ordinance is created pursuant to the authority granted by, without limitation by reason
32 of enumeration, Sections 59.03(1), 59.51(2), 59.52(6), 59.52(8), 59.52(9) and 59.52(29) of
33 the Wisconsin Statutes.
34

35 **2.213 Administration**

36
37 The provisions of this ordinance and any regulations adopted hereunder shall be
38 administered, supervised and enforced by the Finance Director, subject to the authority of
39 the County Administrator and policy review by the Finance Committee. Administrative
40 rules shall be developed which are appropriate to ensure compliance with the terms of this
41 ordinance and on-going administrative, financial and legal review of all contract
42 documents entered into on behalf of Rock County. The Finance Committee may by rule
43 require additional procedures or impose limitations beyond those expressly set forth in this
44 ordinance insofar as the Committee determines that such action will further the intent and
45 purpose of this ordinance.

46 **2.214 Appropriations**

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2.215 Definitions

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All procurement transactions shall be in accordance with the appropriations made by the County Board for the operation of the respective County departments and agencies. No transaction shall be substantially completed unless adequate funds have been appropriated for the purpose. Items not separately enumerated in the annual County budget, including furniture and equipment, must be approved for purchase, in advance, by the County Administrator or designee upon written justification.

(1) Bidder - shall mean all natural persons, corporations, partnerships, associations, joint ventures, trusts, or any other form of business affiliation whatever, submitting an offer for the provision of goods or services to the County in accord with specifications supplied by the County, or making an offer to purchase an item in accord with a call for bids issued by the County.

(2) Decentralized purchasing authority - shall mean the authority to determine the need for and procure goods and services in accordance with the delegation of such authority by the Finance Committee to a department other than the Purchasing Division of the Finance Department. Such authority may only be exercised in the requisitioning of specified purchases in a designated period of time as described in a written purchase order issued by the Purchasing Division.

(3) Most responsible and responsive bidder - shall mean that Bidder who offers, as appropriate, either lowest cost or highest payment, the best quality to the County, and who possesses the necessary financial responsibility, skill, ability and integrity to perform the obligations required by the transaction. However, in no instance may a bidder who has been convicted of bid rigging or price fixing within three years of submission of the bid involved and which involved a contract with the County, be considered the most responsible and responsive bidder.

(4) Professional Services - shall mean unique or technical functions performed by independent contractors whose primary occupation is the rendering of these services. Such services are characterized by extended analysis, the exercise of discretion and independent judgment in their performance, and an advanced, specialized type of knowledge, expertise, or training customarily acquired either by a prolonged course of study or equivalent experience in the field. Examples of professional services include, without limitation by reason of enumeration, medicine and the medical arts, management and systems consultation, research, the performing arts, surveyor and surveyor services, engineering and architectural design services.

(5) Purchase of Goods - shall mean any transaction between the County and any party or parties by which the County is to receive a tangible commodity or property, excepting real property, in exchange for money or other valuable consideration.

(6) Purchase of Services - shall mean any transaction between the County and any party by which the County is to receive useful labor or activity in return for money or other valuable consideration, but does not include labor performed as an employee of Rock County.

(7) County Auction - shall mean an auction conducted on behalf of Rock County which is advertised in advance and open to the general public.

(8) Regulations - shall mean those rules or guidelines issued by the Finance Committee to implement the provisions or administration of this ordinance.

(9) Transactions - shall mean any act or agreement between the County and any other party or parties which alters the legal relationship between them, such as, but not limited to, contracts or agreements for services or goods or any real or personal property, concessions, leases and rentals.

107 **2.216 Finance Director and Finance Committee**

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The Finance Director, acting under the administrative authority of the County Administrator and the policy oversight of the Finance Committee, shall exercise the following duties and functions relating to this ordinance:

- (1) Implement the provisions of this ordinance through the activities of the Purchasing Division of the Finance Department, and by providing administrative assistance, training and support to all County officials and employees in activities governed by this ordinance.
- (2) Ensure that sufficient appropriate written regulations are in place to provide guidance to those engaged in activities within the scope of this ordinance, and monitor the administration of prescribed policies and procedures.
- (3) Enforce the provisions of the ordinance by suitable measures.
- (4) Advise and consult with all concerned departments and committees concerning the conduct of transactions in accordance with this ordinance, upon request, or as deemed necessary by the Finance Director, the County Administrator, or the Finance Committee.
- (5) Promote standardization of equipment and supplies within Rock County government.
- (6) In conjunction with the Finance Committee, provide suitable safeguards and procedures so that relatively small or routine matters need not be automatically referred to the Board or its committees.
- (7) Refer to the County Administrator or County Board any transactions which the Finance Director or Finance Committee views as affecting general County policy.
- (8) In conjunction with the Finance Committee, designate decentralized buying authorities, as provided for under sec. 2.218(3)(a) of this ordinance.

