

Rock County, Wisconsin

51 South Main Street
Janesville, WI 53545
(608)757-5518



General Services

- Facilities Management
- Maintenance
- Duplicating
- Central Stores

**GENERAL SERVICES COMMITTEE
TUESDAY, MAY 17, 2016 – 8:00 A.M.
CONFERENCE ROOM N-1 – FIFTH FLOOR
ROCK COUNTY COURTHOUSE-EAST**

Agenda

1. Call to Order and Approve Agenda
2. Citizen Participation
3. Approval of Minutes – May 9, 2016
4. Review of Payments
5. Resolutions
 - A. Confirmation of Appointment of Facilities Management Director
 - B. Transferring Central Duplicating and Mail Functions and Staff from the Facilities Management Department to the Finance Department and Amending the 2016 Budget
6. Update & Change Orders
 - A. UW Rock Air Handling Project
7. Discussion on Courthouse Security – Phase II Project Options
8. Communications, Announcements and Information
9. Adjournment

Please contact Marilyn at (608)757-5510 if you are going to be late or if you will not be able to attend the meeting.

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
00-0000-0001-16010	PURCHASING INVEN	P1600087	04/05/2016	MIDLAND PAPER	116.85
00-0000-0001-17100	POSTAGE METER CH	P1600370	04/07/2016	UNITED MAILING SERVICES INC	698.89
GENERAL FUND PROG TOTAL					815.74

I have reviewed the preceding payments in the total amount of **\$815.74**

Date:

MAY 17 2016

Dept Head _____

Committee Chair _____

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
18-1810-0000-62112	SECURITY	P1600355	03/31/2016	MIRION TECHNOLOGIES GDS INC	288.00
18-1810-0000-62400	R & M SERV	P1600322	04/19/2016	ARAMARK UNIFORM SERVICES INC	87.14
18-1810-0000-63100	OFC SUPP & EXP	P1600091	04/07/2016	STAPLES BUSINESS ADVANTAGE	13.86
18-1810-0000-63500	R&M SUPPLIES	P1600326	04/07/2016	BJ ELECTRIC SUPPLY INC	57.55
		P1600336	04/14/2016	ENERGETICS INC	122.34
		P1600340	04/12/2016	GRAINGER	224.62
		P1600344	04/13/2016	JACK AND DICKS FEED AND GARDEN	90.00
		P1600346	04/15/2016	JANESVILLE WINSUPPLY COMPANY	1,552.24
		P1600350	04/07/2016	JOHNSTONE SUPPLY	250.84
		P1600361	04/06/2016	QUALITY DOOR LLC	1,975.00
		P1600381	04/18/2016	NAPA AUTO PARTS	147.84
FACILITIES MGMNT PROG TOTAL					4,809.43
18-1811-0000-62400	R & M SERV	P1600322	04/19/2016	ARAMARK UNIFORM SERVICES INC	23.60
18-1811-0000-63500	R&M SUPPLIES	P1600325	04/05/2016	BELOIT FIRE PROTECTION COMPANY	43.50
GLEN OAKS FACILITY OPERATION PROG TOTAL					67.10
18-1812-0000-62400	R & M SERV	P1600700	04/05/2016	STANLEY CONVERGENT SECURITY S	600.00
18-1812-0000-63500	R&M SUPPLIES	P1600325	04/05/2016	BELOIT FIRE PROTECTION COMPANY	75.00
		P1600336	04/14/2016	ENERGETICS INC	3.86
		P1600340	04/13/2016	GRAINGER	45.67
YOUTH SERVICES CENTER PROG TOTAL					724.53
18-1816-0000-62400	R & M SERV	P1600322	04/19/2016	ARAMARK UNIFORM SERVICES INC	23.58
18-1816-0000-63500	R&M SUPPLIES	P1600774	03/29/2016	STAPLES BUSINESS ADVANTAGE	175.41
COMMUNICATIONS CTR.OPERATION PROG TOTAL					198.99
18-1817-0000-63500	R&M SUPPLIES	P1600360	04/09/2016	PUR CHEM LLC	983.00
DIVERSION PROG/ASC PROG TOTAL					983.00
18-1818-0000-62400	R & M SERV	P1600322	04/12/2016	ARAMARK UNIFORM SERVICES INC	102.66
18-1818-0000-63500	R&M SUPPLIES	P1600325	04/05/2016	BELOIT FIRE PROTECTION COMPANY	35.00
		P1600326	04/13/2016	BJ ELECTRIC SUPPLY INC	12.01
		P1600336	04/14/2016	ENERGETICS INC	110.22
		P1600353	04/13/2016	MC MASTER-CARR SUPPLY COMPANY	204.41

