



**FINANCE COMMITTEE
THURSDAY, JANUARY 17, 2013 - 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 – January 3, 2013
4. Transfers and Appropriations
 - A. Human Resources (2)
 - B. Sheriff's Office (1)
5.
 - A. Bills
 - B. Bills Over \$10,000
 - C. Encumbrances Over \$10,000
 - D. Pre-Approved Encumbrance Amendments
 - 1) General Services (2)
 - E. Approval of Bills for Other Departments
 - 1) Rock Haven
6. Review of Resolution
 - A. Authorizing Additional Funding and Amending Budget for Jail Diversion ASC Building Project
7. Semi-Annual Report – Attendance at Conventions/Conferences
 - A. County Clerk
 - B. Finance
 - C. Information Technology
 - D. Land Records
 - E. Register of Deeds
 - F. Treasurer
8. Report on Cash Balances and Investments
9. Adjournment

ROCK COUNTY

SUPPLEMENTAL APPROPRIATIONS - TRANSFERS

12-87

Transfer No.

Requested by Human Resources
Department

Dave O'Connell
Department Head

12/12/12
Date

FROM

| ACCOUNT # | DESCRIPTION | AMOUNT |
|--------------------|-------------|--------|
| 08-1420-0000-61920 | Physicals | 3,000 |

TO

| ACCOUNT # | DESCRIPTION | AMOUNT |
|--------------------|-------------|--------|
| 08-1420-0000-61620 | Dental Ins. | 500 |
| 08-1420-0000-63101 | Postage | 2,500 |

FISCAL NOTE:

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

ADMINISTRATIVE NOTE:

Recommended. *ESR*

REQUIRED APPROVAL:

Governing Committee

Finance Committee

DATE COMMITTEE CHAIR

Jan. 8, 2013

Russ Gaby Jr.

File

ROCK COUNTY TRANSFER REQUESTS

12-87

TO: FINANCE DIRECTOR

REQUESTED BY: Human Resources
Department

[Signature]
Department Head Signature

DATE: 12-12-2012

| FROM: | AMOUNT |
|--|-----------|
| 1) ACCOUNT #: 08-1420-0000-61920 DESCRIPTION: Physicals CURRENT BALANCE: \$ 4925.99 <i>[Signature]</i> PROVIDED BY THE FINANCE DIRECTOR | \$3000.00 |
| 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 | |

| TO: | AMOUNT |
|--|-----------|
| ACCOUNT #: 08-1420-0000-61620 DESCRIPTION: Dental Insurance | \$500.00 |
| ACCOUNT #: 08-1420-0000-63101 DESCRIPTION: Postage | \$2500.00 |
| ACCOUNT #: DESCRIPTION: | |
| ACCOUNT #: DESCRIPTION: | |

REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC:

There have not been as many taking the test for the Sheriff's Department as was expected and not as many physicals being done in 2012.

REASON TRANSFER IS NECESSARY - BE SPECIFIC:

Dental insurance account is greater than expected due to new employees within the department electing different dental insurance plans than the former employees had. Postage is greater than expected due to required mailing with the new Obama Care Act provisions, these have been very large mailings.

ROCK COUNTY

SUPPLEMENTAL APPROPRIATIONS - TRANSFERS

12-88

Transfer No.

Requested by Human Resources
Department

Dave O'Connell

Department Head

12/12/12

Date

FROM

| ACCOUNT # | DESCRIPTION | AMOUNT |
|--------------------|--------------------|--------|
| 08-1420-0000-62108 | Labor Negotiations | 1,931 |

TO

| ACCOUNT # | DESCRIPTION | AMOUNT |
|--------------------|-------------|--------|
| 08-1420-0000-64200 | Training | 700 |
| 08-1420-0000-63300 | Travel | 675 |
| 08-1420-0000-62210 | Telephone | 556 |

FISCAL NOTE:

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

ADMINISTRATIVE NOTE:

Recommended. *ER*

REQUIRED APPROVAL:

Governing Committee

Finance Committee

DATE

Jan 8, 2013

COMMITTEE CHAIR

Dave O'Connell

File

ROCK COUNTY TRANSFER REQUESTS

12-88

TO: FINANCE DIRECTOR

REQUESTED BY: Human Resources
Department



Department Head Signature

DATE: 12-12-2012

| FROM: | AMOUNT |
|---|-----------|
| 1) ACCOUNT #: 08-1420-0000-62108 DESCRIPTION: Labor Negotiations CURRENT BALANCE: \$1931.00 <i>5/12-12/12</i> PROVIDED BY THE FINANCE DIRECTOR | \$1931.00 |
| 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 | |

| TO: | AMOUNT |
|--|----------|
| ACCOUNT #: 08-1420-0000-64200 DESCRIPTION: Training Expense | \$700.00 |
| ACCOUNT #: 08-1420-0000-63300 DESCRIPTION: Travel | \$675.00 |
| ACCOUNT #: 08-1420-0000-62210 DESCRIPTION: Telephone | \$556.00 |
| ACCOUNT #: DESCRIPTION: | |

REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC:

Funds are available in labor negotiations because we have not had to negotiate as much due to the Budget Repair Bill.

REASON TRANSFER IS NECESSARY - BE SPECIFIC:

Training expenses and travel are both higher than expected with the addition of new staff members within the department who have gone to trainings that involved travel. Phones are higher due to the addition of an aircard for the department and new blackberry.

ROCK COUNTY

SUPPLEMENTAL APPROPRIATIONS - TRANSFERS

12-85

Transfer No.

Requested by Sheriff's Office

Sheriff Robert Spoden

Department

Department Head

12/5/12

Date

FROM

| ACCOUNT # | DESCRIPTION | AMOUNT |
|--------------------|------------------|--------|
| 21-2200-0000-64200 | Training Expense | 1,550 |

TO

| ACCOUNT # | DESCRIPTION | AMOUNT |
|--------------------|-------------------------|--------|
| 21-2200-0000-67171 | Capital Assets \$1,000+ | 1,550 |

FISCAL NOTE:

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

ADMINISTRATIVE NOTE:

Recommended. *ESK*

REQUIRED APPROVAL:

COMMITTEE CHAIR

DATE

Governing Committee

1-7-2013

Deann Collins

Finance Committee

File

ROCK COUNTY TRANSFER REQUESTS

12-85

TO: FINANCE DIRECTOR

2012

REQUESTED BY: Sheriff's Office
Department

DATE: 12-05-12
Department Head Signature - Robert D. Spoden, Sheriff

| FROM: | AMOUNT |
|---|-------------|
| 1) ACCOUNT #: 21-2200-0000-64200 DESCRIPTION: Training Expense Correctional Facility CURRENT BALANCE: \$ 8961 12/15/12 PROVIDED BY THE FINANCE DIRECTOR | \$ 1,550.00 |
| 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 | |

| TO: | AMOUNT |
|--|-------------|
| ACCOUNT #: 21-2200-0000-67171 DESCRIPTION: Capital Assets-\$1,000/More Correctional Facility | \$ 1,550.00 |
| ACCOUNT #: DESCRIPTION: | |
| ACCOUNT #: DESCRIPTION: | |
| ACCOUNT #: DESCRIPTION: | |

REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC:

Training classes were cancelled or booked up.

REASON TRANSFER IS NECESSARY - BE SPECIFIC:

This transfer is for a capital item that will be used for training purposes. Capital items are purchased out of the capital account.
RECEIVED
 DEC 6 - 2012
 FINANCE

| Account Number | Name | Yearly Prcnt Appropriation Spent | YTD Expenditure | Encumb Amount | Unencumb Balance | Inv/Enc Amount | Total |
|------------------|------------------|-------------------------------------|--------------------|----------------------|---------------------|-------------------|--------|
| 0515000000-64200 | TRAINING EXP | 13,937.00 87.9% | 11,931.88 | 331.15 | 1,673.97 | | |
| | | P1203807-PO# 12/31/12 -VN#023905 | | HIGHLINE CORPORATION | | 100.00 | |
| | | | CLOSING BALANCE | | 1,573.97 | | 100.00 |
| | FINANCE DIRECTOR | | PROG-TOTAL-PO | | | 100.00 | |

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$100.00 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

JAN 17 2013

DATE _____

CHAIR

| Account Number | Name | Yearly Prcnt Appropriation Spent | YTD Expenditure | Encumb Amount | Unencumb Balance | Inv/Enc Amount | Total |
|------------------|----------------------------------|-------------------------------------|--------------------|--------------------------------|---------------------|-------------------|-------|
| 1414110000-63100 | OFC SUPP & EXP | 4,877.00 74.8% | 5,098.11 | -1,445.28 | 1,224.17 | | |
| | P1201371-PO# 12/31/12 -VN#050412 | | | PAPER RECOVERY SERVICE CORPORA | | 19.92 | |
| | | | | CLOSING BALANCE | 1,204.25 | | 19.92 |
| | ELECTIONS | | PROG-TOTAL-PO | | | 19.92 | |

