



**FINANCE COMMITTEE
THURSDAY, OCTOBER 2, 2014 - 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. Report by Cutwater Asset Management
4. Committee Review and Approval of Per Meeting Allowances
5. Approval of Minutes –August 29, 2014 Joint with County Board Staff Committee and September 18, 2014
6. Transfers and Appropriations
 - A. 911 Communications Center
7.
 - A. Bills
 - B. Bills Over \$10,000
 - C. Encumbrances Over \$10,000
 - D. Pre-Approved Encumbrance Amendments
 - E. Approval of Bills for Other Departments
 - 1) Public Health
8. Committee Approval
 - A. Amending the 2014 Land Conservation Department Budget to Offset Costs Associated with the Clean Sweep Program
9. Resolution
 - A. Amending the County Clerk's 2014 Budget to Purchase Election Equipment Network Configuration (Will be provided at the meeting)
10. Adjournment

Rock County Transfer Request - Over \$1,000

TO: FINANCE DIRECTOR Date September 24, 2014 Transfer No. 14-76
 Requested By Communications Center Kathy Sukus
Department Department Head

FROM:	AMOUNT	TO:	AMOUNT
Account #: 23-2400-0000-62210 Description: Telephones Current Balance: \$46,982	\$14,820.00	Account #: 23-2400-0000-62420 Description: Machinery & Equipment R&M	\$14,820.00
Account #: Description: Current Balance:		Account #: Description:	
Account #: Description: Current Balance:		Account #: Description:	
Account #: Description: Current Balance:		Account #: Description:	

REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC

SONET Ring was removed mid-year and replaced by new ASE Ethernet system, which costs substantially less, therefore there are extra funds in the TELEPHONE account for 2014.

REASON TRANSFER IS NECESSARY - BE SPECIFIC

Communications Center UPS replacement batteries are being purchased with 2014 available funds instead of requesting in the 2015 budget.

FISCAL NOTE:

Sufficient funds are available for transfer. *SS 9/24/14*

ADMINISTRATIVE NOTE:

Recommended. *[Signature] 9.24.14*

REQUIRED APPROVAL

DATE

COMMITTEE CHAIR

Governing Committee _____

Finance Committee _____

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
07-1430-0000-62119	OTHER SERVICES				
		P1402741	08/15/2014	HIGHLINE CORPORATION	600.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	58,175.00	10,775.00	16,304.27	600.00	30,495.73
07-1430-0000-62400	R & M SERV				
		P1400546	09/08/2014	LASER PRINTER SOLUTIONS LLC	196.85
		P1403136	08/27/2014	GENERAL HEATING AND AIR CONDIT	12,495.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	140,505.00	114,290.55	7,063.69	12,691.85	6,458.91
07-1430-0000-62421	COMPUTER EQUIP				
		P1402994	08/27/2014	CDW GOVERNMENT INC	416.20
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	9,000.00	1,829.49	1,804.66	416.20	4,949.65
07-1430-0000-62491	SOFTWARE MAINT				
		P1402995	08/27/2014	NOVELL INC	24,344.00
		P1403056	08/15/2014	HIGHLINE CORPORATION	2,085.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	245,387.00	142,850.03	(299.45)	26,429.00	76,407.42
07-1430-0000-63407	COMPUTER SUPPL				
		P1402927	08/22/2014	CDW GOVERNMENT INC	628.70
		P1402965	08/28/2014	CDW GOVERNMENT INC	64.10
		P1403025	09/05/2014	CDW GOVERNMENT INC	402.10
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	18,176.00	10,041.84	3,467.14	1,094.90	3,572.12
INFORMATION TECHNOLOGY PROG TOTAL					41,231.95
07-1444-0000-62119	OTHER SERVICES				
		P1402053	08/31/2014	CDW GOVERNMENT INC	525.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	85,625.00	41,824.11	42,543.89	525.00	732.00
IT CAPITAL PROJECTS PROG TOTAL					525.00
07-1450-0000-67143	IT CROSS CHARGES				
ENC		R1403421	09/10/2014	AMAZON.COM	54.14
ENC		R1403454	09/16/2014	AMAZON.COM	165.96
		P1402732	08/28/2014	CDW GOVERNMENT INC	186.48
		P1402926	08/22/2014	CDW GOVERNMENT INC	7.19
		P1402934	08/22/2014	CDW GOVERNMENT INC	108.83
		P1402935	08/22/2014	ENTERPRISE SYSTEMS GROUP	1,012.25
		P1402956	08/25/2014	CDW GOVERNMENT INC	38.78

