



**AMENDED
8/2/2016**

**FINANCE COMMITTEE
THURSDAY, AUGUST 4, 2016 - 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. Review and Comments on the 2015 Certified Audit – Baker Tilly Virchow Krause, LLP
4. Approval of Minutes – July 14, 2016 and July 21, 2016
5. Committee Review and Approval of Per Meeting Allowances
6. Transfers and Appropriations
 - A. Public Health Department
7. Committee Approvals
 - A. Authorizing Acceptance of Cops and Kids Foundation Grant
 - B. Awarding Quote for Outboard Engine and Amending Sheriff's Office Budget
 - C. Award the Contract for Parking Lot and Sidewalk Replacement Project and Amend 2016 Facilities Management Capital Budget
 - D. Creating 1.0 Assistant Corporation Counsel Position, Deleting 0.5 Deputy Corporation Counsel Position and Amending the 2016 Budget (Contingent on County Board Staff Committee Approval)**
8. Request for Authorization to Purchase IP Phones for Council on Aging
9. Semi-Annual Report – Attendance at Conventions/Conferences
 - A. County Clerk
 - B. Finance
 - C. Information Technology
 - D. Land Records
 - E. Register of Deeds
 - F. Treasurer
10. Adjournment

Rock County Transfer Request - Over \$5,000

TO: FINANCE DIRECTOR Date July 18, 2016
Requested By Public Health Department
Department

Transfer No. 16-29
Marie-Noel Sandoval
Department Head

FROM:	AMOUNT	TO:	AMOUNT
Account #: 31-3000-0000-61100 Description: Regular Wages Current Balance: \$1,202,770	\$14,209	Account #: 31-3000-0000-62211 Description: Telephone Equipment	\$14,209
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

The Public Health Department has had several staff vacancies in 2016, making funds available for this transfer of funds.

REASON TRANSFER IS NECESSARY - BE SPECIFIC

The Public Health Department is upgrading its telephone equipment to Mitel IP phones in 2016. These funds are needed to pay for the telephone equipment upgrades.

FISCAL NOTE:

Sufficient funds are available for transfer. *5/18/16*

ADMINISTRATIVE NOTE:

Recommended *[Signature]* *7-18-16*

REQUIRED APPROVAL

DATE

COMMITTEE CHAIR

Governing Committee _____

Finance Committee _____

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Sheriff Robert D. Spoden
INITIATED BY



Diane Michaelis
DRAFTED BY

Public Safety and Justice
Committee
SUBMITTED BY

July 25, 2016
DATE DRAFTED

**Authorizing Acceptance of
Cops and Kids Foundation Grant**

1 WHEREAS, the Cops and Kids Foundation is a nonprofit organization which promotes collaborative
2 partnerships between law enforcement agencies and their communities; and,
3

4 WHEREAS, the Rock County Sheriff's Office is eligible to receive a grant of \$1,000 from the Cops
5 and Kids Foundation; and,
6

7 WHEREAS, the grant funds will be used to support the Rock County Cops and Bobbers fishing
8 program.
9

10 NOW, THEREFORE BE IT RESOLVED by the Rock County Board of Supervisors assembled this
11 ____ day of _____ 2016, that the Rock County Sheriff is authorized to accept funds from the
12 Cops and Kids Foundation; and,
13

14 BE IT FURTHER RESOLVED, that the 2016 budget be amended as follows:
15

Account Description	Budget at	Amount	Amended
<u>Account Number</u>	<u>01/01/16</u>	<u>Incr (Decr)</u>	<u>Budget</u>
<u>Source of Funds</u>			
Other Grants and Contracts			
21-2144-2016-46002	\$0	\$1,000	\$1,000
<u>Use of Funds</u>			
Sundry Expense			
21-2144-2016-64904	\$0	\$1,000	\$1,000

Respectfully submitted,

PUBLIC SAFETY AND JUSTICE COMMITTEE

FINANCE COMMITTEE ENDORSEMENT

Mary Beaver, Chair

Reviewed and approved on a vote
of _____

Henry Brill

Mary Mawhinney, Chair

Terry Fell

Brian Knudson

Phil Owens

FISCAL NOTE:

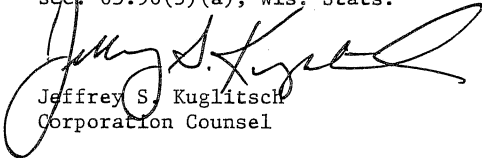
This resolution authorizes the acceptance and expenditure of \$1,000 in grant funding from the Cops and Kids Foundation. No County matching funds are required.



Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to accept grant funds pursuant to sec. 59.52(19), Wis. Stats. As an amendment to the adopted 2016 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.



Nick Osborne
Acting County Administrator

Executive Summary

Authorizing Acceptance of Cops and Kids Foundation Grant

The Rock County Sheriff's Office has received a grant from the Cops and Bobbers fund, a component of the Cops and Kids Foundation, Inc. The Cops and Kids Foundation is an area nonprofit organization whose programs and services provide law enforcement with the tools and funding necessary to implement their award winning community service.

The grant is for \$1,000 and will be used to support the Rock County Cops and Bobbers fishing program. Various fishing supplies, boat rental, and other related materials will be purchased with the funds. Additionally, Cops and Bobbers will be providing fishing poles, life jackets, and T-shirts.

The primary goal of the Cops and Bobbers program is to teach kids how to fish. The cops are the hosts, and volunteers from the community can also assist. The goal of Cops and Bobbers is to get kids hooked on fishing rather than drugs and crime. Kids will get to interact with local cops and form a positive and friendly relationship.

The Cops and Bobbers events will be held at different locations throughout Rock County. No additional County funds are needed.

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Sheriff Robert D. Spoden
INITIATED BY



Diane Michaelis
DRAFTED BY

Public Safety and Justice
Committee
SUBMITTED BY

July 26, 2016
DATE DRAFTED

**Awarding Quote for Outboard Engine and
Amending Sheriff's Office Budget**

1 **WHEREAS**, the Sheriff's Office Boston Whaler boat is a vital rescue and patrol vehicle; and,
2
3 **WHEREAS**, the outboard engine in the Boston Whaler boat is failing; and,
4
5 **WHEREAS**, the Sheriff's Office recommends replacing the outboard engine in 2016; and,
6
7 **WHEREAS**, due to the vital nature of this rescue and patrol vehicle, the County Administrator used his
8 authority under Section 2.218(2)(b) of the County Purchasing Ordinance to authorize the solicitation of
9 quotes instead of the more formal bid process; and,
10
11 **WHEREAS**, the cost for a Mercury Marine 250 HP Verado four stroke outboard engine is \$10,995; and,
12
13 **WHEREAS**, the Sheriff's Office solicited quotes from qualified vendors for the Mercury Marine 250 HP
14 Verado outboard engine; and,
15
16 **WHEREAS**, the quotes were reviewed by the Rock County Sheriff's Office and the Rock County
17 Purchasing Manager, with the recommendation that the quote be awarded to the lowest, most responsive
18 and responsible quoter, Jerrys Sports Service Inc., of Beloit, Wisconsin.
19
20 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
21 this _____ day of _____, 2016 that the quote for the Mercury Marine 250 HP Verado
22 outboard engine be awarded to Jerrys Sports Service Inc., of Beloit, Wisconsin, in the amount of
23 \$10,995.00.
24

25 **BE IT FURTHER RESOLVED** that the Sheriff's Office budget be amended as follows:

27	<u>Account Description</u>	<u>Budget at</u>	<u>Amount</u>	<u>Amended</u>
28	<u>Account Number</u>	<u>01/01/16</u>	<u>Incr (Decr)</u>	<u>Budget</u>
29	<u>Source of Funds</u>			
30	County Sales Tax			
31	21-2100-0000-47500	\$0	\$2,749	\$2,749
32				
33	State Aid for Water Patrol			
34	21-2100-0000-42202	\$26,731	\$8,246	\$34,977
35				
36				
37	<u>Use of Funds</u>			
38	Capital Assets \$5,000 More			
39	21-2100-0000-67161	\$33,200	\$10,995	\$44,195

Respectfully submitted,

PUBLIC SAFETY AND JUSTICE COMMITTEE

FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of

Mary Beaver, Chair

Henry Brill, Vice Chair

Terry Fell

Brian Knudson

Phil Owens

Mary Mawhinney, Chair

FISCAL NOTE:

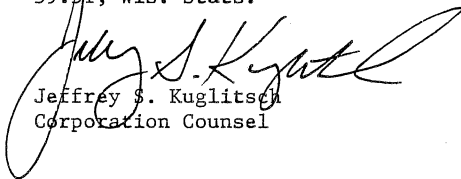
This resolution authorizes the purchase of a new boat motor for the Sheriff's rescue and patrol boat. This purchase will be funded by a mix of state grant funds and sales tax revenue.



