



## AGENDA

### Finance and Insurance Committee

June 18, 2012

12:30 p.m.

Jury Assembly Room

Lower Level, Courthouse Annex

1. Call meeting to order
2. Approve agenda
3. Public Comment – Speakers will be limited to 5 minutes
4. Approve minutes May 7<sup>th</sup> and 21<sup>st</sup>, 2012
5. Discuss/consider quote and funding for IS Backup and Recovery System, action if any (attachment)
6. Discuss/consider purchasing and funding Ipads for Finance Committee, action if any
7. Discuss/consider issuing a RFP for fiber optic maintenance, action if any
8. Discuss/consider Time Warner Cable Contract, action if any (attachment)
9. Discuss/consider issuing a RFP for load Balancer for email, action if any
10. Discuss/consider 5 Year County-wide Capital Improvement Plan, action if any (attachment)
11. Discuss/consider County's Investment Policy, action if any (attachment)
12. Discuss/consider recommending County Board approve County Administrator's "Budget Policy for Fiscal Year 2013", action if any (attachment)
13. Discuss/consider Finance Director's Report
  - Monthly Investment Report
14. Discuss/consider Schedule of Appropriation Entries, action if any
15. Discuss/consider Schedule of Invoices, action if any
16. Future agenda items
17. Closed session per Wisconsin Statute 19.85 (1) (i) considering any and all matters related to acts by businesses under s. 560.15 which, if discussed in public, could adversely affect the business, its employees or former employees; to-wit: Anonymous Financial Complaints
18. Open session per Wisconsin Statute 19.85 (2), action if any
19. Set next meeting date –
20. Adjournment

cc: Melissa Christiansen                      Finance Director  
Kathy Just                                      County Board Chair  
Don Pazynski                                  County Administrator  
Connie Seefeldt                              Corporation Counsel  
Vilas Schroeder                              County Clerk

**PLEASE NOTE:** AGENDA ITEMS MAY NOT BE CONSIDERED AND ACTED UPON IN THE ORDER LISTED

If you are an individual who needs a special accommodation while attending the meeting as required by the "Americans With Disabilities Act", please notify County Clerk Kathy Brandt, Marinette County Courthouse (715-732-7406) at least 24 hours prior to the meeting in order to make suitable arrangements. Thank you. (TDD 715-732-7760)

## Larry Schultz

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**From:** Jim Dziak <jdziak@unitrends.com>  
**Sent:** Wednesday, June 13, 2012 11:01 AM  
**To:** Larry Schultz  
**Cc:** Jim Dziak  
**Subject:** State of Wisconsin County Unitrends Users Partial List

Good Morning Larry,

Thank you and we appreciate your consideration. I have listed the State of Wisconsin Counties that have implemented Unitrends Data Protection Appliance Systems.

- Rock
- Jefferson
- Washington
- Dodge
- Ozaukee
- Sheboygan
- Manitowoc
- Kewaunee
- Oconto
- Portage
- Adams
- Juneau
- Sauk
- Monroe
- Eau Claire
- Chippewa
- St Croix
- Taylor
- Price
- Barron
- Walworth (just purchased)

We have been informed that 3 other counties will be approving Unitrends prior to July 1, 2012.

Please let me know if you have any questions.

### Jim Dziak

*Unitrends Regional Sales Manager*  
> 262-966-1835 Office  
> 262-397-4031 Mobile  
> 262-966-3624 Fax  
> [jdziak@unitrends.com](mailto:jdziak@unitrends.com)

[An Introduction of Unitrends](#)

[Unitrends Flash DEMO.](#)

**Prepared For:**

Marinette County  
 Larry Schultz  
 1926 Hall Avenue  
 Marinette, WI 54143  
 (715) 732-7463  
 lschultz@marinettecounty.com

**Send To:**

Marinette County  
 Larry Schultz  
 1926 Hall Avenue  
 Marinette, WI 54143  
 (715) 732-7463  
 lschultz@marinettecounty.com

**Regional Sales Manager**

Jim Dziak  
 262-966-1835  
 Jdziak@unitrends.com



Data Vault System

BackUp Exec Trade-Up Promo

The discounts below are contingent upon receipt of proof of purchase of BackUp Exec.

Rack Mount Backup Appliance(s)		Qty	Price	Extended
RC833	Recovery-833 Backup Appliance (RC833): This is a 3U form factor appliance with fourteen disk drives (two 1TB internal plus twelve 3TB externally accessible) in a staged RAID-1/RAID-6 configuration that supports on-premise, off-premise, or cross-vaulting data protection. It may be used with another of our appliances for single-tenant private cloud implementations or with our Vault2Cloud multi-tenant public cloud implementation. For technical specifications, please see the data sheet.	1	\$44,995.00	\$44,995.00
TRADE-IN	Trade-Up Promo - Offer valid May 15th until June 30th Automatic upgrade from RC823 at no additional cost.	1	(\$15,000.00)	(\$15,000.00)
<b>Rack Mount Backup Appliance(s) Subtotal</b>				<b>\$29,995.00</b>

1 Year Product Support		Qty	Price	Extended
<i>Support discount is limited to 1st year only.</i>				
SS-RC833	Support (Silver) - Annual support service for hardware and software sold by Unitrends. For Recovery-series, covers hardware, parts-level maintenance, firmware upgrades and next day parts shipping for warranty repair. Access to self-help materials. Includes software maintenance and upgrades. Web and telephone based support available from 8AM to 5PM (local time.) Does not include gold, platinum, or business critical support service features; see support data sheet for more information.	1	\$8,099.00	\$8,099.00
TRADE-IN	Trade-Up Promo - Offer valid May 15th until June 30th Automatic upgrade from SS-RC823 at no additional cost.	1	(\$2,700.00)	(\$2,700.00)
<b>1 Year Product Support Subtotal</b>				<b>\$5,399.00</b>

Installation Services		Qty	Price	Extended
SUREVAULT	Per-premise SureVault private vaulting vault-side installation service; includes seeding.	1	\$1,495.00	\$1,495.00
<b>Installation Services Subtotal</b>				<b>\$1,495.00</b>

Quote Summary		Extended Price
	Rack Mount Backup Appliance(s)	\$29,995.00
	1 Year Product Support	\$5,399.00
	Installation Services	\$1,495.00
	Subtotal	\$36,889.00
	Total	\$36,889.00

If taxes and shipping fees are quoted the amounts are estimates. Actual taxes and shipping fees may vary. Unitrends reserves the right to alter product offerings and specifications at any time, without notice. Prices are subject to change at any time prior to Unitrends' acceptance of a purchase order or receiving a signed quote from Customer. Unitrends reserves the right to cancel orders arising from pricing or other errors. All offers are subject to availability. Payment terms are net 30 with an approved credit application. Payment can also be made at the time of quote acceptance via wire or credit card (credit card payments are not accepted for orders over \$20,000). Wires can be sent to ABA Routing No: 053112615 (Square 1 Bank) Account No: 101173 SWIFT code = SQARUS33.

