

AGENDA
Eau Claire County
Committee on Finance & Budget
Monday, March 1, 2021
4:30 p.m.
Webex Conference Call

Public Access:
Dial in Number: 415.655.0001
Access Code: 145 059 3644

Notice Regarding Public Comment: Members of the public wishing to make comments must email Amy Weiss at amy.weiss@co.eau-claire.wi.us at least 30 minutes prior to the start of the meeting. You will be called on during the Public Comment session to make your comments.

Agenda items are linked to supporting documentation.

There are also bookmarks to navigate through the document.

1. Call to Order and Confirmation of Meeting Notice
2. Roll Call
3. Public Comment
4. Proposed Resolution 20-21/118 “Disallowing the Claim of A+ Storage Solutions...” / Discussion – Action
5. Finalize Procurement Card Policy and Procedure Manual / Discussion – Action
6. Updated List of Financial Policies to be Prioritized / Discussion – Action
7. Contracts and Contracted Services / Discussion
8. Review Maximus Indirect Cost Plan / Discussion
9. Review 2020 Sales Tax Report / Discussion
10. Fund Balance Policy Review / Discussion – Action
11. Review of Meeting Minutes: February 15, 2021 / Discussion – Action
12. Next Meeting and Agenda Items / Discussion
13. Adjourn

Prepared by: Amy Weiss

Please note: Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through sign language, interpreters or other auxiliary aids. For additional information or to request the service, contact the County ADA Coordinator at 715-839-6945 (FAX) 715-839-1669 or (TDD) 715-839-4735 or by writing to the ADA Coordinator, Human Resources Department, Eau Claire County Courthouse, 721 Oxford Ave., Eau Claire, Wisconsin 54703.

FACT SHEET

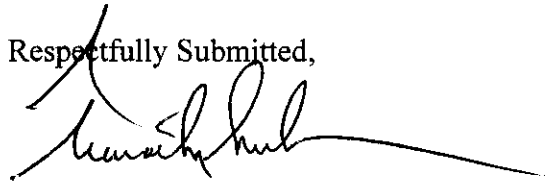
TO FILE NO. 20-21/118

This resolution disallows the claim filed on February 8, 2021 in which Marcia Bowman, owner of A+ Business Solutions, LLC claims the Eau Claire County Planning and Development Department and Land Conservation Division were negligent in their actions of approval and permit issuance for the improvements of her property. Brandon Johnson, Claim Representative from WMMIC the County's liability carrier, states it has been determined that Eau Claire County has no liability for this claim.

The county's liability insurance carrier WMMIC recommended that the claim be disallowed and I concur with that recommendation based on the failure to submit the claim within the time limits of Wis. Stats. §893.80 and because her expenses were consistent with the requirement of purchasing the necessary and required permits, and to perform the necessary work on her property to remain in compliance with the code.

Fiscal Impact: None

Respectfully Submitted,



Timothy J. Sullivan

TS/yk

Ordinance//20-21/118 Fact



WISCONSIN MUNICIPAL MUTUAL INSURANCE COMPANY
4781 Hayes Road, Suite 201 | Madison, WI 53704 • www.wmmic.com
Telephone: 608.246.3336 | Toll Free: 866.823.4217 | Facsimile: 608.852.8647

Tim Sullivan
721 Oxford Drive
Eau Claire, Wisconsin 54703

February 16, 2021

RE: Claimant: A+ Storage Solutions LLC
 Claim number: GLEC00001364
 Our Insured: Eau Claire County
 Date of Loss: 9/15/2017

Dear Tim Sullivan,

The above referenced claim was filed on 2/8/2021. Following a review of the information and an investigation of the facts, it has been determined that Eau Claire County has no liability for this claim. Please issue a formal disallowance and provide a copy of this disallowance to WMMIC.

This claim will be closed on the date of receipt of the disallowance.

A copy of this letter has been placed in the claim file for reference. If you should have any further questions, please contact me.

