Agenda
***Revised 07-10-2012**
Jefferson County
Finance Committee
Jefferson County Courthouse
320 S. Main Street
Room 112
Jefferson, WI 53549

Date: Thursday, July 12, 2012
Time: 8:30 a.m.

Committee members: Braughler, James B.
Hanneman, Jennifer (Secretary)
Jones, Richard C. (Chair)
Mode, Jim (Vice-Chair)
Molinaro, John

1. Call to order
2. Roll call (establish a quorum)
3. Certification of compliance with the Open Meetings Law
4. Review of the agenda
5. Citizen comments
6. Approval of Finance Committee minutes for June 14, 2012
7. Communications
8. Discussion and possible action regarding contingency fund request by the Sheriff Department regarding funding for
    a. Study regarding construction of a new Courthouse security entrance - *$8,000
    b. Wages and benefits related to full-time staffing of the current security station
    c. Squad video systems - *$57,960
    d. *Build a new radio communications building in Palmyra, at a cost not-to-exceed $26,208
    e. *Build an addition to the current radio communications building in Jefferson, at a cost not-to-exceed $19,400.
9. Discussion and possible action regarding the utilization of the proceeds from the sale of a truck for the log cabin restoration at Dorothy Carnes Park
10. Set "final" dental rates for next year's budget
11. Treasurer Quarterly investment review as per Investment Policy
12. Status update on the Finance Director position
13. Update on contingency fund balance
14. Discussion regarding the status of development of the 2013 budget
15. Payment of invoices
16. Set future meeting schedule, next meeting date, and possible agenda items
17. Adjourn

Next scheduled meetings:		
	Thursday, August 9	Regular meeting
	Wednesday, Sept 12	Budget hearings
	Thursday, Sept 13	Regular meeting
	September 14, 17, 19	Budget hearings

All meetings are scheduled to begin at 8:30 am unless otherwise noted

The Board may discuss and/or take action on any item specifically listed on the agenda

Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made.

Jefferson County
Finance Committee Minutes
June 14, 2012

Committee members: Braughler, James B.
Hanneman, Jennifer
Jones, Richard C. (Chair)
Mode, Jim
Molinaro, John

1. **Call to order** – Richard Jones called the meeting to order at 8:30 a.m.

2. **Roll call (establish a quorum)** – All committee members were present. Staff in attendance was Dave Ehlinger, Gary Petre, Phil Ristow and Tammy Worzalla.

3. **Certification of compliance with the Open Meetings Law** – Gary Petre certified that the meeting complied with the Open Meeting Law.

4. **Review of the agenda** – No changes.

5. **Citizen Comments** – None.

6. **Approval of Finance Committee minutes for May 10, 2012** – A motion was made by Mode/Molinaro to approve the minutes for May 10, 2012 as drafted. The motion passed 5-0.

7. **Communications** – None

9. **Discussion and possible action regarding Clerk of Courts contingency fund transfer request related to:**

   b) **Limited term full time employee for "civil Gideon" project** – Judge Hue and Carla Robinson explained to the committee the pilot program for the civil Gideon project that the State Bar Association wants to conduct in Jefferson County. A motion was made by Molinaro/Mode to support the funding for the program and related limited term employee within the 2013 budget. The motion passed 5-0.

   a) **Long term employee retirement** – Dave Ehlinger recapped the request to provide funding to the Clerk of Court's office in relation to a retirement. A motion was made by Mode/Hanneman to transfer $16,705.11 from the contingency fund 9802.599909 to the following amounts and accounts in the 2012 budget: $10,681.61 to 2401.511310 – Wages – Sick Leave, $4,589.12 to 2401.511320 – Wages – Vacation Pay, $1,168.21 to 2401.512141 – FICA, $266.17 to 2401.512142 – WRS Contribution. The motion passed 5-0.

8. **Presentation from CliftonLarsonAllen, LLP** - Jacob Lenell from CliftonLarsonAllen, LLP gave a presentation regarding the draft 2011 Comprehensive Annual Financial Report (CAFR) for Jefferson County and the related internal controls letter. He also explained that this was the first year of preparing a CAFR, which is the highest level of reporting.

10. **Discussion and possible recommendation regarding modification of the Fund Balance Policy in relation to vested holiday and comp pay** – The original Fund Balance Policy only included vested sick and vacation time. However, the original intent was to include all vested employee benefits. The modification has been adjusted to include the vested holiday pay and the vested comp time pay. Phil Ristow has reviewed the draft resolution as requested at the last meeting. A

motion was made by Molinaro/Braughler to recommend the modified Fund Balance Policy to the County Board. The motion passed 5-0.

11. **Set Preliminary dental insurance rates for calendar year 2013** – A motion was made by Braughler/Hannenman to approve the calendar year dental insurance rates for 2013 to be set at a rate approximately 10% lower than the 2012 budgeted amount which is $38 for single and $81 for family. The motion passed 5-0.

12. **Discussion and possible action regarding contingency fund request by the Sheriff Department regarding funding for**

    a) **Study regarding repair and/or replacement of the Sheriff Annex Building** – A motion was made by Mode/Jones to transfer $3,800 from the contingency fund 9802.599900 to Capital Building Outlay 2102.594809 to fund a study in relation to estimated costs for the Sheriff Annex Building.. The motion passed 4-1 with Molinaro voting against the motion.
    b) **Study regarding construction of a new Courthouse security entrance** – The Infrastructure Committee is revisiting the possible construction of a new courthouse security entrance. This will be deferred to the July Finance Committee meeting.
    c) **Wages and benefits related to full-time staffing of the current security station**- This has been deferred to the July Finance Committee meeting to give time to calculate the additional wages and benefits that were not budgeted for in 2012.

13. **Update on contingency fund balance** - Dave Ehlinger directed the Finance Committee to the schedule showing the current balance of the general contingency fund balance including the adjustments at today's meeting of $344,334.22, the other contingency fund balance at $324,701, and the vested benefits fund balance of $244,001.50.

14. **Consideration and possible action regarding funding process for proposed non-represented pay adjustment** – A motion was made by Mode/Braughler to transfer $324,701 from the Contingency Fund 9802.324701 proportionally to the wage accounts for each department, net of cost recoveries. Two payments are to be paid out as back pay, not to exceed 2% of budgeted wages and benefits, with the transfers taking place only after the County Board has approved the change in employee compensation.. The motion passed 5-0.

