

Agenda
Jefferson County
Finance Committee
Jefferson County Courthouse
311 S. Center Avenue
Room 112
Jefferson, WI 53549

Date: Thursday, February 13, 2014

Time: 8:30 a.m.

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

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 January 9, 2014.
7. Communications
8. Discussion and possible action on reimbursement of deductible payment of \$500 for an accident of an employee that used their personal vehicle for work related activities.
9. Discussion and possible action on changes to the credit cards at the Fair Park.
10. Monthly Financial Report-Finance Department.
11. Discussion of funding for projects related to the Countryside purchase, demolition and cost related to the future Highway Facilities
12. Review and discussion on 2013 projections of budget vs. actual.
13. Discussion and possible action on changes to the Rules for Reimbursement of Expenditures
14. Update on contingency fund balance.
15. Set future meeting schedule, next meeting date, and possible agenda items.
16. Payment of invoices.
17. Adjourn.

Nest scheduled meetings: Tuesday, February 25, 2014 Closing Books for Year Ending 2013
 Wednesday, March 12, 2014 at 10:00 am-Regular Meeting (note time and date change)
 Thursday, April 10, 2014 Regular Meeting
 Thursday, May 8, 2014 Regular Meeting
 Thursday, June 12, 2014 Regular Meeting

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.

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 Ben Wehmeier, Brian Lamers and Phil Ristow.
3. **Certification of compliance with the Open Meetings Law** – Ben Wehmeier certified that notice of 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 December 12, 2013.** A motion was made by Hanneman/Braughler to approve the minutes of December 12, 2013. The motion passed 5-0.
7. **Communications** – None
8. **Request for out of state travel for the Crisis/CCS Supervisor to be trained to be a youth mental health first aid instructor.** Ben Wehmeier stated that Human Services has an opportunity to send an individual to the training with funds that are available within the budget. This could be used to train the trainer and other staff within the county. Ben stated his recommendation would be to allow for this out of state travel. A motion was made by Molinaro/Hanneman to approve the out of state travel for January 27-31, 2014 to Pontiac MI. The motion passed 5-0.
9. **Monthly Finance Report for Finance Department.** Brian Lamers went through the November 2013 report. He explained that the expenditures are at 89.64% and the target should be about 91.67%.
10. **Discussion of funding for projects related to the Countryside purchase, demolition and cost related to the future Highway Facilities.** Ben Wehmeier stated the closing of the bonds happened on 12/30/13 with no issues. There was an increase in the Symbiont contract of \$24,900 that was approved by Infrastructure Committee due to time delays in the demolition. There was also approximately \$70,000 savings from unit prices. With the delay, there are possible liquidated damages with the contractor that will be pursued. Maas Brothers was selected for construction management and will be brought forward to the County Board on January 14, 2104. Discussion is already taking place on the existing land that is currently being used for the outlaying shops once those shops are no longer needed.

11. **Review and discussion on 2013 projections of budget vs. actual.** Brian Lamers gave estimates but with the year-end closing and outstanding invoices and a couple more days to be accrued for payroll it is hard to estimate. He explained the Treasurer Department is looking like it might be better at year end but still may be over depending on the fair market value adjustment by year end. The Sheriff is estimated currently to be over about \$100,000 but may be over more than that seeing some of the outstanding invoices for 2013. Brian pointed out it is estimated that the Coroner and Administration are going to be over at year end.
12. **Discussion and possible action to transfer 2013 contingency funds to cover retirements on the beginning of 2014 that will be expensed in 2014.** Brian Lamers explained that the 1st quarter retirements that we are aware of should be expensed in 2013. The total for all known retirements is approx. \$101,526,27. Last year we took the funds out of contingency to cover the department budgets. This year the recommendation is to expense the amounts within the departments and when the final 2013 numbers are known, look at transferring funds from contingency if needed. After further discussion the Committee was in agreement with going with the recommendation.
13. **Update on contingency fund balance.** Brian Lamers directed the Finance Committee to the schedule showing the current balance of 2013 general contingency of \$213,150 with the other contingency for wage increases having a current balance of \$102,290 and the vested benefits balance of \$265,000.
14. **Set future meeting schedule, next meeting date, and possible agenda items** – The next regular meeting is Thursday, February 13, 2014 at 8:30 am. Agenda items will include continued discussions on any 2013 budget to actual issue, funding for projects related to the Highway Facilities, possible discussion about the travel policy, discussion about the purchasing policy and discussion about meeting with the advisor for investments. There was discussion about changing the March 13, 2014 meeting because one of the committee members could not make it and would like to be there. The new meeting date will be Wednesday, March 12, 2014 at 10:00AM.
15. **Payment of Invoices**-After review of the invoices, a motion was made by Braughler/Hanneman to approve the payment of invoices totaling \$769,391.12. The motion passed 5-0.
16. **Adjourn** – A motion was made by Molinaro/Hanneman to adjourn 9:17 a.m. The motion passed 5-0.

