

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, DECEMBER 20, 2011 – 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 – December 6, 2011
4. Transfers and Appropriations
5. Bills/Encumbrances/Pre-Approved Encumbrance Amendments
6. Updates
 - A. Jail Project
 - 1) Update Report
 - 2) Change Orders
 - B. Rock Haven
 - 1) Update Report
 - 2) Change Orders
 - 3) Discussion and Possible Action on City – County Cooperative Utility Agreement
7. Communications, Announcements and Information
8. Adjournment

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818159200-62460	BLDG SERV R&M	45,000.00 82.2%	37,223.00	-193.41	7,970.41		
	P1100500-PO# 12/14/11 -VN#013597			JANESVILLE ELECTRIC MOTOR CORP		270.00	
	P1100501-PO# 12/14/11 -VN#013693			JOHNSON CONTROLS INC		304.30	
	P1100503-PO# 11/30/11 -VN#014018			LAND AND WHEELS		101.82	
	P1100505-PO# 12/14/11 -VN#014423			MC MASTER-CARR SUPPLY COMPANY		250.56	
	P1103762-PO# 11/30/11 -VN#045846			CLASS 1 AIR		247.74	
	P1103929-PO# 12/14/11 -VN#051580			NATIONAL ENERGY CONTROL CORP		313.80	
	P1103977-PO# 12/14/11 -VN#040414			GRAINGER INDUSTRIAL SUPPLY INC		188.35	
	P1103983-PO# 12/14/11 -VN#051580			NATIONAL ENERGY CONTROL CORP		943.55	
				CLOSING BALANCE		5,350.29	2,620.12
1818159200-62463	FIRE ALARM	18,500.00 92.3%	18,449.77	-1,362.00	1,412.23		
	P1100480-PO# 12/14/11 -VN#037169			ABC FIRE AND SAFETY INC		204.00	
	P1103767-PO# 11/30/11 -VN#051387			AUTOMATIC FIRE SYSTEMS INC		380.00	
				CLOSING BALANCE		828.23	584.00
1818159200-62470	BLDG R & M	50,000.00 66.0%	36,820.81	-3,809.00	16,988.19		
	P1100498-PO# 11/30/11 -VN#040769			HD SUPPLY		219.50	
	P1100513-PO# 12/14/11 -VN#016376			STATE ELECTRICAL SUPPLY INC		164.17	
	P1100514-PO# 12/14/11 -VN#011891			WERNER ELECTRIC SUPPLY COMPANY		40.80	
				CLOSING BALANCE		16,563.72	424.47
1818159200-63109	OTHER SUPP/EXP	56,750.00 77.6%	44,070.62	9.19	12,670.19		
	P1100483-PO# 11/30/11 -VN#046075			AIRGAS NORTH CENTRAL		85.61	
	P1100496-PO# 12/14/11 -VN#018251			HARRIS ACE HARDWARE		37.76	
	P1100497-PO# 12/14/11 -VN#030781			HOME DEPOT/GEFC		121.27	
	P1100499-PO# 12/14/11 -VN#029890			JACK AND DICKS FEED AND GARDEN		57.00	
	P1100505-PO# 12/14/11 -VN#014423			MC MASTER-CARR SUPPLY COMPANY		42.35	
				CLOSING BALANCE		12,326.20	343.99
	HCC BLDG.COMPLEX		PROG-TOTAL-PO				3,972.58

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$3,972.58 INCURRED BY HCC BUILDING COMPLEX. 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.

GENERAL SERVICES COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____ DEPT-HEAD _____

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Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
0000000001-16010	PURCHASING INVEN	0.00 100.0%	24,301.88	5.00	-24,306.88		
	P1100383-PO# 12/13/11 -VN#042167		OFFICE MAX CONTRACT INC			52.73	
	P1100384-PO# 12/13/11 -VN#039632		OFFICE PRO			1,032.86	
	P1100385-PO# 12/13/11 -VN#030630		J AND G OFFICE PRODUCTS			139.13	
	P1100389-PO# 12/13/11 -VN#048467		STAPLES ADVANTAGE			5,781.02	
	P1100394-PO# 12/13/11 -VN#040481		RHYME BUSINESS PRODUCTS			220.81	
			CLOSING BALANCE			-31,533.43	7,226.55
	BAL.SHEET A/C		PROG-TOTAL-PO				7,226.55

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$7,226.55 INCURRED BY BALANCE SHEET ACCOUNT. CLAIMS COVERING THE ITEMS ARE PROPER AND HAVE BEEN PREVIOUSLY FUNDED. THESE ITEMS ARE TO BE TREATED AS FOLLOWS

