



Carver County Board of Commissioners  
 August 21, 2012  
 Regular Session  
 County Board Room  
 Carver County Government Center  
 Human Services Building  
 Chaska, Minnesota

		PAGE
4:00 p.m.	1. <b>a) CONVENE</b> <b>b) Pledge of allegiance</b> <b>c) Public comments (limited to five minutes)</b> <b>d) Introduction of New Employees .....</b>	1
	2. Agenda review and adoption	
	3. Approve minutes of August 7, 2012 Regular Session.....	2-5
	4. Community Announcements	
4:00 p.m.	5. <b>CONSENT AGENDA</b>	
	<i>Communities: Create and maintain safe, healthy and livable communities</i>	
	5.1 PH/E Approval of employee's out-of-state travel.....	6-7
	5.2 Joint Powers agreement for WorkForce Services between Hennepin County and Carver Counties.....	8
	<i>Connections: Develop strong public partnerships and connect people to services and information</i>	
	5.3 New Tobacco License .....	9
	5.4 New Tobacco License .....	10
	<i>Culture: Provide organizational culture fostering accountability to achieve goals and sustain public trust/confidence in County government</i>	
	5.5 Approval of Chief Deputy Sheriff's employment agreement .....	11-12
	<i>Finances: Improve the County's financial health and economic profile</i>	
	5.6 Contract for Management of Environmental Center Yard Waste – Elite Waste Disposal .....	13
	5.7 Community Social Service Warrants .....	NO ATT
	5.8 Commissioners' Warrants .....	NO ATT
4:05 p.m.	6. <b>COMMUNITIES: Create and maintain safe, healthy and livable communities</b>	
	6.1 Create 1.0 FTE Case Aide.....	14-15
	6.2 Increase Hours for a Part Time Social Worker II.....	16-17
	6.3 Resolution concerning noise abatement on Lyman Boulevard Reconstruction project #SP 010-618-013 .....	18-19
4:25 p.m.	7. <b>CONNECTIONS: Develop strong public partnerships and connect people to services and information</b>	
	7.1 Appointment to Carver County Park Commission .....	20

4:30 p.m. ADJOURN REGULAR SESSION

**Work Session Agenda**

4:30 p.m. **A. COMMUNITIES: Create and maintain safe, healthy and livable communities**  
1. Request to locate a Veterans Memorial on CCRRA Railroad property in Mayer..... 21-22

4:50 p.m. **B. FINANCES: Improve the County's financial health and economic profile**  
1. Administrator's recommended 2013 budget and levy and 2014 long term financial plan ..... 23-93

5:40 p.m. **BOARD REPORTS**  
1. Chair  
2. Board Members  
3. Administrator  
4. Adjourn

David Hemze  
County Administrator

**UPCOMING MEETINGS**

August 28, 2012	9:00 a.m. Board Meeting
September 4, 2012	7:30 a.m. ACCEL Meeting
September 4, 2012	9:00 a.m. Board Meeting
September 11, 2012	9:00 a.m. Board Work Session
September 18, 2012	4:00 p.m. Board Meeting

# Carver County Board of Commissioners Request for Board Action

**Agenda Item:****New Employee Introduction - Information Technology Department**

Primary Originating Division/Dept: Administrative Services

**Meeting**

Date: 8/21/2012

**Item Type:**

New Employee Intro

Contact: Steve Taylor Title: Assist. County Admin.

Amount of Time Requested: 5 minutes

Attachments:  Yes  No

Presenter: Steve Taylor Title:

**Strategic Initiative:**

Connections: Develop strong public partnerships and connect people to services and information

**BACKGROUND/JUSTIFICATION:**

The County recently hired Melissa Reeder as the new Director of Information Technology. Melissa started with the County on August 6th and has over eight years of I.T. Director experience at Rice County and the City of Northfield. Prior to her work in the public sector she spent 10 years in private industry.

**ACTION REQUESTED:**

Please welcome Melissa to Carver County.

**FISCAL IMPACT:** None

If "Other", specify:

**FUNDING**

County Dollars =

**FTE IMPACT:** None

Total \$0.00

Related Financial/FTE Comments:

Office use only:

RBA 2012- 1308

A Regular Session of the Carver County Board of Commissioners was held in the County Government Center, Chaska, on August 7, 2012. Chair James Ische convened the session at 9:00 a.m.

Members present: James Ische, Chair, Gayle Degler, Vice Chair, Tim Lynch, Randy Maluchnik and Tom Workman.

Members absent: None

Under public comments, Judge Kanning explained he would be retiring in September and recognized he had worked with a number of County Boards over the years. He thanked the Board for the support they have given the Judicial Branch and the facilities they have provided. Kanning noted the dramatic changes he has seen over the years in the types of crimes and acknowledged, with the increased growth in population, they are dealing with a new normal.

Chair Ische stated Judge Kanning was a pleasure to work with and deserved “Honorable” in front of his name. He acknowledged they have always been able to sit down and talk about the Court systems needs and thanked him for his work.

The following amendment was made to the agenda:

Add: 5.11 - Charitable gambling application – Delano Ducks Unlimited.

Lynch moved, Degler seconded, to approve the agenda as amended. Motion carried unanimously.

Maluchnik moved, Workman seconded, to approve the minutes of the July 24, 2012, Regular Session. Motion carried unanimously.

Community announcements were made by the Board.

Degler moved, Lynch seconded, to approve the following consent agenda items:

Approved the Public Health Preparedness and Cities Readiness Initiative Grant award from the Minnesota Department of Health as the Community Health Board and related Public Health budget amendment.

Amendment #1 to contract #12-050 with SEH and authorized the Chair and County Administrator to sign subject to review by the County Attorney and Risk Management.

Adopted the Findings of Fact and issue Order #PZ20120025 for the issuance of Conditional Use Permit #PZ20120025, Aaron Schram, Laketown Township.

Authorized the issuance of a Certificate of Zoning Compliance for the October 19, 2012, Carver/Scott Humane Society fundraiser at the Mustard Seed Landscaping and Garden Center.

Authorized the Sheriff's office acceptance of \$10 donation.

Approved tobacco license #10-638, Family Dollar, Inc.

Authorized the Facilities Manager to attend the IFMA World Workplace conference in San Antonio.

Approved a two year service agreement (2013-2014) for joint assessment between the Assessor's Office and Carver County cities and townships.

Approved Delano Ducks Unlimited charitable gambling application.

Community Social Services' actions.

Approved payment of the following Commissioners' warrants:

INSERT

Motion carried unanimously.

The Board considered an appointment to the Riley Purgatory Bluff Creek Watershed District.

Degler moved, Maluchnik seconded, to appoint Ken Wencil to the Riley Purgatory Bluff Creek Watershed District. Motion carried unanimously.

The Board acknowledged they had two well qualified candidates and the difficulty in removing someone who is doing the job. They also expressed hope that Ms. Borns would continue to stay involved.

The Board considered appointments to fill vacancies on the Park Commission.

Ische moved, Lynch seconded, to appoint Ron Trick to fill the at large vacancy. Motion carried unanimously.

Degler moved, Maluchnik seconded, to appoint Joshua Ives to represent Commissioner District 1 on the Park Commission. Motion carried unanimously.

The Board agreed to hold the remaining appointment open until the next meeting.

Lyndon Robjent, Public Works, requested the Board amend the lease agreement between the Minnesota Astronomical Society and Carver County. He reviewed background information related to the Society and pointed out the original lease agreement that was entered into in 1988. Robjent explained the proposal to construct two additional buildings at Baylor Park. He highlighted the site plan and indicated they received a favorable response from the Park Commission. Robjent stated the Astronomical Society would provide all funding and they anticipating completion in August, 2013.

Lynch moved, Degler seconded, to approve Amendment No. 1 to the lease agreement between the Minnesota Astronomical Society and Carver County. Motion carried unanimously.

Robgent introduced Sam Pertz, Parks, to give an update on AIS inspections at the Lake Minnewashta and Lake Bavaria boat accesses.

Pertz reviewed the Lake Minnewashta inspection program that began on May 12<sup>th</sup>. He stated they have encountered two watercrafts that had zebra mussels on them, both at the Lake Minnewashta access. He indicated both boats had been at infested lakes.

He stated inspection services recently began at Lake Bavaria and they have not yet encountered any infected watercraft. Pertz highlighted the numbers of boats inspected at each location.

Pertz pointed out the other entities contracting with Volt Workforce Solutions for AIS inspections and indicated they have all been satisfied with the service. He acknowledged they have run into issues with illnesses and staffing issues but Volt has been responsive and will be held to the same expectations as County staff. He indicated they are required to check in and out and Parks staff has randomly stopped in during inspection shifts.

He stated there has been very little negative interaction and boaters have been appreciative of educational piece. Pertz stated inspection services will conclude September 18<sup>th</sup>.

Mark Metz, County Attorney, stated his office has been tracking the number of tickets issued and will be able to report back in September on the number of individuals not complying.

Joe Shneider, Chanhassen, stated he was thrilled with the inspections that are occurring and the recent discovery of infected watercraft indicates how valuable the service is. He stated the Christmas Lake Homeowners Association had just purchased a decontamination unit and would be making it available to boaters. He highlighted the new Coalition of Minnehaha Creek Waters that has been recently formed that includes the lake associations in Minnehaha Creek Watershed. He stated they are meeting with the Minnehaha Creek Watershed District to discuss a proposal to have the District take over all the responsibility for all boat inspections at public accesses at all Watershed District accesses. He encouraged the Board to keep doing what they were doing to prevent the spread of AIS. He stressed the need for 100% inspections and a decontamination unit.

David Hemze, County Administrator, pointed out Mr. Shneider will be asking the Board for their support of a Resolution in the future.

Ken Carlson, Emergency Management, requested the Board approve the 2013 medical examiner contract and appointment. He stated this was a mandated service and the County's current provider is with the Regina Medical Examiners Office in Hastings. He stated they have provided the service for a number of years but, due to space concerns, they will be discontinuing the service at the end of the year and will merge with the Hennepin County Medical Examiner's Office.

He stated they received two proposals to provide the service, one from Hennepin County and other from Anoka. Carlson pointed out both facilities were state-of-the art facilities, both employ Board certified pathologists and both meet the County's needs. He referenced the Board's work sessions previously held with both providers and noted both offices would be closer than the current provider.

Carlson reviewed the costs for each of the proposals, noting Anoka County included an incentive for 2013 and 2014. He stated the costs for 2014 and 2015 were estimates and would be based on population as it comes from the Met Council.

He indicated he was recommending they contract with Anoka County due the lower cost now and that trend appearing to be the trend in the future. Carlson reviewed the cost for the current provider, pointing out it had been operating at no profit to the hospital and the hospital being unwilling to expand for an operation not bringing in a profit. He clarified current medical examiner records would go to the Hennepin County office as the current provider is merging with them.

Maluchnik moved, Workman seconded, to authorize the Chair to sign the agreement for medical examiner services with Anoka County for 2013, with automatic renewal for 2014 and 2015, and to approve Resolution #40-12, Medical Examiner Appointment, appointing Dr. Quinn Strobl as Carver County Medical Examiner for 2013-2015. Motion carried unanimously.

Maluchnik requested that the Board's policy related to public participation be added to the next agenda for review and discussion.

Lynch moved, Degler seconded, to adjourn the Regular Session at 10:40 a.m. Motion carried unanimously.

David Hemze  
County Administrator

(These proceedings contain summaries of resolutions. The full text of the resolutions are available for public inspection in the office of the county administrator.)

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**PH/E - Approval of employee's out-of-state travel**

Primary Originating Division/Dept: <input type="text" value="Public Health &amp; Environment - Emergency Mgmt."/>	Meeting Date: <input type="text" value="8/21/2012"/> Item Type: <input type="text" value="Consent"/>
Contact: <input type="text" value="Ken Carlson"/> Title: <input type="text" value="Emergency Management Ma..."/>	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Amount of Time Requested: <input type="text" value=""/> minutes Presenter: <input type="text" value=""/> Title: <input type="text" value=""/>	

Strategic Initiative:

**BACKGROUND/JUSTIFICATION:**

The Centers for Disease Control and Prevention (CDC) and the Association of State and Territorial Health Officials (ASTHO), in partnership with other national public health groups, are developing a National Health Security Preparedness Index. The mission of the National Health Security Preparedness Index is to present an accurate portrayal of public health preparedness that provides relevant, actionable information to drive decision-making and continuous improvement of the nation's health security. The National Health Security Preparedness Index will facilitate the process of identifying and surfacing regional preparedness needs, while simultaneously presenting a national snapshot. Additionally, it will provide an accurate, holistic measure of the national state of preparedness that communicates information, evaluates progress, and facilitates strategic resource allocation.

On September 5<sup>th</sup>, the CDC and ASTHO will be hosting an in-person workgroup session in Arlington Virginia. At the invitation of these agencies, the Division would like to request travel authorization for Public Health Planner Josh Carlyle to represent Carver County and the National Association of County and City Health Officials at this meeting. He will be one of only a few individuals representing the perspectives of local public health agencies at this meeting.

All meeting expenses, including transportation expenses to and from facilities in Arlington, VA, hotel accommodations (and taxes), airport parking expenses, and meals and incidentals, will be paid for by ASTHO.

**ACTION REQUESTED:**

Approval for Josh Carlyle to attend CDC/ASTHO workgroup meeting in Arlington, VA on September 5, 2012.

<b>FISCAL IMPACT:</b> <input type="text" value="None"/> If "Other", specify: <input type="text" value=""/>	<b>FUNDING</b> County Dollars = <input type="text" value=""/> <input type="text" value=""/> <b>Total</b> <input type="text" value=""/> <span style="float: right;">\$0.00</span>
<b>FTE IMPACT:</b> <input type="text" value="None"/>	

Related Financial/FTE Comments:



All meeting expenses, including transportation expenses to and from facilities in Arlington, VA, hotel accommodations, (and taxes), airport parking expenses, and meals/incidentals, will be paid for by the Association of State and Territorial Health Officials.

*Office use only:*

RBA 2012- 1300

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Joint Powers Agreement for WorkForce Services Between Hennepin and Carver Counties**

Primary Originating Division/Dept: <input type="text" value="Community Social Services - Income Support"/>	Meeting Date: <input type="text" value="8/21/2012"/> Item Type: Consent <input type="text"/>
Contact: <input type="text" value="Jim Broucek"/> Title: <input type="text" value="Income Support Manager"/>	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Amount of Time Requested: <input type="text"/> minutes Presenter: <input type="text"/> Title: <input type="text"/>	

Strategic Initiative:

**BACKGROUND/JUSTIFICATION:**

In 1984 the Governor of MN designated Hennepin, Scott, and Carver Counties as a service delivery area under the Job Training Partnership Act (JTPA) for the purpose of operating federal employment and training programs. In 1999, all three county Boards resolved to maintain their three county service delivery area designation under the federal Workforce Investment Act (WIA), the successor to the JTPA. In 2005 Scott County joined Dakota County in establishing the Dakota-Scott service delivery area. A federal Department of Labor program audit in 2011 found that the 1999 Joint Powers Agreement (JPA) between the three original counties had not been updated to reflect the departure of Scott County. This new JPA between Hennepin and Carver counties delineates the respective roles and responsibilities of each county for the coordination and implementation of the WIA. The major changes in this JPA include the deletion of any reference to Scott County, and the establishment of the term of this agreement for five (5) years, July 2012 through June 2017.

**ACTION REQUESTED:**

Motion to Approve Joint Powers Agreement Between Hennepin and Carver Counties

<b>FISCAL IMPACT:</b> <input type="text" value="Included in current budget"/> If "Other", specify: <input type="text"/>	<b>FUNDING</b> County Dollars = <input type="text"/> <input type="text"/> <b>Total</b> <input type="text" value="\$0.00"/>
<b>FTE IMPACT:</b> <input type="text" value="None"/>	

Related Financial/FTE Comments:

*Office use only:*

RBA 2012- 1293

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**New Tobacco License**

Primary Originating Division/Dept:

**Meeting**

Date:

**Item Type:**

Consent

Contact:  Title:

Amount of Time Requested:  minutes

Attachments:  Yes  No

Presenter:  Title:

**Strategic Initiative:**

**BACKGROUND/JUSTIFICATION:**

Chanhassen Food & Market LLC dba Chanhassen Market has applied for a tobacco license and is in compliance with the Carver County Ordinance. Chanhassen Winner Co dba Chanhassen Marathon sold the business to Hani Kotifani, the new owner of the business which will now be Chanhassen Food & Market LLC dba Chanhassen Market.

Tobacco License # 10-639  
Chanhassen Food & Market LLC dba Chanhassen Market  
380 Lake Drive East  
Chanhassen, MN 55317  
PID #25.3460010

**ACTION REQUESTED:**

Chanhassen Food & Market LLC dba Chanhassen Market has applied for a Tobacco License in compliance with the Carver County Tobacco Ordinance. Chanhassen Food & Market LLC dba Chanhassen Market is requesting Carver County Board of Commissioners approval to sell tobacco products.

**FISCAL IMPACT:**

**FUNDING**

*If "Other", specify:*

**County Dollars =**

**FTE IMPACT:**

**Total**

**Related Financial/FTE Comments:**

*Office use only:*

RBA 2012- 1295

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**New Tobacco License**

Primary Originating Division/Dept:

**Meeting**

Date:

**Item Type:**

Consent

Contact:  Title:

Amount of Time Requested:  minutes

Attachments:  Yes  No

Presenter:  Title:

**Strategic Initiative:**

**BACKGROUND/JUSTIFICATION:**

Tran's Inc dba Carver Liquor has applied for a tobacco license and is in compliance with the Carver County Ordinance. TTK Inc dba Carver Liquor sold the business to Elenna N Nguyen, the new owner of the business which will now be Tran's Inc dba Carver Liquor.

Tobacco License-#10-640  
Tran's Inc dba Carver Liquor  
309 N Broadway St  
Carver, MN 55315  
PID #20.0500860

**ACTION REQUESTED:**

Tran's Inc dba Carver Liquor has applied for a tobacco license and is in compliance with the Carver County Ordinance. Tran's Inc dba Carver liquor is requesting Carver County Board of Commissioners approval to sell tobacco products.

**FISCAL IMPACT:**

*If "Other", specify:*

**FUNDING**

County Dollars =

**FTE IMPACT:**

**Total**

Related Financial/FTE Comments:

*Office use only:*

RBA 2012- 1296

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Approval of Chief Deputy Sheriff's Employment Agreement**

Primary Originating Division/Dept: <input type="text" value="Employee Relations"/>	Meeting Date: <input type="text" value="8/21/2012"/> Item Type: Consent <input type="text"/>
Contact: <input type="text" value="Doris Krogman"/> Title: <input type="text" value="Employee Relations Director"/>	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Amount of Time Requested: <input type="text"/> minutes Presenter: <input type="text"/> Title: <input type="text"/>	

Strategic Initiative:

**BACKGROUND/JUSTIFICATION:**

The County Sheriff, Jim Olson, has requested the approval of the Chief Deputy Sheriff's employment contract to begin August 20, 2012. The Chief Deputy that Sheriff Olson has selected is Jason Kamerud. This position is included in the 2012 budget; and has been vacated by Wm. Blair Anderson resigning the position, effective August 18, 2012.

Mr. Kamerud comes to the position with over 20 years of experience with the Carver County Sheriff's Office. He has worked as a Deputy, a Sergeant, a Lieutenant and most recently the licensed Commander in the Office.

The terms of the employment agreement clarify that this is an exempt "at will" position. The agreement includes an initial salary of \$102,500.00 which is within the salary range for this position. It also includes the salary increases, insurance, PTO and other benefits consistent with the Personnel Policies for non-bargaining staff, standard notice and severance language, on-call rotation, uniform allowance, and a leave of absence from regular County service, not to exceed 10 years.

The action requested is approval of the employment agreement between the County Sheriff and the Chief Deputy Sheriff, Jason Kamerud.

**ACTION REQUESTED:**

Approval of the Chief Deputy Sheriff's Employment Agreement

<b>FISCAL IMPACT:</b> <input type="text" value="Included in current budget"/> If "Other", specify: <input type="text"/>	<b>FUNDING</b> County Dollars = <input type="text" value="\$0.00"/>
<b>FTE IMPACT:</b> <input type="text" value="None"/>	<b>Total</b> <input type="text" value="\$0.00"/>

Related Financial/FTE Comments:

Filling this position will not increase cost for 2012, and is included in the 2013 budget preparations.

*Office use only:*

RBA 2012- 1312

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Contract For Management of Environmental Center Yard Waste - Elite Waste Disposal.**

Primary Originating Division/Dept: <input type="text" value="Public Health &amp; Environment"/>	Meeting Date: <input type="text" value="8/21/2012"/>
Contact: <input type="text" value="Michael Lein"/> Title: <input type="text" value="Env. Services Manager"/>	Item Type: Consent <input type="text"/>
Amount of Time Requested: <input type="text"/> minutes Presenter: <input type="text"/> Title: <input type="text"/>	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No

Strategic Initiative:

**BACKGROUND/JUSTIFICATION:**

A Request For Proposals for management of the yard waste collected at the Environmental Center was issued to ensure a competitive rate for transporting and composting yard waste collected from residents. Elite Waste Disposal was the lowest responsive bidder at \$8.25 per cubic yard. This represents a \$0.25 per cubic yard savings from the previous contract with Allied Waste. This would result in a yearly savings of about \$1,000 in a typical year.