15. **Discussion regarding the 2013 budget development process** – Gary Petre updated the Finance Committee to the budget process so far and explained that the Departments will be getting their budget goals later that day.

16. **Payment of invoices** - After review of the invoices, a motion was made by Mode/Braughler to approve the payment of invoices totaling 799,322.24. The motion passed 5-0.

17. **Set future meeting schedule, next meeting date, and possible agenda items** – The next month's agenda will have agenda items #12 b. and #12 c.. Gary Petre will give a progress update on the search for a new Finance Director.

18. **Adjourn** – A motion was made by Molinoro/Mode to adjourn at 10:45 a.m. The motion passed 5-0.

Respectfully submitted,

Jennifer Hanneman
Finance Committee Secretary
Jefferson County

/tlw-dpe

CliftonLarsonAllen

CliftonLarsonAllen LLP
www.cliftonlarsonallen.com

Board of Supervisors and Management
Jefferson County, Wisconsin
Jefferson, Wisconsin

We have completed our audit of the Jefferson County, Wisconsin (the County) financial statements as of and for the year ended December 31, 2011, and have issued our report dated June 14, 2012. In connection with our audit engagement, we noted the following matters which we would like to bring to your attention.

Controls Over General Disbursements

County policy requires a purchase order for all disbursements over $1,000 that is properly approved. In addition, the policy requires that invoices be reviewed and approved within each department before being submitted for payment. During our testing, we noted instances where this policy was not followed. These review and approval procedures are essential in ensuring the propriety of expenditures as well as compliance with grant requirements and provisions.

We recommend that the County review the current control procedures in place to ensure that the controls be applied consistently.

Segregation of Duties - Treasurer Department

The Treasurer receives the bank statements unopened, performs the bank reconciliations, and has the responsibility for recording all cash receipts. The current policy indicates that the Finance Director is to review the statements; however, we noted that this control was not implemented.

Someone with an appropriate level of knowledge, other than the preparer of the bank reconciliations, should receive and open the bank statements and scan them for unusual items prior to remitting the bank statements to the Treasurer for preparation of the bank reconciliation. Someone with appropriate knowledge that is not involved in the preparation of the bank reconciliations should review the bank reconciliations for reasonableness.

Journal Entries

During our review of journal entries, we noted instances where evidence of review and approval was not available. Additionally, we noted through observation and inquiry, that one individual is allowed to create and enter journal entries, and may also approve the journal entry.

We recommend that someone that has appropriate knowledge, other than the preparer of the journal entry, review and approve all journal entries.

Pit Closure Costs

The County is currently recording certain fee receipts as a liability for future pit closure costs. The correct method of reporting these transactions is to report the fee receipts as revenues. Additionally, the estimated future cost of pit closure should be determined. This cost should then be amortized over the time period until closure on a pro-rata basis.

We recommend that the County obtain an estimate of the future closure costs and record the transactions in accordance with the required accounting treatment.

This communication is intended solely for the information and use of management, members of the County board and finance committee, and others within the organization and is not intended to be and should not be used by anyone other than these specified parties.

CliftonLarsonAllen LLP

Milwaukee, Wisconsin
June 14, 2012

8g

Tammy Worzalla

From: Gary Petre
Sent: Thursday, June 28, 2012 1:15 PM
To: Tammy Worzalla
Subject: FW: Jefferson Courthouse -- Proposal for Design Services

Tammy,
Below is the proposal from Pete Weston on architectural services for the Courthouse Security Entrance project. It relates to the $8,000 Contingency transfer request. Please copy this and include it in the Finance Comm. packet for their next meeting.

Thanks, Gary.

Gary R. Petre
Jefferson County Administrator
920-674-7101
www.jeffersoncountywi.gov

From: Peter Weston [mailto:pete@tdafort.com]
Sent: Monday, June 18, 2012 10:25 AM
To: Gary Petre
Subject: Jefferson Courthouse -- Proposal for Design Services

Gary,

Here is our proposal for architectural services. I'll be happy to attend any forthcoming meetings, or follow-up with clarifications if desired.

Thanks,
- Pete W.

Jefferson County Courthouse – Secure Entry Vestibule
Proposal for Design Services
June 18, 2012

Project Description:

Revisit / revise existing drawings to value engineer and consider green building options. Revise and update bid documents, orchestrate bidding, and perform construction observation services through to project completion.

Notes / Items for Consideration:

Reduced roof height – single story vs. originally proposed match of ex'g roof.
Green roof.
Skylights / light tubes.
Increased insulation.
High-performance glass.

Security / safety bollards to be decorative, but conventional vs. "planters" originally designed.
Incorporate landscape design elements into bid package.
Front entry alterations – doors / sidewalk / landscaping / signage incorporated into bid package.

Project to be re-reviewed under updated commercial building codes – design / documentation alterations to be done accordingly.
Drawings / documents will be required to be submitted to Wisconsin Department of Professional Services, Safety & Buildings Division for review (not required previously).
Revised structural, HVAC, and electrical engineering.
Updated Prevailing Wage determination.
Design and weekly/ bi-weekly on-site construction meetings.

Cost for comprehensive architectural / engineering services: $8,000.00

{Note: While I must acknowledge that I had under-bid the cost for our services the first time through, this cost estimate is in no way exaggerated as a means to make up for it. This, with the original $8,000.00 fee ($16K total) will be approx. 6% of construction cost.}

Peter Weston, AIA
Owner, The Design Alliance Architects, Inc.
1001 Madison Ave., Suite C
Fort Atkinson, WI 53538
Phone - 920-563-3404
Fax - 920-568-7058
Email - pete@tdafort.com

TOTAL OVERTIME FOR COURT RELATED ACTIVITY

JANUARY 2012 – CURRENT = **127 HOURS**

MARCH 15, 2012 - CURRENT = **109 HOURS (security station staffed at all times)**

JURY TRIALS

JANUARY 2012 – CURRENT = 43.5 HOURS

MARCH 15, 2012 – CURRENT = 34.25 HOURS

LATE COURT HEARING (not jury trials)