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.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Nick Osborne
Acting County Administrator

Awarding Quote for Outboard Engine and Amending Sheriff's Office Budget

Executive Summary

The Sheriff's Office Boston Whaler boat is a vital rescue and patrol vehicle. The Boston Whaler is the primary patrol boat. The Boston Whaler is the only boat in the fleet with a dive door that effectively allows the dive team to deploy. It is crucial that this boat is in good working order for all emergency and non-emergency deployments.

The outboard engine in the Boston Whaler is failing. The Sheriff's Office recommends replacing the outboard engine in 2016. Originally the new engine was going to be requested in the 2017 budget.

The cost for a Mercury Marine 250 HP Verado four stroke outboard engine is \$10,995, after trade in. Funding will come the Department of Natural Resources (75%) and from sales tax revenue (25%).

Per Recreational Safety Deputy Christopher Krahn, the Sheriff's Office purchased the Boston Whaler patrol boat package new in 2009. To replace the entire boat, motor, and trailer would cost the Sheriff's Office over \$70,000. Currently, the boat and trailer are in good working condition, but the motor is in need of replacement. The motor replacement would allow the Boston Whaler to remain in the fleet for years to come.

The Sheriff's Office solicited quotes from qualified vendors for the Mercury Marine 250 HP Verado outboard engine. The quotes were reviewed by the Rock County Sheriff's Office and the Rock County Purchasing Manager, with the recommendation that the quote be awarded to the lowest, most responsive and responsible quoter, Jerrys Sports Service Inc., of Beloit, Wisconsin.

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

General Services Committee
INITIATED BY



Brent Sutherland –
Director of Facilities Management
DRAFTED BY

General Services Committee
SUBMITTED BY

July 25, 2016
DATE DRAFTED

Award the Contract for Parking Lot and Sidewalk Replacement Project and Amend 2016 Facilities Management Capital Budget

1 **WHEREAS**, funds were budgeted in 2016 for the replacement of parking lots and sidewalks at
2 911 Communications Center and the HCC building; and,
3
4 **WHEREAS**, funds were budgeted in 2016 for the replacement of sidewalks at the Council on
5 Aging and the Job Center buildings; and,
6
7 **WHEREAS**, specifications were drafted and went out for bid; and,
8
9 **WHEREAS** the bids came in higher than budgeted; and,
10
11 **WHEREAS**, the funds for RH. Batterman for construction management were not allocated for
12 the completion of the project.

13
14 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly
15 assembled this ____ day of _____, 2016 hereby approves and authorizes awarding a
16 contract base bid and alternate bid in the amount of \$242,313.50 to Maddrell Excavating LLC of
17 Monroe, WI.

18
19 **BE IT FURTHER RESOLVED**, the Board approves a contract for \$7,700.00 for construction
20 management with RH Batterman.

21
22 **BE IT FURTHER RESOLVED**, that the Facilities Management 2016 budget be amended as
23 follows:

<u>ACCOUNT/DESCRIPTION</u>	<u>BUDGET</u> <u>7/25/16</u>	<u>INCREASE/</u> <u>(DECREASE)</u>	<u>AMENDED</u> <u>BUDGET</u>
<u>Source of Funds</u>			
18-1811-0000-47500	-0-	4,880	4,880
Prior Year Sales Tax			
18-1816-0000-47500	-0-	11,828	11,828
Prior Year Sales Tax			
18-1849-0000-47500	-0-	30,111	30,111
Prior Year Sales Tax			
18-1821-0000-47500	-0-	13,159	13,159
Prior Year Sales Tax			
<u>Use of Funds:</u>			
18-1811-0000-67200	80,510	4,880	85,390
Capital Improvements			
18-1816-0000-67200	69,000	11,828	80,828
Capital Improvements			
18-1849-0000-67200	686,627	30,111	716,738
Capital Improvements			
18-1821-0000-67200	475,734	13,159	488,893
Capital Improvements			

**Award the Contract for Parking Lot and Sidewalk Replacement Project and Amend 2016
Facilities Management Capital Budget**

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Respectfully submitted,

GENERAL SERVICES COMMITTEE

FINANCE COMMITTEE ENDORSEMENT

Hank Brill, Chair

Reviewed and approved on a vote of _____

Jason Heidenreich, Vice Chair

Mary Mawhinney, Chair

Robert Yeomans

David Homan

Jeremy Zajac

FISCAL NOTE:

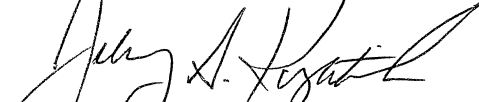
This resolution authorizes the awarding of contracts for the replacement of parking lots at 911 and the HCC building as well as the replacement of sidewalks at the 911, HCC, Council on Aging and Job Center buildings. Since the bids came in over what was budgeted for these projects, this resolution also authorizes a transfer in of \$59,978 in sales tax revenue to the various project accounts.



