



AGENDA
Committee on Finance & Budget

Thursday, March 9, 2023

4:00 – 6:00 p.m.

Courthouse – Room #3420

721 Oxford Ave, Eau Claire, WI

Public Access:

Dial in Number: 415.655.0001

Access Code: 2593 468 1796

Join from Meeting Link:

<https://eauclairecounty.webex.com/eauclairecounty/j.php?MTID=m0098c3a9ed7cb01a02c990a2db320b81>

1. Call to Order and Confirmation of Meeting Notice
2. Roll Call
3. Public Comment
4. Review and Approval of Meeting Minutes / Discussion – Action
5. Proposed Resolution 22-23/091 “Abolishing One (1.0 FTE) Judicial Assistant and Creating One (1.0 FTE) Supervising Judicial Assistant” / Discussion – Action
6. Proposed Resolution 22-23/093 “Creating 1.0 (FTE) Nutrition Program Cook Position in the Eau Claire County Aging and Disability Resource Center (ADRC)” / Discussion – Action
7. Proposed Resolution 22-23/096 “Authorizing a 2023 Budget Amendment to Create 1.0 FTE Nutrition Program Cook Position in the Eau Claire County Aging & Disability Resource Center (ADRC)” / Discussion – Action
8. Proposed Ordinance 22-23/090 “To Amend Section 2.12.140B. of the code: Medical Examiner System” / Discussion – Action
9. Review Procurement Card Audit / Discussion
10. Financial Policy Review / Discussion – Action
 - a. Fund Balance
 - b. Debt Management & Strategy
11. Sales Tax Report / Discussion
12. 2024 Budget Process / Discussion
13. Future Meetings and Agenda Items / Discussion
14. Adjourn

Agenda items are linked to supporting documentation.
There are also bookmarks to navigate through the document.

Prepared by: Amy Weiss

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MINUTES
Committee on Finance & Budget

Thursday, February 9, 2023

4:00 – 6:00 p.m.

Courthouse – Room #3420

721 Oxford Ave, Eau Claire, WI

Members present: Supervisors Jim Dunning, John Folstad, Robin Leary, Supervisor Zook, Cory Sisk (via Webex, non-voting)

Other Supervisors present: Supervisors Nancy Coffey (possible ex-officio), Judy Gatlin, Gerald Wilkie

Staff present: Norb Kirk, Finance Director; Sharon McIlquham, Corporation Counsel; Kathryn Schauf, County Administrator; Kyle Welbes; Jon Johnson, Highway Commissioner; Matt Theisen, Facilities Director; Sue McDonald, County Clerk; Amy Weiss, Senior Accounting Manager

Chair Zook called the Committee on Finance & Budget to order at 4:00 pm and confirmed compliance with open meetings law.

The committee chair took roll call. Members present are indicated above.

No members of the public were present or wished to speak.

Review and Approval of Meeting Minutes

Motion: Folstad moved approval as presented

Vote: 4-0 via voice vote, motion carried

Matt Theisen and Jon Johnson presented information on the impacts of delaying 2023 capital projects. Most projects will incur additional costs if delayed, or may not be completed if contractors are not able to get them on their schedules very soon. Supervisors Wilkie and Folstad believe there could be a statute that prohibits the county from delaying projects that are related to elected official positions. Corporation Counsel disagreed and stated that the county can delay projects while a funding source is identified. Jon Johnson stated that delaying projects is difficult since projects are funded by a multitude of funding sources, and not solely bonding. Delaying highway projects could impact state and federal funding. Supervisor Folstad believes that there is plenty of available money in fund balance to fund the 2023 projects. Supervisor Zook believes that the projects cannot be delayed because the projects are duly authorized as part of the adopted 2023 budget and approved by the legal governing body of the county. Norb Kirk mentioned that many other counties pass the intent to borrow resolution at the time they adopt the budget. Corporation Counsel suggested that there be a special meeting by the Committee on Finance & Budget to present a budget amendment at the first board meeting in March, should the bond resolution fail on February 22. Kathryn Schauf noted that the 2024 budget will likely include using fund balance to balance the budget. Supervisor Folstad recommended going to referendum to ask the citizens what they want.

