

#### **JOINT AGENDA**

# **Committee on Finance & Budget Committee on Human Resources**

#### Monday, October 16, 2023

10:00 a.m.- 2:00 p.m. Courthouse – Room #1301/1302 721 Oxford Ave, Eau Claire, WI

#### Join by Phone:

Dial in Number: 415.655.0001 Access Code: 2531 705 6558

#### Join by Meeting Number:

Meeting Number: 2531 705 6558 Meeting Password: b7SA2pStcc6

#### Join from Meeting Link:

https://eauclairecounty.webex.com/eauclairecounty/j.php?MTID=md865cbe23bcb08ce0b84dba2baffb59f

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
- 3. Public Comment
- 4. Review of Meeting Minutes / Discussion Action
- 5. Budget Amendment Process / Discussion
- 6. Sales Tax Report / Discussion
- 7. Budget Wrap-Up Session / Discussion Action

Budget Documents: <a href="https://www.eauclairecounty.gov/our-government/government-resources/2024-county-budget-information">https://www.eauclairecounty.gov/our-government/government-resources/2024-county-budget-information</a>

- a. Review Administrator's Recommendation
- b. Fund Balance
- c. Debt
- d. Capital Improvement Plan
- e. Personnel
- f. Other
- 8. Call to Order Committee on Human Resources 1:00 p.m.
- 9. Roll Call Committee on Human Resources
- 10. Proposed Resolution 23-24/048 "Abolishing the Maintenance Technician I Position at the Chippewa Valley Regional Airport" / Discussion Action
- 11. Proposed Resolution 23-24/046 "Authorizing the Eau Claire County Human Resources Department to Adopt the Identified Salary Matrix Recommended to be Utilized through the Compensation Project" / Discussion Action
- 12. Adjourn

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 at (715) 839-5106. For additional information on ADA requests, contact the County ADA Coordinator at (715) 839-7335, (FAX) (715) 839-1669, TTY: use Relay (711) or by writing to the ADA Coordinator, Human Resources, Eau Claire County Courthouse, 721 Oxford Avenue, Eau Claire, WI 54703.

#### **MINUTES**



#### Committee on Finance & Budget

#### Thursday, September 21, 2023

4:00 – 6:00 p.m. Courthouse – Room #1301/1302 721 Oxford Ave, Eau Claire, WI

Members Present: Supervisors John Folstad, Robin Leary, Cory Sisk (Webex), Dane Zook, Nancy Coffey (ex-

officio)

Members Absent: Supervisor Jim Dunning

Other Supervisors Present: Jerry Wilkie (Webex), Allen Myren (Webex), Stella Pagonis

**Staff Present**: Angela Eckman, Human Resources Director; Samantha Kraegenbrink, Assistant to the County Administrator; Chelsey Mayer, DHS Accountant; Dave Riewestahl, Sheriff; Kathryn Schauf, County Administrator; Matt Theisen, Facilities Director; Amy Weiss, Senior Accounting Manager

Others Present: Brian Reilly, Ehlers; Josh Low, Ehlers; Jason Szymanski, appointed Finance Director

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

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

No members of the public were present.

#### **Review and Approval of Meeting Minutes**

Motion: Leary moved approval of minutes as presented

Vote: 4-0 via voice vote

## Proposed Ordinance 23-24/034 "To Create Section 4.35.300 of the Code: Public Electric Vehicle Charging Port Fee"

Motion: Folstad moved approval with the addition of "there will be a quarterly report to the Committee on

Finance & Budget for at least the first year."

Vote: Sisk, Folstad, Zook YES; Leary NO; motion passes 3-1

#### **Short-Term Borrowing**

Brian Reilly from Ehlers presented information on short-term borrowing. The authorization process would need to be completed prior to setting and approving the next years' property tax levy. The debt levy cannot be calculated without outstanding debt to support it.

