



**FINANCE COMMITTEE
THURSDAY, APRIL 4, 2013 - 7:30 A.M.
CONFERENCE ROOM N-1 – FIFTH FLOOR
ROCK COUNTY COURTHOUSE-EAST**

Agenda

1. Call to Order and Approval of Agenda
2. Committee Review and Approval of Per Meeting Allowances
3. Approval of Minutes – March 21, 2013
4. Citizen Participation, Communications and Announcements
5. Transfers and Appropriations
 - A. Communications Center
 - B. Sheriff's Office
 - C. Surveyor
6.
 - A. Bills
 - B. Bills Over \$10,000
 - C. Encumbrances Over \$10,000
 - D. Pre-Approved Encumbrance Amendments
 - 1) Developmental Disabilities
 - E. Approval of Bills for Other Departments
7. Purchasing Procedural Endorsement
 - A. Authorizing the Purchase of Surveying Equipment
8. Review of Resolution
 - A. Authorizing Acceptance of JAG Intervention Team (CIT) Training (2010) Grant and Amending the 2013 Budget
 - B. Authorizing Additional Contingency Funding and Amending the 2013 Budget for Rock Haven Project (Will be provided at the meeting.)
9. Review of Resolution and Purchasing Procedural Endorsement
 - A. Amending the Sheriff's 2013 Budget to Use Equitably Shared Funds for Avatar II Tactical Robot
10. Update on New Credit Card Program
11. Adjournment

Rock County Transfer Request - Over \$500

TO: FINANCE DIRECTOR Date March 25, 2013 Transfer No. 12-120
 Requested By Communications Center Kathy Sukus
 Department Department Head

FROM:	AMOUNT	TO:	AMOUNT
Account #: 23-2400-0000-46205 Description: Insurance Proceeds Current Balance: Pymnt rec'd 3/13/13	\$2,164.00	Account #: 23-2400-0000-62420 Description: Machinery & Equipment R & M	\$2,164.00
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

2012 Funds - Insurance proceeds from 7/24/12 wind damage claim at tower site.

REASON TRANSFER IS NECESSARY - BE SPECIFIC

2012 Funds - Insurance proceeds from 7/24/12 wind damage claim at tower site.

FISCAL NOTE:

Funds are available for transfer.

ADMINISTRATIVE NOTE:

Recommended.

REQUIRED APPROVAL

DATE

COMMITTEE CHAIR

☒ Governing Committee

☒ Finance Committee

Distribution: **EMAIL** Sherry Oja and Susan Balog

Revised: 02/20/13

Rock County Transfer Request - Over \$500

TO: FINANCE DIRECTOR Date 03/21/13 Transfer No. 13-06
 Requested By Sheriff's Office Sheriff Robert Spoden
 Department Department Head

FROM:	AMOUNT	TO:	AMOUNT
Account #: 21-2100-2000-46205 Description: Compen Loss Fix Assets - LES Current Balance: \$1,426.04 rec'd 3/15/13 <i>SS 3-21-13</i>	\$1,426.04	Account #: 21-2100-2000-62410 Description: R&M Vehicles - LES	\$1,426.04
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

Insurance proceeds were received for an accident involving a squad.

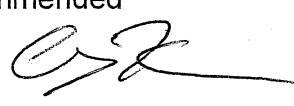
REASON TRANSFER IS NECESSARY - BE SPECIFIC

Repairs were made to a squad using insurance proceeds.

