



**FINANCE COMMITTEE
MONDAY, DECEMBER 5, 2011 - 7:30 A.M.
CONFERENCE ROOM N-1 – FIFTH FLOOR
ROCK COUNTY COURTHOUSE-EAST**

Agenda

1. Call to Order and Approval of Agenda
2. Committee Review and Approval of Per Meeting Allowances
3. Approval of Minutes – November 9, 2011, November 10, 2011, November 15, 2011 and November 17, 2011
4. Citizen Participation, Communications and Announcements
5. Transfers and Appropriations
 - A. Human Resources
 - B. Human Services
6.
 - A. Bills
 - B. Bills Over \$10,000
 - C. Encumbrances Over \$10,000
 - D. Pre-Approved Encumbrance Amendments
 - E. Approval of Bills for Other Departments
7. Review of Resolutions
 - A. 2012 Process Service for Child Support
 - B. Professional Security Services for Human Services
8. Resolution
 - A. Designating Fund Balance Classifications
(Resolution will be provided at the meeting)
9. Amending the Rock County Fund Balance Policy
10. Adjournment

ROCK COUNTY

SUPPLEMENTAL APPROPRIATIONS - TRANSFERS

11-77
Transfer No.

Requested by Human Resources

David O'Connell

11/18/11

Department Department Head

Date

FROM

TO

ACCOUNT #	DESCRIPTION	AMOUNT
08-1420-0000-62108	Labor Negotiations	7,000
08-1420-0000-64200	Training Expense	2,000

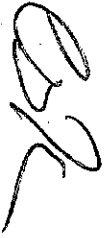
ACCOUNT #	DESCRIPTION	AMOUNT
08-1420-0000-63107	Public & Legal Notices	7,000
08-1420-0000-63100	Office Supplies	2,000

FISCAL NOTE:

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

ADMINISTRATIVE NOTE:

Recommended.



REQUIRED APPROVAL:

Governing Committee

Finance Committee

COMMITTEE CHAIR

DATE 11-18-11



File

ROCK COUNTY TRANSFER REQUESTS

FINANCE DIRECTOR

RECEIVED

NOV 18 2011

TO: FINANCE DIRECTOR

REQUESTED BY: Human Resources

Department

Department Head Signature

DATE: 11-18-2011

FROM:	AMOUNT	TO:	AMOUNT
1) ACCOUNT #: 08-1420-0000-62108 DESCRIPTION: Labor Negotiations CURRENT BALANCE: \$ 5608 ⁴² / _{10/31/11} PROVIDED BY THE FINANCE DIRECTOR	\$7,000.00	ACCOUNT #: 08-1420-0000-63107 DESCRIPTION: Public and Legal Notices	\$7,000.00
2) ACCOUNT #: 08-1420-0000-64200 DESCRIPTION: Training Expenses CURRENT BALANCE: \$ 9563 ¹⁸ / _{10/31/11} PROVIDED BY THE FINANCE DIRECTOR	\$2,000.00	ACCOUNT #: 08-1420-0000-63100 DESCRIPTION: Office Supplies	\$2,000.00
3) ACCOUNT #: DESCRIPTION: CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR		ACCOUNT #: DESCRIPTION:	
4) ACCOUNT #: DESCRIPTION: CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR		ACCOUNT #: DESCRIPTION:	

REASON FOR TRANSFER - BE SPECIFIC:

Public and Legal Notices-Higher than expected recruitment activity

Office Supplies-Increased use of office supplies for completion of projects

ROCK COUNTY

SUPPLEMENTAL APPROPRIATIONS - TRANSFERS

11-78

Transfer No.

Requested by Human Services

Charlman Klyve

Department

Department Head

Date

11/14/11

FROM

TO

ACCOUNT #	DESCRIPTION	AMOUNT
36-3730-0000-62200	Job Center Utilities	12,000

ACCOUNT #	DESCRIPTION	AMOUNT
36-3730-0000-62119	Other Contracted Svc Job Center	12,000

FISCAL NOTE:

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

ADMINISTRATIVE NOTE:

Recommended.

