

MONROE COUNTY BOARD OF SUPERVISORS

AMENDED NOTICE OF MEETING

COMMITTEE: FINANCE MEETING
TIME: 9:00 a.m.
PLACE: Justice Center
Monroe County Board Assembly Room
(South Side/Oak Street Entrance)
1st Floor – Room #1200
112 South Court Street
Sparta, WI 54656
DATE: Wednesday, November 15, 2017

202 SOUTH K STREET, RM 1
SPARTA, WISCONSIN 54656
PHONE 608-269-8705
FAX 608-269-8747
www.co.monroe.wi.us

SUBJECT MATTER TO BE CONSIDERED

1. Call to Order/Roll Call
2. Next Month's Meeting Date & Time
3. Minutes approval October 9, 2017 and October 23, 2017
4. Public Comment
5. Nursing Home Building Project Update
6. New Nursing Home Financing Plan — Discussion/Action
Bradley D. Viegut, Robert W. Baird & Co.
7. Resolution Authorizing the Issuance of General Obligation Bonds in an Amount Not to Exceed \$16,000,000 for
Nursing Home and Senior Living Facility – Discussion/Action
8. Sheriff's Office Credit Card Approval – Discussion/Action
9. Line Item Transfer – Discussion/Action
 - a. Health Department – Public Health
 - b. Solid Waste (3)
 - c. Jail Administration
 - d. Emergency Management
 - e. Medical Examiner
10. Budget Adjustment(s) – Discussion/Action
 - a. Jail Administration
 - b. Circuit Court
 - c. Capital Projects-Radio System Project
 - d. Dispatch
 - e. Land Records
 - f. Land Conservation
 - g. Maintenance
 - h. County Clerk
 - i. Retirement/Fringe Pool
11. Sheriff's Department Repurpose of Funds – Discussion/Action
12. Solid Waste On-Site Leachate Treatment Project
13. Fiscal Note on Resolutions – Discussion/Action
 - a. Resolution Authorizing Eight Additional Hours Per Week for the Community Health Educator Position in
the Health Department
 - b. Authorizing Monroe County to Join a Lawsuit Against Manufacturers of Opioid Medications
14. Resolution(s) – Discussion/Action
 - a. Authorizing Use of 2018 Contingency Funds for S.M.R.T. Bus Contribution
 - b. Authorizing Additional Funds for Mediation
 - c. Regarding Cancellation of Outstanding 2016 Checks

**FINANCE MEETING
November 15, 2017 Agenda**

15. Treasurer
 - a. Monthly Treasurers Report
 - b. Treasurer Department Monthly Report Review

16. Finance
 - a. Monthly Financial Report
 - b. Finance Department Monthly Report Review
 - c. 2016 Indirect Cost Plan Review – Discussion
 - d. 2017 Other Post-Employment Benefits Report – Discussion

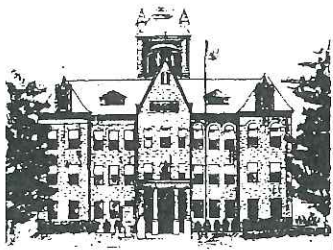
17. Monthly Approvals – Discussion/Action
 - a. Notice of Donations/User Fees Received Budget Adjustment
 - b. County Disbursement Journal Approval
 - c. County Board Monthly Per Diem and Voucher Approval
 - d. Justice Center Voucher Approval
 - e. Nursing Home Voucher Approval

18. Items for next month's agenda

19. Adjournment

Cedric Schnitzler, Committee Chair
Date notices mailed: November 13, 2017

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19. Adjournment

Cedric Schnitzler, Committee Chair
Date notices mailed: November 9, 2017

Finance Committee
October 9, 2017

Present: Cedric Schnitzler, Pete Peterson, Wallace Habegger, Douglas Path, Mark Halverson
Others: Jim Bialecki, Tina Osterberg, Annette Erickson, Kurt Marshaus, Ron Hamilton, Garry Spohn, Randy Williams

The meeting was called to order in the Monroe County Board Assembly Room at 9:00 a.m. by Chair Cedric Schnitzler

