

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, OCTOBER 22, 2013 – 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 –October 15, 2013
4. Transfers and Appropriations
5. Bills/Encumbrances/Pre-Approved Encumbrance Amendments
6. 2014 Budget Review
7. Review of Medical Examiner Report
8. Updates
 - A. Jail Project
 - 1) Update Report
 - B. Rock Haven
 - 1) Update Report
 - C. Courthouse Tower
 - 1) Update Report
9. Communications, Announcements and Information
10. **EXECUTIVE SESSION:** Per Section 19.85(1)(g), Wis. Stats. Conferring with Legal Counsel Regarding Potential Litigation
11. Adjournment

Rock County Transfer Request - Over \$500

TO: FINANCE DIRECTOR Date 9/24/13 Transfer No. 13-42
 Requested By General Services HCC/Rock Haven Maint. Rob Leu/Doug Keating
 Department Department Head

FROM:	AMOUNT	TO:	AMOUNT
Account #: 18-1815-9200/63109 Description: Other Supplies and expenses Current Balance: \$9,725	\$2,709.00	Account #: 18-1815-9200-61108 Description: Seasonal Wages	\$2,709.00
Account #: 18-1815-9200/63109 Description: Other Supplies and Expenses Current Balance: \$9,518	\$207.00	Account #: 18-1815-9200/61400 Description: FICA	\$207.00
Account #: Description: Current Balance:		Account #: Description:	
Account #: Description: Current Balance:		Account #: Description:	

REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC

Cooler temperatures this summer has resulted in a savings on water treatment, estimated to be about \$2,100.00. Less water softener salt was needed after the kitchen closed in the Health Care Center. Fewer lock supplies were purchased this year amounting to a about \$900.00.

REASON TRANSFER IS NECESSARY - BE SPECIFIC

A summer seasonal was funded in 2013 to maintain the grounds and new landscaping at Rock Haven. A winter seasonal has been requested to clear ice and snow at Rock Haven. Snow removal and ice control on sidewalks, parking areas, and roadways will be challenging whether it's snowy or just slick. When there is no snow to remove or ice to treat, there is work this person can do in the old building. The winter seasonal will begin work November 15th. Funding for the remainder of 2013 is the reason for this transfer. Funding for 2014 will be in the 2014 Budget.

FISCAL NOTE:

Sufficient funding is available for transfer. *9-30-13*

ADMINISTRATIVE NOTE:

Recommended. *[Signature]* *9-30-13*

REQUIRED APPROVAL

DATE

COMMITTEE CHAIR

Governing Committee

Finance Committee

10-3-13

[Signature]

COMMITTEE APPROVAL REPORT
Pre-Approved Encumbrances

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
18-1851-0000-67200 ENC	CAPITAL IMPROV	R1303614	10/15/2013	WISCONSIN AUTOMATIC DOOR INC	13,341.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	31,594,539.00	30,291,121.58	463,861.71	13,341.00	826,214.71
ROCK HAVEN BUILDING PROJECT PROG TOTAL					13,341.00

I have examined the preceding bills and encumbrances in the total amount of **\$13,341.00**

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

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

Date: **OCT 22 2013**

Dept Head _____

Committee Chair _____