



**FINANCE COMMITTEE
THURSDAY, JANUARY 26, 2017 - 5:30 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. Approval of Minutes – January 5, 2017
4. Transfers and Appropriations
5. Resolutions
 - A. Authorizing Purchase of 2017 Budgeted Laptops
 - B. Authorizing the Purchase of a Facilities Management Computerized Maintenance Management System
 - C. Authorizing Upgrade to the Email Archiving System
6. Committee Approval
 - A. Amending the 2017 Airport Budget for Purchase of Snow Removal Equipment
 - B. Amending the 2016 Human Services Department Budget to Accept Pass through Technical Assistance Training Funds
 - C. Amending the 2016 Developmental Disabilities Board Budget to Increase Funding to the CESA-2, Birth-to-Three Program
7. Discussion and Possible Action Pertaining to Investment Policy
8. Report on Cash Balances and Investments
9. Adjournment

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Diana Arneson, Asst. to IT Dir.
INITIATED BY



Diana Arneson, Asst. to IT Dir.
DRAFTED BY

Finance Committee
SUBMITTED BY

January 17, 2017
DATE DRAFTED

Authorizing Purchase of 2017 Budgeted Laptops

- 1 **WHEREAS**, the Rock County Information Technology Department is authorized to purchase
- 2 computer equipment on behalf of the County; and,
- 3
- 4 **WHEREAS**, the replacement of older and under-performing laptops is a key component for meeting
- 5 the current and future data requirements associated with Rock County's applications and an ever
- 6 increasing mobile data environment; and,
- 7
- 8 **WHEREAS**, the Information Technology Department staff did review and configure equipment
- 9 available on the State of Wisconsin (NASPOVP-Wisconsin) Contract # MNNVP-133 505ENT-O16-
- 10 NASP and the Wisconsin Counties Association Contract # WCASI-100103D; and,
- 11
- 12 **WHEREAS**, the 2017 Budget did designate funds for the purchase of this computer equipment.
- 13
- 14 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
- 15 this _____ day of _____, 2017 that a Purchase Order for 32 Hewlett Packard 450 G3
- 16 laptops and 32 2 year service warranty contracts with ADP protection be issued to CDW-G in Vernon
- 17 Hills, IL in the amount of \$27,084.80.

Respectfully submitted,

FINANCE COMMITTEE

Mary Mawhinney, Chair

Sandra Kraft, Vice Chair

Mary Beaver

Brent Fox

J. Russell Podzilni

ADMINISTRATIVE NOTE:

Recommended.

Josh Smith
County Administrator

FISCAL NOTE:

Funds were included in the 2017 budget for the cost of the laptops and service warranty contracts.

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.

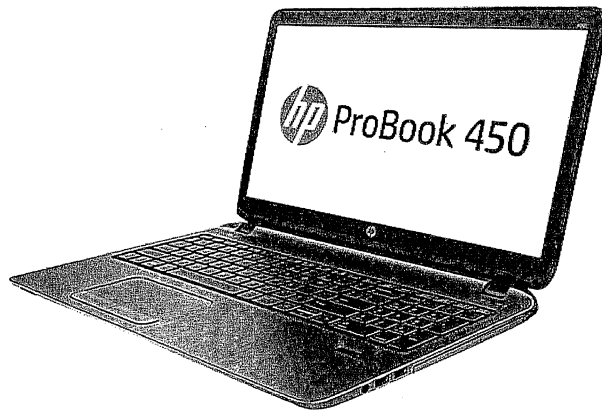
Jeffrey S. Kuglitsch
Corporation Counsel

Executive Summary for the Purchase of 2017 Budgeted Laptop Equipment

This resolution is to authorize the purchase of budgeted computer equipment for Rock County. All of the laptop computers in this resolution represent replacements for obsolete equipment. The IT Department specified the computer equipment based on the application and operational needs of the mobile workforce in the Human Services department. The items to be purchased are:

- 32 Hewlett Packard SB ProBook 450 G3 laptops with a 15.6" touchscreen display, Core i5-6200U processor, 128 GB Solid State Drive, 8 Gb of RAM, a DVD SuperMulti optical drive, and wireless connectivity at \$743.09 each.
- 32 2 year extended warranty with Accident Damage Handling (ADP) at \$103.31 each.