Sincerely,

Brandon Johnson
Claims Representative
Wisconsin Municipal Mutual Insurance Company
(608) 245-6892
bjohnson@wmmic.com

4 DISALLOWING THE CLAIM OF A+ STORAGE SOLUTIONS FILED ON FEBRUARY 8,
5 2021 BY OWNER MARCIA BOWMAN AGAINST EAU CLAIRE COUNTY; DIRECTING
6 THE COUNTY CLERK TO NOTIFY THE CLAIMANT OF SAID DISALLOWANCE

7 WHEREAS, on February 8, 2021 Marcia Bowman, owner of A+ Storage Solutions, LLC
8 filed a Notice of Claim against Eau Claire County with the County Clerk’s Office; and
9

10 WHEREAS, Ms. Bowman as owner of A+ Storage Solutions claims that the Eau Claire
11 Planning and Development and Land Conservation Division were negligent in their actions for the
12 approval and issuance of permits of the improvement of her self-storage business property; and
13

14 WHEREAS, WMMIC, the County’s insurance carrier has reviewed this claim and has
15 determined that Eau Claire County has no liability for this claim.
16

17 NOW THEREFORE BE IT RESOLVED that the Eau Claire County Board of Supervisors
18 hereby formally disallow the claim of Marcia Bowman d/b/a A+ Storage Solutions, LLC against the
19 County of Eau Claire.
20

21 BE IT FURTHER RESOLVED that the county clerk is hereby directed to notify Marcia
22 Bowman d/b/a A+ Storage Solutions, LLC of the disallowance.
23

24
25 I hereby certify that the foregoing
26 correctly represents the action taken
27 By the undersigned Committee on
28 March ____, 2021 by a vote of ____
29 for, and ____ against.
30

31
32
33 _____
34 Stella Pagonis, Chair
35 Finance & Budget Committee
36
37

Financial Policies to Create/Update

- Purchasing policy
- Recording/Administering Donations and Gifts
- Update Employee Expense policy
- Investments/Cash Management
- Carryforward Code Update
- Journal Entries and General Ledger Postings
- Accounts Receivable
- Grant Reporting
- Capital Improvements and Planning
- Capital Asset Management (Tracking, reporting changes, physicals, etc.)
- Risk Management

Contract Database Overview

March 1, 2021

1

Goals of the Contract Database

- Central repository for all contracts executed on behalf of the county
 - Includes both vendor and customer contracts
 - Includes Letters of Agreement, Memorandums of Understanding, Leases, etc.
- Consistency in contract language and use of standard county contract templates
 - Goal is to use county contracts as a base and not vendor contracts
 - Multiple county contract templates for use by departments to draft contracts
 - County templates have approved Corporation Counsel language on liability, indemnification, etc.

Goals of the Contract Database

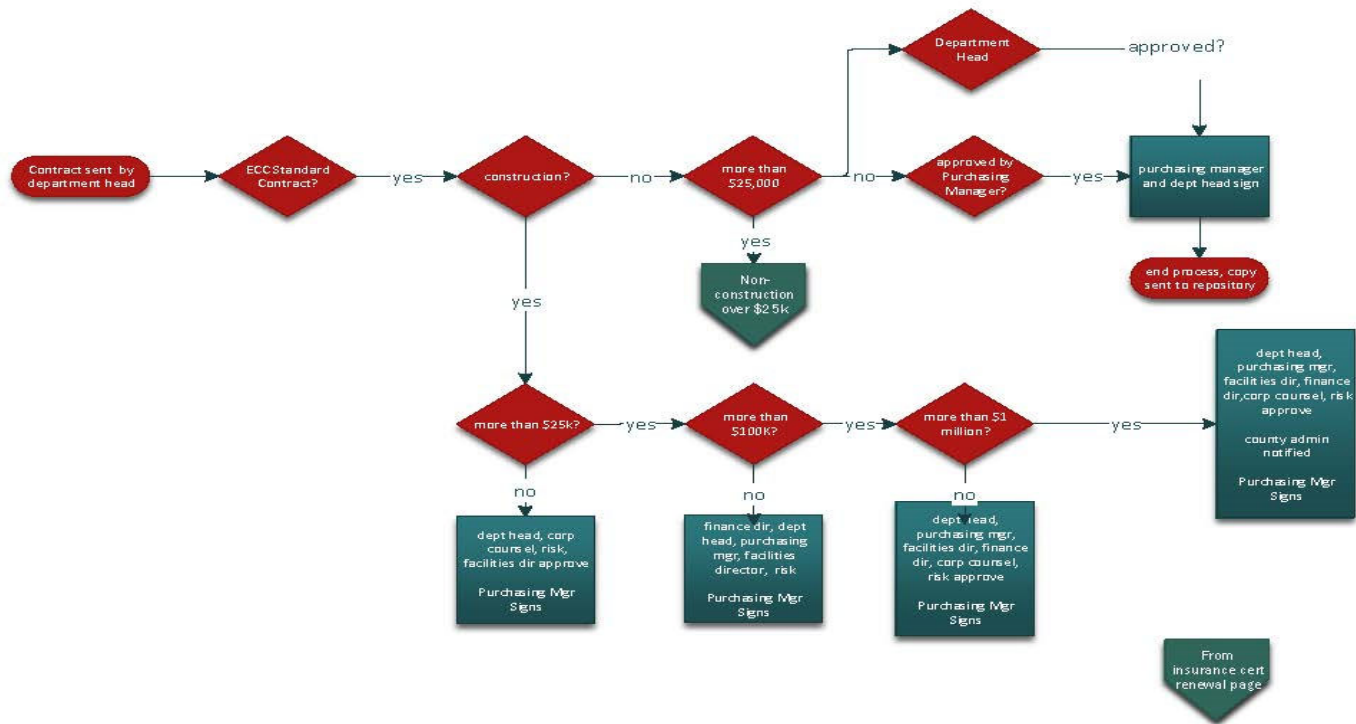
- Electronic Flow of Approvals
 - Approval flow based on contract type (construction, non-construction, State-based contract, etc.) and dollar value
 - Facilitates efficient flow of contracts through the process as opposed to routing paper
- Efficient Contract Management
 - Provides for management of upcoming contract renewals, terminations, and pre-RFP notifications based on parameters
 - Facilitates efficiency in planning contractual updates
 - Provides linkage of contract addendums to the base contract
 - Provides central repository for archiving and retrieving contracts and agreements
 - Eliminates the need to continue to maintain paper files