Supervisor Folstad was adamantly opposed because it does not make sense and is not transparent. He believes that the county has sufficient fund balance and that the county needs to live within the budget. He added that the county should go out to referendum to add the additional funding needed.

Supervisor Leary suggested that the supervisors should review the recommended budget first.

The committee noted that any decision on short-term borrowing is premature.

Motion: Folstad made a motion to reject short-term borrowing at this time Vote: Folstad, Sisk YES; Zook, Leary NO; motion failed 2-2 via voice vote Motion: Leary moved to postpone discussion/action to October meeting

Vote: Sisk, Leary, Zook YES; Folstad NO; motion passes

#### **Compensation Plan Update**

Angela Eckman presented an update on the compensation plan. Compensation is an umbrella and includes wage rate, benefits, work environment, work flexibility.

# Eau Claire

#### **MINUTES**

#### **Committee on Finance & Budget**

#### Thursday, September 21, 2023

4:00 – 6:00 p.m. Courthouse – Room #1301/1302 721 Oxford Ave, Eau Claire, WI

Proposed Resolution 22-23/041 "Abolishing Two (2.0 FTE) Corporal Positions in the Eau Claire County Sheriff's Office and Creating Two (2.0 FTE) Administrative Sergeants"

Motion: Leary moved approval as presented

Vote: 4-0 via voice vote

Proposed Resolution 22-23/042 "Abolishing Twelve (12.0 FTE) Correctional Officer Positions in the Eau Claire County Sheriff's Office and Creating Twelve (12.0 FTE) Training Corporal Positions"

Motion: Leary moved approval as presented

Vote: 4-0 via voice vote

Nancy Coffey left the meeting at 5:36 pm.

Proposed Ordinance 23-24/009 "To Amend Sections 4.14.101 B....4.15.010 A ....4.35.090 ....4.35.092 ... 4.35.095 ... 4.35.110...4.35.135...4.35.160 D., E. & F....15.01.110...15.01.120...and 16.30.040 of the Code..."

Motion: Sisk moved approval as presented.

Vote: 4-0 via voice vote

#### **DHS 2022 Financial Results**

Amy Weiss reviewed the 2022 financial results for the Department of Human Services.

#### Sales Tax Report

The committee reviewed the sales tax report.

#### 2024 Budget Process

The committee set the budget wrap-up meetings: Monday, 10.16.23 10:00-2:00 pm Wednesday, 10.18.23 1:00-5:00pm

**Future Meetings:** budget wrap-up 10.16.23 and 10.18.23

Agenda Items: contract review, code section review, short-term borrowing

The committee adjourned at 5:59 pm.

Amy Weiss \
Committee Clerk



# Eau Claire County Office of the County Administrator

721 Oxford Avenue, Room 3520 Eau Claire, WI 54703-5481 Phone: 715-839-5106 Fax: 715-839-6243

admin@eauclairecounty.gov



TO: Eau Claire County Board of Supervisors & Department Heads

FROM: Kathryn Schauf, County Administrator

DATE: October 3, 2023

SUBJECT: 2024 Budget – Supervisory Amendments to the Budget

As part of the 2024 budget process, board members have the opportunity to submit written amendments to the recommended budget prior to the November 7-8, 2023 adoption meeting date(s). This process enables supervisors to clearly explain, in writing, what their proposed amendment is and what the budgetary impact (increase or decrease) is on the 2024 Budget.

Each proposed amendment should be submitted by only one supervisor. Care needs to be taken by each supervisor not to violate the Open Meetings Law through walking quorums, or discussion and agreement on amendments outside of public meetings.

Attached, for your use, is a copy of the amendment form. Feel free to make copies of this form if you wish to submit more than one amendment. Please include only one amendment on each form.

Supervisors who propose amendments are strongly encouraged to consult with the affected departments prior to submission.