- Next meeting date – October 23 & 24 for budget reviews. Budget hearing is November 1, 2017. County Board will meet on October 18, 2017. The November regular meeting is the 15th.
- Minutes Approval – Motion by Douglas Path second by Pete Peterson to approve the 09/20/17 minutes. Carried 5-0.
- Public Comment – None.
- Justice Center Building Project
 - a. Justice Center Update – Kurt Marshaus provided a project update to members.
 - b. Approval of monthly Justice Center Building Project expenditures – Discussion. Motion by Wallace Habegger second by Mark Halverson to approve the Justice Project expenditures in the amount of \$90,420.22. Carried 5-0.
- Nursing Home Project Update – Pete Peterson provided a project update to members.
- Human Services Credit Card - Motion by Pete Peterson second by Mark Halverson to approve Human Services Credit Card. Ron Hamilton explained need for Social Service Aide card in the amount of \$1,000.00. Discussion. Carried 5-0.
- Human Services Line Item Transfer – Ron Hamilton explained the 2017 line item transfer in the amount of \$240,184.00 for reallocation of budgeted revenue for ADRC consortium. Discussion. Motion by Mark Halverson second by Pete Peterson to approve line item transfer. Carried 5-0.
- Budget Adjustment(s)
 - a. Human Services– Ron Hamilton explained the 2017 budget adjustment in the amount of \$405,084.93 for additional grant revenue from State DHS for parking lot and integration costs, funding provided by DHS to assist with ADRC/Senior Services Integration and move to new location, record estimated WI Medicaid cost reporting revenue and utilize reserve fund balance. Discussion. Motion by Mark Halverson second by Wallace Habegger to approve budget adjustment. Motion to table by Path second by Peterson to table until Tina Osterberg, Finance joins today's meeting and is available to answer questions. Carried 5-0.
 - b. Circuit Court – 2017 budget adjustment in the amount of \$12,000.00 for juror per diems and mileage along with funds to cover the guardian ad litem fees/costs. Discussion. Motion by Douglas Path second by Pete Peterson to approve budget adjustment contingent upon committee of jurisdiction approval. Carried 5-0.
- Dispatch Line Item Transfer – Randy Williams explained the 2017 line item transfer in the amount of \$15,000.00 for overtime. Discussion. Motion by Wallace Habegger second by Douglas Path to approve line item transfer contingent upon committee of jurisdiction approval. Carried 5-0.
- Maintenance – Garry Spohn explained the 2017 re-purpose of funds in the amount of \$3,000.00 for executive center furnace. Discussion. Motion by Pete Peterson second by Douglas Path to approve re-purpose of funds contingent upon committee of jurisdiction approval. Carried 5-0.

Motion by Douglas Path second by Wallace Habegger to take a short recess at 9:34 a.m., the meeting reconvened at 9:40 a.m.

- Dispatch Line Item Transfer – Randy Williams explained the 2017 line item transfer in the amount of \$15,000.00 for overtime. Discussion. Motion by Wallace Habhegger second by Douglas Path to approve line item transfer contingent upon committee of jurisdiction approval. Carried 5-0.
- Human Services budget adjustment – Tina Osterberg explained that the \$180,000 for WIMCR is an estimate. Ron Hamilton further explained. Discussion. The budget adjustment carried 4-1. *See prior motion in above budget adjustment section.
- Finance Report
 - a. Finance Department Monthly Report Review.
 - b. ADRC/SS Account Merge – Tina Osterberg explained that the quote is \$8,400.00 for the ADRC/Senior Services Account Merge. There is grant funding left from the ADRC/Senior Services merge that could be used for the project. Discussion. Motion by Wallace Habhegger second by Pete Peterson to approve account merge. Carried 5-0.
- 2018 Budget Presentation – County Administrator Jim Bialecki presented the 2018 budget. The proposed mill rate for 2018 is 6.0886. Operating expenditures are down, however the debt levy is up. Tina Osterberg explained the general make-up of the budget booklets.
- 2018 Budget Publication – Motion by Douglas Path second by Pete Peterson to approve the 2018 budget publication. Tina Osterberg explained the publication. Discussion. Carried 5-0.
- Monthly Approvals –
 - a. Monthly Notice of Donations/User Fees Received Budget Adjustment – None.
 - b. Monthly County Disbursement Journal – Motion by Wallace Habhegger second by Mark Halverson to approve Monthly County Disbursement Journal. Carried 5-0.
 - c. Monthly Per Diems and Vouchers - Motion by Pete Peterson second by Mark Halverson to approve Monthly County Per Diems and Vouchers. Discussion. Carried 5-0.
- Items for next month's agenda – Internal Controls (December), Bonding
- Adjournment - Motion by Wallace Habhegger second by Douglas Path to adjourn at 10:49 a.m. Carried 5-0.