JANUARY 2012 – CURRENT = 57.75 HOURS

MARCH 15, 2012 – CURRENT = 33.75 HOURS

MEETINGS AFTER HOURS

COUNTY BOARD MEETING (since 02/14/12) = 19.75 HOURS

ZONING (since 04/19/12) = 6 HOURS

PART TIME DEPUTY HOURS AT SECURITY STATION

JANUARY 2012 – CURRENT = **481 HOURS**

MARCH 15, 2012 – CURRENT = **332 HOURS**

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July 12th, 2012

Coban Amendment Quote

Wireless Download Points: (4) $1700.00 each	**$6800.00 total**
(4) back-up hard-drives: $595.00 each	**$2380.00 total**
(2) back–up Lapel microphones $335.00 each	**$670.00**
TOTAL:	**$9850.00**

TOTAL With Additional Cameras: $57,960.00 + $9850.00

Grand Total: $67,810

Respectfully Submitted,

Chief Deputy Jeffrey Parker

8 C

Tammy Worzalla

From: Richard Jones
Sent: Monday, June 25, 2012 2:33 PM
To: Gary Petre; Jeff Parker
Cc: Robert Scheinkoenig; Duane Scott; Paul Milbrath; Jerry Haferman; Paul Wallace; Phil Ristow; Tammy Worzalla
Subject: RE: Pricing

Yes, please put this on the July agenda. Thanks, Dick

From: Gary Petre
Sent: Monday, June 25, 2012 9:51 AM
To: Jeff Parker
Cc: Robert Scheinkoenig; Duane Scott; Paul Milbrath; Jerry Haferman; Paul Wallace; Phil Ristow; Tammy Worzalla; Richard Jones
Subject: RE: Pricing

Jeff,
The County will have about $336,000 available in Contingency for the remainder of this year, after $8,000 needed for the update to the Courthouse Security Entrance redesign work. At this time, I am not aware of any other major unbudgeted expense facing the County.
I agree that the video systems are an extremely important/essential tool for the Sheriff's Office to have in the squads. Certainly something that we should not wait for 8 months to install.
My recommendation is that we add this item to the next (7/12) Finance Comm. agenda for discussion and possible action of a transfer from Contingency.
By this email, I am requesting Supv. Jones' approval to add this item to the agenda.

Thanks, Gary.

Gary R. Petre
Jefferson County Administrator
920-674-7101
www.jeffersoncountywi.gov

From: Jeff Parker
Sent: Monday, June 25, 2012 8:29 AM
To: Gary Petre; Phil Ristow
Cc: Robert Scheinkoenig; Duane Scott; Paul Milbrath; Jerry Haferman; Paul Wallace
Subject: FW: Pricing

Good Morning Gary,

Just a quick update, our OLD vendor for the squad video systems has completely dropped off of the radar. The hope of the old vendor selling our old units seems to be diminishing every day, I have conferred with Phil and it seems the general consensus is that I do NOT have a legal leg to stand on in regards to going after him, simply because there is nothing to go after as he liquidated his business. The hope was to re-sell the old units back to him at $1500.00 each, which would have netted is another $22,500.00, this would have allowed us to buy another 4 units this year.

With the $45,000.00 that was improved through the contingency fund we were able to purchase our stand alone server unit as well as (6) units that went into the new Chevy Tahoe's. This leaves us with (9) squads that do not have systems installed. Each unit WITH the warranty package is over $5000.00 so it is a capital item. I have attached the invoice for the remaining (9) units, a total of $57, 960.00.

Gary I am very concerned about the other squads not having video recording abilities, this creates a very large liability issue as well as an officer safety issue. I did find out this morning that we did receive $33,000.00 in grant monies for new propane systems, this will now be taken out of next year's budget. Gary is there any way of re-approaching the finance committee and seeking approval for the remaining 57K so we can get the entire fleet up and running with squad video systems? I know everyone realizes the importance of this technology, the question is do we want to address it now, or have to wait 8-12 months. What are your thoughts on this issue?

Thank you for your time,

Jeff

Chief Deputy Jeffrey A. Parker

Jefferson County Sheriff's Office
411 S. Center
Jefferson, WI. 53549

From: Robert Scheinkoenig
Sent: Monday, June 25, 2012 7:38 AM
To: Jeff Parker
Subject: FW: Pricing

From: Steve Bowen [mailto:steveb@cobantech.com]
Sent: Thursday, June 14, 2012 11:13 AM
To: Robert Scheinkoenig
Subject: Re: Pricing

Hello Sgt. Scheinkoenig,

Attached is the quote for the 9 additional systems. Please let me know if you need anything else. I put the warranty for all 5 years for the 9 systems all on the same quote.

Thank you,

Steve

On Tue, Jun 5, 2012 at 1:39 AM, Robert Scheinkoenig <RobertS@jeffersoncountywi.gov> wrote:
Hello Steve,

We are almost there in getting our cars and the system up and running. However I am also tasked to get a quote for the next year's (2013) budget for the remaining 9 squads. I think that I have figured out the pricing but was wondering If you would be able to get me something in writing so that I can check my figures off your pricing sheet and can have enough in my budget next year to finish up this project.

I know we got a good price on the extended warranty on the 5 systems that we bought and would also need to know pricing for the warranties on yearly basis or if I would purchase all 5 years at one time. This can be on a separate quote or if you think we may get a better pricing include on the same one with the camera systems.

Seven of the 9 squads would be installed in the Tahoe's with the remaining 2 being installed in the crown Vic's.

Thank you
Rob

Sgt. Robert K Scheinkoenig
Jefferson County Sheriff's Office
411 S. Center Ave
Jefferson, WI
920-674-8798

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Steve Bowen
COBAN Technologies, Inc. | Midwest Regional Account Manager
11375 West Sam Houston Parkway South | Suite # 800 | Houston, TX 77031
Please Note our Headquarters (Houston) New Main Number: (281) 925-0488
Mobile: 281.250.5262 (Best) | Fax: (281) 925-0535
Email: steveb@cobantech.com | www.cobantech.com

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July 11, 2012

Jefferson County Sheriff's Office
411 South Center Ave
Jefferson, WI 53549

RE: CHANGE ORDER

PROJECT: RADIO SYSTEM UPGRADE

DESCRIPTION: New Palmyra Building

The following is our quote to install a new 8' x 10' x 8' high building at Palmyra, remove old buildings and move fence to the original footprint.