FISCAL NOTE:

Sufficient funding is available for transfer.
SS 3-21-13

ADMINISTRATIVE NOTE:

Recommended


REQUIRED APPROVAL

DATE

COMMITTEE CHAIR

☒ Governing Committee _____

☒ Finance Committee _____

Rock County Transfer Request - Over \$500

TO: FINANCE DIRECTOR

Date March 26, 2013

Transfer No. 13-07

Requested By Survey

Jason Houle

Department

Department Head

FROM:	AMOUNT	TO:	AMOUNT
Account #: 13-1730-0000-61100 Description: Regular Wages Current Balance: \$88,781 SO 3/26/13	\$39,875	Account #: 13-1730-0000-67171 Description: Capital Assets - \$1000 or more	\$29,480
Account #: Description: Current Balance:		Account #: 13-1730-0000-61108 Description: Seasonal Wages	\$6720
Account #: Description: Current Balance:		Account #: 13-1730-0000-62210 Description: Telephone	\$675
Account #: Description: Current Balance:		Account #: 13-1730-0000-63100 Description: Office Supplies & Expenses	\$3000

REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC

Funds are available for transfer due to the Deputy Surveyor position not being filled.

REASON TRANSFER IS NECESSARY - BE SPECIFIC

These transfers fund an equipment and software purchase for the department, a data plan for a myfi device, seasonal wages for an intern and office supplies and expenses. The office supplies & expenses funds are needed for rebuilding the surveyors toolbox in the survey vehicle and records modernization efforts. The budgeted amount, (Office & Supplies), of \$1000 was originally for converting paper surveys to microfilm images. The new policy is scan surveys up to 11x17 inches in-house as they are received and have large format surveys scanned off-site. Part of this budget adjustment funds converting back-up rolls of microfilm into PDF files. All files are posted to the internet as they are received.

FISCAL NOTE:

Sufficient funds are available for transfer.

*SV
3-26-13*

ADMINISTRATIVE NOTE:

Recommended.

BR

REQUIRED APPROVAL

DATE

COMMITTEE CHAIR

☒ Governing Committee

☒ Finance Committee

Distribution: **EMAIL** Sherry Oja and Susan Balog

Revised: 02/20/13

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
0515000000-63100	OFC SUPP & EXP	6,120.00 16.4%	614.47	393.75	5,111.78		
	P1301265-PO# 04/01/13 -VN#016466			STORAGE SYSTEMS MIDWEST INC		53.99	
			CLOSING BALANCE		5,057.79		53.99
	FINANCE DIRECTOR		PROG-TOTAL-PO			53.99	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$53.99
INCURRED BY FINANCE DIRECTOR. 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 **APR 04 2013** COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____ DEPT-HEAD

DATE _____ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1414110000-63103	LEGAL FORMS	17,500.00	63.0%	6,048.65	-17,075.58	28,526.93	
	P1300732-PO# 04/01/13 -VN#041689			ILLINOIS OFFICE SUPPLY		11,026.96	
				CLOSING BALANCE	17,499.97		11,026.96
	ELECTIONS			PROG-TOTAL-PO		11,026.96	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$11,026.96
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.

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

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

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

APR 04 2013

DATE _____ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1717100000-63100	OFC SUPP & EXP	3,060.00	6.2%	54.21	137.28	2,868.51	
	P1301396-PO# 04/01/13 -VN#050412				PAPER RECOVERY SERVICE CORPORA	30.72	
				CLOSING BALANCE	2,837.79		30.72
	REGISTER OF DEED		PROG-TOTAL-PO			30.72	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$30.72
INCURRED BY REGISTER OF DEEDS. 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 **APR 04 2013** COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____ DEPT-HEAD

DATE _____ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1919330000-64904	SUNDRY EXPENSE	6,232.00	1.2%	0.00	77.94	6,154.06	
	P1301518-PO# 04/01/13 -VN#039700			SCHULTZ, MICHELLE		11.81	
				CLOSING BALANCE	6,142.25		11.81
		EMPL.RELATED		PROG-TOTAL-PO		11.81	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$11.81
INCURRED BY EMPLOYEE RELATED. 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 **APR 04 2013** COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____ DEPT-HEAD

