



Board of County Commissioners Agenda Request

7B
Agenda Item #

Requested Meeting Date: August 11, 2020

Title of Item: 2021 General Government Budget Presentation

<input checked="" type="checkbox"/> REGULAR AGENDA	Action Requested:	<input type="checkbox"/> Direction Requested
<input type="checkbox"/> CONSENT AGENDA	<input type="checkbox"/> Approve/Deny Motion	<input checked="" type="checkbox"/> Discussion Item
<input type="checkbox"/> INFORMATION ONLY	<input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>

Submitted by: Jessica Seibert	Department: Administration
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Presenter (Name and Title): Jessica Seibert, County Administrator	Estimated Time Needed: 20 minutes
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Summary of Issue:

The 2021 draft General Government Budget will be presented for discussion. Please see attached memo.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Discussion only.

Financial Impact:
 Is there a cost associated with this request? Yes No
 What is the total cost, with tax and shipping? \$
 Is this budgeted? Yes No *Please Explain:*

AITKIN COUNTY ADMINISTRATION

Aitkin County Courthouse
217 Second Street N.W. Room 130
Aitkin, MN 56431
218-927-7276
Fax: 218-927-7374

TO: Aitkin County Board of Commissioners
FROM: Jessica Seibert, Aitkin County Administrator
RE: Proposed 2021 General Government Budgets
DATE: August 11, 2020

The proposed 2021 general government budget presentation will include budgets located within the General Fund. The sixteen budgets include:

Administration	Environmental Services	Miscellaneous
Assessor	Extension	Recorder
Attorney	Human Resources	SWCD/AG/Watershed
Auditor	IT	Treasurer
Commissioners	Library	
Economic Development	Maintenance	

A brief description of key changes to revenues and expenditures for each department follows. Four columns representing the 2020 budgeted amount, 2021 budgeted amount, change in budgeted amount, and percentage change in budgeted amount are reported. Also included are detailed IFS worksheets providing support for each budget.

General Overview

The 2021 General Courthouse budget was prepared by individual Department Heads and reviewed individually with the County Administrator. Budgets have also been reviewed by the Budget Committee where discussions continue to be held.

Salary and benefit figures are based on previously approved contracts. Estimates have been made for insurance amounts due to the fact that 2021 rates have not yet been received from MCIT or PEIP. We are anticipating a substantial increase in rates based on July PEIP renewal information. A 15% increase has been budgeted with the hope that this can be lowered some when the actual rate increase is received. A 10% increase in the MCIT property/casualty rate has been budgeted.

The budget was developed using a collaborative approach with County Commissioners, the County Administrator, Department Heads, and staff. Many hours were spent researching past practices, future needs, and historical spending. The result is a budget that accurately reflects expected revenues and expenditures that are needed to provide Aitkin County residents quality services.

Administration:

- 45 Motor Pool
- 52 Administration
- 120 Veterans Service Officer

No changes to Motor Pool. Consideration is being given to postponing the 2021 regular replacement of two vehicles. Reduction in Administration due to Administrative Assistant cost being split with Human Resources.

Revenues	79,800.00	79,800.00	0.00	0.00%
Expenditures	429,470.00	423,235.00	(6,235.00)	(13.09)%
Net	349,670.00	343,435.00,	(6,235.00)	(1.78)%

Assessor's Office:

- 43 Assessor

Reductions in capital expenses and service, labor, contracts due to completed purchases/project.

Revenues	159,613.00	164,606.00	4,993.00	3.13%
Expenditures	875,819.00	902,192.00	26,373.00	3.01%
Net	716,206.00	737,586.00	21,380.00	2.99%

Attorney's Office:

- 90 Attorney
- 255 Crime Victim Grant

No significant increases in service costs. Majority of expenditure change is attributed to salary/insurance costs.

Revenues	153,183.00	155,398.00	2,215.00	2.75%
Expenditures	1,200,277.00	1,264,961.00	64,684.00	10.29%
Net	1,047,094.00	1,109,563.00	62,469.00	33.52%

Auditor:

- 40 Auditor (inc. License Center)
- 41 Internal Audit

No significant increases in service costs. Majority of expenditure change is attributed to salary/insurance costs.

Revenues	286,420.00	285,370.00	(1,050.00)	(0.37)%
Expenditures	776,169.00	815,134.00	38,965.00	5.02%
Net	489,749.00	529,764.00	40,015.00	8.17%

60 Elections

Reduction in election costs/revenues due to non-election year. Continuing to budget \$50,000 in programming to level spending from year to year.