Fees collected from residents cover the direct costs of this service. The Environmental Center charges \$1.00 per bag of yard waste or \$8.00 per cubic yard. The contract contains a "cost not to exceed" provision of \$40,000. The 2011 cost for this service was \$35,000.

**ACTION REQUESTED:**

Approval of the Environmental Center Yard Waste Management Contract with Elite Waste Disposal and authorization for the Chair of the Board of Commissioners to sign the contract.

<b>FISCAL IMPACT:</b> <input type="text" value="Included in current budget"/> If "Other", specify: <input type="text"/>	<b>FUNDING</b> County Dollars = <input type="text"/>				
<b>FTE IMPACT:</b> <input type="text" value="None"/>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Fees</td> <td style="width: 30%; text-align: right;">\$35,000.00</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$35,000.00</b></td> </tr> </table>	Fees	\$35,000.00	<b>Total</b>	<b>\$35,000.00</b>
Fees	\$35,000.00				
<b>Total</b>	<b>\$35,000.00</b>				

Related Financial/FTE Comments:

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Create a 1.0 FTE Case Aide**

Primary Originating Division/Dept: <input type="text" value="Community Social Services"/>	Meeting Date: <input type="text" value="8/21/2012"/> Item Type: <input type="text" value="Regular Session"/>
Contact: <input type="text" value="Gary Bork"/> Title: <input type="text"/>	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Amount of Time Requested: <input type="text" value="5"/> minutes Presenter: <input type="text" value="Gary Bork"/> Title: <input type="text" value="Community Social Services Dir..."/>	
Strategic Initiative: <input type="text" value="Communities: Create and maintain safe, healthy, and livable communities"/>	

**BACKGROUND/JUSTIFICATION:**

For the CY 2012 Budget the Division deleted a 1.0 FTE Case Aide that retired under the County's early retirement program and the Division needed the reduction to meet the CY2012 Budget Reduction goal. The primary workload of this position was to supervise visitations in child protection cases and transport children in out-of-home placements. After a year, the Child and Family Department has discovered that the void is being filled by Social Workers which we estimate are spending about 40 hours per week doing these duties that were previously done by a Case Aide four pay grades lower. The Division has explored using contract providers and foster parents to perform these duties and the vendors would be more expensive than a Case Aide and the foster parents have not shown significant interest.

The Division has requested this position in the CY 2013 Budget. Given the fact the workload is there, the Division is requesting the creation of 1.0 FTE Case Aide in 2012. The Division's 2012 expenditure and revenue projections for the current year are very good. The position would be funded by under expenditures in Purchase of Services and increased revenue in Earned Revenue.

The Division submitted eight (8) personnel requests in our CY 2013 Budget Request. The net impact is a 0.5 increase in full time equivalents and no increase in the County Tax Levy. The requests create or increase hours for 4.5 FTE's and delete 4.0 FTE's. The requests address one of Division's principle needs of adding a second Financial Assistance Supervisor for the sixteen staff currently supervised by one supervisor. At the current time, one of the deleted position has an incumbent that may be subject to layoff.

**ACTION REQUESTED:**

To create a 1.0 FTE Case Aide effective with the Board Action.

<b>FISCAL IMPACT:</b> <input type="text" value="Budget amendment request form"/> If "Other", specify: <input type="text"/>	<b>FUNDING</b> <table style="width: 100%;"> <tr> <td style="width: 70%;">County Dollars =</td> <td style="text-align: right;"><b>\$53,920.00</b></td> </tr> <tr> <td>8% FFP</td> <td style="text-align: right;">\$4,689.00</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$58,609.00</b></td> </tr> </table>	County Dollars =	<b>\$53,920.00</b>	8% FFP	\$4,689.00	<b>Total</b>	<b>\$58,609.00</b>
County Dollars =	<b>\$53,920.00</b>						
8% FFP	\$4,689.00						
<b>Total</b>	<b>\$58,609.00</b>						
<b>FTE IMPACT:</b> <input type="text" value="Increase budgeted staff"/>							

**Related Financial/FTE Comments:**

Social Worker II's are at Pay Grade 13 and a Case Aide is at Pay Grade 9. For CY2013 the Division was also proposing to fund the county portion out of Purchase of Services and Earned Revenue.

*Office use only:*



# Budget Amendment Request Form



**Agenda Item:** Create a 1.0 FTE Case Aide

Department:

Meeting Date: 8/21/2012

Requested By: Chuck Churchill

Fund:

- 01 - General
- 03 - Public Works
- 11 - CSS
- 15 - CCRRA
- 30 - Building CIP
- 32 - Road/Bridge CIP
- 34 - Parks & Trails

Description of Accounts	Acct #	Amount
Federal Admin Rev	11-405-700-3015-54...	\$1,547.00
Purchase of Services DD	11-425-750-3720-60...	\$17,794.00
<b>TOTAL</b>		\$19,341.00

Description of Accounts	Acct #	Amount
Salaries	11-422-700-0000-61...	\$12,499.00
Cafeteria Contribution	11-422-700-0000-61...	\$4,555.00
OPEB	11-422-700-0000-61...	\$129.00
Comp Absences	11-422-700-0000-61...	\$65.00
Health Ins	11-422-700-0000-61...	\$340.00
Medicare	11-422-700-0000-61...	\$181.00
PERA	11-422-700-0000-61...	\$691.00
FICA	11-422-700-0000-61...	\$775.00
Workers Comp	11-422-700-0000-61...	\$58.00
LTD	11-422-700-0000-61...	\$48.00
<b>TOTAL</b>		\$19,341.00

**Reason for Request:**

This is for Budget Year 2012

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Increase Hours for a Part Time Social Worker II**

Primary Originating Division/Dept: <input type="text" value="Community Social Services"/>	Meeting Date: <input type="text" value="8/21/2012"/> Item Type: <input type="text" value="Regular Session"/>
Contact: <input type="text" value="Gary Bork"/> Title: <input type="text"/>	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Amount of Time Requested: <input type="text" value="5"/> minutes Presenter: <input type="text" value="Gary Bork"/> Title: <input type="text" value="Community Social Services Dir..."/>	

Strategic Initiative:

**BACKGROUND/JUSTIFICATION:**

The Division has had a .5 FTE Social Worker II handling truancy referrals for the last couple of years. This was previously the workload of a full time FTE. The Division has experienced a significant increase in the truancy referrals from the school districts in the 2011/2012 school year. The Division believes that part of this is due to the loss of School Base Social Workers that were removed from the schools as part of the School Based restructuring that occurred in the January of 2011. Truancy is a mandated service.

The Division did request that this position be increased in the CY2013 budget. Given the fact that school starts in September the Division is requesting that this be a 2012 personnel action. The current incumbent has indicated that she would move to full time status.

**ACTION REQUESTED:**

To increase the .5 FTE Social Worker II to 1.0 FTE and move the existing incumbent to the full time.

<b>FISCAL IMPACT:</b> <input type="text" value="Budget amendment request form"/> If "Other", specify: <input type="text"/>	<b>FUNDING</b> <table style="width: 100%;"> <tr> <td style="width: 70%;">County Dollars =</td> <td style="text-align: right;"><b>\$50,600.00</b></td> </tr> <tr> <td>8% FFP</td> <td style="text-align: right;">\$4,400.00</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$55,000.00</b></td> </tr> </table>	County Dollars =	<b>\$50,600.00</b>	8% FFP	\$4,400.00	<b>Total</b>	<b>\$55,000.00</b>
County Dollars =	<b>\$50,600.00</b>						
8% FFP	\$4,400.00						
<b>Total</b>	<b>\$55,000.00</b>						
<b>FTE IMPACT:</b> <input type="text" value="Increase budgeted staff"/>							

Related Financial/FTE Comments:

*Office use only:*  
 RBA 2012- 1310

# Budget Amendment Request Form



**Agenda Item:** Increase Hours for a Part Time Social Worker II

Department:

Meeting Date: 8/21/2012

Requested By: Chuck Churchill

Fund:

- 01 - General
- 03 - Public Works
- 11 - CSS
- 15 - CCRRA
- 30 - Building CIP
- 32 - Road/Bridge CIP
- 34 - Parks & Trails

Description of Accounts	Acct #	Amount
Federal Admin Rev	11-405-700-3015-54...	\$1,452.00
Purchase of Services DD	11-425-750-3720-60...	\$16,698.00
<b>TOTAL</b>		\$18,150.00

Description of Accounts	Acct #	Amount
Salaries	11-422-700-0000-61...	\$11,643.00
Cafeteria Contribution	11-422-700-0000-61...	\$4,554.00
OPEB	11-422-700-0000-61...	\$129.00
Comp Absences	11-422-700-0000-61...	\$65.00
Health Ins	11-422-700-0000-61...	\$132.00
Medicare	11-422-700-0000-61...	\$169.00
PERA	11-422-700-0000-61...	\$644.00
FICA	11-422-700-0000-61...	\$722.00
Worker's Comp	11-422-700-0000-61...	\$54.00
LTD	11-422-700-0000-61...	\$38.00
<b>TOTAL</b>		\$18,150.00

**Reason for Request:**

This is for Budget Year 2012.

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Resolution concerning noise abatement on Lyman Boulevard reconstruction project #SP 010-618-013**

Primary Originating Division/Dept: <input type="text" value="Public Works - Engineering"/>	Meeting Date: <input type="text" value="8/21/2012"/>
Contact: <input type="text" value="Bill Weckman"/> Title: <input type="text" value="Assistant County Engineer"/>	Item Type: <input type="text" value="Regular Session"/>
Amount of Time Requested: <input type="text"/> minutes Presenter: <input type="text"/> Title: <input type="text"/>	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Strategic Initiative: <input type="text" value="Communities: Create and maintain safe, healthy, and livable communities"/>	

**BACKGROUND/JUSTIFICATION:**

Construction plans are being developed for reconstruction of CSAH 18 (Lyman Blvd) from a point located approximately 850 feet east of Audubon Road South (CSAH 15) to a point located approximately 750 feet east of Powers Boulevard (CSAH 17). The CSAH 18 Project will be funded in part with Federal-aid funds. A Project Memorandum (PM) is being prepared to satisfy the environmental review requirements for the project under the National Environmental Policy Act (NEPA). A traffic noise analysis has been prepared as part of the environmental review process for the Project, consistent with the procedures and requirements outlined in the Minnesota Department of Transportation (MnDOT) Noise Policy. Modeled noise levels at representative receptor locations along Bluff Creek Trail, south of Lyman Boulevard and west of Audubon Road North, are projected to exceed Federal noise abatement criteria with construction of the project. A noise wall 650 feet in length with a 10 foot height along the south side of Lyman Boulevard, from the existing trail underpass to Audubon Road North, meets acoustic feasibility requirements and reasonableness factors as defined in the MnDOT Noise Policy. The portion of Bluff Creek Trail along the south side of Lyman Boulevard and west of Audubon Road North is located within Carver County roadway right-of-way. As such, the County Board is afforded the opportunity to express the County's viewpoint regarding the proposed noise wall installation and can elect not to install the noise wall.

**ACTION REQUESTED:**

Adopt a resolution indicating the Carver County Board is not in favor of construction of a noise wall along the south side of Lyman Boulevard, west of Audubon Road, adjacent to Bluff Creek Trail.

<b>FISCAL IMPACT:</b> <input type="text" value="None"/> If "Other", specify: <input type="text"/>	<b>FUNDING</b> County Dollars = <input type="text"/> <input type="text"/> <b>Total</b> <input type="text" value="\$0.00"/>
<b>FTE IMPACT:</b> <input type="text" value="None"/>	

**Related Financial/FTE Comments:**

The estimated construction cost for this 650 ft long by 10 ft high noise wall is \$126,000.

*Office use only:*

RBA 2012- 1305

# BOARD OF COUNTY COMMISSIONERS CARVER COUNTY, MINNESOTA

Date: 8/21/12

Resolution No: \_\_\_\_\_

Motion by Commissioner: \_\_\_\_\_

Seconded by Commissioner: \_\_\_\_\_

## A RESOLUTION REGARDING A PROPOSED NOISE WALL ALONG THE SOUTH SIDE OF LYMAN BOULEVARD, WEST OF AUDUBON ROAD NORTH COUNTY STATE AID HIGHWAY 18 (LYMAN BOULEVARD) PROJECT SP 010-618-013

**WHEREAS**, Carver County is proposing reconstruction of CSAH 18 (Lyman Blvd) from a point located approximately 850 feet east of Audubon Road South (CSAH 15) to a point located approximately 750 feet east of Powers Boulevard (CSAH 17). The CSAH 18 Project will be funded in part with Federal-aid funds. A Project Memorandum (PM) is being prepared to satisfy the environmental review requirements for the project under the National Environmental Policy Act (NEPA);

**WHEREAS**, a traffic noise analysis has been prepared as part of the environmental review process for the CSAH 18 Project, consistent with the procedures and requirements outlined in the Minnesota Department of Transportation (MnDOT) Noise Policy;

**WHEREAS**, modeled noise levels at representative receptor locations along Bluff Creek Trail, south of Lyman Boulevard and west of Audubon Road North, are projected to exceed Federal noise abatement criteria with construction of the project. A noise wall along the south side of Lyman Boulevard, from the existing trail underpass to Audubon Road North, meets acoustic feasibility requirements and reasonableness factors as defined in the MnDOT Noise Policy, and is proposed;

**WHEREAS**, the portion of Bluff Creek Trail along the south side of Lyman Boulevard and west of Audubon Road North is located within Carver County roadway right-of-way. As such, the County Board is afforded the opportunity to express the County's viewpoint regarding the proposed noise wall;

**THEREFORE, BE IT RESOLVED**, THAT the Carver County Board is not in favor of a noise wall along the south side of Lyman Boulevard, west of Audubon Road, adjacent to Bluff Creek Trail.

YES	ABSENT	NO

STATE OF MINNESOTA  
COUNTY OF CARVER

I, Dave Hemze, duly appointed and qualified County Administrator of the County of Carver, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Carver County, Minnesota, at its session held on the 21st day of August, 2012, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 21st day of August, 2012.

\_\_\_\_\_  
Dave Hemze County Administrator

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Appointment to Carver County Park Commission**

Primary Originating Division/Dept: Administration (County)	Meeting Date: 8/21/2012
Contact: Dave Hemze      Title: County Administrator	Item Type: Regular Session
Amount of Time Requested: 10 minutes Presenter: Dave Hemze      Title: County Administrator	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Strategic Initiative: Connections: Develop strong public partnerships and connect people to services and information	

**BACKGROUND/JUSTIFICATION:**

The Park Commission has seven members, one from each Commissioner District and two at large appointments. On August 7th, the Board filled the appointments in Commissioner District 1 and the second at large appointment. There remains a vacancy in Commissioner District 2.

Applications have been received from the following:

- Elliot Wachter, Commissioner District 1
- Jim Manders, Commissioner District 1
- Steve Hachtman, Commissioner District 2
- Scott Wendt, Commissioner District 2
- Molly Koivumaki, Commissioner District 3
- Gino Businaro, Commissioner District 3

**ACTION REQUESTED:**

Motion to fill vacancy in Commissioner District 2.

<b>FISCAL IMPACT:</b> None	<b>FUNDING</b>
If "Other", specify:	County Dollars =
<b>FTE IMPACT:</b> None	Total
	\$0.00

Related Financial/FTE Comments:

*Office use only:*

RBA 2012- 1299

# Carver County Board of Commissioners Request for Board Action

**Agenda Item:**

**Request to locate a Veterans Memorial on CCRA Railroad Property in Mayer**

Primary Originating Division/Dept:

**Meeting**

Date:

**Item Type:**

Contact:

Title:

Amount of Time Requested:  minutes

Presenter:

Title:

Attachments:  Yes  No

**Strategic Initiative:****BACKGROUND/JUSTIFICATION:**

The Regional Railroad Authority is being asked to consider allowing a veterans memorial to be located on the Dakota Rail corridor near the trail head facility in Mayer.

Mr. Stan Heldt, resident of Mayer, will present the concept of the veterans memorial to the Board.

Staff suggestions to the Board for moving forward with the proposed veterans memorial:

- 1) Identify and any conflicts with establishing a veterans memorial with veteran agencies and existing monuments. Letter of support for the monument from veteran organization are encouraged
- 2) Establish a budget which outlines the cost for planning, design, construction and maintenance
- 3) Address quality of the monument, any need for ongoing maintenance and refurbishment and who will be responsible
- 4) Develop a veteran memorial site plan which complements the existing trail head facility in Mayer
- 5) Report back when site plan and budget are developed
- 6) Present site plan to reviewing authorities for approval, may require a public process
- 7) Upon approval of site Plan, obtain authorization to develop preliminary construction plans
- 8) Concurrent with the development of preliminary construction plans, enter into agreement for use of regional railroad authority property
- 9) Authorization of construction and approval of agreement for the veterans memorial.
- 10) Obtain any necessary permits

**ACTION REQUESTED:**

N/A

**FISCAL IMPACT:**

*If "Other", specify:*

**FTE IMPACT:**

**FUNDING**

County Dollars =

**Total**

Related Financial/FTE Comments:

*Office use only:*

RBA 2012- 1292



# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Administrator's Recommended 2013 Budget and Levy and 2014 Long Term Financial Plan**

Primary Originating Division/Dept: Administration (County)	Meeting Date: 8/21/2012
Contact: David Frischmon      Title: Finance Director	Item Type: Work Session
Amount of Time Requested: 30 minutes	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Presenter: David Hemze and David Fris...      Title: County Administrator and Fina...	

**Strategic Initiative:**  
 Finances: Improve the County's financial health and economic profile

**BACKGROUND/JUSTIFICATION:**

The Annual Budget and Long Term Financial Plan (LTFP) fulfills the County Board's direction to "connect financial strategies to the County's short and long-term goals and objectives."

The 2013 Budget process began at a May 8th, 2012 Board workshop where the County Board directed staff to implement the Administrator's Recommended 2013 Budget Strategy to:

- Decrease the 2013 tax levy impact on the average value home.
- Capture the tax base from new construction to fund capital projects.
- Identify \$500K in levy savings to offset moderate wage and benefit increases for 2013.
- Flat-line non-personnel spending compared to the 2012 Budget.
- Roll forward the 2013 capital projects and the facilities, vehicles and equipment (FVE) replacement list from the 2013 LTFP into the 2013 Budget.
- Roll forward the 2014 and beyond capital projects and FVE list from the 2013 LTFP to the 2014 LTFP.

During July, Division Directors presented their 2013 budget requests at budget hearings.

On September 4th, the Board will be asked to adopt a 2013 preliminary property tax levy. By September 15<sup>th</sup>, State law requires that the County Board adopt a 2013 preliminary property tax levy to finance 2013 County operations and capital projects. The final property tax levy, adopted in December, can be lower than the preliminary levy but not higher.

In December, the County Board will hold a public hearing and adopt the 2013 Tax Levy and Budget and the 2014 Long Term Financial Plan.

**ACTION REQUESTED:**

None - High Level overview of the Administrator's Recommended 2013 Budget/Levy and 2014 LTFP for informational purposes only.

<b>FISCAL IMPACT:</b> Other	<b>FUNDING</b>
If "Other", specify:	

<b>FTE IMPACT:</b> Increase budgeted staff	<b>County Dollars =</b>	
	<b>Total</b>	\$0.00

**Related Financial/FTE Comments:**  
 Fiscal and FTE impacts are outlined in the attached County Administrator's Recommended 2013 Budget and 2014 LTFP.

*Office use only:*  
 RBA 2012- 1307

# Budget Overview

## ***Administrator's Budget Message***

This County Administrator's 2013 Preliminary Recommended Budget applies prioritized resources to fund Carver County services. The recommendations included in this document reflect the continued difficult economic times being experienced locally in Carver County, as well as nationally and internationally.

The County Board directed that the County's 2013 tax impact on the average-value home decrease, which will be the eight year in a row that the County's average-value home will pay less in County taxes compared to the previous year. This recommendation limits the 2013 levy increase to only capturing new construction tax base. This will increase the 2013 levy by \$850,000 (1.9%) to \$45,629,720 compared to the 2012 property tax levy of \$44,779,720. The recommendation allocates 100% of the 2013 levy increase to fund capital projects.

On the operating cost side, maintaining the same general level of services in 2013 is estimated to cost an additional \$500,000. This recommendation proposes offsetting \$500,000 in tax levy cuts and new revenue along with flat-lining all other operating costs.

The County Board plans to hold a public hearing on the 2013 Budget on December 6, 2012. The Board is expected to adopt the final 2013 levy and budget on Tuesday, December 18, 2012. The 2013 Budget Book will provide a broad overview of historical budget trends and 2013 budget recommendations and narrative summaries for all county divisions and departments, elected officials, and programs and services that receive financial support from the County.