Goals of the Contract Database

- Electronic Signatures
 - Contract database is integrated with DocuSign to facilitate electronic signatures and execution by both parties
 - Provide management of contracts awaiting signatures
- Contract Reporting
 - Database provides basis for reporting on contract elements such as: time, dollar value, department, etc.
 - Provides additional support for departmental contract management and reporting

Example Workflow

Eau Claire County Standard Contract Workflow



Current Status of the Contract Database

- For 2020, the database was primarily a repository
- Just finished DocuSign integration so nearly ready to turn on the full database and process for all departments
- Have been testing and inputting new contracts starting in late 2020 and 2021
- Anticipate finalizing the contract workflow for DHS shortly to include a separate workflow for contracts based on State approved contract templates



Annual Indirect Cost Allocation Plan Overview

March 1, 2021

1

Goals of the Annual Indirect Cost Study

- **Determine the appropriate allocation of county provided indirect support costs to those departments or funds that have the ability to optimize recovery of some portion of the allocation through grants, aids, etc.**
 - **Main benefiting departments for ECC: ADRC, Child Support, Human Services**
 - **Allocations need to be supportable and defensible to audit**
- **Identify the full cost of providing services to programs for management decision and analysis purposes**

Indirect Cost Allocation

- Allocation is a double step-down function methodology
 - Services or charges that can be identified directly to receiving department/funds is considered a direct charge. Example: IS software for DHS
 - Central Service departments allocate to receiving departments/funds based on most appropriate cost driver(Admin, Finance, HR, IS, Facilities, etc.)
 - Non-departmental Central Service charges (example- depreciation) are allocated to receiving departments or funds
- Each step needs to be supported by a defensible allocation basis that best represents and reflects the most equitable allocation based on effort required and benefit received
- The entire process is very detailed and needs to reflect changes that occur in service levels, support data, department structure and financial reporting structure

3

Allocation Basis

- Allocation basis can change as department structures change, financial reporting changes, new support data becomes available, or service levels change
- Challenge is to determine based on the data available the basis which is most representative of the efforts expended and the benefits received
- Basis examples
 - Department square footage utilized
 - FTEs by department
 - Employee time allocations
 - # Help desk tickets
 - # IT devices
 - # of Purchase Orders
 - # of checks issued
 - # payroll checks

Financial Recording of Indirect Costs

- Indirect cost allocations are NOT recorded in the financial general ledger system and NOT reflected in the financial statements for ECC
 - Some counties do record selected cost allocations to those departments that can recover allocated costs
 - Most counties view the data as informational and an input element for those departments that can recover some portion
- Recovery is a fraction of the total department indirect cost allocation
- Revenue recovered by departments remain in the department's financials
- ECC utilizes the vendor Maximus to conduct the annual cost study at a cost of ~\$6,400