Respectfully submitted,

Jennifer Hanneman
Finance Committee
Jefferson County
/bll

Barb Frank

From: Andrea Szwec
Sent: Monday, January 13, 2014 5:27 PM
To: Barb Frank
Cc: Joan Daniel
Subject: RE: deductible

My deductible is \$500.

\$528.13 Claim

Andrea Szwec

Initial Assessment Worker
Jefferson County Human Services
920/674-8172

From: Joan Daniel
Sent: Monday, January 13, 2014 3:43 PM
To: Andrea Szwec
Cc: Barb Frank
Subject: FW: deductible

Hi Andrea,

Barb Frank is the person who deals with the insurance etc. across the county. Could you respond to her question below. Appreciate your help.

Thanks

Joan Daniel
Administrative Services Division Manager
PH: 920-674-8147
FAX:920-674-7603
Jefferson County Human Service
1541 Annex Rd.
Jefferson, WI 53549

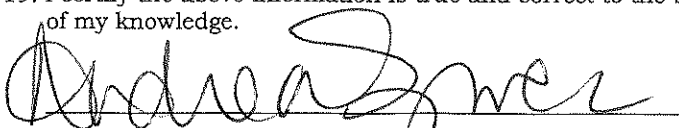
From: Barb Frank
Sent: Monday, January 13, 2014 3:35 PM
To: Joan Daniel
Subject: deductible

Andrea Szwec accident 1/6/2014.
What deductible does Andrea have on her auto insurance?
Thanks Barb

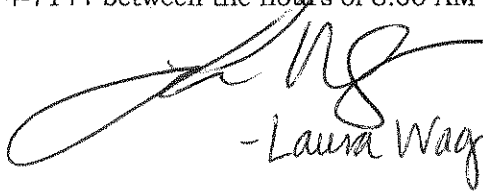
Barbara A. Frank
Jefferson County Clerk

County of Jefferson

NOTICE OF INJURY OR PROPERTY DAMAGE

1. Today's Date: 1/7/2014		2. Name of Injured (Last, first, middle initial) SZWEC, Andrea M.	
3. Address: 250 E. Puermer Street			
4. City, State, Zip Jefferson, WI 53549			
5. Telephone Number (Daytime) (920) 674-8172-wrk		6. Telephone Number (Nighttime) (920) 723-6375	
7. Date of Incident 1/6/2014	8. Time of Incident 2:48 <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM	9. Type of Loss <input type="checkbox"/> Bodily Injury <input checked="" type="checkbox"/> Property Damage <input type="checkbox"/> Other _____	10. Police Notified <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
11. Location where incident happened. Include street address or highway if possible. Corner of Collins Road & Wisconsin Drive, Jefferson			
12. Describe what happened. (Attach additional pages, photographs, police reports, or any other supporting documents required.) *Police report not yet available.* While en route back to JCHS from a court hearing, I stopped behind an SUV at the stop sign on Collins Rd, waiting to turn left onto Wisconsin Drive. The vehicle in front of me was stopped at the stop sign, but seconds after I stopped behind it, the reverse lights came on & the vehicle quickly backed up into my front fender, mainly the passenger side (causing a crack to the fender & scratches). The driver told me that he had missed a turn into a parking lot of an apartment complex and was backing up to it. Jefferson PD officers responded & I was told that the other driver would be cited for inattentive driving.			
13. Estimated Damage Bodily Injury \$ _____ Property Damage \$ 528.13		14. Attach a complete list of property damaged. Include estimates of repair costs or other relevant information. *See attached estimate from Aumann's Service Inc. in Jefferson	
15. For bodily injury, describe extent of injuries. N/A			
16. Name of Attending Physician. N/A		17. Place of Treatment N/A	
18. Attach copies of any other supporting documents, (invoices, bills, etc.) and return to: Jefferson County Clerk 320 South Main Street, Room 109 Jefferson WI 53549		19. I certify the above information is true and correct to the best of my knowledge.  Your Signature	