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 2016 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.



Nick Osborne
Acting County Administrator

Rock County, Wisconsin

51 South Main Street
Janesville, WI 53545



General Services

Facilities Management
(608)757-5518

Executive Summary

Awarding Contract for Parking Lot and Sidewalk Replacement at 911, HCC, Council on Aging and Job Center and Budget Amendment

Rock County bid out parking lot replacement at the HCC and 911 buildings and sidewalk replacement at the Council on Aging and Job Center. There was an alternate bid to crack fill, seal and restripe the HCC back parking lot. The base bid was over budget by \$22,812.50. No funds were budgeted for the construction management by RH Batterman which is \$7,700.00. I am recommending the alternate bid also be added at \$29,465.00, this leaves this project over budgeted by \$59,977.50. I am requesting approval to complete this project and approve a budget amendment of \$59,977.50.



BID SUMMARY FORM

BID NUMBER 2016-30
BID NAME PARKING LOT RECONSTRUCTION & SIDEWALK REPLACEMENT
BID DUE DATE JULY 19, 2016 – 1:30 P.M.
DEPARTMENT FACILITIES MAINTENANCE

	MADRELL MONROE WI	ROCK ROAD JANESVILLE WI	BARTELT ALBANY WI
HEALTH CARE CENTER PARKING LOT	105,006.00	125,740.72	138,467.05
911 CENTER PARKING LOT	56,377.50	69,305.62	87,716.45
HEALTH DEPT/COA SIDEWALK	10,860.00	11,601.00	13,607.10
JOB CENTER SIDEWALK	40,605.00	41,865.12	46,330.65
TOTAL BASE BID	\$ 212,848.50	\$ 248,512.46	\$ 286,121.25
ALTERNATE BID	29,465.00	26,664.95	21,313.50
TOTAL BID WITH ALTERNATE	\$ 242,313.50	\$ 275,177.41	\$ 307,434.75
START DATE	8/1/16	10 DAYS AFTER AWARD	8/15/16
COMPLETION	10/14/16	10/14/16	9/30/16
ADDENDUM RECEIVED	YES	YES	YES
BID BOND	YES	YES	YES
QUALIFICATIONS FORM	YES	YES	YES

Alternate Bid: Crack filling, sealcoating, restriping rear Health Care Center parking lot.

Invitation to Bid was advertised in the Janesville Gazette and on the Internet. Eleven additional vendors were solicited that did not respond. One bidder submitted a non-responsive bid because they did not include the Bidder's Qualifications Statement with their bid as required.

PREPARED BY: JODI MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: _____

SIGNATURE DATE

GOVERNING COMMITTEE APPROVAL:

CHAIR VOTE DATE

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

JEFFREY S. KUGLITSCH
INITIATED BY



JEFFREY S. KUGLITSCH
DRAFTED BY

COUNTY BOARD STAFF
SUBMITTED BY

AUGUST 2, 2016
DATE DRAFTED

CREATING 1.0 ASSISTANT CORPORATION COUNSEL POSITION, DELETING .5 DEPUTY CORPORATION COUNSEL POSITION AND AMENDING THE 2016 BUDGET

1 WHEREAS, the amount of Child Protection cases in the Department of Human Services has
2 dramatically increased this year to the point that over 100 children have been taken into protective
3 custody as of June 2016; and
4

5 WHEREAS, hearings need to be held before the Court on these matters within 48 hours and
6 ultimately further legal proceedings such as Children in Need of Protection actions and termination of
7 parental rights need to occur; and
8

9 WHEREAS, substantiation appeals are now required to have formal hearings before
10 Administrative Law Judges which require legal representation by Rock County; and
11

12 WHEREAS, the number of appeals has also dramatically increased putting a strain on legal
13 resources; and
14

15 WHEREAS, currently we have one full time Assistant Corporation Counsel assigned to handle
16 these matters for the Human Services Department which is inadequate given the case load; and
17