DATE _____ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
0714300000-62119	OTHER SERVICES	58,759.00 18.5%	1,019.44	9,880.57	47,858.99		
	P1301215-PO# 04/01/13 -VN#051577		EDCI			14,875.00	
	CLOSING BALANCE				32,983.99		14,875.00
0714300000-62400	R & M SERV	211,793.00 33.7%	65,598.43	5,841.30	140,353.27		
	P1301379-PO# 04/01/13 -VN#049219		ANSAY CONSULTING LLC			3,460.00	
	CLOSING BALANCE				136,893.27		3,460.00
0714300000-62421	COMPUTER EQUIP	9,000.00 9.4%	1,567.03	-713.78	8,146.75		
	P1300652-PO# 04/01/13 -VN#036454		PARTS NOW			99.00	
	CLOSING BALANCE				8,047.75		99.00
0714300000-62491	SOFTWARE MAINT	595,762.00 50.9%	227,445.54	76,371.08	291,945.38		
	P1301389-PO# 04/01/13 -VN#037603		ORBIS PARTNERS INC			8,840.00	
	P1301411-PO# 04/01/13 -VN#051972		POWERDMS INC			1,150.00	
	CLOSING BALANCE				281,955.38		9,990.00
0714300000-63100	OFC SUPP & EXP	5,210.00 5.0%	261.62	0.00	4,948.38		
	P1301365-PO# 04/01/13 -VN#033353		CDW GOVERNMENT INC			489.30	
	CLOSING BALANCE				4,459.08		489.30
0714300000-63200	PUBL/SUBCR/DUES	560.00 35.7%	200.00	0.00	360.00		
	P1301489-PO# 04/01/13 -VN#050737		HIGHLINE CUSTOMER ASSOCIATION			150.00	
	CLOSING BALANCE				210.00		150.00
0714300000-63407	COMPUTER SUPPL	17,940.00 21.2%	2,674.02	1,134.04	14,131.94		
	P1301407-PO# 04/01/13 -VN#033353		CDW GOVERNMENT INC			1,730.64	
	P1301409-PO# 04/01/13 -VN#033353		CDW GOVERNMENT INC			425.21	
	CLOSING BALANCE				11,976.09		2,155.85
0714300000-64701	SOFTWARE PURCH	79,622.00 13.7%	5,065.00	5,856.67	68,700.33		
	P1301323-PO# 04/01/13 -VN#050382		DELL			2,174.75	
	CLOSING BALANCE				66,525.58		2,174.75
0714300000-67130	TERMINALS/PC'S	115,521.00 26.4%	18,165.93	12,391.00	84,964.07		
	P1301365-PO# 04/01/13 -VN#033353		CDW GOVERNMENT INC			1,183.70	
	CLOSING BALANCE				83,780.37		1,183.70
0714300000-67143	IT DEPT.CR-CHGS.	50,000.00 141.1%	36,823.32	33,744.98	-20,568.30		
	P1301125-PO# 04/01/13 -VN#047818		ENTERPRISE SYSTEMS GROUP			8,554.95	
	P1301319-PO# 04/01/13 -VN#047818		ENTERPRISE SYSTEMS GROUP			368.00	
	P1301347-PO# 04/01/13 -VN#033353		CDW GOVERNMENT INC			1,448.00	

Account Number	Name	Yearly Prnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
P1301348-PO#	04/01/13 -VN#033353		CDW GOVERNMENT INC			690.71	
P1301352-PO#	04/01/13 -VN#033353		CDW GOVERNMENT INC			28.14	
P1301410-PO#	04/01/13 -VN#033353		CDW GOVERNMENT INC			137.14	
*** OVERDRAFT ***	TRANSFER REQUIRED		CLOSING BALANCE		-31,795.24		11,226.94
			INFORMATION TECH	PROG-TOTAL-PO		45,804.54	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$45,804.54
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 **APR 04 2013** COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____ DEPT-HEAD

DATE _____ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
0714440000-62491	SOFTWARE MAINT	35,100.00	0.0%	0.00	0.00	35,100.00	
	P1301215-PO# 04/01/13 -VN#051577		EDCI			35,052.00	
			CLOSING BALANCE		48.00		35,052.00
	IT CAPITAL PROJ		PROG-TOTAL-PO			35,052.00	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$35,052.00
INCURRED BY IT CAPITAL PROJECTS. 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 COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____ DEPT-HEAD

