

## **ADMINISTRATIVE & FINANCE MEETING**

Tuesday, June 18, 2013

9:00 AM

Room A260

1. Call meeting to order;
2. Was the meeting properly noticed;
3. Roll call;
4. Approve agenda;
5. Discuss and/or act on 2014 Budget Assumptions and preliminary schedule;
6. Adjournment.

## 2014 Budget Assumptions

Objective: Adams County will not exceed its previous years levy. Expenses are expected to increase due to inflation and regulatory changes, it is expected these costs increases will be absorbed by increasing revenues, decreasing levy contribution to enterprise funds, and by closely examining all operational expenses.

1. Adams County Government may experience limited and/or declining resources as a result of a locally challenged economy which results in an increased demand for mandated services by the community.
2. Adams County property values may decline or stabilize during this budget cycle, which could raise the counties mill rate. Our levy is also still limited to growth of net new construction these two factors could limit local control over programming and minimize non-mandated services.
3. Costs related to employee benefits are likely to increase due to the Federal Affordable Care Act and other factors.
  - a. This would include up to a 9% increase in health insurance.
  - b. It has been projected WRS employer contributions will increase.
4. Completion of the wage study (estimated July) will initiate the following decisions:
  - a. Whether to adopt the WIPFLI Study
    - i. Will the County align pay rates with comparable entities?
  - b. To continue or to rescind the Carlson Dettmann Study
5. There will be an increased need to measure and monitor County program and service outcomes and establish outcome expectations for appropriate allocation of resources.
6. Statewide initiatives will incentivize or mandate regional collaboration between counties to deliver services.

# 2014 Budget Timeline – Draft (dates are subject to change as needed)

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Target Date:                      Action Item:

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**\*\*\*\* Meetings may be called as needed to discuss budgets - mandatory attendance may be required \*\*\*\***

## **JUNE**

June 10, 2013                      Admin. & Finance Committee meeting - discuss budget assumptions

June 26, 2013                      Department Head meeting – discuss budget assumptions

## **JULY**

July 8, 2013                      Admin. & Finance Committee meeting

July 19, 2013                      Budget instruction packets and worksheets distributed via email

July – Aug. 21, 2013              Department Heads meet with Oversight Committee regarding 2014 budgets.

## **AUGUST**

August 23, 2013                      Department Heads submit oversight committee approved budget documents (one hard copy that is signed and one electronic copy) to AC/DOF office for submission to Admin. & Finance Committee. Inform AC/DOF office of any changes made by the Committee after initial revenue and expense entry was completed.

August 26 – Sept. 4                      Department Heads meet Administrative Coordinator/Director of Finance

## **SEPTEMBER**

Sept. 6, 2013 9:00 a.m.              Distribute preliminary budget books to Admin. & Finance Committee

Sept. 9-10, 2013 8:00 a.m.

AC/DOF and Admin. & Finance Committee meetings with Department Heads and Oversight Committee Chair (recommend chair get a per diem) (Health and Human Services, Highway, Solid Waste, and Sheriff)

## **OCTOBER**

Oct. 4, 2013 8:00 a.m.              Budget/ Admin. & Finance Committee meeting

Oct. 8, 2013 8:00 a.m.              Admin. & Finance Committee meeting if needed to approve 2014 Proposed Budget

Oct. 10, 2013                      Department head meeting – AC/DOF discuss preliminary budget

Oct. 15, 2013                      County Board Meeting – AC/DOF presents a preliminary budget to County Board – Power Point presentation

Oct. 21-25, 2013                      Budget books assembled for distribution to printer – available for pick up approx. November 4

Oct. 25, 2013                      Budget Publication to Newspaper - to print October 30th

## **NOVEMBER**

Nov. 04 1:00 p.m.                      Admin/Finance Committee meets to hear proposed Budget Amendments

Nov. 19 9:00 a.m.                      Public Hearing and adoption of 2014 Budget by County Board