18 WHEREAS, currently there is a vacant .5 Deputy Corporation Counsel position; and
19

20 WHEREAS, to handle the Human Services Department caseload, it is proposed that we eliminate
21 the .5 Deputy Corporation Counsel position and create an additional 1.0 Assistant Corporation Counsel
22 position; and
23

24 WHEREAS, some funding is available for 2016 in the Corporation Counsel salary account due to
25 the vacant .5 Deputy Corporation Counsel. In addition, partial reimbursement for the new position may
26 be provided by the State of Wisconsin, Department of Children and Families Federal IV-E funding.
27

28 NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly
29 assembled this 11th day of August, 2016 that they move to delete the .5 Deputy Corporation Counsel
30 position and approve the creation of an additional 1.0 Assistant Corporation Counsel.
31

32 BE IT FURTHER RESOLVED that the 2016 Budget be amended as follows:
33

34 Account/Description	Budget	Increase	Amended
35	8/01/16	(Decrease)	Budget
36 <u>Source of Funds</u>			
37 19-1921-0000-47010			
38 General Fund Application	\$363,803	\$ 21,100	\$384,903
39			
40 <u>Use of Funds</u>			
41 36-3634-0000-62123	\$155,921	\$ 21,100	\$177,021
42 Corporation Counsel Services			

CREATING 1.0 ASSISTANT CORPORATION COUNSEL POSITION,
DELETING .5 DEPUTY CORPORATION COUNSEL POSITION AND
AMENDING THE 2016 BUDGET

Page 2

COUNTY BOARD STAFF:

J. Russell Podzilni, Chair

Sandra Kraft, Vice Chair

Eva Arnold

Henry Brill

Betty Jo Bussie

Mary Mawhinney

Louis Peer

Alan Sweeney

Terry Thomas

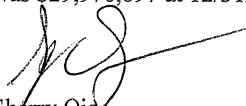
FINANCE COMMITTEE ENDORSEMENT

Review and approved on a vote of _____

Mary Mawhinney, Chair

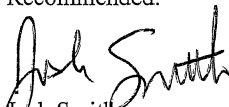
FISCAL NOTE:

This resolution authorizes the use of \$21,100 from the General Fund fund balance to help fund the cost of creating an additional 1.0 Assistant Corporation Counsel. The General Fund unassigned fund balance was \$29,978,897 at 12/31/15.


Sherry Oja
Finance Director

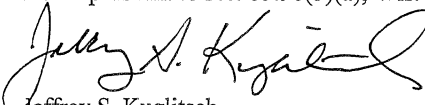
ADMINISTRATIVE NOTE:

Recommended.


Josh Smith
County Administrator

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.22(2), Wis. Stats. As an amendment to the adopted 2015 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

Request for Authorization to Purchase IP Phones for Council on Aging

The Rock County Council on Aging (COA) has developed a plan to replace older, obsolete telephones within the department with new VoIP Phones. A VoIP phone uses Voice over Internet Protocol technologies for placing and transmitting telephone calls over an IP network, such as the Internet, instead of the traditional public switched telephone network (PSTN). This purchase will allow COA to take advantage of the County's Voice-Over-IP telephone system and that system's enhanced technology. This purchase includes:

- 9 Mitel 5340e IP Phones (\$371.25 ea.) \$ 3,341.25;
- 4 Cordless Headset & Module Bundle (\$352.50 ea.) \$ 1,410.00;
- 1 Audio Code MediaPack \$ 192.10;
- 10 Mitel Voice Enterprise Business Licenses (\$175.00 ea.) \$ 1,750.00;
- Shipping & Handling 40.00;
- PO total \$ 6,733.35

The total cost of the IP phone equipment and licensing is \$ 6,733.35, and it will be purchased from Enterprise Systems Group using the pricing terms of the State of Wisconsin contract # DC4616.





Date: 7/20/2016
 Account Rep: Terry DeBauche
 Prepared By: Terry DeBauche
 TP SO #: _____
 TP Spprt Hrs #: _____

Quotation and Sales Agreement

CUSTOMER: Rock County
 Address: 3535 N Cty Hwy F
 City/State/Zip: Janesville, WI 53545
 County: Rock
 Contact: Tracy Moseley
 Telephone #: 608-757-5044
 E-Mail: tracy@co.rock.wi.us

SHIP TO: Same
 Address: _____
 City/State/Zip: _____
 County: _____
 Ship Attention To: _____
 Telephone #: _____
 Acct Type: Existing Ship Via: Courier
 Install: MAC

