



AGENDA
Committee on Finance & Budget

Thursday, July 13, 2023

3:30 – 6:00 p.m.

Courthouse – Room #1302/1302
721 Oxford Ave, Eau Claire, WI

Join by Phone:

Dial in Number: 415.655.0001
Access Code: 2593 585 3512

Join by Meeting Number:

Meeting Number: 2593 585 3512
Meeting Password: PYYmXmN792

Join from Meeting Link:

<https://eauclairecounty.webex.com/eauclairecounty/j.php?MTID=m7ed57352ef8b9b3b83fe42d4d0e4afe0>

A majority of the county board may be in attendance at this meeting; however, only members of the committee may take action on an agenda item.

1. Call to Order and Confirmation of Meeting Notice
2. Roll Call Agenda items are linked to supporting documentation.
There are also bookmarks to navigate through the document.
3. Public Comment
4. Review and Approval of Meeting Minutes / Discussion – Action
5. Department 2024 Budget Request Review / Discussion – Action
 - a. County Treasurer
 - b. County Clerk
 - c. Finance
6. Proposed Resolution 23-24/025 “Authorizing a 2023 Budget Amendment to Fund the Addition of Ten (10.0 FTE) CLTS Case Managers, One (1.0 FTE) CLTS Supervisor, and One (1.0 FTE) CLTS Resource Specialist in the Eau Claire County Department of Human Services” with Deborah RATHERMEL from the WI DHS / Discussion – Action
7. State Debt Collection Policy / Discussion – Action
8. 2024 Budget Calendar / Discussion – Action
9. Community Agency Process Review / Discussion – Action
10. Village of Fairchild & Town of Fairchild Library Exemption Requests / Discussion – Action
11. Proposed Resolution 23-24/020 “Authorizing a Transfer from the 2023 Contingency Fund in the Amount of \$33,500 to Reimburse the Aging and Disability Resource Center for the Unbudgeted Rent Required to Continue in the Fall Creek Kitchen Pending the Move into the New Kitchen” / Discussion – Action

Prepared by: Amy Weiss

PLEASE NOTE: Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities through sign language, interpreters, remote access, or other auxiliary aids. Contact the clerk of the committee or Administration for assistance (715-839-5106). For additional information on ADA requests, contact the County ADA Coordinator at 839-6945, (FAX) 839-1669 or 839-4735, TTY: use Relay (711) or by writing to the ADA Coordinator, Human Resources, Eau Claire County Courthouse, 721 Oxford Avenue, Eau Claire, WI 54703.



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Committee on Finance & Budget

Thursday, July 13, 2023

3:30 – 6:00 p.m.

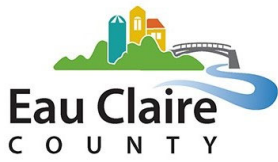
Courthouse – Room #1302/1302
721 Oxford Ave, Eau Claire, WI

12. Future Meetings and Agenda Items / Discussion
 - a. Contract Review
 - b. Code Section Review

13. Adjourn

Prepared by: Amy Weiss

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MINUTES
Committee on Finance & Budget

Thursday, June 8, 2023

4:00 – 6:00 p.m.

Courthouse – Room #3312

721 Oxford Ave, Eau Claire, WI

Members Present: Supervisors Jim Dunning, John Folstad, Robin Leary, Dane Zook, Nick Smiar (ex-officio)

Supervisors Absent: Supervisor Cory Sisk

Staff Present: Sarah Brown-Jager, Assistant Corporation Counsel; Richard Eaton, Assistant Corporation Counsel; Angela Eckman, Human Resources Director; Norb Kirk, Finance Director; Glenda Lyons, County Treasurer; Sharon McIlquham, Corporation Counsel; Kathryn Schauf, County Administrator; Amy Weiss, Senior Accounting Manager

Online Participants: Supervisor Judy Gatlin, Greg Dachel, Direction of Information Systems

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

Proposed Resolution 23-24/002 “Authorizing the Eau Claire County Treasurer’s Office to Commence in Rem Tax Lien Foreclosure Action Pursuant to Wis Stat. 75.521 to Acquire the Real Property Set Forth in Exhibit A”

Rick Eaton, Sarah Brown-Jager, and Glenda Lyons presented information on the first round of in rem tax foreclosures.

Motion: Folstad moved approval as a batch, as presented

Vote: 4-0, motion passes via voice vote

Norb Kirk reviewed the 2024 budget calendar. Joint F&B and oversight committee meetings have been scheduled. The committee should schedule public input sessions at same locations as in 2022.

Motion: Dunning moved approval of current schedule and to accept changes as they arise

Vote: 4-0 via voice vote

The committee reviewed the current community agency request form and clarified that the direction is to only send form to existing agencies that have historically been funded. Desired edits include the identification of the county department that the agency partners with and local citizen participation data.

Motion: approve with revisions as stated

Vote: 4-0 motion passes via voice vote

Norb Kirk gave an update on the Finance Department’s internal control project.

Norb Kirk reviewed the 2023 Q1 Director’s Report. It is hard to draw many conclusions about year-end at the end of the first quarter. It is helpful to compare activity to the same point in time in the prior year.

Future Meetings: see joint budget schedule

Agenda Items: State Debt Collection Policy Review, Contract Review, Code Section Review

The committee adjourned at 5:34 p.m.

Amy Weiss
Committee Clerk

County Treasurer

DEPARTMENT MISSION

Our mission is to provide the most effective, efficient, and accountable administration of all treasury and tax collection activities for the County Treasurer.

DEPARTMENT BUDGET HIGHLIGHTS

In 2024 we hope to be as current as possible on all tax delinquent properties (meaning only three years of delinquencies on the books). We will be following the guidelines for Tax Deed and In Rem proceedings.

STRATEGIC DIRECTION AND PRIORITY ISSUES

- We are constantly striving to not only improve our processes but also the processes of other departments we interact with.
- Electronic online tax payments are functioning well, and we will be promoting the service more in 2024.
- We plan to utilize the State Debt Collection program once approved by the board.

TRENDS AND ISSUES ON THE HORIZON

- Interest rates may fall slightly in 2024 due to the presidential election year and the current high market level.
- The only bank fees come from the Bremer Wealth investment accounts.
- The Wisconsin Help for Homeowners program is still funded so we will continue to educate those taxpayers we feel may be eligible for the program. It covers delinquent property taxes, utilities, and mortgage payments.
- The Governor signed a bill to remove the Personal Property taxes. The details are not yet available, but I anticipate this to happen with the 2024 tax statement.

OPERATIONAL CHANGES IN 2023

- On 01/01/23 Treasury took over the Tax Deed/In Rem proceedings. This was reflected in the 2023 Adopted Budget.
- We will not be utilizing LTE hours during the second installment period since we are fully staffed, and the parking lot will be closed for maintenance. I expect more mailed and online payments.

POSITION CHANGES IN 2024

- No changes anticipated.

OPERATIONAL CHANGES – WITH FISCAL IMPACT

- No changes anticipated.

County Treasurer

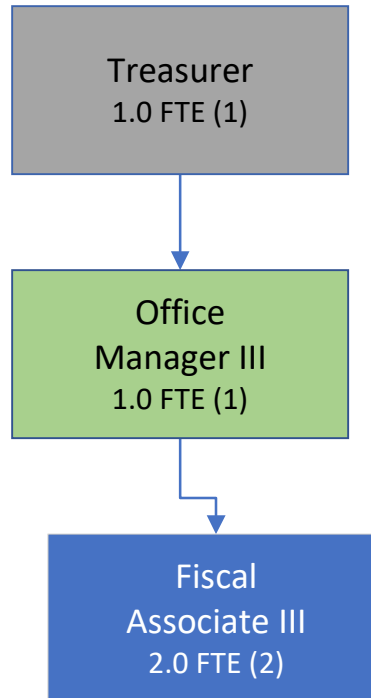
OPERATIONAL CHANGES – WITHOUT FISCAL IMPACT

- Continue to educate the public on ways to access our online land records suite. They can pay online, reprint tax statements and reprint receipts.

KEY ASSUMPTIONS AND POTENTIAL RISKS

- Treasury is currently operating well at our current staffing levels (when no vacant positions). We are fortunate to have two LTE's available to assist us as needed.
- I assume with ACT 216 we will only be covering the costs incurred for the In Rem/Tax Deed processes. Former owners now have 5 years to claim any proceeds we have remaining once the property is sold. We plan to utilize the Wisconsin Surplus Online Auction.