Shelley Bohl, Monroe County Clerk
Recorder

Finance Committee
October 23, 2017

Present: Cedric Schnitzler, Pete Peterson, Wallace Habegger, Douglas Path, Mark Halverson
Others: Jim Bialecki, Tina Osterberg, Scott Perkins, Pam Pipkin, Garlynn Brookshaw, Linda Anderson, Charles Weaver, Mary VonRuden, Ron Radar, Sharon Nelson.

The meeting was called to order in the Monroe County Board Assembly Room at 9:13 a.m. by Chair Cedric Schnitzler.

- Justice Center Building Project Vouchers – Discussion. Motion by Pete Peterson second by Douglas Path to approve the Justice Project expenditures in the amount of \$498,333.51 less the amount over the amount originally budgeted for our attorney, Axley. Carried 5-0.
- New Nursing Home Bonding Discussion – Tina Osterberg provided a bonding resolution to members with an amount not to exceed \$16,000,000 for nursing home and senior living facility. Discussion. The resolution will be presented in November.
- 2018 County Budgets –

Tina Osterberg opened up the 2018 budget discussion by providing recommended changes to the budget. Discussion. Motion by Pete Peterson second by Douglas Path to remove the recommended increase in \$1,600 to Economic Development, Contracted Services. Discussion. Carried 5-0. The discussion continued. Motion by Douglas Path second by Pete Peterson to eliminate \$7,500 for SMRT Bus. Carried 5-0.

Chair Schnitzler opened the floor for discussion on the 2018 budget. Several line items were discussed in detail. Jim Bialecki and Tina Osterberg answered questions

- Resolution Adopting the 2018 Budget and Authorizing Property Tax Levies - The resolution adopts the budget in the amount of \$54,203,755 for the fiscal year beginning January 1, 2018. Motion by Douglas Path second by Mark Halverson to approve resolution and forward to the full board. Carried 5-0.
- Adjournment - Motion by Mark Halverson second by Pete Peterson to adjourn at 12:05 p.m. Carried 5-0.

Shelley Bohl, Monroe County Clerk
Recorder

The logo for BAIRD is a dark blue parallelogram tilted to the right, containing the word "BAIRD" in white, uppercase, serif font.

BAIRD

Monroe County

Financing Discussion

October, 2017

Bradley D. Viegut, Managing Director

bviegut@rwbaird.com

777 East Wisconsin Avenue

Milwaukee, WI 53202

Phone 414.765.3827



Tentative Timeline

- County Board considers Initial Resolution authorizing the issuance of not-to-exceed \$16,000,000 Notes or Bonds November 22, 2017
- First Financing Awarded January 24, 2018
- Second Financing Awarded December 19, 2018

Financing Goals

- Mitigate exposure to increases in interest rates
- Issue "Bank Qualified" debt
- Allow flexibility to reduce the total borrowing amount if actual project costs are lower than estimated projects costs
- Target level annual payments for the total project financing

RESOLUTION NO. _____

AUTHORIZING THE ISSUANCE OF
GENERAL OBLIGATION BONDS
IN AN AMOUNT NOT TO EXCEED \$16,000,000
FOR NURSING HOME AND SENIOR LIVING FACILITY

WHEREAS, the County Board of Supervisors of Monroe County, Wisconsin (the "County") has determined that the County is in need of an amount not to exceed \$16,000,000 for the public purpose of financing the construction and equipping of a nursing home and senior living facility (the "Project"); and

WHEREAS, the County Board of Supervisors hereby finds and determines that the Project is within the County's power to undertake and therefore serves a "public purpose" as that term is defined in Section 67.04(1)(b) of the Wisconsin Statutes; and

WHEREAS, counties are authorized by the provisions of Section 67.04 of the Wisconsin Statutes to borrow money and to issue general obligation bonds for such public purpose; and

WHEREAS, the County Board of Supervisors of the County hereby finds and determines that general obligation bonds should be issued in an amount not to exceed \$16,000,000 for the purpose described above, and it is now necessary and desirable to authorize their issuance.

NOW, THEREFORE, BE IT RESOLVED by the County Board of Supervisors of the County that:

Section 1. Authorization of the Bonds. There shall be issued, pursuant to Section 67.04 of the Wisconsin Statutes, general obligation bonds in an amount not to exceed \$16,000,000 (the "Bonds") for the public purpose of financing the construction and equipping of a nursing home and senior living facility.

There be and there hereby is levied on all the taxable property in the County a direct, annual tax in such years and in such amounts as are sufficient to pay when due the principal and interest on the Bonds.