Dunning and Leary in favor of proceeding with projects, and coming forward with bonding

Folstad in favor of proceeding with projects, but not with bonding

Zook in favor of proceeding with projects

The committee reviewed the current fund balance policy. Supervisor Leary would like to know what is wrong with the current policy, and asked what the new members of the committee want to see changed. Supervisor Zook said that the calculation is unclear, and that there should be no mention of the debt payment. Supervisor Folstad likes that the fund balance has mention of the debt service payment (in case of notes being called). Supervisor Zook suggested that the committee needs to determine if 20-30% is an appropriate level of unassigned fund balance. Kathryn Schauf reminded the committee that fiscal emergencies can be something other than department specific overages, such as a catastrophic event in the county in which the county needs to front the payments. The county relies on sales tax, which is a volatile funding source. The county is expecting to see approximately \$1.2 million per month come out of pandemic relief aid to households in the county, which could have significant impacts on the county's sales tax collections. Supervisor Folstad questioned whether the county has other fund balances to draw from if needed. Supervisor Zook would like to see a department capital wish list for ways to spend excess fund balance. Supervisor Folstad does not see a need to change anything; nor does Supervisor Leary. Supervisor Coffey asked for clarification on using unassigned fund balance for operating expenditures.

Motion: Dunning moved to postpone action to March 9

Vote: 4-0 via voice vote, motion carried



MINUTES
Committee on Finance & Budget

Thursday, February 9, 2023

4:00 – 6:00 p.m.

Courthouse – Room #3420

721 Oxford Ave, Eau Claire, WI

Supervisor Dunning left at 5:36 pm.

The committee reviewed the sales tax report through November 2022 collections. November collections were less than the prior two years, and one of the lower November collections on record. The current estimate for total 2022 sales tax collections is \$13.3 million.

The committee reviewed the 4th quarter investment report, prepared by the Treasurer.

Future Meetings: March 9, 2023, possible special meeting before March 7 board meeting if bonding does not pass

Agenda Items: debt management policy, fund balance policy (action on drafted policy)

The committee adjourned at 5:43 pm.

Amy Weiss
Committee Clerk

AMENDED FACT SHEET

TO FILE NO. 22-23/091

This resolution abolishes one (1.0 FTE) Judicial Assistant with the courts and creates one (1.0 FTE) Supervising Judicial Assistant.

The Eau Claire County judges are requesting the creating of a Supervising Judicial Assistant to increase continuity and consistency regarding the procedures and duties of judicial assistants.

There are six (6) circuit court branches and a court commissioner branch in Eau Claire County. There are currently six (6) Judicial Assistant positions in Eau Claire County. This resolution would reclassify one (1) Judicial Assistant position to a Supervising Judicial Assistant, and there would be five (5) Judicial Assistant positions remaining with the courts.

The current position of Judicial Assistant is at pay grade H. The Supervising Judicial Assistant results in a change in salary to pay grade I. A job description for the Supervising Judicial Assistant has been created to incorporate the additional duties required.

Fiscal Impact: For 2023 - \$1,761 - \$1,850.

Respectfully Submitted,

Sharon McIlquham
Corporation Counsel
Eau Claire County, Wisconsin

2
3 ABOLISHING ONE (1.0 FTE) JUDICIAL ASSISTANT AND CREATING ONE (1.0 FTE)
4 SUPERVISING JUDICIAL ASSISTANT

5
6 WHEREAS, the Eau Claire County Code of General Ordinances requires that all regular positions or
7 changes therein created outside of the budget process be submitted to the County Board of Supervisors for
8 authorization; and

9
10 WHEREAS, the Eau Claire County judges are requesting the creation of the Supervising Judicial
11 Assistant to increase continuity and consistency regarding the procedures and duties of judicial assistants;
12 and

13
14 WHEREAS, the current position of Judicial Assistant is at pay grade H. The Supervising Judicial
15 Assistant results in a change in salary to pay grade I; and

16
17 WHEREAS, a job description for the Supervising Judicial Assistant position has been created; and

18
19 WHEREAS, the request from the Courts is to abolish one 1.0 FTE Judicial Assistant and create one
20 1.0 FTE Supervising Judicial Assistant; and

21
22 WHEREAS, the reclassification of this position has the potential increase in annual cost of \$1,761 -
23 \$1,850 in the year 2023.

24
25 NOW, THEREFORE BE IT RESOLVED that the Eau Claire County Board of Supervisors hereby
26 abolishes in the Courts one (1.0 FTE) Judicial Assistant (Grade H) position, and creates one (1.0 FTE)
27 Supervising Judicial Assistant (Grade I) position.

28
29 ENACTED:

30 *Stella Payne*

31 *Constance Russell*

32 *Scott Og*

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44 *[Signature]*

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Judiciary and Law Enforcement Committee

Human Resources Committee

Dated this 15th day of February, 2023.