Treasurer



Treasury Management

Duties of the County Treasurer:

- * Daily receipting and balancing of the general funds
- * Short term investing of funds and having sufficient daily cash balances in bank
- * Supply all forms and flash drives with tax reports for the 19 municipalities
- * Collect first installment taxes for City of Eau Claire, Altoona and Town of Ludington
- * Collect second installment for the entire county from February - August
- * Calculate January, February and August settlements for all taxing jurisdictions
- * Create and publish the legal notice for properties entering the tax deed process
- * Certify and sign off that there are no delinquent taxes for timber cutting permits
- * Certify and sign off that there are no unpaid taxes on properties for the purpose of recording plats
- * Maintain records and collect delinquent taxes year round & advanced tax payments prior to the new bills being created
- * Calculate mill rates; enter municipal special charges; county special charges; file associated tax reports with WI DOR
- * Create & produce 19 municipal tax rolls, reports and the 50,000 tax statements. Maintain these records for 15 years
- * Filing and remitting monthly/quarterly/yearly state reports for Register of Deeds; Probate; Co Clerk; and Clerk of Courts
- * Daily provide taxpayers, realtors, title companies, attorneys and lending information accurate & efficient service.
- * File personal property chargebacks with the State
- * Issue tax certificates and create/maintain the yearly sale book
- * Bill and collect the Agricultural Use Value charges
- * Report and publish unclaimed funds for the County
- * Maintain the Lottery Credit list and complete a yearly audit.
- * Reconcile our Alio accounts and prepare monthly journal entries
- * Keep online tax portal current and maintain accuracy
- * Report and pay managed forest land and private forest crop settlements to the Department of Natural Resources
- * Disburse County Payroll and Accounts Payable. Assist in ACH payments both incoming and outgoing.
- * Assist municipal Clerks and Treasurers and provide yearly training for our tax software and key dates for the DOR
- * Prepare a yearly budget; annual report and performance management report.

OUTPUTS		<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>YTD* 2023</u>
Total number of real estate tax statements produced (November/December)		50,084	50,357	50,804	n/a
<i>Number of real estate tax statements produced for the City of Eau Claire only</i>		22,964	23,066	23,418	n/a
<i>Number of real estate tax statements produced outside the City of Eau Claire</i>		27,120	27,291	27,386	n/a
Number of personal property tax statements produced (November/December)		3,196	3,222	3,128	n/a
Number of municipalities supported by Treasurer's Office		18	18	19	19
Number of municipalities contracting with Eau Claire County for tax collection		3	3	3	3
Number of general transactions processed per year		4,172	4,228	3,829	1,676
Dollar amount of tax transactions collected during the year		\$123,855,231	\$126,682,803	\$141,986,733	\$63,774,725
Dollar amount of delinquent taxes collected during the year		\$2,178,446	\$2,360,848	\$2,009,680	\$487,585
Number of Seasonal Employees		2	2	2	2
Year to date total overage (shortage) of daily cash receipts		\$31	-\$21	\$23	-\$42
Total tax receipt dollars collected & processed through Treasurer's office		\$126,033,677	\$129,043,651	\$143,996,413	\$64,262,310
Number of Tax Certificates mailed out in September		1,115	986	1,110	n/a
Number of Letters mailed out "1st installment missed" in February		1,035	850	740	780
<i>*YTD indicates Jan-Jun results</i>					
OUTCOMES	Benchmark	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>YTD* 2023</u>
100% of tax rolls and statements will be available to the municipal treasurers by December 6, 2020	100%	100%	100%	100%	n/a
There will be no fines assessed against Eau Claire County due to delay in issuing settlement payments to municipalities, school districts, or the State of WI.	\$0	\$0	\$0	\$0	\$0
Cash balancing shortage or overage will be less than .0005% of the total	0.0005%	0.00002%	-0.00002%	0.00002%	-0.00007%
100% of receipts issued by 4:00 p.m. are deposited in the bank each day. Checks held are deposited next business day.	100%	100%	100%	100%	100%
<i>*YTD indicates Jan-Jun results</i>					

County Treasurer

Overview of Revenues and Expenditures

Revenues	2022	2023	2023	2024	%
	Actual	Adjusted Budget	Estimate	Request	Change
01-Tax Levy/General Revenue Allocation	(\$260,412)	(\$643,634)	(\$643,634)	(\$1,347,529)	109%
03-Other Taxes	\$445,185	\$487,500	\$497,184	\$487,500	0%
06-Public Charges for Services	\$74,884	\$77,000	\$76,696	\$77,000	0%
09-Other Revenue	\$52,543	\$510,000	\$1,760,000	\$1,250,000	145%
Total Revenues:	\$312,200	\$430,866	\$1,690,246	\$466,971	8%

Expenditures	2022	2023	2023	2024	%
	Actual	Adjusted Budget	Estimate	Request	Change
01-Regular Wages	\$211,337	\$242,426	\$248,150	\$260,968	8%
02-OT Wages	\$1,009	\$1,500	\$1,500	\$1,500	0%
03-Payroll Benefits	\$98,085	\$132,140	\$118,959	\$132,922	1%
04-Contracted Services	\$2,809	\$7,600	\$7,600	\$7,631	0%
05-Supplies & Expenses	\$65,068	\$40,900	\$60,325	\$57,650	41%
07-Fixed Charges	\$279	\$300	\$300	\$300	0%
09-Equipment	\$6,404	\$4,500	\$7,000	\$4,500	0%
10-Grants, Contributions, Other	\$2,034	\$1,500	\$1,500	\$1,500	0%
Total Expenditures:	\$387,024	\$430,866	\$445,334	\$466,971	8%

Net Surplus/(Deficit)- County Treasurer	(\$74,824)	\$0	\$1,244,912	\$0	
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County Treasurer

Budget Analysis

	2023 Adjusted Budget	Cost to Continue Operations in 2024	2024 Requested Budget
01-Tax Levy/General Revenue Allocation	(\$643,634)	(\$703,895)	(\$1,347,529)
03-Other Taxes	\$487,500	-	\$487,500
06-Public Charges for Services	\$77,000	-	\$77,000
09-Other Revenue	\$510,000	\$740,000	\$1,250,000
Total Revenues	\$430,866	\$36,105	\$466,971

01-Regular Wages	\$242,426	\$18,542	\$260,968
02-OT Wages	\$1,500	-	\$1,500
03-Payroll Benefits	\$132,140	\$782	\$132,922
04-Contracted Services	\$7,600	\$31	\$7,631
05-Supplies & Expenses	\$40,900	\$16,750	\$57,650
07-Fixed Charges	\$300	-	\$300
09-Equipment	\$4,500	-	\$4,500
10-Grants, Contributions, Other	\$1,500	-	\$1,500
Total Expenditures	\$430,866	\$36,105	\$466,971

County Treasurer

Revenue Assumptions

	2022	2023	2023	2024		
Revenue Source	Actual	Budget	Estimate	Request	Assumptions	Confidence Level %
County Tax Levy	(260,412)	(643,634)	(643,634)	(1,347,529)	Giving to levy	90%
Interest On Taxes	284,346	320,000	320,000	320,000	Based on historical data	90%
Penalty On Taxes	142,053	160,000	160,000	160,000	Based on historical data	90%
Property Use Value Penalty	13,669	7,500	7,500	7,500	Based on historical data	50%
Omitted Taxes	5,118	-	9,684	-	Unpredictable Assesor errors	50%
Tax Searches	4,177	3,000	3,000	3,000	Based on historical data	90%
Bad Check Charges	370	500	1,000	500	Based on historical data	90%
Co Treas Collection Svcs	70,337	73,500	72,696	73,500	Based on contracted rates	100%
Interest Investments	489,995	500,000	1,750,000	1,250,000	Based on current market	90%
Change In Fair Value Of Investments	(437,452)	-	-	-	Unrealized gain/loss; unpredictable	50%
Co Treas/ Sale Of Tax Deeds	-	10,000	10,000	-	Act 216 return of proceeds	50%
TOTAL	\$312,200	\$430,866	\$1,690,246	\$466,971		

County Treasurer
Contracted Services Summary

	2022	2023	2023	2024
Expenditure Type	Actual	Budget	Estimate	Request
Professional Services	1,174	1,500	1,500	1,531
Utility Services	1,200	1,200	1,200	1,200
Repairs And Maintenance	435	4,600	4,600	4,600
Other Contracted Services	-	300	300	300
Total	\$2,809	\$7,600	\$7,600	\$7,631

County Treasurer
Contracted Services Detail

	2022	2023	2023	2024		
Expenditure	Actual	Budget	Estimate	Request	Description	Expenditure Type
Co Treas/ Accounting & Audit	1,174	1,000	1,000	1,031	My apportioned expense from Finance	Professional Services
Co Treas/ Other Profess Serv	-	500	500	500	Related to the In Rem/Tax Deed services	Professional Services
Co Treas/ Telephone	1,200	1,200	1,200	1,200	Office Telephone	Utility Services
Co Treas/ Rep & Maint Serv Oth	-	4,000	4,000	4,000	In Rem/Tax Deed property needs	Repairs And Maintenance
Co Treas/ Service On Machines	435	600	600	600	Folding/Stuffing machine plus other items	Repairs And Maintenance
Co Treas/ Recording/Filing	-	300	300	300	Quit Claim deeds for In Rem/Tax Deed	Other Contracted Services
TOTAL	\$2,809	\$7,600	\$7,600	\$7,631		

County Clerk

DEPARTMENT MISSION

The mission of the County Clerk's office is to provide and perform all assigned public service duties in accordance with county ordinance and state statute.