The total cost of the Hewlett Packard laptops and associated components, as listed above is \$27,084.80, and will be purchased from CDW-G of Vernon Hills, IL using pricing and terms from the State of Wisconsin HP Inc. NASPOVP contract (formerly WSCA) and the Wisconsin Counties Association Contract # WCASI-100103D.



RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Diana Arneson
INITIATED BY



Diana Arneson
DRAFTED BY

Finance Committee
SUBMITTED BY

January 10, 2017
DATE DRAFTED

Authorizing the Purchase of a Facilities Management Computerized Maintenance Management System

- 1 **WHEREAS**, the Rock County Information Technology Department is authorized to purchase
- 2 computer software on behalf of the County; and,
- 3
- 4 **WHEREAS**, the primary purpose of a Computerized Maintenance Management System (CMMS) is to
- 5 manage, capture, and track inspection, maintenance and repair activities of all maintainable assets; and,
- 6
- 7 **WHEREAS**, a CMMS provides the necessary data on repair, maintenance and life cycle cost of each
- 8 piece of equipment to better assist the budget process for equipment replacement; and,
- 9
- 10 **WHEREAS**, a CMMS allows for cost reduction by scheduling maintenance activities to improve
- 11 equipment performance and to move away from reactive maintenance to preventative maintenance; and,
- 12
- 13 **WHEREAS**, a CMMS provides a maintenance work order reporting system that is easy for all county
- 14 staff to use to report a maintenance repair need; and,
- 15
- 16 **WHEREAS**, the 2017 Budget did designate funds for the purchase and installation of a CMMS for
- 17 the Rock County Facilities Management department.
- 18
- 19 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
- 20 this _____ day of _____, 2017, authorizes a Purchase Order to be issued to Dude Solutions
- 21 of Cary, North Carolina in the amount of \$20,341.23, for a software agreement for the Facilities Dude
- 22 Computerized Maintenance Management System, which includes installation, setup, programming, and
- 23 training.

Respectfully submitted,

FINANCE COMMITTEE:

Mary Mawhinney, Chair

Sandra Kraft, Vice Chair

Mary Beaver

Brent Fox

J. Russell Podzilni

FISCAL NOTE:

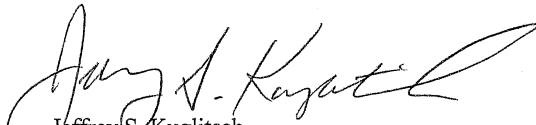
Funding was included in the 2017 budget for this software. This purchase is being funded by tax levy.



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.



Josh Smith
County Administrator

Facilities Management Computerized Maintenance Management System Executive Summary

The Rock County Facilities Management Department currently utilizes a hybrid work order system consisting of digital correspondence, phone requests, faxes, and paper forms. To streamline operations and centralize information access, a Computerized Maintenance Management System (CMMS) would replace these current processes with a data repository which would assist administration with a proactive asset management schedule as well as a decision making model for determining when to repair or replace an asset.

The resolution before you authorizes the purchase of the Facilities Dude CMMS. This software application will be used to manage, capture, and track inspection, maintenance and repair activities for all Rock County facilities' assets. The data will then be used as part of the budgetary process to determine the costs of maintenance and replacement of equipment. Lastly, the work order component of the system will provide all Rock County users with a system that is easy to use when requesting repairs as well as reporting tools for tracking the maintenance costs of all assets.

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Mickey Crittenden, Director of IT
INITIATED BY



Mickey Crittenden, Director of IT
DRAFTED BY

Finance Committee
SUBMITTED BY

January 17, 2017
DATE DRAFTED

Authorizing Upgrade to the Email Archiving System

- 1 **WHEREAS**, the improvement and upgrade of the County's email archiving system is an active
- 2 Information Technology project; and,
- 3
- 4 **WHEREAS**, the current email archiving system is short on capacity and is approaching the end of its
- 5 supported life; and,
- 6
- 7 **WHEREAS**, the 2017 Information Technology budget (07-1430-0000-67131) did include funding for
- 8 the upgrade of the County's email archiving system; and,
- 9
- 10 **WHEREAS**, the Information Technology Department staff did specify the configuration to be used to
- 11 upgrade the email archiving system; and,
- 12
- 13 **WHEREAS**, the specified email archiving system will be purchased from and installed by the
- 14 County's email archiving system provider, Digicorp, Inc. of Brookfield, WI.
- 15
- 16 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
- 17 this _____ day of _____, 2017 that a Purchase Order for an upgraded email archiving
- 18 system be issued to Digicorp, Inc. of Brookfield, WI in the amount of \$27,000.