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$19.92 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

JAN 17 2013

DATE _____ CHAIR

| Account Number | Name | Yearly Prort Appropriation Spent | YTD Expenditure | Encumb Amount | Unencumb Balance | Inv/Enc Amount | Total |
|------------------|----------------------------------|-------------------------------------|--------------------|--------------------|---------------------|-------------------|--------|
| 1017210000-63407 | COMPUTER SUPPL | 6,000.00 | 40.2% | 2,417.79 | 0.00 | | |
| | P1203211-PO# 12/31/12 -VN#033353 | | | CDW GOVERNMENT INC | | 277.70 | |
| | | | | CLOSING BALANCE | 3,304.51 | | 277.70 |
| | LAND RECORDS | | | PROG-TOTAL-PO | | 277.70 | |

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$277.70 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

JAN 17 2013 DATE _____ CHAIR

| Account Number | Name | Yearly Prct Appropriation Spent | YTD Expenditure | Encumb Amount | Unencumb Balance | Inv/Enc Amount | Total |
|------------------|----------------------------------|------------------------------------|--------------------|------------------------------|---------------------|-------------------|--------|
| 0714300000-62400 | R & M SERV | 210,888.00 64.0% | 134,564.97 | 429.99 | 75,893.04 | | |
| | P1203615-PO# 12/31/12 -VN#041966 | | | HEARTLAND LABEL PRINTERS INC | | 407.00 | |
| | | | | CLOSING BALANCE | 75,486.04 | | 407.00 |
| 0714300000-62491 | SOFTWARE MAINT | 607,189.00 87.9% | 463,860.81 | 70,073.49 | 73,254.70 | | |
| | P1203615-PO# 12/31/12 -VN#041966 | | | HEARTLAND LABEL PRINTERS INC | | 635.00 | |
| | | | | CLOSING BALANCE | 72,619.70 | | 635.00 |
| 0714300000-67130 | TERMINALS/PC'S | 125,524.00 46.6% | 58,614.87 | 0.00 | 66,909.13 | | |
| | P1203631-PO# 12/31/12 -VN#033353 | | | CDW GOVERNMENT INC | | 829.25 | |
| | | | | CLOSING BALANCE | 66,079.88 | | 829.25 |
| | INFORMATION TECH | | PRG-TOTAL-PO | | | 1,871.25 | |

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$1,871.25 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

JAN 17 2013

DATE _____ CHAIR

2013 . . . ■

Rock County - Production

01/10/13

COMMITTEE APPROVAL REPORT

Page 1

| Account Number | Name | Yearly Prcnt Appropriation Spent | YTD Expenditure | Encumb Amount | Unencumb Balance | Inv/Enc Amount | Total |
|------------------|----------------------------------|-------------------------------------|--------------------|------------------|---------------------|---------------------------|--------|
| 1515400000-62119 | OTHER SERVICES | 491.00 | 0.0% | 0.00 | 0.00 | 491.00 | |
| | P1300737-PO# 01/04/13 -VN#028010 | | | | | PER MAR SECURITY SERVICES | 383.28 |
| | | | | | CLOSING BALANCE | 107.72 | 383.28 |
| | COUNTY TREASURER | | PROG-TOTAL-PO | | | | 383.28 |

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$383.28
 INCURRED BY COUNTY TREASURER. 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

JAN 17 2013

DATE _____

CHAIR

PURCHASE ORDER NUMBER P1103172

PEID 051278

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 12-21-12

DEPARTMENT GENERAL SERVICES

COMMITTEE GENERAL SERVICES

VENDOR NAME CG SCHMIDT

ACCOUNT NUMBER 18-1851-0000-67200

FUNDS DESCRIPTION ROCK HAVEN REPLACEMENT PROJECT

AMOUNT OF INCREASE \$ 152,832.66

INCREASE FROM \$ 17,566,722.40 TO \$ 17,719,555.06

ACCOUNT BALANCE AVAILABLE \$ 286,061.81 SB 12/26/12

REASON FOR AMENDMENT CHANGE ORDER #28

APPROVALS

GOVERNING COMMITTEE

Chair

1/8/13

Date

FINANCE COMMITTEE

(If over \$10,000)