DEPARTMENT BUDGET HIGHLIGHTS

Our office anticipates 2024 being a busy year because of the spring County Board / Presidential preference election and the fall Presidential election. We order election supplies and do work related to the number of elections in that year. There are usually either two or four elections in a year. In 2024 there will be four elections with record turnout anticipated.

STRATEGIC DIRECTION AND PRIORITY ISSUES

- Continue to manage and monitor election activities in the county, making sure that all election results are fair and accurate.
- Continue to find ways to make information that our office is responsible for keeping as accessible as possible. Scan and store digital files that can be shared easily.

TRENDS AND ISSUES ON THE HORIZON

- Contentious elections are forecasted for 2024.
- We are anticipating a lot of open records requests pertaining to elections.

OPERATIONAL CHANGES IN 2023

- The County Clerk's office moved to the first floor of the Courthouse and is now sharing space with the Register of Deeds. This allows for more personnel flexibility and will help with sharing office tasks during busy times.

POSITION CHANGES IN 2024

- We do not anticipate any position changes in 2024. We are fully staffed with the clerk and two full-time employees.

OPERATIONAL CHANGES – WITH FISCAL IMPACT

- No operational changes that have fiscal impact are anticipated in 2024.

OPERATIONAL CHANGES – WITHOUT FISCAL IMPACT

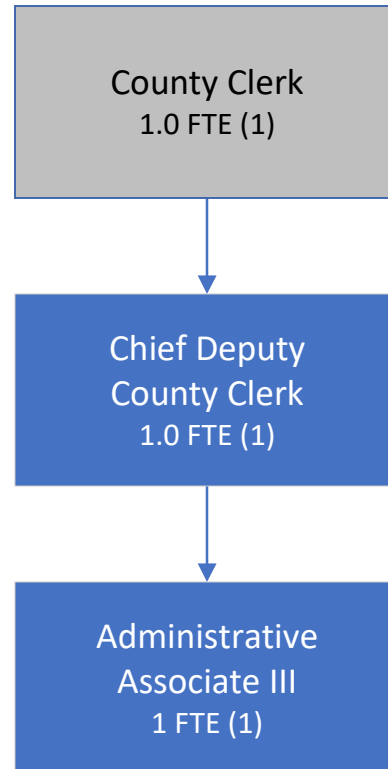
- Making the most of our new shared-office space. Finding ways to be more efficient during busy times and maximize efforts to assist the Register of Deeds office during down times.

County Clerk

KEY ASSUMPTIONS AND POTENTIAL RISKS

- Assuming that there will be no significant directives/changes at the state or federal level regarding elections but being prepared if that does end up being the case.
- Continuous monitoring of the election atmosphere. Being prepared to make everyone as safe as possible.

County Clerk



Elections

Administer elections within Eau Claire County, including the preparation of ballots, programming of election equipment, insuring all required publications are made in a timely manner and updating the Statewide Voter Registration System. 2020 has two primaries and two elections and has the highest voter turnout in a four year election cycle.

OUTPUTS	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>YTD* 2023</u>
Number of paper ballots styles created for jurisdiction combinations	152	84	178	69
Election equipment programmed	144	72	144	72
Number of elections night results and reports	4	2	4	2
Provide WisVote services for number of municipalities	15	15	15	15

**YTD indicates Jan-Jun Results*

Tax Deeds

Administer the tax deed program, from research to determining ownership, through having a tax deed sale. Beginning on January 1, 2023, the Tax Deed Program has been moved to the Treasurer's Office.

OUTPUTS	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>YTD* 2023</u>
Tax deed notices	80	84	70	Program has moved to Treasurer's Office.
Quit claim deeds if sold	1	8	8	
Taxes, interest, and penalties collected	\$36,940	\$68,975	\$44,053	

**YTD indicates Jan-Jun Results*

Other Services

A couple wishing to marry in Wisconsin must obtain a license from the County Clerk in which one of them lives. The required information that each applicant needs to supply is stated in the State Statutes. Act as records custodian for and liaison to the county board, its committees, boards and councils, including publication of meeting notices, verifying attendance sheets and compilation and publication of the Journal of Proceedings.

OUTPUTS	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>YTD* 2023</u>
Number of marriage applications and licenses	519	577	622	235
Number of County Board meeting minutes produced	18	18	18	9
Number of enrolled legislation	74	96	87	15
Journal of Proceeding publicaton	1	1	1	1
Dog licenses and tags distributed to the municipality and reconciled	6,761	6,694	6,524	3,733
In-house telephone directories printed	825	625	600	600
Official Directory books printed	750	650	650	650

**YTD indicates Jan-Jun Results*

County Clerk

Overview of Revenues and Expenditures

Revenues	2022	2023	2023	2024	%
	Actual	Adjusted Budget	Estimate	Request	Change
01-Tax Levy/General Revenue Allocation	\$272,656	\$256,791	\$256,791	\$314,404	22%
06-Public Charges for Services	\$5,819	\$6,650	\$6,600	\$6,600	-1%
07-Licenses & Permits	\$42,840	\$42,000	\$38,500	\$38,500	-8%
09-Other Revenue	\$45,505	-	-	-	
Total Revenues:	\$366,820	\$305,441	\$301,891	\$359,504	18%

Expenditures	2022	2023	2023	2024	%
	Actual	Adjusted Budget	Estimate	Request	Change
01-Regular Wages	\$169,863	\$173,559	\$170,456	\$179,062	3%
02-OT Wages	-	-	-	-	
03-Payroll Benefits	\$91,050	\$103,123	\$99,165	\$108,892	6%
04-Contracted Services	\$2,687	\$1,700	\$1,856	\$1,200	-29%
05-Supplies & Expenses	\$53,349	\$24,750	\$17,156	\$68,350	176%
09-Equipment	\$2,196	\$2,309	\$4,464	\$2,000	-13%
Total Expenditures:	\$319,145	\$305,441	\$293,097	\$359,504	18%

Net Surplus/(Deficit)- County Clerk	\$47,675	\$0	\$8,794	\$0	
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County Clerk

Budget Analysis

	2023 Adjusted Budget	Cost to Continue Operations in 2024	2024 Requested Budget
01-Tax Levy/General Revenue Allocation	\$256,791	\$57,613	\$314,404
06-Public Charges for Services	\$6,650	(\$50)	\$6,600
07-Licenses & Permits	\$42,000	(\$3,500)	\$38,500
09-Other Revenue	-	-	-
Total Revenues	\$305,441	\$54,063	\$359,504

01-Regular Wages	\$173,559	\$5,503	\$179,062
02-OT Wages	-	-	-
03-Payroll Benefits	\$103,123	\$5,769	\$108,892
04-Contracted Services	\$1,700	(\$500)	\$1,200
05-Supplies & Expenses	\$24,750	\$43,600	\$68,350
09-Equipment	\$2,309	(\$309)	\$2,000
Total Expenditures	\$305,441	\$54,063	\$359,504

County Clerk

Revenue Assumptions

	2022	2023	2023	2024		
Revenue Source	Actual	Budget	Estimate	Request	Assumptions	Confidence Level %
County Tax Levy	272,656	256,791	256,791	314,404	as budgeted	100%
Marriage Fees	30,600	30,000	27,500	27,500	for 1st half of year applications down 20%	80%
Marriage Fee/Counseling	12,240	12,000	11,000	11,000	for 1st half of year applications down 20%	80%
County Clerk Revenue-Clearing Account	(10)	-	-	-	n/a	100%
Clerk'S Fees	39	-	-	-	minimal	100%
Waivers	650	250	200	200	for 1st half of year applications down 20%	80%
Election Programming Revenue	1,341	2,600	2,600	2,600	as budgeted	100%
Svrs Charges	3,800	3,800	3,800	3,800	as budgeted	100%
Sale Of Tax Deeds/Profits	45,505	-	-	-	n/a	100%
TOTAL	\$366,820	\$305,441	\$301,891	\$359,504		