The individual signing this quote represents that he or she is authorized to sign on behalf of Customer and agrees to the above terms.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Prepared For:**

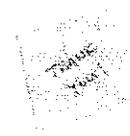
Marinette County  
 Larry Schultz  
 1926 Hall Avenue  
 Marinette, WI 54143  
 (715) 732-7463  
 lschultz@marinettecounty.com

**Reseller:**

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 Larry Schultz  
 1926 Hall Avenue  
 Marinette, WI 54143  
 (715) 732-7463  
 lschultz@marinettecounty.com

**Regional Sales Manager**

Jim Dziak  
 262-966-1835  
 jdziak@unitrends.com



Data Recovery System

State of Wisconsin Discounts: 17.5% off Backup Appliance and 12.0% off all other products

2nd & 3rd Year Product Support (20% Discount)		Qty	List Price	Ext. List	State of WI Price	Ext. State of WI Price
<i>Normal annual of Silver Support for Recovery 833 is \$8,099.00 per unit. Price below with 20% discount applied is only valid with commitment to a 3 year support contract.</i>						
SS-RC833	Support (Silver) - 2nd Year (billed annually on support renewal date)	1	\$6,479.20	\$6,479.20	\$5,701.70	\$5,701.70
SS-RC833	Support (Silver) - 3rd Year (billed annually on support renewal date)	1	\$6,479.20	\$6,479.20	\$5,701.70	\$5,701.70
<b>2nd &amp; 3rd Year Product Support (20% Discount) Subtotal</b>				<b>\$12,958.40</b>		<b>\$11,403.40</b>

Quote Summary		Ext. List	Ext. Price
2nd & 3rd Year Product Support (20% Discount)		\$12,958.40	\$11,403.40
Subtotal		\$12,958.40	\$11,403.40
Total		\$12,958.40	\$11,403.40

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---

Print Name

---

Signature

---

Date

**Prepared For:**  
 Marinette County  
 Larry Schultz  
 1926 Hall Avenue  
 Marinette, WI 54143  
 (715) 732-7463  
 schultz@marinettecounty.com

**Send To:**  
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 Larry Schultz  
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 Jim Dziak  
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Data Recovery System

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TRADE-IN	Trade-Up Promo - Offer valid May 15th until June 30th Automatic upgrade from RC823 at no additional cost.	1	(\$15,000.00)	(\$15,000.00)
<b>Rack Mount Backup Appliance(s) Subtotal</b>				<b>\$29,995.00</b>

1 Year Product Support		Qty	Price	Extended
<i>Support discount is limited to 1st year only.</i>				
SS-RC833	Support (Silver) - Annual support service for hardware and software sold by Unitrends. For Recovery-series, covers hardware, parts-level maintenance, firmware upgrades and next day parts shipping for warranty repair. Access to self-help materials. Includes software maintenance and upgrades. Web and telephone based support available from 8AM to 5PM (local time.) Does not include gold, platinum, or business critical support service features; see support data sheet for more information.	1	\$8,099.00	\$8,099.00
TRADE-IN	Trade-Up Promo - Offer valid May 15th until June 30th Automatic upgrade from SS-RC823 at no additional cost.	1	(\$2,700.00)	(\$2,700.00)
<b>1 Year Product Support Subtotal</b>				<b>\$5,399.00</b>

Disk Archiving		Qty	Price	Extended
RXDA	Empty 1U form factor 4-bay rotational archiving device for rack-mounted units.	1	\$575.00	\$575.00
ADA-4ESATA	4-Port eSATA adapter for the following rack-mounted appliances: RC712, RC713, RC813, RC833	1	\$495.00	\$495.00
RD3000	3TB 7200 RPM disk drive with necessary carrier.	4	\$299.00	\$1,196.00
<b>Disk Archiving Subtotal</b>				<b>\$2,266.00</b>

Installation Services		Qty	Price	Extended
SURECARE	Per-premise SureCare mid-level installation service; up to 10 clients supported.	1	\$995.00	\$995.00
<b>Installation Services Subtotal</b>				<b>\$995.00</b>

Quote Summary	Extended Price
Rack Mount Backup Appliance(s)	\$29,995.00
1 Year Product Support	\$5,399.00
Disk Archiving	\$2,266.00
Installation Services	\$995.00
<b>Subtotal</b>	<b>\$38,655.00</b>
<b>Total</b>	<b>\$38,655.00</b>

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\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date



**Prepared For:**

Marinette County  
 Larry Schultz  
 1926 Hall Avenue  
 Marinette, WI 54143  
 (715) 732-7463  
 lschultz@marinettecounty.com

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**Regional Sales Manager**

Jim Dziak  
 262-966-1835  
 jdziak@unitrends.com

State of Wisconsin Discounts: 17.5% off Backup Appliance and 12.0% off all other products

Advanced Exchange Search/Recovery		Qty	List Price	Ext. List	State of WI Price	Ext. State of WI Price
IRX500	Advanced Exchange search and item-level recovery for up to 500 mailboxes	1	\$2,732.00	\$2,732.00	\$2,404.16	\$2,404.16
<b>Advanced Exchange Search/Recovery Subtotal</b>				<b>\$2,732.00</b>		<b>\$2,404.16</b>

Quote Summary		Ext. List	Ext. Price
Advanced Exchange Search/Recovery		\$2,732.00	\$2,404.16
Subtotal		\$2,732.00	\$2,404.16
Total		\$2,732.00	\$2,404.16

If taxes and shipping fees are quoted the amounts are estimates. Actual taxes and shipping fees may vary. Unitrends reserves the right to alter product offerings and specifications at any time, without notice. Prices are subject to change at any time prior to Unitrends' acceptance of a purchase order. Unitrends reserves the right to cancel orders arising from pricing or other errors. All offers are subject to availability. See Unitrends Support Agreement for support terms and conditions.

\_\_\_\_\_  
 Print Name

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

MARINETTE COUNTY			UNITRENDS PROPOSAL OVERVIEW			
13-Jun-12	Recommended Unitrends Model	Recommended Capacity	Removable Archive Drives	Price with 1 Year Data Assurance	2nd Year Renewal Billed on Anniversary	3rd Year Renewal Billed on Anniversary
	R833 (R823 Price)	20TB-Backup	Encrypted Yes-3TB Capacity	\$38,665.00	\$5,701.00	\$5,701.00
11TB	R833 (R823 Price) (HIPAA Certified)	14TB-Vault	N/A	\$36,899.00	\$5,701.00	\$5,701.00
	IRX 500 Mail Box Message Level			\$2,404.00	Included	Included
				\$77,968.00	\$11,402.00	\$11,402.00



**Business Class Customer Service Order**

Account Executive: James Laurino  
 Phone: (920) 996-4781 ext:  
 Cell Phone:  
 Fax:  
 Email: james.laurino@twcable.com

<b>Business Name</b>	MARINETTE COUNTY INFORMATION	<b>Customer Type:</b>
<b>Federal Tax ID</b>	<b>Tax Exempt Status</b>	<b>Tax Exempt Certificate #</b>
<b>Billing Address</b>		<b>Account Number</b>
1926 HALL AVE MARINETTE WI 54143		620473102
<b>Billing Contact</b>	<b>Billing Contact Phone</b>	<b>Billing Contact Email Address</b>
Larry Schultz	(715) 732-7463	lschultz@marinettecounty.com
<b>Authorized Contact</b>	<b>Authorized Contact Phone</b>	<b>Authorized Contact Email Address</b>
Larry Schultz	(715) 732-7463	lschultz@marinettecounty.com
<b>Technical Contact</b>	<b>Technical Contact Phone</b>	<b>Technical Contact Email Address</b>

**Dedicated Internet, Metro Ethernet, and Private Line Service Order Information For**

Site Name	Address Location	Location Type	Bandwidth	Customer Requested Due Date
	1926 Hall Ave Marinette, WI 54143		5Mbps x 5Mbps	

**Monthly Recurring Charge At 1926 Hall Ave , Marinette WI 54143**

Description	Quantity	Sales Price	Monthly Recurring Total	Contract Term
61 Static IP Addresses	1	\$125.00	\$125.00	60 Months
DEDICATED INTERNET CIRCUIT	1	\$459.00	\$459.00	60 Months
<b>*Total</b>			<b>\$584.00</b>	

\*Prices do not include taxes and fees.