17-1B-206

Respectfully submitted,

FINANCE COMMITTEE

Mary Mawhinney, Chair

Sandra Kraft, Vice Chair

Mary Beaver

Brent Fox

J. Russell Podzilni

ADMINISTRATIVE NOTE:

Recommended.

Josh Smith
County Administrator

FISCAL NOTE:

Sufficient funds were included in the 2017 budget for this purchase.

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. Digicorp, Inc. is the sole source provider of the system.

Jeffrey S. Kuglitsch
Corporation Counsel

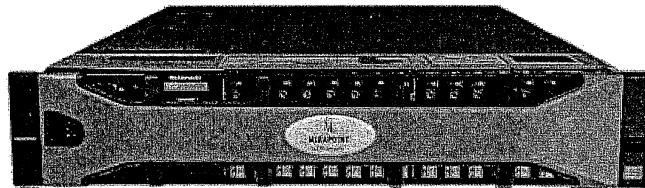
Executive Summary for Upgrading the County's Email Archiving System

The County's current email archiving system is approaching both its archiving capacity and its vendor-supported life and requires upgrading. The IT department has worked with the County's email archiving system provider, Digicorp, Inc. of Brookfield, WI, in order to specify the configuration of a suitable upgrade that will meet the County's requirements. As one of the budgeted 2017 IT projects, this system upgrade includes:

- RazorSafe 800-B8 8 terabyte archiving appliance and related eDiscovery software;
- 3 years of hardware and software support, and
- Installation.

The upgraded email archiving system will be located in the data center at the Health Care Center. The system will be network-attached and fully integrated with the County's email system. The system has a projected useful life to the County of 5 years.

The total cost of the RazorSafe system, software, support, and installation is \$27,000.00, and will be purchased from the County's current system provider, Digicorp, Inc. of Brookfield, WI.



RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Public Works Committee
INITIATED BY

Public Works Committee
SUBMITTED BY



Ronald D. Burdick, Airport Director
DRAFTED BY

January 6, 2017
DATE DRAFTED

Amending the 2017 Airport Budget for Purchase of Snow Removal Equipment

1 **WHEREAS**, Rock County owns and operates an airport known as the Southern Wisconsin
2 Regional Airport; and
3
4 **WHEREAS**, in 1995 the airport purchased a multi-purpose piece of equipment used for blowing
5 snow and sweeping debris from the runways and taxiways; and
6
7 **WHEREAS**, the auxiliary power divider in this piece of equipment has had five catastrophic
8 failures over the last 22 years with the most recent repair costing \$36,500 and taking seven
9 months to complete; and
10
11 **WHEREAS**, in order to prolong the life of this piece of specialty equipment it was
12 recommended the airport purchase a high capacity snow blower and maintain the 1995 Wausau
13 as a broom only; and
14
15 **WHEREAS**, the airport's 2017 budget approved by the Rock County Board of Supervisors
16 included \$425,000 for the purchase of a newer used or demonstration high capacity snow blower
17 to replace the existing blower unit of our current machine; and
18
19 **WHEREAS**, a nationwide search for an appropriate piece of equipment yielded a 7,500 ton per
20 hour snow blower with less than 100 hours of use that is available at a cost of \$538,200.
21
22 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly
23 assembled this _____ day of _____, 2017 does hereby approve amending the
24 Airport's 2017 budget for the purchase of a used high speed runway snow blower.