The following is a schedule of when and how these amendment forms will be processed and reviewed:

October 20, 2023	Supervisors prepare amendments and submit them to the county Administrator's office. Amendments are due to the administration office October 20, 2023.
	County Administrator, Finance Director and department heads review the proposed amendment forms and determine the fiscal and operational impact of each proposed amendment. Supervisors who submit a proposed amendment may be contacted if further explanation is needed.
October 31, 2023	A compilation of amendments with additional information will be distributed to the Board prior to the <b>November 7-8</b> , <b>2023</b> meeting. (As part of Board packet)
November 7-8, 2023	County Board adopts the 2024 Budget, including any amendments that are brought forward to the County Board <b>during</b> the meeting. Submittal of an amendment through this process does not automatically bring that amendment to the County Board floor. A specific motion and second to amend must be made during the November County Board 2024 Budget Session, prior to discussion of the amendment.

#### Why has this form been developed?

The County intends to utilize a formal Supervisory Amendment process in order to allow individual supervisors to offer amendments through a structured and understandable process. In addition, it gives staff the opportunity to analyze any proposed amendments so that the County Board can make informed decisions when they meet to adopt the budget. In order to provide staff with sufficient time to review proposed amendments, Supervisors are asked to submit their amendments as soon as possible, but no later than October 20, 2023.

Supervisors are reminded that the purpose of this process and the use of the form are to propose financial changes to the budget. They are not intended to be used as a forum for raising policy or procedural issues in the budget. Therefore, non-financial issues should be addressed at the appropriate Committee level and then forwarded to the full County Board for consideration if appropriate.

#### What are appropriate and inappropriate amendments?

Eau Claire County's recommended budget was developed using a complex mixture of prioritization, mandate and legal requirement review, and discussion between department managers, oversight committees and the Finance and Budget Committee. Further, Wis. Stat. § 65.90 provides for a certain amount of specificity in establishing the budget. Amendments that will be ruled out of order include the following:

- 1. "I move to amend the budget to provide a levy rate of no more than 'x'."
- 2. "I move to cut 'x' amount of dollars from the levy."
- 3. "I move that the budget shall provide for an 'x' percent increase / decrease from last year."

As a reminder, Eau Claire County Financial Policy, states that "Unassigned fund balance **shall not** be used to support recurring operating expenditures." Funding operations with fund balance erodes the County's ability to maintain these operations into the future, as well as diminishes reserves available for emergencies or future planning.

General fund balance may be budgeted to fund the following items:

- a. Nonrecurring or rarely recurring capital outlays to reduce reliance on borrowed funds and future debt service costs.
- b. Nonrecurring startup costs of projects or programs that are expected to provide savings or increase efficiencies in the future.
- c. Prepayment of outstanding debt to generate greater rates of return than refinancing and result in the immediate improvement of many important credit ratios.
- d. Termination costs of ineffective or inefficient programs.
- e. All or part of the contingency fund as described below.
- f. Other nonrecurring expenditures which are expected to yield a positive financial return in the future.

Feel free to contact either the Administrator or Finance Director if you have any questions regarding this process, or if you would like any numbers or details clarified.

### Eau Claire County 2024 Budget Proposed Supervisor Amendment

By Supervisor:				Amendment #	
•				(Amendment # ass	igned by staff)
To amend the	2024 Administrator R	ecommended B	udget, I hereby	y propose the	
•	ndment (please includ	e any informatio	n to provide c	ontext to the	
amendment):					
Anticipated ser	vice changes (additio	ns and/or reduc	tions or other	impacts):	
14:4 - 414	Alada aanaa aa aa aa aa aa aa aa			4 <b>4</b> -11	
i estimate that	this proposed amend	ment would cha	nge the budge	et as follows:	
Department	Program Area	Expenditure	County	Revenue	General Fund
	Description	Increase or	Funding	Increase or	Balance

1. Total amendment expenditures shall equal total amendment revenues or transfers of expenditures.

(Decrease)

2. A reduction in county funding in one category/program/department shall be offset by an increase in county funding in another category/program/department