County Clerk

Contracted Services Summary

	2022	2023	2023	2024
Expenditure Type	Actual	Budget	Estimate	Request
Professional Services	534	-	-	-
Utility Services	1,351	1,000	1,356	1,200
Repairs And Maintenance	742	700	500	-
Other Contracted Services	60	-	-	-
Total	\$2,687	\$1,700	\$1,856	\$1,200

County Clerk

Contracted Services Detail

	2022	2023	2023	2024		
Expenditure	Actual	Budget	Estimate	Request	Description	Expenditure Type
Clerk/ Telephone	1,351	1,000	1,356	1,200	Office Telephone	Utility Services
Clerk/ Service On Machines	-	200	-	-	No service anticipated	Repairs And Maintenance
Elect/ Svc On Machines	-	500	500	-	Biannual maintenance on election equipment	Repairs And Maintenance
Tax Deed/ Other Profess Serv	534	-	-	-	No longer performing Tax Deed process	Professional Services
Tax Deed/ Rep & Maint Serv Oth	742	-	-	-	No longer performing Tax Deed process	Repairs And Maintenance
Tax Deed/ Recording/Filing	60	-	-	-	No longer performing Tax Deed process	Other Contracted Services
TOTAL	\$2,687	\$1,700	\$1,856	\$1,200		

Finance

DEPARTMENT MISSION

The purpose of the Finance Department is to facilitate the effective and efficient use of County resources and to provide a record and accountability for those resources. The Finance Department maintains financial records according to established accounting principles; coordinates budget preparation and implementation; provides financial information and support to the County Board and County departments; provides County Purchasing support; and processes bi-weekly payroll. The goal of the department is to provide insight and contribute to the overall fiscal management of Eau Claire County.

DEPARTMENT BUDGET HIGHLIGHTS

The 2024 budget for Finance reflects the continued vision for the department to improve processes and efficiency and provide increased financial analysis to the County. In addition, a significant focus in 2024 will be to build upon the internal control initiative started in 2023. The department will continue to assess budget software solutions to improve the budget process and reduce the significant manual processing required with the current budget process. Lastly, the department will continue to shift as many processes and procedures as possible from being paper-based to electronic media.

STRATEGIC DIRECTION AND PRIORITY ISSUES

- Support the required fiduciary responsibilities of the Finance function for the County.
- Continue the implementation of a formalized internal control environment that provides for consistent documentation as well as accountability for control existence and compliance.
- Continue to assess and evolve financial reporting to County departments, committees, and the Board to provide meaningful and insightful financial reporting. Continue the transition of the department from less transactional support to more analysis and departmental business support.
- Continue to create and/or update financial policy documents for the County.
- Provide training opportunities for new staff, as well as existing staff.

TRENDS AND ISSUES ON THE HORIZON

- The trend in Finance is to eliminate manual processing and eliminate the need for paper-based supporting documentation.
- Finance systems for the future will need to evolve to handle new technology such as AI.
- Future financial reporting will continue to migrate to real-time financial reporting, with less emphasis on structured time reporting. The focus will be on real-time key metric reporting.
- The skills required for financial support personnel will be analytical, with the need to be flexible in the use of technology and software.

OPERATIONAL CHANGES IN 2023

- All Accounts Payable batch processing was migrated to eliminate paper support and establish the use of scanned files and Adobe pdf-based documents. Paper will no longer be required to be stored for support.
- An Internal control initiative was started for the County. The internal controls of each department will be reviewed and documented. In addition, a quarterly attestation process for the controls and sign-off by department heads supporting the controls for their department have been executed will be implemented by the end of the year for most departments.

Finance

- Financial reporting for the County continues to evolve and improve to provide meaningful financial information to all stakeholders.
- During 2023, the amount of support to administer ARPA funds has required considerable administrative support which will continue through the completion of the ARPA reporting period.

POSITION CHANGES IN 2024

- There are no position changes being introduced with the 2024 budget.

OPERATIONAL CHANGES – WITH FISCAL IMPACT

- There are no new operational changes that require fiscal impact.

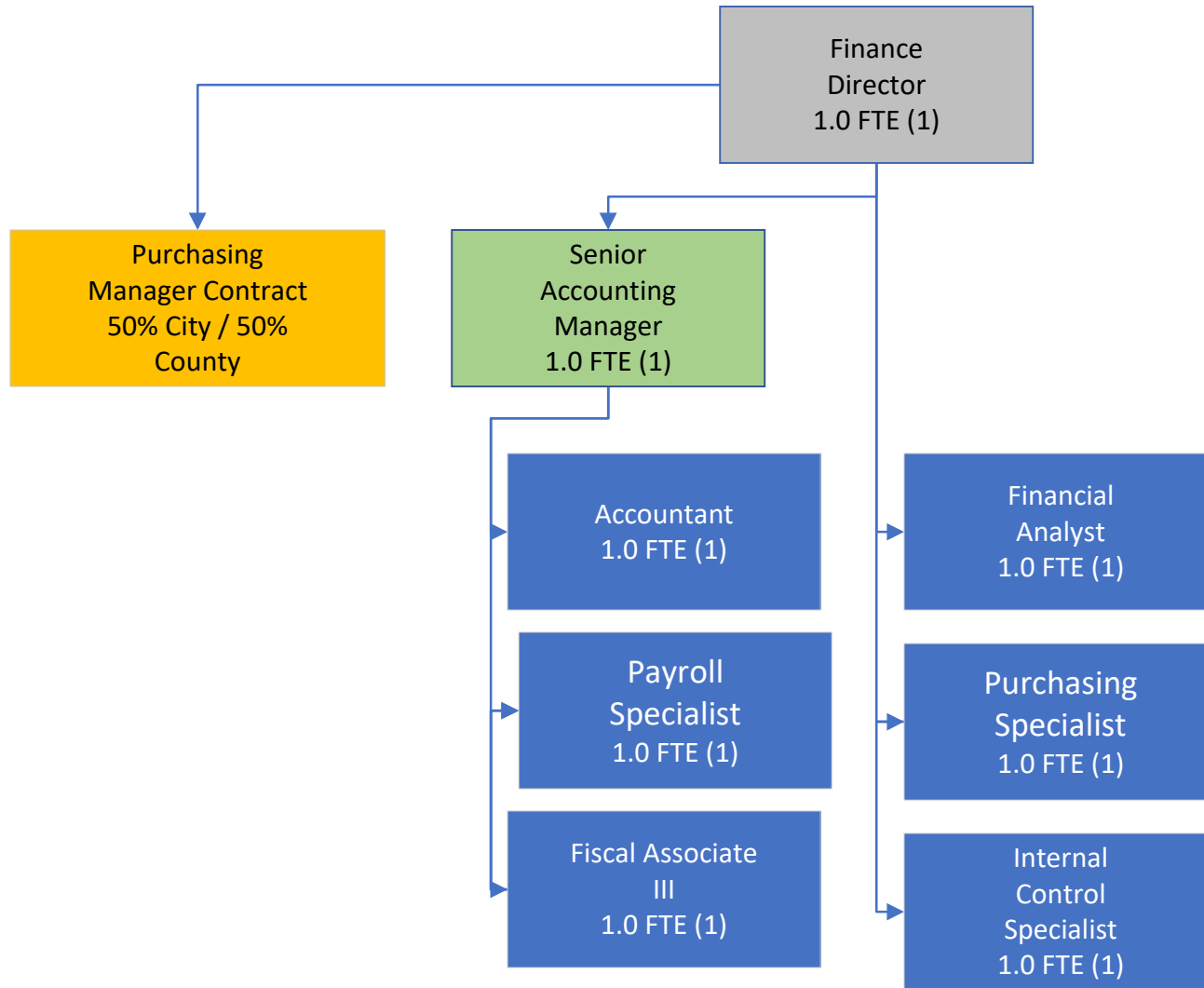
OPERATIONAL CHANGES – WITHOUT FISCAL IMPACT

- The internal control initiative will continue to require support during 2024, but the current resources should provide adequate support.
- The need to assess budgeting software alternatives to eliminate the significant manual and labor-intensive budgeting process should continue in 2024 with the hopes of identifying a cost-effective solution.
- A new Finance Director will be hired prior to the budget adoption and will likely have other operational changes in mind.

KEY ASSUMPTIONS AND POTENTIAL RISKS

- Key Assumptions
 - Revenue from Purchasing Card transactions will continue to increase as we have seen.
 - Support staffing remains stable, and no staff turnover occurs during 2024.
 - Employees select the same level of health insurance in 2024 as in 2023.
- Potential Risks
 - The revenue assumptions include an increase in Purchasing Card rebates that is based on the continued increase in use of the card during 2023. If that doesn't occur, revenue may be less than budgeted. Estimated risk is \$2,000-\$4,000

Finance



Finance

Provide financial information and insight, budgetary assistance/training and purchasing support to all county departments, employees, elected officials, outside agencies, and other customers. Produce the annual financial statements and support the annual external audit and single audit reports as well as file the appropriate state and federal documentation as required. Support the financial internal controls for the County as well as financial policies and County code requirements.