**Special Terms**

The services, products, prices and terms identified on this Service Order constitute Time Warner Cable's offer to provide such services on such terms. Until Customer has accepted this offer by signing as appropriate below, Time Warner Cable reserves the right to rescind this offer at any time, at its sole discretion.

The Agreement shall be renewable for successive terms unless at least thirty (30) days prior to the expiration of the then-current term, either party notifies the other party of such party's intent not to renew this Agreement. Agreement term and corresponding monthly billing will commence on actual service installation date. Agreement locks in rate for the Time Warner Cable Business Class services for term of contract. Cable television and Work-at-home services are subject to annual price change.

**Electronic Signature Disclosure**

By signing and accepting below you are acknowledging that you have read and agree to the terms and conditions outlined in this document.

\_\_\_\_\_  
Authorized Signature for Time Warner Cable

\_\_\_\_\_  
Authorized Signature for Customer

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Date Signed



## Service Agreement

This Time Warner Cable Business Class Service Agreement ("**Service Agreement**") in addition to the Time Warner Cable Business Class Terms and Conditions ("**Terms and Conditions**") and any Time Warner Cable Business Class Service Orders (each, a "**Service Order**"), constitute the **Master Agreement** by and between customer identified below ("**Customer**") and Time Warner Cable ("**TWC**" or "**Operator**") and is effective as of the date last signed below.

Time Warner Cable Information				
Time Warner Cable Inc.				
Street: 3520 E Destination Dr		Contact: James Laurino		
City: Appleton		Telephone: (920) 996-4781 ext:		
State: WI		Facsimile:		
Zip Code: 54915				
Customer Information				
Customer Name (Exact Legal Name): MARINETTE COUNTY INFORMATION			Federal ID No:	
Billing Address: 1926 HALL AVE	Suite:	City: MARINETTE	State: WI	Zip Code: 54143
Billing Contact Name: Larry Schultz	Phone: (715) 732-7463		E-mail: lschultz@marinettecounty.com	
Authorized Contact Name: Larry Schultz	Phone: (715) 732-7463		E-mail: lschultz@marinettecounty.com	

### Agreement

THIS SERVICE AGREEMENT HEREBY INCORPORATES BY REFERENCE THE TERMS AND CONDITIONS (AVAILABLE AT [WWW.TWCBC.COM/LEGAL](http://WWW.TWCBC.COM/LEGAL)), A COPY OF WHICH WILL BE PROVIDED TO CUSTOMER UPON REQUEST. BY EXECUTING THIS SERVICE AGREEMENT BELOW, CUSTOMER ACKNOWLEDGES THAT: (1) CUSTOMER ACCEPTS AND AGREES TO BE BOUND BY THE TERMS AND CONDITIONS, INCLUDING SECTION 21 THEREOF, WHICH PROVIDES THAT THE PARTIES DESIRE TO RESOLVE DISPUTES RELATING TO THE TIME WARNER CABLE BUSINESS CLASS SERVICES AGREEMENT THROUGH ARBITRATION; AND (2) BY AGREEING TO ARBITRATION, CUSTOMER IS GIVING UP VARIOUS RIGHTS, INCLUDING THE RIGHT TO TRIAL BY JURY.

By signing and accepting below you are acknowledging that you have read and agree to the terms and conditions outlined in this document.

#### Electronic Signature Disclosure

Authorized Signature for Time Warner Cable Inc.	Authorized Signature for Customer
By:	By:
Name (printed):	Name (printed):
Title:	Title:
Date:	Date:

# Time Warner Cable Business Class Ethernet and Dedicated Internet Access Service Level Agreement

This document outlines the Service Level Agreement ("SLA") for the Ethernet and Dedicated Internet Access fiber based Services (each, a "Service"). All capitalized terms used but not defined herein shall have the meanings given to them in the Agreement.

## I. SLA Targets:

Service	Availability	MTTR	Latency	Packet Loss	Jitter
DIA / Ethernet (Metro and Regional Services)	End to End: 99.97% (On-Net Circuit)	Restore: Priority 1 Outage within 4 hours	50ms (Round Trip)	<0.1%	N/A

## II. Priority Classification:

TWC will classify Service Disruptions (as defined below) as follows:

Priority	Criteria
Priority 1	a. Total loss of Service ("Priority 1 Outage") b. Service degradation to the point where Customer is unable to use the Service and is prepared to release it for immediate testing.
Priority 2	Degraded Service where Customer is able to use the Service and is not prepared to release it for immediate testing.
Priority 3	a. A service problem that does not impact the Service. b. A single non-circuit specific quality of Service inquiry.

\* Customer must open a trouble ticket with TWC to report a Service Disruption and establish the beginning of such Service Disruption.

### III. Network Availability

A "Service Disruption" is defined as a disruption or degradation that interferes with the ability of a TWC network hub to (i) transmit and receive network traffic on a Customer's dedicated access port; and (ii) exchange network traffic with another TWC network hub. Service Disruptions include Priority 1 Outages. Service Disruptions exclude planned outages, routine maintenance, service problems resulting from acts or omissions of Customer, Customer equipment failures, and a Force Majeure Event.

"Network Availability" is calculated as the total number of minutes the circuit is up (other than a Priority 1 outage) in a calendar month for a specific Customer connection, divided by the total number of minutes in a calendar month.

#### Commitment:

TWC's monthly Network Availability Target is 99.97%.

The following table contains examples of the percentage of Network Availability translated into minutes of up time and downtime for the 99.97% Network Availability target:

Percentage by Days Per Month	Total Minutes / Month	Minutes Up	Minutes Down
99.97% for 31 Days	44,640	44,626	14
99.97% for 30 Days	43,200	43,187	13
99.97% for 29 Days	41,760	41,747	13
99.97% for 28 Days	40,320	40,307	13

### IV. Latency

Latency is the average roundtrip network delay, measured every 5 minutes, to adequately determine a consistent average monthly performance level for latency at the relevant TWC Hub/POP. The Roundtrip Delay is expressed in milliseconds (ms). The observation period is one calendar month. For DIA, TWC measures latency using a standard 64byte ping from Customer premise device to the TWC Internet access router in a round trip fashion. For Ethernet, TWC measures latency using a standard 64byte ping from Customer premise device between site A and site Z.