Increase or

(Decrease)

(Decrease)

Increase or

(Decrease)

3. Please note guidance above regarding proper uses of general fund balance.

**Total for Amendment** 

#### Eau Claire County Annual Sales Tax Collections

Month	2021	2022	2023		umulative ГҮ Change	2022 % of Budget	2023% of
Month	2021	2022	2023	1 1		Duugei	Budget
January	\$ 838,139	\$ 974,265	\$ 946,426	\$	(27,840)	8.31%	7.82%
February	954,608	962,078	811,233		(178,685)	16.52%	14.53%
March	1,035,307	974,660	1,165,157		11,812	24.84%	24.16%
April	1,235,684	1,424,149	1,342,647		(69,690)	37.00%	35.25%
May	1,078,714	1,006,379	1,082,969		6,899	45.58%	44.20%
June	950,114	1,158,908	1,370,565		218,556	55.47%	55.53%
July	1,404,778	1,279,821	1,250,013		188,748	66.40%	65.86%
Total YTD	\$ 7,497,345	\$ 7,780,261	\$ 7,969,009	-	188,748		
Budget	\$ 10,500,960	\$ 11,718,000	\$ 12,100,000				
<b>Actual Collections</b>	\$ 12,947,112	\$ 13,731,189					
Surplus	\$ 2,446,152	\$ 2,013,189					

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

#### Eau Claire County Annual Sales Tax Collections

Month		2014		2015		2016		2017	2018		2019		2020		2021		2022		2023
January	\$	633,370	\$	655,343	\$	696,710	\$	755,910	\$ 746,338	\$	704,798	\$	919,229	\$	838,139	\$	974,265	\$	946,426
February		689,925		843,563		882,113		628,528	601,096		669,281		801,924		954,608		962,078		811,233
March		852,142		864,937		659,845		914,348	957,986		959,733		682,340		1,035,307		974,660		1,165,157
April		641,812		719,623		933,154		883,529	900,497		854,152		759,489		1,235,684		1,424,149		1,342,647
May		856,800		854,993		880,459		803,003	946,279		1,020,614		1,000,779		1,078,714		1,006,379		1,082,969
June		935,972		835,827		819,172		893,219	1,249,533		1,134,311		1,027,023		950,114		1,158,908		1,370,565
July		764,686		1,031,180		946,348		1,108,995	748,195		763,404		938,683		1,404,778		1,279,821		1,250,013
August		1,004,488		957,996		817,003		829,756	987,184		1,128,758		1,180,465		1,145,274		1,107,993		-
September		725,272		753,988		906,726		984,452	1,086,193		1,059,516		733,468		960,118		1,244,956		-
October		830,917		968,167		901,132		933,541	789,472		775,608		1,036,954		1,245,706		1,329,500		-
November		934,158		868,976		662,535		652,721	950,828		1,071,365		946,310		890,301		850,175		-
December		707,471		708,777		996,080		1,137,837	1,069,954		968,152		955,598		1,208,368		1,418,304		-
Total	\$	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	\$	7,969,009
Budgeted	\$	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	\$	12,100,000
Surplus	\$	991,013	\$	1,113,370	\$	821,277	\$	925,839	\$ 933,555	\$	260,477	\$	131,303	\$	2,446,152	\$	2,013,189	\$	(4,130,991)
Total County Taxable Sales	\$	1,915,402,600	\$ 2	,012,674,000	\$ 2	2,020,255,414	\$ 2	2,105,167,718	\$ 2,206,710,922	\$ 2	2,221,938,672	\$ 2	2,196,452,592	\$ 2	2,589,422,476	\$ 2	2,746,237,742	\$ 1	,593,801,774
Monthly Average	e \$	798,084	\$	838,614	\$	841,773	\$	877,153	\$ 919,463	\$	925,808	\$	915,189	\$	1,078,926	\$	1,144,266	\$	664,084

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

5 Year Average and Median												
Month Monthly Avg Median												
January	\$	876,571	\$	919,229								
February	\$	839,825	\$	811,233								
March	\$	963,440	\$	974,660								
April	\$	1,123,224	\$	1,235,684								
May	\$	1,037,891	\$	1,020,614								
June	\$	1,128,184	\$	1,134,311								
July	\$	1,127,340	\$	1,250,013								
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								

#### **FACT SHEET**

#### TO FILE NO. 23-24/048

This resolution abolishes the Airport Maintenance Tech I position at the Chippewa Valley Regional Airport.

