

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

FINANCE COMMITTEE THURSDAY, MARCH 17, 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. Approval of Minutes March 3, 2011
- 3. Citizen Participation, Communications and Announcements
- 4. Report on Cutwater Investments-Marc McClure, Cutwater Asset Management
- 5. Transfers and Appropriations
 - A. Coroner
 - B. Child Support
- 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. Contract Award for Auction Services
- 8. Review of Resolutions
 - A. Amending the Sheriff's 2011 Budget to Use Equitably Shared Funds
- 9 Review and Possible Action on Consideration of Office Relocation: County Clerk and Financial Services
- 10. Report on Cash Balances and Investments
- 11. Review and Possible Action on the Rock County Statement of Investment Policy
- 12. Adjournment

ROCK COUNTY

#1104

Transfer No.	3/7/11	Date	
<u> AENTAL APPROPRIATIONS - TRANSFERS</u>	Jenifer Keach	Department Head	
SUPPLEMENTA	Coroner	Kequested by Department	

FROM

AMOUNT \$2,536.00 DESCRIPTION Contingency Fund 19-1922-0000-64904 ACCOUNT #

5

172 Capi	ACCOUNT #	M	AMOUNT
	28-2600-0000-67172	Capital Assets \$500 or More	\$2,536.00
	,		
		wyw baldd Friedd Control	

TISCAL NOTE:

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

ADMINISTRATIVE NOTE:

Recommended:

REQUIRED APPROVAL:

Governing Committee

M

Finance Committee

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DATE

03-07-20

COMMITTEE CHAIR

TRANSFER REQUESTS ROCK COUNTY

PINANCE DIRECTOR RECEIVED

#//-04

MAR 7 2011

TO: FINANCE DIRECTOR

REQUE

DATE: 3/7/361/

Temballeach	Department Head Signature	Ç	ACCOUNT #: 28-2400-0000- UT DESCRIPTION: (apital Assets	#500 or more	ACCOUNT #: DESCRIPTION:		ACCOUNT #: DESCRIPTION:		ACCOUNT #: DESCRIPTION:	
		AMOUNT	92,536.00					,		
UESTED BY: CORONER	Department	FROM:	ACCOUNT #: 19-1922-6000-64904 DESCRIPTION: Centrigency Fund	CURRENT BALANCE: \$ 75,000 PROVIDED BY THE FINANCE DIRECTOR	ACCOUNT #: DESCRIPTION:	CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR	ACCOUNT #: DESCRIPTION:	CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR	ACCOUNT #: DESCRUPTION:	CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR

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(**)

4

\$2,536,00 AMOUNT 2112

REASON FOR TRANSFER - BE SPECIFIC:

Transfer to purchase new mortuary cot used for transporting deceased persons in the Coronea Van. The current cot is broken and no longer reparable. This was not an antheipated purchase the 2011, so I did not budget funds for it.

ROCK COUNTY

SUPPLEMENTAL APPROPRIATIONS - TRANSFERS

Child Support

Kris Baker-Ellis .

Transfer No. 2/25/11

#11-02

Requested by _

Department

Department Head

Date

FROM

DESC Contracte 34-3850-0000-62119 ACCOUNT #

0

SCRIPTION AMOUNT	AMOUNT		ACCOUNT #	DESCRIPTION	AMOUNT
ed Services	\$2,400		34-3850-0000-62130	Audit Fees	\$2,400
					-
		-			
				•	
- CARROLL					

FISCAL NOTE:

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

ADMINISTRATIVE NOTE:

Recommended.

REQUIRED APPROVAL:

Governing Committee

×

Finance Committee

×

DATE

03-07-

COMMITTEE CHAIR

E File

ROCK COUNTY TRANSFER REQUESTS

FINANCE DIRECTOR

RECEIVED

TO: FINANCE DIRECTOR

REQUESTED BY: CHILD SUPPORT

Department

2/25/11

1. Edg. DATE: Department Head Signature

	FROM:	AMOUNT	
ACCOUNT #: 34 DESCRIPTION:	ACCOUNT #: 34-3850-0000-62119 DESCRIPTION: CONTRACTED SERVICES	\$2,400	ACCOUNT#: 34- DESCRIPTION: A
CURRENT BALAI PROVIDED BY TI	CURRENT BALANCE: \$ 705 74 20 13114 PROVIDED BY THE FINANCE DIRECTOR 7 2021		
ACCOUNT #: DESCRIPTION:			ACCOUNT #: DESCRIPTION:
CURRENT BALANCE: \$ PROVIDED BY THE FINAN	CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR		
ACCOUNT #: DESCRIPTION:			ACCOUNT #: DESCRIPTION:
CURRENT BALANCE: \$ PROVIDED BY THE FINAL	CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR		
ACCOUNT #: DESCRIPTION:			ACCOUNT #: DESCRIPTION:
CURRENT BALANCE: \$ PROVIDED BY THE FINAN	CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR		