Revenues	50,525.00	700.00	(49,825.00)	(98.61)%
Expenditures	121,329.00	67,900.00	(53,429.00)	(44.04)%
Net	70,804.00	67,200.00	(3,604.00)	(5.09)%

Commissioners:

01 Commissioners

No significant changes in expenditures.

Revenues	0.00	0.00	0.00	0.00%
Expenditures	257,045.00	263,309.00	6,264.00	2.44%
Net	257,045.00	263,309.00	6,264.00	2.44%

Economic Development:

711 Economic Development

Discontinued use of Land Dept. funds. Retirement of current Economic Development Coordinator. Plan to wait until July 1, 2021 to rehire.

Revenues	64,094.00	0.00	(64,094.00)	(100)%
Expenditures	106,617.00	54,216.00	(52,401.00)	(49.15)%
Net	42,523.00	54,216.00	11,693.00	27.50%

Environmental Services:

122 Planning & Zoning

390 Environmental Health

391 Solid Waste

392 Water Wells

Planned use of fund balance in the Solid Waste budget. Reduction in recycling contract - \$40,000. Planned vehicle purchase from reserves.

Revenues	795,351.00	780,023.00	(15,328.00)	(1.93)%
Expenditures	919,796.00	930,414.00	10,618.00	1.15%
Net	124,445.00	150,391.00	25,946.00	20.85%

Extension Office:

601 Extension

Current three-year contract ends December, 2021.

Revenues	1,300.00	0.00	1,300.00	0.00%
Expenditures	84,984.00	86,571.00	1,587.00	1.87%
Net	83,684.00	86,571.00	2,887.00	3.45%

Human Resources:53 *Human Resources*

No significant increases in service costs. Majority of expenditure change is attributed to salary/insurance costs due to Administrative Assistant being split between Administration and Human Resources.

Revenues	0.00	0.00	0.00	0.00%
Expenditures	291,175.00	356,051.00	64,876.00	22.28%
Net	291,175.00	356,051.00	64,876.00	22.28%

Information and Technology:49 *Information and Technology*

Decrease in revenue due to no planned use of fund balance included. This may be adjusted to use Recorder's Compliance Funds. Increase in programming, service costs, and capital equipment. Reduction in salary/benefits due to retirement.

Revenues	56,905.00	36,550.00	(20,355.00)	(35.77)%
Expenditures	680,263.00	726,771.00	46,508.00	6.84%
Net	623,358.00	690,221.00	66,863.00	10.73%

Library (ECRL): Appropriation amount budgeted is \$240,000 based on 2020 request. Request for 2021 not yet received. State certified minimum level of support for 2021 is ?.

Courthouse Maintenance:110 *Courthouse Maintenance*111 *Buildings*

Increase in utility costs and capital expenditures. We will need to review actual costs after a complete heating/cooling season.

Revenues	0.00	0.00	0.00	0.00%
Expenditures	526,337.00	601,699.00	75,362.00	14.32%
Net	526,337.00	601,699.00	75,362.00	14.32%

Recorder:100 *Recorder*

No significant increases in service costs. Majority of expenditure change is attributed to salary/insurance costs.

Revenues	210,500.00	210,500.00	0.00	0.00%
Expenditures	365,644.00	401,893.00	36,249.00	13.91%
Net	155,144.00	191,393.00	36,249.00	23.36%

SWCD, AG & Watershed:

600 Ag Society, Soil & Water, Ag Inspector

Increase attributed to Ag Society insurance costs.

Revenues	0.00	0.00	0.00	0.00%
Expenditures	117,253.00	113,318.00	(3,935.00)	(3.36)%
Net	117,253.00	113,318.00	(3,935.00)	(3.36)%

Treasurer's Office:

42 Treasurer

No significant increases in service costs. Majority of expenditure change is attributed to salary/insurance costs.

Revenues	30,200.00	30,200.00	0.00	0.00%
Expenditures	293,874.00	309,109.00	15,235.00	5.18%
Net	263,674.00	278,909.00	15,235.00	5.78%

Additional Notes:

- The preliminary levy is proposed to be adopted at the September 8th Board meeting. If needed, the Board may choose to postpone the adoption of the preliminary levy until the September 22nd Board Meeting. State law requires the County Board to adopt a preliminary levy prior to September 30th.
- A five-year capital plan will be finalized and presented to the Board in the near future.
- Fund Balance recommendations will be made according to the adopted Fund Balance Policy after the outside Auditor's complete financial statements.
- 2021 County Program Aid increased by \$19,137 from \$833,937 to \$853,074. This brings the amount of CPA closer to 2005/2006 levels (\$999,205 & \$793,413).