Future Use of the Indirect Cost Data

- Determining the indirect costs facilitates the ability to:
 - Identify total county supporting services allocated to other entities and whether rates or fees charged to end-users should be adjusted (example - Comm Center and LEC leases, JDC rates)
 - Understand the total costs of providing services to incorporate into the financial analysis of cost-benefit decisions, opportunity cost assessments, and external versus internal service decisions

**Eau Claire County
Annual Sales Tax Collections**

Month	2018	2019	2020	Cumulative YTY Change
January	\$ 746,338	\$ 704,798	\$ 919,229	\$ 214,432
February	601,096	669,281	801,924	347,075
March	957,986	959,733	682,340	69,681
April	900,497	854,152	759,489	(24,982)
May	946,279	1,020,614	1,000,779	(44,816)
June	1,249,533	1,134,311	1,027,023	(152,105)
July	748,195	763,404	938,683	23,174
August	987,184	1,128,758	1,180,465	74,881
September	1,086,193	1,059,516	733,468	(251,167)
October	789,472	775,608	1,036,954	10,178
November	950,828	1,071,365	946,310	(114,876)
December	1,069,954	968,152	955,598	(127,430)
Total	\$ 11,033,555	\$ 11,109,693	\$ 10,982,263	
Budget	\$ 10,100,000	\$ 10,849,216	\$ 10,850,960	
Excess (Short)	\$ 933,555	\$ 260,477	\$ 131,303	
	2018 Surplus	2019 Surplus	2020 Surplus	
Total County Taxable Sales	\$ 2,206,710,922	\$ 2,221,938,672	\$ 2,196,452,592	
Yearly Average	\$ 919,463	\$ 925,808	\$ 915,189	

Monthly amounts reflect sales tax earned. Payments received approx two months later.

**Eau Claire County
Annual Sales Tax Collections**

Month	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
January	\$ 649,869	\$ 613,413	\$ 637,758	\$ 633,370	\$ 655,343	\$ 696,710	\$ 755,910	\$ 746,338	\$ 704,798	\$ 919,229
February	602,909	563,535	532,904	689,925	843,563	882,113	628,528	601,096	669,281	801,924
March	561,038	783,032	834,428	852,142	864,937	659,845	914,348	957,986	959,733	682,340
April	797,429	741,448	606,312	641,812	719,623	933,154	883,529	900,497	854,152	759,489
May	567,787	549,895	783,189	856,800	854,993	880,459	803,003	946,279	1,020,614	1,000,779
June	707,990	872,811	924,281	935,972	835,827	819,172	893,219	1,249,533	1,134,311	1,027,023
July	751,169	783,644	655,631	764,686	1,031,180	946,348	1,108,995	748,195	763,404	938,683
August	616,376	785,490	823,653	1,004,488	957,996	817,003	829,756	987,184	1,128,758	1,180,465
September	804,241	788,958	805,689	725,272	753,988	906,726	984,452	1,086,193	1,059,516	733,468
October	705,976	669,856	655,379	830,917	968,167	901,132	933,541	789,472	775,608	1,036,954
November	630,916	799,401	872,360	934,158	868,976	662,535	652,721	950,828	1,071,365	946,310
December	844,605	817,298	774,289	707,471	708,777	996,080	1,137,837	1,069,954	968,152	955,598
Total	\$ 8,240,305	\$ 8,768,781	\$ 8,905,873	\$ 9,577,013	\$ 10,063,370	\$ 10,101,277	\$ 10,525,839	\$ 11,033,555	\$ 11,109,693	\$ 10,982,263
Budgeted	\$ 7,675,000	\$ 7,800,000	\$ 8,060,000	\$ 8,586,000	\$ 8,950,000	\$ 9,280,000	\$ 9,600,000	\$ 10,100,000	\$ 10,849,216	\$ 10,850,960
Excess (Short)	\$ 565,305	\$ 968,781	\$ 845,873	\$ 991,013	\$ 1,113,370	\$ 821,277	\$ 925,839	\$ 933,555	\$ 260,477	\$ 131,303
	2011 Surplus	2012 Surplus	2013 Surplus	2014 Surplus	2015 Surplus	2016 Surplus	2017 Surplus	2018 Surplus	2019 Surplus	2020 Surplus
Total County Taxable Sales	\$ 1,648,061,000	\$ 1,753,756,200	\$ 1,781,174,600	\$ 1,915,402,600	\$ 2,012,674,000	\$ 2,020,255,414	\$ 2,105,167,718	\$ 2,206,710,922	\$ 2,221,938,672	\$ 2,196,452,592
Yearly Average	\$ 686,692	\$ 730,732	\$ 742,156	\$ 798,084	\$ 838,614	\$ 841,773	\$ 877,153	\$ 919,463	\$ 925,808	\$ 915,189

Monthly amounts reflect sales tax earned. Payments received approx two months later.