2.217 Disposal of Unsuitable or Unusable Goods

All equipment or supplies which have become unsuitable or unnecessary to their needs shall be disposed of through a County auction, except for items which are to be traded in or applied on any purchases or are determined to be worthless. Exceptions may be made by the Finance Committee for the sale of certain items on the open market at a minimum predetermined price to be approved by the Committee, and for items needed by any county department or municipality. Sales of items to another municipality shall be at a price approved by the Committee. Surplus County property shall not be sold to any County employee, officer or agent, except through a County auction.

In addition, the Finance Committee may authorize the Purchasing Division to dispose of items by alternative means including but not limited to: outside auctions, listings on the Internet, either government or private, by donation to not-for-profit organizations or other means that may become available in the future.

2.218 Procedure (Purchase of Goods and Certain Contracts for Professional Services)

- (1) Procedure and Bids - General
 - (a) Compliance with sec. 59.52 (29). All public work, as defined under state statutes and including any contract for the construction, repair, remodeling or improvement of any public work, building, or furnishing of supplies or material of any kind where the estimated cost of such work exceeds \$25,000, shall be let by contract to the lowest responsible bidder in accordance with sec. 66.0901(2), Wis. Stats, except that the County Board may by a three-fourths vote provide that any class of public work or any part thereof may be done directly by the County without submitting the same for bids. If the estimated cost of any public work is between \$5,000 and \$25,000, the board shall give a class I notice under ch. 985 before it contracts for the work or shall contract with a person qualified as a bidder under s. 66.0901(2). The requirements under this subsection shall be interpreted and applied as being in addition to any requirements created or arising under this ordinance.

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This subsection does not apply to highway contracts which the county highway committee or the county highway commissioner is authorized by law to let or make, or to the emergency repair or reconstruction of public facilities when the County Board by resolution determines that the public health or welfare of the County is endangered by damage or threatened damage to such facilities.

(b) All invitations for furnishing goods, and non-professional services, where the estimated cost exceeds ~~\$10,000~~ ~~\$25,000~~ shall be bid only after notice by publication, once (class I notice) in the official newspaper of Rock County. Additional newspapers or trade magazines may be used to obtain the best advertising and widest notice at the most reasonable cost. The advertisement shall call for sealed bids to furnish the desired items, or supplies or services, in accordance with specifications prepared or approved by the Purchasing Division, which specifications shall describe completely the items, supplies or services to be furnished, the department for which the same are required, and the quantities desired.

Bids shall be received and opened by the Finance Director's designee on the date and at the time and place specified in the Advertisement for Bid. The reading of all bids shall be open to the public. A Bid bond or certified check in the amount required by the bid specifications may be required to accompany the bid. A performance bond or material/payment bond may also be required of the bidder upon acceptance of the bid.

~~(e) All contracts for purchases not defined as public work in Section 2.218(1)(a), where the estimated costs exceeds \$5,000 but does not exceed \$10,000 shall be made only after attempting to obtain at least three sealed quotations, where possible, in lieu of advertised bids. Sealed quotations shall be received and opened by the Finance Director's designee on the date and at the time and place specified in the quote specifications. All quotations shall be available for viewing by the public.~~

~~(c)~~(c) All contracts for purchases where the estimated cost is between ~~\$1,000~~ ~~\$5,000~~ and ~~\$5,000~~ ~~\$25,000~~ may be made on the open market and directly from a dealer or supplier without obtaining sealed quotations, but such contracts shall be made only after multiple quotations or proposals have been solicited, where practicable. Quotations obtained in this manner shall be confirmed by the successful quoter.

