

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Finance Committee
INITIATED BY

Finance Committee
SUBMITTED BY



Sherry Oja, Finance Director
DRAFTED BY

September 18, 2013
DATE DRAFTED

Amendment to Rules of Procedure for the Rock County Board of Supervisors

- 1 **WHEREAS** Rule-V G(9) of the Rock County Board Rules of Procedure states:
- 2
- 3 Effective May 1, 2011, the purchasing procedural endorsement shall be the
- 4 responsibility of the Finance Committee. The endorsement is only to verify whether or
- 5 not the Purchasing Procedure has been legally followed by Rock County.
- 6
- 7 **WHEREAS**, the purchasing procedural endorsement requirement was put into place before the
- 8 County had a written Purchasing Policies and Procedures Manual; and,
- 9
- 10 **WHEREAS**, the County has developed a strict internal approval process and all Departments have
- 11 access to the Purchasing Policies and Procedures Manual; and,
- 12
- 13 **WHEREAS**, purchases of items over \$5,000 will continue to require approval of the appropriate
- 14 Governing Committee and purchases of items over \$10,000 will continue to require County Board
- 15 approval; and,
- 16
- 17 **WHEREAS**, due to the reasons stated above, the purchasing procedural endorsement is no longer
- 18 necessary.
- 19
- 20 **NOW, THEREFORE, BE IT RESOLVED**, by the Rock County Board of Supervisors duly
- 21 assembled this 10 day of October, 2013, that Rule V-G(9) of the Rock County Board Rules
- 22 of Procedure be deleted.

Respectfully submitted,

FINANCE COMMITTEE

Mary Mawhinney
Mary Mawhinney, Chair

Sandra Kraft
Sandra Kraft, Vice Chair

Mary Beaver
Mary Beaver

Brent Fox
Brent Fox

J. Russell Podzilni
J. Russell Podzilni

13-10A-425

COUNTY BOARD STAFF COMMITTEE

Absent

J. Russell Podzilni, Chair

Sandra Kraft

Sandra Kraft, Vice Chair

Eva Arnold

Eva Arnold

Henry Brill

Henry Brill

Betty Jo Bussie

Betty Jo Bussie

Absent

Marilynn Jensen

Mary Mawhinney

Mary Mawhinney

Louis Peer

Louis Peer

Kurtis L. Yankee

Kurtis L. Yankee

FISCAL NOTE:

No fiscal impact.

Sherry Oja

Sherry Oja
Finance Director

LEGAL NOTE:

Pursuant to Rule X(C) of the Rock County Board of Supervisors Rules of Procedure, the Rules of Procedure may be amended by a 2/3 vote of all members present.

Jeffrey S. Kuglitsch

Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

Craig Knutson

Craig Knutson
County Administrator

EXECUTIVE SUMMARY
COUNTY BOARD RULE CHANGE – PURCHASING PROCEDURAL ENDORSEMENT

Rock County Board Rule V G(9) requires that the Finance Committee give Purchasing Procedural Endorsement prior to contract award on all bids, proposals and quotes with a cost greater than \$5,000. This endorsement is simply in place to verify that the proper procedures were followed during the bidding process (legal notice was published, bids were opened and read at a designated time and place, etc).

This procedure was initially put into place because the County did not have a formal Purchasing Ordinance or Policies and Procedures Manual. In 2003, the County adopted a formal ordinance and a policies and procedures manual was approved. The General Services Committee gave the purchasing procedural endorsement until April 2011, when the Finance Committee then took over this roll. With the Purchasing Ordinance, Policies and Procedures Manual and tight internal controls in place, this extra step in the bidding process is no longer necessary. Awards will still be approved by the appropriate governing committee and if over \$10,000, the full County Board. By eliminating purchasing procedural endorsement, contracts and bids will be awarded in a timelier manner.