

Aitkin County Board of Commissioners
Request for County Board Action/Agenda Item Cover Sheet



To: Chairperson, Aitkin County Board of Commissioners Date: 8-9-12

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

2013 Courthouse Budget Presentation

Requested Meeting Date: 8-14-12 Estimated Presentation Time: _____

Presenter: Patrick Wussow, County Administrator

Type of Action Requested (check all that apply)

- For info only, no action requested
- For discussion only with possible future action
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal by motion
- Authorize filling vacant staff position
- Request to schedule public hearing or sale
- Request by member of the public to be heard
- Item should be addressed in closed session under MN Statute _____
- Approve under Consent Agenda
- Adopt Ordinance Revision
- Approve/adopt proposal by resolution (attach draft resolution)
- Other (please list) _____

Fiscal Impact (check all that apply)

- Is this item in the current approved budget? Yes _____ No _____ (attach explanation)
- What type of expenditure is this? Operating Capital Other (attach explanation)
- Revenue line account # that funds this item is: _____
- Expenditure line account # for this item is: _____

Staffing Impact (Any yes answer requires a review by Human Resources Manager before going to the board)

- Duties of a department employee(s) may be materially affected. Yes No
- Applicable job description(s) may require revision. Yes No
- Item may impact a bargaining unit agreement or county work policy. Yes No
- Item may change the department's authorized staffing level. Yes No



Supporting Attachment(s)

- Memorandum Summary of Item
- Copy of applicable county policy and/or ordinance (excerpts acceptable)
- Copy of applicable state/federal statute/regulation (excerpts acceptable)
- Copy of applicable contract and/or agreement
- Original bid spec or quote request (excluding complex construction projects)
- Bids/quotes received (excluding complex construction projects, provide comparison worksheet)
- Bid/quote comparison worksheet
- Draft County Board resolution
- Plat approval check-list and supporting documents
- Copy of previous minutes related to this issue
- Other supporting document(s) (please list) _____

Provide (1) copy of supporting documentation NO LATER THAN Wednesday at Noon to make the Board's agenda for the following Tuesday. (If your packet contains colored copies, please provide (4) paper copies of supporting documentation as we do not have a color printer or copier.) Items WILL NOT be placed on the Board agenda unless complete documentation is provided for the Board packets.

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: Patrick Wussow, Aitkin County Administrator
RE: Proposed 2013 Courthouse Budget
DATE: August 9, 2012

The proposed 2013 Budget presentation will follow the format that was introduced in 2009. The processes proved to be informative and efficient by combining fifteen smaller budgets into one presentation. These fifteen budgets have a combined expenditure of approximately \$6 million dollars, which is comparable to the Sheriff's dept. approximate \$4 million dollar budget, Road and Bridge \$9 million dollar budget, and Health and Human Services \$6 million dollar budget.

The fifteen budgets are as follows:

Attorney's Office	Environmental Services	Assessor's
Administration	Auditor	IT
Courthouse Maintenance	Recorder	Commissioners
Treasurer's Office	Extension	Economic development
SWCDAGWater Shed	Library	Miscellaneous

Included with this cover memo are the proposed 2013 General Fund Courthouse budget summary sheets. We are also including the appropriate AS400 worksheets that support the budget summary sheets.

History

On June 12, 2012, the County Board decided not to provide a specific directive related to the County budget increasing or decreasing. They stated that they trust the Department Heads know Aitkin County has financial constraints and the Department Heads will propose budgets that meet the needs of Aitkin County. They went on to elaborate, if current staffing levels or capital purchases need to be adjusted, the Department Head should propose the necessary changes for the Board's consideration.

The Board acknowledged that they have approved negotiated contracts that have affected department budgets. They asked that we budget for a soft freeze for union employees (step increases only for 2013) and a 1.8% merit increase for S & P and other non step employees. Additionally, for budgeting purposes the Board directed staff to

budget health insurance for Teamsters and 49'ers in the amounts of \$855.00 per month. All others on the BC/BS plan should budget for a 12% health insurance increase at this time. We are still waiting for property and worker's compensation expenses for 2013, the report is typically received in August/September. The numbers increased significantly a couple years back so we have a concern that it could happen again.

Department Operations

Department heads and elected officials continue to run lean operations. Sharing of resources and working together between departments is being explored and done when possible. Additional expenditure reductions are being discussed.

Reductions in staffing levels for the 2013 Courthouse proposed budget include the continued unfilled positions:

Zoning Inspector
Central Service Secretary
Extension Secretary
Extension contracted AFE position
Appraiser position
Maintenance Custodian

The following is a brief review of the fifteen department budgets.

Commissioners: Commissioner Account 01. Commissioners froze salaries for 2013. Added expenses for monthly internet service and rising publication expenses.

Auditor: Auditor Account 40, Int Audit Account 41, Elect Account 60. No election for 2013 results in a \$50,000 expense decrease. Actual decrease is approximately \$100,000 but, Board direction in September of 2009 was to budget for half the expense in non-election years. This action will allow \$50,000 (from 2013) to be carried forward to the 2014 election.