~~(d)~~(d) Purchases under ~~\$1,000~~ ~~\$5,000~~ may be made directly by the Purchasing Division from approved dealers or suppliers.

~~(e)~~(e) The Finance Committee or Purchasing Division may reject any or all bids, proposals or quotations; waive any technicality or error in any bid, proposal or quotation, or part thereof, and to accept the same, or combinations thereof, in whole or in part, whenever such waiver and acceptance is deemed to be in the best interest of Rock County.

~~(g)~~(f) Contracts for purchases shall be awarded to the lowest, most responsible and responsive bidder or quoter.

(2) Procedure and Bids – Direct Purchases Allowed

(a) If bids, quotations or proposals are not obtainable, or in cases of immediate need for the items or supplies due to an emergency situation, purchases may be made directly from an approved supplier. The County Administrator or Finance Committee may also authorize direct purchases without bids or multiple quotations under circumstances deemed justified and advantageous to Rock County.

(b) The justification and reasons for awards of contracts for purchases made by the procedures authorized above, shall be recorded and kept on file in the Finance Director's office.

232 (3) Special Purchases

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(a) Goods and Services. Consistent with all other provisions of this ordinance, departments requiring goods and services may be granted decentralized purchasing authority by the Finance Committee, in consultation with the Finance Director, in accordance with sec. 2.216(8) of this ordinance. Such authority shall be exercised by the requisitioning department only after the issuance of a purchase order by the Purchasing Division covering specified purchase(s) for a designated period of time.

(b) Highway Purchases. The Highway Commissioner is authorized to make purchases directly related to highway construction and maintenance in accordance with sec. 83.015(2)(b), Wis. Stats. Purchases not directly related to highway construction and maintenance shall be made through the Purchasing Division. The Highway Commissioner, at his/her discretion, may utilize the services of the Purchasing Division for any or all highway related purchases. All purchases related to County highway, parks and airport activities not specifically otherwise regulated by state statute or County Board Resolution shall be made through the Purchasing Division.

(c) Purchases from Governmental Units. Materials, supplies, machinery and equipment offered for sale by the federal government or by any municipality may be purchased without bids, at prices to be agreed upon between the Purchasing Division and the respective department or agency for whom the item is to be acquired.

~~(d) December Purchases. With the exception of repair parts, foods, stock office supplies, expendable maintenance/housekeeping supplies, fuel, gas and oil for automobiles, trucks and equipment, and necessary medical supplies, there shall be no purchases made during the month of December in any year, except as approved in advance by the County Administrator or designee.~~

(4) Intergovernmental Cooperative Purchases. The Finance Committee is herein authorized to enter into cooperative purchasing agreements with the State of Wisconsin and other Wisconsin municipalities consistent with sec. 16.73 and 66.0301 or 66.0303, Wis. Stats. for the purpose of administering, sponsoring or conducting purchasing transactions under a joint contract for the purchase of materials, supplies, equipment, permanent personal property, miscellaneous capital or contractual services.

2.219 Purchase of Services

(1) Purchases of services shall be made by contract or purchase order through the Purchasing Division. The department or agency which requires the services shall prepare relevant specifications or standards and shall forward the same to the Purchasing Division for distribution to at least two prospective, qualified providers of the services desired.

(2) Purchases of professional services are exempt from bidding requirements, but are subject to all other purchasing policies and procedures.

(3) Services specifically required under State and/or Federal regulations may be purchased with the approval of the County Committee or Board administering such services, where the demand for services and market conditions do not allow for compliance with bidding and Request for Qualification procedures established under this ordinance.

2.220 Severability

Should any section or provision of this ordinance be declared unconstitutional or invalid or be repealed, the constitutionality or validity of the remainder shall not be affected thereby.

2.221 Effect on Other Ordinances

Provisions of other ordinances of Rock County inconsistent herewith are hereby repealed.

2.222 Time of Effectiveness

This ordinance shall take effect immediately upon passage and publication.

Amending Rock County's Purchasing Ordinance

Respectfully submitted,

FINANCE COMMITTEE

Mary Mawhinney, Chair

Sandra Kraft, Vice Chair

Mary Beaver

Brent Fox

J. Russell Podzilni

FISCAL NOTE:

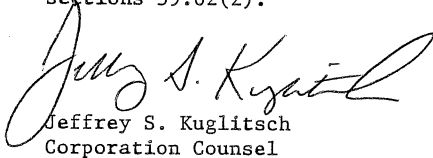
Fiscal savings could be realized from lower legal notice costs and less professional service costs related to writing bid specifications.