Description of Work	Cost
Demo Old Building and Remove Old Slab	$ 1,980.00
Digging and Backfilling	$ 1,320.00
Footing – 2' x 8"	$ 980.00
Foundation Wall – 4' x 8"	$ 1,125.00
Slab – 4" Thick Concrete	$ 980.00
Wall – 8" x 8' High	$ 3,520.00
Roof	$ 1,700.00
Steel Door and Frame, 3' x 7'	$ 800.00
Door Hardware and Lock Set with Dead Bolt Installed	$ 200.00
Exhaust Fan System with Separate Intake	$ 625.00
Electrical Package - Lights and Outlets	$ 3,000.00
1500 Watt Baseboard Heater with Thermostat	$ 300.00
Pad by Door	$ 110.00
Entry Port 4" Holes - 1 x 3	$ 120.00
Demo Old FBI Shed	$ 2,200.00
Ground Ring with CAD Welding	$ 1,000.00
Move antenna cables from old building into new	$ 2,000.00
Move equipment from old building to new	$ 1,000.00
Remove excess fence and reconfigure to old fence line	$ 2,200.00
Project Management	$ 1,258.00
	$ 26,418.00

Madison
2880 Commerce Park Drive
Madison, WI 53719
(608) 271-4848 / (800) 356-3200

Milwaukee
N57 W13466 Reichert Avenue
Menomonee Falls, WI 53051
(262) 439-2000 / (800) 546-9468

www.gencomm.com

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GENERAL COMMUNICATIONS
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July 8, 2012

Jefferson County Sheriff's Office
411 South Center Ave
Jefferson, WI 53549

RE: CHANGE ORDER

PROJECT: RADIO SYSTEM UPGRADE

DESCRIPTION: New Palmyra Building

The following is our quote to install a new 8' x 10' x 8' high building at Palmyra, remove old buildings and move fence to the original footprint.

Description of Work	Cost
Demo Old Building and Remove Old Slab	$ 1,980.00
Digging and Backfilling	$ 1,320.00
Footing – 2' x 8"	$ 980.00
Foundation Wall – 4' x 8"	$ 1,125.00
Slab – 4" Thick Concrete	$ 980.00
Wall – 8" x 8' High	$ 3,520.00
Roof	$ 1,700.00
Steel Door and Frame, 3' x 7'	$ 800.00
Exhaust Fan System with Separate Intake	$ 625.00
Electrical Package - Lights and Outlets	$ 3,000.00
1500 Watt Baseboard Heater with Thermostat	$ 300.00
Pad by Door	$ 110.00
Entry Port 4" Holes - 1 x 3	$ 120.00
Demo Old FBI Shed	$ 2,200.00
Ground Ring with CAD Welding	$ 1,000.00
Move antenna cables from old building into new	$ 2,000.00
Move equipment from old building to new	$ 1,000.00
Remove excess fence and reconfigure to old fence line	$ 2,200.00
Project Management	$ 1,248.00
	$ 26,208.00

If you have any questions please email gary.pelletier@gencomm.com or call 608-310-7122.

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Sincerely,

Gary E. Pelletier

Gary E. Pelletier
Service Manager

Madison
2880 Commerce Park Drive
Madison, WI 53719
(608) 271-4848 / (800) 356-3200

Milwaukee
N57 W13466 Reichert Avenue
Menomonee Falls, WI 53051
(262) 439-2000 / (800) 546-9468

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GENERAL COMMUNICATIONS
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July 11, 2012

Jefferson County Sheriff's Office
411 South Center Ave
Jefferson, WI 53549

RE: CHANGE ORDER

PROJECT: RADIO SYSTEM UPGRADE

DESCRIPTION: Jefferson County Tower Building Addition

The following is our quote for an 8' x 12' addition to the north side of the building at the Jefferson Radio Tower Site. The existing building is too small to house all the new equipment for the radio project. This quote includes a new Air Condition and Heating Unit to protect the equipment from extreme temperature swings.

Description of Work		Cost
Removal of Old Concrete Wall		$ 660.00
Digging and Backfill		$ 1,320.00
Footing – 2' x 8"		$ 980.00
Foundation Wall – 4' x 8"		$ 1,125.00
Floor – 4" Thick Concrete		$ 980.00
Wall – 8" x 8' High		$ 3,300.00
Roof		$ 1,650.00
Steel Door and Frame, 3' x 7'		$ 800.00
Door Hardware and Lock Set with Dead Bolt Installed		$ 200.00
Pad by Door		$ 110.00
Electrical Package work		$ 1,500.00
Entry Port 4" Holes - 3 x 4		$ 350.00
Installation of Entry Port		$ 300.00
Entry Port Boots and Cushions		$ 200.00
Replace fence on North Wall		$ 1,200.00
Bard 2 Ton HVAC with Installation		$ 4,200.00
Project Management		$ 733.75
		$ 19,608.75
Lemke Recommends replace entire fence	ADD:	$ 3,800.00
		$ 23,408.75

Madison
2880 Commerce Park Drive
Madison, WI 53719
(608) 271-4848 / (800) 356-3200

Milwaukee
N57 W13466 Reichert Avenue
Menomonee Falls, WI 53051
(262) 439-2000 / (800) 546-9468

www.gencomm.com

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GENERAL COMMUNICATIONS
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July 8, 2012

Jefferson County Sheriff's Office
411 South Center Ave
Jefferson, WI 53549

RE: CHANGE ORDER

PROJECT: RADIO SYSTEM UPGRADE

DESCRIPTION: Jefferson County Tower Building Addition

The following is our quote for an 8' x 12' addition to the north side of the building at the Jefferson Radio Tower Site. The existing building is too small to house all the new equipment for the radio project. This quote includes a new Air Condition and Heating Unit to protect the equipment from extreme temperature swings.

Description of Work		Cost
Removal of Old Concrete Wall	$	660.00
Digging and Backfill	$	1,320.00
Footing – 2' x 8"	$	980.00
Foundation Wall – 4' x 8"	$	1,125.00
Floor – 4" Thick Concrete	$	980.00
Wall – 8" x 8' High	$	3,300.00
Roof	$	1,650.00
Steel Door and Frame, 3' x 7'	$	800.00
Pad by Door	$	110.00
Electrical Package work	$	1,500.00
Entry Port 4" Holes - 3 x 4	$	350.00
Installation of Entry Port	$	300.00
Entry Port Boots and Cushions	$	200.00
Replace fence on North Wall	$	1,200.00
Bard 2 Ton HVAC with Istallation	$	4,200.00
Project Management	$	723.75
	$	19,398.75

If you have any questions please email gary.pelletier@gencomm.com or call 608-310-7122.