COMMITTEE APPROVAL REPORT

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
		P1402988	08/27/2014	ENTERPRISE SYSTEMS GROUP	362.00
		P1403018	09/05/2014	ENTERPRISE SYSTEMS GROUP	433.25
		P1403020	07/01/2014	EMLOGIS INC	4,800.00
		P1403021	09/03/2014	CDW GOVERNMENT INC	101.55
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	200,000.00	98,018.47	64,056.67	7,270.43	30,654.43
IT-CROSS CHARGES PROG TOTAL				7,270.43	

I have examined the preceding bills and encumbrances in the total amount of **\$49,027.38**

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 Finance Committee and County Board.
- B. Bills under \$10,000 to be paid.
- C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: **OCT 02 2014**

Dept Head _____

Committee Chair _____

COMMITTEE APPROVAL REPORT

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
14-1410-0000-63100	OFC SUPP & EXP	P1401752	08/11/2014	B AND H PHOTO VIDEO INC	180.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	2,800.00	1,673.22	0.00	180.00	946.78
COUNTY CLERK PROG TOTAL				180.00	

I have examined the preceding bills and encumbrances in the total amount of **\$180.00**

Claims covering the items are proper and have been previously funded. These items are to be treated as follows:

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- C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: **OCT 02 2014**

Dept Head _____

Committee Chair _____

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
31-3000-0000-62503	INTERPRETER FEES	P1401181	08/26/2014	GONZALEZ,BELEM	200.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	2,000.00	398.50	0.00	200.00	1,401.50
31-3000-0000-63100	OFC SUPP & EXP	P1402809	08/12/2014	TAYLOR TECHNOLOGIES INC	37.52
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	20,000.00	9,794.58	8,956.41	37.52	1,211.49
31-3000-0000-64000	MEDICAL SUPPLIES	P1400011	09/02/2014	GLAXOSMITHKLINE PHARMACEUTICA	893.40
		P1400015	09/03/2014	MC KESSON MEDICAL SURGICAL COF	475.91
		P1400016	07/24/2014	MERCK AND CO INC	8,516.30
		P1402830	08/13/2014	MINNESOTA THERMAL SCIENCE	276.73
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	105,000.00	31,587.23	46,439.63	10,162.34	16,810.80
31-3000-0000-64010	LAB SUPPLIES	P1400021	08/26/2014	CULLIGAN WATER CONDITIONING IN	35.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	12,500.00	5,575.02	0.00	35.00	6,889.98
31-3000-0000-64904	SUNDRY EXPENSE	R1403425	09/10/2014	AMAZON.COM	15.21
ENC					
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	5,000.00	1,139.65	217.69	15.21	3,627.45
HEALTH DEPARTMENT PROG TOTAL				10,450.07	
31-3161-0000-63110	ADMIN.EXPENSE	R1403354	09/05/2014	AMAZON.COM	479.90
ENC		R1403434	09/11/2014	AMAZON.COM	840.90
ENC					
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	466,036.00	435,733.06	1,107.60	1,320.80	27,874.54
COMMUNITY TRANSFORMATION GRANT PROG TOTAL				1,320.80	

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
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I have examined the preceding bills and encumbrances in the total amount of **\$11,770.87**

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 Finance Committee and County Board.
- B. Bills under \$10,000 to be paid.
- C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: **OCT 02 2014**
to FE

Dept Head _____

Committee Chair _____

Resolution No. _____

Agenda No. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Land Conservation Comm.
INITIATED BY