25
26 **BE IT FURTHER RESOLVED** that the Airport's 2017 budget be amended as follows:

<u>ACCOUNT/DESCRIPTION</u>	<u>BUDGET</u>	<u>INCREASE/</u>	<u>AMENDED</u>
<u>Source of Funds</u>	<u>1/1/2017</u>	<u>(DECREASE)</u>	<u>BUDGET</u>
30 41-4453-4454-41500	\$475,000	\$113,200	\$588,200
31 County Sales Tax			
32			
33 <u>Use of Funds:</u>			
34 41-4453-4454-67200	\$694,300	\$113,200	\$807,500
35 Capital Improvements			

Respectfully submitted,

PUBLIC WORKS COMMITTEE

Betty Jo Bussie, Chair

Brent Fox, Vice Chair

Eva Arnold

Brenton Driscoll

Rick Richard

FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of _____

Mary Mawhinney, Chair

FISCAL NOTE:

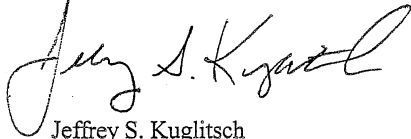
This resolution approves the purchase of snow removal equipment for the Airport at a cost of \$538,200. The 2017 budget included \$425,000 in sales tax funding for this purchase. This resolution approves the use of an additional \$113,200 in sales tax revenue for this purchase. There is approximately \$1.4 million in available excess sales tax revenue.



Sherry Oja
Finance Director

LEGAL NOTE:

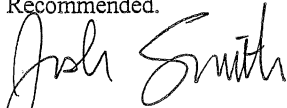
Only proposal received, as an amendment to the adopted 2017 County Budget, this resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

EXECUTIVE SUMMARY

AMENDING THE 2017 AIRPORT BUDGET FOR PURCHASE OF SNOW REMOVAL EQUIPMENT

In 2016 the County Board approved funds to repair the power divider that failed in a multi-purpose piece of equipment that the airport uses to either blow snow or sweep debris off the paved surfaces of the airport. That multi-purpose unit was purchased in 1995. The power divider that is used to drive either the 5,000 ton per hour snow blower or a 20 foot broom head and air blast system has failed five times over this period. Parts are no longer available and had to be remanufactured to complete the repair. This process took seven months.

To purchase a new unit would cost between \$700,000 and \$800,000. Because of the high cost of replacement, the County Administrator recommended in the airports 2017 budget, \$425,000 to purchase a lower cost used or demonstration model. The three manufacturers of specialized airport equipment, Oshkosh Equipment, Wausau Equipment, and M-B Companies were solicited. The only manufacturer that had a unit available was MB Companies located in Chilton, WI. The unit is a 2013 test/demonstrator unit with only 100 hours on the chassis. The purchase price was negotiated at \$538,200. That included a one year warranty on the unit, two year warranty the drive train, radio equipment for the airport, and common spare parts.

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Human Services Board
INITIATED BY



Lance Horozewski
DRAFTED BY

Human Services Board
SUBMITTED BY

January 12, 2017
DATE DRAFTED

**Amending the 2016 Human Services Department Budget
to Accept Pass through Technical Assistance Training Funds**

- 1 **WHEREAS**, the Wisconsin Department of Health (DHS) received a grant of \$15,000 from the
- 2 MacArthur Foundation to implement a juvenile justice school-based arrest diversion program; and,
- 3
- 4 **WHEREAS**, DHS selected the Beloit School District as the pilot site to develop a diversion program for
- 5 youth with mental health needs; and,
- 6
- 7 **WHEREAS**, DHS requested that Rock County Human Services, as a local unit of government, accept the
- 8 training funds as pass through to pay for Crisis Intervention for Youth; and,
- 9
- 10 **WHEREAS**, HSD is the fiscal agent and DHS is the grantee which oversees the pilot project.

11
12 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
13 this _____ day of _____, 2017, does hereby amend the 2016 Rock County HSD Board
14 Budget as follows:

Account/Description	<u>Budget</u> 12/1/16	Increase (Decrease)	<u>Amended</u> <u>Budget</u>
<u>Source of Funds</u>			
36-3659-0000-46002	\$0	\$15,000	\$15,000
DMC Other Grants and Contracts			
<u>Use of Funds</u>			
36-3659-0000-62119	\$0	\$15,000	\$15,000
DMC Contracted Services			

Respectfully submitted,

HUMAN SERVICES BOARD

Brian Knudson, Chair

Ashley Kleven

Sally Jean Weaver-Landers, Vice Chair

Katy Schulz

Karl Dommershausen

Terry Thomas

Terry Fell

Shirley Williams

Linda Garrett

FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of _____

Mary Mawhinney, Chair

FISCAL NOTE:

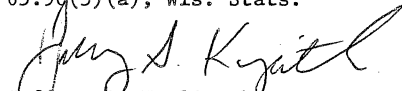
This resolution authorizes the acceptance and expenditure of \$15,000 in MacArthur Foundation funds for a youth diversion program. No County matching funds are required.