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
		P1600354	04/14/2016	MENARDS	7.49
JAIL PROG TOTAL					471.79
18-1819-0000-63500	R&M SUPPLIES				
		P1600332	04/11/2016	DEGARMO PLUMBING INC	1,519.80
		P1600350	04/13/2016	JOHNSTONE SUPPLY	1,113.64
UW-ROCK COUNTY PROG TOTAL					2,633.44
18-1820-0000-62400	R & M SERV				
		P1600101	04/15/2016	SAFEWAY PEST CONTROL	40.00
18-1820-0000-63500	R&M SUPPLIES				
		P1600325	04/05/2016	BELOIT FIRE PROTECTION COMPANY	130.50
18-1820-0000-64911	CLEARING ACCT				
		P1600101	04/15/2016	SAFEWAY PEST CONTROL	40.00
		P1600824	04/12/2016	HENDRICKS COMMERCIAL PROPRTI	6,249.70
18-1820-0000-65321	BLDG/OFC LEASE				
		P1600824	04/12/2016	HENDRICKS COMMERCIAL PROPRTI	1,465.98
ECLIPSE CENTER PROG TOTAL					7,926.18
18-1821-0000-62400	R & M SERV				
		P1600322	04/15/2016	ARAMARK UNIFORM SERVICES INC	40.60
18-1821-0000-63500	R&M SUPPLIES				
		P1600326	04/08/2016	BJ ELECTRIC SUPPLY INC	236.32
		P1600346	04/15/2016	JANESVILLE WINSUPPLY COMPANY	71.34
		P1600350	04/18/2016	JOHNSTONE SUPPLY	271.84
JOB CENTER PROG TOTAL					620.10
18-1837-0000-67200	CAPITAL IMPROV				
		P1601188	03/29/2016	A C MCCARTNEY FARM EQUIPMENT I	68,949.00
		P1601470	04/20/2016	BUTTERS FETTING CO INC	50,000.00
JAIL CAPITAL IMPROVEMENTS PROG TOTAL					118,949.00
18-1843-0000-67200	CAPITAL IMPROV				
		P1402352	04/12/2016	MEAD AND HUNT INC	1,345.50
		P1503712	04/14/2016	GILBANK CONSTRUCTION INC	87,400.00
U-ROCK EXPANSION PROJECT PROG TOTAL					88,745.50
18-1849-0000-67200	CAPITAL IMPROV				
		P1600083	04/12/2016	MOBILE MINI INC	220.00
HCC COMPLEX PROJECT PROG TOTAL					220.00
18-1855-0000-67200	CAPITAL IMPROV				
		P1503213	04/13/2016	MEAD AND HUNT INC	7,668.40
COURTHOUSE SECURITY SYSTEM PROG TOTAL					7,668.40

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
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I have reviewed the preceding payments in the total amount of **\$234,017.46**

Date: MAY 17 2016 Dept Head _____
Committee Chair _____

COMMITTEE REVIEW REPORT

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
18-1815-0000-62400	R & M SERV	P1600319	04/12/2016	SIMPLEX GRINNELL LP	210.00
		P1600461	04/13/2016	JF AHERN COMPANY	250.00
		P1601090	04/11/2016	CLASS 1 AIR	775.31
18-1815-0000-63500	R&M SUPPLIES		04/20/2016	DECKER SUPPLY CO INC	7.26
		P1600316	04/20/2016	NAPA AUTO PARTS	20.20
		P1600454	04/20/2016	FASTENAL COMPANY	5.79
		P1600456	04/08/2016	HD SUPPLY	58.74
		P1601576	04/20/2016	DECKER SUPPLY CO INC	25.10
HCC BUILDING COMPLEX PROG TOTAL					1,352.40