Chair

Date

COUNTY BOARD

(If over \$10,000)

Resolution #

Adoption Date

PURCHASE ORDER NUMBER P1103172

PEID 051278

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 12-21-12

DEPARTMENT GENERAL SERVICES

COMMITTEE GENERAL SERVICES

VENDOR NAME CG SCHMIDT

ACCOUNT NUMBER 18-1851-0000-67200

FUNDS DESCRIPTION ROCK HAVEN REPLACEMENT PROJECT

AMOUNT OF INCREASE \$ 16,705.17

INCREASE FROM \$ 17,719,555.06 TO \$ 17,736,260.23

ACCOUNT BALANCE AVAILABLE \$ 133,229.15 SB 12/26/12

REASON FOR AMENDMENT CHANGE ORDER #29

APPROVALS

GOVERNING COMMITTEE

Chair

11/8/13

Date

FINANCE COMMITTEE

(If over \$10,000)

Chair

Date

COUNTY BOARD

(If over \$10,000)

Resolution #

Adoption Date

2012-12-31

Rock County - Production

01/10/13

COMMITTEE APPROVAL REPORT

Page 1

| Account Number | Name | Yearly Prcnt Appropriation Spent | YTD Expenditure | Encumb Amount | Unencumb Balance | Inv/Enc Amount | Total |
|------------------|----------------------------------|-------------------------------------|--------------------|--------------------------------|---------------------|-------------------|----------|
| 3232500000-64904 | SUNDRY EXPENSE | 3,000.00 31.9% | -370.12 | -587.35 | 3,957.47 | | |
| | P1200848-PO# 12/31/12 -VN#015763 | | | ROCK COUNTY HEALTH CARE CENTER | | 957.50 | |
| | | | | CLOSING BALANCE | 2,999.97 | | 957.50 |
| 3272607400-62171 | AMBULANCE | 7,000.00 18.1% | 614.17 | -1,887.24 | 8,273.07 | | |
| | P1202119-PO# 11/30/12 -VN#028439 | | | ACCESS TRANSIT | | 507.60 | |
| | P1202120-PO# 11/30/12 -VN#039206 | | | PARATECH AMBULANCE SERVICE INC | | 765.48 | |
| | | | | CLOSING BALANCE | 6,999.99 | | 1,273.08 |
| 3272607400-62176 | LABORATORY | 11,500.00 64.1% | 1,026.11 | 6,347.87 | 4,126.02 | | |
| | P1203012-PO# 12/31/12 -VN#014550 | | | MERCY HEALTH SYSTEM | | 126.02 | |
| | | | | CLOSING BALANCE | 4,000.00 | | 126.02 |
| 3272607400-62189 | OTHER MED SERV | 12,500.00 18.0% | -1,900.63 | -349.71 | 14,750.34 | | |
| | P1201234-PO# 11/30/12 -VN#047747 | | | MOBILEXUSA | | 1,430.03 | |
| | P1201792-PO# 11/30/12 -VN#042658 | | | DEAN HEALTH SYSTEMS | | 820.32 | |
| | | | | CLOSING BALANCE | 12,499.99 | | 2,250.35 |
| 3280008100-62420 | MACH & EQUIP RM | 15,100.00 15.5% | -2,269.15 | 4,619.09 | 12,750.06 | | |
| | P1200271-PO# 12/31/12 -VN#010028 | | | ARJO INC | | 406.73 | |
| | P1200846-PO# 12/31/12 -VN#031297 | | | EZ WAY INC | | 58.95 | |
| | P1203206-PO# 11/30/12 -VN#052314 | | | CHALLENGER FABRICATORS INC | | 2,063.00 | |
| | | | | CLOSING BALANCE | 10,221.38 | | 2,528.68 |
| 3280008100-63100 | OFC SUPP & EXP | 5,000.00 2.9% | 511.25 | -656.39 | 5,145.14 | | |
| | P1200276-PO# 12/31/12 -VN#011447 | | | BRIGGS CORPORATION | | 69.25 | |
| | P1200277-PO# 12/31/12 -VN#011675 | | | CARSTENS HEALTH INDUSTRIES INC | | 190.35 | |
| | | | | CLOSING BALANCE | 4,885.54 | | 259.60 |
| 3280008100-63109 | OTHER SUPP/EXP | 11,400.00 3.2% | 1,272.64 | -907.13 | 11,034.49 | | |
| | P1200280-PO# 12/31/12 -VN#013780 | | | KMART CORP #4255 | | 134.49 | |
| | P1200281-PO# 12/31/12 -VN#014534 | | | MENARDS | | 239.98 | |
| | P1200283-PO# 12/31/12 -VN#016117 | | | SHOPKO INC #130 | | 260.14 | |
| | | | | CLOSING BALANCE | 10,399.88 | | -634.61 |
| 3280008100-64000 | MEDICAL SUPPLIES | 132,052.00 71.3% | 15,451.21 | 78,741.71 | 37,859.08 | | |
| | P1200287-PO# 12/31/12 -VN#044709 | | | STRYKER MEDICAL | | 114.20 | |
| | P1201934-PO# 11/30/12 -VN#027657 | | | UHS | | 110.00 | |
| | P1203708-PO# 12/31/12 -VN#025888 | | | DIRECT SUPPLY EQUIPMENT | | 82.97 | |
| | | | | CLOSING BALANCE | 37,551.91 | | 307.17 |
| 3280009100-62420 | MACH & EQUIP RM | 7,000.00 26.5% | 336.69 | 1,521.07 | 5,142.24 | | |
| | P1203556-PO# 11/30/12 -VN#042252 | | | METRO CASTER LLC | | 142.26 | |