ESK

REQUIRED APPROVAL:

- Governing Committee
- Finance Committee

DATE

11-24-11

COMMITTEE CHAIR

Brian Kembar

File

ROCK COUNTY TRANSFER REQUESTS

FINANCE DIRECTOR
RECEIVED

11-78
NOV 18 2011

TO: FINANCE DIRECTOR

REQUESTED BY: *AS S*

Department

Charmaine Sygna
Department Head Signature

DATE: *11/17/11*

FROM:	AMOUNT
1) ACCOUNT #: 36-3730-0000-622200 DESCRIPTION: Job Center Utilities CURRENT BALANCE: \$ <i>1300000</i> PROVIDED BY THE FINANCE DIRECTOR <i>11-18-11</i>	\$ 12,000.00
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 #: 36-3730-000-621119 DESCRIPTION: Job Center-Other Contracted Services	\$ 12,000.00
ACCOUNT #: DESCRIPTION:	
ACCOUNT #: DESCRIPTION:	
ACCOUNT #: DESCRIPTION:	

REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC:

Utilities are a shared expense between Job Center Partners and the expenses for this year have been less than originally anticipated for 2011.

REASON TRANSFER IS NECESSARY - BE SPECIFIC:

- The cleaning contract for the Job Center (which is a shared expense with the Job Center Partners) was sent out to bid in 2011 and the awarded contract amount was higher than the 2011 HSD Budget.
- The contracted amount for Southwest Workforce Development increased as we increased the needed time for maintenance staff which was identified as a critical need. This is also a shared expense with the Job Center Partners.

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
0515000000-64200	TRAINING EXP	7,263.00 32.2%	2,341.67	0.00	4,921.33		
		12/01/11 -VN#016235	SMITH,JEFFREY A			75.00	
			CLOSING BALANCE		4,846.33		75.00
0515000000-68010	EXP.ALLOCATIONS	0.00 100.0%	10,007.70	-161.59	-9,846.11		
ENC	R1104183-PO#	11/22/11 -VN#046302	COMMERCE BANK COMMERCIAL ACCOU			161.59	
ENC	R1104221-PO#	11/28/11 -VN#044943	CARDMEMBER SERVICES			771.00	
			CLOSING BALANCE		-10,778.70		932.59
	FINANCE DIRECTOR		PROG-TOTAL-PO			1,007.59	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$1,007.59 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

DEC 05 2011 DATE _____ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1414100000-63100	OFC SUPP & EXP	2,200.00 72.7%	1,802.54	-202.44	599.90		
		12/01/11 -VN#046469	STOTTLER, LORI			66.85	
			CLOSING BALANCE		533.05		66.85
1414100000-63117	PASSPORT POSTAGE	4,200.00 92.4%	3,881.40	0.00	318.60		
		P1102353-PO# 12/01/11 -VN#047032	PAKOR INC			9.26	
			CLOSING BALANCE		309.34		9.26
		COUNTY CLERK	PROG-TOTAL-PO			76.11	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$76.11 INCURRED BY COUNTY CLERK. 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

DEC 05 2011

DATE _____ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1919330000-64904 ENC	SUNDRY EXPENSE	4,000.00 92.9%	3,701.93	15.13	282.94		
	R1104157-PO# 11/18/11 -VN#036201		AMAZON.COM			247.24	
			CLOSING BALANCE		35.70		247.24
	EMPL. RELATED		PROG-TOTAL-PO			247.24	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$247.24 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

DEC 05 2011 DATE _____ CHAIR

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1017210000-64200	TRAINING EXP	15,200.00 58.8%	8,883.12	64.00	6,252.88		
	P1103315-PO# 12/01/11 -VN#043026			BRIDGEWOOD RESORT HOTEL AND CO		140.00	
				CLOSING BALANCE	6,112.88		140.00
				LAND RECORDS		140.00	
				PROG-TOTAL-PO			

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$140.00 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

