

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



To: Chairperson, Aitkin County Board of Commissioners Date: 11-21-12

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

2013 Budget – Follow Up

Requested Meeting Date: 11-27-12 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, County Administrator

RE: 2013 Budget – Follow Up

DATE: November 19, 2012

This memo is intended to follow up on the County Board's process for adopting the 2013 County Budget. Below is a time line of events to remind Commissioners and the public of how the County Board is in its current position.

2013 Budget time lines

- May 2012 – State Legislature Adjourned – no significant changes adopted
- June 1, 2012 – County Board held the first of two emergency meetings relating to flooding in Aitkin County
- June 6, 2012 – Board provided budget direction for the 2013 Budget
- August 14, 28 & September 4, 2012 – Budget Presentations from Department heads
- September 11, 2012 – Adopted Preliminary Budget and Levy
- October 9, 2012 – Board reviewed Appropriations/Dues expenditures
- November 6, 2012 – Board took action to reduce budget/levy
- November 27, 2012 – Additional budget discussion
- December 4, 2012 @ 6:05 p.m. – Budget Hearing
- December 11, 2012 – Review discussions and comments from citizens from Budget hearing. Board will provide directives for final budget.
- December 18, 2012 – Adopt final Budget and Levy.

The Board gave direction for the reduction of the levy on November 6th. This resulted in a levy reduction of \$13,200 and the start of the AG (fair board) Capital Improvement Plan (plan) in the amount of \$10,000.

Pursuant to direction from the Board (at the time the preliminary levy was adopted) staff is proposing additional levy reductions in the amount of \$45,000. This can be accomplished first, by increased revenues for building permits \$10,000 (not the actual permit fee, but the estimated amount of revenue). The number of building permits is doing well for 2012 and the contractors are indicating that 2013 will be better. Additionally, the County Administrator is proposing a cost savings of about \$4,500 (Board action necessary). Finally, staff would recommend budgeting additional \$30,000 MCIT revenue to the General fund. This additional \$30,000 from MCIT would be lower than the amount budgeted in 2012.

Summary of Changes

November 6 th -	\$13,200
P & Z increased revenue -	\$10,000
Administration reduction -	\$ 4,500
MCIT -	\$30,000

These changes would drop the levy increase to about 4%. Following Board action staff will put the numbers into the AS400 and verify. At the time when the Board adopted the preliminary levy assumptions were made for the amount of saving from BC/BS insurance.

Please remember that on December 4th the County Auditor will be using the preliminary levy numbers adopted in September. He will be able to make some generalizations about the changes made by the Board, but the packet has to go out to Commissioners and the public Wednesday November 28th. There is a quick turnaround from this board meeting and no time to prepare new materials.

Please contact me if you have questions.