I have reviewed the preceding payments in the total amount of \$1,352.40

Date: MAY 17 2016

Dept Head _____

Committee Chair _____

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

General Services Committee
INITIATED BY

General Services Committee
SUBMITTED BY



Annette Mikula, HR Director
DRAFTED BY

May 6, 2016
DATE DRAFTED

**CONFIRMATION OF APPOINTMENT OF
FACILITIES MANAGEMENT DIRECTOR**

- 1 **WHEREAS**, the former General Services Director retired on April 29, 2016; and,
- 2
- 3 **WHEREAS**, the position of General Services Director was re-structured and re-named the Facilities
- 4 Management Director; and,
- 5
- 6 **WHEREAS**, the County has conducted a recruitment effort to fill the job of Facilities Management Director;
- 7 and,
- 8
- 9 **WHEREAS**, the candidates were screened with the most qualified being interviewed; and,
- 10
- 11 **WHEREAS**, the County Administrator has appointed Brent S. Sutherland, who has been recommended by the
- 12 General Services Committee; and,
- 13
- 14 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors assembled this
- 15 _____ day of _____, 2016, confirms the appointment of Brent Sutherland, as Facilities Management
- 16 Director in accordance with the attached conditions of employment.

Respectfully Submitted,

GENERAL SERVICES COMMITTEE

COUNTY BOARD STAFF COMMITTEE

Henry Brill, Chair

J. Russell Podzilni, Chair

Jason Heidenreich, Vice Chair

Sandra Kraft, Vice Chair

David Homan

Eva Arnold

Bob Yeomans

Henry Brill

Jeremy Zajac

Betty Jo Bussie

Mary Mawhinney

Louis Peer

Alan Sweeney

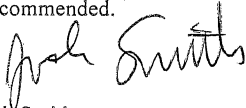
Terry Thomas

CONFIRMATION OF APPOINTMENT OF FACILITIES MANAGEMENT DIRECTOR

Page 2

ADMINISTRATIVE NOTE:

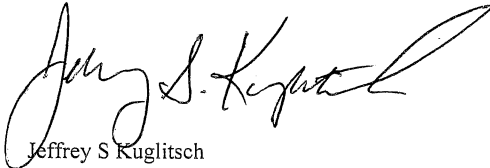
Recommended.



Josh Smith
County Administrator

LEGAL NOTE:

County Board is authorized to take this action pursuant to §59.22(1), Wis. Stats.



Jeffrey S Kuglitsch
Corporation Counsel

FISCAL NOTE:

Sufficient funds are available in the budget for the cost of this position.



Sherry Oja
Finance Director

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COUNTY OF ROCK, WISCONSIN

Employment Services Agreement

THIS AGREEMENT, made and entered into by and between the County of Rock (hereinafter referred to as "EMPLOYER") and Brent Sutherland (hereinafter, "EMPLOYEE"),

WITNESSETH:

WHEREAS EMPLOYER whose address is c/o County Administrator, 51 South Main Street, Janesville, WI 53545, desires to obtain the services of Brent Sutherland to serve as Facilities Management Director,

WHEREAS EMPLOYEE, whose current address is 4306 S. Warlance Lane, Janesville, WI 53548 is able and willing to serve as the Facilities Management Director;

NOW, THEREFORE, in consideration of the promises and the mutual covenants of the parties hereinafter set forth, the receipt and sufficiency of which is acknowledged by each party for itself, EMPLOYER and EMPLOYEE do agree as follows:

1. CONDITIONS OF EMPLOYMENT; GENERAL PROVISIONS. Employment of EMPLOYEE is subject to the general supervision and shall be conducted pursuant to the orders, advice and direction of the County Administrator and be governed by the terms and conditions of Chapter 18 of the Rock County Ordinance, except as to the terms and conditions that are herein modified. Employment is further subject to EMPLOYEE's compliance with and implementation of policies established from time to time by EMPLOYER in the exercise of its lawful authority. EMPLOYEE shall perform such other duties as are customarily performed by one holding the same or similar positions in other governmental organizations or businesses which provide similar services. EMPLOYER reserves to the County Administrator the right to require EMPLOYEE to render such other and unrelated services and duties as may be assigned from time to time by the County Administrator.

2. DUTIES OF EMPLOYEE; GENERAL PROVISIONS. EMPLOYEE agrees to perform lawfully, faithfully, industriously, competently, dutifully and to the best of EMPLOYEE's ability, all of the duties that may be required of EMPLOYEE pursuant to the express or implied terms of this agreement, to the level of satisfaction that the County Administrator may reasonably require.