Section 2. Conflicting Resolutions; Severability; Effective Date. All prior resolutions, rules or other actions of the County Board of Supervisors or any parts thereof in conflict with the provisions hereof shall be, and the same are, hereby rescinded insofar as the same may so conflict. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof. The foregoing shall take effect immediately upon adoption and approval in the manner provided by law.

Adopted and recorded this 21st day of November, 2017.

Offered by the Finance Committee:

Cedric Schnitzler

Wallace Habegger

Mark Halverson

Douglas Path

Pete Peterson

Finance Committee vote: ___ yes ___ no ___ absent

County Board vote: ___ yes ___ no ___ absent

Cedric Schnitzler, County Board Chairperson

Shelley Bohl, County Clerk

Request for Credit Card Approval

Department: Sheriff's Office

Committee: Public Safety & Justice

<u>Name of Card Holder</u>	<u>Title of Postion</u>	<u>Credit Card Limit</u>
Benjamin Leis	Deputy	\$ 1,000.00
Alexander Maas	Deputy	\$ 1,000.00

Justification for Credit Card(s):

New Deputies who will have to leave the County in their Squad's for training, mutual aid, etc.

Department Head Approval: 

Date Approved by Committee of Jurisdiction:  10-09-17

Following this acceptance please forward to the County Clerk's Office.

Date Approved By Finance Committee: _____

REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Department: Health Department - Public Health
 Budget Year Amended: 2017

No. _____
Date: _____

From Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
24110000 533200	Mileage	\$ 11,334.00	\$ 500.00	\$ 8,865.59	\$ 10,834.00
24110000 534050	Block Grant	\$ 30,130.00	\$ 500.00	\$ 25,374.20	\$ 29,630.00
24110000 533010	Conferences/Seminars	\$ 1,625.00	\$ 500.00	\$ 1,115.00	\$ 1,125.00
24110000 511000	Salaries	\$ 455,687.00	\$ 2,500.00	\$ 359,821.18	\$ 453,187.00
				\$ -	-
				\$ -	-
				\$ -	-
Total Transfer			\$ 4,000.00		

To Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
24110000 521520	Preventive Programs	\$ 28,482.00	\$ 3,500.00	\$ 10,359.57	\$ 31,982.00
24110000 534250	Medical Supplies	\$ 3,000.00	\$ 500.00	\$ 1,463.73	\$ 3,500.00
				\$ -	-
				\$ -	-
				\$ -	-
				\$ -	-
Total Transfer			\$ 4,000.00		

Explanation for Transfer: Due to increased demand for "flu" and Hepatitis B immunizations we needed to order more vaccine.
 We also had unanticipated replacement parts and labor costs for the Helmer Pharmaceutical refrigerator which houses all the vaccine.

Department Head Approval

Maura Nelson

David Ruie 11-7-17

Governing Committee Approval

 If < \$500:

Send to County Administrator's Office

COUNTY ADMINISTRATOR Approval: _____

If > \$500:

Send to County Clerk's Office

FINANCE COMMITTEE Approval given on : _____

Date

Revised 02/20/2014

REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Department: Solid Waste Site I
 Budget Year Amended: 2017

No. _____
Date: _____

From Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
63680000 521470	Engineering	\$ 6,000.00	\$ 5,000.00	\$ 430.91	\$ 1,000.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 5,000.00		

To Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
63680000 521790	Leachate Disposal	\$ 15,000.00	\$ 2,500.00	\$ 16,478.75	\$ 17,500.00
63680000 521830	Monitoring	\$ 23,000.00	\$ 2,500.00	\$ 15,875.65	\$ 25,500.00
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 5,000.00		

Explanation for Transfer: This transfer will cover increased leachate disposal and monitoring for site I through savings in the Engineering line.

Department Head Approval *Gail Frie 11/9/2017*

Governing Committee Approval _____

If < \$500:

Send to County Administrator's Office

COUNTY ADMINISTRATOR Approval: _____

If > \$500:

Send to County Clerk's Office

FINANCE COMMITTEE Approval given on : _____

Date _____

REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Department: Solid Waste Operations
 Budget Year Amended: 2017

No. _____
Date: _____

From Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
63630000 521760	Environmental Repairs	\$ 219,780.00	\$ 35,000.00	\$ -	\$ 184,780.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 35,000.00		

To Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
63630000 589000	Construction in Progress	\$ 100,000.00	\$ 35,000.00	\$ 94,236.24	\$ 135,000.00
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 35,000.00		

Explanation for Transfer: Back ground monitoring of the wells for the new landfill.