Latency is calculated as follows:

$$\text{Latency} = \text{Sum} \frac{\text{Roundtrip Delay for relevant Hub-Hub connections}}{\text{Total \# of relevant Hub-Hub connections}}$$

## V. Packet Loss

Packet Loss is defined as the average number of packets that are not successfully received. Packet Loss is the average ratio of total packets that are sent compared to those that are received. Ratios are based on packets that are transmitted from a network origination point and received at a network destination point (network edge to network edge).

Packet Loss is calculated as follows:

$$\text{Packet Loss (\%)} = 100 (\%) - \text{Packet Delivery (\%)}$$

## VI. Mean Time To Restore ("MTTR")

The Mean Time To Restore ("MTTR") measurement for a Service is the cumulative length of time it takes to restore service for Priority 1 Outage for a specific connection in a calendar month divided by the corresponding number of trouble tickets for Priority 1 Outages opened during the calendar month for that connection.

MTTR per calendar month is calculated for as follows:

$$\frac{\text{Cumulative length of response time to Priority 1 Outage(s) per connection}}{\text{Total number of Priority 1 Outage trouble tickets per connection}}$$

## VII. Network Maintenance

### Maintenance Notice:

Customer understands that from time to time TWC will perform routine network maintenance for network improvements and preventive maintenance, and in some cases, TWC will have to perform urgent network maintenance, which will usually also be conducted within the routine maintenance windows. TWC will use reasonable efforts to provide advance notice of the approximate time, duration and reason for the routine maintenance and if commercially practicable, will provide notice of urgent maintenance. In no event shall any routine or urgent network maintenance be calculated against the foregoing outage measurements.

### Maintenance Windows:

Routine maintenance is typically performed during the following maintenance windows:

Monday – Friday 12 a.m. – 6 a.m. Local Time

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©2009 Time Warner Cable. All rights reserved.

 TIME WARNER CABLE  
**Business Class**<sup>®</sup>  
You first. The technology follows.™



OFFICE OF  
**COUNTY ADMINISTRATOR**

---

ELLEN C. SORENSEN  
COUNTY ADMINISTRATOR

GINA K. TEEPLE  
ADMINISTRATIVE SECRETARY

**To:** Finance Committee

**From:** Ellen C. Sorensen, County Administrator

**Date:** June 12, 2012

**Re:** Five Year Capital Improvement Plan

At its January 31, 2012 meeting, the Marinette County Board of Supervisors approved a Five Year Capital Improvement Plan (CIP). The purpose of the plan is to set a realistic schedule of capital improvements that can be implemented within the limits of the county's financial resources. Department heads have worked to put together a proposed project list over five years to give board members an idea of future needs. I have reviewed the recommendations and made few, if any, changes. For the first time through, the department heads did an outstanding job of identifying and justifying their requests.

The process for the CIP is as follows: committees of jurisdiction have reviewed and approved their CIP. It is now being forwarded to the Finance Committee for final review and approval. Once Finance has approved the document in its entirety, it will be forwarded to the full County Board for approval. The timeline is such that the full CIP should go to the board for approval at its June meeting.

2013 Capital Project 5-Year Outlook Summary  
As of May 2, 2012

DRAFT

Key for Funding Source:

D = Debt Service G = Grants and Aids O = Operating Revenues M = Municipal Funds P = Property Tax S = Sales Tax

2013 EXECUTIVE BONDING PROPOSAL AND CAPITAL IMPROVEMENTS PROGRAM (CIP)

DIVISION/ DEPARTMENT	FUNDING SOURCE	DEPT PRIORITY	PROJECT DESCRIPTION	2013	2014	2015	2016	2017	TOTAL
DISPATCH	D/P/S		Replace existing four position dispatch console	-	-	360,000	-	-	360,000
	D/P/S		Complete "hardware refresh/replacement" for Cassidian 911 telephone system and replacement of all monitors and computers at all four Dispatch work stations	-	185,000	-	-	-	185,000
			<b>Dispatch Total</b>	<b>-</b>	<b>185,000</b>	<b>360,000</b>	<b>-</b>	<b>-</b>	<b>545,000</b>
EMERGENCY MANAGEMENT	O	1	Countywide security and surveillance camera system	128,204	-	-	-	-	128,204
			<b>Emergency Management Total</b>	<b>128,204</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>128,204</b>
FACILITIES AND MAINTENANCE			UWM: Building B (Classroom) Re-Roofing	125,000	-	-	-	-	125,000
			HHS: Replace multi-zone air handler	100,000	-	-	-	-	100,000
			Niagara Senior Center: Replace roof, upgrade insulation and deal with ice and snow issues coming off the roof.	-	100,000	-	-	-	100,000
			UWM: Library Building Roof	-	100,000	-	-	-	100,000
			UWM: replace 8 heat exchangers on Library roof	-	-	700,000	-	-	700,000
			UWM: Field house parking lot and lighting	-	-	-	200,000	-	200,000
			UWM: Refurbish Admin Building elevator	-	-	-	-	150,000	150,000
			<b>Facilities and Maintenance Total</b>	<b>225,000</b>	<b>200,000</b>	<b>700,000</b>	<b>200,000</b>	<b>150,000</b>	<b>1,475,000</b>
FORESTRY	O		Replace 1 4WD Crew Cab Pickup Truck	30,000	-	-	-	-	30,000
	O*		Replace 1990 35-ton Lowboy Equipment Trailer	-	57,000	-	-	-	57,000
	O*		Replace 1992 John Deere 444E Loader	-	-	138,000	-	-	138,000
	O		Replace 4-2011 Chevy Colorado Crew Cab 5-WD Pickups	-	-	-	112,000	-	112,000
	O*		Replace 2002 John Deere 450H Dozer	-	-	-	-	103,000	103,000
			<b>Forestry Total</b>	<b>30,000</b>	<b>57,000</b>	<b>138,000</b>	<b>112,000</b>	<b>103,000</b>	<b>440,000</b>

\* Heavy Equipment Fund (56120)

2013 Capital Project 5-Year Outlook Summary

As of May 2, 2012

DRAFT

Key for Funding Source:

D = Debt Service G = Grants and Aids O = Operating Revenues M = Municipal Funds P = Property Tax S = Sales Tax