APR 04 2013

DATE _____ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
0000000071-29265	DLF-BD,STRAY DOG	0.00 100.0%	-951.21	-29.97	981.18		
	P1301451-PO# 04/01/13 -VN#039687			JANESVILLE ANIMAL MEDICAL CENT		30.00	
			CLOSING BALANCE		951.18		30.00
	BAL.SHEET A/C		PROG-TOTAL-PO			30.00	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$30.00

INCURRED BY BALANCE SHEET ACCOUNT. 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 **APR 04 2013** COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____ DEPT-HEAD

DATE _____ CHAIR

PURCHASE ORDER NUMBER P1300447

PEID 034035

PRE-APPROVED ENCUMBRANCE AMENDMENT FORM

This form must be used when adding funds to or changing an account number of a previously approved encumbrance. Please complete this form and e-mail to Susan Balog in Accounting (balog@co.rock.wi.us), Cheryl Mikrut in Accounting (mikrut@co.rock.wi.us) **and** Jodi Millis in Purchasing (jodi@co.rock.wi.us). Susan or Cheryl will forward on to your governing committee for approval. The Encumbrance and Purchase Order will be updated upon approval of all necessary committees and County Board (if amendment is over \$10,000).

DATE March 15, 2013

DEPARTMENT DD Board

COMMITTEE Rock County DD Board

VENDOR NAME Productive Living Systems

ACCOUNT NUMBER 33-3310-0000-62604

FUNDS DESCRIPTION CIP 1B

AMOUNT OF INCREASE \$ 283,429

INCREASE FROM \$ 795,510 TO \$ 1,078,939

ACCOUNT BALANCE AVAILABLE \$ 4,777,313.94 SB 03/15/13

REASON FOR AMENDMENT This change is the result of two current clients moving into services from another residential facility and a rate increase for one current client.

APPROVALS

GOVERNING COMMITTEE

Chair _____

Date _____

FINANCE COMMITTEE

(If over \$10,000)

Chair _____

Date _____

COUNTY BOARD

(If over \$10,000)

Resolution # _____

Adoption Date _____

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Jason R. Houle, County Surveyor
INITIATED BY

Finance Committee
SUBMITTED BY



Jason R. Houle, County Surveyor
DRAFTED BY

March 21, 2013
DATE DRAFTED

AUTHORIZING THE PURCHASE OF SURVEYING EQUIPMENT

- 1 WHEREAS, the industry standard for completing fieldwork is primarily by way of utilizing Global
2 Navigation Survey Systems, (GNSS), and/or robotic surveying methods; and,
3
4 WHEREAS, modern Computer Aided Drafting, (CAD), programs manipulate survey data allowing for
5 seamless data transfer between CAD and Geographic Information Systems, (GIS), programs; and,
6
7 WHEREAS, the County GIS program is critical to other County departments and dependent upon
8 coordinate data provided by the Surveyors office; and,
9
10 WHEREAS, the County Surveyor desires to respond to work requests as timely as possible and perform
11 work in the most efficient manner possible; and,
12
13 WHEREAS, the County Surveyor desires to manage budgets and tax dollars in the most responsible and
14 efficient manner as possible; and,
15
16 WHEREAS, the Surveyor's office 2013 budget accounts for two full-time staff members; and,
17
18 WHEREAS, staff efficiencies gained by way of modern technologies permit a reduction in the number of
19 hours required of staff personnel; and,
20
21 WHEREAS, utilizing College interns is a means to acquire additional staff resources needed for operations;
22 and,
23
24 WHEREAS, Turning Point Systems Group of Milwaukee Wisconsin currently has a State contract with the
25 Department of Agriculture, Trade & Consumer Protection, (AG-2013-02), for a GNSS system; and,
26
27 WHEREAS, Turning Point Systems Group of Milwaukee Wisconsin is the sole source for a Carlson
28 Robotic Total station that works seamlessly with the GNSS system under the Stat contract; and,
29
30 WHEREAS, Turning Point Systems Group of Milwaukee is a vendor for Carlson Survey 2013, a
31 survey/civil CAD package that will work seamlessly with the equipment being purchased and the existing
32 County GIS program; and,
33
34 WHEREAS, savings from utilizing an intern during 2013 and not filling the Deputy Surveyor position
35 permit the purchase of this require equipment.
36
37 NOW, THEREFORE, BE IT RESOLVED, by the Rock County Board of Supervisors duly assembled
38 this _____ day of _____, 2013 that a Purchase Order for surveying equipment and software
39 be issued to Turning Point Systems Group of Milwaukee, WI in the amount of \$29,480.00.