Madison
2880 Commerce Park Drive
Madison, WI 53719
(608) 271-4848 / (800) 356-3200

Milwaukee
N57 W13466 Reichert Avenue
Menomonee Falls, WI 53051
(262) 439-2000 / (800) 546-9468

www.gencomm.com

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Sincerely,

Gary E. Pelletier

Gary E. Pelletier
Service Manager

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2880 Commerce Park Drive
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Menomonee Falls, WI 53051
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www.gencomm.com

Tammy Worzalla

From: Kim Buchholz - Parks
Sent: Friday, June 29, 2012 2:01 PM
To: Tammy Worzalla
Cc: Kevin Wiesmann; Joe Nehmer; Jane Stanger
Subject: RE: Finance Committee Agenda Item

OK. We are going to change our request again! Sorry for the confusion.

We would like it to go on the July agenda. We would like to have it designated to use on the log cabin restoration at Dorothy Carnes Park. At this point, we are unsure what the exact cost of the project will be; we estimate it to be $12-15,000. We anticipate applying for grants/financial assistance from other partners and would like to be able to say that we have the $5,336 designated towards this project.

So, please put us on the July agenda.

Thanks.

Kim

Kim Buchholz, Program Assistant
Jefferson County Parks Department
320 South Main Street
Room 204, Courthouse
Jefferson WI 53549
920-674-7452
kimb@co.jefferson.wi.us

From: Tammy Worzalla
Sent: Friday, June 29, 2012 12:50 PM
To: Kim Buchholz - Parks
Subject: RE: Finance Committee Agenda Item

Hi Kim,

What capital project items are you looking for? If the items are less than $5,000, they will not be considered capital. However, then it would be to have a budget transfer to allow for operating expenses. Just give me a little more information so that your agenda item is what you are asking for.

Thanks,
Tammy

From: Kim Buchholz - Parks
Sent: Friday, June 29, 2012 9:49 AM
To: Tammy Worzalla
Cc: Joe Nehmer; Jane Stanger; Kevin Wiesmann
Subject: Finance Committee Agenda Item

Good Morning Tammy,

I need the following agenda item to appear on the next Finance Committee meeting agenda. Please let me know when the next meeting is.

Utilizing $5,336.00 from the sale of the 1990 FORD TRUCK for capital projects.

Thanks.

Kim

Kim Buchholz, Program Assistant
Jefferson County Parks Department
320 South Main Street
Room 204, Courthouse
Jefferson WI 53549
920-674-7452
kimb@co.jefferson.wi.us

Jefferson County
Dental Insurance Projections
For the Year Ended December 31, 2012

Category	Month	Retiree Revenue	Retiree Claims	Retiree Deficit (Surplus)	COBRA Revenue	COBRA Claims	COBRA Deficit (Surplus)	Employees Board	Employees Revenue	Employees Fees	Employees Claims	Employees IBNR	Employees Deficit (Surplus)	Total Deficit (Surplus)
Actual	January	(1,446.00)	406.80	(1,039.20)	(91.80)	104.00	12.20	0.00	(41,846.43)	1,698.40	22,456.75	0.00	(17,691.28)	(18,718.28)
	February	(2,735.50)	1,024.40	(1,711.10)	(204.60)	1,045.70	841.10	(128.52)	(80,239.51)	1,737.00	58,808.04	0.00	(19,822.99)	(20,692.99)
	March	(3,824.44)	2,565.00	(1,259.44)	(798.24)	1,045.70	247.46	(128.52)	(122,051.39)	3,470.14	91,361.18	0.00	(27,348.59)	(28,360.57)
	April	(4,875.24)	2,729.00	(2,146.24)	(1,428.60)	1,045.70	(382.90)	(128.52)	(161,327.33)	5,195.56	119,982.32	0.00	(36,277.97)	(38,807.11)
	May	(6,136.46)	3,564.20	(2,572.26)	(1,514.28)	1,217.70	(296.58)	(332.76)	(180,285.87)	6,942.27	146,328.49	0.00	(27,347.87)	(30,216.71)
	June	(7,503.54)	3,937.20	(3,566.34)	(1,786.08)	1,113.70	(672.38)	(422.76)	(216,699.00)	8,694.71	172,625.68	0.00	(35,801.37)	(40,040.09)
	July			0.00			0.00						0.00	0.00
	August			0.00			0.00						0.00	0.00
	September			0.00			0.00						0.00	0.00
	October			0.00			0.00						0.00	0.00
	November			0.00			0.00						0.00	0.00
	December			0.00			0.00						0.00	0.00
Projected														
1	January	(17,352.00)	4,881.60	(12,470.40)	(1,101.60)	1,248.00	146.40	0.00	(502,157.16)	20,380.80	269,481.00	0.00	(212,295.36)	(224,619.36)
2	February	(16,413.00)	6,146.40	(10,266.60)	(1,227.60)	6,274.20	5,046.60	(771.12)	(481,437.06)	10,422.00	352,848.24	0.00	(118,937.94)	(124,157.94)
3	March	(15,297.76)	10,260.00	(5,037.76)	(3,192.96)	4,182.80	989.84	(514.08)	(488,205.56)	13,880.56	365,444.72	0.00	(109,394.36)	(113,442.28)
4	April	(14,625.72)	8,187.00	(6,438.72)	(4,285.80)	3,137.10	(1,148.70)	(385.56)	(483,981.99)	15,586.68	359,946.96	0.00	(108,833.91)	(116,421.33)
5	May	(14,727.50)	8,554.08	(6,173.42)	(3,634.27)	2,922.48	(711.79)	(798.62)	(432,686.09)	16,661.45	351,188.38	0.00	(65,634.89)	(72,520.10)
6	June	(15,007.08)	7,874.40	(7,132.68)	(3,572.16)	2,227.40	(1,344.76)	(845.52)	(433,398.00)	17,389.42	345,251.36	0.00	(71,602.74)	(80,080.18)
7	July	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8	August	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9	September	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10	October	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11	November	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12	December	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

	Retiree Rates 2012	Retiree Rates 2013	Retiree Projected Surplus	COBRA Rates 2012	COBRA Rates 2013	COBRA Projected Surplus		Employees Rates 2012	Employees Rates 2013	Employees Projected Surplus 2012	Employees Actual Surplus 2011
	42.00	37.80	(0.91)	42.00	37.80	(0.60)	Single	42.00	37.80	(0.22)	(0.11)
Single	90.00	81.00		90.00	81.00		Family	90.00	81.00		
Family											