3. DUTIES OF EMPLOYEE; JOB DESCRIPTION. The duties of EMPLOYEE shall include but not be limited to those expressly stated or implied in the job description for the position, as may be revised from time to time by EMPLOYER as circumstances change, and as set forth in applicable state statutes. This paragraph is further subject to the right of assignment reserved to the County Administrator, as set forth in paragraph 1 hereof.

4. DUTIES OF EMPLOYEE; OFFICIAL ACTS OF COUNTY BOARD. The duties of EMPLOYEE shall also include but not be limited to those expressly stated or implied in the ordinances, resolutions or motions of EMPLOYER's county board or any of its committees acting within the scope of their lawful authority.

5. DUTIES OF EMPLOYEE; DIRECTIVES OF COUNTY ADMINISTRATOR. The duties of EMPLOYEE shall also include but not be limited to those expressly stated or implied in orders, directives, or rules of the County Administrator.

53 6. TERM OF AGREEMENT. The term of this agreement shall be a period of 1 year,
54 commencing at 8:00 a.m., Monday, June 6, 2016, and expiring as of Midnight, June 5, 2017, unless
55 earlier terminated under other provisions of this agreement or by operation of law.
56

57 7. NONRENEWAL OF AGREEMENT. At its expiration this agreement shall not be considered
58 renewed unless extended in writing by mutual agreement of the parties. If it is the County
59 Administrator's intention not to renew this agreement, the County Administrator will attempt to give
60 EMPLOYEE three (3) months advance written notice of the intent not to renew this agreement,
61 provided, however, that failure to give such notice shall create no obligation on EMPLOYER to
62 continue EMPLOYEE's employment beyond the expiration date of this agreement. The County
63 Administrator may extend EMPLOYEE's employment on a month-to-month basis for a period not to
64 exceed 3 months, pending renewal of this agreement.
65

66 8. EMPLOYEE'S RESPONSIBILITIES; ETHICAL CONSIDERATIONS. EMPLOYEE shall at
67 all times observe and comply with all ethical obligations imposed or required by constitution, statute,
68 ordinance or other provision of law and shall at all times conduct EMPLOYEE's personal affairs in
69 such a manner as to avoid a conflict of interest or appearance of conflict and in accordance with the
70 duties and responsibilities of public officials. During normal work hours EMPLOYEE shall at all times
71 devote all of EMPLOYEE's time, attention, knowledge and skills solely to the interests of the
72 EMPLOYER, and EMPLOYEE shall never use EMPLOYEE's position or confidential information
73 gained in such work position for EMPLOYEE's personal gain, either directly or indirectly.
74

75 9. EMPLOYEE'S RESPONSIBILITIES; CONFIDENTIAL INFORMATION. EMPLOYEE shall
76 not at any time or in any manner, either during the term of this agreement or thereafter, either directly
77 or indirectly divulge, disclose or communicate to any person any confidential information gained in
78 the performance of EMPLOYEE's duties except as otherwise required or compelled by law.
79

80 10. EMPLOYEE'S RESPONSIBILITIES; EXCLUSIVE EMPLOYMENT. EMPLOYEE agrees to
81 remain in the exclusive employ of EMPLOYER throughout the term of this agreement. The term
82 "exclusive employ" shall not be construed to prohibit occasional teaching, writing or consulting which
83 is performed on EMPLOYEE's time off and which does not affect EMPLOYEE's job performance,
84 subject to prior approval of the County Administrator.
85

86 11. HOURS OF WORK. The usual and customary hours of business of EMPLOYER are from
87 8:00 a.m. to 5:00 p.m., Monday through Friday, however, as a managerial employee, EMPLOYEE
88 shall have as a condition of employment a job to perform and shall work such hours as are
89 necessary to accomplish the tasks assigned to EMPLOYEE.
90

91 12. EVALUATION AND GOALS. At least annually, the County Administrator or his or her
92 designee shall meet with EMPLOYEE to discuss job performance and to define goals and objectives
93 for both EMPLOYEE and EMPLOYER.
94