TO:	AMOUNT
ACCOUNT#: 34-3850-0000-62130 DESCRIPTION: AUDIT FEES	\$2,400
ACCOUNT #: DESCRIPTION:	
ACCOUNT #: DESCRIPTION:	
ACCOUNT #: DESCRIPTION:	27070

REASON FOR TRANSFER - BE SPECIFIC:

2010 AUDIT FEES WERE HIGHER THAN ANTICIPATED (\$4,000). CHILD SUPPORT HAD ONLY

BUDGETED FOR \$1,600.

Rock County - Pro	oduction	03/10/11	COMMITTE	EE APPROVAL REPOR	RT.			Page 1
Account Number	Name	Yearl Appropriatio	y Prent on Spent Ex	YTD xpenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
0515000000-63107	PUBL & LEGAL	1,625.0 P1100986-PO# 03/10 P1101444-PO# 03/10			-24.11 DAILY NEWS LLE GAZETTE II	1,591.24 NC	144.12 28.31	
				CLOSING BALANC	E	1,418.81		172.43
0515000000-68010 ENC	EXP.ALLOCATI	ONS 0.0 R1101595-PO# 03/07		705.00 943 CARDMEM	862.44 BER SERVICES	-1,567.44	33.75	
				CLOSING BALANC	Ε	-1,601.19		33.75
		FINAN	CE DIRECTOR	PROG-TOTAL-PO			206.18	
INCURRED BY FINAN AND HAVE BEEN PRE A. BILLS AND EN B. BILLS UNDER	CE DIRECTOR. VIOUSLY FUNDE CUMBRANCES OV \$10,000 TO BE	O TO BE PAID UPON A	ITEMS ARE P TO BE TREAT TO THE COUN CCEPTANCE BY	PROPER TED AS FOLLOWS ITY BOARD.			DF	EPT-HEAD
			MAR 1 7	7 2011 DATE			CF	4ATD

Account Number Name Yearly Pront YTD Encumb Unencumb Inv/Enc Appropriation Spent Expenditure Amount Balance Amount Total 1414110000-63103 LEGAL FORMS 18,500.00 0.0% 0.00 0.00 18.500.00 P1101362-P0# 03/10/11 -VN#041689 ILLINOIS OFFICE SUPPLY 2,935.76 CLOSING BALANCE 15,564.24 2,935.76 ELECTIONS PROG-TOTAL-PO 2,935.76 I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$2,935.76 INCURRED BY ELECTIONS, 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.

COMMITTEE APPROVAL REPORT

B. BILLS UNDER \$10,000 TO BE PAID.

Rock County - Production

C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

03/10/11

FINANCE

COMMITTEE APPROVES THE ABOVE. COM-APPROVAL_____

DEPT-HEAD

Page 2

MAR 1 7 2011 DATE_____

· CHAIR

-							-
Account Number	Name Ap	Yearly Prcnt Opropriation Spent Exp	YTD penditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1017210000-44164		100,000.00 10.7% 2-PO# 03/10/11 -VN#0434		1,255.16 COMPANIES	89,280.32	-1,255.15	
			CLOSING BALANC	CE	90,535.47		-1,255.15
1017210000-62119		113,840.00 0.4% 2-PO# 03/10/11 -VN#0434			113,358.42	1,667.08	
			CLOSING BALANC	E	111,691.34		1,667.08
1017210000-63407		7,610.00 11.2%)-P0# 03/10/11 -VN#01438			6,753.06	284.94	
			CLOSING BALANC	Έ	6,468.12		284,94
		LAND RECORDS	PROG-TOTAL-PO			696.87	
INCURRED BY LAND	RECORDS, CLAIMS COVERI	DENCUMBRANCES IN THE TO NG THE ITEMS ARE PROPER ITEMS ARE TO BE TREATE	₹	696.87			

COMMITTEE APPROVAL REPORT

A. BILLS AND ENCUMBRANCES OVER \$10,000 REFERRED TO THE COUNTY BOARD.

03/10/11

B, BILLS UNDER \$10,000 TO BE PAID.