HS-ROCK HAVEN

DEPT. PAGE 1

| Account Number | Name | Yearly Prct Appropriation Spent | YTD Expenditure | Encumb Amount | Unencumb Balance | Inv/Enc Amount | Total |
|------------------|----------------------------------|------------------------------------|--------------------|--------------------------------|---------------------|-------------------|--------|
| | | | | | CLOSING BALANCE | 4,999.98 | 142.26 |
| 3280009100-63109 | OTHER SUPP/EXP | 15,436.00 90.0% | 1,320.84 | 12,579.22 | 1,535.94 | | |
| | P1200280-PO# 12/31/12 -VN#013780 | | | KMART CORP #4255 | | 100.00 | |
| | | | | | CLOSING BALANCE | 1,435.94 | 100.00 |
| 3280009300-62164 | DISPOSAL SERV | 24,000.00 80.5% | 1,948.47 | 17,378.78 | 4,672.75 | | |
| | P1200721-PO# 12/31/12 -VN#027689 | | | PKK LIGHTING INC | | 172.76 | |
| | | | | | CLOSING BALANCE | 4,499.99 | 172.76 |
| 3280009300-64409 | FURNISHINGS | 11,000.00 4.8% | -538.62 | 0.02 | 11,538.60 | | |
| | P1203719-PO# 12/31/12 -VN#019677 | | | PHOENIX TEXTILE CORP | | 934.32 | |
| | | | | | CLOSING BALANCE | 10,604.28 | 934.32 |
| 3280009500-64200 | TRAINING EXP | 8,000.00 8.2% | -339.50 | 1,000.00 | 7,339.50 | | |
| | P1201099-PO# 12/31/12 -VN#046404 | | | MED PASS INC | | 164.50 | |
| | P1202982-PO# 12/31/12 -VN#016925 | | | UNIVERSITY OF WISCONSIN STEVEN | | 175.00 | |
| | | | | | CLOSING BALANCE | 7,000.00 | 339.50 |
| 3280009500-64424 | EMPLOYEE RECOGN. | 2,500.00 24.8% | -621.89 | 0.03 | 3,121.86 | | |
| | P1200282-PO# 12/31/12 -VN#016055 | | | SENTRY FOODS INC STORE #375 | | 89.86 | |
| | P1203687-PO# 12/31/12 -VN#042514 | | | SYSCO FOODS OF BARABOO LLC | | 532.03 | |
| | | | | | CLOSING BALANCE | 2,499.97 | 621.89 |
| 3290009940-61920 | PHYSICALS | 1,500.00 33.1% | -428.40 | -69.00 | 1,997.40 | | |
| | P1201235-PO# 11/30/12 -VN#030413 | | | OCCUPATIONAL HEALTH CENTER | | 497.40 | |
| | | | | | CLOSING BALANCE | 1,500.00 | 497.40 |
| | ROCK HAVEN | | PROG-TOTAL-PO | | | 11,145.14 | |

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$11,145.14 INCURRED BY ROCK HAVEN. 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.