- BILLS AND ENCUMBRANCES OVER \$10,000 REFERRED TO THE COUNTY BOARD.
- BILLS UNDER \$10,000 TO BE PAID.
- ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

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Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818100000-62160	CLEANING CONTRAC P1101670-PO# 12/13/11 -VN#046225	147,050.00 97.5%	143,496.83	0.00	3,553.17	1,553.00	
					CLOSING BALANCE	2,000.17	1,553.00
1818100000-62205	FUEL OIL P1100408-PO# 12/13/11 -VN#018618	1,000.00 0.0%	0.00	0.00	1,000.00	1,210.23	
					CLOSING BALANCE	-210.23	1,210.23
1818100000-62400	R & M SERV P1100400-PO# 12/13/11 -VN#010938	132,537.00 87.7%	115,634.64	618.96	16,283.40	152.75	
					CLOSING BALANCE	16,130.65	152.75
1818100000-63104	PRNT & DUPLICATI P1100384-PO# 12/13/11 -VN#039632 P1100393-PO# 12/13/11 -VN#021556	30,000.00 104.3%	9,682.36	-40,995.62	61,313.26	3,988.20 2,460.64	
					CLOSING BALANCE	54,864.42	6,448.84
1818100000-63500	R&M SUPPLIES P1100399-PO# 12/13/11 -VN#045471 P1100403-PO# 12/13/11 -VN#011198 P1100413-PO# 12/13/11 -VN#012202 P1100418-PO# 12/13/11 -VN#012507 P1100421-PO# 12/13/11 -VN#044398 P1100424-PO# 12/13/11 -VN#036010 P1100426-PO# 12/13/11 -VN#018251 P1100428-PO# 12/13/11 -VN#030781 P1100430-PO# 12/13/11 -VN#029890 P1100431-PO# 12/13/11 -VN#013597 P1100437-PO# 12/13/11 -VN#029662 P1100444-PO# 12/13/11 -VN#030347 P1100456-PO# 12/13/11 -VN#016104 P1100458-PO# 12/13/11 -VN#016376 P1100460-PO# 12/13/11 -VN#048467 P1100463-PO# 12/13/11 -VN#018296 P1103630-PO# 12/13/11 -VN#019785 P1103788-PO# 12/13/11 -VN#019785 P1103889-PO# 12/13/11 -VN#046163	215,000.00 81.7%	175,754.39	0.00	39,245.61	56.50 84.95 161.13 1,064.24 36.34 696.02 72.77 69.96 1,396.50 412.90 77.66 126.82 265.82 303.66 634.86 1,555.72 2,095.89 582.74 1,568.56	
					CLOSING BALANCE	27,982.57	11,263.04
1818100000-67172	C.A. \$500-\$999 P1103575-PO# 12/13/11 -VN#028264	1,000.00 0.0%	0.00	0.00	1,000.00	823.55	
					CLOSING BALANCE	176.45	823.55
1818100000-68000	COST ALLOCATIONS P1100423-PO# 12/13/11 -VN#012879	-159,795.00 92.1%	-147,122.06	-165.45	-12,507.49	19.33	

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818110000-63500	R&M SUPPLIES	20,000.00	34.9%	11,477.45	-4,489.74	13,012.29	
	P1103482-PO# 12/13/11 -VN#050074			AL MC CAULEY ASPHALT			4,995.00
				CLOSING BALANCE		8,017.29	4,995.00
	GLEN OAKS OPER.			PROG-TOTAL-PO			4,995.00

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$4,995.00 INCURRED BY GLEN OAKS FACILITY OPERATION. 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.

GENERAL SERVICES COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____ DEPT-HEAD

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Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818120000-62400	R & M SERV	73,500.00	94.4%	69,446.98	0.00	4,053.02	
	P1100400-PO# 12/13/11 -VN#010938			ARAMARK UNIFORM SERVICES INC		13.56	
				CLOSING BALANCE		4,039.46	13.56
1818120000-63500	R&M SUPPLIES	20,000.00	157.9%	31,571.94	9.09	-11,581.03	
	P1100447-PO# 12/13/11 -VN#049330			PIEPER ELECTRIC INC		694.22	
	P1100458-PO# 12/13/11 -VN#016376			STATE ELECTRICAL SUPPLY INC		41.68	
*** OVERDRAFT ***				CLOSING BALANCE		-12,316.93	735.90
	JUV.DET.OPER.			PROG-TOTAL-PO			749.46

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$749.46 INCURRED BY JUV.DETENTION FACILITY OPERATN. 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.