Sherry Oja
Finance Director

LEGAL NOTE:

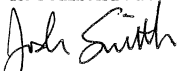
The County Board is authorized to accept grant funds pursuant to sec. 59.52(19), Wis. Stats. As an amendment to the adopted 2016 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

Amending the 2016 Human Services Department Budget to Accept Pass through Technical Assistance Training Funds

The Wisconsin Department of Health Services received a grant of \$15,000 from the MacArthur Foundation to implement a juvenile justice school-based arrest diversion program. DHS selected the Beloit School District as the pilot site to develop a diversion program for youth with mental health needs.

DHS requested that Rock County Human Services, as a local unit of government, accept the training funds as pass through to pay for Crisis Intervention Training for Youth. HSD is the fiscal agent and DHS is the grantee which oversees the pilot project.

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Human Services Board
INITIATED BY



Sara Mooren
DRAFTED BY

Human Services Board
SUBMITTED BY

December 30, 2016
DATE DRAFTED

**Amending the 2016 Developmental Disabilities Board Budget
to Increase Funding to the CESA-2, Birth-to-Three Program**

1 **WHEREAS**, the Developmental Disabilities Board contracted with CESA-2 to operate the State
2 mandated Birth-to-Three Program in 2016; and
3
4 **WHEREAS**, in December 2016 Resolution 16-12A-179 transferred all budget authority and contract
5 management of the Birth-to-Three program from the Developmental Disabilities Board to the Human
6 Services Department effective January 1, 2017; and
7
8 **WHEREAS**, CESA-2's cost for operating the state-mandated Birth-to-Three program has exceeded the
9 CY2016 budget due to the initial start-up costs, increased number of children receiving therapy and
10 multiple therapy services and the transition of services from a previous provider to CESA-2 in CY2015;
11 and
12
13 **WHEREAS**, in September 2016 Resolution 16-9A-098 provided \$84,929 in additional funds from the
14 General Fund to cover the first six months of 2016; and
15
16 **WHEREAS**, a second request was anticipated at that time and the amount needed to address the budgetary
17 shortfall for the second half of the year is \$119,000; and
18
19 **WHEREAS**, the 2017 adopted HSD budget included additional funds for this program and staff have been
20 working closely with CESA-2 and the State of Wisconsin's Birth-to-Three Program staff to identify ways
21 to reduce costs and increase billing revenue.
22

23 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
24 this _____ day of _____, 2017, does hereby amend the 2016 Rock County DD Board
25 Budget as follows:
26

Account/Description	Budget <u>12/1/16</u>	Increase <u>(Decrease)</u>	Amended <u>Budget</u>
<u>Source of Funds</u>			
33-3310-0000-62604	\$26,590,639	(\$119,000)	\$26,471,639
DD Board Nursing Home Relocation			
<u>Use of Funds</u>			
33-3310-0000-62601	\$1,250,407	\$119,000	\$1,369,407
DD Board Purchase of Care			

Respectfully submitted,

HUMAN SERVICES BOARD

Brian Knudson, Chair

Sally Jean Weaver-Landers, Vice Chair

Karl Dommershausen

Terry Fell

Linda Garrett

Ashley Kleven

Kathy Schulz

Terry Thomas

Shirley Williams

COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Sandra Kraft, Vice Chair

Eva Arnold

Henry Brill

Betty Jo Bussie

Mary Mawhinney

Louis Peer

Alan Sweeney

Terry Thomas

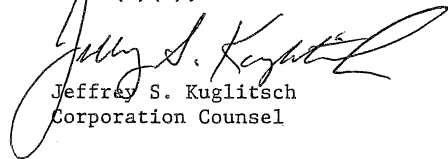
FISCAL NOTE:

This resolution increases the CESA-2 contract for the Birth to Three program by \$119,000. This increase is being funded by a transfer from the Nursing Home Relocation budget line, which is under budget due to clients moving to Family Care mid-year.


Sherry Oja
Finance Director

LEGAL NOTE:

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

FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of _____

Mary Mawhinney, Chair