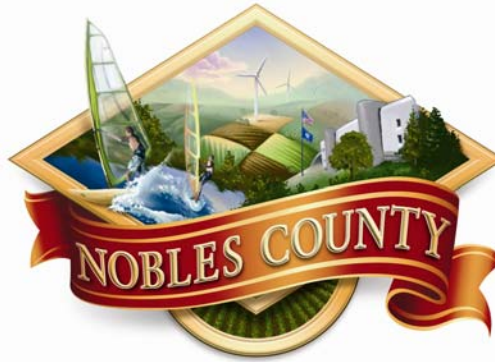


BOARD OF COMMISSIONERS

315 Tenth Street
P.O. Box 757
Worthington, MN 56187-0757



Phone: 507-295-5201
Fax: 507-372-8363
commissioner@co.nobles.mn.us

“In cooperation with our citizens, we improve the quality of life for individuals, families and communities by fostering a healthy economy and environment.”

“Looking forward with purpose”

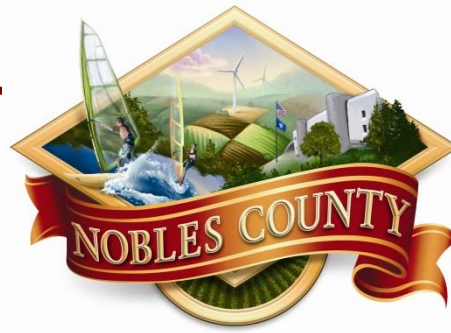
MEETING NOTICE

Nobles County Board Work Session
Tuesday, June 30th, 2020
8:30 A.M.

Board Room, 315 10th Street, Worthington MN
Zoom Information <https://us02web.zoom.us/j/84473349477>
Phone: 1-312-626-6799
Meeting ID: 844 7334 9477

Proposed Agenda

- 1. Drainage System – Brad Harberts (8:30 A.M.)**
 - A. Drainage System Update
- 2. Public Works – Stephen Schnieder (8:40 A.M.)**
 - A. Sales Tax Update
 - B. Round-A-Bout at Diagonal & Oxford
 - C. Road Ditch Clean-Up Fees for Townships
- 3. Finance – Amy Dykstra (9:00 A.M.)**
 - A. 2021 Budget Discussion & Guidance
- 4. Administration – Tom Johnson**
 - A. Reopening / COVID Update
 - B. Projects Update: Data Center, Jury Room Doors, PJC Sidewalk, W.E.L.L.
 - C. Resuming Commissioners at your Café
 - D. CARES Act Funding
- 5. Other**
- 6. Next Work Session: Wednesday July 29th – Location TBD**



Budget Guidance

As 2021 is rapidly approaching it is time to set budget guidelines for the upcoming annual budget process. Please consider the following as budgets for 2021 are being developed by each department.

Please review all revenue and expense line items and update the 2021 Budget column. You do not need to update Salaries, FICA, PERA, Employer's Share of Benefits, or Equipment Lease lines. These will be updated for you. During these uncertain times, the citizens of Nobles County need us to be good stewards of their tax dollars now more than ever before. The goal of the Board of Commissioners is a levy increase of ____% for the upcoming budget year. To help meet this goal, all departments are requested to budget a similar or lesser level as the 2020 approved budget. Any deviations from 2020 in either revenue or expense must have accompanying justification.

New Services

New services must include:

1. A description of the service
2. Why is the service needed
3. Any maintenance costs
4. Who benefits from the service
5. Are there any collaboration efforts
6. How does it support the County's Mission, Vision, and Priorities

New Equipment

Capital Equipment requests should be presented in detail with each item listed separately using the attached 2021 Budget Capital Equipment Request. New equipment considerations must include:

1. All components that make the equipment operational (such as lights, sirens, cage, decals, radio, etc.)
2. All tax and registration listed separately
3. Any trade value
4. Combined total to be budgeted

New, Temporary, and Summer Positions

Any new positions should be budgeted in -6191 (Proposed Staff Salary and Benefits). Temp/Summer employees are not included in your budget. They should be budgeted in line item -6113 (Salaries & Wages Temporary Employees). New/Temp staffing considerations must include:

1. Why the staff is needed
2. What service is not being addressed and what has changed requiring this service
3. Is the position full time, or, can it be completed either by expanding the duties of a current part time person and/or can the position be shared across departments
4. Can the need be fulfilled through a contract with an outside firm more efficiently
5. What efficiencies are needed to minimize further future requests for additional staff
6. What added costs for payroll (long term) and what costs for equipment and space (one time) are expected. Other options were considered
7. What other options were considered
8. Other funding sources available

TIMELINE
2021 BUDGET PREPARATION & ADOPTION

NUMBER	ACTION	DATE	Board status
1.	Preliminary discussions with the county board-set budget guidelines	June 30, 2020	Work Session
2.	Budget letters sent to department heads with guidance from the county board, budget sheets, CIP requests, and salary information	July 13, 2020	
3.	Deadline for department heads to turn in their budget proposals	July 24, 2020	
4.	Budget Discussion	July 29, 2020	Work Session
5.	Budget presentations by department heads to the budget committee	August 10-14, 2020	
6.	Overall budget presentation and in-depth review by the full county board.	August 26, 2020	Work Session
7.	Follow up budget discussion and meeting between the county board and department heads as requested	August 27-28, 2020	
8.	Final direction from board for preliminary levy	September 8, 2020	Board Meeting
9.	Set the preliminary tax levy (NTE)	September 22, 2020	Board Meeting
10	Set Salaries for Elected Officials	November 17, 2020	Board Meeting
11	Public Meeting to discuss the 2021 budget	December 8, 2020, 6:00 p.m.	
12	Adopt final 2021 County Budget Tax Levy	December 22, 2020	Board Meeting

Budgeting using an Excel Spreadsheet

The County Financial system, IFS, is capable of uploading budget information directly from an Excel spreadsheet. This year for budget we will be taking advantage of the IFS download/upload feature. As such you will be provided with an Excel spreadsheet version of your budget via email. This spreadsheet will include columns with actual expenses from the years 2018, 2019, 2020 Through June, with 2020 Budget and a column for the 2021 budget. We are asking you to use that last column to input your 2021 budget request figures. When it is complete email it to Amy Dykstra who will upload your portion of the 2021 budget to IFS. This is raw data and as such does not recognize debits & credits. In order for IFS to know the difference between the revenues and expenses the revenue figures will need to be shown as a minus. Do not input any revenues into the property tax portions. The net at the bottom of the spreadsheet will indicate the levy amount and will be entered into the appropriate IFS line items when the levy is finalized.

IMPORTANT: You may change the width of the columns, you may hide columns, but **DO NOT** change the formatting of any of the columns, and don't insert lines into the budget. If you need to add a new line item to your budget please add it at the bottom and I will integrate it correctly. *Remember, revenues must be entered as a negative number.

If you have any questions please contact Amy at 5135