DEC 05 2011 DATE _____ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
0714300000-62400	R & M SERV	211,417.00 78.2%	163,468.17	1,926.31	46,022.52		
	P1103274-PO# 12/01/11 -VN#051343		EATON CORP			2,299.30	
			CLOSING BALANCE		43,723.22		2,299.30
0714300000-62491	SOFTWARE MAINT	630,312.00 75.0%	422,049.71	51,100.98	157,161.31		
	P1103225-PO# 12/01/11 -VN#048758		CAWLEY DIGITAL ID			630.00	
			CLOSING BALANCE		156,531.31		630.00
0714300000-63102	PAPER & FORMS	19,700.00 60.0%	11,795.39	38.58	7,866.03		
	P1103287-PO# 12/01/11 -VN#040291		WORKFLOW ONE			668.97	
	P1103288-PO# 12/01/11 -VN#040291		WORKFLOW ONE			4,155.26	
			CLOSING BALANCE		3,041.80		4,824.23
0714300000-63407	COMPUTER SUPPL	8,423.00 80.1%	5,968.20	784.89	1,669.91		
	P1103570-PO# 12/01/11 -VN#033353		CDW GOVERNMENT INC			46.56	
			CLOSING BALANCE		1,623.35		46.56
0714300000-64701	SOFTWARE PURCH	179,153.00 69.0%	86,755.15	36,887.50	55,510.35		
	P1103364-PO# 12/01/11 -VN#049230		TIG TECHNOLOGY INTERGRATION GR			144.57	
			CLOSING BALANCE		55,365.78		144.57
0714300000-67130	TERMINALS/PC'S	98,989.00 74.1%	67,193.39	6,225.20	25,570.41		
	P1103535-PO# 12/01/11 -VN#033353		CDW GOVERNMENT INC			1,682.60	
			CLOSING BALANCE		23,887.81		1,682.60
0714300000-67131	OTHER COMP HARDW	81,818.00 61.1%	50,070.23	0.00	31,747.77		
	P1103739-PO# 12/01/11 -VN#033353		CDW GOVERNMENT INC			1,195.76	
			CLOSING BALANCE		30,552.01		1,195.76
0714300000-67143	IT DEPT.CR-CHGS.	77,646.00 173.2%	64,529.19	70,026.71	-56,909.90		
	P1102935-PO# 12/01/11 -VN#049330		PIEPER ELECTRIC INC			2,295.00	
	P1103352-PO# 12/01/11 -VN#031019		GANDER MOUNTAIN			399.98	
	P1103383-PO# 12/01/11 -VN#046108		QUALITY ASSURED OFFICE MACHINE			4,375.00	
	P1103528-PO# 12/01/11 -VN#050382		DELL			9,227.46	
	P1103599-PO# 12/01/11 -VN#033353		CDW GOVERNMENT INC			699.00	
	P1103603-PO# 12/01/11 -VN#039136		HEWLETT PACKARD COMPANY			477.75	
	P1103606-PO# 12/01/11 -VN#033353		CDW GOVERNMENT INC			270.93	
	P1103642-PO# 12/01/11 -VN#033353		CDW GOVERNMENT INC			1,240.00	
	P1103709-PO# 12/01/11 -VN#033353		CDW GOVERNMENT INC			332.15	
	P1103710-PO# 12/01/11 -VN#033353		CDW GOVERNMENT INC			1,944.67	
	P1103724-PO# 12/01/11 -VN#033353		CDW GOVERNMENT INC			389.50	
	P1103727-PO# 12/01/11 -VN#050335		SUPERCIRCUITS INC			509.75	
	P1103728-PO# 12/01/11 -VN#033353		CDW GOVERNMENT INC			155.86	
	P1103743-PO# 12/01/11 -VN#033353		CDW GOVERNMENT INC			17.70	

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
*** OVERDRAFT ***							
					CLOSING BALANCE	-79,244.65	22,334.75
071435000-63407	COMPUTER SUPPL	350.00	0.0%	0.00	0.01	349.99	
	P1103732-PO# 12/01/11 -VN#051513					GRAYBAR INC	158.97
					CLOSING BALANCE	191.02	158.97
	INFORMATION TECH				PROG-TOTAL-PO		33,316.74

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$33,316.74 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

DEC 05 2011 DATE _____ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
0000000071-29265	DLF-BD,STRAY DOG	0.00 100.0%	-4,355.47	-3,902.76	8,258.23		
	P1101201-PO# 12/01/11 -VN#029514			ROCK COUNTY HUMANE SOCIETY		50.00	
			CLOSING BALANCE		8,208.23		50.00
	BAL.SHEET A/C		PROG-TOTAL-PO			50.00	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$50.00 INCURRED BY BALANCE SHEET ACCOUNT. 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

DEC 05 2011

DATE _____ CHAIR

ROCK COUNTY, WISCONSIN
FINANCE DIRECTOR

PURCHASING DIVISION

PROJECT NUMBER #2012-03
 PROJECT NAME PROCESS SERVICE
 PROPOSAL DUE DATE SEPTEMBER 26, 2011 – 12:00 NOON
 DEPARTMENT CHILD SUPPORT ENFORCEMENT