2013 EXECUTIVE BONDING PROPOSAL AND CAPITAL IMPROVEMENTS PROGRAM (CIP)

DIVISION/ DEPARTMENT	FUNDING SOURCE	DEPT PRIORITY	PROJECT DESCRIPTION	2013	2014	2015	2016	2017	TOTAL
<b>HIGHWAY</b>									
			CTH B (CTH W to CTH D) - Recondition	-	1,200,000	-	-	-	1,200,000
			CTH D (STH 64 to CTH B) - Recondition	-	1,260,000	-	-	-	1,260,000
			CTH V (CTH C to Amberg) - Recondition	1,300,000	-	-	-	-	1,300,000
			CTH DD (Hwy 64 to CTH D) - Recondition	-	80,000	-	-	-	80,000
			CTH X (CTH A to Quarry Road) - Recondition	500,000	-	-	-	-	500,000
			CTH X (1.6 Mi West of USH 141 to USH 141) - Recondition	420,000	-	-	-	-	420,000
			CTH C (CTH F to Forest Co. Line) - Reconstruction	-	3,000,000	-	-	-	3,000,000
			CTHC (Flom Road to Wausaukee STP Proj.)-Recondition	-	500,000	-	-	-	500,000
			CTH C (Deer Lake Road to CTH A) - Recondition	-	600,000	-	-	-	600,000
			CTH Q (STH 64 west to USH 141) - Recondition	-	840,000	-	-	-	840,000
			CTH B (Belgium Road to CTH W) - Recondition	-	-	1,200,000	-	-	1,200,000
			CTH G (Loomis Road to CTH E) - Recondition	-	-	1,200,000	-	-	1,200,000
			CTH E (STH 64 to CTH G) - Recondition	-	-	1,140,000	-	-	1,140,000
			CTH Q (Pound to East 22nd Road) - Recondition	-	-	540,000	-	-	540,000
			CTH X (Wasco Road to Old Rail Road) - Recondition	-	-	1,220,000	-	-	1,220,000
			CTH B (Oconto Co. Line to USH 141) - Recondition	-	-	-	640,000	-	640,000
			CTH H (USH 8 to Forest Co. Line) - Recondition	-	-	-	1,200,000	-	1,200,000
			CTH B (Krause Road to CTH T) - Recondition	-	-	-	400,000	-	400,000
			CTH F (Oconto Co. Line to CTH C) - Recondition	-	-	-	625,000	-	625,000
			CTH N (City of Niagara to Florence Co. Line) - Recondition	-	-	-	500,000	-	500,000
			CTH BB (Peshigo to Johnson Road) - Recondition	-	-	-	500,000	-	500,000
			CTH P (CTH S to CTH W) - Recondition	-	-	-	800,000	800,000	800,000
			CTH R (Spike Horn Road to USH 141) - Recondition	-	-	-	-	1,500,000	1,500,000
			CTH S (STH 64 to CTH P) - Recondition	-	-	-	-	900,000	900,000
			CTH W (Osmanski Road to Parkway Rd.) - Recondition	-	-	-	-	1,020,000	1,020,000
			<b>Highway Total</b>	<b>2,220,000</b>	<b>7,480,000</b>	<b>5,300,000</b>	<b>3,865,000</b>	<b>4,220,000</b>	<b>23,085,000</b>
<b>INFORMATION SERVICES</b>									
		Highest	Update System and Network Architecture	120,000	120,000	120,000	-	-	360,000
			<b>Information Services Total</b>	<b>120,000</b>	<b>120,000</b>	<b>120,000</b>	<b>0</b>	<b>0</b>	<b>360,000</b>

2013 Capital Project 5-Year Outlook Summary  
As of May 2, 2012

DRAFT

Key for Funding Source:

D = Debt Service G = Grants and Aids O = Operating Revenues M = Municipal Funds P = Property Tax S = Sales Tax

2013 EXECUTIVE BONDING PROPOSAL AND CAPITAL IMPROVEMENTS PROGRAM (CIP)

DIVISION/ DEPARTMENT	FUNDING SOURCE	DEPT PRIORITY	PROJECT DESCRIPTION	2013	2014	2015	2016	2017	TOTAL
LAW ENFORCEMENT	D		Storage Shed & Concrete for LEC Equipment	-	277,000	-	-	-	277,000
	D		Technology Upgrade for Field Reporting (Laptops, Ipads) <i>Radios for Quarter Banding (if Feds require it)</i>	-	135,000	-	-	-	135,000
			Mobiles 30 @ 6K	-	-	-	-	180,000	180,000
			Portables 33 @ 4K	-	-	-	-	132,000	132,000
	S		Patrol Cars (4)	110,000	140,000	140,000	140,000	140,000	670,000
	S		Investigator Vehicle	56,000	56,000	56,000	28,000	28,000	224,000
	S		Changeovers, Decals, Lightbars, Dividers, Grill Guards etc	25,000	30,000	30,000	25,000	25,000	135,000
	S		Other Equipment	60,000	60,000	50,000	60,000	50,000	280,000
			<b>Law Enforcement Total</b>	<b>251,000</b>	<b>698,000</b>	<b>276,000</b>	<b>253,000</b>	<b>555,000</b>	<b>2,033,000</b>
	MAR-OCO LANDFILL	O	Moderate	Landfill Compactor	450,000	-	-	-	-
O		High	Phase III Increments A & B Liner Construction	-	-	-	1,250,000	-	1,250,000
O		High	Phase II Increment B Closure	-	-	-	-	600,000	600,000
O, G		Low	Gas to Energy Project	-	1,400,000	-	-	-	1,400,000
		<b>Mar-Oco Landfill Total</b>	<b>450,000</b>	<b>1,400,000</b>	<b>0</b>	<b>1,250,000</b>	<b>600,000</b>	<b>3,250,000</b>	
PARKS	O		Replacement of 2 Pick-up Trucks	45,000	-	26,000	22,000	27,000	120,000
	O	1	Replacement of the Goodman Park Generator	15,000	-	-	-	-	15,000
	O		Replacement of Toro Lawnmower	-	24,000	30,000	-	-	54,000
	O/G		Bridge for new camping loop at Twin Bridges Park	-	60,000	-	-	-	60,000
	O/G		Development of new camping loop at Twin Bridges Park	-	-	35,000	-	-	35,000
	O/G		Construct a 2nd flush toilet building at Twin Bridges Park	-	-	-	70,000	-	70,000
O		Replacement of JCB Tractor	-	-	-	-	75,000	75,000	
		<b>Parks Total</b>	<b>60,000</b>	<b>84,000</b>	<b>91,000</b>	<b>92,000</b>	<b>102,000</b>	<b>429,000</b>	
		<b>TOTAL CAPITAL IMPROVEMENT REQUESTS</b>	<b>3,484,204</b>	<b>10,224,000</b>	<b>6,985,000</b>	<b>5,772,000</b>	<b>5,730,000</b>	<b>32,195,204</b>	

**Preliminary Funding Analysis**

	2013	2014	2015	2016	2017	Total
Levy	2,445,000	2,000,000	2,000,000	2,000,000	2,000,000	10,445,000
Sales Tax	409,204	486,000	476,000	453,000	450,000	2,274,204
Debt	-	6,077,000	4,160,000	1,865,000	2,475,000	14,577,000
Heavy Equipment Fund	-	57,000	-	112,000	-	169,000
Forestry & Parks Fund	60,000	84,000	229,000	92,000	103,000	568,000
Proprietary Fund Balance	570,000	1,520,000	120,000	1,250,000	702,000	4,162,000
<b>TOTAL</b>	<b>3,484,204</b>	<b>10,224,000</b>	<b>6,985,000</b>	<b>5,772,000</b>	<b>5,730,000</b>	<b>32,195,204</b>

# MARINETTE COUNTY INVESTMENT POLICY

## I. Governing Authority

### *Legality*

The investment program shall be operated in conformance with federal, state, and other legal requirements, including Wisconsin Statute §66.0603.

## II. Scope

This policy applies to the investment of all funds, excluding the investment of employees' retirement funds. Proceeds from certain bond issues, as well as separate foundation or endowment assets, may be covered by a separate policy as necessary.

### *1. Pooling of Funds*

Except for cash in certain restricted and special funds, Marinette County will consolidate cash and reserve balances from all funds to maximize investment earnings and to increase efficiencies with regard to investment pricing, safekeeping and administration. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

## III. General Objectives

The primary objectives, in priority order, of investment activities shall be safety, liquidity, and yield:

### *1. Safety*

Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.

