

ROCK COUNTY, WISCONSIN



Board of Supervisors
51 South Main Street
Janesville, WI 53545
(608)757-5510
Fax (608)757-5511

**FINANCE COMMITTEE
THURSDAY, SEPTEMBER 25, 2014 - 5:45 P.M.
JURY DELIBERATION ROOM – FOURTH FLOOR
ROCK COUNTY COURTHOUSE-EAST**

Agenda

1. Call to Order and Approval of Agenda
2. Citizen Participation, Communications and Announcements
3. Transfers and Appropriations
4.
 - A. Bills
 - B. Bills Over \$10,000
 - C. Encumbrances Over \$10,000
 - D. Pre-Approved Encumbrance Amendments
 - E. Approval of Bills for Other Departments
5. Resolution
 - A. Awarding the Contract for Wisconsin Home Energy Assistance Program (WHEAP) Services and Amending the 2014 Budget
 - B. Amending the 2014 Airport Budget and Entering into an Agreement with the State of Wisconsin for Reimbursement
6. Adjournment

**NOTE: Location,
Time & Date**

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Human Services Board
INITIATED BY



Sara Mooren
DRAFTED BY

Human Services Board
SUBMITTED BY

September 12, 2014
DATE DRAFTED

**Awarding the Contract for Wisconsin Home Energy Assistance Program (WHEAP)
Services and Amending the 2014 Budget**

1 **WHEREAS**, the Human Services Department annually receives funding from the State of Wisconsin
2 Department of Administration Wisconsin Home Energy Assistance Program (WHEAP) to assist eligible
3 low-income Rock County residents with their utility costs; and,
4
5 **WHEREAS**, a request for proposals was issued to administer this program in Rock County with Energy
6 Services, Inc. being the only entity to submit a proposal; and,
7
8 **WHEREAS**, Department staff reviewed the proposal which met all requirements of the specifications set
9 forth in the request for proposals; and,
10
11 **WHEREAS**, WHEAP funding is allocated on a federal fiscal year and a contract for \$365,069 with
12 Energy Services, Inc. would begin on October 1, 2014 and end on September 30, 2015 with the option for
13 up to two one-year extensions; and,
14
15 **WHEREAS**, awarded funding will be targeted for client services, general operations and outreach in the
16 community; and,
17
18 **WHEREAS**, the 2014 Budget would be amended to add an additional \$40,000 based on current
19 revenue and expenditure projections.
20
21 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
22 this _____ day of _____, 2014, does hereby award a contract to Energy Services, Inc. for
23 WHEAP Services in Rock County.
24
25 **BE IT FURTHER RESOLVED**, that the Human Services Department budget for 2014 be amended
26 as follows:

Account/Description	Budget <u>9/12/14</u>	Increase (Decrease)	Amended Budget
<u>Source of Funds</u>			
36-3614-0000-42100 Federal Aid	\$364,412	\$40,000	\$404,412
<u>Use of Funds</u>			
36-3614-0000-62119 Contracted Services	\$364,412	\$40,000	\$404,412

Awarding the Contract for Wisconsin Home Energy Assistance Program (WHEAP) Services and Amending the 2014 Budget
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Respectfully submitted,

Human Services Board

Brian Knudson, Chair

Sally Jean Weaver-Landers, Vice Chair

Terry Fell

Linda Garrett

Billy Bob Grahn

Ashley Kleven

Kathy Schulz

Terry Thomas

Shirley Williams


FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of

Mary Mawhinney, Chair

ADMINISTRATIVE NOTE:

Recommended.


Josh Smith
County Administrator

FISCAL NOTE:

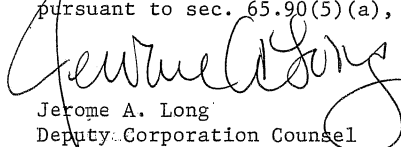
This resolution authorizes the acceptance and expenditure of an additional \$40,000 in Federal Aid for the WHEAP program and awards the contract for WHEAP services to Energy Services, Inc. No County matching funds are required.



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. As an amendment to the adopted 2014 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.


Jerome A. Long
Deputy Corporation Counsel

Executive Summary

Awarding the Contract for Wisconsin Home Energy Assistance Program (WHEAP) Services and Amending the 2014 Budget

The Human Services Department annually receives funding from the State of Wisconsin Department of Administration Wisconsin Home Energy Assistance Program (WHEAP) to assist eligible low-income Rock County residents with their utility costs.

A request for proposals was issued to administer this program in Rock County. Energy Services, Inc. was previously awarded these funds and was the only entity to submit a proposal for this award. Department staff reviewed the proposal, which met all requirements of the specifications set forth in the request for proposals.

This resolution awards the contract to Energy Services, Inc. and also amends the 2014 Human Services Department budget to accept \$40,000 in additional funds through WHEAP. Funding is allocated on a federal fiscal year and a contract will be developed to begin on October 1, 2014 and end September 30, 2015. Rock County will have the option for up to two 1-year extensions.