If you have any questions about how to complete this form, please call the Jefferson County Clerk's office at (920) 674-7144 between the hours of 8:00 AM and 4:30 PM weekdays.

 1/7/2014
-Laura Wagner

AUMANN'S SERVICE INC.
 122 EAST DANE STREET
 JEFFERSON, WI 53549
 PHONE: 920/674-2349 FAX: 920/674-0664

*** PRELIMINARY ESTIMATE ***

01/07/2014 08:40 AM

Owner

Owner: SZWEC

Inspection

Inspection Date: 01/07/2014 08:40 AM

Inspection Type:

Repairer

Repairer: AUMANN'S SERVICE INC.
 Address: 122 E DANE ST
 City State Zip: JEFFERSON, WI 53549

Contact: BRAD
 Work/Day: (920)674-2349
 FAX: (920)674-0664

Vehicle

2007 Ford Edge SEL 4 DR Wagon
 6cyl Gasoline 3.5
 6-Speed Automatic

Lic Expire:
 Veh Insp# :
 Condition:
 Ext. Refinish: Two-Stage

VIN: None
 Mileage Type: Actual
 Code: P7403D
 Int. Refinish: Two-Stage

Options

AM/FM In-dash CD Changer
 Aluminum/Alloy Wheels
 Automatic Dimming Mirror
 Cruise Control
 Fog Lights
 Keyless Entry Keypad
 Lighted Entry System
 Power Brakes
 Power Mirrors
 Privacy Glass
 Rear Window Wiper/Washer
 Stability Cntrl Suspensn
 Theft Deterrent System
 Traction Control System

Air Conditioning
 Anti-Lock Brakes
 Bodyside Cladding
 Dual Airbags
 Head Airbags
 Keyless Entry System
 MP3 Player
 Power Door Locks
 Power Steering
 Rear Spoiler
 Roof/Luggage Rack
 Strg Wheel Radio Control
 Tilt & Telescopic Steer
 Trip Computer

Alarm System
 Auto Headlamp Control
 Center Console
 Floor Mats
 Intermittent Wipers
 Leather Steering Wheel
 Overhead Console
 Power Drivers Seat
 Power Windows
 Rear Window Defroster
 Side Airbags
 Tachometer
 Tinted Glass
 Velour/Cloth Seats

Damages

Line	Op	Guide	MC	Description	MFR.Part No.	Price	ADJ%	B%	Hours	R
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Front Bumper

1	I	6	Cvr,Front Bumper Up	Repair	4.0*	SM
2	L	6	13 Cvr,Front Bumper Up	Refinish	2.9	RF
2 Items						

MC Message

13 INCLUDES 0.6 HOURS FIRST PANEL TWO-STAGE ALLOWANCE

Estimate Total & Entries

Paint Materials					\$107.30	
Parts & Material Total						\$107.30
Tax on Parts & Material			@ 5.500%			\$5.90
Labor	Rate	Replace Hrs	Repair Hrs	Total Hrs		
Sheet Metal (SM)	\$57.00		4.0	4.0	\$228.00	
Mech/Elec (ME)	\$70.00					
Frame (FR)	\$70.00					
Refinish (RF)	\$57.00		2.9	2.9	\$165.30	
Paint Materials	\$37.00					
Labor Total				6.9 Hours		\$393.30
Tax on Labor			@ 5.500%		\$21.63	
Gross Total						\$528.13
Net Total						\$528.13

Alternate Parts Y/00/00/00/00/00 CUM 00/00/00/00/00 Zip Code: 53549 Audatex Host

Audatex Estimating 7.0.123 ES 01/07/2014 08:40 AM REL 7.0.123 DT 11/01/2013
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1.0 HRS WERE ADDED TO THIS ESTIMATE BASED ON AUDATEX'S TWO-STAGE REFINISH FORMULA.