The Board is also expected to approve the 2014 Long-Term Financial Plan on December 18, 2012. The County uses the Long-Term Financial Plans along with the Annual Budget to connect financial strategies to the County's short-term and long-term strategic goals and objectives. The County began using long-term financial planning in 2008 primarily to establish a roadmap for funding significant road and building projects in the future. Over the years, funding future significant operating cost drivers such as health insurance and building security have also been addressed in the Long-Term Financial Plan. The 2014 Long-Term Financial Plan focuses on the four areas that will significantly impact future Property Tax Levies and Budgets: Capital Improvement Plans; Facilities, Vehicles and Equipment Replacements; Bonding & Debt Service; and Operating Budget Financial Challenges. It will be used as a strategy planning tool to fund significant operating challenges and capital projects beyond the 2013 Budget.

The hard work county staff provided in assisting with the preparation of this budget should be acknowledged. In particular, the assistance of Division Directors, Managers and finance staff were instrumental in preparing this recommendation and is greatly appreciated.

## Budget Summary

The 2013 Preliminary Budget totals \$88,542,661 which is a decrease of \$8.7 million from the 2012 Budget.

2012-2013 Budget Comparison		
Revenue	2012 Budget	2013 Budget
Taxes & Penalties	46,581,767	47,426,767
Licenses & Permits	723,760	714,760
Intergovernmental	27,442,648	23,044,735
Charges for Services	11,278,583	10,975,020
Fines & Forfeitures	250,933	240,834
Investment Earnings	2,282,607	2,197,423
Other Revenues	3,315,402	3,943,122
<b>Total Revenues</b>	<b>91,875,700</b>	<b>88,542,661</b>
Expenditures		
Public Assistance	4,992,011	4,581,935
Personal Services	51,885,886	52,342,847
Services & Charges	9,866,591	9,902,790
Material & Supplies	4,001,601	3,957,232
Capital Outlay	20,737,365	11,700,609
Debt Services	4,421,021	4,554,175
Other Expenses	(34,405)	42,871
Transfers	1,410,978	1,460,202
<b>Total Expenditures</b>	<b>97,281,048</b>	<b>88,542,661</b>
<b>Capital Reserves Used</b>	<b>5,405,348</b>	<b>-</b>

This chart compares the revenue and expenditure amounts for 2012 and 2013. The most significant change in the 2013 Budget is in Capital Outlay. This is primarily due to a decrease in Road and Bridge Capital Improvement Projects in 2012 that were funded by one-time turnback funds from the State that were received in 2009, federal grants, and unspent funds from the 2008A bond issue that were used for Road and Bridge CIP projects. Thus, the Capital Outlay decrease did not have an impact on the County's tax levy.

The budget process did, however, require spending cuts in other areas. Staff identified approximately \$500,000 in levy savings and revenue increases for the 2013 Budget.

See Attachment A for a summary of the recommended \$500,000 in levy savings and revenue increases and Attachment B for staffing changes.

## Budget Strategies

In addition to decreasing taxes on the average-value home, the 2013 Budget was developed using the following strategies set by the County Board:

- **Fund new FTEs without increasing the property tax levy:**

The County Administrator's recommended 2013 Budget proposes a 3.02 increase in FTEs. However, the net impact on the County's tax levy from staffing changes in the 2013 Budget is a decrease of more than \$70,000 due to offsetting levy savings in other areas of the budget and revenue increases. See Attachment B for these Staffing Changes list.

- **Capture the Tax Base from New Construction for Capital Projects:**

The County Administrator's Recommended 2013 Tax Levy increases by \$850,000 (1.9%) compared to the 2012 Levy. This increase captures the new tax base from new construction to fund the following capital projects:

- \$425,000 Debt Service for Road/Bridge Projects funded by a 2014 Bond Sale (for example, Highways 101 and 61 Project)
- \$150,000 Debt Service for Engler Blvd. Project
- \$275,000 shift of CPA funds from general operations to fund capital projects in the County's three Capital Improvement Plans.

*See Attachment C for this new Capital Projects list.*

- **Continue to levy dollars to pay for capital replacement at a consistent level, as opposed to cutting back to balance the County's operating budget.**

The 2013 Budget maintains a capital replacement budget funded by the tax levy of \$1.43 million to pay for the replacement of facilities, vehicles and equipment. This amount was the same for the 2012 Budget *See Attachment D for this replacement schedule.*

- **Become more efficient and effective as an organization.**

Two Divisions are proposing reorganizations to realign their operations to respond to current and future service demands:

- The increased cost for the Public Works reorganization will be offset by levy savings and revenue increases. *See Attachment E for more information on the proposed Public Works reorganization.*
- The Community Social Services reorganization will result in a tax levy savings. *See Attachment B for more information on the levy impact for these proposed reorganizations.*

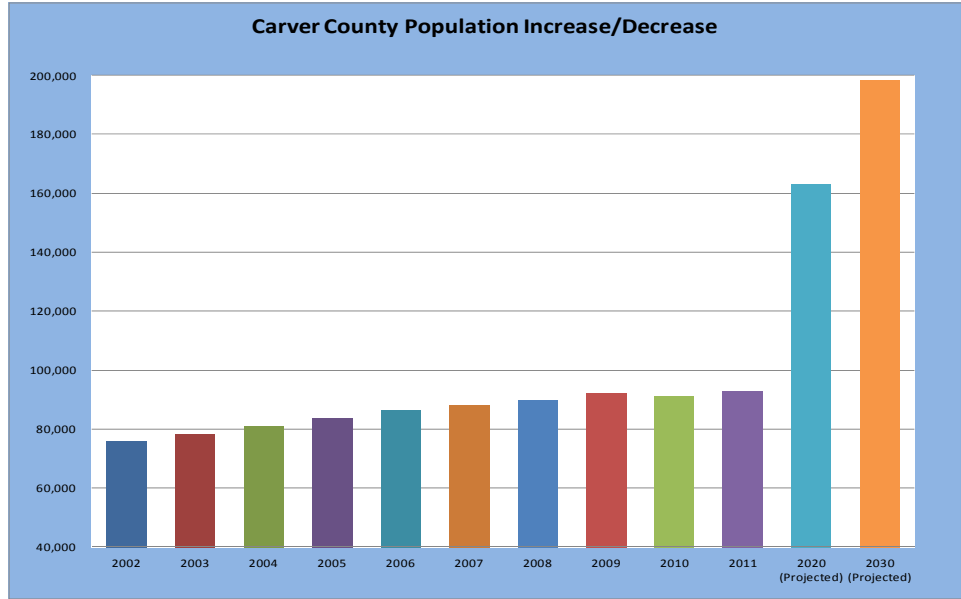
### ***Trend Data***

The following are key historical trends that were used to form the foundation of the 2013 Budget.

**Population:** Out of 87 counties in Minnesota, Carver County's estimated 2011 population of 92,638 is the 11<sup>th</sup> highest. Over the last decade Carver County had the fourth highest rate of population growth in the state at 22.5% adding a total of 17,018 residents. Carver County's population growth is expected to continue into the future.

The following shows the 2002-2009 and 2011 U.S. Census Bureau's population estimates as well as the 2010 Census populations. Based on the 2000 Census figures, the Metropolitan Council projects Carver County's population to increase to 198,500 by 2030, which would be a 114% increase from the 2011 Census estimate.

<b>Year</b>	<b>Population</b>
2002	75,653
2003	78,343
2004	80,963
2005	83,882
2006	86,271
2007	88,096
2008	90,043
2009	92,107
2010	91,042
2011	92,638
2020	162,880 <i>(Projected)</i>
2030	198,500 <i>(Projected)</i>

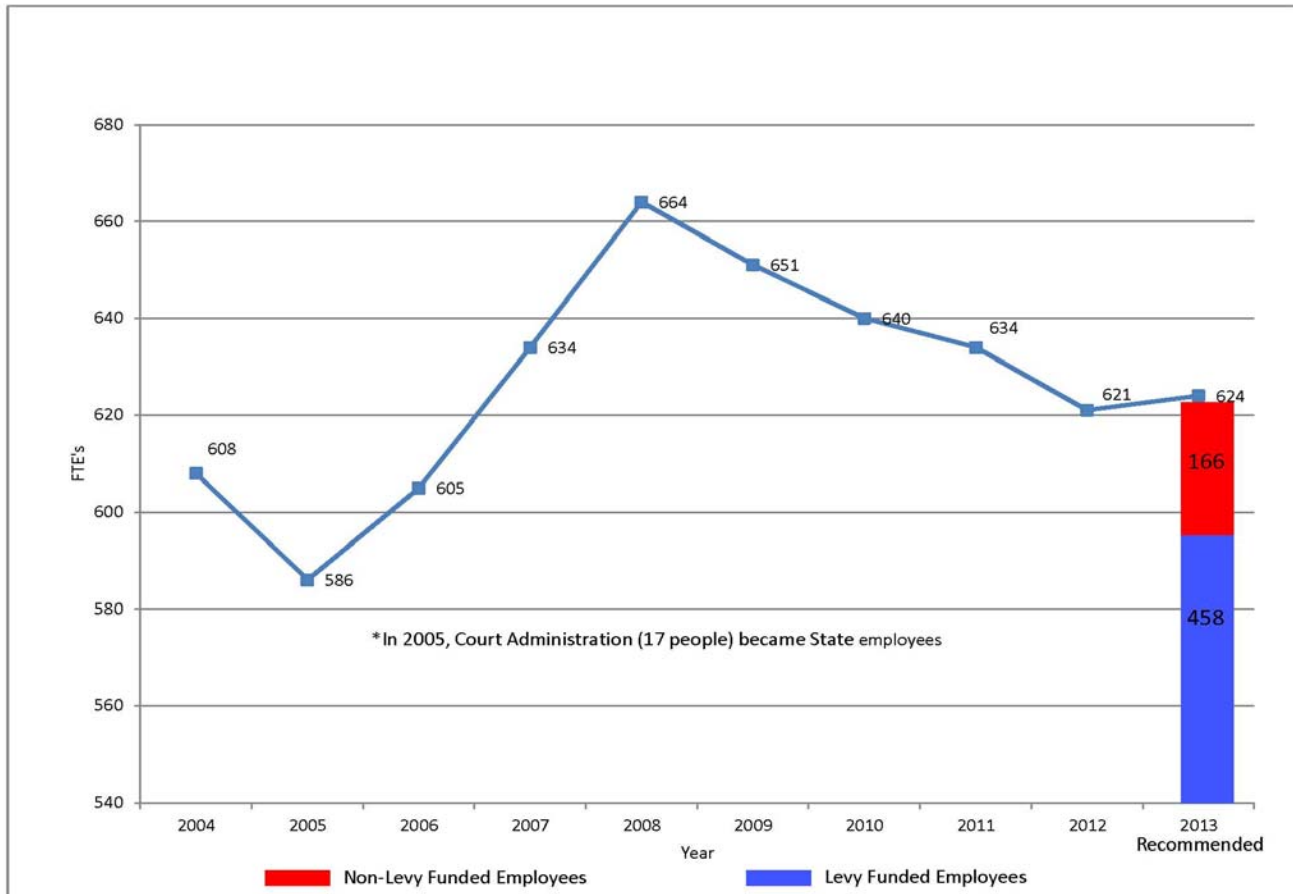


Population growth is the biggest factor related to service demand pressure for Carver County. Significant growth increases the need for public investment in infrastructure and impacts service delivery for government entities.

In addition to overall population growth, Carver County’s aging population is expected to impact the type and number of services that will need to be provided in the future. The population of County residents age 65 and older is expected to constitute about 16.4 percent of the total County population in 2030, up from 8.7 percent in 2011.

**County Employees:** As the County has grown in population over the past decade, the number of employees needed to meet service demands has also increased. The following chart shows the changes in the number of County employees in the past decade. The graph also provides the number of Full-Time Equivalent (FTE) employee positions that are funded by levy and non-levy funding sources. Based on the 2013 budget figures, it is estimated that 26.6% of FTEs will be funded by other sources of revenue that the County has identified to help lower the need to use levy funds. Some of the other revenue sources include: contract revenue, fees for services, and grants.

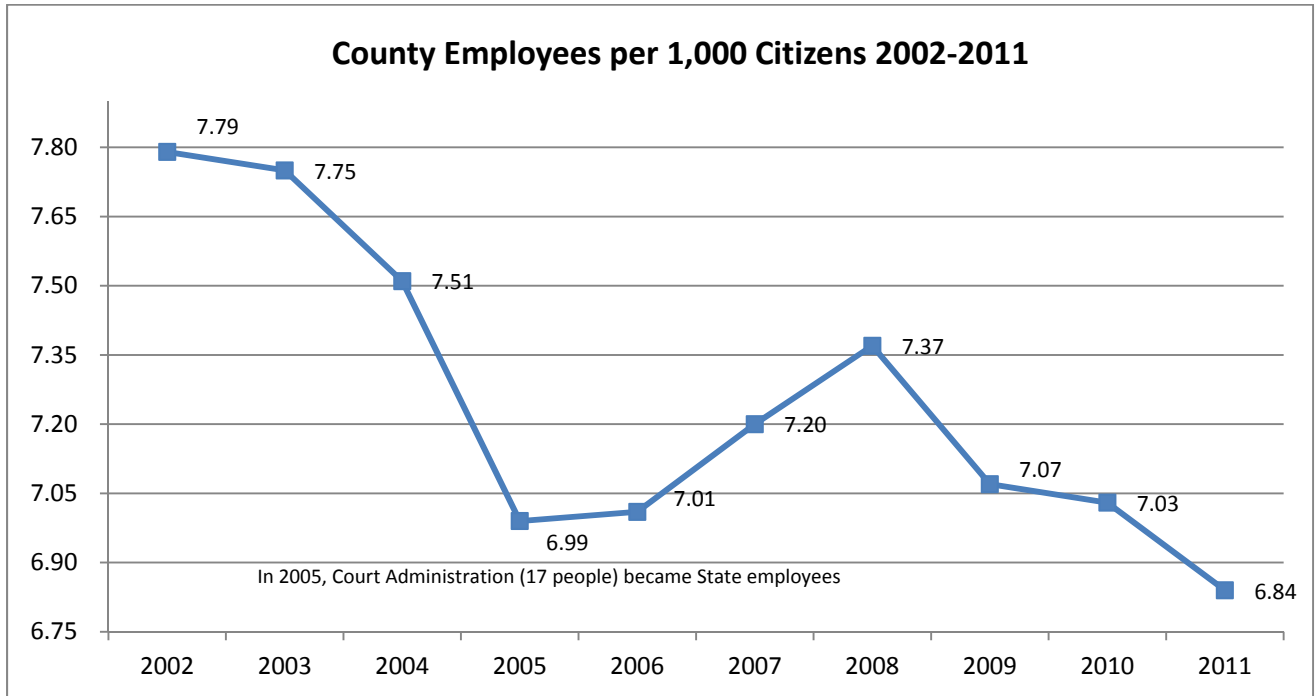
## Total Number of County Full-Time Equivalent Positions 2004-2013



The total number of Full-Time Equivalent (FTE) employee positions was 664 in 2008. Budget adjustments made due the loss of state aid has resulted in a loss of 40 FTE employee positions over the past five years. The 2013 recommended budget proposes an increase of 3.02 FTEs from the 2012 FTE count to a total of 624 FTE positions according to Attachment B. While the chart shows additional levy funded positions for 2013, offsetting budget cuts and revenue increases result in a net tax levy savings from 2013 staffing changes of more than \$70,000. *See Attachment B for the Staffing Changes list.*

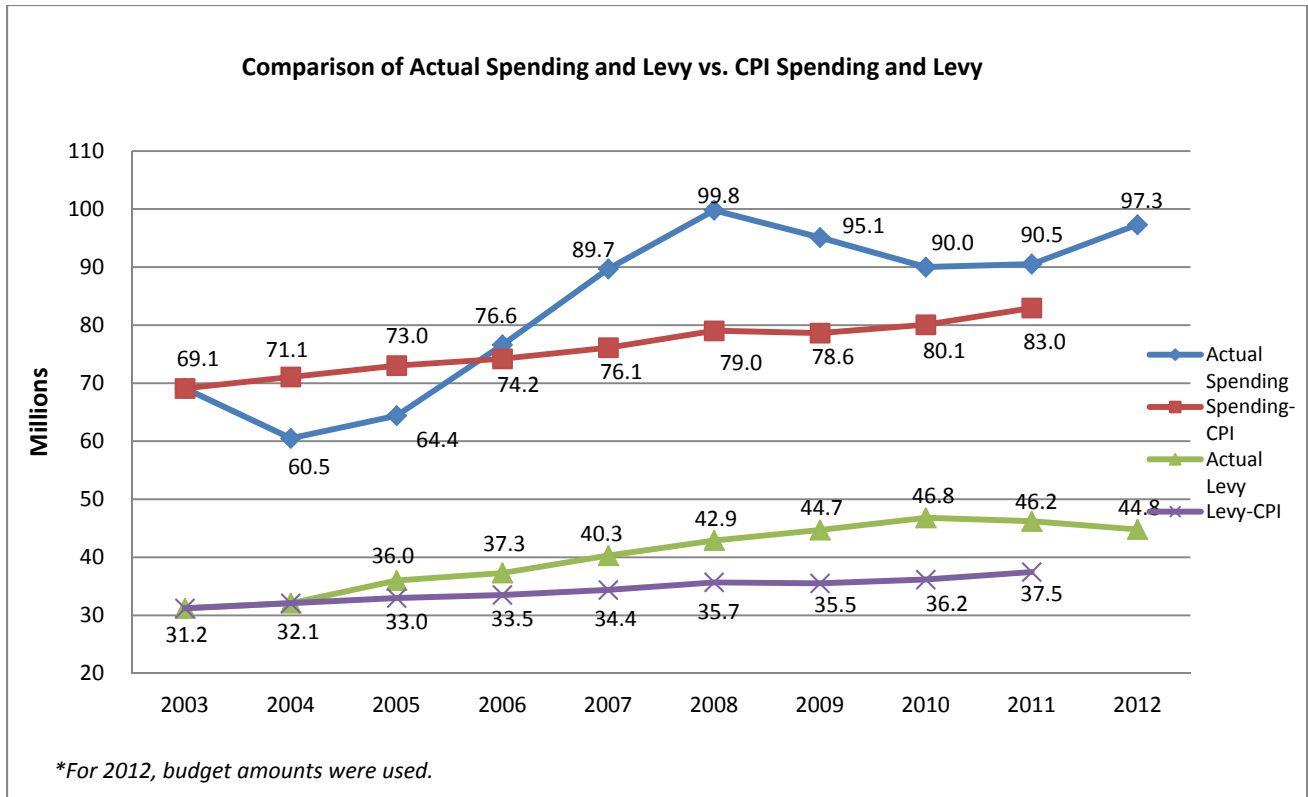
Since wage and benefit costs for personnel is the County's largest expense, the number of County employees significantly impacts the budget. For example, if the number of County employees were to increase at the same rate as the population and double over the next two decades, the result would be large increases in the County budget that would push dramatic property tax increases. Instead the increase in population is expected to introduce economies-of-scale that will allow the County to operate more efficiently with a lower employee-to-citizen ratio.

The following chart shows the fluctuation in the number of employees per 1,000 citizens. It has gone from a high of 7.79 employees per 1,000 citizens in 2002 to a low of 6.84 in 2011. Since 2008 there has been a steady decrease in the number of employees per 1,000 citizens as a result of continual improvement in efficiencies gained through investments in technology and division reorganizations.

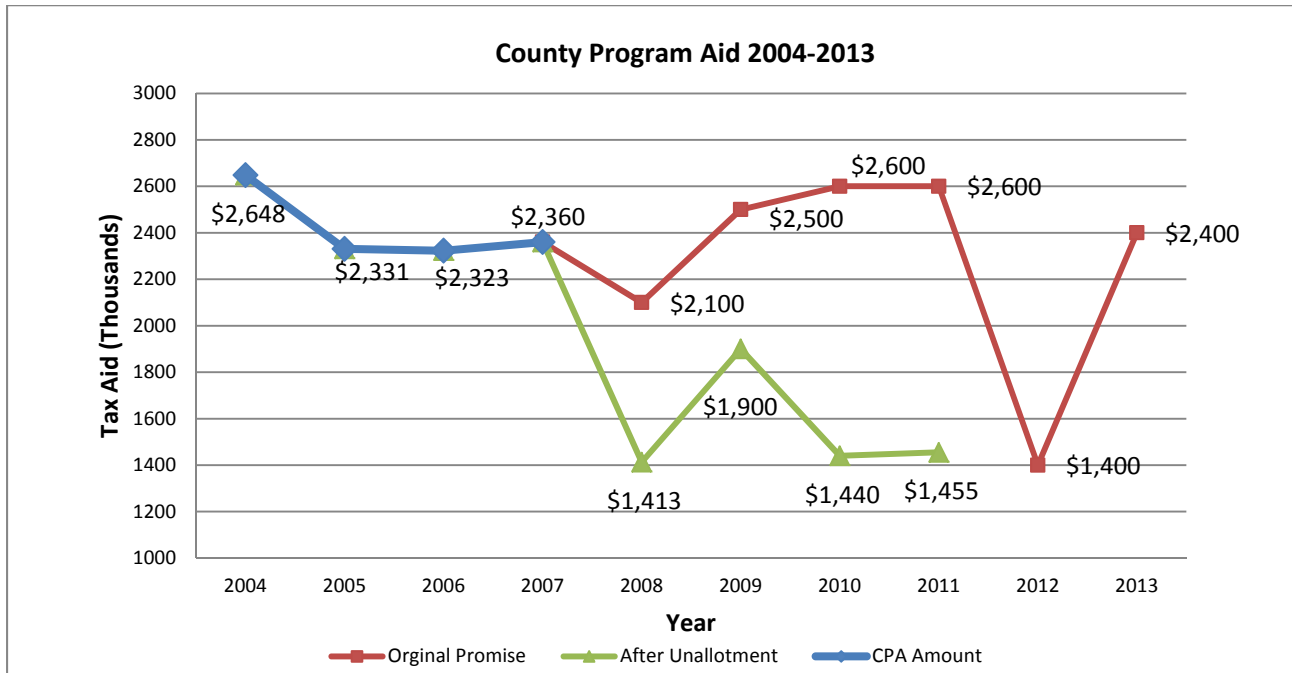


**County Levy and Total Spending Compared to Consumer Price Index:** Total county spending has spiked up and down over the past decade due primarily to capital projects such as road and bridge improvements. The tax levy has increased on the same trend as inflation but at a higher rate due to rapid growth in the county. The following chart compares Actual Spending and Actual Levy amounts to those adjusted for inflation. The Consumer Price Index (CPI) inflationary indicator used in the comparison measures the average change in prices over time in a fixed market basket of goods and services typically purchased by consumers.