95 13. EMPLOYEE'S DUTIES; LIMITED CONTRACTING AUTHORITY. EMPLOYEE shall not
96 have the right to make contracts or commitments for or on behalf of EMPLOYER except as expressly
97 authorized in advance by statute, ordinance, or express written consent of EMPLOYER.
98

99 14. COMPENSATION OF EMPLOYEE; BASE COMPENSATION. EMPLOYER shall pay
100 EMPLOYEE, and EMPLOYEE shall accept from EMPLOYER in payment for EMPLOYEE's services,
101 direct compensation at a rate provided for in the Unilateral Pay Plan for the position occupied by the
102 EMPLOYEE.
103

104 15. COMPENSATION OF EMPLOYEE; COMPENSATION FOR EXPENSES. EMPLOYER
105 shall reimburse EMPLOYEE for all necessary expenses incurred in the service of EMPLOYER, in
106 accordance with Rock County ordinances and regulations on reimbursement of expenses, provided
107 that EMPLOYEE complies with all applicable provisions of law and Rock County ordinances and
108 procedures prior to incurring or claiming reimbursement for such expenses. It is expressly

109 understood that prior approval of the County Administrator is required for attendance at conferences
110 held outside of Wisconsin and that attendance is further subject to the rules, regulations and
111 ordinances applicable to managerial employees employed by the EMPLOYER.
112

113 16. COMPENSATION OF EMPLOYEE; FRINGE BENEFITS. Except as otherwise set forth in
114 this agreement, and in addition to the monetary compensation set forth above EMPLOYEE shall
115 receive fringe benefits as are enumerated from time to time in resolutions and general ordinances of
116 EMPLOYER, on the same terms as these are made available to non-represented managerial and
117 professional employees of EMPLOYER.
118

119 17. VACATION. EMPLOYEE shall receive fifteen (15) days of vacation commencing with
120 County hire date, June 6. Carry-over of unused vacation shall be allowed under such conditions as
121 are contained in the Rock County Personnel Policy.
122

123 18. COMPENSATION OF EMPLOYEE; TREATMENT OF DIRECT COMPENSATION FOR
124 TAX PURPOSES. The direct financial compensation paid EMPLOYEE under this Agreement shall
125 be treated as wages for federal and state tax purposes and for purposes of allowing EMPLOYEE to
126 participate in the Wisconsin retirement system. EMPLOYEE recognizes that EMPLOYER will
127 withhold taxes, Social Security and the like from direct compensation. EMPLOYEE shall be allowed
128 to participate in EMPLOYER's deferred compensation program(s) and Section 125 Flexible
129 Spending Account, at EMPLOYEE's option and to the extent permitted by law.
130

131 19. TERMINATION OF AGREEMENT BY EMPLOYEE; NOTICE REQUIRED FOR
132 RESIGNATION. This agreement may be terminated by EMPLOYEE on 30-days' written notice to
133 the County Administrator. Any such notice, once accepted by the County Administrator, may not be
134 withdrawn or rescinded. The fact that the County Administrator has asked EMPLOYEE for
135 EMPLOYEE's resignation shall not invalidate any such resignation once tendered to, and accepted
136 by, the County Administrator. Accrued but unused vacation and holiday time shall be paid out to
137 EMPLOYEE upon resignation, provided sufficient notice as required above is received.
138

139 20. TERMINATION OF AGREEMENT BY EMPLOYER; EMPLOYER'S RIGHT TO
140 TERMINATE AT WILL. This agreement may be terminated, or any obligation of EMPLOYER under
141 this agreement may be suspended, by the County Administrator at any time during its term, in the
142 sole discretion of the County Administrator. EMPLOYEE shall be deemed to be an at-will employee
143 of EMPLOYER who shall have no remedy or recourse in the event of disciplinary action, up to and
144 including discharge.
145

146 21. TERMINATION OF AGREEMENT BY EMPLOYER; DISCIPLINARY ACTION;
147 PROCEDURE FOR DISCIPLINARY ACTION. All disciplinary action shall originate from the County
148 Administrator and be accomplished by the County Administrator.
149

150 22. EMPLOYER TO INDEMNIFY AND DEFEND EMPLOYEE FOR OFFICIAL ACTS.
151 EMPLOYER shall indemnify, defend and hold harmless EMPLOYEE, in accordance with the
152 requirements of s. 895.46, Wis. Stats. EMPLOYER reserves the right to compromise or settle any
153 such litigation in any fashion deemed advantageous to EMPLOYER, regardless of whether
154 EMPLOYEE consents thereto.
155