Dated this 24 day of February, 2023.

Vote: 3 Aye 0 Nay

Vote: 4 Aye 0 Nay

Dated this _____ day of _____, 2023

Finance and Budget Committee
Vote: _____ Aye _____ Nay

FACT SHEET TO

FILE NO. 22-23/092

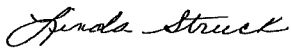
This resolution creates an additional Nutrition Program Cook at the ADRC department based on the workforce assessment done by management. The cook is responsible for daily food preparation and packaging for the Meals on Wheels Program and the Senior Dining Program.

In 2022 3.6 FTEs cooked 123,154 meals. This is a 50% increase from what we did in 2019 and although this program relies heavily on volunteers; the overall operations of getting food to table relies on paid Eau Claire County staff.

Fiscal Impact (Step 5)

	Without Health Insurance	With Health Insurance	Funding source
2023 (April-December)	\$35,241	\$55,908	ADRC Fund Balance
2024	\$47,692	\$75,663	Tax Levy

Respectfully Submitted,



Linda Struck
ADRC Director

1 Enrolled No.

RESOLUTION

File No. 22-23/092

2
3 CREATING 1.0 (FTE) NUTRITION PROGRAM COOK POSITION IN THE EAU CLAIRE
4 COUNTY AGING AND DISABILITY RESOURCE CENTER (ADRC)
5



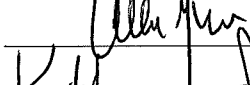

6 WHEREAS, the workforce assessment done by ADRC management as part of long range
7 and strategic plans as well as organizational structure identified a need for this position; and
8

9 WHEREAS, with 3.6 FTEs, the ADRC Meals on Wheels program served 123,154 meals
10 in 2022, which was a 50% increase from 2019; and
11

12 WHEREAS, the cooks are responsible for daily food preparation and packaging for the
13 Meals on Wheels Program and the Senior Dining Program. This food preparation will be
14 completed at the new kitchen facility co-located at the Highway Department.
15

16 NOW THEREFORE BE IT RESOLVED that the Eau Claire County Board of
17 Supervisors hereby approves the creation of 1.0 (FTE) Nutrition Program Cook Position in the
18 Aging and Disability Resource Center effective April 1, 2023.
19

20 ENACTED:

21 
22 _____
23 
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31 Human Resources Committee

Aging and Disability Resource Center Board

32 Dated this 24 day of February, 2023.

Dated this ____ day of _____, 2023.

33 Vote: 4 Aye 0 Nay

34 Vote: _____ Aye _____ Nay

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42 Finance and Budget Committee

43 Dated this ____ day of _____, 2023.

44 Vote: _____ Aye _____ Nay
45
46

FACT SHEET

FILE NO. 22-23/096

This resolution proposes a budget amendment for resolution 22-23/092 “Creating 1.0 (FTE) Nutrition Program Cook Position in the Eau Claire County Aging & Disability Resource Center (ADRC).” This is a new position that was not part of the adopted 2023 budget.

Fiscal Impact: \$55,908, to be funded with the use of ADRC fund balance

Respectfully Submitted

Amy Weiss
Senior Accounting Manager

4 - AUTHORIZING A 2023 BUDGET AMENDMENT TO CREATE 1.0 FTE NUTRITION
5 PROGRAM COOK POSITION IN THE EAU CLAIRE COUNTY AGING & DISABILITY
6 RESOURCE CENTER (ADRC) -

7 WHEREAS, the Eau Claire County Code of General Ordinances requires that all regular positions or
8 changes therein be submitted to the Board for authorization; and

9
10 WHEREAS, the workforce assessment done by ADRC management as part of long range and strategic
11 plans as well as organizational structure identified a need for this position; and

12
13 WHEREAS, at its regularly scheduled meetings, the Committee on Finance and Budget, the Committee
14 on Human Resources, and Aging & Disability Resource Board respectively approved the request from the
15 ADRC to create a 1.0 FTE Nutrition Program Cook; and

16
17 WHEREAS, the creation of this position requires an amendment to the ADRC's personnel expenditure
18 budget; and

19
20 WHEREAS, the creation of this position has an estimated annual cost for 2023 of \$55,908, which is
21 expected to be funded with ADRC's fund balance; and

22
23 NOW, THEREFORE BE IT RESOLVED that the Eau Claire County Board of Supervisors hereby
24 authorizes amending the 2023 personnel budget for the Aging & Disability Resource Center to fund the
25 new 1.0 FTE Nutrition Program Cook from the ADRC fund balance, a total of \$55,908 for 2023.