The original intent with this position was to distinguish the positions from when a Maintenance Technician becomes ARFF (Aircraft Rescue & Fire Fighting) certified, resulting in an increased title, acknowledgement of the earned certifications as well as an increase in grade and pay. It accomplished this by going from a Maintenance Technician I (pre-ARFF certified) to Maintenance Technician II (post-certified), which is an essential part of their job responsibilities. Since it is not a direct requirement of employment eligibility, but rather an essential recommendation for maintaining operations, Eau Claire County will move to incorporate this within the original offer as a contingency of hire vs. having them be separate and adjusting immediately after earning. This will allow us to recruit for open positions at the higher wage rate and increase our ability to draw in more of the talent pool while still incentivizing this job responsibility function.

Fiscal Impact: There is limited fiscal impact as all existing Maintenance Tech I employees are oncall and would be moved to the nearest hourly rate in the Maintenance Tech II pay grade. In the new compensation paygrid, the fiscal impact of the two roles is approximately \$1.52/hr for each new hire and is already planned in the budget.

Respectfully Submitted,

Charity Zich

Charity Zich Airport Director RESOLUTION

File No. 23-24/048

Enrolled No.

CZ/yk

#### **FACT SHEET**

#### TO FILE NO. 23-24/046

This resolution authorizes the Eau Claire County Human Resources Department to adopt the identified salary matrix recommended to be utilized for all position placements and pay-for-performance evaluation process.

The salary matrix (Exhibit A) takes into consideration the data obtained through the Compensation Project and incorporates the anticipated pay for performance compensation strategy moving forward.

The Compensation Project completed by the Human Resources Department identified recommended matrix (Exhibit A) placement for all employees, after consultation with department heads and supervisors and taking into consideration comparables and current market rates for positions.

This salary matrix (Exhibit A) allows for Eau Claire County Departments to utilize a pay for performance system taking into consideration an employee's experience, skill set and performance goals.

Fiscal Impact: Adoption of the new salary matrix allows for the use of a recommended tool and there is no fiscal impact.

Respectfully submitted:

Angela Eckman Human Resources Director THE IDENTIFIED SALARY MATRIX RECOMMENDED TO BE UTILIZED THROUGH THE COMPENSATION PROJECT

 WHEREAS, Eau Claire County's Human Resources Department, with input from HR InTune, is recommending the attached salary matrix, identified as Exhibit A and incorporated into this resolution, be adopted by Eau Claire County; and

WHEREAS, the salary matrix (Exhibit A) takes into consideration the data obtained through the

WHEREAS, in order to provide employee compensation consistent with market rates, taking into consideration an employee's experience, skill set, and performance goals, the Human Resources Department will implement reasonable compensation strategies to address identified and recommended adjustments; and

Compensation Project and incorporates the anticipated pay for performance compensation strategy; and

WHEREAS, the salary matrix (Exhibit A) takes into consideration reasonable compensation strategies to address identified and recommended matrix (Exhibit A) placement; and

WHEREAS, the Compensation Project completed by the Human Resources Department identified recommended matrix (Exhibit A) placement for all employees, after consultation with department heads and supervisors; and

WHEREAS, the salary matrix (Exhibit A) placement recommended changes have already been incorporated and taken into account in the 2024 Eau Claire County proposed budget.