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Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818160000-63500	R&M SUPPLIES	21,000.00	72.7%	15,271.07	-0.01	5,728.94	
	P1100412-PO# 12/13/11 -VN#011970			CONNORS SUPPLY INC		227.61	
	P1100460-PO# 12/13/11 -VN#048467			STAPLES ADVANTAGE		101.40	
	P1103954-PO# 12/13/11 -VN#019713			GENERAL HEATING AND AIR CONDIT		1,419.00	
				CLOSING BALANCE		3,980.93	1,748.01
	COMM.CTR.OPER.			PROG-TOTAL-PO			1,748.01

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$1,748.01 INCURRED BY COMMUNICATIONS CTR.OPERATION. 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.

GENERAL SERVICES COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____ DEPT-HEAD

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Rock County - Production

12/14/11

COMMITTEE APPROVAL REPORT

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818170000-63500	R&M SUPPLIES	10,000.00	78.1%	6,119.00	1,696.46	2,184.54	
	P1100430-PO# 12/13/11 -VN#029890			JACK AND DICKS FEED AND GARDEN		57.00	
				CLOSING BALANCE	2,127.54		57.00
	ADOL.SER/GUIDANC		PROG-TOTAL-PO			57.00	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$57.00 INCURRED BY ADOLESCENT SERV/GUIDANCE CTR.. 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.

GENERAL SERVICES COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____ DEPT-HEAD

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Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818420000-67200	CAPITAL IMPROV	816,994.00	60.2%	492,002.01	0.00	324,991.99	
	P1103895-PO# 12/13/11 -VN#039816			HALVERSON CARPET CENTER LTD			3,993.00
				CLOSING BALANCE		320,998.99	3,993.00
	CTHS FACILITY			PROG-TOTAL-PO			3,993.00

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$3,993.00 INCURRED BY COURTHOUSE FACILITY IMPROVEMEN. 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.

GENERAL SERVICES

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Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818430000-67200	CAPITAL IMPROV	10,957,630.00	95.4% 10,326,541.10	130,153.27	500,935.63		
	P1101511-PO# 12/13/11 -VN#036838			ARNOLD AND O SHERIDAN INC		3,150.00	
				CLOSING BALANCE		497,785.63	3,150.00
	U-ROCK EXPANSION		PROG-TOTAL-PO			3,150.00	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$3,150.00 INCURRED BY U-ROCK EXPANSION PROJECT. 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.

GENERAL SERVICES COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____ DEPT-HEAD

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Rock County - Production

12/14/11

COMMITTEE APPROVAL REPORT

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818490000-67200	CAPITAL IMPROV	9,388,289.78	95.4% 8,403,603.40	561,123.84	423,562.54		
	P1103326-PO# 12/13/11 -VN#039632		OFFICE PRO			845.00	
	P1103974-PO# 12/13/11 -VN#047865		MOBILE MINI INC			220.00	
			CLOSING BALANCE		422,497.54		1,065.00
	JAIL/HCC COMPLEX		PROG-TOTAL-PO			1,065.00	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$1,065.00 INCURRED BY JAIL/HCC COMPLEX PROJECT. 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.

GENERAL SERVICES COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____ DEPT-HEAD

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DEC 20 2011

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818500000-67200	CAPITAL IMPROV	356,000.00	99.8%	31,594.55	323,980.50	424.95	
	P1001743-PO# 12/13/11 -VN#036838					ARNOLD AND O SHERIDAN INC	310.00
				CLOSING BALANCE		114.95	310.00
	JDC CAP.IMPROV.			PROG-TOTAL-PO			310.00

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$310.00 INCURRED BY JDC CAPITAL IMPROVEMENT. 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.

GENERAL SERVICES

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

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2012.

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818100000-62112 ENC	SECURITY	75,000.00	0.0%	0.00	0.00	75,000.00	
	R1200194-PO# 01/01/12 -VN#017151					WATSON SECURITY SERVICE INC	67,000.00
				CLOSING BALANCE		8,000.00	67,000.00
1818100000-62400 ENC	R & M SERV	133,000.00	13.8%	0.00	18,455.40	114,544.60	
ENC	R1200165-PO# 01/01/12 -VN#049198					SIEMENS INDUSTRY INC	8,550.00
ENC	R1200166-PO# 01/01/12 -VN#025791					SGTS INC	15,084.00
ENC	R1200167-PO# 01/01/12 -VN#016758					TRANE COMPANY	11,440.00
ENC	R1200183-PO# 01/01/12 -VN#041496					IKON OFFICE SOLUTIONS	36,548.04
ENC	R1200184-PO# 01/01/12 -VN#010723					PRINTING AND BUSINESS SOLUTION	4,654.15
				CLOSING BALANCE		38,268.41	76,276.19
	GENERAL SERVICES		PROG-TOTAL-PO				143,276.19

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$143,276.19 INCURRED BY GENERAL SERVICES. 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.