THIS ESTIMATE HAS BEEN PREPARED BASED ON THE USE OF ONE OR MORE REPLACEMENT PARTS SUPPLIED BY A SOURCE OTHER THAN THE MANUFACTURER OF YOUR MOTOR VEHICLE. WARRANTIES APPLICABLE TO THESE REPLACEMENT PARTS ARE PROVIDED BY THE MANUFACTURER OR DISTRIBUTOR OF THE REPLACEMENT PARTS RATHER THAN BY THE MANUFACTURER OF YOUR MOTOR VEHICLE.

Op Codes

* = User-Entered Value	E = Replace OEM	NG = Replace NAGS
EC = Replace Economy	OE = Replace PXN OE Srpls	UE = Replace OE Surplus
ET = Partial Replace Labor	EP = Replace PXN	EU = Replace Recycled
TE = Partial Replace Price	PM = Replace PXN Reman/Rebld	UM = Replace Reman/Rebuilt
L = Refinish	PC = Replace PXN Reconditioned	UC = Replace Reconditioned
TT = Two-Tone	SB = Sublet Repair	N = Additional Labor
BR = Blend Refinish	I = Repair	IT = Partial Repair



CG = Chipguard
AA = Appearance Allowance

RI = R & I Assembly
RP = Related Prior Damage

P = Check



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Revenues

Acct Number	Description	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
412100	SALES TAXES FROM COUNTY	(159.17)	(104.00)	(55.17)	(104.00)	55.17	153.05%
451004	GARNISHMENT FEES	(15.00)	-	(15.00)	-	15.00	
451005	CHILD SUPPORT FEES	(1,107.00)	(1,100.00)	(7.00)	(1,100.00)	7.00	100.64%
451312	EMP PAYROLL CHARGES	(685.07)	-	(685.07)	-	685.07	
474201	FAX INTERDEPARTMENT	(45.00)	(170.00)	125.00	(170.00)	(125.00)	26.47%
485100	DONATIONS - UNRESTRICTED	(380.00)	-	(380.00)	-	380.00	
Totals		(2,391.24)	(1,374.00)	(1,017.24)	(1,374.00)	1,017.24	174.03%

