

FINANCE AND RULES COMMITTEE

May 18, 2021

Present: Legislators Tom Osborne, Ian Gilbert, Greg Kulzer, Ron Burns and Phil Hathway.

Others present: Legislators Larry Dolhof, Jerry King, Lisa Virkler, Richard Chartrand and Andrea Moroughan; County Manager Ryan Piche; County Attorney Joan McNichol; Treasurer Eric Virkler; Human Resource Director Caitlyn Smith; and Information Technology Director Conner Biolsi.

Committee Chair Tom Osborne called the meeting at 1:46 p.m.

Legislator Burns made a motion to approve the 4/20/2021 committee meeting minutes as recorded, seconded by Legislator Kulzer and carried.

2020 Year-End Budget Review (attached) – County Treasurer Eric Virkler

Eric did a brief highlight of 2020 Year-End figures for certain Departments. Public Defender showed higher revenue due to the fact that grant revenue isn't budgeted, and due to the timing of expenditures versus when the grant funding is received it seems that expenses are much higher than they should be. The Sheriff's Office was over budget due to overtime and vehicle repairs by roughly \$131,000, however the Jail was under budget by \$126,000 due to reduced salaries/benefits and reduced inmate medical. Building Codes revenue was significantly higher than budgeted due to a new wind project and three solar projects; however, the expenses were up due to the increased health insurance for a new employee.

Public Health showed a huge decrease in revenue due to Article 6 State Aid and Pre-School decreases but the expenses were also down considerably because of the low activity in programs due to the pandemic. Social Services had a similar situation where State revenue was down but so were the program expenses and the IGT expense was down over \$2.2 million. Solid Waste was slightly over budget due to an additional \$329,000 charge for their portion of accrued long term pension liability which was calculated by auditors. Planning had a significant increase in grant funding as well as grant program expenses, but compensation was down \$38,000.

The total budgeted expenses for 2020 were \$50,115,660 and the actual expenses came in at \$44,060,285 which created an under-budget amount of \$6,055,375. The 2020 year-end unaudited General Fund balance is at \$14,239,387, making the total cash on hand \$22,480,000 and increase of \$2,400,000 over 2019.

County Website Proposal – Information Technology Director Conner Biolsi

Conner began by stating that he would like to put out an RFP for website services to create a new website that is much more user friendly with a more professional look. A website is a place that any resident can go to get information 24/7. This is an opportunity for us to be as transparent as possible and should reduce the number of FOIL requests when the information can be searched up on a website. The current website is functional but can be improved as it is 5 years old. It can be improved through better organization of information, create a way for Departments to

easily update their own pages, and create a way for modern access through smart phones and make it accessible for those who have handicaps. The rough investment cost could be up to \$14,000.00 and then roughly \$2,000.00 a month for hosting but should be less as much of the information is there. A better website could have a bigger positive community impact.

Legislator Osborne made a motion to authorize Information Technology Director Conner Biolsi to put out an RFP for website update/design, seconded by Legislator Gilbert. Legislator Gilbert stated that he would like to see Conner have complete control over the design and configuration of the website. Ryan stated that the funding can come out of the Capital Data Processing Account. The motion then carried.

The following dockets were reviewed:

1. Resolution authorizing Memorandum of Understanding with the County of Lewis and Lewis County Solid Waste Department wherein the County agrees to advance the sum of up to \$1,500,000.00 from the General Fund to Solid Waste for the Lowville Transfer Station upgrade project, in consideration of Solid Waste agreement to repay the County for the funds advance. *Eric stated that there was discussion in the past of how much Solid Waste should put in out of their Enterprise Fund balance, currently it is estimated at \$400,000.00. The annual payment works out to be around \$90,000.00 per year.*

AYE 5 NAY 0

2. Resolution to waive health insurance premiums payable by the County as employer for all active employees for the month of July 2021. *County manager Ryan Piche explained that this was because at the end of 2019 a Health Insurance "holiday" was given to just employees, not the employer so this will even that out. There was further discussion on the health of the fund balance currently but also looking into the future with increased health costs which over a period should reduce the balance to a much smaller balance. Long term sustainability is what is being questioned.*

AYE 5 NAY 0

3. Resolution amending Compensation Plan of the County of Lewis with reference to Lewis County General Hospital to create one (1) Full-Time Purchasing Agent position and one (1) Part-Time Stores Clerk position.