AUTHORIZING THE PURCHASE OF SURVEYING EQUIPMENT

Page 2

Respectfully submitted,

PLANNING COMMITTEE

Alan Sweeney, Chair

Mary Mawhinney, Vice-Chair

Marilynn Jensen

Phillip Owens

Wayne Gustina

PURCHASING PROCEDURAL ENDORSEMENT

Reviewed and approved on a vote of

Mary Mawhinney, Chair

FISCAL NOTE:

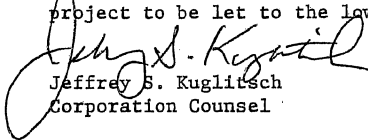
Due to the Deputy Surveyor vacancy, sufficient funds are available in the Surveyor's 2013 budget for the cost of this purchase.



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.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson
County Administrator

EXECUTIVE SUMMARY

The Rock County surveying department is responsible for the database maintenance and remonumentation of the Public Land Survey System, (PLSS), in Rock County. The findings, information and data produced provide the framework for the County Geographic Information System, (GIS). The GIS is critical to other County departments and continuing to provide accurate Wisconsin County Coordinates, Rock datum, is a priority of this office. Additionally, private users, including residents, land owners and professionals offering services in the County regularly access the GIS information available via the internet and records for which I am the custodian. Efficiently fulfilling the statutory obligations of the office and providing information and services critical for others now and into the future is incumbent upon the County surveyor. Working in conjunction with administration, finance and purchasing, I have assessed the needs of the department and identified cost-saving measures that permit the purchase of modern equipment and software. Transferring budget dollars available by way of reduced labor costs makes the purchases possible and will facilitate the office meeting its goals and obligations.

Vendors were selected based on them offering the equipment that is needed and by having a Wisconsin presence, as the availability and importance of timely technical assistance cannot be overstated. The selection process revealed the existence of a State contract for a Carlson Global Navigation Survey System, (GNSS), through Turning Point Systems Group, (TPS), based out of Milwaukee, WI. GNSS incorporates both United States and Russian satellite constellations and gives surveyors the ability to efficiently perform surveying services at the level expected of 21st century surveying professionals. Furthermore, TPS was identified as the sole source of robotic surveying equipment that works seamlessly with components of the GNSS system. Carlson equipment allows seamless integration of advanced surveying hardware and software which promotes a predictable workflow and timely results. The equipment and software purchased through TPS positions the County surveying department to provide reliable and timely information to a vast amount of users geospatial data. The equipment used by today's surveying professionals has seen dramatic technological advancements in recent years and consistent with all other technologies impacting society, that trend is not expected to change. Periodic review of the needs of the department will occur regularly and approximately every five years.

QUOTE INFORMATION AND PRICING:

QUOTE 13264

*Surveyor + with GNSS receiver, and accessories per
State of WI. Agriculture, Trade and Consumer Protection Contract AG-2013-02*

Carlson CR5 Robotic Total Station and accessories

Carlson Survey software 2013

System enhancements, (Heavy duty tripod, thumb release prism pole bipod, tribrachs, etc.)