Department Head Approval Neil Frit 11/9/2017

Governing Committee Approval _____

If < \$500:

Send to County Administrator's Office

COUNTY ADMINISTRATOR Approval: _____

If > \$500:

Send to County Clerk's Office

FINANCE COMMITTEE Approval given on : _____

Date _____

REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Department: Solid Waste Sand Creek
 Budget Year Amended: 2017

No. _____
Date: _____

From Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
63690000 521470	Engineering	\$ 4,000.00	\$ 2,000.00	\$ -	\$ 2,000.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 2,000.00		

To Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
63690000 521830	Monitoring	\$ 6,000.00	\$ 2,000.00	\$ 3,992.07	\$ 8,000.00
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 2,000.00		

Explanation for Transfer: This transfer will cover increased monitoring for Sand Creek through savings in the Engineering line.

Department Head Approval *Gail Frie* 11/9/2017

Governing Committee Approval _____

If < \$500:

Send to County Administrator's Office

COUNTY ADMINISTRATOR Approval: _____

If > \$500:

Send to County Clerk's Office

FINANCE COMMITTEE Approval given on : _____

Date _____

REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Department: Jail Administration

No. _____
Date: _____

	<u>Account #</u>	<u>Account Name</u>	<u>Transfer Amount</u>	<u>Original Budget</u>	<u>YTD Expenditures</u>
From Account	12701000.515700	Jailers Ed & Training	\$ 1,250.00	\$ 11,725.00	\$ 5,125.88
	Total Transfer		\$ 1,250.00		

To Account	12701000.515750	Jailers Recruitment	\$ 1,250.00	\$ 5,256.00	\$ 6,883.55
	Total Transfer		\$ 1,250.00		

Explanation for Transfer:
Two full-time Jailers will be leaving and need to be replaced. We also need to add another part-time jailer to help fill slots.

Department Head Approval _____

Governing Committee Approval _____

Send to County Clerk's Office

FINANCE COMMITTEE Approval given on : _____
Date

REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Department: Emergency Management

No. _____
Date: _____

	<u>Account #</u>	<u>Account Name</u>	<u>Transfer Amount</u>	<u>Original Budget</u>	<u>YTD Expenditures</u>
From Account	12902000.515700	Education/Tng	\$ 1,092.25	\$ 1,800.00	\$ 707.75
					\$ -
	Total Transfer		\$ 1,092.25		
To Account	12902000.522005	Water & Sewer	\$ 300.00	\$ 492.00	\$ 351.71
	12902000.535200	Equipment & Supplies	\$ 792.25	\$ 9,659.00	\$ 148.95
	Total Transfer		\$ 1,092.25		

Explanation for Transfer:

Water budget was based on past years expenses. It was determined that water at the HazMat building was not monitored due to a meter not being installed. Corrective actions increased water expenditures following legal use of the water utilities.

Education/training monies left due to maternity leave and loss of member that was anticipated in attending HazMat tech training.

The transfer will cover anticipated water expenses and maximize the HazMat grant reimbursements. Based on a 20% match the grant was written with \$9916.14 in expenses with an anticipated award of \$8125.07. By utilizing the unused monies in education/training the HazMat grant will actually cover 80% of equipment expenses.

Department Head Approval _____

Governing Committee Approval _____

Send to County Clerk's Office

FINANCE COMMITTEE Approval given on : _____ Date

REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Department: Medical Examiner
 Budget Year Amended: 2017

No. _____
Date: _____

	<u>Account #</u>	<u>Account Name</u>	<u>Transfer Amount</u>	<u>Original Budget</u>	<u>YTD Expenditures</u>
From Account	11270000521165	Autopsies & Pathology	\$ 2,497.51	\$ 52,500.00	\$ 13,300.00
Total Transfer			\$ 2,497.51		

To Account	11270000522025	Technology & Equipment	\$ 1,800.00	\$ 1,417.00	\$ 1,254.53
	11270000531050	Postage	\$ 150.84	\$ 200.00	\$ 350.84
	11270000534250	Medical Examiner Supp	\$ 546.67	\$ 950.00	\$ 1,496.67
Total Transfer			\$ 2,497.51		

Explanation for Transfer:
Technology & Equipment is for software for Medical Examiner Investigation case documentation and reporting
Postage is over due to shipping costs overseas for three unexpected death cases
Medical Examiner Supplies is over due to need for supplies for the department

Department Head Approval Robert Smith

Governing Committee Approval _____

If < \$500:

Send to County Administrator's Office

COUNTY ADMINISTRATOR Approval given on : _____

Date

If > \$500:

Send to County Clerk's Office

FINANCE COMMITTEE Approval given on : _____

Date