HEALTH SERVICES

COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____

DEPT-HEAD

DATE _____

CHAIR

JAN 17 2013

RESOLUTION NO. _____

AGENDA NO. _____

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Randy Terronez
INITIATED BY



Randy Terronez
DRAFTED BY

GENERAL SERVICES
COMMITTEE
SUBMITTED BY

January 10, 2013
DATE DRAFTED

**AUTHORIZING ADDITIONAL FUNDING AND AMENDING BUDGET FOR JAIL
DIVERSION ASC BUILDING PROJECT**

1 **WHEREAS**, the 2013 Budget included funds to renovate the ASC building in order to house the Rock
2 County Sheriff's Community Corrections Bureau (Jail Diversion) currently located in the Health Care
3 Center; and,
4

5 **WHEREAS**, the project is anticipated to be completed by April 1, 2013; and,
6

7 **WHEREAS**, additional funds in the amount of \$24,000 are necessary to complete the project with said
8 funds available from excess Sales Tax monies.
9

10 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly
11 assembled this _____ day of _____, 2013, does hereby increase the Jail Diversion
12 ASC Building project budget in the amount of \$24,000 with funds to come from excess Sales Tax
13 monies and that the 2013 budget be amended as follows:
14

| <u>Account/Description</u> | <u>Budget 1/01/13</u> | <u>Increase (Decrease)</u> | <u>Amended Budget</u> |
|----------------------------|---------------------------|--------------------------------|---------------------------|
| <u>Source of Funds</u> | | | |
| 18-1817-0000-47000 | | | |
| Transfer In | - 0 - | \$ 24,000 | \$ 24,000 |
| <u>Use of Funds</u> | | | |
| 18-1817-0000-67200 | | | |
| Capital Improvements | \$ 37,000 | \$ 24,000 | \$ 61,000 |

Respectfully Submitted,

FINANCE COMMITTEE ENDORSEMENT

General Services Committee:

Reviewed and approved on a vote of

Phillip Owens, Chair

Henry Brill, Vice Chair

Mary Mawhinney, Chair

Ivan Collins

Jason Heidenreich

Edwin Nash

**AUTHORIZING ADDITIONAL FUNDING AND AMENDING BUDGET FOR JAIL
DIVERSION ASC BUILDING PROJECT**

Page 2

FISCAL NOTE:

This resolution amends the Adolescent Services Center capital improvement budget and authorizes a transfer in from excess Sales Tax Proceeds to fund the improvements. The balance of excess sales tax revenue the County collected over and above the amount budgeted in 2011 is estimated to be \$218,589 at 12/31/12.



Sherry Oja
Finance Director

LEGAL NOTE:

County Board is authorized to take this action pursuant to sec. 59.01 & sec. 59.51 WI Stats. As an amendment to the adopted 2013 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

ADMINISTRATOR'S NOTE:

Recommended.



Craig Knutson
County Administrator

EXECUTIVE SUMMARY

Included in the 2013 budget are funds to relocate the Community Corrections Bureau (Jail Diversion Program) from the Health Care Center to the vacant ASC building.

Funding in the amount of \$32,000 was established with very little in the way of renovations contemplated. (i.e., replacement carpet @ \$10,250; paint supplies @ \$3,000; door hardware re-keying @ \$4,000; exterior and egress sidewalk repairs @ \$5,300). However, additional project costs have now been identified and include:

1. Upgrading the ASC building to accommodate current IT standards and phones (@ \$8,700)
2. Interior doorway for increased security (@ \$3,000)
3. Charger for Bus (@ \$4,200)
4. Asbestos Survey (@ \$5,500)
5. Contingency (@ \$2,600)

In order to comply with State Public Employee Safety and Health code as promulgated by the Wisconsin Department of Safety and Professional Services; an asbestos survey, sampling and inventory report will be conducted in order to develop a facility Asbestos Operations and Maintenance Plan. The facility Asbestos Operations and Maintenance plan will include notification and labeling, safe work practices, cleaning procedures, maintenance and renovation procedures, emergency response actions, and inspection and documentation procedures. The Asbestos Operations and Maintenance Plan will serve as a basis, and will aid in the development for any encapsulation or abatement procedures.

The project envisions utilizing RECAP labor to paint the facility's interior. The cost of a painting contractor would have amounted to an additional \$13,000. The Program staff and RECAP clients performing the painting will be given asbestos training.