AMOUNT: \$29,480.00

RESOLUTION NO. _____

AGENDA NO. _____

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Sheriff Robert D. Spoden
INITIATED BY

Public Safety & Justice Committee,
Finance Committee
SUBMITTED BY



Elizabeth Pohlman McQuillen
DRAFTED BY

March 25, 2013
DATE DRAFTED

AUTHORIZING ACCEPTANCE OF
JAG CRISIS INTERVENTION TEAM (CIT) TRAINING (2010) GRANT AND AMENDING
THE 2013 BUDGET

1 WHEREAS, the Wisconsin Office of Justice Assistance, through funding by the Edward Byrne
2 Memorial Justice Assistance Grant (JAG) Program, solicited applications from law enforcement and/or
3 county governments to assist in training law enforcement personnel in CIT; and,
4

5 WHEREAS, CIT is a 40-hour training program for law enforcement officers that includes basic
6 information about mental illnesses and how to recognize them; information about the local mental
7 health system and local laws; learning first hand from consumers and family members about their
8 experiences; verbal de-escalation training, and role plays; and,
9

10 WHEREAS, in February 2013, Rock County, in collaboration with the Janesville Police Department,
11 Beloit Police Department, and the Town of Beloit Police Department submitted an application for a grant
12 to provide CIT training to officers from the aforementioned law enforcement agencies; and,
13

14 WHEREAS, Rock County's application was approved in the amount of \$50,000, with no match
15 requirement; and,
16

17 WHEREAS, this grant, must be used by September 30, 2013; and,
18

19 WHEREAS, Rock County will work with the National Alliance on Mental Illness (NAMI) Waukesha
20 to provide the CIT training; and,
21

22 WHEREAS, this grant will be managed fiscally by the Rock County Sheriff's Office and
23 programmatically by the Rock County Administrator's Office; and,
24

25 NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled
26 this ____ day of _____, 2013 does hereby accept the JAG Crisis Intervention Team (CIT)
27 Training (2010) Grant in the amount of \$50,000 from the Wisconsin Office of Justice Assistance.
28

29 BE IT FURTHER RESOLVED, that the 2013 Rock County Sheriff's Office budget be amended as
30 follows:

<u>Account/Description</u>	<u>Budget at</u> <u>3/25/13</u>	<u>Increase</u> <u>(Decrease)</u>	<u>Amended</u> <u>Budget</u>
<u>Sheriff's Office</u>			
<u>Source of Funds</u>			
21-2165-2013-42200			
State Aid	0	\$50,000	\$50,000
<u>Use of Funds</u>			
21-2165-2013-63110			
Administration Expense	0	\$50,000	\$50,000

- 43 **BE IT FURTHER RESOLVED**, that the Chair of the Rock County Board of Supervisors is authorized
44 to sign contracts/MOUs with local law enforcement agencies for the payment of overtime or backfill for
45 officers to attend CIT training in an amount not to exceed the grant award minus the cost of providing the
46 training.
47
48 **BE IT FURTHER RESOLVED**, that the Chair of the Rock County Board of Supervisors is authorized
49 to sign contracts/MOUs for providing CIT training with NAMI Waukesha in an amount not to exceed
50 \$15,000.

Respectfully submitted,

PUBLIC SAFETY & JUSTICE COMMITTEE

Ivan Collins, Chair

Henry Brill, Vice Chair

Mary Beaver

Brian Knudson

Larry Wiedenfeld

ADMINISTRATIVE NOTE:

Recommended.

FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of _____.

Mary Mawhinney, Chair



Craig Knutson
County Administrator

FISCAL NOTE:

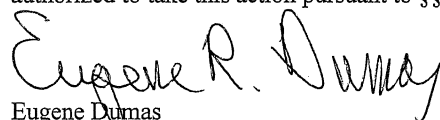
This resolution authorizes the acceptance and expenditure of \$50,000 in state aid for JAG Crisis Intervention Team training. No County matching funds are required.



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 2013 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 §§ 59.01 and 59.51, Wis. Stats.