AYE 5 NAY 0

The following motions were made:

1. Legislator Osborne made a motion to authorize Planning Director Casandra Buell to refill one (1) full-time Community Development Specialist position due to resignation effective immediately, seconded by Legislator Hathway and carried.

County Manager Ryan Piche discussed the C & S invoices for the Concept Phase of the Renovation Project, which was approved by resolution in the amount of \$114,460 total, and how the Board would like to fund this. He suggested that the money could come from Contingency, they could choose to set up a Renovation Capital Project account because the project will likely move forward, or for now just utilize funds in the Capital Buildings Account with a balance of \$800,000.00. Legislator Dolhof felt that it would make sense to set up the Renovation Capital Project with the likelihood that the project will move forward.

Legislator Osborne made a motion to utilize the funds in the Capital Buildings Account, seconded by Legislator Burns and carried. Legislator Kulzer was opposed.

At 2:33 p.m. Legislator Burns made a motion to adjourn, seconded by Legislator Gilbert and carried.

Respectfully submitted,
Cassandra Moser, Clerk of the Board

2020 YEAR-END BUDGET REVIEW

Eric Virkler & Ryan Piche

May 18, 2021

PUBLIC SAFETY

DISTRICT ATTORNEY, CORONER

	2019 Actual	2020 Budgeted	2020 Actual	Notes
Revenue	103,861	117,389	124,827	
Expenditures	666,554	795,317	794,716	
Total	562,693	677,928	669,889	

Notes:

PUBLIC DEFENDER

	2019 Actual	2020 Budget	2020 Actual	Notes
Revenue	167,353	0	169,515	
Expenditures	476,281	404,200	610,154	
Total	308,928	404,200	440,639	

Notes:

- Revenue: We don't budget grant revenue.
- Timing of expenditures and what is collected from the state do not coincide

SHERIFF'S OFFICE

	2019 Actual	2020 Budget	2020 Actual	Notes
Revenue	236,954	235,373	200,995	
Expenditures	3,469,457	3,466,852	3,622,451	
Total	3,232,503	3,231,479	3,421,456	
Salary & Benefits		3,273,652	3,390,170	-3.6%

Notes:

- This includes Sheriff, DWI patrol, Parks and Rec patrol, SRO and Dispatch
- Trails revenue - \$0
- Salaries and Benefits over budget \$116 K
- Vehicle Repairs over \$15 K

SHERIFF'S OFFICE JAIL

	2019 Actual	2020 Budget	2020 Actual	Notes
Revenue	34,845	35,000	34,845	
Expenditures	2,304,969	2,458,253	2,304,969	
Total	2,270,124	2,423,253	2,270,124	
Salaries & Benefits		2,091,103	2,011,056	

Notes:

- Salaries and Benefits down \$90 K
- Inmate Medical down \$36 K

PROBATION

	2019 Actual	2020 Budget	2020 Actual	Notes
Revenue	99,692	198,299	95,162	
Expenditures	524,041	629,836	492,386	
Total	424,349	431,537	397,224	

Notes:

- Lower program activity for RTA, STSJP.

EMERGENCY MANAGEMENT

	2019 Actual	2020 Budget	2020 Actual	Notes
Revenue	96,743	15,000	25,172	
Expenditures	291,648	177,371	161,358	
Total	194,905	162,371	136,186	

Notes:

CODES

	2019 Actual	2020 Budget	2020 Actual	Notes
Revenue	95,561	82,000	242,545	
Expenditures	300,800	293,617	322,232	
Total	205,238	211,617	79,687	

Notes:

- Increased health insurance cost for a new employee
- Additional revenue from one wind project and three solar projects

HEALTH & HUMAN SERVICES

COMMUNITY SERVICES

	2019 Actual	2020 Budget	2020 Actual	Notes
Revenue	73,474	114,777	63,131	
Expenditures	143,267	210,497	135,324	
Total	69,793	95,720	72,193	

Notes:

- This only reflects the LGU. The payments to agencies are basically passthroughs and not included in this analysis.
- 2020 Professional Services budget was increased to use Federal Salary sharing funds, but the expenses were not incurred given covid priorities

PUBLIC HEALTH

	2019 Actual	2020 Budget	2020 Actual	Notes
Revenue	1,892,180	3,279,364	1,512,313	
Expenditures	3,281,676	4,602,208	2,354,183	
Total	1,389,496	1,322,844	841,870	

Notes:

- Article 6 State Aid revenue down - \$529,000
- Pre-School revenue down - \$1,281,000
- Expenditures other than Emergency and Disaster preparedness were all down due to low activity with focus on Covid

DEPARTMENT OF SOCIAL SERVICES

	2019 Actual	2020 Budget	2020 Actual	Notes
Revenue	4,953,085	5,471,542	4,287,412	
Expenditures	15,886,110	15,859,367	12,595,480	
Total	10,933,025	10,387,825	8,308,068	

Notes:

- Foster Care revenue down \$325,000
- TANF revenue down \$819,000
- Program expenses were down due to Covid – Compensation down \$243,000
- IGT expense was down \$2,263,000

OFFICE FOR THE AGING

	2019 Actual	2020 Budget	2020 Actual	Notes
Revenue	1,380,412	1,023,491	914,527	
Expenditures	1,242,548	1,406,068	1,295,542	
Total	-137,864	382,577	381,015	

Notes:

PUBLIC SERVICES

COUNTY CLERK

	2019 Actual	2020 Budget	2020 Actual	Notes
Revenue	782,271	721,000	763,634	
Expenditures	594,122	585,053	544,049	
Net Profit	188,149	135,947	219,585	

Notes:

- Mortgage tax revenue was up \$95K
- Compensation down \$17 K and benefits down \$30 K

HIGHWAY DEPARTMENT

	2019 Actual	2020 Budget	2020 Actual	Notes
Revenue	6,588,176	6,490,585	6,056,406	
Expenditures	6,774,619	6,660,585	5,924,003	
Total	-186,443	-170,000	132,403	

Notes:

HIGHWAY MACHINERY

	2019 Actual	2020 Budget	2020 Actual	Notes
Revenue	1,527,950	1,316,863	1,236,054	
Expenditures	1,406,539	1,316,863	1,101,781	
Total	152,672	0	134,273	

Notes:

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SOLID WASTE

	2019 Actual	2020 Budget	2020 Actual	Notes
Revenue	2,023,731	1,928,000	2,246,319	
Expenditures	1,995,690	1,866,914	2,299,035	(432,121)
Total	28,041	61,086	(52,716)	

Notes:

- Primary additional expense is a \$329,000 charge calculated by our auditors to reflect SW's portion of accrued long term pension liability. This amount is not controllable by the department, or the county, and was significantly impacted by stock market conditions in March 2020.
- Refuse disposal costs with DANC were \$95 K higher than budgeted with offsetting increase in revenues.

RECREATION, FORESTRY, TRAILS & PARKS

	2019 Actual	2020 Budget	2020 Actual	Notes
Revenue	174,370	229,334	213,632	
Expenditures	262,788	343,210	306,220	
Total	88,418	113,876	92,588	

Notes:

- Trail permit sales were \$139,000 an increase of \$24 K over 2019
- This analysis includes ATV trail system and maintenance

REAL PROPERTY

	2019 Actual	2020 Budget	2020 Actual	Notes
Revenue	44,003	47,267	48,575	
Expenditures	406,318	420,339	435,651	
Total	362,315	373,072	387,076	

Notes:

- Real property paid a fee for the Systems East tax system that is not a recurring expense - \$25 K

BOARD OF ELECTIONS

	2019 Actual	2020 Budget	2020 Actual	Notes
Revenue	3,213	0	88,975	CARES act funds
Expenditures	574,128	547,541	541,752	
Total	570,915	547,541	452,777	

Notes:

VETERANS

	2019 Actual	2020 Budget	2020 Actual	Notes
Revenue	10,000	10,000	9,500	
Expenditures	61,921	65,375	62,417	
Total	51,921	55,375	52,917	

Notes:

WEIGHTS AND MEASURERS

	2019 Actual	2020 Budget	2020 Actual	Notes
Revenue	0	0	0	
Expenditures	64,525	69,450	46,672	
Total	64,525	69,450	46,672	

Notes:

- Contracted service with Jefferson County

PLANNING

	2019 Actual	2020 Budget	2020 Actual	Notes
Revenue	61,654	35,000	463,135	
Expenditures	374,788	272,055	458,687	
Total	313,134	237,055	(4,448)	

Notes:

- Significant grant activity increased both revenue and expense for the BOA, Census, Ag Enhancement Plan and Central Lewis water.
- For regular department expenses, compensation was down \$38 K

COMMUNITY COLLEGE

(TUITION)