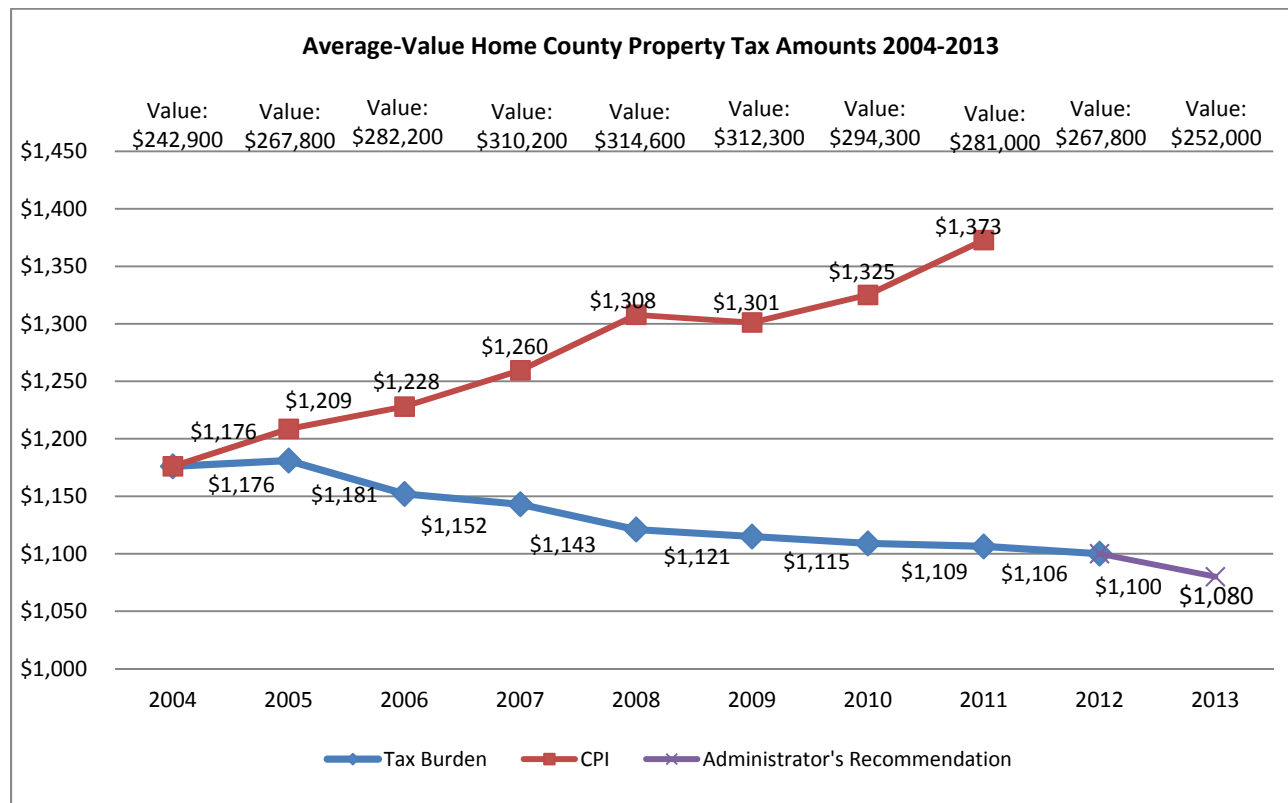
**State Aid - County Program Aid and Market Value Homestead Credit:** As the following chart indicates, Carver County experienced a significant loss in County Program Aid (CPA) from the State of Minnesota from 2004 to 2013.



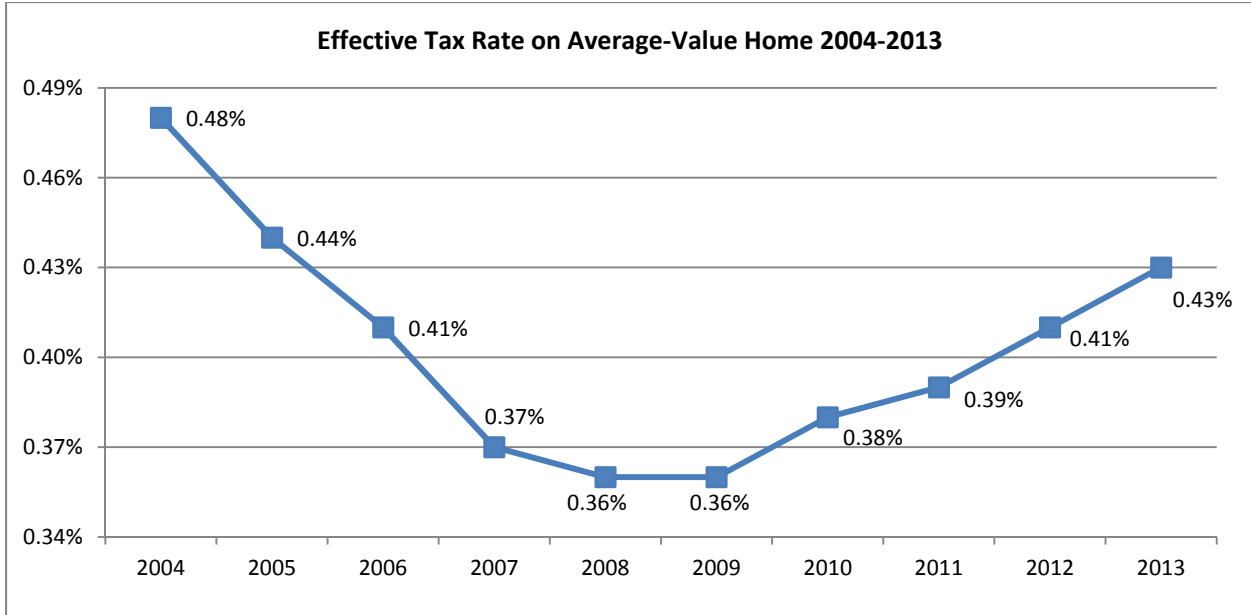
In the 2013 budget, the State has promised to pay \$2.4 million; however, the final amount actually received is far from certain given the continued fiscal pressure on the State's budget. It is planned that approximately \$1.1 million will be used in the operating budget and any additional amount will be go back into the CIP funds for capital improvement projects.

**Property Taxation:** The Board has continued its strategy of setting the levy to decrease the County's tax-impact on an average-value home. The value of the average home in Carver County decreased from \$267,800 in 2012 to \$252,000 in 2013. The County's portion of the total property tax bill on an average-value home will decrease slightly from \$1,100 in 2012 to \$1,080 in 2013.

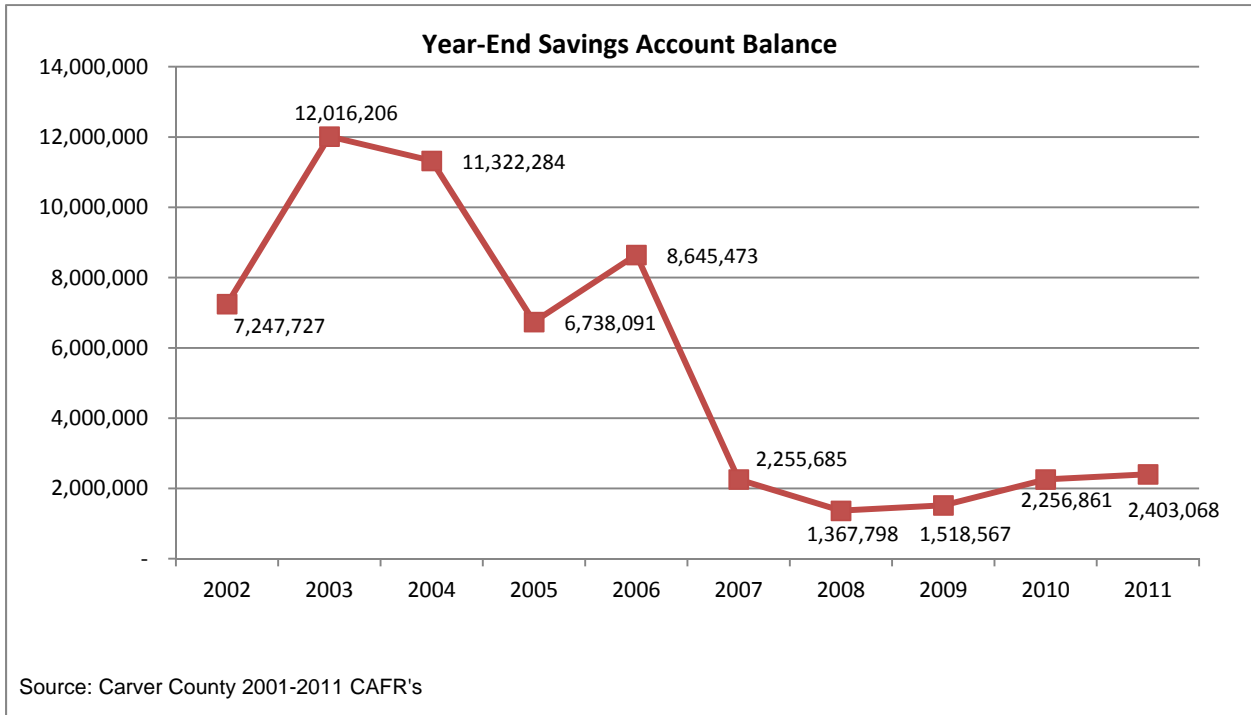
The following chart shows the changes in average home values and taxes from 2004 to 2013. It also shows how the average home's property tax has continually decreased compared to Consumer Price Index (CPI), which has grown over the past several years.



**Effective Tax Rate:** The effective tax rate is the percentage of market value a homeowner is paying in property taxes. It is calculated by taking the home's market value and dividing it by the tax. The rapid pace of rising home values and the relatively modest rate of tax increases by the County resulted in a decreasing effective tax rate over the past decade. The upward movement on this trend reflects the decreasing valuation of homes that began in 2009.



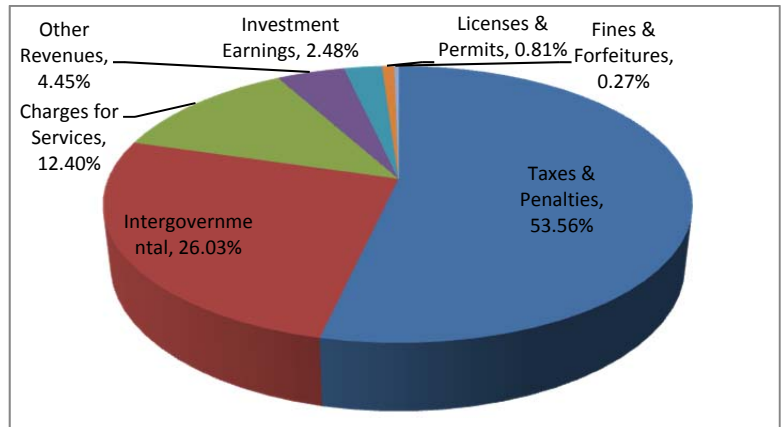
**Year-End Savings Account:** The Year-End Savings (YES) Account designates up to 5 percent of the County’s reserves for future unknowns such as emergencies, disasters, capital projects, and intergovernmental funding cuts. The YES Account’s balance over the past decade was approximately \$5.6 million. Significant decreases in the YES Account from 2003 to 2008 were the result of planned Board-approved transfers to pay for one-time capital projects and land acquisitions. The YES account balance for year-end 2011 was \$2,403,068. Based on current projections, it is estimated the YES account balance at year-end 2012 will remain around \$2.4 million. The following chart shows the trend in this account’s balance.



## Revenues

The 2013 Budget totals \$88,542,661 in revenues, which is a decrease of \$3,333,039 compared to the 2012 budget. The following lists the sources of revenues for 2013, and the chart shows percentage of the total associated with each revenue amount.

2013 Budget Revenue	
Taxes & Penalties	47,426,767
Intergovernmental	23,044,735
Charges for Services	10,975,020
Other Revenues	3,943,122
Investment Earnings	2,197,423
Licenses & Permits	714,760
Fines & Forfeitures	240,834
<b>Total Revenues</b>	<b>88,542,661</b>



**Taxes and Penalties:** The Certified Property Tax Levy is the primary funding source for the County budget, and the source of revenue the County has the most control over. The 2013 Budget includes the amount of property taxes levied for the year and penalties.

Each year, the levy request is determined by first applying all other funding sources against the costs for the budget year and then determining the amount needed to cover remaining costs. Once established, property tax amounts cannot be adjusted upward during the year.

The County Administrator's recommended total combined levy of \$45,629,720 for 2013 is an increase of 1.9%, or \$850,000, from the 2012 levy. 100% of the 2013 levy increase is allocated to fund capital projects. Revenues from the property tax levy will constitute approximately 53.56% of all county revenues for 2013.

### 2013 Property Tax Levy

General Fund	\$28,694,615
Road and Bridge Fund	4,043,585
Community Social Services Fund	7,002,345
Buildings Capital Improvement Fund	100,000
Road & Bridge Capital Improvement Fund	1,500,000
Parks and Trails Capital Improvement Fund	50,000
Debt Services Fund	4,116,175
Unestad Tax Abatement	123,000
<b>Total Levy County</b>	<b>\$45,629,720</b>
Carver Watershed Management Organization	\$ 524,984
<b>Total Combined Levy</b>	<b>\$46,154,704</b>

The increase in the tax levy is the end-result of a 2013 Budget Strategy adopted by the County Board of Commissioners in May 2012. The County's portion of the total property tax bill on average-value homes will decrease slightly for 2013.

**Intergovernmental and Other Revenues:** Intergovernmental funding, which decreased by \$4,397,913 from the 2012 Budget to the 2013 Budget, and the Other Revenues category are also major sources of revenue for the County.

Intergovernmental funding refers to funding from other governmental units at the federal, state and local level in the form of grants, program aids, entitlements, shared revenues, payments in lieu of taxes, and reimbursements for performance of specific functions or services. It also includes voluntary non-exchange transactions that result from legislative or contractual agreements such as grants, entitlements, appropriations and donations. Tax credits paid by the state are included in intergovernmental revenues. Intergovernmental funding decreased from \$27,442,648 in 2012 to \$23,044,735 in 2013 due primarily to decreases in federal and state funding for 2013 Road and Bridge project.

The Other Revenues category totals \$3,943,122. It includes gifts and donations, miscellaneous revenue from contracts, and transfers between funds.

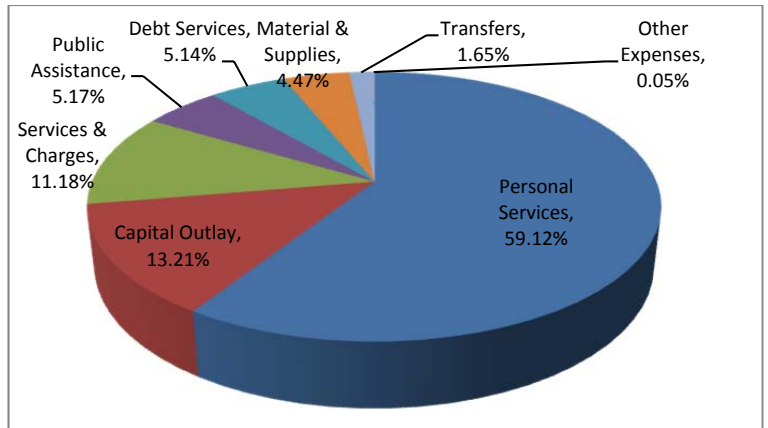
**Charges for Services:** The third-highest revenue source comes from Charges for Services, which totals \$10,975,020 in the 2013 Budget, a decrease of \$303,563 from 2012. This revenue category refers to the County's acquisition of revenue from the professional services the County provides for a fee and other services and charges covered in its Fee-for-Service Schedule.

**Investment Earnings:** The revenue from investment earnings is budgeted at \$2,197,423 in 2013, compared to \$2,282,607 in 2012. This decrease of \$85,184 in investment earnings is the result of decreasing interest rates.

### ***Expenditures***

The 2013 Budget totals \$88,542,661 in expenditures, which is a decrease of \$8,738,387 compared to the 2012 budget. Fewer capital projects in 2013 funded by non-tax levy dollars is the primary reason for the decreased 2013 Budget. The following lists the expenditures for 2013, and the chart shows the percentage of the total expenditure associated with each category.

<b>2013 Budget Expenditures</b>	
Personal Services	52,342,847
Capital Outlay	11,700,609
Services & Charges	9,902,790
Public Assistance	4,581,935
Debt Services	4,554,175
Material & Supplies	3,957,232
Transfers	1,460,202
Other Expenses	42,871
<b>Total Expenditures</b>	<b>88,542,661</b>



**Personnel Costs and Services and Charges:** Costs associated with County employee wages and benefits comprise the largest expenditure for the County.

Expenditures for employee wages are captured in the “Personal Services” account class, which includes compensation paid to full-time, part-time, and temporary or intermittent employees with payroll deductions. It does not include fees or contractual payments paid to consultants or independent contractors: Those costs are captured in the “Services and Charges” account class that also includes other expenses associated with business operations.

The budgeted amount for personal services for 2013 is \$52,342,847, which is an increase of \$456,961 from the 2012 budgeted amount of \$51,885,886. The 2013 Budget include moderate salary and benefit increases which were offset by levy savings and revenue increases.

After years of seeing health insurance costs increase at a rate much higher than inflation, the County’s health insurance premiums had a relatively small 4% increase for 2011 and an actual decrease for 2012. This improvement is attributed, in part, to a strategy that is moving employees away from a legacy high-cost health insurance plan to less expensive consumer-driven health insurance plans. The 2013 Budget continues this positive trend with no increase in the County’s contribution to employee health insurance premiums.

**Conference and Training:** The 2013 Budget includes \$377,658 for conference and training for County staff development. *See Attachment F for a listing of conference and training for each County division.*

**Capital Outlay:** The County’s second highest expenditure category is \$11,700,609 for capital improvements. A number of capital projects are included in the 2013 Budget, most of which have off-setting cost savings, intergovernmental reimbursements, and sources of funds other than property taxes. *See Attachment C on Capital Projects and Attachment D on Replacement of Facilities, Vehicles, and Equipment expenses, for listings of expenditures that are included under Capital Outlay.*

**Public Assistance:** The 2013 Budget includes \$4,581,935 for Public Assistance. In terms of expenditures for specific County functions, expenditures for Human Services (which includes Public Assistance) consume the most dollars in comparison to other services provided by the

County. The amount budgeted for Public Assistance in 2013 is \$410,076 less than the 2012 budget.

**Debt Services:** The principal and interest accumulated on the Debt Service Fund is used to retire debt and is another major component of County expenditures. In the 2013 Budget, \$4,554,175 is being budgeted for Debt Services, which is an increase of \$533,154 from the previous year. This is due to principal payments starting in 2013 the 2012A Engler Boulevard Project bond sale.