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Summary
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GENERAL FINANCIAL CONDITION
JEFFERSON COUNTY WISCONSIN
July 1, 2012

Available Cash on Hand				
June 1, 2012	$	(27,743.75)		
June Receipts	$	5,502,718.53		
Total Cash			$	5,474,974.78
Disbursements				
General - June 2012	$	4,396,968.83		
Payroll - June 2012	$	1,197,834.96		
Total Disbursements			$	5,594,803.79
Total Available Cash			**$**	**(119,829.01)**
Cash on Hand (in bank) July 1, 2012	$	426,818.92		
Less Outstanding Checks	$	546,647.93		
Total Available Cash			**$**	**(119,829.01)**
AIM Government & Agency Portfolio			$	3,991,391.08
Local Government Investment Pool - General			$	18,276,223.69
Institutional Capital Management			$	15,950,638.12
Local Government Investment Pool -Clerk of Courts			$	25,877.11
Local Government Investment Pool -Farmland Preservation			$	252,230.02
Local Government Investment Pool -Parks/Liddle			$	112,276.01
			$	38,608,636.03
2012 Interest - Super N.O.W. Account			$	1,181.96
2012 Interest - L.G.I.P. - General Funds			$	14,545.71
2012 Interest - ICM			$	110,834.18
2012 Interest - AIM			$	411.44
2012 Interest - L.G.I.P. - Parks /Carol Liddle Fund			$	81.89
2012 Interest - L.G.I.P. - Farmland Preservation			$	183.95
2012 Interest - L.G.I.P. - Clerk of Courts			$	18.88
Total 2012 Interest			$	127,258.01

JOHN E. JENSEN
JEFFERSON COUNTY TREASURER

LOCAL GOVERNMENT INVESTMENT POOL

Department of Administration

State of Wisconsin
P.O. Box 7871 - Madison WI 53707
Phone: 608.266.3711
Fax: 608.223.6578

Depositor No. 828000

MONTHLY STATEMENT of ACCOUNTS

June 2012

01) CLERK OF COURTS	$25,877.11
02) GENERAL	$18,276,223.69
03) PARKS BOND	$112,276.01
04) FARMLAND PRESERV	$252,230.02

JEFFERSON, COUNTY OF
JOHN E. JENSEN
COURTHOUSE
JEFFERSON, WI 53549

TOTAL **$18,666,606.83**

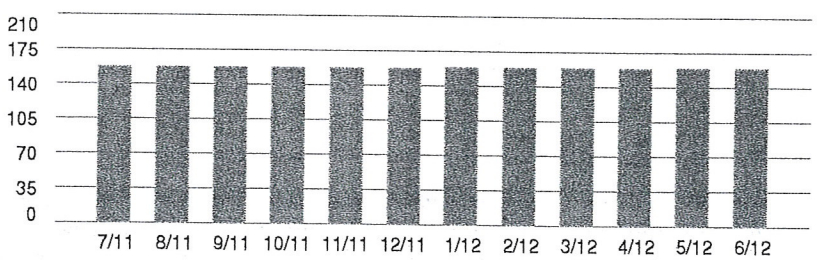
Date	Type	Memo	Deposits	Withdrawals	Balance
Acct# 01	**CLERK OF COURTS**			**Beginning Balance**	**$25,873.67**
06/30/2012	Interest	INT Jun 12 0.16%	$3.44		$25,877.11
	Account Total		**$3.44**	**$0.00**	**$25,877.11**
Acct# 02	**GENERAL**			**Beginning Balance**	**$19,654,118.23**
06/05/2012	Deposit - Direct Aids	DWD CORE PMT	$43,161.77		$19,697,280.00
06/05/2012	Deposit - Direct Aids	HFS COMM AIDS	$133,107.00		$19,830,387.00
06/05/2012	Deposit - Direct Aids	DWD CORE PMT	$501.92		$19,830,888.92
06/14/2012	Withdraw - Wire	Payroll		($400,000.00)	$19,430,888.92
06/20/2012	Withdraw - Wire	Insurance		($500,000.00)	$18,930,888.92
06/25/2012	Withdraw - Wire	Highway		($500,000.00)	$18,430,888.92
06/27/2012	Withdraw - Wire	paryroll		($500,000.00)	$17,930,888.92
06/29/2012	Deposit - Direct Aids	REV CNTY SALES	$465,494.63		$18,396,383.55
06/29/2012	Deposit - Direct Aids	DOT TRAN OPERAT	$177,281.00		$18,573,664.55
06/29/2012	Withdraw - Wire	Witholding		($300,000.00)	$18,273,664.55
06/30/2012	Interest	INT Jun 12 0.16%	$2,559.14		$18,276,223.69
	Account Total		**$822,105.46**	**($2,200,000.00)**	**$18,276,223.69**
Acct# 03	**PARKS BOND**			**Beginning Balance**	**$112,261.09**
06/30/2012	Interest	INT Jun 12 0.16%	$14.92		$112,276.01
	Account Total		**$14.92**	**$0.00**	**$112,276.01**
Acct# 04	**FARMLAND PRESERV**			**Beginning Balance**	**$252,196.50**
06/30/2012	Interest	INT Jun 12 0.16%	$33.52		$252,230.02
	Account Total		**$33.52**	**$0.00**	**$252,230.02**

View the Pool Page and Earnings Summary on line at either the DOA Local Government Investment Pool site, or the LGIP Home Page.

Change in Account Value

	This Period	Year to Date
Starting Value	**$ 15,958,757.24**	**$ 15,778,234.96**
Cash Value of Purchases & Sales	0.00	(475,868.75)
Investments Purchased/Sold	0.00	475,868.75
Deposits & Withdrawals	0.00	0.00
Dividends & Interest	0.25	110,834.43
Fees & Charges	(2,650.51)	(15,635.81)
Transfers	0.00	0.00
Income Reinvested	(0.25)	(13.28)
Change in Value of Investments	(5,468.61)	77,217.82
Ending Value on 06/30/2012	**$ 15,950,638.12**	**$ 15,950,638.12**
Accrued Interest	*38,660.50*	
Ending Value with Accrued Interest	***$ 15,989,298.62***	
Total Change in Account Value:		
Including Deposits and Withdrawals	**$ (8,119.12)**	**$ 172,403.16**
Including Deposits, Withdrawals, and Accrued Interest	***$ 30,541.38***	

Account Value ($) Over Last 12 Months [in Hundred Thousands]



Asset Composition

	Market Value	% of Account Assets
Money Market Funds [Sweep]	$ 51,001.99	<1%
Fixed Income	15,899,636.13	100%
Total Assets Long	**$ 15,950,638.12**	
Total Account Value	**$ 15,950,638.12**	**100%**
Accrued Interest	*38,660.50*	
Total Value with Accrued Interest	***$ 15,989,298.62***	

Gain or (Loss) Summary

Realized Gain or (Loss) This Period

Short Term	$0.00
Long Term	$0.00

Unrealized Gain or (Loss)

All Investments	$89,247.81[b]

Values may not reflect all of your gains/losses.