156 23. CONSTRUCTION OF AGREEMENT; NO ASSIGNMENT. EMPLOYEE shall not assign or
157 transfer any interest or obligation in this Agreement, whether by assignment or novation. It is
158 expressly understood EMPLOYER will not consent to any assignment of EMPLOYEE's duties and
159 obligations.
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161 24. CONSTRUCTION OF AGREEMENT; SEVERABILITY. All parts of this agreement are
162 severable from all other parts and invalidity of any part shall not operate to invalidate any other part.
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25. CONSTRUCTION OF AGREEMENT; WISCONSIN LAW CONTROLS. It is expressly understood and agreed that in the event of any dispute between the parties, arising under this agreement, Wisconsin law shall control to the extent that it is not superseded by any applicable federal law.

26. CONSTRUCTION OF AGREEMENT; ENTIRE AGREEMENT. This Agreement constitutes the entire agreement of the parties and supersedes any and all negotiations of the parties relating to the subject matter hereof. Any prior employment agreement between the parties, together with any extension or renewal of such agreement, is likewise terminated and superseded by this Agreement. All of EMPLOYEE's rights, of any nature whatsoever, arising from, by or under any prior employment agreement between the parties are hereby compromised in their entirety.

IN WITNESS WHEREOF, EMPLOYER and EMPLOYEE have executed this agreement effective as of the day and date by which EMPLOYER's authorized representative and EMPLOYEE have affixed their respective signatures, as indicated below.

FOR EMPLOYER:

Date: _____

Josh Smith, Rock County Administrator

BY EMPLOYEE:

Date: _____

Brent Sutherland, Facilities Management Director

WITNESS:

Date: _____

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Josh Smith
INITIATED BY



Randy Terronez
DRAFTED BY

General Services Committee
SUBMITTED BY

May 10, 2016
DATE DRAFTED

**TRANSFERRING CENTRAL DUPLICATING AND MAIL FUNCTIONS
AND STAFF FROM THE FACILITIES MANAGEMENT DEPARTMENT
TO THE FINANCE DEPARTMENT AND AMENDING THE 2016 BUDGET**

1 **WHEREAS**, the General Services Department was renamed the Facilities Management
2 Department per Resolution 16-3B-517 in order to reflect an increased focus on facilities
3 management; and,
4

5 **WHEREAS**, transferring the central duplicating and mail operations from the Facilities
6 Management Department to the Finance Department are logical next steps towards the focus of the
7 Facilities Management Department on its role of managing facilities.
8

9 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly
10 assembled this _____ day of _____, 2016 does hereby approve the transfer of the
11 central duplicating and mail operation functions from the Facilities Management Department to the
12 Finance Department effective June 6, 2016.
13

14 **BE IT FURTHER RESOLVED**, that 1.0 FTE Administrative Assistant and 0.4 FTE Printing
15 Services Coordinator be transferred from the Facilities Management Department to the Finance
16 Department.
17

18 **BE IT FINALLY RESOLVED**, that the Facilities Management Department and Finance
19 Department 2016 budgets be amended as follows:
20

<u>ACCOUNT/ DESCRIPTION</u>	<u>BUDGET AT 5/1/16</u>	<u>AMOUNT OF INCREASE</u>	<u>AMENDED BUDGET</u>
<u>Source of Funds:</u>			
18-1810-0000-61100 Wages	723,143	(49,805)	673,338
18-1810-0000-61400 FICA	56,314	(3,810)	52,504
18-1810-0000-61510 Retirement	47,727	(2,301)	45,426
18-1810-0000-61610 Health Insurance	216,912	(12,768)	204,144
18-1810-0000-61620 Dental Insurance	4,967	(647)	4,320
18-1810-0000-61630 Life Insurance	516	(16)	500
18-1810-0000-62210 Telephone	5,000	(250)	4,750
18-1810-0000-62400 Repair & Maint Services	88,892	(38,040)	50,852
18-1810-0000-63100 Office Supplies	3,000	(1,000)	2,000
18-1810-0000-63104 Printing and Duplicating	25,000	(25,000)	-0-
05-1560-0000-68000 Cost Allocations	-0-	(40,555)	(40,555)