Expenditures

Acct Number	Description	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
	SALARIES & WAGES	256,454.18	254,516.87	1,937.31	254,516.87	(1,937.31)	100.76%
	FRINGES	108,123.69	117,096.71	(8,973.02)	117,096.71	8,973.02	92.34%
521213	ACCOUNTING & AUDITING	19,123.00	16,184.00	2,939.00	16,184.00	(2,939.00)	118.16%
521213	CAFR REPORTING	3,500.00	3,500.00	-	3,500.00	-	100.00%
521296	COMPUTER SUPPORT	2,916.40	3,050.00	(133.60)	3,050.00	133.60	95.62%
531100	PERMITS PURCHASED	10.00	-	10.00	-	(10.00)	
531243	FURNITURE & FURNISHINGS	-	400.00	(400.00)	400.00	400.00	0.00%
531301	OFFICE EQUIPMENT	269.00	-	269.00	-	(269.00)	
531311	POSTAGE & BOX RENT	1,914.38	3,000.00	(1,085.62)	3,000.00	1,085.62	63.81%
531312	OFFICE SUPPLIES	3,000.93	3,400.00	(399.07)	3,400.00	399.07	88.26%
531313	PRINTING & DUPLICATING	367.33	350.00	17.33	350.00	(17.33)	104.95%
531314	SMALL ITEMS OF EQUIP	-	200.00	(200.00)	200.00	200.00	0.00%
531321	PUBLICATION OF LEGAL NOTICE	57.65	-	57.65	-	(57.65)	
531324	MEMBERSHIP DUES	854.00	900.00	(46.00)	900.00	46.00	94.89%
531349	OTHER OPERATING EXPENSES	-	50.00	(50.00)	50.00	50.00	0.00%
531351	GAS/DIESEL	53.25	-	53.25	-	(53.25)	
532325	REGISTRATION	1,085.00	1,400.00	(315.00)	1,400.00	315.00	77.50%
532332	MILEAGE	-	600.00	(600.00)	600.00	600.00	0.00%
532334	COMMERCIAL TRAVEL	643.20	1,000.00	(356.80)	1,000.00	356.80	64.32%
532335	MEALS	152.67	625.00	(472.33)	625.00	472.33	24.43%
532336	LODGING	2,394.50	3,240.00	(845.50)	3,240.00	845.50	73.90%
532339	OTHER TRAVEL & TOLLS	80.00	-	80.00	-	(80.00)	
533225	TELEPHONE & FAX	318.70	250.00	68.70	250.00	(68.70)	127.48%
533228	INTERNET	-	50.00	(50.00)	50.00	50.00	0.00%
535242	MAINTAIN MACHINERY & EQUIPI	-	1,500.00	(1,500.00)	1,500.00	1,500.00	0.00%
571004	IP TELEPHONY ALLOCATION	679.96	603.00	76.96	603.00	(76.96)	112.76%
571005	DUPLICATING ALLOCATION	19.92	357.00	(337.08)	357.00	337.08	5.58%
571009	MIS PC GROUP ALLOCATION	10,322.46	11,545.00	(1,222.54)	11,545.00	1,222.54	89.41%
571010	MIS SYSTEMS GRP ALLOC(ISIS)	2,918.53	3,595.00	(676.47)	3,595.00	676.47	81.18%
591519	OTHER INSURANCE	1,457.49	1,305.00	152.49	1,305.00	(152.49)	111.69%
Totals		416,716.24	428,717.58	(12,001.34)	428,717.58	12,001.34	97.20%

Other Financing Sources (Uses)

Acct Number	Description	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
Totals		-	-	-	-	-	0.00%
Total Business Unit		414,325.00	427,343.58	(13,018.58)	427,343.58	13,018.58	96.95%

Item #
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RULES FOR REIMBURSEMENT OF EXPENSES

64.01 PURPOSE.

Section 59.22(3) of the Wisconsin Statutes provides that the County Board may reimburse persons for expenses incurred in the discharge of county duties. This policy is adopted to establish in advance a fair and uniform method of making such reimbursement.

64.02 PERSONS ELIGIBLE.

Members of the County Board, County Administrator, county elective officials and their deputies, members of committees, boards and commissions, department heads and such other employees as may be expressly authorized by their respective department heads or by the County Administrator shall be entitled to reimbursement for travel expenses and other expenses as provided herein.

Any person who considers himself eligible for such reimbursement who is otherwise denied may have such eligibility determined by the County Board.

64.021 VOLUNTEERS ELIGIBLE.

Persons serving as Human Services Department volunteers under the direction and supervision of the Volunteer Coordinator employed by the Human Services Department shall be entitled to reimbursement for automobile travel expense and meals directly related to authorized volunteer services.

Volunteers providing services as authorized and directed by the Volunteer Coordinator may submit mileage expense vouchers to the Volunteer Coordinator. Such vouchers shall be processed and paid in the same manner as other Human Services Department vouchers.

64.03 AUTO TRAVEL.

Persons eligible shall be reimbursed for automobile travel directly related to county business at the rate established by the IRS for mileage. All such travel shall be by direct route.

In the event more than one eligible person is traveling to the same destination such persons shall share a car or cars to reduce travel expense. In such case mileage shall be paid to the eligible person actually providing the automobile transportation. In the event a number of persons claim mileage in violation of this car-sharing rule, the Finance Committee may prorate reasonable mileage allowance or the Committee may disallow all such claims.

Department heads and employees otherwise eligible for reimbursement of mileage shall not be entitled to payment for travel between their home and their place of employment for their normal daily work, overtime work, attendance at County Board meetings, committee, board and commission meetings.