## 2013 Recommended Levy Adjustments - Attachment A

Division	Department	Item	Levy Savings	Effective Date/Impact
<b>CSS</b>	CSS	OPEB Federal Reimbursement	\$40,000	Allocating OPEB in personnel services budget and using OPEB Trust allows for Federal Reimbursement
<b>Court Services</b>	Court Services	Increased Court Fees	\$10,000	Favorable trend due to fee increases, new STS contract and effective collection efforts
<b>Employee Relations</b>	Employee Relations	Unemployment Compensation	\$100,000	Budget for unemployment compensation not needed due to 2013 Budget proposing only one lay-off
<b>Court Services</b>	Court Services	Juvenile Placements	\$75,000	Reflects favorable downward trend from effective best practices
<b>Public Works</b>	Public Works	Road Salt	\$30,000	Reflects favorable downward trend due to best practices
<b>Sheriff's Office</b>	Admin & Jail	Police State Aid and Inmate Jail revenues	\$100,000	Reflects favorable 3-year average trends
<b>Administrative Services</b>	Library	Office equipment and Non-capitalized capital	\$25,000	Consolidate and reduce non-capitalized capital line items
<b>Public Health &amp; Environment</b>	Public Health	Vacant FTEs	\$70,000	Eliminate vacant .5 Adm Asst (\$24K) and .5 PH nurse (\$46K)
<b>Taxpayer Services</b>	Taxpayer Services	Revenue and various expenses	\$50,000	State approved License Center fee increases and consolidate and reduce various expenditure line items due to favorable trends
<b>GRAND TOTAL =</b>			<b>\$500,000</b>	



## Attachment B: Staffing Changes

Division/Department	Division Requested FTE's	Administrator Recommended FTE's Changes	Position	Requested Gross Levy (\$)	Division Requested Net Levy (\$)	Administrator Recommended Net Levy (\$)
<b>Requested for 2013:</b>						
<b>Restructuring - Reorganization &amp; Changes in Hours</b>						
Court Services	1.00		Court Services Agent I	\$ 58,042	\$ - *	\$ -
Court Services	0.50		Collections Officer	21,888	- *	-
Library Services	0.05		Administrative Assistant	8,182	8,182	8,182
Library Services	(0.85)		Library Assistant	(27,111)	(27,111)	(27,111)
Library Services	0.50		Library Technology Assistant	21,828	21,828	21,828
Attorney's Office	0.32		Law Clerk	14,127	- *	-
Public Health & Environme	(1.00)		Data Program Coordinator	(69,698)	(69,698)	(69,698)
Public Health & Environme	1.00		Planner	70,264	70,264	70,264
Public Health & Environme	(0.50)		PHN-Public Health Nurse	(46,088)	(46,088)	(46,088)
Public Health & Environme	(0.50)		Administrative Assistant	(23,490)	(23,490)	(23,490)
Sheriff's Office	1.00		Civilian Criminalist	65,085	61,360 *	61,360
Sheriff's Office	(1.00)		Deputy Sheriff	(61,360)	(61,360)	(61,360)
Social Services	0.50		Re-organization	(4,142)	(4,142) **	(4,142)
Public Works	2.00		Re-organization	168,000	- *	-
<b>Subtotal</b>	<b>3.02</b>	<b>0.00</b>		<b>\$ 195,527</b>	<b>\$ (70,255)</b>	<b>\$ (70,255)</b>
<b>Totals</b>	<b>3.02</b>	<b>0.00</b>		<b>\$ 195,527</b>	<b>\$ (70,255)</b>	<b>\$ (70,255)</b>

\* Costs have been offset by changes in other areas of the budget

\*\* reflects net costs balanced out with revenue changes

Attachment C: Capital Projects by Fund for 2013

DEPT.	CIP #	DESCRIPTION	2012	2013	2013	Inc./Dec
			Adopted	Requested	Recommended	
<b>Parks &amp; Trails Capital Improvements</b>						
		Local Contribution for Advanced Funded Park Land Acquisitions (Levy)	50,000	50,000	50,000	-
		TBD Park & Trail Projects (25% of CPA not allocated to operating budget)	-	68,750	68,750	(68,750)
<b>526-001</b>		Dakota Trail Phase II (CCRRA Transfer)	170,000	-	-	170,000
		Dakota Trail Phase II Construction ( Federal Grant)	1,000,000	-	-	1,000,000
		Dakota Trail Phase II Trail Head (TBD)	50,000	-	-	50,000
		Dakota Rail Regional Trail Connection to CSAH 10 (Local grant)	192,000	-	-	192,000
		Southwest Regional Trail (Chaska / Victoria trail) Park & Trails Fund		141,360	141,360	(141,360)
		Southwest Regional Trail (Chaska / Victoria trail) Federal		436,640	436,640	(436,640)
		Southwest Regional Trail (Chaska / Victoria trail) Municipal Participation		48,000	48,000	(48,000)
		<b>34-520-XXX-XXXX-6610</b>	<b>1,462,000</b>	<b>744,750</b>	<b>744,750</b>	<b>717,250</b>
<b>Fund #34 Total</b>	<b>34-XXX-XXX-XXXX-66XX</b>		<b>1,462,000</b>	<b>744,750</b>	<b>744,750</b>	<b>717,250</b>
<b>Levy Dollars - Fund #34</b>			<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>-</b>

**Building and Other Capital Improvements (Pay As You Go With State CPA)**

		Mayer library lockers (2011 State CPA)	30,000	-	-	(30,000)
974-01		Watertown Library remodel (2011 State CPA)	50,000	-	-	(50,000)
		Data and Phone Cabling Needs - County Facilities (2011 State CPA)	100,000	-	-	(100,000)
		Building Security Projects (Levy)	-	100,000	100,000	100,000
		TBD Building Projects (25% of CPA not allocated to operating budget)	-	68,750	68,750	68,750
		<b>30-XXX-XXX-XXXX-6630</b>	<b>180,000</b>	<b>168,750</b>	<b>168,750</b>	<b>(11,250)</b>
<b>Fund #30 Total</b>	<b>30-XXX-XXX-XXXX-66XX</b>		<b>180,000</b>	<b>168,750</b>	<b>168,750</b>	<b>(11,250)</b>
<b>Levy Dollars - Fund #30</b>			<b>-</b>	<b>100,000</b>	<b>100,000</b>	<b>-</b>

**Regional Rail Authority Right-of Way Capital Improvements**

		U P Line Response Action Plan and Stewardship (Levy)	45,000	-	-	(45,000)
		Transfer to Park & Trail for Dakota Rail Line (Levy)	70,000	-	-	(70,000)
		Transfer to Park & Trail for Dakota Rail Line (Reserves)	100,000	-	-	(100,000)
		Dakota Rail Line Stewardship (Levy)	5,000	-	-	(5,000)
		TBD Regional Rail Authority Projects (Levy) (Reduce for 2013 by PT FTE)	-	74,000	74,000	74,000
		<b>15-XXX-XXX-XXXX-6630</b>	<b>220,000</b>	<b>74,000</b>	<b>74,000</b>	<b>(146,000)</b>
<b>Fund #30 Total</b>	<b>30-XXX-XXX-XXXX-66XX</b>		<b>220,000</b>	<b>74,000</b>	<b>74,000</b>	<b>(146,000)</b>
<b>Levy Dollars - Fund #15</b>			<b>120,000</b>	<b>74,000</b>	<b>120,000</b>	<b>-</b>

Attachment C: Capital Projects by Fund for 2013

DEPT.	CIP #	DESCRIPTION	2012	2013	2013	Inc./Dec
			Adopted	Requested	Recommended	
<b>Road &amp; Bridge Capital Improvements</b>						
<b>Highway Maintenance</b>						
	305-032	<b>Sign Replacement Project ('10 State Aid/'11 - '13 County Levy)</b>	125,000	125,000	125,000	-
		03-304-000-0000-6520	125,000	125,000	125,000	-
<b>Professional Services</b>						
	307-027	CSAH 11 at TH 7 Roundabout (State Aid Regular)	50,000	-	-	(50,000)
	307-022	CSAH 61 Improvements (Fund Balance)	24,000	-	-	(24,000)
	307-022	CSAH 61 Improvements (Municipal / State Participation)	350,000	-	-	(350,000)
	307-033	CSAH 14, SAP 010-614-007 (Fund Balance)	40,000	-	-	(40,000)
	307-034	TH101 Reconstruction Turnback (Municipal / State Participation)	150,000	-	-	(150,000)
	307-035	TH212 NYA To Cologne (Federal)	1,324,650	-	-	(1,324,650)
	307-035	TH212 NYA To Cologne (Municipal / State Participation)	166,000	-	-	(166,000)
	307-035	TH212 NYA To Cologne (Fund Balance)	166,000	-	-	(166,000)
	307-005	CSAH 10 Bridge #5882 (State Aid Municipal)	-	-	-	-
	307-007	CSAH 30 Bridge #7118 (State Aid Regular)	100,000	-	-	(100,000)
	307-008	CSAH 40 Bridge #4655 (State Aid Regular)	70,500	-	-	(70,500)
	307-009	CSAH 41 Bridge #2784 (State Aid Regular)	70,500	-	-	(70,500)
	307-010	CSAH 43 Bridge #10501 (State Aid Regular)	70,500	-	-	(70,500)
	307-036	CSAH 30 and 33 New Germany Utility Replacement (State Aid Municipal)	543,000	-	-	(543,000)
	307-8637	CSAH 18 Reconstruction (TH41 to Galpin) (State Aid Regular)	-	221,250	221,250	221,250
	307-8637	CSAH 18 Reconstruction (TH41 to Galpin) (Municipal / State )	-	221,250	221,250	221,250
	307-050	CSAH 50 1.3 M West CSAH 40 (State Aid Regular)	50,000	-	-	(50,000)
	307-8690	Carver Bridge #L2526 Replacement (Municipal / State)	-	100,000	100,000	100,000
	307-8701	CSAH 61 TB Improvements (TH101 to East County Line) (Municipal / State)	-	582,137	582,137	582,137
	307-8701	CSAH 61 TB Improvements (TH101 to East County Line) (County Other)	-	145,534	145,534	145,534
	307-8705	CSAH 61 Reconstruction "Y" Intersection Area (Municipal / State)	-	544,000	544,000	544,000
	307-8705	CSAH 61 Reconstruction "Y" Intersection Area (County Other)	-	136,000	136,000	136,000
		32-307-000-0000-6680	3,175,150	1,950,171	1,950,171	(1,224,979)
<b>Construction</b>						
	307-001	CSAH 11 (TH212 to CSAH 10) State Aid Regular	513,461	-	-	(513,461)
	307-001	CSAH 11 (TH212 to CSAH 10) Federal	2,805,968	-	-	(2,805,968)
	307-001	CSAH 11 (TH212 to CSAH 10) County Bonds - 2008	2,238,665	-	-	(2,238,665)
	307-007	CSAH 30 Bridge #7118 (State Bridge Bonds)	375,000	-	-	(375,000)
	307-007	CSAH 30 Bridge #7118 (County Program Aid)	425,000	-	-	(425,000)
	307-008	CSAH 40 Bridge #4655 (State Aid Regular)	510,000	-	-	(510,000)
	307-008	CSAH 40 Bridge #4655 (State Bridge Bonds)	510,000	-	-	(510,000)
	307-009	CSAH 41 Bridge #2784 (State Aid Regular)	-	-	-	-
	307-009	CSAH 41 Bridge #2784 (State Bridge Bonds)	345,000	-	-	(345,000)
	307-009	CSAH 41 Bridge #2784 (County Program Aid)	345,000	-	-	(345,000)
	307-010	CSAH 43 Bridge #10501 (State Bridge Bonds)	415,000	-	-	(415,000)
	307-010	CSAH 43 Bridge #10501 (Count Program Aid)	415,000	-	-	(415,000)
	<b>307-019</b>	<b>Safety Set Aside (County Levy)</b>	175,000	175,000	175,000	-
		TBD Road & Bridge Projects (50% of CPA not allocated to operating budget)	-	137,500	137,500	137,500
	307-022	CSAH 61 Improvements (Fund Balance)	120,000	-	-	(120,000)
	307-024	CSAH13 / TH5 Turn Lane and CSAH11 / TH5 Turn Lane (State Aid Regular)	350,000	-	-	(350,000)
	307-027	CSAH 11 at TH 7 Roundabout (State Aid Regular)	150,000	-	-	(150,000)
	307-033	CSAH 14, SAP 010-614-007 (Fund Balance)	250,000	-	-	(250,000)
	307-037	CSAH 10 Engler Development Project (Other Funding Source)	1,371,683	-	-	(1,371,683)
	307-8638	CSAH 10 Bridge #5882 (State Aid Regular)	-	750,000	750,000	750,000
	307-8638	CSAH 10 Bridge #5882 (State Aid Municipal)	-	400,000	400,000	400,000
	307-8638	CSAH 10 Bridge #5882 (Bridge Bonding)	-	750,000	750,000	750,000
	307-8669	TH 101 Reconstruction (State Aid Regular)	-	400,000	400,000	400,000
	307-8675	Gates and Signals at CSAH 31 and MPLRR (State Aid Regular)	-	20,000	20,000	20,000
	307-8675	Gates and Signals at CSAH 31 and MPLRR (Federal)	-	180,000	180,000	180,000
	307-8690	Carver Bridge #L2526 replacement (Bridge Bonding)	-	500,000	500,000	500,000
		32-307-000-0000-6681	11,314,777	3,312,500	3,312,500	(8,002,277)
<b>Right of Way</b>						
	307-006	CSAH 18 (Audubon to Powers) State Aid Regular	325,000	-	-	(325,000)
	307-006	CSAH 18 (Audubon to Powers) Municipal / State Participation	325,000	-	-	(325,000)
	307-007	CSAH 30 Bridge #7118 (State Aid Regular)	100,000	-	-	(100,000)
	307-009	CSAH 41 Bridge #2784 (State Aid Regular)	-	-	-	-
	307-8638	CSAH 10 Bridge #5882 (State Aid Municipal)	-	200,000	200,000	200,000
	307-8638	CSAH 10 Bridge #5882 (Municipal / State Participation)	-	200,000	200,000	200,000
	307-8705	CSAH 61 Reconstruction "Y" Intersection Area (Municipal / State)	-	1,040,000	1,040,000	1,040,000
	307-8705	CSAH 61 Reconstruction "Y" Intersection Area (County Other)	-	260,000	260,000	260,000
		32-307-000-0000-6685	750,000	1,700,000	1,700,000	950,000
<b>Resurfacing/Maintenance</b>						
	307-8000	Resurfacing/Maintenance (County Levy)	1,200,000	1,200,000	1,200,000	-
	307-8000	Resurfacing/Maintenance (State Aid)	800,000	800,000	800,000	-
		32-307-000-0000-6684	2,000,000	2,000,000	2,000,000	-
<b>Fund #32 Total</b>	<b>32-307-XXX-XXXX-66XX</b>		<b>17,364,927</b>	<b>9,087,671</b>	<b>9,087,671</b>	<b>(8,277,256)</b>
<b>Road &amp; Bridge Levy Dollars - Fund #32</b>			<b>1,500,000</b>	<b>1,500,000</b>	<b>1,500,000</b>	<b>-</b>

## Attachment D: 2013 Facilities, Vehicles and Equipment

DEPT.	CIP #	DESCRIPTION	2012	2013	2013	Inc./Dec
			Approved	Requested	Recommended	
<b>Administrative Services - Facilities</b>						
Building Improvements - 6640						
	02-110	WEC IMPROVEMENTS (paid by WEC lease revenue*)	10,000	10,000	10,000	-
	01-110	Facilities - Manager Initiatives	377,500	377,500	377,500	-
		<b>Building Improvements 01-110-000-0000-6640</b>	<b>387,500</b>	<b>387,500</b>	<b>387,500</b>	<b>-</b>
Dept Total		01-110-XXX-0000-66XX	387,500	387,500	387,500	-
<b>Administrative Services - Information Services</b>						
Manager Capital Initiatives						
		Technology - Manager Initiatives	406,000	328,000	328,000	(78,000)
		Software: 01-049-000-0000-6655	406,000	328,000	328,000	(78,000)
		<b>Total 01-049-000-0000-66XX</b>	<b>406,000</b>	<b>328,000</b>	<b>328,000</b>	<b>(78,000)</b>
Dept Total		01-049-XXX-XXXX-66XX	406,000	328,000	328,000	(78,000)
<b>Administrative Services - Library</b>						
Administration						
	974-02	Curbside Book Return	5,000	-	-	(5,000)
		Equipment: 01-014-500-0000-6660	5,000	-	-	(5,000)
		<b>Total 01-014-500-0000-66XX</b>	<b>5,000</b>	<b>-</b>	<b>-</b>	<b>(5,000)</b>
Chanhassen	501-01	Chanhassen Library Automated Materials Handling Belt	12,000	-	-	(12,000)
		Equipment: 01-014-501-0000-6660	12,000	-	-	(12,000)
		<b>Total 01-014-501-0000-66XX</b>	<b>12,000</b>	<b>-</b>	<b>-</b>	<b>(12,000)</b>
Chaska		Building: 01-014-502-000-6660	-	-	-	-
		<b>Total 01-014-502-0000-66XX</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Waconia		Copy machine	-	-	-	-
		Equipment: 01-014-503-0000-6660	-	-	-	-
		<b>Total 01-014-503-0000-66XX</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Library - Continued		Copy machine	-	-	-	-
Watertown		Equipment: 01-014-504-0000-6660	-	-	-	-
		<b>Total 01-014-504-0000-66XX</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Norwood Young America		Equipment: 01-014-505-0000-6660	-	-	-	-
		<b>Total 01-014-505-0000-66XX</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Dept Total		01-014-XXX-XXXX-66XX	17,000	-	-	(17,000)
<b>Administrative Services - University of Minnesota Extension</b>						
		Equipment: 01-601-000-0000-6660	-	-	-	-
		Software: 01-601-000-0000-6655	-	-	-	-
Dept Total		01-601-XXX-XXXX-66XX	-	-	-	-
<b>Administrative Services - Veterans Services</b>						
			-	-	-	-
Dept Total		01-120-000-0000-66XX	-	-	-	-
<b>Attorney</b>						
		Equipment: 01-090-000-0000-6660	-	-	-	-
		<b>01-090-XXX-XXXX-66XX</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Court Services</b>						
		Software: 01-252-252-0000-6655	-	-	-	-
		Equipment: 01-252-252-0000-6600	-	-	-	-

## Attachment D: 2013 Facilities, Vehicles and Equipment

DEPT.	CIP #	DESCRIPTION	2012	2013	2013	Inc./Dec
			Approved	Requested	Recommended	
<b>Dept Total</b>	<b>01-252-XXX-0000-66XX</b>		-	-	-	-
<b>Employee Relations - Personnel Services</b>						
		Equipment: 01-050-000-0000-6660	-	-	-	-
<b>Dept Total</b>	<b>01-050-000-0000-66XX</b>		-	-	-	-
<b>Finance</b>						
		Equipment: 01-045-000-000-6660	-	-	-	-
<b>Dept Total</b>	<b>01-045-000-0000-66XX</b>		-	-	-	-
<b>Public Health &amp; Environment - Emergency Management</b>						
		Software: 01-280-280-0000-6655	-	-	-	-
		Equipment: 01-280-280-0000-6660	-	-	-	-
		Total Capital Outlay 01-280-66XX	-	-	-	-
<b>Public Health &amp; Environment - Land Management</b>						
		01-123-160-XXXX-6630	-	-	-	-
<b>Public Health &amp; Environment - Environmental Services (Paid by Solid Waste Fees)</b>						
		Bobcat-Environmental Center*	35,000	-	-	(35,000)
		01-123-130-XXXX-6660	35,000	-	-	(35,000)
<b>Public Health &amp; Environment - Planning &amp; Water (Paid by WMO Levy)</b>						
		Carver County Water Mgmt. Organization Project Fund*	123,000	123,000	123,000	-
		01-123-XXX-XXXX-6630	123,000	123,000	123,000	-
<b>Division Total</b>	<b>01-123-XXX-XXXX-66XX</b>		<b>158,000</b>	<b>123,000</b>	<b>123,000</b>	<b>(35,000)</b>
<b>Sheriff's Office</b>						
<b>Recreational Services</b>						
	231-01	Two Snowmobiles	-	-	-	-
		Equipment 01-201-231-1652-6660	-	-	-	-
		Total Capital Outlay 01-201-231	-	-	-	-
<b>Jail</b>						
		Jail Maint. - (Funded in Facilities Budget)	-	-	-	-
		Equipment: 01-201-235-0000-6660	-	-	-	-
		Total Capital Outlay 01-201-235	-	-	-	-
<b>Patrol</b>						
	236-01	Vehicles	237,438	257,438	257,438	20,000
		Vehicles: 01-201-236-0000-6670	237,438	257,438	257,438	20,000
		Total Capital Outlay 01-201-236	237,438	257,438	257,438	20,000
<b>Investigation</b>						
		Equipment: 01-201-239-0000-6655	-	-	-	-
<b>Crime Lab</b>						
	239-	Equipment: 01-201-239-1713-6660	-	-	-	-
		Total Capital Outlay 01-201-239	-	-	-	-
<b>911 Communication</b>						
	240-	MDCs and Radios	50,000	50,000	50,000	-
		Next Generation Phone System (equipment paid by 911 fees*)	-	30,000	30,000	30,000
		Equipment: 01-201-240-0000-6660	50,000	80,000	80,000	30,000
		Total Capital Outlay 01-201-240	50,000	80,000	80,000	30,000
<b>Dept Total</b>	<b>01-201-XXX-XXXX-66XX</b>		<b>287,438</b>	<b>337,438</b>	<b>337,438</b>	<b>50,000</b>
<b>Public Works - Road &amp; Bridge Administration</b>						

