

TO AMEND SECTION 2.04.485 OF THE CODE: COMMITTEE ON FINANCE AND BUDGET; 2.06.060 OF THE CODE; BUDGET PREPARATION AND EXECUTION; AND CHAPTER 4.02 OF THE CODE: BUDGETARY PROCEDURE

SECTION 1.

2.04.485 Committee on finance and budget.

- A. The committee shall be responsible to the county board for the departmental policy and oversight of the following:
1. County Treasurer;
 2. Finance Director;
 3. County Clerk.
- B. The committee shall have the following powers and duties:
1. Within the budgeting process guidelines, the committee will participate in the development of the annual budget, as provided in Chapter 4.02, and, upon referral of the annual budget from the County Board to the committee, provide its recommendations to the County Board.
 2. Receive and evaluate the county quarterly fiscal report. When any department indicates a significant projected budget overage (5% or more of levy), receive and evaluate that department's mitigation plan. Make recommendations regarding the mitigation plan to the department's oversight committee and the County Administrator, with notice to the County Board. Receive monthly reports of progress on the mitigation plan until the projected overage has been resolved.
 3. Review and recommend county fiscal policies and fiscal strategies to the County Board.
 4. Hold public listening sessions as part of the budget process.
 5. Evaluate and consider the county's fund balance, consistent with county fiscal policy.
 6. Examine and settle all claims, demands, or causes of action against the county referred thereto by the county clerk as provided in Chapter 4.90.
 7. Exercise control over all non-tax deeded land acquired by the county through any of its departments, agencies, officials and employees. The committee shall refer all land acquisitions to appropriate governing committees whenever such lands abut or adjoin lands under the control of any such committee. No county official or employee may acquire, purchase or accept any land on behalf of the county without the prior written permission of the finance and budget committee except as otherwise provided by law. The county clerk, acting under the supervision of the committee, is hereby empowered to

manage and sell all non-tax deed lands owned by Eau Claire County, subject to approval of the County Board consistent with provisions of Chapter 4.20.

8. Examine and settle all accounts, invoices, and expenditures of the county as determined on a pre-audit basis by the finance director and administer Chapter 1.22. The committee shall submit a written report to the board of its action on any claim under 4.90.020 C.

SECTION 2.

2.06.060 Budget Preparation and Execution. Pursuant to Wis. Stat. §59.60 and pursuant to Chapter 4.02, the county administrator shall submit the annual budget to the board. The county administrator will consult with the committee on finance and budget regarding procedures, format and priorities in the preparation of the budget as required under Chapter 4.02.

SECTION 3.

Chapter 4.02 BUDGETARY PROCEDURE

4.02.001 Purpose. Consistent with Wis. Stat. §59.60, this chapter shall establish the process whereby on an annual basis the county board shall establish its budget for county operations. Except as otherwise provided, all county departments shall follow the procedure set forth in this chapter. (Ord. 138-113, 1995; Ord. 80-81/93 Sec.1(part), 1980).

4.02.010 Compilation of Budget Requests. Not later than August 15 of the year in which the budget is enacted, consistent with the guidelines, the director of each department shall submit to the county administrator and to the board a) the budget estimate of the department's operating budget, including an estimate of both revenues and expenditures; b) an estimate of the department's capital improvements; and a performance review of the department by program.

4.02.020 Departmental Budget Review. Departmental budgets shall be completed and reviewed and submitted to the finance director by August 20. This deadline may only be extended by written authorization of the county administrator. After such submission, the county administrator shall hold a joint meeting with the department head or a representative of the department, in conjunction and cooperation with the department's governing committee and the committee on finance and budget. The department head shall appear and give information with regard to the appropriations requested, including programs and other justification of expenditures, and other data that the county administrator may request. The administrator may make changes the administrator deems proper.

4.02.030 Submission of the Annual Budget. On or before October 1, the county administrator shall submit the proposed county administrator's budget to the board.

4.02.040 Referral to the Committee on Finance and Budget. The county board shall refer the administrator's budget to the committee on finance and budget for publication as a class 1 notice with a summary of the administrator's proposed budget. The committee shall hold public listening sessions. After such listening sessions, the committee on finance and budget shall submit to the board its recommendation for amendments to the administrator's budget.

4.02.050 User fee schedules.

A. All county user fees for the utilization, rental or leasing of county facilities, for the provision of county services and for the issuance of permits and licenses shall be established in the code of general ordinances and shall properly reflect the costs incurred by the county. The committee on finance and budget shall annually review these user fees and recommend to the county board at its 2nd meeting in October the enactment or amendment of user fee schedules for the ensuing fiscal year.

B. So as to enable the committee to comply with A., each department which lets or rents out county facilities subject to its control, provides the public with direct services or issues licenses or permits shall no later than September 1st annually submit to the county administrator a schedule of proposed user fee amendments or enactments. The county administrator shall review these and submit each department's proposal, along with his or her analysis, to the committee for its review and approval.

C. This section shall not be construed to apply to any such fees established for any department by, or pursuant to, state or federal law or regulation or for labor rates and fringe benefit rates established by county labor agreements. (Ord. 141-92, Sec. 51, 1998; Ord. 80-81 193, Sec. 1 (part), 1980).

4.02.060 Budget books. Budget books shall be provided to supervisors not fewer than 14 days prior to the annual meeting on the proposed budget.

4.02.070 County Board public hearing, review and approval. The county board shall hold a public hearing on the annual budget meeting at which time the citizens may appear to express their opinions. After such public hearing, the county board shall deliberate the annual budget and consider the amendments presented by the committee on finance and budget. Any additional amendments must be presented and voted upon as individual items by the county board.

ENACTED: October 6, 2020

Janet K. Loomis
County Clerk