Sherry Oja
Finance Director

LEGAL NOTE:

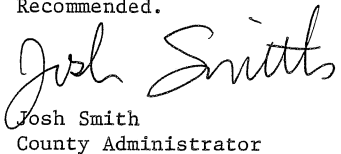
The County Board is authorized to take this action by Wisconsin Statutes sections 59.02(2).



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

EXECUTIVE SUMMARY

The Purchasing Ordinance was reviewed by the Finance Director and Purchasing Manager (with input from County Departments) and the following changes to the ordinance are recommended:

Currently, purchases of goods and non-professional services require the following:

- Purchases under \$1,000 may be made directly by the Purchasing Division.
- Contracts costing \$1,000 - \$5,000 can be made after multiple quotations have been solicited, where practicable.
- Contracts costing \$5,000 - \$10,000 require sealed quotations where possible.
- Contracts costing over \$10,000 require an official bid process.

Proposed new limits for the purchase of goods and non-professional services:

- Purchases under \$5,000 may be made directly by the Purchasing Division.
- Contracts costing \$5,000 - \$25,000 could be made after multiple quotations have been solicited, where practicable.
- Contracts costing over \$25,000 would require an official bid process.

Benefits from the proposed changes:

- Many vendors are not set up to provide official sealed bids. These changes will give these vendors a chance to provide quotes for goods and services costing \$25,000 or less.
- The County would save legal notice costs for not needing to bid purchases in the \$10,000 - \$25,000 range.
- The County would also save professional service costs for the writing of bid specs for purchases in the \$10,000 - \$25,000 range.
- The new purchasing limits would follow the limits specified in sec. 59.52 (29), Wis Stats for Public Work related procurement. Thereby, being less confusing for staff and vendors.

Note: These changes do not affect items identified as a Public Work. All public work related procurement is governed by sec. 59.52 (29), Wis. Stat and includes any contract for the construction, repair, remodeling or improvement of any public work or building.

In addition, the current ordinance limits what can be purchased in December (see lines 257-261 in the resolution). This was originally included in the ordinance because many times goods ordered in December would not be received until January (a new budget year). However, over the years the purchasing process has been streamlined with the use of electronic purchase orders and electronic ordering systems. Therefore, this section is no longer necessary.

**Rock County Department of Public Works
Division of Highways – Issue Paper**

ISSUE - Purchase of RT Vision Software for Timecard - Plus

DISCUSSION – In 2015 County Highway had a study of the overall operations with the intent to strategically implement changes for more efficient procedures.

Earlier in 2016 the administrative portion of the Matrix study was presented and discussed with the Public Works Committee. Preliminary research was presented to the Committee for potential software solutions and improving the timekeeping within the department including improvements for inefficiencies. Currently, the department tracks time manually on daily time sheets and is continuously delayed with monthly billing.

Further research has been completed surrounding the purchase and implementation of vendor RT Vision software, Timecard-Plus has emerged as the preferred solution. The initial purchase upgrade of current software in 2016 will cost \$9,350. Additional costs of approximately \$3,150 that includes travel and software enhancements will be billed in 2017. The enhancements will include tracking receivables in the software as opposed to manually tracking the receivables as well as an export to IFAS, the county wide accounting software. The additional \$3,150 is included in the 2017 budget request. A total of \$25,010 is included in the budget for 2017 to cover the annual fee of \$10,100 for Timecard-Plus, enhancements for the RT Vision Software and the potential need to keep FASTER through 2018, which is approximately an \$8,700 annual fee.

The annual fee for FASTER occurs later in the year and may not be required in 2017. The integration of the FASTER portion will be implemented later in 2017 so the entire department will be using one software system for the operation.

Additional items that are available with the RT Vision software family include permitting for the parks department, driveways and utilities and project management for the highway maintenance and operations. These additional modules will be explored later as the department progresses in its efficiencies and strategic planning.

Purchase of the Timecard – Plus will provide a more efficient tool to billing the state, towns, and municipalities as the department progresses forward.

RECOMMENDATION -

Respectfully submitted by,

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