#### a. Credit Risk

Marinette County will minimize credit risk, which is the risk of loss due to the failure of the security issuer or backer, by:

- Limiting investments to the types of securities listed in Section VII of this Investment Policy
- Pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisers with which Marinette County will do business in accordance with Section V.
- Diversifying the investment portfolio so that the impact of potential losses from any one type of security or from any one individual issuer will be minimized.

b. *Interest Rate Risk*

Marinette County will minimize interest rate risk, which is the risk that the market value of securities in the portfolio will fall due to changes in market interest rates, by:

- Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity
- Investing operating funds primarily in shorter-term securities, money market mutual funds, or similar investment pools and limiting the average maturity of the portfolio in accordance with this policy (see section VIII).

2. *Liquidity*

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the short-term portion of the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity). Alternatively, a portion of the portfolio may be placed in money market mutual funds or local government investment pools, which offer same-day liquidity for short-term funds.

3. *Yield*

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core of investments are limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall generally be held until maturity with the following exceptions:

- A security with declining credit may be sold early to minimize loss of principal.
- A security swap would improve the quality, yield, or target duration in the portfolio.
- Liquidity needs of the portfolio require that the security be sold.

4. *Local Considerations*

Where possible, funds may be invested for the betterment of the local economy or that of local entities within the State. Marinette County may accept a proposal from an eligible institution, which provides for a reduced rate of interest provided that such institution documents the use of deposited funds for community development projects.

#### **IV. Standards of Care**

##### *1. Prudence*

The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this policy.

The "prudent person" standard states that, "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."

##### *2. Ethics and Conflicts of Interest*

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with which business is conducted on behalf of Marinette County.

##### *3. Delegation of Authority*

Authority to manage the investment program is granted to the Finance Director and County Treasurer, hereinafter referred to as investment officers and derived from the following: Wisconsin State Statute 59.62. Responsibility for the operation of the investment program is hereby delegated to the investment officers, who shall act in accordance with established written procedures and internal controls for the operation of the investment program consistent with this investment policy. Procedures should include references to: safekeeping, delivery vs. payment, investment accounting, repurchase agreements, wire transfer agreements, and collateral/depository agreements. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the investment officers. The investment officers shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

#### **V. Authorized Financial Institutions, Depositories, and Broker/Dealers**

##### *1. Authorized Financial Institutions, Depositories, and Broker/Dealers*

A list will be maintained of financial institutions and depositories authorized to provide investment services. In addition, a list will be maintained of approved security broker/dealers selected by creditworthiness (e.g., a minimum capital requirement of \$10,000,000 and at least five years of operation). These may include "primary" dealers or regional dealers that qualify under Securities and Exchange Commission (SEC) Rule 15C3-1 (uniform net capital rule).

All financial institutions and broker/dealers who desire to become qualified for investment transactions must supply the following as appropriate:

- Audited financial statements demonstrating compliance with state and federal capital adequacy guidelines
- Proof of National Association of Securities Dealers (NASD) certification (not applicable to Certificate of Deposit counterparties)
- Proof of state registration
- Completed broker/dealer questionnaire (not applicable to Certificate of Deposit counterparties)
- Certification of having read and understood and agreeing to comply with Marinette County's investment policy.
- Evidence of adequate insurance coverage.

An annual review of the financial condition and registration of all qualified financial institutions and broker/dealers will be conducted by the investment officers ~~in June~~.

## *2. Minority and Community Financial Institutions*

From time to time, the investment officers may choose to invest in instruments offered by minority and community financial institutions. In such situations, a waiver to certain parts of the criteria under Paragraph 1 may be granted. All terms and relationships will be fully disclosed prior to purchase and will be reported to the appropriate entity on a consistent basis and should be consistent with state or local law. The finance committee must approve these types of investment purchases.

## **VI. Safekeeping and Custody**

### *1. Delivery vs. Payment*

All trades of marketable securities will be executed by delivery vs. payment (DVP) to ensure that securities are deposited in an eligible financial institution prior to the release of funds.

### *2. Safekeeping*

Securities will be held by a [centralized] independent third-party custodian selected by the entity as evidenced by safekeeping receipts in Marinette County's name. The safekeeping institution shall annually provide a copy of their most recent report on internal controls (Statement of Auditing Standards No. 70, or SAS 70).

### 3. *Internal Controls*

The investment officers shall establish a system of internal controls, which shall be documented in writing. The internal controls shall be reviewed by the finance committee and with the independent auditor. The controls shall be designed to prevent the loss of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of Marinette County.

## VII. **Suitable and Authorized Investments**

### 1. *Investment Types*

Consistent with the GFOA Policy Statement on State and Local Laws Concerning Investment Practices, the following investments will be permitted by this policy and are those defined by state and local law where applicable:

- U.S. Treasury obligations which carry the full faith and credit guarantee of the United States government and are considered to be the most secure instruments available;
- U.S. government agency and instrumentality obligations that have a liquid market with a readily determinable market value (e.g., debt issued by the Federal National Mortgage Association, Federal Home Loan Mortgage Corp, Federal Home Loan Bank, Federal Farm Credit Bank);
- Certificates of deposit and other evidences of deposit at financial institutions;
- Commercial paper, rated in the highest tier (e.g., A-1, P-1, F-1, or D-1 or higher) by a nationally recognized rating agency;
- Corporate bonds, rated in the highest or 2nd highest rating category assigned by a nationally recognized rating agency
- Investment-grade obligations of state, provincial and local governments and public authorities;
- Repurchase agreements whose underlying purchased securities consist of the aforementioned instruments;
- Money market mutual funds regulated by the Securities and Exchange Commission and whose portfolios consist only of dollar-denominated securities; and
- Local government investment pools either state-administered or developed through joint powers statutes and other intergovernmental agreement legislation.

Investment in derivatives of the above instruments shall require authorization by the Marinette County Finance Committee.

### 2. *Collateralization*

Where allowed by state law and in accordance with the GFOA Recommended Practices on the Collateralization of Public Deposits, full collateralization may be required on all demand deposit accounts, including checking accounts and non-negotiable certificates of deposit.

### 3. *Repurchase Agreements*

Repurchase agreements, if used, shall be consistent with GFOA Recommended Practices on Repurchase Agreements.

## VIII. **Investment Parameters**

### 1. *Diversification*

The following diversification limitations shall be imposed on the portfolio:

- Maturity: No more than 75 percent of the portfolio may be invested beyond 12 months.
- ~~Default risk: To avoid over-concentration in securities from a specific issuer or business sector. In general, no limits are necessary for U.S. Treasury securities: No more than 250 percent of the overall portfolio may be invested in a single government agency issuer; in the securities of a single issuer, except for securities of the U.S. Treasury. No more than 240 percent of the portfolio may be invested in a single money market; no more than 10% in corporate bonds; no more than 10% in commercial paper; no more than 3% in a single issuer of corporate bonds; and no more than 3% in single issuer of commercial paper. In no case should the combined corporate bond/commercial paper holdings in a particular business sector exceed 10% each of the following categories of securities:~~
  - a. Commercial paper,
  - ~~b.a. Negotiable certificates of deposit,~~
  - ~~e.a. Any other obligation that does not bear the full faith and credit of the United States government or which is not fully collateralized or insured and~~
  - ~~d.b. No more than 50 percent of the total portfolio may be invested in the foregoing instruments at any time.~~
- Liquidity risk: At least 10 percent of the portfolio shall be invested in overnight instruments or in marketable securities which can be sold to raise cash in one day's notice.