Thomas Sweeney
DRAFTED BY

Land Conservation Comm.
SUBMITTED BY

September 18, 2014
DATE DRAFTED

**AMENDING THE 2014 LAND CONSERVATION DEPARTMENT BUDGET
TO OFFSET COSTS ASSOCIATED WITH THE CLEAN SWEEP PROGRAM**

1 **WHEREAS**, the Land Conservation Department (LCD) has participated in various components of the
2 Wisconsin Clean Sweep Program (Program), which is set up to allow homeowners, farm owners,
3 businesses and governmental units an affordable option for the disposal of hazardous chemicals no longer
4 accepted at land fills. The LCD has participated in the Program since 2002; and,

5
6 **WHEREAS**, the LCD continues to make an annual grant request to the DATCP for Clean Sweep
7 Program funding; and,

8
9 **WHEREAS**, various communities in Rock County continue to make monetary donations to help defray
10 to costs of this program; and,

11
12 **WHEREAS**, numerous budgetary changes have occurred to the Clean Sweep program during 2014 and
13 the Land Conservation Committee requests the 2014 Budget be amended to reflect those changes.

14
15 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
16 this ____ day of _____, 2014, amends the Land Conservation Department's budget as
17 follows:

<u>A/C DESCRIPTION</u>	<u>BUDGET AT</u>	<u>INCREASE</u>	<u>AMENDED</u>
<u>Source of Funds:</u>	<u>9/01//2014</u>	<u>(DECREASE)</u>	<u>BUDGET</u>
21 62-6300-0000-42200	\$11,000	\$ 2,339	\$13,339
22 State Aid			
23 62-6300-0000-46000	\$5,000	\$798	\$5,798
24 Contributions			
25 62-6300-0000-47000	\$30,371	\$7,488	\$37,859
26 Transfer In			
27			
28 Use of Funds:			
29 62-6300-0000-62119	\$29,000	\$10,625	\$39,625
30 Other Contracted Services			

Respectfully submitted:

LAND CONSERVATION COMMITTEE

Richard Bostwick, Chair

Tom Brien

Alan Sweeney, Vice Chair

Wes Davis

Jason Dowd

Rick Richard

Larry Wiedenfeld

David Rebut, USDA-FSA

AMENDING THE 2014 LAND CONSERVATION DEPARTMENT BUDGET TO OFFSET COSTS
ASSOCIATED WITH THE CLEAN SWEEP PROGRAM
Page 2

FINANCE COMMITTEE ENDORSEMENT:

Reviewed and approved on a vote of

_____.

Mary Mawhinney, Chair

FISCAL NOTE:

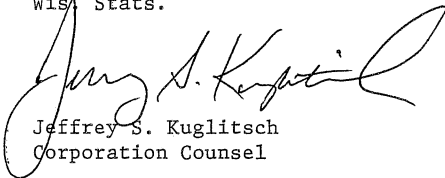
This resolution adjusts the Clean Sweep budget to accept additional State Aid of \$2,339, to recognize an increase in contributions of \$798 and to increase the transfer in of ATC funds by \$7,488. It also increases the expenditure appropriation by \$10,625.



Sherry Oja
Finance Director

LEGAL NOTE:

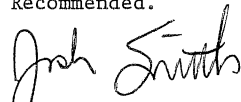
As an amendment to the adopted 2014 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

EXECUTIVE SUMMARY

The request to amend Land Conservation Department budget will balance the Clean Sweep account. The amendment to the 2014 budget for the Clean Sweep Program is the result of increased disposal service costs due to the popularity of the agricultural hazardous waste program, the nature of the agricultural wastes received, an increase in the vendor (hauler) rates due to the nature of the wastes received and an increase in the number of household clean sweep participants served.

The 2014 DATCP grant for the clean sweep program included the agricultural hazardous waste program. This grant requires free disposal of the first 200 lbs of farm waste per active or inactive farm. A record seventeen farms participated, nearly double any previous attendance. The vendor invoice for labor, supplies, and services for the household and agricultural clean sweep programs was approximately \$2,000 more than similar services provided in 2013. Also, the increase in the number of household participants exceeded expectations.

The net result from the aforementioned increases is the need to amend the budget to facilitate the increase in costs, the increase in the grant received, and a larger than budgeted contributions to the program. A need to increase the transfer in line item from \$30,371 to \$37,859 or an increase of \$7,488 from the ATC account, will balance this account.