Qty	Part #	Description	Unit Price	Extnd'd Price
9		5340E IP Phone	\$371.25	\$3,341.25
1		AudioCodes - MediaPack 112 - 2FXS	\$192.10	\$192.10
10		MiVoice Bus License - Enterprise User	\$175.00	\$1,750.00
4		Cordless Headset & Module Bundle NA DECT	\$352.50	\$1,410.00
1		Shipping Cost	\$40.00	\$40.00
		<i>Load License into ArID 49465987 (Enterprise Licensing Group)</i>		
		<i>For HCC1 Station controller (App 42439077)</i>		
		Enterprise Systems Group - State Contract # DC4616		

Subtotal: \$6,733.35

Lease Option N/A
60 Month

Rates are based on 0 payments in advance. This is a One Dollar Buy Out Purchase Option. Tax is not included in lease payment. Rates are in effect for 30 days from the date of quote and are subject to credit approval.

PAYMENT METHOD
 P.O. P.O.#: _____
 Check Check #: _____
 Lease

Shipping & Handling: _____
 Sales Tax: _____
TOTAL PURCHASE: _____

Payment Schedule Net 10 Days
 (Does not include any applicable taxes or shipping charges.)
\$6,733.35

Quotation is valid for 30 days.



MEMORANDUM

DATE: July 28, 2016

TO: Finance Committee

FROM: Lisa Tollefson, County Clerk

SUBJECT: Out-of-State Training and Conferences

As required by Resolution #06-9A-087, which requires each department head to report semi-annually all instances of attendances at all training, conventions and conferences that exceed \$1,000 per event, per employee to their respective governing committee for informational purposes.

Please be advised that the County Clerk's Office did not have any employee who attended a conference/training that exceeded \$1,000 per event, per employee during the first six months of 2016.

MEMORANDUM

DATE: July 12, 2016
TO: Finance Committee
FROM: Sherry Oja, Finance Director *SO*
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, below is the Finance Department's semi-annual report of training costs exceeding \$1,000 per event for the period January 1, 2016 through June 30, 2016.

***GFOA Conference, Toronto
May 21-May 26, 2016***

Attendee	Registration Fees	Travel	Lodging	Meals	Total
Susan Balog Assistant to the Finance Director	\$ 535.00	\$ 481.63	\$ 1,094.11	\$ 139.66	\$ 2,250.40

***Highline Conference, San Diego
April 26 - April 29, 2016***

Attendee	Registration Fees	Travel	Lodging	Meals	Total
Janet Trautsch Payroll Manager	\$ 400.00	\$ 495.52	\$ 517.65	\$ 111.58	\$ 1,524.75

Information Technology
Semi-Annual Report
Training/Conferences over \$1,000
01/01/2016 – 06/30/2016

Date	Staff	Class	Location	Mileage Food	Hotel	Air/Misc	HP9000 HP3000	Network	Misc.	Total
4/18/16 – 4/22/16	Todd	SUGA User	Las Vegas, NV	212.01	1,050.56	361.95	410.00			\$2,034.52
4/19/16 – 4/22/16	Shelly	Mitel User	San Diego, CA	105.03	661.53	476.40			499.00	\$1,741.96
4/19/16 – 4/22/16	Tracy	Mitel User	San Diego, CA	101.74	661.53	532.91			499.00	\$1,795.18
4/26/16 – 4/29/16	Kathy	Highline	San Diego, CA	95.64	517.65	508.84				\$1,122.13
06/6/16 - 6/10/16	Tracy	HP Discovery	Las Vegas, NV	27.00	1008.00	676.82	1595.00			\$3,306.82
Total				\$541.42	\$3,899.27	\$2,556.92	\$2,005.00		\$998.00	\$10,000.61

ROCK COUNTY, WISCONSIN



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

MEMORANDUM

DATE: July 6, 2016

TO: Finance Committee

FROM: Michelle Schultz, Real Property Lister/LIO *ms*

RE: Semi-Annual Report – Attendance at Conferences/Conventions

No member of the Land Records Committee used Land Records funds in attending any training, conference or convention that exceeded the cost of \$1,000 per event, per employee over the past six months.

Cc: Josh Smith



MEMO

DATE: July 6, 2016

TO: Mary Mawhinney, Chair
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/per employee for the period of January 1, 2016 through June 30, 2016.

Cc: Josh Smith, County Administrator

MEMO

To: Finance Committee
From: Vicki Brown, Rock County Treasurer
Date: July 6, 2016
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: Josh Smith