NOW, THEREFORE BE IT RESOLVED that the Eau Claire County Board of Supervisors hereby authorizes the Eau Claire County Human Resources Department to adopt and utilize the attached salary matrix (Exhibit A) as recommended through completion of the Compensation Project done by the Human Resources Department; and

BE IT FURTHER RESOLVED hereby adopts the attached salary matrix (Exhibit A) to allow for Eau Claire County Departments to utilize a pay for performance system taking into consideration an employee's experience, skill set and performance goals.

ADOPTED	
Committee on Finance and Budget	Committee on Human Resources
Dated this day of October, 2023.	Dated this day of October, 2023.

#### \*ACCELERATED CAREER PATHING POSITIONS ONLY-IDENTIFIED BY HR

\*HIGH DEMAND POSITIONS WITH HIGH TURNOVER RATES

\*LESS THAN 1 YEAR= ENTRY POINT/ 1-3YRS= AVG OF B&C/ 4-6YRS= MIDPOINT/ 7-9YRS= AVG OF C&D/ 10+YRS= D

COMPENSATION **DETERMINATION MATRIX** 

**A**=Entry experience or existing employees with less than 1 year of service

**B**=employees **C**=employees **E**=No point for new with 1-9 years with 10-14 experience in direct current role. Entry point for current role. current role. for growth high demand areas\*

with 15+ hires with no of total direct years of total years of total placed in this direct experience in experience in needed room

employees based on

Grade= Scope of responsibility for the position.

All employees working the same position will fall within the band of A-E of that grade level.

Grade		A	В	C	D	E		
1	\$	14.50	\$ 15.66	\$ 16.91	\$ 18.60	\$	20.46	
2	\$	15.52	\$ 16.76	\$ 18.10	\$ 19.91	\$	21.90	
3	\$	16.60	\$ 17.93	\$ 19.36	\$ 21.30	\$	23.43	
4	\$	17.76	\$ 19.18	\$ 20.72	\$ 22.79	\$	25.07	
5	\$	19.01	\$ 20.53	\$ 22.17	\$ 24.39	\$	26.82	
6	\$	20.34	\$ 21.96	\$ 23.72	\$ 26.09	\$	28.70	
7	\$	21.76	\$ 23.50	\$ 25.38	\$ 27.92	\$	30.71	
8	\$	23.28	\$ 25.15	\$ 27.16	\$ 29.87	\$	32.86	
9	\$	24.80	\$ 26.78	\$ 28.92	\$ 31.82	\$	35.00	
10	\$	26.29	\$ 28.39	\$ 30.66	\$ 33.72	\$	37.10	
11	\$	27.86	\$ 30.09	\$ 32.50	\$ 35.75	\$	39.32	
12	\$	29.53	\$ 31.90	\$ 34.45	\$ 37.89	\$	41.68	
13	\$	31.31	\$ 33.81	\$ 36.52	\$ 40.17	\$	44.18	
14	\$	33.18	\$ 35.84	\$ 38.71	\$ 42.58	\$	46.83	
15	\$	35.18	\$ 37.99	\$ 41.03	\$ 45.13	\$	49.64	
16	\$	37.29	\$ 40.27	\$ 43.49	\$ 47.84	\$	52.62	
17	\$	39.71	\$ 42.89	\$ 47.17	\$ 51.89	\$	57.08	
18	\$	42.29	\$ 45.67	\$ 50.24	\$ 55.27	\$	60.79	
19	\$	45.04	\$ 48.64	\$ 53.51	\$ 58.86	\$	64.74	
20	\$	47.97	\$ 51.80	\$ 56.98	\$ 62.68	\$	68.95	
21	\$8	51.08	\$ 55.17	\$ 60.69	\$ 66.76	\$	73.43	
22	\$	54.41	\$ 60.39	\$ 67.03	\$ 74.41	\$	83.34	
23	\$	57.94	\$ 64.89	\$ 72.68	\$ 81.40	\$	91.17	