Eugene Dumas
Deputy Corporation Counsel

Executive Summary

AUTHORIZING ACCEPTANCE OF JAG CRISIS INTERVENTION TEAM (CIT) TRAINING (2009) GRANT AND AMENDING THE 2013 BUDGET

The Wisconsin Office of Justice Assistance (OJA), using funding through the Edward Byrne Memorial Justice Assistance Grant (JAG) Program, solicited applications from law enforcement and/or county governments to assist in training law enforcement personnel in CIT. CIT is a 40-hour training program for law enforcement officers that includes basic information about mental illnesses and how to recognize them; information about the local mental health system and local laws; learning first hand from consumers and family members about their experiences; verbal de-escalation training, and role plays. The benefits of CIT training include:

- Reduced injuries to public, consumers, and officers
- Reduction in repeat contacts with the mental health consumers
- Reduction of criminalization of those persons with mental illness that come in contact with the criminal justice system
- Enhanced working relationships with the mental health care providers in the community
- Increased involvement of the families and friends of the mental health consumers
- Reduction in civil commitments through diversion to safe and less restrictive settings
- Reduction in the costs of overall services through better utilization of said services and diversion to less costly services

After inviting all law enforcement agencies in the County to participate in CIT training, four agencies decided to pursue a CIT grant in 2012. The Janesville Police Department, Beloit Police Department, Town of Beloit Police Department, and Sheriff's Office applied for and received OJA grant funding in 2012 for CIT training. All four agencies confirmed their interest to apply for additional funding to train more officers in 2013 and thus, participated in the creation of the 2013 grant application.

On March 18, 2013, Rock County was notified that its grant application to provide CIT training was successful in the amount of \$50,000. In order to provide the training, Rock County will contract with the National Alliance on Mental Illness (NAMI) Waukesha. NAMI Waukesha has the experience and capacity to provide this training to Rock County law enforcement officers.

There is no match requirement for the grant and the funds must be used by September 30, 2013.

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Robert D. Spoden, Sheriff
INITIATED BY

Public Safety and Justice Committee
SUBMITTED BY



Capt. Todd Christiansen
DRAFTED BY

March 26, 2013
DATE DRAFTED

**Amending the Sheriff's 2013 Budget to Use Equitably Shared Funds
for Avatar II Tactical Robot**

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
11 **WHEREAS**, for their participation in the program, and through the efforts of the Special Investigations
12 Unit and the Detective Bureau, the Sheriff's Office received funds in the amount of \$20,520.00; and,

13
14 **WHEREAS**, the Sheriff's Office plans to use the funds to purchase an Avatar II tactical robot from Pro-
15 Tech of Berea, OH; and,

16
17 **WHEREAS**, Pro-Tech of Berea, OH is the sole source supplier for this technology.

18
19 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
20 this _____ day of _____, 2013, that the 2013 budget be amended as follows:

Account/Description	Budget 03/26/13	Increase (Decrease)	Amended Budget
Source of Funds			
21-2195-0000-46000			
Contributions	\$3,335.00	\$20,520.00	\$23,855.00
Use of Funds			
21-2195-0000-67171			
Capital Assets-\$1,000 More	\$76,955.00	\$20,520.00	\$97,475.00

21
22
23
24
25
26
27
28
29
30
31
32 **BE IT FURTHER RESOLVED** that a purchase order be issued to Pro-Tech of Berea, OH in the
33 amount of \$20,520.00.

34
35 **BE IT FURTHER RESOLVED** that payment be made to Pro-Tech of Berea, OH upon receipt and
36 acceptance of the Avatar II tactical robot by the Public Safety and Justice Committee.