### 2. *Maximum Maturities*

To the extent possible, Marinette County shall attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, Marinette County will not directly invest in securities maturing more than six (6) years from the date of purchase or in accordance with state and local statutes and ordinances. Marinette County shall adopt weighted average maturity limitations (which range from 90 days to 6 years), consistent with the investment objectives.

Reserve funds and other funds with longer-term investment horizons may be invested in securities exceeding six (6) years if the maturities of such investments are made to coincide as nearly as practicable with expected use of funds. The intent to invest in securities with longer maturities shall be disclosed in writing to the legislative body.

Because of inherent difficulties in accurately forecasting cash flow requirements, a portion of the portfolio should be continuously invested in readily available funds such as local government investment pools, money market funds, or overnight

repurchase agreements to ensure that appropriate liquidity is maintained to meet ongoing obligations.

### *3. Competitive Bids*

The investment officer shall obtain competitive bids from at least two brokers or financial institutions on all purchases greater than \$1,000,000 face value of investment instruments purchased on the secondary market.

The investment officer may purchase instruments from any authorized broker equal to or less than \$1,000,000 face value without competitive bid with approval of one of the following: County Administrator, County Treasurer, or County Finance Committee Chair.

## **IX. Reporting**

### *1. Methods*

The finance director shall provide a monthly report listing all individual securities held at the end of each month.

The finance director shall prepare a detailed investment report semi annually. The investment report will be prepared in a manner, which will allow Marinette County to ascertain whether investment activities during the reporting period have conformed to the investment policy. The report will be provided to the finance committee. The report will include the following:

- Listing of individual securities held at the end of the reporting period.
- Realized and unrealized gains or losses resulting from appreciation or depreciation by listing the cost and market value of securities over one-year duration that is not intended to be held until maturity.
- Average weighted yield to maturity of portfolio on investments as compared to applicable benchmarks.
- Listing of investment by maturity date.
- Percentage of the total portfolio, which each type of investment represents.

### *2. Performance Standards*

The investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should obtain a market average rate of return during a market/economic environment of stable interest rates. A series of appropriate benchmarks shall be established against which portfolio performance shall be compared on a regular basis. The benchmarks shall be reflective of the actual securities being purchased and risks undertaken and the benchmarks shall have a similar weighted average maturity as the portfolio.

### *3. Marking to Market*

The market value of the portfolio shall be calculated monthly as part of the monthly report. This will ensure that review of the investment portfolio, in terms of value and

price volatility, has been performed consistent with the GFOA Recommended Practice on "Mark-to-Market Practices for State and Local Government Investment Portfolios and Investment Pools."

## **X. Policy Considerations**

### *1. Exemption*

Any investment currently held that does not meet the guidelines of this policy shall be exempted from the requirements of this policy. At maturity or liquidation, such monies shall be reinvested only as provided by this policy.

### *2. Amendments*

This policy shall be reviewed annually at the June meeting of the Finance Committee. All changes recommended by the investment officers must be approved by the finance committee and County Board.

## **XI. Approval of Investment Policy**

The investment policy shall be formally approved and adopted by the governing body of Marinette County and reviewed as deemed appropriate.

## **XII. Supporting Documentation**

Documents, as applicable, including but not limited to the following, will be available as supplements to the investment policy:

- Relevant investment statutes and ordinances,
- Investment Procedures and Internal Controls
- Glossary
- Broker/Dealer Questionnaire
- Credit studies for securities purchased and financial institutions used,
- Safekeeping agreements,
- Wire transfer agreements,
- Sample investment reports,
- Methodology for calculating rate of return,
- GFOA Recommended Policies.

Finance Committee Adopted: November 10, 2008

County Board Adopted: November 12, 2008

Finance Committee Reviewed: June 22, 2009 Finance Committee Reviewed and Adopted: June 21, 2010

County Board Approved: June 29, 2010

Finance Committee Reviewed June 18, 2012

## **BUDGET POLICY FOR FISCAL YEAR 2013**

It is the legal responsibility of the County Administrator to communicate to the County Board of Supervisors the condition of the county, recommend policy and fiscal matters to them for their consideration, and submit to them the annual budget for consideration and adoption.

The County Administrator has determined that the annual budget be considered an operational guide, the county's financial plan, a support mechanism for policy and an avenue of communication.

In order to plan, compile, and complete a budget document for the County Board, it is necessary for the Administrator and administrative support staff of the county to have certain guidelines and policies to follow.

The following 2013 Budget Policy shall be the guideline and policy of the Marinette County Board of Supervisors. The Marinette County Administrator and Finance Director shall apply this policy to all Marinette County Departments/Agencies for the preparation and review of the county's 2013 budget.

### **(1) COUNTY SERVICES**

- (a) New county services shall be considered only if:
  - (1) State or Federal laws specifically mandate such action with corresponding financial commitment; or
  - (2) The Finance Committee recommends and the County Board approves the proposed new services and/or implementation of certain changes based upon the analysis of existing programs.
- (b) The county should continue to reorganize departments as well as enter cooperative agreements with other municipalities to maintain a tax levy while still attempting to maintain adequate county services.

### **(2) REVENUES**

- (a) Revenues. Governor Walker's proposed 2011-2013 biennial budget contains a levy limit provision for 2013. The limit restricts a county's levy increase to the greater of 0% or the county's net new construction growth in equalized value. The 0% minimum guarantee would prevent the levy limitation from forcing local governments to reduce their tax levies if the value of demolitions exceeds the value of new construction. The limited levy for 2013 is \$14,738,407. If new growth is available, we will consider utilizing it.
- (b) State Aid. Governor Walker's proposed budget includes a loss of state aid to counties and other municipalities. The proposed reductions would affect county municipal aid, general transportation aid, youth aid programs as well as aids in other county service programs. Many of the other reductions are accompanied by proposals to eliminate related state mandates. Analysts suggest that aid cuts could be offset by projected compensation savings realized through employee contributions for Wisconsin retirement and additional contributions for health insurance as authorized by 2011 Wisconsin Act 10. Conversely, some calculations done by The League of Wisconsin Municipalities shows that estimated expenditure reductions would not completely offset estimated state aid reductions in all municipalities.

- (c) Sales Tax. The County's sales tax collections are committed by ordinance for payment of principal and interest on debt service resulting in no debt service tax levy. In prior year budgets, the County Board approved using surplus sales tax collections to fund capital outlay expenditures. The usage of surplus sales tax collections will be needed to fund a portion of tourism and capital outlay expenditures in the 2013 budget to continue providing current services at the levels currently available to taxpayers.
- (d) User Fees and Charges. Every effort shall be made to identify and/or establish appropriate user fees or charges, as authorized by State law, for appropriate public services as recommended in the 2013 Schedule of Marinette County User Fees. This User Fee Schedule will be presented to the County Board for approval in September 2012.
- (e) Intergovernmental Revenues (Grant-In-Aids).
  - (1) There shall be no new grant applications accepted in 2013 that require new county tax levy for funding unless the Finance Committee recommends and the County Board approves the grant application.
  - (2) All existing grants shall be identified in the budget process indicating the various governmental participants, i.e., state, federal, and county, comparing 2012 with 2013 funding levels.