OUTPUTS	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>YTD* 2023</u>
General Finance				
Number of PBC (prepared by County staff/client) audit adjustments and value posted.	66	60	70	N/A
Number of non-PBC audit adjustments and value posted.	0	0	0	N/A
Number of policies drafted/adopted	1	1	0	0
Percent of cash and accounts receivable accounts reconciled on an monthly/quarterly basis	64%	70%	89%	89%
Number of journal vouchers posted during the year	819	883	1,175	368
Number of new Alio accounts created during the year	305	326	280	233
Number of vendor payments processed during the year	11,148	10,689	11,192	5,768
Number of 1099's issued during the year	338	337	460	459
Payroll				
Number of paychecks processed	16,396	15,879	15,879	8,399
Number of payroll adjustments required	1,315	878	765	101
Number of employee changes processed - new hires, terminations, and changes	320	271	392	159
Number of reports prepared and provided to other county departments, outside agencies, and other customers	101	206	54	23
Purchasing				
Number & dollar amount of procurement bids processed during the year	17 / \$2M	27 / \$30.3M	29 / \$7.1M	34 / \$7.5M
Number & dollar amount of RFPs processed during the year	3 / \$7.3M	11 / \$10.2M	16 / \$11.1M	5 / \$128K
Number & Dollar amount of POs issued during the year	566 / \$19.9M	575 / \$21.2M	597 / \$28.2M	364 / \$13.8M
Number of transactions and dollar amount of procurement card spending	4429 / \$.828M	5,056 / \$.975M	6,243 / \$1.24M	3,402 / \$.693M
Number of new vendors added (jurors) during the year	374	837	689	597
Number of new vendors added (non-jurors) during the year	496	463	642	230
Number of vendor change requests processed during the year	737	1,394	980	353

**YTD indicates Jan-Jun Results*

Finance

Overview of Revenues and Expenditures

Revenues	2022	2023	2023	2024	%
	Actual	Adjusted Budget	Estimate	Request	Change
01-Tax Levy/General Revenue Allocation	\$885,696	\$964,074	\$964,074	\$1,013,229	5%
02-Sales Tax	\$208	-	\$135	-	
09-Other Revenue	\$32,911	\$24,000	\$25,500	\$28,500	19%
Total Revenues:	\$918,816	\$988,074	\$989,709	\$1,041,729	5%

Expenditures	2022	2023	2023	2024	%
	Actual	Adjusted Budget	Estimate	Request	Change
01-Regular Wages	\$516,430	\$587,538	\$586,304	\$625,027	6%
02-OT Wages	\$536	\$750	\$450	\$500	-33%
03-Payroll Benefits	\$194,174	\$235,838	\$222,003	\$249,300	6%
04-Contracted Services	\$122,415	\$146,248	\$140,710	\$150,252	3%
05-Supplies & Expenses	\$10,292	\$12,700	\$11,377	\$11,650	-8%
09-Equipment	\$7,038	\$5,000	\$4,500	\$5,000	0%
10-Grants, Contributions, Other	\$4,918	-	-	-	
Total Expenditures:	\$855,803	\$988,074	\$965,344	\$1,041,729	5%

Net Surplus/(Deficit)- Finance	\$63,013	\$0	\$24,365	\$0	
---------------------------------------	-----------------	------------	-----------------	------------	--

Finance

Budget Analysis

	2023 Adjusted Budget	Cost to Continue Operations in 2024	2024 Requested Budget
01-Tax Levy/General Revenue Allocation	\$964,074	\$49,155	\$1,013,229
02-Sales Tax	-	-	-
09-Other Revenue	\$24,000	\$4,500	\$28,500
Total Revenues	\$988,074	\$53,655	\$1,041,729

01-Regular Wages	\$587,538	\$37,489	\$625,027
02-OT Wages	\$750	(\$250)	\$500
03-Payroll Benefits	\$235,838	\$13,462	\$249,300
04-Contracted Services	\$146,248	\$4,004	\$150,252
05-Supplies & Expenses	\$12,700	(\$1,050)	\$11,650
09-Equipment	\$5,000	-	\$5,000
10-Grants, Contributions, Other	-	-	-
Total Expenditures	\$988,074	\$53,655	\$1,041,729

Finance

Revenue Assumptions

	2022	2023	2023	2024		
Revenue Source	Actual	Budget	Estimate	Request	Assumptions	Confidence Level %
County Tax Levy	885,696	964,074	964,074	1,013,229	Tax levy	100%
Retained Sales Tax	208	-	135	-	variable; do not budget for this	100%
Misc Revenue	1,195	2,000	1,500	1,500	Garnishments, etc.	80%
Pro Card Rebates	31,716	22,000	24,000	27,000	P card rebates	90%
TOTAL	\$918,816	\$988,074	\$989,709	\$1,041,729		

Finance

Contracted Services Summary

	2022	2023	2023	2024
Expenditure Type	Actual	Budget	Estimate	Request
Professional Services	50,310	51,410	51,410	51,410
Utility Services	2,160	500	300	500
Repairs And Maintenance	-	-	-	-
Other Contracted Services	69,945	94,338	89,000	98,342
Total	\$122,415	\$146,248	\$140,710	\$150,252

Finance

Contracted Services Detail

	2022	2023	2023	2024		
Expenditure	Actual	Budget	Estimate	Request	Description	Expenditure Type
Finance/ Contracted Services	69,945	94,338	89,000	98,342	Professional services	Other Contracted Services
Finance/ Telephone	2,160	500	300	500	Office Telephone	Utility Services
Independent Audit/ Accounting & Audit	37,490	45,000	45,000	45,000	Auditing services	Professional Services
Independent Audit/ Other Prof Svcs	12,820	6,410	6,410	6,410	Indirect cost study	Professional Services
TOTAL	\$122,415	\$146,248	\$140,710	\$150,252		

FACT SHEET
TO FILE NO. 23-24/025

Background: This resolution amends the 2023 budget in the Department of Human Services to add ten (10.0 FTE) CLTS case managers, one (1.0 FTE) CLTS supervisor, and one (1.0 FTE) CLTS resources specialist.

The Department of Human Services (DHS) administers the Children’s Long-Term Support (CLTS) program by helping children with disabilities and their families through supports and services while aiming to keep children at home with their families instead of in an institution. DHS is responsible for CLTS enrollment and to oversee the supports and services provided to children and families.

The State of Wisconsin Department of Human Services has made a statewide effort to reduce the waitlist for CLTS referrals and has specifically requested Eau Claire County to add resources to reduce the waitlist for children and families to ensure they receive CLTS support and services sooner. As of May 2023, Eau Claire County had 246 children on the waitlist with a wait time of 586 days. Last year, Eau Claire County had 205 children/families on the waitlist. The maximum wait time expected by the State of Wisconsin Department of Human Services is 90 days.

The requested CLTS *positions* are funded through the State Medicaid waiver, which is a recurring fund. This waiver allows the State to fund additional non-medical services and supports not normally offered such as CLTS support and services. The CLTS *program* is partially funded by Children’s Community Options Program (CCOP) funding and county tax levy, which is required regardless of the number of CLTS positions or children enrolled in the program.

From August to December 2023, the projected financial impact, using fund provided through the State Medicaid waiver, is \$484,200 without the use of county levy.