Treasurer's Office: Treasurer Account 42. Proposing no staff changes in 2013.

Assessor's Office: Assessor Account 43. Appraiser position not filled in 2009 and remains unfilled through 2013. Budgeting to replace vehicle in 2013.

Information and Technology (formerly MIS): IT Account 49. The County Board increased staff levels in May of 2010. Added expense due to new equipment offset by revenue from Records Technology Fund.

Administration: Admin Account 52, Vets Account 120, Motor Pool Account 45, a portion of Central Service Staff Account 44. Since 2011 Administrative clerical staff have been assisting Extension. Increased expenses for part time staff for scanning project, salary and insurance adjustments

Attorney's Office: Includes Attorney Account 90 and Crime Victim Grant account 255. No new or additional staff positions planned for 2013.

Recorder's Office: Recorder Account 100. Mid-year action by County Board in 2012 returned staffing levels back to 2010 levels. Additional funding thru Technology Fund Revenue.

Courthouse Maintenance: CH Maintenance Account 110. An employee retirement provided the opportunity to expand our part time staff resulting in reduced salary and benefits.

Environmental Services: P&Z Account 122, Env. Health Account 390, Solid Waste Account 391, Water Wells Account 392. Building permit numbers are steady, a Zoning Inspector position was not filled in 2009 and is not planned to be filled in 2013. Budgeting for a vehicle replacement in 2013.

East Central Regional Library: appropriation amount has not been received so for budgeting purposes staff has used the 2012 amount.

SWCD, AG & Watershed: S&W Account 600. No increase projected for the Soil and Water Conservation District, Snake River Water Shed District, or AG Society expenses.

Extension Office: Ext Account 601. Expenses have been reduced because the extension office was moved into the Courthouse. Concerns still remain that this is not adequate space for current staff and it does not allow for an opportunity to expand. Support staffing remains an issue.

Economic Development: Econ Dev Account 711. No significant changes.

Miscellaneous: Court Admin Account 012, HRA Account 121, Library & Historical Society Account 500, Prom Account 700, CS apply a portion of Account 44. Staff will discuss moving Kinship to the General fund effective 8/10/12.

On the revenue summary worksheet you will notice that the levy dollars listed under Central Service are not included (same as in past years) at this time. Staff expects to have those dollars for the September 11th meeting. Importantly, no substantial fee increases are projected or planned for 2013.

At Tuesday's Board meeting I will present the budget in more detail. If after reviewing the information you have questions, please try to contact me prior to Monday at noon to provide staff with adequate time to respond.

2013 General Fund Courthouse Budget Summary

EXPENDITURES	2010 (Actual)	2011 (Adopted)	2011 (Actual)	2012 (Adopted)	2012 (To Date)	2013 (Proposed)
Commissioners	219,751	220,428	225,905	229,108	139,203	240,098
Auditor	709,716	647,691	631,737	758,439	395,105	712,833
Treasurer's Office	203,432	210,894	216,556	219,794	128,961	226,654
Assessor's Office	697,065	731,082	742,509	755,914	472,718	782,466
IT	463,376	463,052	456,256	509,495	238,195	528,764
Administration	643,909	543,687	972,296	613,729	617,240	660,645
Attorney's Office	889,385	902,485	881,887	904,285	520,868	931,616
Recorder's Office	191,516	220,799	214,578	223,619	123,144	272,179
CourtHouse Maintenance	318,264	333,680	326,746	340,992	205,028	340,928
Environmental Services	615,631	688,161	612,718	688,015	367,494	699,804
East Central Regional Library	225,552	226,163	226,163	227,837	224,645	227,837
SWCD, AG & Watershed	135,156	127,988	123,132	127,988	112,313	127,988
Extension Office	89,353	70,883	64,266	70,888	35,246	68,429
Economic Development	50,716	84,922	35,779	86,314	27,428	88,619
Misc.	810,291	519,642	426,036	349,053	195,521	350,566
TOTALS	6,263,113	5,991,557	6,156,564	6,105,470	3,803,109	6,259,426

2013 General Fund Courthouse Budget Summary

REVENUES	2010 (Actual)	2011 (Adopted)	2011 (Actual)	2012 (Adopted)	2012 (To Date)	2013 (Proposed)
Auditor	290,599	256,830	268,040	284,480	169,264	281,630
Treasurer's Office	28,169	31,900	26,141	31,900	20,591	32,900
Assessor's Office	150,694	166,432	148,013	169,496	149,910	179,498
Attorney's Office	101,540	90,112	99,322	100,079	69,578	107,828
Recorder's Office	227,490	219,231	214,578	234,231	137,504	275,889
Environmental Services	495,830	566,440	538,770	582,233	337,144	577,627
Misc.	205,263	133,704	114,168	160,054	38,912	166,754
Central Services Revenue	7,509,907	6,436,447	7,457,481	5,842,853	3,516,738	469,000
TOTALS	9,009,492	7,901,096	8,866,513	7,405,326	4,439,641	2,091,126