Account Notes

- Accrued Interest is $38,660.50

Schwab has provided accurate gain and loss information wherever possible for most investments. Cost basis data may be incomplete or unavailable for some of your holdings.
Please see "Endnotes for Your Account" section for an explanation of the endnote codes and symbols on this statement.

SIPC

Invesco

Invesco Investment Services, Inc.
PO Box 219319
Kansas City, MO 64121-9319

Monthly Statement
June 1, 2012 - June 30, 2012

MB 01 000993 75542 B 4 A

JEFFERSON COUNTY
ATTN: JOHN E. JENSEN
320 S. MAIN STREET
JEFFERSON WI 53549-1799

Your Financial Professional
WELLS FARGO ADVISORS

Contact Invesco
invesco.com/us

800-659-1005
7:30am - 5:00pm , CT

47309 SHR S S 070212 J91707 OTP

UPACL 1901

Portfolio Summary

Current Portfolio Value **$3,991,391.08**

Fund Name	Account Number	Shares Owned	X	Share Price	=	Current Value
Govt & Agency -Inst.	47309	3,991,391.080		$1.00		$3,991,391.08

Important: This account statement reflects financial transactions for the period indicated. Carefully review all of the information to verify the accuracy of the transactions. Please notify us immediately if there is an error. If you fail to notify us of an error within 30 days of this statement, you will be deemed to have ratified each transaction.

Account Activity

Trade Date	Settle Date	Description	Dollar Amount	Share Price	Shares	Share Balance
Govt & Agency -Inst.: 47309						
		Beginning Balance				**3,991,312.370**
05/31/2012	06/01/2012	Dividend (Gross)	$68.59	$0.00	0.000	0.000
05/31/2012	06/01/2012	Account Service Fee	$-33.79	$0.00	0.000	0.000
05/31/2012	06/01/2012	Dividend Reinvestment	$34.80	$1.00	34.800	3,991,347.170
06/30/2012	07/01/2012	Dividend (Gross)	$76.61	$0.00	0.000	0.000
06/30/2012	07/01/2012	Account Service Fee	$-32.70	$0.00	0.000	0.000
06/30/2012	07/01/2012	Dividend Reinvestment	$43.91	$1.00	43.910	3,991,391.080
		Ending Balance				**3,991,391.080**

Income & Capital Gain Summary (Year-To-Date)

Fund Name	Account Number	Dividends and Short Term Capital Gains	+	Long Term Capital Gains	=	Total Distributions
Govt & Agency -Inst.	47309	$411.44		$0.00		$411.44
Total Year-To-Date Portfolio Distributions		**$411.44**		**$0.00**		**$411.44**

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Jefferson County
Deposit and Investment Risk Disclosure