Fiscal Impact: \$484,200 (August – December 2023)

Respectfully Submitted,

Jake Brunette
Assistant Corporation Counsel
Eau Claire County, Wisconsin

2
3 AUTHORIZING A 2023 BUDGET AMENDMENT TO FUND THE ADDITION OF TEN (10.0 FTE)
4 CLTS CASE MANAGERS, ONE (1.0 FTE) CLTS SUPERVISOR, AND ONE (1.0 FTE) CLTS
5 RESOURCE SPECIALIST IN THE EAU CLAIRE COUNTY DEPARTMENT OF HUMAN
6 SERVICES
7

8 WHEREAS, the Eau Claire County Code of Ordinances requires that all regular positions or changes
9 therein added outside of the budget process be submitted to the County Board of Supervisors for
10 authorization; and
11

12 WHEREAS, the Eau Claire County Department of Human Services is requesting additional staff to
13 address the increased demand for services in the Children’s Long-Term Support (CLTS) program; and
14

15 WHEREAS, CLTS helps children with disabilities and their families through supports and services
16 while aiming to keep children at home instead of in an institution; and
17

18 WHEREAS, the State of Wisconsin Department of Human Services has requested the County add
19 resources to reduce the time from referral to enrollment while evenly assigning caseload amongst workers;
20 and
21

22 WHEREAS, the CLTS case managers (Grade N) will be assigned cases while actively working with
23 children and families in obtaining CLTS supports and services while the CLTS supervisor (Grade P) will
24 oversee the case managers with additional support provided by the CLTS resources specialist (Grade G);
25 and
26

27 WHEREAS, the additional positions will be funded through reoccurring State Medicaid waiver funds
28 without the use of county levy dollars; and
29

30 WHEREAS, the projected fiscal impact for the positions from August - December 2023 is \$484,200.
31

32 NOW, THEREFORE BE IT RESOLVED, that the Eau Claire County Board of Supervisors hereby
33 authorizes amending the 2023 budget for the Department of Services to fund the addition of ten (10.0 FTE)
34 CLTS case managers, one (1.0 FTE) CLTS supervisor, and one (1.0 FTE) CLTS resource specialist
35 positions in the amount of \$484,200.
36

37 ENACTED:

38 _____
39 _____
40 _____
41 _____
42 _____
43 _____
44 _____
45 _____
46 _____

47 Human Services Board

Committee on Finance and Budget

48
49 Dated this ____ day of _____, 2023.

Dated this ____ day of _____, 2023.

50
51 Vote: _____ Aye _____ Nay

Vote: _____ Aye _____ Nay

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Committee on Human Resources

Dated this ____ day of _____, 2023.

Vote: _____ Aye _____ Nay

1. Authority

- a. Wis. Stat. 59.02, 59.03, 59.255, 59.40, 59.51, 59.52, 71.93(8), and 71.935

2. References

- a. Adopting Resolution/Ordinance/Motion: 23-24/004

3. Purpose

- a. To establish a program for the collection of debt owed to Eau Claire County utilizing the Wisconsin Department of Revenue (DOR) State Debt Collection (SDC) program.

4. Scope

- a. Unless otherwise noted, this policy applies to all Eau Claire County personnel and departments/offices of Eau Claire County. In the event any policy violates federal or state law or is held invalid by a court of competent jurisdiction, the affected policy shall be deemed to have been severed from this policy to the extent of its invalidity.
- b. This policy does not apply to the Eau Claire County Clerk of Courts.

5. Policy Overview

- a. This policy defines the process to refer a debt to DOR using SDC and SDC debt collection efforts.
 - i. Refer to <https://www.revenue.wi.gov/html/debtcoll.html> for more information on SDC program.
 - ii. Refer to the agreement between Eau Claire County and DOR for expectations of parties using SDC.
- b. **Attachment A - SDC Process Checklist** provides a list of items/steps that must be addressed for debt referred to DOR.
 - i. Use of the checklist is optional but recommended.
 - ii. Such checklist may be modified without notice.
- c. Debts referred to SDC include: 1) past due fees for services and/or goods rendered by the county; or 2) debt that has been reduced to a court judgment.
- d. In lieu of SDC debt collection, departments may also utilize other debt collection activities if deemed appropriate (i.e. litigation, referral to third party debt collector, TRIP).
 - i. Of note, the same debt cannot be referred to SDC and Tax Refund Interception Program (TRIP) program.

6. Process

- a. For departments that intend to use SDC, the department shall obtain an agency ID number from the DOR and provide bank account information if different than the general bank account.
 - i. Departments need to complete and submit **Attachment B – Agency Contact Information** with the DOR to obtain an agency ID number.
 - 1. When completing the form, consider the following:
 - a. For the Agency Name section, enter “County of Eau Claire - DBA: [Department Name]”.
 - b. Leave the Agency ID section blank.
 - c. For the Contact Name and Number for debtors, enter generic department contact information as this information is made available to debtors.
 - ii. To establish a bank account different than the general bank account, departments need to complete and submit **Attachment C – Authorization for Direct Deposit**

- with the DOR.
- iii. Departments will also need to create an account on DOR's electronic system at <https://tap.revenue.wi.gov/mta>.
 1. The Eau Claire County Treasurer should be added to the list of individuals who receive notice of payment.
 - iv. Once an agency ID number is obtained from the DOR, departments shall email the agency ID number to the Eau Claire County Treasurer (Glenda.lyons@eauclairecounty.gov) along with a revenue account number (i.e. Alio revenue account number).
- b. Each department is responsible for sending billing statements and/or demand letters to debtors to request payment for amounts owed before referring the debt to SDC.
- i. Departments shall retain all documents associated with the debt.
 - ii. Debts can be associated with past due fees for services and/or goods rendered by the county or debt that has been reduced to a court judgment.
 - iii. Such statement and/or letter shall, at a minimum, state the debtor(s) name, amount owed, interest rate (if applicable), and payment due date.
 - iv. If a referral to SDC is likely, the department shall make efforts to obtain the debtor(s) legal name as well as social security number, driver's license number, and/or federal employer identification number. Such information is required to refer a debt to SDC.
- c. If the debt is at least sixty (60) days past due, the department shall send written notice to each debtor of the County's intention to refer the debt to SDC for collection.
- i. Such written notice shall conform to **Attachment D – Debt Collection Letter**.
 - ii. The written notice must contain all of the following:
 1. County's intention to refer debt to SDC for collection if not timely paid;
 2. Anticipated date of referral to SDC;
 3. Brief explanation of the debt;
 4. Department name as to who the debt is owed;
 5. Advise the debtor that collection costs will be assessed to the debtor; and
 6. Inform debtor of the right to appeal or dispute the debt owed.
 - iii. The written notice shall be sent to the debtor at least thirty (30) days prior to the debt being referred to SDC.
- d. For a debt to be referred to SDC, all of the following criteria must be met:
- i. Debt must be greater than \$50.00;
 - ii. Debt must be at least ninety (90) days past due; and
 - iii. Department shall send the written notice (Attachment D – Debt Collection Letter) to the debtor at least thirty (30) days prior to the referral.
- e. A debt cannot be referred to SDC if any of the following apply:
- i. The department/County is negotiating alternative payment arrangements with debtor;
 - ii. The debtor has filed for bankruptcy;
 1. Department is responsible to verify bankruptcy status for each debtor.
 - iii. The debtor has objected to the debt and the objection has not been addressed by the department/County;
 - iv. The department/County has negotiated a formal waiver of time period or debt type; or
 - v. The debt has been entered into the TRIP.
 1. The debt needs to be withdrawn from TRIP before the debt is referred to

SDC.

- f. When referring a debt to SDC, the department shall input the following information into the DOR’s electronic system (<https://tap.revenue.wi.gov>):
 - i. Debtor(s) legal name;
 - ii. Debtor(s) social security number, driver’s license number, or federal employer identification number;
 - iii. An unique identifier to track the debt referred;
 - iv. Original date the debt was incurred;
 - v. Amount of debt owed including any interest that may apply;
 - vi. Type of debt (i.e. define what services/goods were rendered);
 - vii. If a judgment or lien has been entered, the judgment/lien number; county where judgment/lien is filed; name of judgment/lien; docket/filing number; and amount of judgment/lien; and
 - viii. Any other information required by DOR.
- g. Once a debt is referred to DOR for collection, the department must do all of the following:
 - i. Contact DOR for any payments received by the department within 24 hours;
 - ii. Contact DOR as to known changes in debtor’s contact information within 24 hours;
 - iii. Contact DOR as to any change in debtor’s bankruptcy status within 24 hours;
 - iv. Update department’s internal system for any payments made or received by debtor or DOR;
 - v. Discontinue sending billing statements and demand letters to debtor(s); and
 - vi. Discontinue any active collection efforts outside DOR collection.
- h. DOR will determine what debt collection efforts will be used, which may include the efforts set forth in **Attachment E – SDC Collection Authorities**.
 - i. If the department settles debt amount with debtor after the debt has been referred to DOR, the debtor is still responsible to pay DOR’s collection fees and department shall take such fees into consideration when settling a debt.
- i. DOR will provide periodic updates on the status of referred debt collection, which will be available to the applicable department through the DOR’s electronic system.
- j. DOR will deposit any payment received into the County’s designated account.
- k. DOR will actively collect on debt until any of the following applies:
 - i. Debt is paid in full;
 - ii. Debt owed falls below \$20.00;
 - iii. Debt remains after five (5) years of collection activity; or
 - iv. Until department/County direct DOR otherwise.