	2019 Actual	2020 Budget	2020 Actual	Notes
Revenue	0	0	0	
Expenditures	951,854	800,000	815,323	
Total	951,854	800,000	815,323	

Notes:

- 2016 = \$753,000
- 2017 = \$825,000
- 2018 = \$876,000
- 2019 = \$951,000

ADMINISTRATIVE

INFORMATION TECHNOLOGY

	2019 Actual	2020 Budget	2020 Actual	Notes
Revenue	0	0	0	
Expenditures	268,436	345,507	281,935	
Total	268,436	345,507	281,935	

Notes:

- None

BUILDINGS AND GROUNDS

	2019 Actual	2020 Budget	2020 Actual	Notes
Revenue	701,874	600,927	594,882	
Expenditures	1,275,611	1,309,169	1,166,365	
Total	573,737	708,242	571,483	

Notes:

- Compensation costs were \$2 K under budget

HUMAN RESOURCES

	2019 Actual	2020 Budget	2020 Actual	Notes
Revenue	3,205	0	0	
Expenditures	244,022	229,625	198,100	
Total	240,817	229,625	198,100	

Notes:

- None

COUNTY ATTORNEY

	2019 Actual	2020 Budget	2020 Actual	Notes
Revenue	296,396	313,930	296,867	
Expenditures	459,919	484,916	451,912	
Total	163,523	170,986	155,045	

Notes:

- None

TREASURER

	2019 Actual	2020 Budget	2020 Actual	Notes
Revenue	961,417	90,000	98,289	
Expenditures	467,662	483,026	477,668	
Net Profit	493,755	393,026	379,379	

Notes:

COUNTY MANAGER

	2019 Actual	2020 Budget	2020 Actual	Notes
Revenue	0	0	0	
Expenditures	126,316	130,001	134,055	
Total	126,316	130,001	134,055	

Notes:

- Compensation increase approved

CLERK OF THE BOARD

	2019 Actual	2020 Budget	2020 Actual	Notes
Revenue	0	0	0	
Expenditures	157,143	144,723	122,502	
Total	157,143	144,723	122,502	

Notes:

- Health insurance down \$20 K.

LEGISLATIVE

	2019 Actual	2020 Budget	2020 Actual	Notes
Revenue	0	0	0	
Expenditures	120,576	140,233	127,057	
Total	120,576	140,233	127,057	

Notes:

NON DEPARTMENTAL

	2020 Budget	2020 Actual	Notes
Tobacco Revenue	335,000	381,696	
Sales Tax Revenue	11,850,000	13,337,417	
PILOT revenues	1,945,100	1,948,569	
Casino Revenue	175,000	175,997	
Tax Sales Revenue	760,000	750,933	
Unallocated insurance Expense	119,000	116,090	
Shared Services Expense	166,000	460,234	Cleanup of receivables and deferred rev - \$317,000

REVENUE AND EXPENSE SUMMARY

(GENERAL FUND ONLY)

Total Budgeted Revenues	\$48,465,660	Total Budgeted Expenses	\$50,115,660
<u>Actual Total Revenue</u>	<u>\$48,572,214</u>	<u>Actual Total Expenses</u>	<u>\$44,060,285</u>
Amount over Budget	\$ 106,554	Amount under Budget	\$6,055,375

Significant Changes from Budget

Sales Tax	\$1,487,417
Public Health	(\$1,767,000)
DSS	(\$1,184,000)

Also note that our budgeted revenue would include \$1,650,000 of fund balance used to match expenditures. This was not needed in 2020.

Significant Changes From Budget

Building and Grounds	(\$143,000)
OFA	(\$111,000)
DSS	(\$3,264,000)
Public Health	(\$2,248,000)
Probation	(\$137,000)
Jail	(\$154,000)
Sheriff – Road and Dispatch	\$156,000

JUNE 2021 BIG PICTURE FUND BALANCE

General Fund - This is unassigned fund balance

12/31/19 Audited Fund Balance	\$9,602,975
Excess of Revenues over expenses	\$6,160,000
Changes in Receivables and Liabilities that Reduce fund balance	(\$1,700,000)
12/31/20 Unaudited Fund Balance	\$14,239,387

The total general fund balance will be about \$17,400,00. The difference from unassigned fund balance is related to two or three components that are restricted. The biggest component is the \$1,650,000 that is reserved for the 2021 budget deficit.

Total Cash on Hand: \$22,480,000 increase of over \$2,400,000 from 2019.



QUESTIONS