As of 31-May-12

Investment Type	Source	Coupon Rate	Coupon Change	Rating Moody	Rating S&P	Weighted Average	Purchase Date	Callable Date	Maturity Date	Par Value/ Shares	Historical Cost	Investment Concentrate	Weighted Ave. Market Duration (Months)	Current Market Value	Prior Market Value	Monthly Gain (Loss)	Prepaid Interest Life to Dat
Cash & equivalents	Cash												-	8,250.00			
	Schwab Money Market Fund	0.010%								45,402.25	45,402.25	0.11%	-	45,402.25			-
	Total cash and equivalents					0.010%				45,402.25	45,402.25	0.11%	-	53,652.25	-	-	-
US Treasuries	US Treasury note																
	US Treasury note	1.750%					18-Aug-10	n/a	31-Jul-15	560,000.00	568,879.35	1.40%	38.53	583,712.64	583,450.00	262.64	(8,879.
	US Treasury note	0.500%					15-Nov-10	n/a	15-Nov-13	1,625,000.00	1,625,000.00	4.07%	17.77	1,630,586.75	1,631,347.25	(760.50)	-
	US Treasury note	1.375%					30-Nov-10	n/a	30-Nov-15	1,200,000.00	1,200,000.00	3.01%	42.60	1,238,062.80	1,236,375.60	1,687.20	-
	Total US Treasuries					1.017%				3,385,000.00	3,393,879.35	8.48%	30.01	3,452,362.19	3,451,172.85	1,189.34	(8,879.
Gov't agency	Fed Farm Cr Bk	1.500%		Aaa	AA+		21-Feb-12	21-May-12	21-Nov-17	2,020,000.00	2,018,990.00	5.06%	66.67	2,020,252.50	2,020,688.82	(436.32)	1,010.
	Total Fed Farm Cr Bk					1.500%				2,020,000.00	2,018,990.00	5.06%	66.67	2,020,252.50	2,020,688.82	(436.32)	1,010.
Gov't agency	Federal Home Loan Mortgage																
	Federal Home Loan Mortgage																
	Federal Home Loan Mortgage	1.000%		Aaa	AA+		24-Aug-11	24-Aug-12	24-Nov-14	1,775,000.00	1,775,000.00	4.45%	30.23	1,778,255.35	1,779,240.48	(985.13)	-
	Total Federal Home Loan Mortgage					1.000%				1,775,000.00	1,775,000.00	4.45%	30.23	1,778,255.35	1,779,240.48	(985.13)	-
Gov't agency	Federal Home Loan Bank	0.720%		Aaa	AA+		2-Apr-12	17-Jul-12	17-Apr-15	1,000,000.00	1,000,000.00	2.51%	35.03	1,000,740.00	1,000,553.00	187.00	-
	Federal Home Loan Bank																
	Federal Home Loan Bank																
	Total Federal Home Loan Bank					0.720%				1,000,000.00	1,000,000.00	2.51%	35.03	1,000,740.00	1,000,553.00	187.00	-
Gov/t Agencies	Federal National Mortgage																
	Federal National Mortgage	1.125%		Aaa	AA+		8-Oct-10	8-Apr-11	8-Oct-13	550,000.00	550,000.00	1.38%	16.50	555,704.60	556,213.90	(509.30)	-
	Federal National Mortgage	0.750%		Aaa	AA+		25-Jan-12	25-Jan-13	25-Jan-16	1,425,000.00	1,424,287.50	3.57%	44.47	1,427,599.20	1,427,483.78	115.42	712.
	Federal National Mortgage																
	Federal National Mortgage																
	Federal National Mortgage																
	Total Federal National Mortgage					0.541%				1,975,000.00	1,974,287.50	4.95%	36.68	1,983,303.80	1,983,697.68	(393.88)	712.
Corporate bonds																	
	Bank of NY Mellon	1.500%		Aa3	A+		1-Feb-11	n/a	31-Jan-14	445,000.00	444,492.70	1.12%	20.33	450,124.62	451,019.07	(894.45)	507.
	Bank of NY Flt	1.317%		Aa3	A+		24-Nov-14	n/a	24-Nov-14	475,000.00	475,703.00	1.19%	30.23	477,343.18	477,434.38	(91.20)	(703.
	General Electric Capital CP	2.100%		A1	AA+		22-Feb-12	n/a	7-Jan-14	750,000.00	765,622.50	1.88%	19.53	997,793.00	764,050.29	233,742.71	(15,622.
	Gen Elec Cap CP FLT	1.099%		A1	AA+		7-Apr-14	n/a	7-Apr-14	1,000,000.00	978,750.00	2.51%	22.53	761,682.75	999,619.00	(237,936.25)	21,250.
	Westpac Bkg CP	2.250%		Aa2	AA-		30-Jul-10	n/a	1-Nov-12	1,000,000.00	1,017,727.50	2.51%	5.13	1,007,539.00	1,003,218.72	4,320.28	(17,727.
	Barclays BK PLC	2.500%		Aa3	A+		20-Aug-10	n/a	25-Jan-13	600,000.00	611,661.00	1.50%	7.97	604,947.00	605,551.20	(604.20)	(11,661.
	Barclays BK PLC	2.375%		Aa3	A+		14-Jan-11	n/a	13-Jan-14	400,000.00	400,910.39	1.00%	19.73	400,665.60	402,094.00	(1,428.40)	(910.
	BNP Paribas FLT	1.369%		Aa3	AA-		11-Jan-11	n/a	10-Jan-14	1,000,000.00	1,001,524.42	2.51%	19.63	970,096.00	976,647.00	(6,551.00)	(1,524.
	Total corporate bonds					0.638%				5,670,000.00	5,696,391.51	14.21%	8.20	5,670,191.15	5,679,633.66	(9,442.51)	(26,391.
	TOTAL ICM SECURITY HOLDINGS					**0.860%**	(gross return)			**15,870,402.25**	**15,903,950.61**	**39.77%**	**26.03**	**15,958,757.24**	**15,914,986.49**	**(9,881.50)**	**(33,548.**
Gov't and agencies	**AIM funds**					**0.020%**	(gross return)			**3,991,347.17**	**3,991,347.17**	**10.00%**		**3,991,347.17**			
External pool	Local Government Investment Pool--Clerk of Courts					0.150%				25,873.67	25,873.67			25,873.67			
	Local Government Investment Pool--General					0.150%				19,654,118.23	19,654,118.23			19,654,118.23			
	Local Government Investment Pool--Parks					0.150%				112,261.09	112,261.09			112,261.09			
	Local Government Investment Pool--Farmland					0.150%				252,196.50	252,196.50			252,196.50			

Jefferson County
Deposit and Investment Risk Disclosure

	Total LGIP	**0.150%** (net return)	**20,044,449.49**	**20,044,449.49**	**50.23%**	**20,044,449.49**
	INVESTMENT TOTALS	**0.420%**	**39,906,198.91**	**39,939,747.27**	**100.00%**	**39,994,553.90**

Memo: Weighted Average	
Beginning of current year	0.435%
Prior Month	0.396%
One year ago	0.470%

1401.111101.003	ICM Investments per General Ledger	15,914,986.49
1401.111101.008	ICM money market per General Ledger	10,261.84
	ICM advisor fee not posted to G/L yet	(2,653.02)
	ICM interest not posted to General Ledger yet	46,043.43
	Fair market value adjustment gain (loss) - not posted	0.00
	ICM Investments market value	15,958,757.24
1401.481004	Fair market value adjustment gain (loss)	*(9,881.50)*

Prior month market value on matured/sold maturities	-	Negative
Sale price	-	Positive
Current period new purchases market value	-	Positive
Current period new purchases historical cost	-	Negative
Accrued Interest Paid	-	Negative
Current prior monthly gain (loss)	(9,881.50)	Result field
Fair Market Value adjustment	*(9,881.50)*	

Jefferson County
Contingency Fund
For the Year Ended December 31, 2012

Ledger Date	Description	General (599900)	Other (599908)	Vested Benefits (599909)	Authority	Publish Date
1-Jan-12	Tax Levy	400,000.00	324,701.00			
1-Jan-12	In squad video systems	(44,252.00)			Finance Committee, 2/9/12	15-Feb-12
13-Mar-12	Veterans Services			(4,293.50)	Resolution 2011-96	16-Mar-12
13-Mar-12	Created vested benefits			265,000.00	Resolution 2011-97	16-Mar-12
	Courthouse security				Withdrawn 4/12/12	
30-Apr-12	Hazmat operations	(613.78)			Finance Committee, 4/12/12	15-May-12
30-Apr-12	Bike trail survey work	(7,000.00)			Finance Committee, 5/10/12	15-May-12
14-Jun-12	Clerk of Courts retirement			(16,705.00)	Finance Committee, 6/14/12	20-Jun-12
14-Jun-12	Sheriff Annex bldg study	(3,800.00)			Finance Committee 6/14/12	20-Jun-12
	Total amount available	**344,334.22**	**324,701.00**	**244,001.50**		
Pending	Security entrance study	(8,000.00)				
Pending	Sheriff security wages	TBD				
Pending	Squad video Systems	(57,960.00)				
Pending	New Palmyra Radio Bldg	(26,208.00)				
Pending	Addn to Jeff Radio Bldg	(19,400.00)				
	Net	232,766.22	324,701.00	244,001.50		