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27 ADOPTED:

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39 Committee on Finance and Budget

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42 Dated this ____ day of _____, 2023.

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44 Vote: _____Aye _____Nay

FACT SHEET

TO FILE NO. 22-23/090

In compliance with 2015 Wisconsin Act 336, effective April 18, 2019 medical examiner fees will be adjusted by the annual percentage change in the US CPI for all Urban Consumers, U. S. City average for 12 months ending December 31st. Under the intergovernmental cooperative agreement with Dunn County for medical examiner services Eau Claire County is responsible for paying the actual cost of expenses incurred by Dunn County for Eau Claire County services. This amendment will change the amounts listed in the code that are currently being paid for these services.

Dunn County will bill the funeral homes directly for the fees and remits the collected fees to Eau Claire County.

2022 Statistics

136 death certificates signed

983 cremation permits issued

Fiscal Impact: Will vary each year. Based on the 2022 results, the estimated additional annual revenue is approximately \$12,300. The fee increase would be effective May 1, 2023.

Respectfully Submitted,

Norbert Kirk
Finance Director

2
3 TO AMEND SECTION 2.12.140 B. OF THE CODE: MEDICAL EXAMINER SYSTEM

4
5 The County Board of Supervisors of the County of Eau Claire does ordain as follows:

6
7 SECTION 1. That Subsection B. of Section 2.12.140 of the code be amended to read:

8
9 B. Fees. The medical examiner and any deputies shall collect all such fees which
10 they are entitled by law to receive, as provided in Wis. Stat. § 59.38(1). Except in situations
11 involving indigents, or in cases where the funeral home or cremation society has waived their fee to
12 perform a cremation, ~~\$173.56~~ \$184.84 shall be collected for the issuance of a cremation permit in
13 accordance with Wis. Stat. § 59.36, ~~\$115.70~~ \$123.22 as the fee for signing death certificates and
14 ~~\$55.77~~ \$59.40 for issuing a disinterment and reinterment permit pursuant to Wis. Stat. § 69.18.
15 In compliance with 2015 Wisconsin Act 336, effective April 18, 2019 medical examiner fees
16 will be adjusted by the annual percentage change in the US CPI for all Urban Consumers, U. S.
17 City average for 12 months ending December 31st.

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20 ENACTED:

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31 Committee on Finance & Budget

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35 Dated this _____ day of _____, 2023.

P-Card Audit Statistics

2022	Total \$ spend			# of		Total \$ Audited	% Audited to Total Cards Used	% of \$ Audited	# of Audits w/ Follow-up	Unresolved Follow-up	# of Depts Audited
	Total # of Transactions		Total # of Cards used	Transactions Audited	# of Cards Audited						
January	370	\$ 75,175	82	168	63	\$ 65,852	76.8%	88%	2	0	18
February	510	80,200	88	251	66	70,702	75.0%	88%	1	0	18
March	386	78,989	77	180	60	68,734	77.9%	87%	8	0	19
April	473	76,422	81	214	63	67,808	77.8%	89%	2	0	18
May	621	123,294	86	290	64	105,568	74.4%	86%	5	0	19
June	590	131,639	89	262	65	115,552	73.0%	88%	3	0	19
July	527	99,254	81	236	57	85,832	70.4%	86%	0	0	17
August	654	152,629	91	292	68	138,479	74.7%	91%	3	0	18
September	525	85,623	89	232	66	75,835	74.2%	89%	0	0	18
October	544	118,944	96	242	72	105,027	75.0%	88%	0	0	22
November	528	113,514	87	233	65	99,265	74.7%	87%	0	0	19
December	515	99,648	77	234	57	90,831	74.0%	91%	2	0	17
Total	6243	\$ 1,235,330	1,024	2,834	N/A	\$ 1,089,485	N/A	88%	26		

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 flows).
- 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 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-undesignated, the classic “rainy day” fund.

B. Procedures

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

1. The County Administrator and Finance Director shall, quarterly and 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 fun balance in excess of the targeted maximum of the amount budgeted under (1) above for this 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 (Fund 100) 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 General Fund (Fund 100) 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~~ capital projects not yet assigned, ~~(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 the County Board. Unassigned fund balance shall not be used to support recurring operating expenditures.