## Attachment D: 2013 Facilities, Vehicles and Equipment

DEPT.	CIP #	DESCRIPTION	2012	2013	2013	Inc./Dec	
			Approved	Requested	Recommended		
Engineering		Equipment: 03-301-000-0000-6660	-	-	-	-	
		Total Capital Outlay: 03-301	-	-	-	-	
		Synchro/ SimTraffic Software	5,000	-	-	(5,000)	
		Software: 03-303-000-0000-6655	5,000	-	-	(5,000)	
		Handheld GPS (Asset Management)	10,000	-	-	(10,000)	
		Equipment: 03-303-000-0000-6660	10,000	-	-	(10,000)	
		Equipment: 03-303-000-0000-6670	-	-	-	-	
		Total Capital Outlay: 03-303	15,000	-	-	(15,000)	
	Highway Maintenance		AVL System Costs	-	20,000	20,000	20,000
			Equipment: 03-304-000-0000-6655	-	20,000	20,000	20,000
		AVL / GPS for plow trucks	20,000	20,000	20,000	-	
		Asphalt Curb Machine (NON LEVY FUNDS)	-	-	-	-	
		Equipment: 03-304-000-0000-6660	20,000	20,000	20,000	-	
305-003		Semi Tractor	180,000	-	-	(180,000)	
305-020		Pickups	47,000	68,000	68,000	21,000	
305-003		Tandem (NON LEVY FUNDS)	-	-	-	-	
		JetVac (NON LEVY FUNDS)	-	100,000	100,000	100,000	
		Single Axle Trailer (NON LEVY FUNDS)	-	6,000	6,000	6,000	
		Hwy Vehicles: 03-304-000-0000-6670	227,000	174,000	174,000	(53,000)	
305-005		Cracksealing Routers (2)	16,000	-	-	(16,000)	
		Cracksealing Melter Kettle	-	36,000	36,000	36,000	
		Tanker Trailer	-	69,500	69,500	69,500	
		Trailer Message Boards (NON LEVY FUNDS)	-	40,000	40,000	40,000	
		Air Compressor	-	30,000	30,000	30,000	
305-014		Pick Up Broom (Non-Levy Funds*)	200,000	-	-	(200,000)	
305-006		Asphalt Roller - 1 ton (Non-Levy Funds*)	30,000	-	-	(30,000)	
305-007		Trailer Message Boards (Non-Levy Funds*)	40,000	-	-	(40,000)	
305-008		Ditch Cleaning Bucket	9,000	-	-	(9,000)	
	Hwy Eq: 03-304-000-0000-6690	295,000	175,500	175,500	(119,500)		
	Total Capital Outlay: 03-304	542,000	389,500	389,500	(152,500)		
Equipment Maintenance		Fleet Management	10,000	10,000	10,000	-	
		Software: 03-306-000-0000-6655	10,000	10,000	10,000	-	
		Wheel Balancer	14,000	-	-	(14,000)	
		Forklift	20,000	-	-	(20,000)	
		Equipment Maint: 03-306-000-0000-6660	34,000	-	-	(34,000)	
		Mechanics Truck (NON LEVY FUNDS)	-	-	-	-	
		Equip Maint Vehicles: 03-304-000-0000-6670	-	-	-	-	
		Total Capital Outlay 03-306	44,000	10,000	10,000	(34,000)	
	Surveyor		GPS Equipment Replacement	-	-	-	-
			Equipment Maint: 03-310-000-0000-6660	-	-	-	-
		Total Capital Outlay 03-310	-	-	-	-	
<b>Dept Total</b>	<b>03-XXX-XXX-XXXX-66XX</b>	<b>601,000</b>	<b>399,500</b>	<b>399,500</b>	<b>(201,500)</b>		
<b>Public Works - Parks Administration</b>							
		Park Maintenance Projects (paid by increase in park permit fees*)	28,000	28,000	28,000	-	
		Site Improvements: 01-520-000-0000-6610	28,000	28,000	28,000	-	
		Trail Maintenance Blower	7,000	-	-	(7,000)	
		Disc Mower	8,500	-	-	(8,500)	
		Skid Loader	-	60,000	60,000	60,000	
		Utility Vehicle	-	13,000	13,000	13,000	
		Equipment: 01-520-000-0000-6660	15,500	73,000	73,000	57,500	
		Light Utility Truck	27,000	-	-	(27,000)	
		Vehicles: 01-520-000-0000-6670	27,000	-	-	(27,000)	
<b>Dept Total</b>	<b>01-520-XXX-0000-66XX</b>	<b>70,500</b>	<b>101,000</b>	<b>101,000</b>	<b>30,500</b>		
<b>Social Services</b>							
		Replacement Client Transport Vehicles (1 @ \$25,000)	22,000	25,000	25,000	3,000	
		Vehicles 11-405-700-XXXX-6670	22,000	25,000	25,000	3,000	
<b>Dept Total</b>	<b>11-XXX-XXX-XXXX-66XX</b>	<b>22,000</b>	<b>25,000</b>	<b>25,000</b>	<b>3,000</b>		

## Attachment D: 2013 Facilities, Vehicles and Equipment

DEPT.	CIP #	DESCRIPTION	2012	2013	2013	Inc./Dec
			Approved	Requested	Recommended	
<b>Taxpayer Services - Elections</b>						
			6,000	-	-	(6,000)
		Equipment: 01-040-065-000-6660	6,000	-	-	(6,000)
<b>Dept Total</b>						
	01-040-XXX-0000-66XX		6,000	-	-	(6,000)
<b>County Totals</b>						
			1,955,438	1,701,438	1,701,438	(254,000)
		*Non-Levy Dollars Available to Pay	(478,000)	(269,000)	(269,000)	209,000
		<i>Net Levy Dollars Needed</i>	<u>\$ 1,477,438</u>	<u>\$ 1,432,438</u>	<u>\$ 1,432,438</u>	<u>\$ (45,000)</u>

## **Public Works Division Reorganization Proposal**

Public Works continues to experience increased services demands as a result of added road miles from new highway construction, expansion of existing roadways and transfers of roadways including Hwy. 61 (old Hwy. 212) and Hwy. 101 from the State. In addition, greater burden is being put on the county road system as a result of the State's underinvestment in the Trunk Highway System. The direct result of this is more traffic and greater maintenance requirements for our roads and bridges. The County has been forced to take a lead role in the expansion of TH 212 between Chaska and Norwood Young America, and the increased frequency of flooding on the Minnesota and Crow River requires the County to address deficiencies both on county road river crossings and state highway river crossings such as Hwy. 101.

In addition to increasing service demands for roads and bridges, there is a public desire for greater recreational opportunities from the park and trails systems. The regional trails systems have benefited from significant federal, state and local investment, however, the county parks are aging and in need of increased maintenance and modernization.

The proposed reorganization in Public Works will assist in addressing some of these service demands with the addition of two employees. The reorganization is expected to cost approximately \$200,000. This will not require an increase in property tax due to budget cuts in other areas.

The proposed reorganization will align with most urban county models for Public Works organization. The division will essentially comprise of four major functions as opposed to six today:

1. Administration (unchanged)
2. Program Delivery and Management (Engineering and Surveying)
3. Operations (Highway and Equipment Maintenance)
4. Parks (unchanged)

*More detailed information is not available at this time, but will be provided in a few months.*



**ATTACHMENT F: CONFERENCE AND TRAINING LIST  
BY DEPARTMENT FOR 2013**

2013

DIVISION - DEPT.	DESCRIPTION	2012 Budget	Recommended	Inc./Dec
<b>Commissioners</b>				
	AMC Annual Conference (5)	4,000	4,000	-
	AMC Legislative (1)	500	500	-
	Health Conference (1)	900	900	-
	MICA	250	250	-
	National Conferences			
	2 Transportation Fly-ins (1 attends each)	3,000	3,000	-
	NACO Legislative (1)	2,000	2,000	-
	NACO Annual (1)	2,000	2,000	-
	Miscellaneous - One day conferences (5)	970	970	-
	Retreat	1,000	1,000	-
<b>Total- Commissioners</b>	<b>01-001-000-0000-6332</b>	<b>14,620</b>	<b>14,620</b>	<b>-</b>
<b>County Administration</b>				
	AMC Annual Conference	650	650	-
	MCMA/MACA Annual	725	725	-
	MACA Fall	475	475	-
	NACO/ICMA National	2,000	2,000	-
	Misc.- Administrator/staff	250	250	-
<b>Total- County Administration</b>	<b>01-030-000-0000-6332</b>	<b>4,100</b>	<b>4,100</b>	<b>-</b>
<b>Administrative Services - Administration</b>				
	APMP Meetings	200	200	-
	MCMA/MACA Annual Conference	1,350	1,350	-
	ICMA National Conference	3,600	3,600	-
	Misc. Training	1,500	1,500	-
<b>Total- Administration</b>	<b>01-048-000-0000-6332</b>	<b>6,650</b>	<b>6,650</b>	<b>-</b>
<b>Administrative Services - Facilities</b>				
Facilities Management				
	Boiler Chemical - Water Treatment - Electrical	500	1,800	1,300
	Siemens Control Apogee Training	3,500	1,000	(2,500)
	Amag Security	2,000	1,800	(200)
	IFMA - Local	2,200	700	(1,500)
	IFMA National	-	1,800	1,800
	Tuition Requests:	800	-	(800)
<b>Total- Facilities</b>	<b>01-110-000-0000-6332</b>	<b>9,000</b>	<b>7,100</b>	<b>(1,900)</b>
<b>Administrative Services - Info Information Technology</b>				
Technical Services				
	Sr. System Engineer - MCSE	3,400	2,400	(1,000)
	Sr. System Engineer - VMWare World (out of State)	-	1,000	1,000
	System Engineer - Technical Conference	4,800	3,400	(1,400)
	Support Analyst - MCDST Certification	-	1,400	1,400
	Tech. Supervisor - Data Center Conference (out of State)	2,400	2,400	-
		-	-	-
	<b>01-049-046-0000-6332</b>	<b>10,600</b>	<b>10,600</b>	<b>-</b>
<b>Central Services</b>				
	Clerical Support and SharePoint	1,000	1,000	-
	<b>01-049-060-0000-6332</b>	<b>1,000</b>	<b>1,000</b>	<b>-</b>
<b>Records Management</b>				
	ARMA National Fall Conf. (out of state)	3,750	2,000	(1,750)
	ARMA State Conf,	500	500	-
	Records Mgmt. Certification	500	-	(500)
		-	-	-
	On Base (out of state)	4,200	3,500	(700)
	<b>01-049-061-0000-6332</b>	<b>8,950</b>	<b>6,000</b>	<b>(2,950)</b>
<b>GIS</b>				
	ESRI International Conf. (out of state)	2,000	2,000	-
	GIS Training - Local	2,000	2,400	400
	ESRI Developers Summit (2 out of state)	3,000	4,600	1,600
		-	-	-
		-	-	-
		-	-	-
	MN GIS/LIS Conf.	1,200	1,200	-
	<b>01-049-062-0000-6332</b>	<b>8,200</b>	<b>10,200</b>	<b>2,000</b>
<b>WEB</b>				
	Web and SharePoint (2 out of state)	4,000	3,000	(1,000)

**ATTACHMENT F: CONFERENCE AND TRAINING LIST  
BY DEPARTMENT FOR 2013**

		2013		
DIVISION - DEPT.	DESCRIPTION	2012 Budget	Recommended	Inc./Dec
	Share Point Development	5,300	4,300	(1,000)
	01-049-066-0000-6332	9,300	7,300	(2,000)
<b>DBA</b>				
	DBA Training	2,000	2,000	-
		-	-	-
	01-049-064-0000-6332	2,000	2,000	-
<b>PMO</b>				
	Proj. Management Trng.	2,000	5,450	3,450
	Business Analyst Trng.	500	1,500	1,000
	PMO Office Practices	400	400	-
	Supervisory Trng.	600	600	-
	01-049-063-0000-6332	3,500	7,950	4,450
<b>Total- Information Tech</b>	<b>01-049-XXX-XXXX-6332</b>	<b>43,550</b>	<b>45,050</b>	<b>1,500</b>
<b>Administrative Services - Library</b>				
	Professional staff YALSA Executive Committee American Library Association Conference-mid winter January 2013, Seattle, WA	1,000	1,000	-
	American Library Association Annual Conference June 2013, Chicago, IL	1,000	2,500	1,500
	2012 Public Library Association March, 2012, Philadelphia	2,400		(2,400)
	2012 IUG Meeting April 2013, San Francisco, CA	1,600	1,500	(100)
	Minnesota Library Association Conference October, 2013 St. Cloud, MN	1,000	2,000	1,000
<b>Total- Library</b>	<b>01-014-500-0000-6332</b>	<b>7,000</b>	<b>7,000</b>	<b>-</b>
<b>Administrative Services - University of Minnesota Extension</b>				
	Support Staff Training	-	-	-
<b>Total- University of MN Ext.</b>	<b>01-601-000-0000-6332</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Administrative Services - Veteran Services</b>				
	120 National County Veterans Service Officer Conference at Reno, Nevada, June 1-8, 2013	1,000	1,500	500
	120 Minnesota County Veterans Service Officer Conference at Nissawa, MN - Sept. 9-11, 2013	1,450	1,000	(450)
	120 County Veterans Service Officer Assistant's & Secretary Association Conference at St. Cloud - Sept. 23-25, 2013	450	500	50
<b>Total- Veteran Services</b>	<b>01-120-000-0000-6332</b>	<b>2,900</b>	<b>3,000</b>	<b>100</b>
<b>Attorney</b>				
	This partially includes funds for rigorous, hands-on trial advocacy for new attorneys paid for by U.S. Department of Justice dollars to the national training center in South Carolina. This also includes continued training for existing staff.	11,500	11,000	(500)
<b>Total- Attorney</b>		<b>11,500</b>	<b>11,000</b>	<b>(500)</b>
<b>Court Services - Probation</b>				
	Correctional Evidence-Based Practices (LS/CMI, YLS, MI, Case Planning, etc.)	1,500	1,000	(500)
	Cognitive Skills training & offender programming	500	350	(150)
	APPA National Probation Training Institute (Out-of-State) AZ 01-2013	2,000	2,400	400
	MN Association of County Probation Officers (MACPO) - Spring Conference	1,200	1,000	(200)
	MACPO Regional Training for Probation Officers	250	-	(250)
	Supervision strategies and treatment methods for Probation Officers	-	650	650
	Minnesota Corrections Association (MCA) - Fall Institute	500	600	100
	Female Offender Conference- local	250	-	(250)
	Train the Trainer in Best Practices	600	-	(600)
<b>Total- Court Services</b>	<b>01-252-XXX-XXXX-6332</b>	<b>6,800</b>	<b>6,000</b>	<b>(800)</b>
<b>Employee Relations - Personnel Services</b>				
	MACHRMA Spring Conference	300	300	-
	MACHRMA Fall Conference	400	400	-
	MPELRA Summer Conference	500	500	-
	MPELRA Winter Session	200	200	-

**ATTACHMENT F: CONFERENCE AND TRAINING LIST  
BY DEPARTMENT FOR 2013**

DIVISION - DEPT.	DESCRIPTION	2013		
		2012 Budget	Recommended	Inc./Dec
	ADA, WC, FMLA, COBRA	200	300	100
	SHRM Seminars	400	200	(200)
	Support, MCIT Seminars	800	600	(200)
	Legal Update Seminars	900	900	-
	NPELRA or IPMA Out-of-State Conference	2,000	2,000	-
	IPMA Local, Regional or National Conference	600	600	-
	Professional Maintenance	200	-	(200)
	PRIMA National Conference	2,000	2,000	-
<b>Total- Employee Relations</b>	<b>01-050-000-0000-6332</b>	<b>8,500</b>	<b>8,000</b>	<b>(500)</b>
<b>Finance</b>				
	National GFOA Conference (2)	3,100	3,100	-
	Minnesota GFOA Conference (2)	2,200	2,200	-
	MCCC Annual Conference	1,250	1,250	-
	Grant Workshop/Training	1,000	1,000	-
	Additional Staff Training (IFS, Year-end)	1,250	1,250	-
	Treasurer's Mid-Year Conference	750	750	-
<b>Total- Finance</b>	<b>01-045-000-0000-6332</b>	<b>9,550</b>	<b>9,550</b>	<b>-</b>
<b>Property Records &amp; Taxpayer Services - Taxpayer Services Administration</b>				
	MN Assoc. of County Officers	750	750	-
	MN Assoc. of County Auditors	1,600	1,600	-
	Tax Training /Dept. Revenue	1,500	1,500	-
	MCCC Conference	1,500	1,500	-
	Staff Training	4,150	4,150	-
	<b>01-040-040-0000-6332</b>	<b>9,500</b>	<b>9,500</b>	<b>-</b>
<b>License Center</b>				
	MN Assoc. of County Officers	600	600	-
	Deputy Registrar Annual Meeting	600	600	-
	Staff Training	800	800	-
	<b>01-040-055-0000-6332</b>	<b>2,000</b>	<b>2,000</b>	<b>-</b>
<b>Elections</b>				
	MN Assoc. of County Officers	600	600	-
	Sec. of State Training	600	600	-
	Staff Training	600	600	-
	<b>01-040-065-0000-6332</b>	<b>1,800</b>	<b>1,800</b>	<b>-</b>
<b>Total- Taxpayer Services</b>	<b>01-040-XXX-XXXX-6332</b>	<b>13,300</b>	<b>13,300</b>	<b>-</b>
<b>Property Records &amp; Taxpayer Services - Property Assessment</b>				
	MAAO Fall Conference	1,220	1,220	-
	MAAO Seminars	700	700	-
	CLE Seminars	750	750	-
	MCCC Annual Conference	500	500	-
	Appraisal Training	3,400	3,400	-
<b>Total- Property Assessment</b>	<b>01-047-000-0000-6332</b>	<b>6,570</b>	<b>6,570</b>	<b>-</b>
<b>Property Records &amp; Taxpayer Services - Property Records</b>				
	MN Association of County Officers	2,000	2,000	-
	Recorder's Conference	2,000	2,000	-
	Examiner of Titles Training	500	500	-
	Staff Training	1,089	1,089	-
<b>Total- Property Records</b>	<b>01-100-000-0000-6332</b>	<b>5,589</b>	<b>5,589</b>	<b>-</b>
<b>Public Health &amp; Environment - Administration</b>				
	AMC State Conference	325	325	-
	Land Use, Environmental or Water Resource issues workshop or seminar	475	475	-
	<b>01-123-000-XXXX-6332</b>	<b>800</b>	<b>800</b>	<b>-</b>
<b>Public Health &amp; Environment - Land Management</b>				
	Planning/Zoning Administrators workshop or conference	700	700	-
	Tuition Reimbursement	400	400	-

**ATTACHMENT F: CONFERENCE AND TRAINING LIST  
BY DEPARTMENT FOR 2013**

		2013		
DIVISION - DEPT.	DESCRIPTION	2012 Budget	Recommended	Inc./Dec
	Continuing Education - Building Plan Technician Certification and Septic Certification	500	500	-
	01-123-160-XXXX-6332	1,600	1,600	-
<b>Public Health &amp; Environment - Environmental Services</b>				
<b>Administration</b>				
	Annual Agricultural Inspectors Conference	300	300	-
	Annual MPCA Sewage Treatment System Con. Education	400	400	-
	Annual MPCA County Feedlot Officers Training	350	400	50
	Annual Water Planner's Conference	-	-	-
	Misc. professional conferences or work related tuition reimbursement	500	400	(100)
	National Environmental Health Assoc. Conference [Out of State] / or tuition reimbursement - Manager	1,000	1,000	-
	Feedlot and Water Quality misc. conferences	400	1,000	600
<b>Solid Waste</b>				
	RAM/SWANA Annual Conference [2]	300	450	150
	SWAA Annual conference	400	300	(100)
	Misc. special issue conferences	500	450	(50)
	National Household Hazardous Waste Conf. - Out of State	300	500	200
<b>Industrial Hazardous Waste</b>				
	National Hazardous Waste Conference - Out of State	300	300	-
	MN GroundWater Conference	150	150	-
	Misc. special issue conferences	500	400	(100)
	Management Training [Senior Environmentalist]	300	200	(100)
	OSHA/Safety Training	300	300	-
	01-123-130-0000-6332	6,000	6,550	550
<b>Public Health &amp; Environment - Planning &amp; Water Management</b>				
	Various water related, ISTS, WCA, Erosion Control Conferences, seminars, training sessions	750	750	-
	ESRI Annual User Conference - Out of State	1,000	1,200	200
	Misc. Professional conferences or Tuition Reimbursement	250	250	-
	Annual Water Planner's Conference	350	350	-
	GIS Conference & Training	300	300	-
	National (Out of State) or State/Local CRM Training	-	1,500	1,500
	National (Out of State) or State Water & Planning conference: potential Nat. APA Conf., Nat. NALMS Conf., Nat. StormCon Conf., Nat. TMDL Conf., State Water Resources, State MNAPA or State MECA, National LID Symposium	1,550	1,550	-
	01-123-123-XXXX-6332	4,200	5,900	1,700
<b>Public Health &amp; Environment - Emergency Management</b>				
	AMEM Emergency Management Conference	1,446	1,500	54
	Governor's Emergency Mgmt. Conf.	408	600	192
	Emergency Management Training	306	600	294
	Hazardous Materials Training	900	900	-
	Staff Tuition Reimbursement	-	5,100	5,100
<b>Public Health Preparedness</b>				
	NACCHO National Preparedness Conf. - Out of State	-	1,800	1,800
	Incident Command System Training	-	200	200
	In-State Training for Public Health Preparedness	-	450	450
	01-280-XXX-XXXX-6332	3,060	11,150	8,090
<b>Public Health &amp; Environment - Public Health</b>				
<b>Public Health Department - Leadership</b>				
	National Public Health Conference - Out of State: potentially NACCHO, APHA, ASTHO or other public health focused conference	1,420	1,420	-
	AMC State Conference	325	320	(5)
	CHS State Conference	2,250	1,500	(750)
	LPHA State Conference	750	-	(750)
	Minnesota E-Health Summit	450	450	-
	CPHEO Public Health Institute Seminars	1,000	1,000	-
	Staff Tuition Reimbursement	3,000	3,000	-
	Staff Computer Trainings	750	750	-