Eligible persons shall receive full reimbursement for toll road charges and shall receive full reimbursement for parking charges.

Item #
1a

64.04 PUBLIC TRANSPORTATION.

Eligible persons shall receive full reimbursement for authorized travel by plane, train or bus. Prior to departure a purchase order or a tax exemption certificate should be obtained from the County Administrator to eliminate federal excise taxes. Reasonable taxi or shuttle expenses shall be reimbursed to the incurring employee. [am. 07/10/07, Ord. No. 2007-17]

A revolving fund has been provided for advances to cover travel by personnel in the Sheriff's Department. Such advances shall be approved by the Sheriff or, in his absence, by the person in command.

64.05 LODGING EXPENSE.

Eligible persons shall be reimbursed in full for the expense of hotels or motels. In the event the spouse of an eligible person shares a room, reimbursement shall be made only on the basis of the single room rate. Incidental expenses for fax services, internet, or other similar business expenses shall be reimbursed. Receipts shall be submitted for all lodging expenses. [am. 07/10/07, Ord. No. 2007-17]

Lodging expense for eligible persons attending meetings or conferences within a 45-mile radius of the county seat shall not be reimbursed without prior approval of the Finance Committee. The County Administrator may approve such requests when time does not permit pre-approval by the Finance Committee. Eligible persons seeking reimbursement for lodging expense within a 45-mile radius of the county seat shall make a written application for Finance Committee or County Administrator approval, containing in it the reasons why reimbursement should be granted. Said application shall be filed with the County Clerk at least one month prior to the date for which reimbursement shall be requested, if possible. Otherwise, the application shall be filed as soon as possible before the event. [Amended 04/18/06, Ord. No. 2006-03]

64.06 MEALS.

Eligible persons shall be reimbursed for meals purchased while on county business. Reimbursement shall:

(a) not exceed the actual amount spent (including sales tax), as per IRS Regulations (Publication 15);

(b) not exceed the applicable per diem rates as per IRS Publication 1542;

(c) require receipts for reimbursement, in order to comply with IRS regulations for Accountable Plans (Publication 15);

(d) be for the actual amount spent, including gratuities, not to exceed \$7.00 for breakfast, \$10.00 for noon meals and \$22.00 for evening meals (See exception for convention or conference banquet tickets.);

(e) In addition, County Board members shall be reimbursed for meals purchased while on county business within Jefferson County;

(f) Sheriff's Department employees, when executing a Governor's Warrant for extradition, shall be reimbursed at actual costs for meal expense, not to exceed applicable per diem rates as per IRS Publication 1542. The Sheriff's Department may advance such funds; and (Res. No. 2000-77, 01-09-2001)

(g) County employees shall not be reimbursed for meals purchased while on county business within Jefferson County unless authorized by the employee's department head. [Amended

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(12)

12/13/05, Ord. No. 2005-36; am. 07/10/07, Ord. No. 2007-17]

(h) Eligible persons shall not be reimbursed for expenditures for alcohol beverages. [Amended 01/08/08, Ord. No. 2007-30]

64.07 CONVENTIONS AND CONFERENCES.

Eligible persons shall be entitled to reimbursement for expenses incurred for conventions and conferences within the State of Wisconsin. Registration and conferences fees shall be reimbursed together with mileage, lodging and meals all subject to the above rules. If a banquet is held in conjunction with such convention or conference, reimbursement shall be made for one banquet ticket. If such convention or conference is held in Jefferson County, reimbursement shall be made for meals but subject to the above limits.

County Board members shall be allowed per diems when attending conventions and conferences. In the event County Board members travel to or from conventions or conferences on a day during which no formal convention or conference program or business is scheduled, no per diems shall be allowed for such travel days.