Eau Claire County Debt Management Policy

The County acknowledges that certain costs incurred on an annual basis reflect an investment in the future of the County. These types of costs include development, acquisition and replacement of assets that shall be used by county employees and residents of the County over a long period of time. Financing of these long-term assets is often appropriately accomplished through the issuance of long-term debt instruments.

It is the responsibility of the Committee on Finance & Budget and County administrative staff to monitor the financial health of the county. A significant portion of the County's financial health is determined by its ability to manage its debt. It is the responsibility of the County Administrator and Finance Director to regularly monitor the County's outstanding debt and to recommend issuance, replacement and retirement of outstanding debt to the Committee on Finance & Budget and County Board.

The vast majority of what is referenced in this policy can be found in Chapter 67 of Wisconsin Statutes, Municipal Borrowing and Municipal Bonds, with specific reference noted below.

A. Financing Considerations

1. The County shall confine long-term borrowing to capital improvements, equipment or other long-term projects which have a useful life of five (5) years or greater and cannot or should not be financed from current revenues.
2. The County shall not use long-term debt to finance current operations, nor shall long-term debt be used to finance the cost of short-lived (less than 5 years) depreciable assets.
3. In general, the final maturity of bonds and notes issued by the County shall not exceed the expected useful life of the underlying project for which it is being issued.

B. Debt Issuance Practices

1. County staff, with the assistance of the County's financial advisor, shall prepare an analysis for each proposed financing; such analysis shall assess the impact of debt issuance on current and future operating and capital budgets and address the reliability of revenues to support debt service payments.
2. All feasible alternatives (i.e. competitive bidding, State Trust Fund loans, and private placements with local financial institutions) for borrowing funds shall be considered by the County and the financial advisor depending on the uniqueness of the items or projects being financed by long-term debt.
3. The County shall issue general obligations debt through a competitive bidding process with the exception of Council authorized negotiated sales or State Trust Fund loans. Bids shall be awarded on a true interest cost (TIC) providing other bidding requirements are satisfied. In the

instances in which staff believes competitive bidding produced unsatisfactory bids, the County has the option to reject the bid and County Board may authorize staff to negotiate the sale of the securities.

4. Negotiated sales of general obligations debt shall be considered in circumstances when the complexity of the issue requires specialized expertise (such as advanced refunding to restructure debt servicer), when time to complete a sale is critical or when a negotiated sale would result in substantial cost savings. Negotiated sales of debt shall also be considered for, bond anticipation notes, lease and land contracts when the complexity of the project, revenue source for debt service or security for the debt makes it likely that a negotiated sale would result in a financial advantage to the County.

5. Periodic reviews of outstanding debt shall be undertaken to determine refunding opportunities. Refunding shall be considered (within federal tax law constraints) if and when there is a net economic benefit of the refunding.

6. In general, advanced refunding's (refinancing's) for economic savings shall be undertaken when net present value savings of at least 2% of the refunded debt can be achieved. Current refunding's that produce net present value savings of less than 2% savings may be considered when there is a compelling public policy or long-range financing policy objective.

7. Inter-Fund loans. The County may use inter-fund loans (in lieu of borrowing from private parties) to minimize the expense and administrative effort associated with external borrowing. Inter-fund loans are typically made for relatively short periods of time (under five years) and relatively low amounts (under one million dollars). Inter-fund loans shall be considered to finance high priority needs on a case-by-case basis, only when other planned expenditures in the fund making the loan would not be affected. Inter-fund loans shall be repaid with interest rates similar to the average rate of interest the County earns on its accounts or market rate.

8. The County's proposed capital borrowing will be outlined and approved as part of the county's annual budget process each year. Each project will be identified within the responsible department showing total cost and any other funding sources. In general, total recommended annual debt issuance should not exceed \$10 million to ensure that the debt is bank qualified.

C. Debt Limits and Structure

1. Section 67.03 of Wisconsin Statutes requires that general obligation debt outstanding not exceed 5% of the equalized valuation of the taxable property within the County. Revenue bonds and notes are not considered debt for purposes of determining compliance with constitutional debt limitations. The County intends to keep outstanding general obligation debt within 50% of the limit prescribed by law and at levels consistent with its credit objectives and long-term financial plan.

2. The County shall keep the maturity of all outstanding general obligation bonds at or below 20 years.
3. The total annual debt service for general obligation debt (exclusive of that funded by proprietary operations) shall not exceed thirty percent (30%) of the County's total tax levy with an effort to maintain the levy at a proportionate even level for tax rate stabilization.
4. The debt limits and structure outlined above shall be reviewed annually by the Committee on Finance and Budget and any recommended changes shall be referred to the County Board.