5 Year Average and Median		
Month	Monthly Avg	Median
January	\$ 764,597	\$ 746,338
February	\$ 716,588	\$ 669,281
March	\$ 834,851	\$ 914,348
April	\$ 866,164	\$ 883,529
May	\$ 930,227	\$ 946,279
June	\$ 1,024,652	\$ 1,027,023
July	\$ 901,125	\$ 938,683
August	\$ 988,633	\$ 987,184
September	\$ 954,071	\$ 984,452
October	\$ 887,341	\$ 901,132
November	\$ 856,752	\$ 946,310
December	\$ 1,025,524	\$ 996,080

Eau Claire County Fund Balance Policy

Eau Claire County has implemented Governmental Accounting Standards Board (GASB) Statement No. 54 *Fund Balance Reporting and Governmental Fund Type Definitions* and the objectives of this policy are as follows:

- Provide working capital for the County to meet cash flow needs during the year (while avoiding the need to borrow short-term for cash flow).
- Preserve the credit worthiness (credit rating) of the County for borrowing funds at favorable interest rates.
- Provide a comfortable margin of safety to address unanticipated expenditures / emergencies and unexpected declines in revenue due to economic downturns, natural disasters, etc.
- Provide a resource to stabilize fluctuations from year to year in the property taxes paid by the County taxpayers.

A. GASB No. 54 Definitions

There are five (5) levels of restrictions on fund balance as outlined below.

1. **Non-spendable** – inherently non-spendable in nature (e.g. long-term receivables, inventories, principle on an endowment)
2. **Restricted** - externally enforced limitations on the use of fund balance, imposed by parties such as creditors, grantors, or law.
3. **Committed** - internally enforced limitations on the use of fund balance at the highest level of decision making, the County Board in our case and typically by resolution. Working capital is our best example.
4. **Assigned** – internally earmarked for an intended use, again by the governing body or official designated for that purpose, but not at the level of formal resolution.
5. **Unassigned** – any spendable fund balance that doesn't fit into the above four categories. Previously called unreserved-undesigned, the classic “rainy day” fund.

B. Procedures

In order to achieve the objectives of this policy, the following guidelines shall be adhered to by County Board:

1. The County Administrator and Finance Director shall, as part of the annual budget process, estimate the surplus or deficit for the current year and prepare a projection of the year-end fund balance. Such projection shall include an analysis of trends in fund balance levels on a historical and future projection basis. Based on this analysis, the County Administrator may recommend an allocation of unassigned fund balance to help balance the following year's budget, following the provisions below.

2. Withdrawal of any amount of the fund balance in excess of the targeted maximum of the amount budgeted under (1) above, for the sole purpose of reducing the ensuing year's property tax levy, may be made only upon a two-thirds vote of County Board, typically as part of the final budget approval.

3. Per Section 65.90 of Wisconsin Statutes, the County Board, by a two-thirds vote, can declare a fiscal emergency and withdraw any amount of General Fund balances for purposes of addressing the fiscal emergency. Any such action shall also provide for necessary appropriations to restore the General Fund balance to the minimum balance with a set plan approved by Board.

4. The General Fund unassigned fund balance shall be maintained as of December 31 of each year equal to a minimum of 20% of the ensuing year's budgeted General Fund expenditures, or the County's projected annual general debt service payment, whichever is greater, with a targeted maximum of 30% of the ensuing year's budgeted expenditures.

5. For funds other than the General Fund, any fund balances, at year end, in excess of established fund balance formulas, ordinance, law or designated non-lapsing funds balances shall revert to the general fund. This also applies to individual departments within the General Fund.

6. Funds in excess of 30% of the unassigned fund balance target may be considered to supplement "pay as you go" capital outlay expenditures (including reduction of anticipated debt issues) or to prepay existing debt, as allowable. The decision of how to use these funds shall be made by County Board. Unassigned fund balance shall not be used to support recurring operating expenditures.

JOINT MEETING MINUTES

Eau Claire County

Committee on Finance & Budget

Committee on Human Resources

Committee on Administration

Monday, February 15, 2021

4:30 p.m.