**ATTACHMENT F: CONFERENCE AND TRAINING LIST  
BY DEPARTMENT FOR 2013**

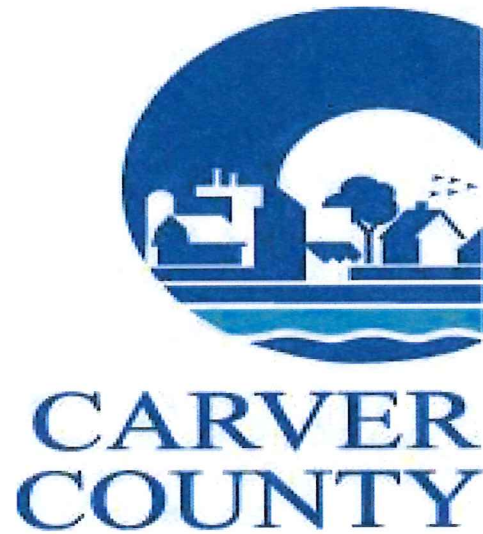
		2013		
DIVISION - DEPT.	DESCRIPTION	2012 Budget	Recommended	Inc./Dec
<b>Family Health and Disease Prevention &amp; Control Unit</b>				
	Training for Maternal & Child Health	1,500	1,500	-
	Training for Youth Development/Family Home Visiting	1,000	1,000	-
	Training for Disease Prevention & Control	2,000	2,000	-
	National Conference - Out of State: focused on Family Health, Family Home Visiting, DP&C or Immunizations	-	4,500	4,500
<b>Planning &amp; Promotion Unit</b>				
	Health Promotion Focused Conference - Out of State	-	2,300	2,300
	Aging Focused Conference - Out of State	-	1,200	1,200
	ESRI Annual User conference - Out of State	-	1,400	1,400
	APA Planners National Conference - Out of State	1,500	-	(1,500)
	APA Planners State Conference	500	-	(500)
	Statewide Age and Disability Conference	-	-	-
	Aging Focus Workshops and Seminars	800	-	(800)
	Planning and Health Promotion Workshops and Seminars	1,350	3,000	1,650
	Assessment, Planning, and Evaluation Trainings	1,000	-	(1,000)
	GIS Conference & Training	-	660	660
<b>Public Health Preparedness - see PH&amp;E, Emergency Management Dept. for 2013 request</b>				
	NACCHO National Preparedness Conf. - Out of State	3,000	-	(3,000)
	Incident Command System Training	200	-	(200)
	In-State Training for Public Health Preparedness	450	-	(450)
	<b>01-460-XXX-XXXX-6332</b>	<b>23,245</b>	<b>26,000</b>	<b>2,755</b>
<b>Total- Public Health &amp; Environment</b>		<b>38,905</b>	<b>52,000</b>	<b>13,095</b>
<b>Public Works - Road &amp; Bridge</b>				
<b>Administration</b>				
	MCEA Institute	500	500	-
	Highway Accountants Conference (2)	700	800	100
	AMC Annual Conference	550	550	-
	NACE Annual Conference	1,450	1,450	-
	MTA Fly In	1,300	1,300	-
	MTA Annual Meeting	100	100	-
	MAPA (MN Asphalt Pavement Assoc.)	50	100	50
	Miscellaneous	1,050	1,200	150
	<b>03-301-000-0000-6332</b>	<b>5,700</b>	<b>6,000</b>	<b>300</b>
<b>Engineering</b>				
	MCEA Institute	500	1,500	1,000
	Sign Seminar (3)	300	300	-
	Engineering Tech. Certification (10)	1,000	1,000	-
	MISC. - Bituminous, Wetlands, Water	3,000	3,000	-
	Pavement, Fleet, Web Site, GASB 34, Wetland, ROW	3,000	3,000	-
	Miscellaneous Training - CADD Applications	7,200	7,200	-
	<b>03-303-000-0000-6332</b>	<b>15,000</b>	<b>16,000</b>	<b>1,000</b>
<b>Highway Maintenance</b>				
	Examples: Safety & Wellness Conferences			
	Equipment Training, Snow Rodeo, Pesticide	2,100	6,000	3,900
	<b>03-304-000-0000-6332</b>	<b>2,100</b>	<b>6,000</b>	<b>3,900</b>
<b>Equipment Maintenance</b>				
	Hydraulic, Electrical, & Welding Training	1,500	4,000	2,500
	<b>03-306-000-0000-6332</b>	<b>1,500</b>	<b>4,000</b>	<b>2,500</b>
<b>Surveyor</b>				
	MSPS Conference	1,500	1,500	-
	MSPS Conference / Seminar	1,500	1,500	-
	ERSI Conference, San Diego	2,500	4,500	2,000
	GIS / LIS Training, ERSI Classes	1,000	1,000	-
	Certified Survey Tech	500	500	-
	GIS / LIS Conference	600	600	-
	<b>03-310-000-0000-6332</b>	<b>7,600</b>	<b>9,600</b>	<b>2,000</b>
<b>Total- Public Works</b>		<b>31,900</b>	<b>41,600</b>	<b>9,700</b>
<b>Public Works - Parks</b>				
	MRPA Annual Conference	1,200	1,200	-
	MN Shade Tree Short	100	100	-

**ATTACHMENT F: CONFERENCE AND TRAINING LIST  
BY DEPARTMENT FOR 2013**

		2013		
DIVISION - DEPT.	DESCRIPTION	2012 Budget	Recommended	Inc./Dec
	MRPA Seminars	100	100	-
	Park Supervisor Seminars	100	100	-
	National Park Institute (Out of State)	1,200	1,200	-
<b>Total- Parks</b>	<b>01-520-000-0000-6332</b>	<b>2,700</b>	<b>2,700</b>	<b>-</b>
<b>Sheriff's Office</b>				
<b>Administrative Services Division - \$4,750</b>		4,750	6,200	1,450
	Clerical Support (15)			
	MSA Summer Conference			
	MSA Winter Conference			
	Administrative Services Manager (PLEAA Conference)			
	Sheriff MSA Jail Conference			
	Chief Deputy			
<b>Jail Services Division - \$9,000</b>		9,000	9,000	-
	Jail Training-Conf, Mgmt. Training, etc.			
	From SS Other			
<b>Operation Services Division - \$14,710</b>		14,710	10,340	(4,370)
	Investigation Division			
	Crime Technician			
	School Resource Officer/Gangs/Bike Patrol			
	Restorative Practices			
	SERT			
<b>Patrol Services Division - \$12,220</b>		12,220	12,220	-
	training - State POST, OSHA mandated, elective, 1st Responder, PRISIM, ADA, etc.			
	Traffic Safety/Criminal Interdiction/Weights/Scales			
	K-9 Trials and Certifications			
	Supervisor Development			
<b>Support Services Division - \$11,436</b>		11,436	12,406	970
	ATV			
	Civil Process			
	Conceal and Carry			
	Warrants			
	Dive Team			
	Community Service Officers (CSO)			
	Court/Bailiffs			
	Reserves			
	Rec Services - Water Patrol			
	Snowmobile			
	Training -In House Entire Office - Sex Harr, Cult Div., 1st Aid			
	Instructor Courses-recertification, etc.			
	Supervisory - Sgt & Cpl			
	ILEETA Conference Outstate - Chicago, IL (1)			
	<b>01-201-201-1603-6335</b>	<b>52,116</b>	<b>50,166</b>	<b>(1,950)</b>
<b>Reserves-</b>				
	Reserves	-	1,000	1,000
	<b>02-204-000-0000-6332</b>	<b>-</b>	<b>1,000</b>	<b>1,000</b>
<b>Explorers - \$1,800</b>				
	Explorers	1,800	2,750	950
	<b>02-205-000-0000-6332</b>	<b>1,800</b>	<b>2,750</b>	<b>950</b>
<b>Posse - \$3,750</b>				
	Posse Training	3,750	3,750	-
	<b>02-203-000-0000-6332</b>	<b>3,750</b>	<b>3,750</b>	<b>-</b>
<b>911 Communication - \$7,680</b>				
	Communications	4,200	4,200	-
	APCO/NENA MSA State Conference-(6)	3,480	3,480	-
	<b>02-911-000-0000-6332</b>	<b>7,680</b>	<b>7,680</b>	<b>-</b>
<b>Total- Sheriff</b>	<b>01-201-XXX-XXXX-6335</b>	<b>65,346</b>	<b>65,346</b>	<b>(1,000)</b>
<b>Social Services</b>				
	National Workforce Conference - Out of State	850	-	(850)
	Workforce Conference - Out of State - Out of State - 1	850	850	-
	National Eligibility Workers Assoc Conf - Out of State - 1	850	850	-
	National Child Support Assoc Conf Out of State - 2	1,600	1,800	200

**ATTACHMENT F: CONFERENCE AND TRAINING LIST  
BY DEPARTMENT FOR 2013**

DIVISION - DEPT.	DESCRIPTION	2013		
		2012 Budget	Recommended	Inc./Dec
	OJJDP Regional Training - Out of State - 2	1,500	1,200	(300)
	Midwest Conf on Child Sexual Abuse - Out of State - 2	1,200	1,055	(145)
	MPTA Conference - Out of State - 2	750	1,000	250
	OJJDP Training on Safe Schools - Out of State - 1	-	-	-
	NACBHD Annual Conference - Out of State	590	-	(590)
	National ACT Conference - Out of State	650	-	(650)
	Emergency Psychiatry Annual Conference - Out of State	531	531	-
	Solution Focused Brief Therapy National Conference - Out of State	800	1,200	400
	Susie Essex Workshop on Denied Child Abuse - Holland - 2		4,500	4,500
	National Attachment Conference - Out of State - 1		1,800	1,800
	National Symposium on Child Abuse		750	750
	National Conference Community on Behavior Health		900	900
	Compassion & Choices Conference		850	850
	Conferences within State	57,171	51,197	(5,974)
<b>Total- Social Services</b>	11-XXX-XXX-XXXX-6332	67,342	68,483	1,141
<b>County Totals</b>		<b>355,822</b>	<b>377,658</b>	<b>20,836</b>



# 2014 (&Beyond) Long Term Financial Plan

*Expected Adoption December 18, 2012*



# Table of Contents

<b>I.</b>	<b>ELECTED AND APPOINTED OFFICIALS</b> .....	<b>2</b>
<b>II.</b>	<b>LONG TERM FINANCIAL PLAN RESOLUTION</b> .....	<b>3</b>
<b>III.</b>	<b>EXECUTIVE SUMMARY</b> .....	<b>4</b>
<b>IV.</b>	<b>CAPITAL IMPROVEMENT PLANS (CIPs)</b> .....	<b>8</b>
	A. Buildings CIP - Fund #30.....	9
	B. Roads & Bridges CIP - Fund #32.....	11
	C. Parks & Trails CIP - Fund #34.....	13
	D. Lake Waconia Event Center CIP - Fund #02(Restricted Funds).....	19
	E. Regional Rail Authority CIP – Fund #15.....	23
<b>V.</b>	<b>BONDING AND DEBT SERVICE</b> .....	<b>25</b>
<b>VI.</b>	<b>OPERATING BUDGET FINANCIAL CHALLENGES</b> .....	<b>27</b>
	A. Levy-Funded FTE Employees per 1,000 Residents .....	29
	B. Employee Health Insurance.....	30
	C. Other Post Employment Benefits (OPEB) .....	30
	D. Building Security.....	31
	E. Repairs and Maintenance for Park Buildings and Infrastructure .....	31
<b>VII.</b>	<b>ATTACHMENTS: (Not Included in the Board Packet)</b>	
	A. Consolidated Listing of Capital Projects .....	<b>A-1_ A-6</b>
	B. Capital Projects Summary By Funds .....	<b>B-1_B-14</b>
	C. Capital Projects Summary By Department .....	<b>C-1_C-9</b>
	D. Individual Capital Projects .....	<b>D-1_D-210</b>

CARVER COUNTY  
Board of Commissioners

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Jim Ische, Chair  
District #5

Gayle Degler, Vice Chair  
District #1

Tom Workman  
District #2

Tim Lynch  
District #4

Randy Maluchnik  
District #3

Elected Staff

---

**Attorney**  
Mark Metz

**Sheriff**  
Jim Olson

Appointed Staff

---

**County Administrator**  
David Hemze

**Administrative Services Director**

Steve Taylor

**Community Social Services Director**

Gary Bork

**Employee Relations Director**

Doris Krogman

**Financial Services Director**

David Frischmon

**Public Health & Environment Director**

Randy Wolf

**Public Works Director**

Lyndon Robjent

**Property Records & Taxpayer Services Director**

Mark Lundgren

**BOARD OF COUNTY COMMISSIONERS  
CARVER COUNTY, MINNESOTA**

Date: \_\_\_\_\_

Resolution: \_\_\_\_\_

Motion by Commissioner: \_\_\_\_\_

Seconded by Commissioner: \_\_\_\_\_

**COUNTY BOARD ADOPTION OF THE  
2014 LONG TERM FINANCIAL PLAN  
FOR CARVER COUNTY**

WHEREAS, the Long Term Financial Plan (the "Plan") fulfills the County Board's direction to "connect financial strategies to the County's long-term strategic goals and objectives"; and

WHEREAS, the Plan which has been prepared by division directors and reviewed by the County Board of Commissioners provides the basis for determining the non-binding intent to allocate future County resources; and

NOW, THEREFORE, BE IT RESOLVED by the Carver County Board of Commissioners 2014 Long Term Financial Plan is hereby adopted and placed on the County's website.

BE IT FINALLY RESOLVED, that copies of this resolution be forwarded to division directors of Carver County.

YES

ABSENT

NO

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STATE OF MINNESOTA  
COUNTY OF CARVER

I, David Hemze, duly appointed and qualified County Administrator of the County of Carver, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Carver County, Minnesota, at its session held on the 18<sup>th</sup> day of December, 2012, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 18th day of December, 2012.

\_\_\_\_\_  
County Administrator

### III. EXECUTIVE SUMMARY

This 2014 (& Beyond) Long Term Financial Plan, (the “Plan”) along with the 2013 Annual Budget, fulfills the County Board’s direction to “connect financial strategies to the County’s short and long-term strategic goals and objectives.” The Plan is not a budget but rather a non-binding assertion of future intent. Ideally, individual elements of the Plan will systematically be rolled forward each year until they are brought into the Annual Budget process for approval and implementation.

The Plan focuses on the four areas which will significantly impact the future property tax levy and budgets:

- A. Capital Improvement Plans for New Capital Projects
- B. Replacement Schedule for Facilities, Vehicles and Equipment
- C. Bond Sales and Debt Service
- D. Operating Budget Financial Challenges.

#### A. Capital Improvement Plans (CIPs):

##### CIP Revenue Summary:

**Road & Bridge Tax Levy:** In addition to Federal, State, Regional and Local dollars which provide over 75% of the funding for Road & Bridge projects, the Board approves a Road & Bridge Capital and Debt Service Levy. The Long Term Plan anticipates the growth in the County’s tax base will partially finance Road & Bridge capital projects that are being driven by the County’s growth. Thus, once the County’s tax base starts expanding again, the Plan expects to capture a portion of the County’s increasing tax base from new construction by increasing the County’s Road & Bridge Levy. This hoped for increase in the Road & Bridge Levy is expected to be sustainable since it will be generated by capturing a portion of the tax based created by new construction in the previous year.

**State Aid:** The Administrators recommended 2013 Budget shifts 20% of the expected 2013 CPA from the County’s operating budget to the County’s CIPs. This is anticipated to be the first of five 20% shifts which will result in five years 100% of CPA that actually shows up will be shifted to CIPs based on the following percentages:

50%	Road & Bridge CIP
25%	Park & Trail CIP
<u>25%</u>	Building CIP
100%	Total State Aid

**State Sales Tax “Legacy Funds:”** The 2008 State Legislature increased the State sales tax and allocated a portion of the new revenue to expand parks and trails throughout the State. The County’s share of these new funds is expected to

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50%	Road & Bridge CIP
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100%	Total State Aid

**State Sales Tax “Legacy Funds:”** The 2008 State Legislature increased the State sales tax and allocated a portion of the new revenue to expand parks and trails throughout the State. The County’s share of these new funds is expected to

be around \$250,000 each year. These funds, commonly referred to as “Legacy Funds,” have initially been designated in the Plan for the local match to Federal Grants which are financing both phases of the Dakota Line Rail-to-Trail Project and the 41/Lake Minnewashta Underpass and Trail.

**Local Share for Park Land Acquisition:** In past years, the County has been reimbursed 100% from the Metropolitan Council for parkland acquisitions that were included in the County’s Regional Park Master Plan. Starting in 2009, the Met Council requires a 25% non-reimbursable local contribution for parkland acquisitions. Thus, the County Board started levying a \$50,000 Parkland Acquisition Capital Levy in 2009.

#### CIP Summaries:

**Buildings CIP:** The next major phase of building capital projects is scheduled for 2020. These Phase II building projects, which total slightly less than \$10 million, include:

- 6<sup>th</sup> Courtroom being added to the Justice Center
- Government Center Administrative West Building remodel, and
- Two new libraries being furnished in Victoria and Carver.

To better serve the expected growth in the county’s population and tax base, two 20,000 sq. ft. buildings located in cities to the West of the Chaska Courthouse Campus are planned for 2030 and 2040.

A funding source for these building projects has not been identified at this time.

**Roads & Bridges CIP:** The 2030 Comprehensive Plan identifies \$840 million of road and bridge projects to meet the needs of the projected growth in population and employment in the next 20 years. Road and bridge needs include preservation (overlays), bridge replacement, safety enhancements (turn lanes, traffic signals, roundabouts, etc.), system expansion (added lanes), system connectivity (new roads and bridges), and reconstruction (rebuilding existing core roads without adding lanes). A Road and Bridge CIP was developed to fund preservation, bridge replacement and safety enhancement goals as well as partially fund high priority expansion, connectivity and other emerging regionally significant projects. Expansion, connectivity, and other emerging projects have been prioritized into A, B, and C categories with a goal of completing Priority A projects within 12 years.

**Parks and Trails CIP:** This CIP has been set-up to focus on acquiring the final piece of land for the Lake Waconia Regional Park and sustainability projects to maintain the County's existing park and trail system. Once these needs have been addressed, the next round of park and trail development projects will be developed and funding sources identified. Additional resources may need to be identified in order to complete park and trail development projects on a timely basis. Options to address this potential financing gap are being developed by the Park Board and County staff.

**Lake Waconia Event Center CIP:** In 2008, the County advance-funded for the Met Council a \$2.4 million purchase of the Lake Waconia Ballroom property consistent with the Lake Waconia Regional Park Master Plan. As part of the advanced-funding agreement, the County will be reimbursed by the Met Council for 100% of the purchase price over the next several years. Subsequent to the land purchase, the County Board received permission from the Met Council to lease out the building to be operated as the Waconia Event Center. The rent from the lease agreement is expected to cover all costs the County incurs from owning the building. Any additional rent over above the building costs are restricted by the Met Council advance-funding agreement and therefore must be spent within the Lake Waconia Regional Park.

**Regional Rail Authority CIP:** The Carver County Regional Rail Authority oversees designated rail transportation corridors in Carver County. Rail authority funds are used for land stewardship to maintain rail transportation corridors for future transportation uses. The primary funding source for this CIP is the Regional Rail Authority \$120K tax levy. To maintain the railroad corridor trails, a part-time maintenance worker is being proposed in the 2013 Budget with 50% funding provided by the Rail Authority levy.

#### B. Replacement Schedule for Facilities, Vehicles and Equipment

The Administrator Recommended 2013 Budget includes the purchase of just under \$1.4 million for facilities, vehicles and equipment replacement. The Plan has a replacement schedule for Facilities, Vehicles and Equipment based on division requests for 2014 - 2018 tax levy dollars that average just over \$1.6 million a year. Thus, the County's current tax levy support for facilities, vehicles and equipment replacement covers approximately 87% of the division requested replacement schedule. Either levy support for the replacement schedule will need to be increased in the coming years and/or the replacement schedule needs to be reduced in future years.

### C. Bond Sales and Debt Service

The Plan identifies the necessary financial capacity for the County's road & bridge, park and trail, and buildings for the next 10 to 15 years

The County is currently working with Scott County and the State of Minnesota on a potential Hwy 101/61 project. The County Board designated \$3 million of reserves from 2011, primarily resulting from 2011 vacancy savings, and set aside in the 2013 Budget \$425 thousand of new debt service levy for this project.