GENERAL SERVICES COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____ DEPT-HEAD _____

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Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818120000-62400 ENC	R & M SERV	76,500.00	2.2%	0.00	1,694.88	74,805.12	
	R1200165-PO# 01/01/12 -VN#049198			SIEMENS INDUSTRY INC		2,802.00	
				CLOSING BALANCE	72,003.12		2,802.00
	JUV.DET.OPER.			PROG-TOTAL-PO		2,802.00	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$2,802.00 INCURRED BY JUV.DETENTION FACILITY OPERATN. 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.

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Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818160000-62400 ENC	R & M SERV	24,000.00	4.8%	0.00	1,154.40	22,845.60	
	R1200166-PO# 01/01/12 -VN#025791			SGTS INC			2,426.00
				CLOSING BALANCE	20,419.60		2,426.00
	COMM.CTR.OPER.			PROG-TOTAL-PO			2,426.00

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$2,426.00 INCURRED BY COMMUNICATIONS CTR.OPERATION. 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.

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Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818170000-62400 ENC	R & M SERV	36,700.00	1.4%	0.00	540.00	36,160.00	
	R1200167-PO# 01/01/12 -VN#016758			TRANE COMPANY		1,515.00	
				CLOSING BALANCE	34,645.00		1,515.00
	ADOL.SER/GUIDANC			PROG-TOTAL-PO		1,515.00	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$1,515.00 INCURRED BY ADOLESCENT SERV/GUIDANCE CTR.. 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.

GENERAL SERVICES COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____ DEPT-HEAD

DEC 20 2011

DATE _____ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818490000-67200	CAPITAL IMPROV	0.00	100.0%	0.00	0.00		
ENC	R1200442-PO# 01/01/12 -VN#047865					MOBILE MINI INC	2,640.00
ENC	R1200444-PO# 01/01/12 -VN#048787					LYNN T MACDONALD INC	3,600.00
					CLOSING BALANCE		-6,240.00
						JAIL/HCC COMPLEX PROG-TOTAL -PO	6,240.00
							6,240.00

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$6,240.00 INCURRED BY JAIL/HCC COMPLEX PROJECT. 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.

GENERAL SERVICES COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____ DEPT-HEAD

DEC 20 2011

DATE _____ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818100000-62112 ENC	SECURITY	75,000.00	0.0%	0.00	0.00	75,000.00	
		R1200194-PO# 01/01/12	-VN#017151	WATSON SECURITY SERVICE INC		67,000.00	
				CLOSING BALANCE	8,000.00		67,000.00
	GENERAL SERVICES		PROG-TOTAL-PO			67,000.00	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$67,000.00 INCURRED BY GENERAL SERVICES. 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.

GENERAL SERVICES COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____ DEPT-HEAD

DEC 20 2011

DATE _____ CHAIR

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
0000000001-16010	PURCHASING INVEN	0.00 100.0%	0.00	0.00	0.00		
ENC	R1200478-PO# 01/01/12 -VN#048866					1,000.00	
ENC	R1200479-PO# 01/01/12 -VN#048587					2,000.00	
ENC	R1200481-PO# 01/01/12 -VN#042167					1,000.00	
ENC	R1200482-PO# 01/01/12 -VN#048753					600.00	
ENC	R1200484-PO# 01/01/12 -VN#028070					3,500.00	
ENC	R1200485-PO# 01/01/12 -VN#030630					3,800.00	
ENC	R1200486-PO# 01/01/12 -VN#039632					95,000.00	
ENC	R1200488-PO# 01/01/12 -VN#040481					15,000.00	
ENC	R1200490-PO# 01/01/12 -VN#048467					125,000.00	
	CLOSING BALANCE				-246,900.00		246,900.00
	BAL.SHEET A/C		PROG-TOTAL -PO			246,900.00	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$246,900.00 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.

GENERAL SERVICES COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____ DEPT-HEAD

DEC 20 2011

DATE _____ CHAIR

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818100000-63104	PRNT & DUPLICATI	32,000.00	0.0%	0.00	0.00	32,000.00	
ENC	R1200448-PO# 01/01/12 -VN#021556					MIDLAND PAPER	25,000.00
ENC	R1200480-PO# 01/01/12 -VN#010723					PRINTING AND BUSINESS SOLUTION	3,000.00
					CLOSING BALANCE	4,000.00	28,000.00
	GENERAL SERVICES		PROG-TOTAL-PO				28,000.00

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$28,000.00 INCURRED BY GENERAL SERVICES. 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.

GENERAL SERVICES COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____ DEPT-HEAD

DEC 20 2011

DATE _____ CHAIR