7. Attachments

- a. Attachment A - SDC Process Checklist
- b. Attachment B - Agency Contact Information
- c. Attachment C - Authorization for Direct Deposit
- d. Attachment D - Debt Collection Letter
- e. Attachment E - SDC Collection Authorities

Revision History		
Adoption/Revision Date	Overview of Adoption/Revision	Adoption/Revision Reference
	New policy	

Attachment A

SDC Process Checklist

DEPARTMENT SECTION		
Inquiry	Response	Initial/Date
Department name		
Full Name of debtor		
Address of debtor		
Debtor SSN, FEIN, or driver's license number		
Telephone number/email address of debtor		
Type of debt (ie description of services or goods)		
Amount of principal owed		
Amount of interest owed		
Date debt was due		
Judgment or lien?	Yes / No	
If judgment or lien exists, list: 1) amount; 2) identification number and name; and 3) county		
Repayment agreement with debtor?	Yes / No	
Any other collections activities?	Yes / No	
Debtor objected to debt and department actively working with debtor to resolve?	Yes ____ / No ____	
Negotiated waiver of due date?	Yes / No	
Debt ID		
Date debt referred by department		
Debtor currently in bankruptcy proceedings?	Yes ____ / No ____	
Date of inquiry		
Date written notice to debtor sent		
Date debt referred to DOR		

*if response is not applicable or unknown, mark "N/A".



Agency Contact Information Update State Debt Collection Program

Please fill out the following form with your current SDC Agency Contact Information. Be sure to fill out a form for **each** agency ID that you manage. All fields are required.

Section 1: Contact information for debtor's inquiries. The agency name, contact name and phone number <u>will</u> be made public to the debtor. Feel free to use a generic contact name (e.g. "Court Collections")		
Agency Name		Agency ID
Contact Name for Debtor Inquiries		
Contact Number for Debtor Inquiries <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
Section 2: Contact information for DOR Agency Collection Staff use. This information is <u>not</u> provided to debtors. Primary Contact is required. Feel free to include as many additional contacts as needed.		
Primary Contact Name		
Contact Number <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
Email Address		
Mailing Address		
City	State	Zip
Additional/Secondary Contact Name (optional)		
Contact Number (optional) <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
Email Address		
Additional Contact Name (optional)		
Contact Number <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
Email Address		

Return completed forms via fax or email:

Email: DORAgencyCollections@wisconsin.gov

Fax: 608-261-6226



Authorization for Direct Deposit

Section 1: Identifying Information

Tax Identification Number:

--	--	--	--	--	--	--	--

 EIN -OR- SSN

--	--

Pursuant to Section 6109 of the Internal Revenue Service Code, we are required to obtain your Tax Identification Number (TIN) to properly report income to the IRS as required by law. Forms without a TIN will not be accepted.

Legal Name _____
 Doing Business As Name: _____
 Address: _____
 City: _____ County: _____ State: _____ ZIP: _____

Section 2: Additional Identifying Information

Supplier ID: _____ UEI# _____ DUNS# _____
 Recent payment number/amount received from the State: _____

Section 3: Current Financial Information				Section 4: Prior Financial Information			
<i>Bank Verification Must be Attached</i>				<i>Must be Provided to Change/Update Account</i>			
Bank Name				Bank Name			
Type	Checking	<input type="checkbox"/>	Savings	<input type="checkbox"/>	Type	Checking	<input type="checkbox"/>
Account Number				Account Number			
<i>Account number supplied must match attached bank verification</i>				<i>Account number supplied must match previous account number on file</i>			
Routing Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Routing Number	<input type="checkbox"/>	<input type="checkbox"/>
<i>Routing number supplied must match attached bank verification</i>				<i>Routing number supplied must match previous account number on file</i>			
New/Additional Email Address for Remittance Instructions:				Previous Email Address for Remittance Instructions:			

Section 5: International ACH Transaction Information

Will the entire amount of this electronic payment ultimately be deposited into a financial institution outside of the United States, and therefore fall under the regulation of IAT?	Yes	<input type="checkbox"/>
	No	<input type="checkbox"/>

Section 6: Municipalities Only

Local Gov Investment Pool	Sub Account Number
---------------------------	--------------------

Section 7: Contact Information

Primary Contact Name: _____

Title:	Email:
Phone:	Fax:

Secondary Contact Name: _____

Title:	Email:
Phone:	Fax:

Section 8: Read the Agreement, Sign & Date

The State will establish authentication information requirements for communications between the Supplier and the State, through online systems or paper forms. If the State receives a Communication containing proper authentication information, it shall be entitled to act on the Communication, and shall not be obligated to verify the content of such Communication, establish the identity of the person providing it, or await any confirmation thereof, and the State shall not be liable for acting on any Communication sent in the name of the Supplier. The Supplier shall be solely responsible for the safekeeping of the authentication information (i.e. passwords, Taxpayer Identification Numbers, bank account numbers, etc.) and assumes all risk of accidental disclosure or inadvertent use of such authentication information by any party whatsoever, whether such disclosure or use is on account of the Supplier's negligence or deliberate acts or otherwise. The State shall not be liable for any loss or damage resulting from fraudulent, unauthorized or otherwise improper use of any authentication information by the Supplier. **Account changes must be reported to the State Controller's Office 30 days prior to the effective date of the change. Account changes will take effect within five business days of receipt of properly completed documentation in the DOA office. Failure to report account changes may result in delayed payments. All bank accounts are tied to an address in our system. A separate form is required for each address.** The entity listed hereby authorizes the State of Wisconsin to initiate credit entries to its bank account at the financial institution identified above. Additionally, this form provides the State of Wisconsin the authority to reverse (withdraw) any erroneous credits (deposits) to the account. The authority shall remain in effect until the State of Wisconsin receives written notification of revocation, and has a reasonable opportunity to act on it.

*Only Authorized individuals may complete and submit this form. By completing this form, you are certifying that you are a duly authorized representative of your organization and are lawfully able to initiate changes to banking information. **Fraudulent conveyances are punishable offenses.***

I have attached a copy of a current voided check or included a bank letter on bank letterhead, signed by a bank representative. Either option must include the individual/company name, routing and account numbers pre-printed by the financial institution

Print Name:	Date:
Signature:	Phone:

[Date]

To: [Debtor(s) name and address]

NOTICE OF INTENT TO REFER DEBT TO THE DEPARTMENT OF REVENUE

Pursuant to Wis. Stat. 71.93(8), you are hereby notified that Eau Claire County will refer the following debt to the Wisconsin Department of Revenue (DOR) for collection:

DATE ISSUED:	[Date debt was originally incurred]
DEPARTMENT:	[Department debt is owed to]
SERVICE/GOODS:	[Brief description of goods/services creating debt]
TOTAL AMOUNT DUE*:	[Total debt owed and effective date]

***Note: Amount due includes unpaid principal, interest, and penalty as of the date indicated; additional interest and penalty may accrue after this date. Please contact the department listed above before remitting full payment to avoid additional interest and penalty.**

If the debt is not paid in full within thirty (30) days of the date of this letter, the amount will be referred to a DOR revenue agent for debt collection action after such date. A debt collection fee of 15% of the total amount due or \$35.00, whichever is greater, will be added to your account. Also, interest may accrue at a rate of 1.0% monthly until the debt due is paid in full.

Collection action may include one or all of the following, some of which may result in additional fees being added to your account:

- Interception of your Wisconsin tax refunds
- Attachment of wages or other compensation being paid to you
- Garnishment, seizure, or levy against your property, including bank accounts and IRAs
- Filing a delinquent tax warrant in the county in which you reside and/or own property.

In addition to referring the debt for collection, Eau Claire County may consider referring the matter for investigation and criminal charges if the debt is not paid in full.

Please send your full payment with a copy of this letter. If you do not think you owe this amount or have questions, please contact the department listed above.

Sincerely,

[Department representative]

Note: This is an effort to collect a debt. Any information obtained will be used for that purpose. This communication is from a debt collector.