Webex Conference Call

Members Present:

Committee on Finance & Budget: Stella Pagonis, Steve Chilson, Jim Dunning, Robin Leary, Gerald Wilkie, Nick Smiar (ex-officio)

Committee on Human Resources: Mark Beckfield, Judy Gatlin, Kevin Stelljes, Stella Pagonis, Dr. Katherine Schneider (call in user #2)

Committee on Administration: Nick Smiar, Colleen Bates, Gerald Wilkie, Mark Beckfield, Ray Henning

Staff Present: Norb Kirk, Finance Director; Amy Weiss, Senior Accounting Manager; Sue McDonald, County Clerk; Kathryn Schauf, County Administrator; Glenda Lyons, Treasurer; Andrea Helland, Deputy County Clerk;

Others Present: Sean Lentz, Senior Municipal Advisor with Ehlers; Ryan Patterson, Leader Telegram;

Chair Pagonis called the Committee on Finance & Budget to order at 4:30 pm and confirmed compliance with open meetings law.

Chair Beckfield called the Committee on Human Resources to order at 4:32 pm.

Chair Smiar called the Committee on Administration to order at 4:32 pm.

The committee clerk took roll call. Members present for each committee are indicated above.

There were no members of the public who wished to comment.

Proposed Resolution 20-21/114 “Reinstatement of 2020 Annual Step Increase”

Motion: Beckfield moved to bring forward for discussion, second by Bates

Discussion: Supervisor Pagonis gave a bit of background on the original resolution 20-21/036, which placed a hold on the July 2020 step increase. The March 2021 increase is not retroactive. It will get employees back to where they should be after the July 2021 increase.

Committee on Administration vote: 5-0 via roll call vote, no negative votes

Committee on Human Resources vote: 5-0 via roll call vote, no negative votes

Committee on Finance & Budget vote: 5-0 via roll call vote, no negative votes

The Committee on Human Resources was adjourned at 4:45 pm.

The Committee on Administration was adjourned at 4:45 pm.

County Clerk Sue McDonald presented some information on tax deed properties. During 2020, several people have not responded, or are not able to pay. As a result, there are 12 properties that are eligible to be taken by the county.

Proposed Resolution 20-21/109 “Authorizing the Sale of Tax Deed Property to the Village of Fairchild...”

Motion: Leary moved approval

Vote: 5-0 via roll call vote, no negative votes

Proposed Resolution 20-21/115 “Initial Resolution Authorizing the Borrowing of Not to Exceed \$24,000,000...”

The size of the issue includes construction costs, as well as the cost of issuance.

Motion: Dunning moved approval of not to exceed \$24,350,000 on a 20-year borrowing for the Highway facility

Vote: 5-0 via roll call vote, no negative votes

Proposed Resolution 20-21/116 “Initial Resolution Authorizing the Borrowing of Not to Exceed \$7,405,000...”
This borrowing is for the annual operational borrowing.

Motion: Wilkie moved approval as presented

Vote: 5-0 via roll call vote, no negative votes

The committee reviewed the carryforward policy.

Proposed Resolution 20-21/111 “Carryforward of 2020 Capital Borrowing for Highway Repair Funds...”

Motion: Wilkie moved approval as presented

Vote: 5-0 via roll call vote, no negative votes

The committee reviewed the 2020 Q4 financial statements and supporting reports for the Treasurer, the County Clerk, and the Finance department. Glenda Lyons reported that the Treasurer was able to mitigate some of the lost investment interest revenue by collecting more delinquent interest and taxes on real estate. There is an additional \$7,000 in bank fees that is yet to be posted. Bank fees accrued because there was no interest income to offset these fees. Sue McDonald reported that marriage licenses for 2020 were down slightly, but these are already picking up in 2021. The committee noted the additional intergovernmental grants and aids related to an Election Grant that was received during 2020. Norb Kirk reported that the new 2021 account structure will improve the functionality within Alio (better reporting for example).

Review of Meeting Minutes: February 1, 2021

Motion: Wilkie moved approval of minutes as presented

Vote: 5-0 via voice vote, no negative vote

Next Meeting: March 1 and March 15

Agenda Items: updated list of policies needed, contracts and contracted services, vendors, Peard policy and procedure manual, Purchasing policy and procedure manual

The meeting was adjourned at 5:55 pm.



Amy Weiss
Committee Clerk