Transferring Central Duplicating and Mail Functions and Staff from the Facilities Management Department to the Finance Department and Amending the 2016 Budget

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47	ACCOUNT	BUDGET AT	AMOUNT OF	AMENDED
48	<u>DESCRIPTION</u>	<u>1/1/16</u>	<u>INCREASE</u>	<u>BUDGET</u>
49				
50	<u>Use of Funds:</u>			
51	<u>Mailroom:</u>			
52	05-1500-0000-61100	604,422	34,863	639,285
53	Wages			
54	05-1500-0000-61400	47,041	2,667	49,708
55	FICA			
56	05-1500-0000-61510	40,322	2,301	42,623
57	Retirement			
58	05-1500-0000-61610	174,468	12,768	187,236
59	Health Insurance			
60	05-1500-0000-61620	5,614	647	6,261
61	Dental Insurance			
62	05-1500-0000-61630	396	16	412
63	Life Insurance			
64	05-1500-0000-62210	1,900	175	2,075
65	Telephone			
66	05-1500-0000-65331	-0-	8,350	8,350
67	Equipment Lease			
68	05-1500-0000-63109	-0-	1,000	1,000
69	Other Supplies & Expenses			
70				
71	<u>Central Duplicating:</u>			
72	05-1560-0000-61100	-0-	14,942	14,942
73	Wages			
74	05-1560-0000-61400	-0-	1,143	1,143
75	FICA			
76	05-1560-0000-62210	-0-	75	75
77	Telephone			
78	05-1560-0000-62400	-0-	24,000	24,000
79	Repair & Maint Services			
80	05-1560-0000-62420	-0-	8,000	8,000
81	Machine & Equip R&M			
82	05-1560-0000-62424	-0-	3,245	3,245
83	Office Equip R&M			
84	05-1560-0000-63104	-0-	60,000	60,000
85	Printing & Duplicating			

Transferring Central Duplicating and Mail Functions and Staff from the Facilities Management Department to the Finance Department and Amending the 2016 Budget

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Respectfully submitted,

GENERAL SERVICES COMMITTEE

Henry Brill, Chair

Jason Heidenreich, Vice Chair

David Homan

Bob Yeomans

Jeremy Zajac

FINANCE COMMITTEE

Mary Mawhinney, Chair

Sandra Kraft, Vice Chair

Mary Beaver

Brent Fox

J. Russell Podzilni

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Sandra Kraft, Vice Chair

Betty Jo Bussie

Eva Arnold

Mary Mawhinney

Alan Sweeney

Henry Brill

Louis Peer

Terry Thomas

Transferring Central Duplicating and Mail Functions and Staff from the Facilities Management Department to the Finance Department and Amending the 2016 Budget

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FISCAL NOTE:

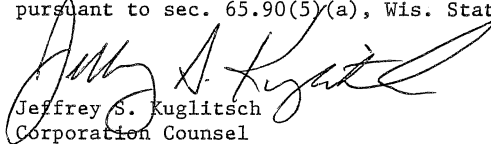
This resolution approves moving the Central Duplicating and Mail functions and staff as well as the applicable budget from the Facilities Management Department to the Finance Department. No fiscal impact to the County's bottom line.



Sherry Oja
Finance Director

LEGAL NOTE:

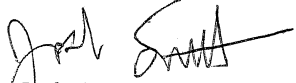
The County Board is authorized to take this action pursuant to §§ 59.01, 59.51 and 59.22(2), Wis. Stats. As an amendment to the adopted 2016 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

**Transfer of Central Duplicating and Mail Functions
From the Facilities Management Department to the Finance Department
And Amending the 2016 Budget**

Executive Summary

In March, the County Board of Supervisors approved the name change of the General Services Department to the Facilities Management Department and aided the department director recruitment process by making it clearer to potential applicants, the responsibilities of the department.

The March resolution noted that the County's investment in its facilities is significant. The department manages nearly 1.2 million square feet of space valued at about \$285 million. In 2016 the department's budget totaled nearly \$5 million and included 22.6 FTE staff.

This resolution continues the focus of the department on facilities by transferring the functions of central duplicating and mail to the Finance Department. This action would also transfer 1.0 FTE Administrative Assistant and 0.40 FTE Printing Services Coordinator positions.