D. Financial Advisors

1. The County shall utilize the services of a qualified financial advisor in monitoring its outstanding debt and debt service payments.
2. The County shall strive to maintain a long-term relationship with a financial advisor to allow for continuity and consistency in services provided by the advisor. However, the arrangement between the financial advisor and the County shall be examined every three (3) to five (5) years or as deemed necessary by County administrative staff and Committee on Finance and Budget.
3. All costs of issuing long-term debt, including fees for professional services, underwriting fees and interest costs over the term of the debt issue shall be considered and carefully evaluated for each borrowing.
4. The County shall work with the financial advisor to ensure that long-term debt issues are structured to protect the interest of the County for the present and in the future (for example, the inclusion of call provisions to protect the County against future interest rate fluctuations or other circumstances).;

E. Other Considerations

1. The County shall maintain good communications with bond rating agencies regarding its financial condition.
2. The County shall follow a policy of full disclosure in all financial reporting including bond prospectuses and continuing disclosure agreements required by law.
3. The County shall keep apprised of tax levy revenue to ensure debt payments can be made in a timely fashion.

**Eau Claire County
Annual Sales Tax Collections**

Month	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
January	\$ 637,758	\$ 633,370	\$ 655,343	\$ 696,710	\$ 755,910	\$ 746,338	\$ 704,798	\$ 919,229	\$ 838,139	\$ 974,265
February	532,904	689,925	843,563	882,113	628,528	601,096	669,281	801,924	954,608	962,078
March	834,428	852,142	864,937	659,845	914,348	957,986	959,733	682,340	1,035,307	974,660
April	606,312	641,812	719,623	933,154	883,529	900,497	854,152	759,489	1,235,684	1,424,149
May	783,189	856,800	854,993	880,459	803,003	946,279	1,020,614	1,000,779	1,078,714	1,006,379
June	924,281	935,972	835,827	819,172	893,219	1,249,533	1,134,311	1,027,023	950,114	1,158,908
July	655,631	764,686	1,031,180	946,348	1,108,995	748,195	763,404	938,683	1,404,778	1,279,821
August	823,653	1,004,488	957,996	817,003	829,756	987,184	1,128,758	1,180,465	1,145,274	1,107,993
September	805,689	725,272	753,988	906,726	984,452	1,086,193	1,059,516	733,468	960,118	1,244,956
October	655,379	830,917	968,167	901,132	933,541	789,472	775,608	1,036,954	1,245,706	1,329,500
November	872,360	934,158	868,976	662,535	652,721	950,828	1,071,365	946,310	890,301	850,175
December	774,289	707,471	708,777	996,080	1,137,837	1,069,954	968,152	955,598	1,208,368	1,418,304
Total	\$ 8,905,873	\$ 9,577,013	\$ 10,063,370	\$ 10,101,277	\$ 10,525,839	\$ 11,033,555	\$ 11,109,693	\$ 10,982,263	\$ 12,947,112	\$ 13,731,189
Budgeted	\$ 8,060,000	\$ 8,586,000	\$ 8,950,000	\$ 9,280,000	\$ 9,600,000	\$ 10,100,000	\$ 10,849,216	\$ 10,850,960	\$ 10,500,960	\$ 11,718,000
Surplus	\$ 845,873	\$ 991,013	\$ 1,113,370	\$ 821,277	\$ 925,839	\$ 933,555	\$ 260,477	\$ 131,303	\$ 2,446,152	\$ 2,013,189
Total County Taxable Sales	\$ 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	\$ 2,589,422,476	\$ 2,746,237,742
Monthly Average	\$ 742,156	\$ 798,084	\$ 838,614	\$ 841,773	\$ 877,153	\$ 919,463	\$ 925,808	\$ 915,189	\$ 1,078,926	\$ 1,144,266

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

5 Year Average and Median		
Month	Monthly Avg	Median
January	\$ 836,554	\$ 838,139
February	\$ 797,797	\$ 801,924
March	\$ 922,005	\$ 959,733
April	\$ 1,034,794	\$ 900,497
May	\$ 1,010,553	\$ 1,006,379
June	\$ 1,103,978	\$ 1,134,311
July	\$ 1,026,976	\$ 938,683
August	\$ 1,109,935	\$ 1,128,758
September	\$ 1,016,850	\$ 1,059,516
October	\$ 1,035,448	\$ 1,036,954
November	\$ 941,796	\$ 946,310
December	\$ 1,124,075	\$ 1,069,954