Rock County - Production

C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

FINANCE COMMITTEE APPROVES THE ABOVE. COM-APPROVAL DEPT-HEAD

MAR 1 7 2011 DATE_____

CHAIR

Page 3

Account Number		Yearly Prcnt opriation Spent Exp			Unencumb Balance	Inv/Enc Amount	Total
0714300000-62400		.2,767.00 48.5%)# 03/10/11 -VN#04732)# 03/10/11 -VN#02149	9 TELECO S'	YSTEMS INC	109,480.85	1,020.00 116.98	
			CLOSING BALANCE		108,343.87		1,136.98
0714300000-62421	COMPUTER EQUIP P1100375-P0	9,000.00 8.4% 0# 03/10/11 -VN#01194				487.50	
			CLOSING BALANCE		7,749.70		487.50
0714300000-62491	P1101388-P0	0,312.00 38.1% 2 # 03/10/11 -VN#03668 # 03/10/11 -VN#03990 # 03/10/11 -VN#04679	4 ESHA RESE 0 ORACLE CO	EARCH ORPORATION		400.00 106.40 1.204.22	
			CLOSING BALANCE		388,188.82		1,710.62
0714300000-63407	COMPUTER SUPPL. 1	3,423.00 9.8% # 03/10/11 -VN#03335			12,101.85	57.59	
			CLOSING BALANCE		12,044.26		57.59
0714300000-64701	SOFTWARE PURCH 14 P1003892-PC	9,053.00 33.1% # 03/10/11 -VN#05038		37.945.56	99,610.58	33,535,32	
			CLOSING BALANCE		66,075.26		33,535.32
0714300000-67143	P1101274-P0	7,646.00 21.9% # 03/10/11 -VN#05038 # 03/10/11 -VN#03335 # 03/10/11 -VN#03335	2 DELL 3 CDW GOVER	RNMENT INC	60,631.05	6,186,29 11,99 13,34	
			CLOSING BALANCE		54,419.43		6,211.62
		INFORMATION TECH	PROG-TOTAL-PO			43,139.63	
I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$43,139.63 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	COMMITTE	E APPROVES THE ABOVE					DEPT-HEAD
		MAR 1 7	ZUII DAIE				CHAIR

ROCK COUNTY, WISCONSIN FINANCE DIRECTOR - PURCHASING DIVISION

PROJECT NUMBER

#2011-51

PROJECT NAME

AUCTION SERVICES

PROPOSAL DUE DATE

MARCH 8, 2011 - 10:00 A.M.

DEPARTMENT

PURCHASING

	DEAN GEORGE AUCTION EVANSVILLE WI	BADGER STATE AUCTION MILTON WI
COMMISSION	4%	5.5%
ADVERTISING BUDGET	\$3,000 - \$4,000	\$3,000 - \$3,500
ADVERTISING PLAN	INTERNET WEBSITE	INTERNET WEBSITES
	12 NEWSPAPERS	12 NEWSPAPERS
	15 RADIO ADS WJVI.	15 RADIO SPOTS
	2 SPECIALIZED PUBLICATIONS	2-4 SPECIAL PUBLICATIONS
	SALE BILLS (50 ROCK CO)	POST CARD MAILING (2,500)
	BUYERS LIST MAILINGS (2,500)	SALE BILLS (50 FOR ROCK CO)
	SIGNS	4X8 SIGN NEAR HWY SHOP
STAFF	3 AUCTIONEERS	2-3 AUCTIONEERS
	3 CASHIERS	3 CASHIERS
	3 CLERKS	3 CLERKS
	6-8 BID TAKERS	6-8 BID TAKERS
·	5 SET UP/CLEAN UP STAFF	3 SET UP/CLEAN UP PERSONNEL
	2 APPRAISERS	
GOVERNMENT EXPERIENCE	11 ROCK COUNTY AUCTIONS	3 ROCK COUNTY/CITY OF
	2 ROCK COUNTY/CITY OF	JANESVILLE SALES
	JANESVILLE AUCTIONS	JEFFERSON COUNTY SALE
ADDITIONAL INFORMATION	COMPUTERIZED CLERKING/CASHIERING	COMPUTERIZED CLERKING/CASHIERING
	PROVIDE PORTABLE TOILET	WILL PROVIDE PORTABLE TOILET
	PORTABLE PA SYSTEM	PORTABLE PA SYSTEM
	200 TABLES	TABLES AS NEEDED
·	5 LOCKED CASES	3 LOCKED DISPLAY CASES
	CARTS/DOLLIES	LUNCH WAGON
	CASHIER TRAILER	CASHIER TRAILER