**State of Wisconsin
Department of Revenue
State Debt Collection Initiative**

Department of Revenue – Collection Authorities		
Collection Activity	Description	Statutory Authority
Hearings - Informal	Establish contact with the debtors to resolve the account and/or gather collection information, e.g., obtain full payment and/or missing returns.	Sec. 73.03(20) Wis. Stats.
Payment Plans	Enter into an arrangement acceptable to the Department of Revenue and debtor that will resolve the collection balance.	Sec 71.92(2) and sec. 77.62(4), Wis. Stats.
Wage Certification	Attach the wages of a debtor after voluntary collection efforts have failed. Delinquent tax withholding is used when the taxpayer or non-delinquent spouse receives W-2 wages and/or commissions.	Sec. 71.91(7) and sec. 40.08(1) Wis. Stats.
Wage Assignment	Attach the wages of a debtor who voluntarily requests their wages be attached to resolve their debt.	Sec. 71.91 Wis. Stats.
Levy	Attach the assets of a debtor after voluntary collection efforts have failed. Levy is used when cash or liquid assets are held by a third party, such as a commercial bank.	Sec. 71.91(6) Wis. Stats.
Marital Obligations	Ensure that marital obligations are collected from either the incurring person or their spouse. Debts incurred for periods after December 31, 1985, or the marriage date whichever is later) are presumed to have been incurred in the interest of the marriage or family. (Wisconsin Marital Property Law in effect as of January 1, 1986)	Sec, 71.10(6m)(b), 766.55 and 859.18(3), Wis. Stats.
Tax Refund Offset	Apply overpayments and refundable credits from DOR Tax accounts to debts certified for collection.	Sec. 71.80(3m), 71.80(3m)(d), 71.55(1), 71.61(1), 71.10(6a & 6b), 71.93, and 71.935, Wis. Stats., 71.93(b), 565.30(5), 71.935.
Vendor Payments	Apply any payment to a person who provides goods and services to the state (DOA vendor payments) to debts certified for collection.	Sec. 71.93(3)(b) and sec. 71.935(3)(b), Wis. Stats.
Lottery Prizes	Apply lottery prize proceeds greater than \$600 to debts certified for collection by state agencies.	Sec. 565.30(5), Wis. Stats.
Unclaimed Property proceeds	Apply proceeds from unclaimed, abandoned property to debts certified for collection by state agencies.	Sec. 71.93(1)(d)2 and sec. 177.24(3), Wis. Stats.

**Eau Claire County
 Joint Budget Committee Meetings
 Budget Year: 2024**

Committee	Date	Time
Administration	7/11/2023	2:30 PM
Finance & Budget	7/13/2023	4:00 PM
Extension	7/19/2023	4:00 PM
Airport Commission	7/21/2023	7:30 AM
DHS	7/24/2023	5:30 PM
Judiciary & Law	7/26/2023	3:00 PM
Judiciary & Law	7/27/2023	3:00 PM
Human Resources	7/28/2023	8:30 AM
DHS	8/7/2023	5:30 PM
Administration	8/8/2023	2:30 PM
Highway	8/10/2023	8:30 AM
Planning & Development	8/10/2023	4:00 PM
Parks & Forest	8/14/2023	5:00 PM
ADRC	8/21/2023	4:00 PM

Public Input Sessions

Augusta Senior Center	8/3/2023	6:00 PM
Altoona City Hall	8/17/2023	6:00 PM

Summary Budget Development Calendar	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec
Q4 Report (prior year)	DH											
Begin Input for Strategic Plan - odd numbered years		P										
INPUT - strategic plan environmental scans			A, CB, P									
Annual reports due to Administration with key metrics				DH								
Q1 Report				DH								
Administrator Annual Report/State of the County				A, CB, P								
Board organizational meeting (even years), election of officers				CB								
Develop strategic plan: Strategic priorities, key initiatives				CB								
Discussion of annual report, trends, and strategies for following year					DH, OS							
Capital Budget discussion with Finance and Budget; year-year investment and debt strategy					FB,A, F							
Departments develop capital plan based on basic maintenance needs year-over-year				DH								
Review budget policies and priorities-Finance & Budget					FB							
Budget guidance to departments					F,A							
New position requests - pre-review of FTE increases					DH							
FB committee capital review					FB, DH							
Departments prepare initial budget submission						DH						
Budget education session						CB						
Q2 Report							DH					
Joint budget review meetings							FB, OS					
Finance & Budget hosts community listening sessions							FB					
Preparation of Administrator's Recommended Budget									A, F, DH			
Discussion of proposed capital budget									FB,DH, CB			
Q3 Report										DH		
First County Board Meeting: Recommended Budget with question/clarification/discussion and Public Hearing										CB, P		
Second County Board Meeting: Public Hearing and Board question/clarification/discussion										CB, P		
Finance & Budget wrap-up meeting										FB		
Annual meeting - deliberation and adoption											CB	
Pre-planning: Strategic Plan Review with CoA and Report to Board of Supervisors												A, CB, AC

A-Administrator F-Finance Director CB-County Board DH-Department Head FB-Finance & Budget Committee AC-Administration Committee OS-Oversight Committee P-Public

Updated: April 19, 2023

THE TOWN OF FAIRCHILD

E29266 Tioga Road

Fairchild, WI 54741

(715-334-5797)

townfair@centurytel.net

RECEIVED

JUN 13 2023

COUNTY CLERK

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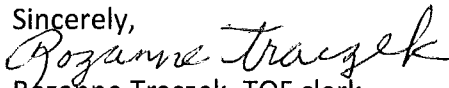
June 6, 2023

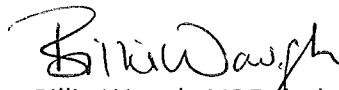
Dear Sue, Eau Claire County Clerk,

This letter has been addressed to you from the clerk of the Town of Fairchild who has been in conference with the Village of Fairchild clerk.

This letter is written to notify you that the Town of Fairchild and the Village of Fairchild are requesting to remain exempt from the Eau Claire County Library System for the year 2023-2024 concerning our Joint FPL agreement with the Village of Fairchild and the Town of Fairchild.

Thank you.

Sincerely,

Rozanne Traczek, TOF clerk


Billie Waugh, VOF clerk

FACT SHEET

Nutrition programs are required by both state and federal statutes. The Eau Claire County Aging and Disability Resource Center has well utilized nutrition programs, with both home delivered meals and congregate meals. The majority of the funding for the nutrition program comes from the federal Older Americans Act grant. Recipients of meals make donations, which is a second source of revenue. In 2022 and 2023, American Rescue Plan Act funds were used to supplement the nutrition program, and no county tax levy was used.

In 2022, more than 96,000 meals were delivered to home-bound individuals in Eau Claire County, by more than 160 volunteer drivers. An additional 5,000 congregate meals were served. Three are four congregate meal sites.

Currently a commercial kitchen in Fall Creek is used to make, package, and distribute the meals. The cost to rent the facility is \$6,600 per month. An additional \$100 is needed to have internet access.

The county board made a decision to include a commercial kitchen for the ADRC nutrition program in the new highway facility. The expectation was that the kitchen could move from the Fall Creek facility to the new highway facility in January 2023. The ADRC budgeted two months of rent and internet in the 2023 budget to cover January and February.

Due to the delays in completing the facility, the ADRC has had to pay rent to the Fall Creek facility pending the move. The non-budgeted amount is \$33,500 (\$6,700 for five months). The non-budgeted amount came from the department's grant allocation which potentially will be from the fund balance.

Now that the move is complete the ADRC seeks reimbursement from the county contingency fund to replenish the fund balance. Due to the increase in the cost of food, there is concern that the OAA funding and donations will not be sufficient. The cost per meal in 2019 was under \$3 per meal. Currently the cost per meal exceeds \$4 per meal. The recommended donation request has increased commensurately.

For these reasons, the ADRC requests respectfully to be reimbursed in the amount of \$33,500 from the county contingency fund.

AUTHORIZING A TRANSFER FROM THE 2023 CONTINGENCY FUND IN THE AMOUNT OF \$33,500 TO REIMBURSE THE AGING AND DISABILITY RESOURCE CENTER FOR THE UNBUDGETED RENT REQUIRED TO CONTINUE IN THE FALL CREEK KITCHEN PENDING THE MOVE INTO THE NEW KITCHEN.

WHEREAS, the nutrition program for the Aging and Disability Resource Center (ADRC) anticipated moving into the new kitchen facility in January 2023;

WHEREAS, the ADRC budgeted for rent and internet services in the Fall Creek kitchen for January and February of 2023 in the amount of \$6,700 per month;

WHEREAS, due to the delay in the completion of the new Highway/ADRC kitchen facility, the ADRC was required to maintain a month-to-month lease with the Fall Creek facility for an additional \$6,700 per month for the months of March, April, May, June, and July for a total of \$33,500;

WHEREAS, the ADRC has paid the rent each month from the department’s nutrition and transportation allocations;

WHEREAS, the expectation for the 2024 budget is that to fulfill the obligation for Meals on Wheels and congregate meals the ADRC will require both fund balance and additional county levy;

WHEREAS, the recommended donation per meal has increased in 2023 to \$5 per meal for Meals on Wheels and \$6 for congregate meals;

WHEREAS, in 2022, the ADRC served over 96,000 Meals on Wheels to county residents as well as more than 5000 congregate meals at senior centers.

NOW THEREFORE BE IT RESOLVED by the Eau Claire County Board of Supervisors that the Aging and Disability Resource Center shall be reimbursed in the amount of \$33,500 from the county contingency fund.

ADOPTED

Aging and Disability Resource Center Board

VOTE: 10 AYE 0 NAY

Enrolled No.

RESOLUTION

File No. 23-24/020

Committee on Finance & Budget

VOTE: _____ AYE _____ NAY