	GREGG JANESVILLE	MARKLEY ROCKFORD	DESCAFANO JANESVILLE
COST PER SERVICE-2012	\$23.00	\$27.60	\$25.00
2013 INCREASE	NO INCREASE	5%	3%
2014 INCREASE	NO INCREASE	5%	3%
RATER 1	89	69.5	65
RATER 2	78.5	70	51.5
RATER 3	88	70.5	63.5
TOTAL SCORE	255.5	210	180
AVERAGE SCORE	85	70	60
RANKING	1	2	3

Proposals were evaluated based on the following criteria:

1. GENERAL QUALITY OF RESPONSE (25 POINTS MAXIMUM)

- Insurance Information
- Understanding of the project
- Responsiveness to terms and conditions
- References

2. PRICING STRUCTURE (35 POINTS MAXIMUM)

3. FIRM INFORMATION (40 POINTS MAXIMUM)

- Qualification of personnel
- Experience of personnel
- Experience of firm
- Years in business
- Number of hours dedicated to serving documents for Rock County
- Hours of service
- Number of employees assigned to Rock County

Request for Proposals was advertised in the Beloit Daily News and on the Internet. One additional vendor was solicited that did not respond.

PREPARED BY: JODI L. MILLIS
Purchasing Manager

DEPARTMENT HEAD RECOMMENDATION: _____

Signature Kristine A. Baker Ellen Date 11/4/11

GOVERNING COMMITTEE APPROVAL: [Signature] 4-0-1 11/17/2011
Chair Vote Date

PURCHASING PROCEDURAL ENDORSEMENT: _____
Chair Vote Date

ROCK COUNTY, WISCONSIN
FINANCE DIRECTOR

PURCHASING DIVISION

PROJECT #: 2012-04
 PROJECT NAME: PROFESSIONAL SECURITY SERVICES
 DUE DATE: OCTOBER 12, 2011 – 12:00 NOON
 DEPARTMENT: HUMAN SERVICES

	DIAMOND DETECTIVE CHICAGO HTS IL	PER MAR SECURITY MADISON WI	WATSON SECURITY ROCKTON IL	SELDIN SECURITY ROSEMONT IL	MIDWEST PROTECTION MADISON WI
REGULAR RATE	13.39	GUARD 13.76 SUPERVISOR 14.99	12.90	13.70	13.50
HOLIDAY RATE	19.42	GUARD 19.54 SUPERVISOR 21.29	19.35	19.00	19.95
2013 INCREASE	3%	3%	1%	3%	2%
2014 INCREASE	3%	3%	2%	3%	2%
RATER 1	80	80	65	60	40
RATER 2	80	85	75	50	50
RATER 3	90	80	70	70	50
TOTAL SCORE	250	245	210	180	140
AVERAGE SCORE	83.33	81.67	70	60	46.67
RANKING	1	2	3	4	5

Request for Proposal was advertised in the Beloit Daily News and on the Internet. Eight additional vendors were solicited that did not respond.

Proposals were evaluated based on the following criteria:

1. EXPERIENCE 25 POINTS MAXIMUM
2. STAFF QUALIFICATIONS 25 POINTS MAXIMUM
3. PRICING -50 POINTS MAXIMUM

PREPARED BY: JODI MILLIS
PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: DIAMOND DETECTIVE

SIGNATURE *Charmian J. Klyue* DATE 10/31/11

GOVERNING COMMITTEE APPROVAL:

CHAIR *Brian Knudson* VOTE _____ DATE 11-21-11

PURCHASING PROCEDURAL ENDORSEMENT:

CHAIR _____ VOTE _____ DATE _____

ROCK COUNTY
FUND BALANCE POLICY

The County shall maintain a minimum ~~undesigned~~ unassigned General Fund balance of 10% to 17% of the total audited General, Special Revenue and Enterprise Fund expenditures. The calculation of these percentages shall include the ~~designated~~ fund balances in the Special Revenue Funds and the working capital in the Enterprise Funds and shall be calculated annually from the County's Certified Financial Statements.

The percentage calculations shall be reported to the Finance Committee of the Rock County Board of supervisors at its meeting that includes the report of the annual certified audit. The report should also include references to current State Aid patterns, demand for services, the volatility of the demand for services and the potential need for transfers from the General Fund to one or more of the Enterprise Funds (Rock Haven Nursing Home, Airport or Highway) to continue operations.

**THIS REVISED POLICY WAS APPROVED BY THE ROCK COUNTY
FINANCE COMMITTEE ON DECEMBER XX, 2011.**