Amending the Sheriff's 2013 Budget to Use Equitably Shared Funds for Avatar II Tactical Robot
Page 2

Respectfully submitted,

Public Safety and Justice Committee

Ivan Collins, Chair

Henry Brill, Vice Chair

Mary Beaver

Brian Knudson

Larry Wiedenfeld

Purchasing Procedural Endorsement
Reviewed and approved on a vote of

Mary Mawhinney, Chair

Finance Committee Endorsement
Reviewed and approved on a vote of

Mary Mawhinney, Chair

FISCAL NOTE:

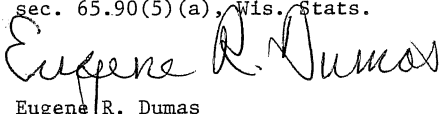
This resolution authorizes a transfer in from the Sheriff's Trust Account, FBI Forfeitures, A/C 00-0000-0070-29637, which has a current balance of \$68,032.



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 2013 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.



Eugene R. Dumas
Deputy Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson
County Administrator

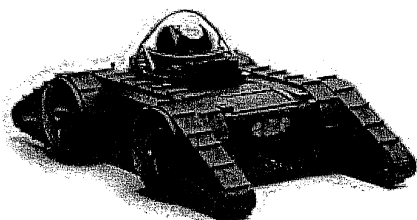
Executive Summary

Amending the Sheriff's 2013 Budget to Use Equitably Shared Funds for Avatar II Tactical Robot

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.

For their participation in the program, and through the efforts of the Special Investigations Unit (SIU) and the Detective Bureau, the Sheriff's Office received funds in the amount of \$20,520.00. The Sheriff's Office plans to spend \$20,520.00 of equitably shared funds to purchase an Avatar II tactical robot from Pro-Tech of Berea, OH. A letter from the manufacturer, RoboteX, Inc. is attached. The letter states that Pro-Tech is the sole source supplier of this technology.



The AVATAR II is a rugged, easy-to-use tactical robot that enhances the capabilities of law enforcement and first-responders by allowing them to safely and quickly inspect dangerous situations. It climbs stairs, and it has video and two-way audio.

The AVATAR II is available with several different options. We have selected the base package which includes two cameras and a spare battery. The first camera is placed in the body in front of the AVATAR II and shows the operator where the AVATAR II is going. The second camera is a Pan Tilt Zoom camera that has infrared capabilities. This camera can rotate 360 degrees to allow the operator to see in all directions. The AVATAR II has an internal microphone and speaker that allows the operator to listen and deliver commands if needed. High angle stabilizers are an option that we have added to the AVATAR II. These stabilizers allow the AVATAR II to climb up over steep inclines and tall objects. An external audio/video receiver is another option that was selected. This will allow command staff in the command center to be able to view in real time what the AVATAR II is viewing. The AVATAR II is also able to record what the cameras are viewing. An ultra-durable carrying case was also selected so we will be able to store and transport the AVATAR II in a secure manner.

The AVATAR II would be used in tactical situations where an armed person is hiding a building and refusing to come out. The AVATAR II would be sent in to the building to locate the armed subject before a K9 or Deputies were sent in. Once the AVATAR II locates the suspect, Command can devise better tactical plans to resolve the situation. Often times the suspect will surrender to the AVATAR II.

The AVATAR II provides real time intelligence to the SWAT Team and Command while limiting the SWAT Team's exposure to danger.



ROBOTEX
robot technology solutions

1400 Page Mill Road, Suite 100
Palo Alto, CA 94304

t: 650.838.9191
f: 650.323.1044

RE: Rock County Sheriff's Office, Wisconsin

RoboteX, Inc. manufactures its equipment in its facility in Palo Alto, CA and offers this equipment to law enforcement agencies at the federal, state and local level across the country.

Pro-Tech Sales (Berea, Ohio) is the exclusive representative for RoboteX products and equipment for the Great Lakes region (Ohio, Michigan, Indiana, Illinois, Wisconsin) and is to be considered a "sole source" on all RoboteX products in these states.

For any questions, please contact David Fromstein, Account Manager, at 650-518-6622.

Sincerely,

David Fromstein
Account Manager
RoboteX, Inc.
www.robotex.com
1400 Page Mill Rd., Suite 100
Palo Alto, CA 94304
Office: 650-461-4113
Cell: 650-518-6622
Fax: +1-650-323-1044
dfromstein@robotex.com