(3) **FUND BALANCES**

The Finance Committee and County Board approved an amended Fund Balance Policy in December of 2011. The policy is in accordance with Governmental Accounting Standards Board (GASB) statement #54 (Fund Balance Reporting and Governmental Fund Type Definitions). Required balances for specific funds will be defined in the new policy and approved by the Finance Committee and County Board.

(4) **CONTINGENCY**

Each year there shall be appropriated in the General Fund a contingency line item in an amount no less than \$250,000, which will be administered pursuant to the State Statutes and County Policy.

(5) **CAPITAL IMPROVEMENT/REPLACEMENT FUND**

Recognizing the need for the county to plan for future capital improvement projects and the replacement, restoration and maintenance of the county's infrastructure, the budget shall reflect the appropriate level funding as indicated in the county's Five Year Capital Improvement Plan (CIP) for calendar years 2013 - 2017. The approval of the capital projects for calendar year 2013 shall precede the annual operating budget.

(6) **INDIRECT COST PLAN**

The County Board realizes that certain departments, i.e., Finance, Human Resources, Administration, Corporation Counsel and others, are providing essential administrative services to all county departments and are an important part of county government. The Board also recognizes that these administrative services have no available revenue sources, but also recognizes that State and Federal government allows for the partial reimbursement of

expenditures associated with the operation of these administrative departments. Therefore, it shall be the policy of the County Board to continue to prepare and submit a county indirect cost plan for the purpose of recovering these funds. This shall remain in effect as long as revenues received exceed the cost of the production of the plan, or until changed by county policy.

(7) **PERSONNEL POLICY**

(a) Staffing Levels

- (1) All departmental staffing shall be identified in the proposed 2013 budget.
- (2) Additional personnel requests and/or personnel changes must comply with the process stated in the Personnel Policies and Procedures Manual.
- (3) Should any existing Federal or State grant funds be eliminated or grants are reduced below the 2012 level of funding, affected positions will be subject to review for future continuation by the Committee of Jurisdiction, Personnel Committee, Finance Committee and County Board.

(b) Employee Compensation

Salary and fringe compensation will be included in the 2013 budget as follows:

- (1) Increases as approved in WPPA bargaining unit contract for 2013.
- (2) A bargaining unit without a ratified contract will be budgeted at December 2012 levels.
- (3) Non-represented employees will be budgeted with a 2% cost of living increase. Compression issues will also be addressed in the budget.
- (4) Elected officials will be budgeted as approved on resolution #374 2/28/2012 and resolution #325 2/23/2010.
- (5) Re-evaluation requests shall not be considered unless there has been a substantial change in duties and responsibilities, which may be required for the proper function of the department. The process for such requests shall be in accordance with the applicable bargaining unit contract.
- (6) The County Board's Executive Committee will meet to decide if a moratorium will be continued for all salary and hourly employees not under contract re-evaluation requests rolling forward from 2012.

(8) **EXPENDITURES**

- (a) It shall be the policy of Marinette County that all departments of Marinette County shall operate within the approved 2013 budget. The Marinette County Finance Committee and the Marinette County Board of Supervisors shall authorize any transfers from the general fund for departmental budget shortfalls as individually determined on a case-by-case basis.

- (b) General expenditures and outlay - Increases will be considered if the department can meet its overall departmental tax levy goal as defined by the County Administrator. If it becomes necessary to request additional funds above the departments/agencies 2012 operational budget, documentation and justification for such increases shall be presented to the County Administrator for consideration during the budget process.

(9) **COMPLIANCE WITH BUDGET PROCEDURES**

- (a) All county departments/agencies 2013 budget requests shall be prepared and submitted in accordance with the 2013 budget schedule.
- (b) Failure to provide the information on the required format or follow an identified deadline will result in the department's 2013 budget remaining as the actual 2012 budget unless adjusted by the County Administrator and Finance Director.

(10) **2013 BUDGET ADOPTION**

Pursuant to State law the County Administrator shall submit the 2013 budget and message to the County Board for their consideration and adoption in accordance with the budget schedule.

(11) **COUNTY OPERATING TAX LEVY FOR THE YEAR 2013**

The county's operating tax levy for 2012 was set at \$14,738,407 which was an increase of \$137,250 over 2011. Marinette County's net new construction growth for the 2012 budget was .94 percent. Since Governor Walker's budget proposal allows the greater of a 0% levy increase or the net new construction growth in equalized value, if Marinette County's 2012 growth remains the same as 2011, Marinette County will be allowed an increase of \$138,541 for a total operating levy of approximately \$14,876,948. Surplus sales tax collections will be required to fund tourism promotion and some level of capital outlay in the 2013 budget. Remaining funds in the surplus self insurance fund will be utilized to offset increases to the county's share of health insurance.

Marinette County is in a strong financial position, which will enable us to weather the current economic downturn and fiscal restraints placed upon the county by the State of Wisconsin. This is the result of a strong fiscal policy coupled with a visionary approach by county management to operate Marinette County government in an efficient and effective manner.

## 2013 BUDGET SCHEDULE DOCUMENT

March 28, 2012	Distribution to department heads of the Five Year Capital Improvement (CIP) documents for completion.
April 30, 2012	CIP documents completed and referred to Administrator for approval.
May, 2012	Department heads place their CIP requests on their committee of jurisdiction agendas. Upon committee approval, they are forwarded to Finance Committee for final approval prior to County Board approval.
June, 2012	Budget Policy to Finance Committee for review and recommendation to County Board.
June 26, 2012	County Board approval of the Finance Committee recommendations on the Budget Policy. The committee directs the County Administrator to formulate budget guidelines for use by departments and agencies in preparation of the county's fiscal year budget for 2013.
July 16-20, 2012	Initial meeting dates for the Highway, Sheriff, and Health and Human Service Departments to discuss needs with County Administrator.
August 1, 2012	Department/Agency computer printouts distributed along with revenue/expenditure justification sheets.
August 17, 2012	Last day for department heads and/or staff to key in departmental budget requests into the computer system. All funding requests shall be in accordance with the budget policy/guidelines established by the County Board and County Administrator.
August 21-Sept 5, 2012	Department heads, along with other pertinent department staff shall meet with the County Administrator and Finance Director to present and review their 2013 budget request.
Sept 6-Sept 28, 2012	County Administration to make any final adjustments to the over-all 2013 county budget.
September 18, 2012	County Board consideration of proposed <b>2013 User Fee Schedules</b> .
October 3, 2012	Finance Committee to conduct budget hearings on the 2013 county budget. Executive Committee is present to provide input.
October 10 or 17, 2012*	Official publication of the proposed 2013 county budget as required by Wis. Stat (65.90) (4).
October 30, 2012	County Administrator's submittal and budget message to the County Board.
November 13, 2012	Budget public hearing and adoption of the 2013 county budget by the County Board of Supervisors.

\*Not less than 15 days before public hearing.

**NOTE:** New budget personnel requests and/or union re-evaluation requests must be a part of the budget process. All departments must comply with the timetables in accordance with the Personnel Policies and Procedures Manual and/or any applicable bargaining unit contracts.