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

solicited that did not	espond.	*.	
PREPARED BY:	JODI MILLIS PURCHASING MANAGER		
REGOMMENDATION	N:DEAN GEORGE AUCTION SE	RVICES	
SIGNATURE	Smort	·	3/8/11
SUGNATURE/			DATE
GOVERNING COMM	IITTEE APPROVAL:		
CHAIR		VOTE	DATE
PURCHASING PRO	CEDURAL ENDORSEMENT:		
CHAIR		VOTE	DATE

RESOLUTION NO	AGENDA NO.
	110111011

RESOLUTION ROCK COUNTY BOARD OF SUPERVISORS

Robert D. Spoden, Sheriff INITIATED BY

Public Safety and Justice Committee SUBMITTED BY



Diane Michaelis DRAFTED BY

March 2, 2011 DATE DRAFTED

Amending the Sheriff's 2011 Budget to Use Equitably Shared Funds

1	WHEREAS, federal law authorizes the Attorney General to share federally forfeited property with				
2	participating state and local law enforcement agencies through the Department of Justice Asset Forfeiture				
3	Program; and,		_	-	
4					
5	WHEREAS, equitably shared funds are required to be used by law enforcement agencies for law				
6	enforcement purposes only; and,				
7					
8	WHEREAS, the intent of the transfer is to enhance law enforcement, and it must increase, not supplant				
9	the recipient's appropriated operating budget; and,				
10		0 0 .	·		
11	WHEREAS, for their particip	ation in the prog	ram, the Sheriff's C	Office received fund	s in the amount of
12	\$640; and,	1 0	, ,		
13					
14	WHEREAS, the Sheriff's Office also received funds from the sale of seized property in the amount of				
15	\$360; and,				
16	•				
17	WHEREAS, the Sheriff's Offi	ice plans to use th	ne funds to nurchase	a used SMART box	ard
1.8	,	.			
19	NOW, THEREFORE, BE IT	RESOLVED 1	ov the Rock County	Board of Superviso	ors duly assembled
20	this day of, 2011, that the 2011 budget be amended as follows:				
21					
22				•	
23		Budget	Increase	Amended	
24	Account/Description	02/28/11	(Decrease)	Budget	
25	•		(,		
26	Source of Funds				
27	21-2100-0000-47000/				
28	Transfer In	\$0	\$1,000	\$10,271	
29			. ,	* ,	
3.0	Use of Funds				
31	21-2100-0000-67171/				
32	Capital Assets \$1,000/More	\$29,787	\$1,000	\$30,787	
33	•	,	+-,	450,707	
34	BE IT FURTHER RESOLVED that a purchase order be issued to CECA2 of Milton, WI, for the				
35	purchase of a used SMART board, model Sympodium 350.				
36	•	,			
37	BE IT FURTHER RESOLVI	ED that payment	be made to the vend	lor upon receipt and	acceptance by the
38	Rock County Sheriff.	¥		p	september of the

Amending the Sheriff's 2011 Budget to Accept and Use Equitably Shared Funds
Page 2

Respectfully submitted,

Public Safety and Justice Committee

Ivan Collins, Chair

Larry Wiedenfeld, Vice Chair

<u>Maybeau</u> Mary Beayer

Henry Brill

Brian Knudson

Brian Knudson

Finance Committee Endorsement Reviewed and approved on a vote of

Mary Mawhinney, Chair

FISCAL NOTE:

This resolution authorizes the transfer in of \$1,000 for the Sheriff's Asset Forfeiture Trust, A/C 00-0000-0070-29637, for the purchase of a used Smart Board. The current balance in this Trust Account is \$21,185,60.

Hund

Finance Director

LEGAL NOTE:

As an amendment to the adopted 2011 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. The County Board is authorized to take this action pursuant to secs. 59.01 and 59.52(6), Wis. Stats.

Jeffrey S. Kuglitsch Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

Craig Knutson County Administrator

Executive Summary

Amending the Sheriff's 2011 Budget to Use Equitably Shared Funds

The Department of Justice Asset Forfeiture Program is a nationwide law enforcement initiative that removes the tools of crime from criminal organizations and deprives wrongdoers of the proceeds of their crimes. Federal law authorizes the Attorney General to share federally forfeited property with participating state and local law enforcement agencies.

Equitably shared funds are required to be used by law enforcement agencies for law enforcement purposes only. The intent of the transfer is to enhance law enforcement. It must increase, not supplant the recipient's appropriated operating budget.

In addition to equitably shared funds, the Sheriff's Office received \$360 from the sale of seized property.

The Sheriff's Office plans to use \$640 of equitably shared funds and \$360 of metro-seized funds to purchase a used SMART board. A SMART board is an interactive board which combines the simplicity of a whiteboard with the power of a computer. The board will be used for incident command planning and training purposes.