The total contract amount will be \$365,069 for client services, general operations, and outreach.

Services provided by Energy Services will include:

- Publicizing a telephone number where persons can call for WHEAP information year-round and provide information on transportation to application site (s).
- Publicizing eligibility requirements, information on how to apply, location of application sites, times to apply, the availability of heating assistance, crisis assistance and weatherization.
- Provide outreach services to targeted population groups including high-risk households, the elderly, and the handicapped. This is to include assistance with the preparation and submittal of application by persons who are homebound. Provide an annual written detailed "Outreach Plan and Strategy" and "Coordination Plan" to Rock County Human Services Department.
- Establish a central location for the distribution and receipt of applications.
- Assure that all sites are accessible to all potential applicants including those with physical disabilities and that these sites are physically and geographically located throughout Rock County. Allow for flexible office hours to accommodate clients who cannot apply during normal business hours.
- Verify application information and supporting documents and certify that the application is correct. Enter certified application (s) into the WHEAP System.
- Resolve application and check issuance problems.
- Coordinate with other local agencies serving low-income persons.

No additional county funds are required.

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Public Works Committee
INITIATED BY



Ronald D. Burdick
Airport Director
DRAFTED BY

Public Works Committee
SUBMITTED BY

September 18, 2014
DATE DRAFTED

AMENDING THE 2014 AIRPORT BUDGET AND ENTERING INTO AN AGREEMENT WITH THE STATE OF WISCONSIN FOR REIMBURSEMENT

1 WHEREAS, Rock County, hereinafter referred to as the Sponsor, owns an airport known
2 as the Southern Wisconsin Regional Airport; and,
3

4 WHEREAS, the Airport's terminal building has been undergoing extensive re-modeling
5 through a series of projects over the last three years and is expected to be completed by
6 November 1, 2014; and,
7

8 WHEREAS, the parking lot at the terminal was scheduled to be re-constructed as the
9 fourth and final project at a funding level that was to be paid 80% by the State of Wisconsin
10 and 20% by Sponsor and which was scheduled in 2014; and,
11

12 WHEREAS, the Sponsor budgeted appropriate funding to pay its 20% share in 2014; and,
13

14 WHEREAS, the State of Wisconsin has been unable to provide the 80% funding this year
15 to complete the parking lot project as scheduled; and,
16

17 WHEREAS, the Sponsor has agreed to pay the entire cost of the parking lot reconstruction
18 this year and has accepted a letter from the state of Wisconsin promising to repay its 80%
19 portion of the project up to but not exceeding \$528,000 to Rock County after July 1, 2015.
20

21 NOW, THEREFORE BE IT RESOLVED that the Rock County Board of Supervisors
22 duly assembled this ____ day of _____, 2014, does hereby agree to enter
23 into the Repayment Agreement with the State of Wisconsin, Department of Transportation,
24 Bureau of Aeronautics.
25

26 BE IT FURTHER RESOLVED, that the Southern Wisconsin Regional Airport's 2014 Capital
27 Project budget be amended as follows:
28

<u>Account/Description</u>	<u>Budget at 9/17/14</u>	<u>Increase (Decrease)</u>	<u>Amended Budget</u>
<u>Source of Funds:</u>			
41-4453-4454-42200			
State Aid	\$ 0	\$528,000	\$ 528,000
41-4453-4454-46400			
Fund Balance	549,000	32,000	581,000
<u>Use of Funds:</u>			
41-4453-4454-67200			
Capital Projects	549,000	560,000	1,109,000

RESPECTFULLY SUBMITTED

PUBLIC WORKS COMMITTEE

Betty Jo Bussie, Chair

Brent Fox, Vice Chair

Eva Arnold

Rick Richard

Brenton Driscoll


FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of

Mary Mawhinney, Chair

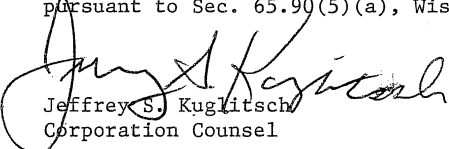
FISCAL NOTE:

The total cost of the parking lot is estimated at \$660,000 with \$528,000 (80%) funded by the State and \$132,000 (20%) funded by the County. The County currently has \$100,000 in the 2014 budget for its share of the parking lot. This resolution takes the additional \$32,000 County share needed from the Airport capital account's fund balance. The County will pay the total cost of the parking lot up front and the state has agreed to reimburse the County for 80% of the costs, up to \$528,000, sometime after July 1, 2015.


Sherry Oja
Finance Director

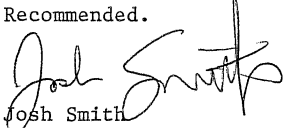
LEGAL NOTE:

The County Board is authorized to take this action pursuant to Secs. 59.01 and 59.51, Wis. Stats. As an amendment to the adopted 2014 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.


Josh Smith
County Administrator