Funding is available from excess Sales Tax Proceeds as a result of actual revenue collected in 2011 being in excess of the budgeted amount.

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*



*Office (608) 757-5660
Fax (608) 757-5662
www.co.rock.wi.us
stottler@co.rock.wi.us*

January 4, 2013

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 July 1, 2012 and December 31, 2012.

Thank you.

A handwritten signature in cursive script that reads "Lori Stottler".

Lori Stottler
Rock County Clerk

MEMORANDUM

DATE: December 17, 2012

TO: Finance Committee

FROM: Sherry Oja, 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, this is to advise you that no Financial Services staff incurred training costs exceeding \$1,000 per event for the period July 1, 2012 through December 31, 2012.

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

cc: Craig Knutson

[Out of State Training Report to Finance Committee]

Information Technology
Semi-Annual Report
Training/Conferences over \$1,000
06/01/2012 – 12/31/2012

| Date | Staff | Class | Location | Mileage Food | Hotel | Air/Msc | HP9000 HP3000 | Network | Misc. | Total |
|----------------|--------|----------|----------------|-----------------|------------|------------|------------------|------------|----------|-------------|
| 06/03-06/07/12 | Todd | Sunguard | Lake Buena, Fl | 121.36 | 639.00 | 547.80 | 410.00 | | | \$1,718.16 |
| 06/08-06/11/12 | Tracy | HP | Las Vegas, NV | N/A | 1041.60 | 76.90 | | N/C | | \$3,132.70 |
| 06/08-06/11/12 | Dave | HP | Las Vegas, NV | 128.11 | 1041.60 | 643.20 | | 1595.00 | | \$3,407.91 |
| 06/08-06/11/12 | Mickey | HP | Las Vegas, NV | 160.47 | 1041.60 | 386.20 | | 1545.00 | | \$3,133.27 |
| 06/17-06/22/12 | Tracy | Mitel | San Diego, CA | 47.18 | 1298.10 | 641.00 | | | 595.00 | \$2,581.28 |
| 10/20-10/26/12 | Dara | Motorola | Denver, CO | 73.54 | 894.40 | 567.60 | | | N/C | \$1,535.54 |
| | | | | | | | | | | |
| | | | | | | | | | | |
| Total | | | | \$530.66 | \$5,956.30 | \$3,381.90 | \$410.00 | \$4,635.00 | \$595.00 | \$15,508.86 |

ROCK COUNTY, WISCONSIN



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

MEMORANDUM

DATE: December 13, 2012
TO: Finance Committee
FROM: Michelle Schultz, Real Property Lister/LIO *MS*
RE: Semi-Annual Report – Attendance at Conferences/Conventions

Land Records funds were used to send two members of the Land Records Committee to the 2012 International ESRI Conference in San Diego, California July 23rd – 27th, 2012. This cost exceeded \$1,000.00 per individual. Please see attached report for actual amounts.

Cc: Craig Knutson

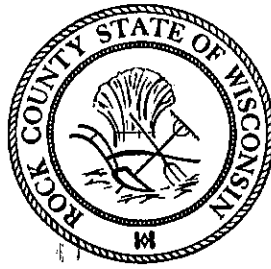
Semi-Annual Report on Travel cost's which exceed \$1,000

For July - December 2012

Land Records

ESRI International User Conference July 23 - 27, 2012 San Diego, CA

| | Other | | | | | | Conference | | |
|---------------------------------------|---------|----------------|---------|---------|----------|----------|------------|--------------|------------|
| | Mileage | Transportation | Parking | Baggage | Airfare | Lodging | Meals | Registration | Total |
| Kris Pehl - 911 Communications Center | \$72.93 | \$15.40 | \$36.00 | | \$371.70 | \$748.60 | \$111.42 | n/c | \$1,356.05 |
| Norm Tadt - Land Conservation | | | | | \$378.80 | \$621.21 | | n/c | \$1,000.01 |
| Kathy Kope - IT | \$88.80 | | | \$25.00 | \$414.20 | \$748.60 | \$90.16 | n/c | \$1,366.76 |



MEMO

DATE: December 12, 2012

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 July 1, 2012 through December 31, 2012.

Cc: Craig Knutson, County Administrator

MEMO

To: Finance Committee
From: Vicki Brown
Date: December 12, 2012
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