No person shall be entitled to attend a convention, conference or meeting outside the State of Wisconsin unless such travel is approved in advance by the Finance Committee either at the time of submission of the affected department's annual budget request or at a later date upon demonstration that adequate funds are available within the department's budget. [Amended 09/08/98, Resolution No. 98-45; Amended 04/18/06, Ord. No. 2006-03; am. 07/10/07, Ord. No. 2007-17]

64.08 GENERAL RULES.

As a condition for mileage reimbursement, eligible persons shall, at their own expense, carry auto liability insurance in amounts meeting the minimum state requirements. Eligible persons shall file a copy of their current driver's license, proof of their auto insurance coverage, and an Affirmation of Automobile Insurance Coverage form with the Finance Office. In the event an eligible person no longer has a valid driver's license or changes insurance carriers, such person shall promptly advise the Finance Office and provide new proof of insurance coverage if applicable. [Amended 12/13/05, Ord. No. 2005-37; am. 03/09/10, Ord. 2009-29]

No person shall attend school for which tuition is paid on county time without prior County Board approval. No person shall attend school for which college credits are earned on county time. Such schooling shall be on the employee's own time and all tuition for college credit courses shall be paid by the employee.

Claims for reimbursement of expenses shall be submitted on forms provided by the Finance Department. Such forms shall be submitted to the department heads for approval prior to being filed with the Finance Department. [am. 02/12/2013, Ord. No. 2012-25]

Expense claims shall be audited by the Finance Department and then be submitted to the Finance Committee prior to payment. [am. 02/12/2013, Ord. No. 2012-25]

The Finance Committee shall approve reasonable claims for reimbursement of expenses

Form #12

and shall decide any exceptions or variations to these rules.

It is advisable that all expense claims shall be submitted to the Finance Department within thirty days after the end of the month in which such expenses were incurred. If the expense claim is less than \$200, those expense claims may be carried over for a maximum of an additional month. It is at the discretion of the department head if they require expense claims to be submitted more promptly. The Finance Committee may disallow all claims for reimbursement of expenses not submitted within the time prescribed. [am. 02/12/2013, Ord. No. 2012-25]

County departments that submit employee expense reimbursement claims to a board or committee other than the Finance Committee shall be governed by the same general rules for reimbursement enumerated in this section. [am. 02/12/2013, Ord. No. 2012-25]

Adopted 01/11/72

Last Amended 02/12/2013; published 02/19/13

Jefferson County
Contingency Fund
For the Year Ended December 31, 2013

Ledger Date	Description	General (599900)	Other (599908)	Vested Benefits (599909)	Authority	Publish Date
1-Jan-13	Tax Levy	400,000.00	250,000.00	265,000.00		
11-Apr-13	Cyber Insurance Coverage	(9,584.00)			Finance Committee 4/11/13	19-Apr-13
11-Apr-13	Auto Lift-Sheriff Department	(15,390.00)			Finance Committee 4/11/13	19-Apr-13
18-Apr-13	Emergency Flood Supplies	(8,000.00)			Finance Committee 4/18/13	24-Apr-13
9-May-13	Signs on STH for Fair Park	(19,500.00)			Finance Committee 5/9/13	13-May-13
9-May-13	ICC Business Unit Replace	(401.00)			Finance Committee 5/9/13	13-May-13
9-May-13	Step Increase-New Steps		(147,710.00)		Finance Committee 5/9/13	13-May-13
13-Jun-13	DA Retiree Payout			(20,000.00)	Finance Committee 6/13/13	17-Jun-13
8-Aug-13	Election Equipment	(37,975.00)			Finance Committee 8/8/13	19-Aug-13
13-Aug-13	Sheriff Annex Buidling	(8,200.00)			Finance Committee 8/13/13	19-Aug-13
13-Aug-13	Sheriff Annex Building	(58,800.00)			Finance Committee 8/20/13	22-Aug-13
12-Sep-13	New Courthouse Entrance	(13,000.00)			Finance Committee 9/12/13	17-Sep-13
12-Sep-13	HIPAA Privacy Audit	(16,000.00)			Finance Committee 9/12/13	17-Sep-13
14-Nov-13	DA Retiree Payout not needed			20,000.00	Finance Committee 11/14/13	
Total amount available		213,150.00	102,290.00	265,000.00		
Net		213,150.00	102,290.00	265,000.00		

Note-A motion was made at 6/13 meeting to fund up to \$9,700 of vested benefits to Clerk of Courts if needed in Salaries and Benefits

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