In 2015, the County's total debt service decreases by \$1.3 million as a bond will be paid off in 2014. This Plan anticipates the Board continuing this levy for 2015 and beyond to complete the financing package for the 101/61 project. Any debt service levy that is not needed for the 101/61 project is expected to be split according to County Board policy as follows: 50% to the Road and Bridge CIP, 25% to the Parks and Trail CIP and 25% to the Buildings CIP.

Pay-as-you-go financing is the Board's preference for financing Building and Park & Trail projects. Thus, there are no current plans to issue debt in either the Building CIP or the Park & Trail CIP.

### D. Operating Budget Financial Challenges

- Personnel costs are the largest and have been the fastest growing portion of the County's Budget. This Plan identifies three strategies for addressing this potentially budget busting cost driver.
- Building security is an emerging county wide issue that needs funding. The Administrator's Recommended 2013 Budget includes \$100,000 of levy funding for the Building CIP to implement the building security task force recommended improvements over the next five years.

The County Board carries the ultimate budget authority. The 2013 Annual Budget and the 2014 (and Beyond) Long Term Financial Plan are expected to be approved at the December 18, 2012 County Board meeting.



#### **IV. CAPITAL IMPROVEMENT PLANS**

A Capital Improvement Plan (CIP) is created to provide a stable and sustainable road-map for funding future capital projects. Financing and developing capital projects often takes several years due to the increasingly complex financial and regulatory environment. A CIP ensures a long-range perspective for capital projects and provides for efficient project tracking from their inception to construction.

By design, a CIP is fluid because future priorities can change dramatically based on current circumstances. Thus, projects listed for the next year are approved in the Annual Budget, whereas projects listed beyond the next year are considered merely placeholders.

The County's CIPs have been developed by prioritizing a list of capital projects based on the estimated earliest year needed. The estimated total project cost is listed and includes construction costs, soft costs (engineering, legal, administration), and contingencies. An inflation factor is then added based on the number of years before the project is estimated to start. Funding sources are also identified. At the bottom is a summary of the projected fund balance for future years based on the timing and cost of the projects and the estimated funding sources. Projected deficits in future years indicate that additional capital project funding needs to be identified and/or capital projects need to be pushed back until the necessary financial resources are available.

Carver County has five CIPs:

- Buildings (including furnishing Libraries) – Fund #30
- Roads & Bridges – Fund #32
- Parks & Trails - Fund #34
- Lake Waconia Event Center – Fund #02 (Restricted Funds)
- Regional Rail Authority – Fund #15

A. **BUILDINGS CIP - Fund #30**

This CIP finances a comprehensive list of building capital projects thru 2040 totaling more than \$35 million for:

- Phases II, III and IV of the Justice Center, Government Center and Administration West Remodeling and Expansion Project
- Library books and shelves for new Victoria and Carver libraries

The next phase of building projects is planned for 2020. Funding sources have not been identified at this time.

Please see the Buildings CIP summary on the next page for further details.

**BUILDINGS  
CAPITAL IMPROVEMENT PLAN - Fund #30  
2013**

DESCRIPTION	ESTIMATED YEAR NEEDED	ESTIMATED PROJECT COST	ESTIMATED PROJECT COST PLUS INFLATION	ESTIMATED PROJECT COST PLUS INFLATION						
				2013	2014	2015	2016	2017	2018	
<b>JUSTICE CENTER and GOVERNMENT CENTER :</b>										
PHASE Ia: Courts 2nd floor w- 4th courtroom; Lower level and LEC Build-out	2008	8,200,000	8,200,000							
PHASE Ib: Central Plant Project (boiler, chillers, roofs, etc.) (2)	2008	5,500,000	5,500,000							
PHASE Ic: Admin. North: Elevator Upgrade and Parking Lot Resurface (paid by savings in other Phase I projects)	2011	-	-							
PHASE Id: Security Review and Enhancements	2011	50,000	50,000							
PHASE Id: Security Task Force Projects	2014	400,000	400,000							
PHASE Ia: Security Task Force Projects	2015	200,000	200,000							
PHASE Ia: Fifth Courtroom; Remodeling of Justice Center 1st Floor	2017	500,000	500,000							
PHASE Ib: Administrative West Renovations	2025	3,200,000	4,926,000							
PHASE Ic: Sixth Courtroom; Remodeling of Justice Center 2nd Floor	2030	1,600,000	\$2,460,000							
<b>LICENSE CENTERS:</b>										
Chaska - remodel	2008	1,200,000	1,200,000							
Chanhassen - new	2008	3,500,000	3,500,000							
<b>ENVIRONMENTAL CENTER:</b>										
Reuse Room Expansion (Paid for by grant funds/solid waste fees)	2014	50,000	-							
<b>JOINT MNDOT/PUBLIC WORKS FACILITY:</b>										
County contribution 20% of total project cost	2010	1,870,000	\$1,870,000							
<b>FURNISHING LIBRARIES (I):</b>										
Norwood Young America - Relocated Expansion	2010	425,000	\$425,000							
Victoria - New	2020	1,300,000	\$1,710,000							
Carver - New	2020	1,300,000	\$1,710,000							
<b>TECHNOLOGY:</b>										
Fiber Optic Loop connecting county buildings - County 20% share of Federal BTOP grant	2010	1,500,000	1,500,000							
<b>LAND ACQUISITION:</b>										
Cham License Center land plus preliminary architectural/construction manager services	2007	645,000	645,000							
Land for New County Building - Off Courthouse Campus (Phase IIIa or IIIa)	2008	-	-							
Land for New County Building - Off Courthouse Campus - Phase IIIa	2025	500,000	\$770,000							
Land for New County Building - Off Courthouse Campus - Phase Iva	2035	500,000	\$1,040,000							
<b>NEW COUNTY BUILDINGS - OFF COURTHOUSE CAMPUS:</b>										
PHASE IIIb: New County Building not on Chaska Courthouse Campus (20K sq. ft.)	2030	5,000,000	\$10,200,000							
PHASE IVb: New County Building not on Chaska Courthouse Campus (20K sq. ft.)	2040	7,500,000	\$16,750,000							
<b>Projects Total</b>		\$ 44,940,000	\$ 63,676,000							
<b>Projected Cash Flow</b>										
BEG. FUND BALANCE:		\$ 156,323	\$ 42,573	\$ 42,573	\$ 28,823	\$ 303,823	\$ 73,823			
Building Security Capital Levy shifts to operating levy for security FTEs in 2014	100,000									
State Aid - 25% allocated to Buildings CIP (\$275K shifted from operating to CIPs each year for 5 years)	68,750	137,500	206,250	275,000	350,000	350,000	350,000			
Project Costs		(420,000)	(220,000)			(580,000)				
<b>PROJECTED YEAR END FUND BALANCE: (Fund #30)</b>		\$ 325,073	\$ 42,573	\$ 28,823	\$ 303,823	\$ 73,823	\$ 423,823			

(1) Cities provide the library buildings, County CIP pays for the initial set of books, shelves, etc. and County Operating Budget pays for operational costs including staff.

**B. ROADS & BRIDGES CIP – FUND #32**

Carver County has established an ongoing program for the planning of future Road and Bridge Projects through the County's Capital Improvement Plan (CIP). The purpose of the Road & Bridge CIP is to define a highway investment plan that best meets the transportation needs with the financial resources available. Financing and developing projects often takes several years due to the increasingly complex financial and regulatory environment.

The Road & Bridge CIP Fund accounts for capital projects that relate to county roads, bridges and signage, including new construction, replacement, right-of-way acquisition, and professional service fees.

To meet the transportation needs from the expected growth in the next 20 years, the County 2030 Comprehensive Plan identifies preservation, bridge replacement, safety, expansion, connectivity, corridor reconstruction and other significant county projects. The County Engineer estimates the cost of these projects to be in approximately \$840 million with a maximum expected revenue of \$235 million from all sources with the exception of the portion of additional county levy from future growth in the tax base that will be used for transportation projects. It should be noted that this \$840 million estimate does not include needed improvements to TH 212, TH 5, TH 7 and TH 41 under Minnesota Department of Transportation (MnDOT) jurisdiction. It does not include any transit-related projects either. With current transportation revenue sources it is simply not feasible to fund all these projects in 20 years.

The CIP includes goals for Preservation, Safety, Bridge Replacement, Connectivity, Expansion, and Emerging Issues. Traditional funding is aimed at the preservation, safety and bridge needs, with any remaining and new funds going to new road connections and expansions. New roads connections and expansions have previously been prioritized using an ABC ranking. The goal established with the 2010-2015 CIP was to complete Priority A projects in 12 years or two CIP cycles. This requires traditional funding and bonding. The current 2013-2018 CIP continues to fund preservation, safety, bridge replacements, and identify high priority expansion and connectivity projects.

The ABC priority system will be refined in 2013 to utilize a scored criteria system to assist in allocating limited resources to the highest priority transportation needs. The goal of the CIP will continue to be to fund preservation, bridge and immediate safety needs along with regionally significant partnership projects like the TH 101 river crossing. Other projects will be analyzed using the following criteria and allocated funding as available:

- i. Safety Benefits (Measures crash rate and frequency)
- ii. Congestion (Measures volume/capacity)
- iii. System Relief (Measures future traffic demand)

- iv. Significance of System (Measures functional class, connections)
- v. Project Readiness (Measures level of project development)
- vi. Community Support (Is project supported/requested by city)
- vii. Funding Availability (Measures how many funding opportunities exist)
- viii. Roadway Condition (Measures pavement condition)
- ix. Freight Needs (Is roadway on the 10-Ton network)
- x. Transit and Ped/Bike Needs (Measure transit and trail importance)

It should be noted that this performance measurement system has yet to be tested for reasonableness and will likely be refined before implementation in the 2014-2019 CIP.

To develop a feasible Road and Bridge CIP, future expansion, connectivity, and emerging projects have been prioritized with a goal to complete the top priority projects (Priority A) within 12 years (Over 2 CIPs).

In 2009, several Road and Bridge CIP scenarios were developed by:

- Assuming \$225,000 annual levy increase
- Assuming \$700,000 in annual County Program Aid (CPA).
- Funding preservation and safety goals
- Assuming state bridge bonds are available for bridge replacement
- Funding county match on known and pending federal projects
- Funding county match on known local and MnDOT projects
- Partially funding Priority A Expansion and Connectivity projects.

Due to the extremely tight budget and struggling economy, the County's Levy for Road and Bridge projects has not increased as planned and the County's Program Aid/State Aid has not been available as planned to fund Road & Bridge projects. Thus, completing Priority A projects within 12 years is no longer possible.

As shown on the following map and tables, the recommended CIP:

- Allows for funding at traditional levels for preservation and safety.
- Allows for key bridges to be replaced if CPA and State Bridge Bonds are available
- Funds several Priority A Expansion/Connectivity/Emerging projects(dependent on grants and bonding):
  - 2 on CSAH 18 between CSAH 13 (Bavaria Road) and CSAH 15 (Galpin Blvd)
  - CSAH 14 (Pioneer Trail) construction with a new RR underpass in Chaska.
  - CSAH 10 (Engler Blvd) reconstruction in Chaska.
  - CSAH 10 reconstruction north of Waconia.
  - A potential new Crow River crossing in Watertown.

- CSAH 61 (old TH 212) reconstruction in Chanhassen.
- TH 101 reconstruction in Chanhassen.
- A potential new TH 101 Bridge over the Minnesota River.
- Anticipates \$137,500 county program aid increase in 2013 and each year thru to 2018 to replace bridges and partially fund highway projects.
- Anticipates a Hwy 101/61 bond sale of \$9.4M in 2014.

Please see the Roads and Bridges CIP summary on the next page for further details.

**ROAD & BRIDGE**  
**CAPITAL IMPROVEMENT PLAN - Fund #32**  
**2013**

DESCRIPTION	ESTIMATED START YEAR	PROJECT COSTS
<b>COUNTY PORTION OF ROAD &amp; BRIDGE PROJECTS:</b>		
CSAH 10 Bridge - Watertown(CPA)	2013	-
CSAH 50 Bridge/Culvert (CPA)	2014	137,500
CSAH 10, 30 to TH 7 (CPA)	2015	275,000
CSAH 18, 13 to TH 41 (Bonds, CPA)	2016	412,500
Watertown River Crossing (Bonds)	2016	812,500
CSAH 10, 11 to W. Chaska Creek (CPA)	2017	825,000

\$ 2,462,500

	2013	2014	2015	2016	2017	2018
<b>Totals</b>	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
PROJECTED BEG. FUND BALANCE:	1,500,000	1,560,000	1,623,000	1,689,150	1,758,608	1,831,538
Road & Bridge Capital Levy - Maintenance	-	-	800,000	800,000	800,000	800,000
Portion of Debt Service Levy from Bonds paid off in 2014	137,500	275,000	412,500	550,000	687,500	700,000
State Aid - 50% allocated to Road & Bridge CIP	315,000	315,000	315,000	315,000	315,000	315,000
Projected Wheelage Taxes	(315,000)	(315,000)	(1,115,000)	(1,115,000)	(1,115,000)	(1,115,000)
Transfer to Debt Service Fund for Wheelage Tax supported bonds	-	-	-	(412,500)	(812,500)	(825,000)
Summary of Road & Bridge Projects listed in Long Term Financial Plan:	(175,000)	(175,000)	(175,000)	(175,000)	(175,000)	(175,000)
Safety Set Aside - (8888)	(262,500)	(262,500)	(262,500)	(262,500)	-	-
Traffic Signing/Striping Project - (6520)	(1,200,000)	(1,260,000)	(1,323,000)	(1,389,150)	(1,458,608)	(1,531,538)
Annual Road Resurfacing Costs - (6284)	-	-	-	-	-	-
<b>PROJECTED YEAR END FUND BALANCE: (R&amp;BCIP - Fund #32) (1)</b>	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000

(1) Reserves and Safety Set Aside are built in to the Plan to provide financial cushion against inflation, project overruns and scope enhancements.

(2) \$9.4M Bond Sale in 2014 for Hwy101/61 Bridge and Road project with debt service of \$800K from bonds expiring in 2014.







**CARVER COUNTY PUBLIC WORKS  
ROAD AND BRIDGE CONSTRUCTION CIP  
2013-2018**

JOB / SERVICE # 03-307-000-xxxx	PROJECT / ROAD DESCRIPTION	CIP CODE	Budget Year		FUNDING SOURCE																				
			2013	2014	A/C 299 SAR	A/C 399 SAM	A/C 599 FEDERAL	A/C 699 MUNI./ST.	A/C 699 BRIDGE	COUNTY BOND	BOND INT	FUND BALANCE	TAX 1	TAX 2	OTHER	WT	CPA								
8000	OVERLAYS	OL	2013	2014	882,000											1,323,000									
8640	CSAH 10 - Reconstruction From CSAH 30 to TH7.	RE	2013	2014	82,500			3,540,000															802,500		
8701	CSAH 61 TB Improvements: TH 101 to East County Line - Reconstruction	RE	2013	2014	145,534				582,137								1,455,342								
8008	Signing/Striping	CON	2013	2014												125,000									
8009	SAFETY SET ASIDE	CON	2013	2014												175,000								110,000	
	Transfer	PS	2013	2014	100,000																				
2005B	2005 Bond Sale (9.9M)	DS	2005																			928,394			
2008B	2008 Bond Sale (11.4M)	DS	2008																			754,963		315,000	
2014B	2014 Bond Sale (9.5M)	DS	2014																			800,000			
	PROFESSIONAL SERVICES				245,534				582,137																
	CONSTRUCTION				964,500			3,540,000	5,821,370							1,623,000								912,500	
	RIGHT-OF-WAY																								
	DEBT SERVICE				1,210,034			3,540,000	6,403,507							1,623,000						2,483,357		315,000	
	<b>2015 CIP TOTALS</b>															17,942,741						1,455,342	2,483,357	315,000	912,500

\$63,000 additional levy from 2014 for overlays for inflation  
plus \$800,000 in debt service levy from 2015 expiring debt + growth

State (County TurnBack Account) fund eligible

JOB / SERVICE # 03-307-000-xxxx	PROJECT / ROAD DESCRIPTION	CIP CODE	Budget Year		FUNDING SOURCE																				
			2013	2014	A/C 299 SAR	A/C 399 SAM	A/C 599 FEDERAL	A/C 699 MUNI./ST.	A/C 699 BRIDGE	COUNTY BOND	BOND INT	FUND BALANCE	TAX 1	TAX 2	OTHER	WT	CPA								
8000	OVERLAYS	OL	2013	2014	926,100											1,389,150									
8637	CSAH 18 - Reconstruction TH 41 to Galpin.	RE	2013	2014	1,402,500				2,212,500																810,000
8009	SAFETY SET ASIDE	CON	2013	2014																					
8008	Signing/Striping	CON	2013	2014												300,000									240,000
2005B	2005 Bond Sale (9.9M)	DS	2005																				928,940		
2008B	2008 Bond Sale (11.4M)	DS	2008																				754,475		315,000
2014B	2014 Bond Sale (9.5M)	DS	2014																			800,000			
	PROFESSIONAL SERVICES				100,000																				
	CONSTRUCTION				2,328,600				2,212,500							1,814,150									1,050,000
	RIGHT-OF-WAY																								
	DEBT SERVICE				2,428,600				2,212,500							1,814,150						2,483,415		315,000	1,050,000
	<b>2016 CIP TOTALS</b>															10,303,665						1,814,150	2,483,415	315,000	1,050,000

\$66,150 additional levy from 2015 for overlays for inflation  
plus \$800,000 in debt service levy from 2015 expiring debt + growth

**CARVER COUNTY PUBLIC WORKS  
ROAD AND BRIDGE CONSTRUCTION CIP  
2013-2018**

FUND / SERVICE #	PROJECT / ROAD DESCRIPTION	CIP CODE	Budget Year		FUNDING SOURCE														
			2017	2018	AC 299 SAR	AC 399 SAM	AC 599 FEDERAL	AC 699 MUNI / ST.	AC 699 BRIDGE	COUNTY BOND	BOND INT	FUND BALANCE	TAX 1	TAX 2	OTHER	WT	CPA		
8000	OVERLAYS	OL	CON	AC															
8348	3rd ST Carver Culvert #L4967 Replacement - City Project	BR	2017	PS					80,000										
			2017	CON						441,000									
8681	CSAH 13 reconstruction from TH 5 to TH 7.	RE	2014	PS			430,000												
			2015	CON			500,000											1,050,000	
8009	SAFETY SET ASIDE		2017	CON									300,000						
8008	Signing/Stippling		2017	CON									125,000					150,000	
2005B	2005 Bond Sale (9.9M)		2017	PS			100,000												
2008B	2008 Bond Sale (11.4M)		2008	DS										927,728				315,000	
2014B	2014 Bond Sale (9.5M)		2014	DS										800,000					
	PROFESSIONAL SERVICES						430,000		180,000										
	CONSTRUCTION						500,000		500,000									1,200,000	
	RIGHT-OF-WAY														2,484,728			315,000	
	DEBT SERVICE																		
	<b>2017 CIP TOTALS</b>						3,022,405	930,000	680,000	441,000			1,883,608	2,484,728				315,000	1,200,000
																			10,956,741

\$69,458 additional levy from 2016 for overlays for inflation  
plus \$800,000 in debt service levy from 2015 expiring debt + growth

FUND / SERVICE #	PROJECT / ROAD DESCRIPTION	CIP CODE	Budget Year		FUNDING SOURCE														
			2017	2018	AC 299 SAR	AC 399 SAM	AC 599 FEDERAL	AC 699 MUNI / ST.	AC 699 BRIDGE	COUNTY BOND	BOND INT	FUND BALANCE	TAX 1	TAX 2	OTHER	WT	CPA		
8000	OVERLAYS	OL	2018	CON															
8677	CSAH 10 (English) Reconstruction from CSAH 11 to West Chaska Creek.	RE	2015	PS			960,000		240,000										
			2018	CON					240,000										1,200,000
8009	SAFETY SET ASIDE		2016	CON			800,000												
8008	Signing/Stippling		2018	CON															
			2018	CON			100,000												
2005B	2005 Bond Sale (9.9M)		2005	DS															
2008B	2008 Bond Sale (11.4M)		2008	DS															
2014B	2014 Bond Sale (9.5M)		2014	DS											924,928				315,000
	PROFESSIONAL SERVICES							4,800,000	240,000										
	CONSTRUCTION							4,800,000	240,000										1,200,000
	RIGHT-OF-WAY								260,000										
	DEBT SERVICE																		
	<b>2018 CIP TOTALS</b>						2,881,025	4,800,000	740,000				1,956,538	2,479,328				315,000	1,200,000
																			14,371,891

\$72,930 additional levy from 2017 for overlays for inflation  
plus \$800,000 in debt service levy from 2015 expiring debt + growth

C. **PARKS & TRAILS CIP – FUND #34**

The county regional park system faces tremendous challenges to redevelop aging infrastructure, develop its park areas, and implement a vision which secures new areas as identified in county and regional planning documents. Development and redevelopment of our parks system is a continuing process through our partnership with the Metropolitan Council. Currently, the County is advance-funding land acquisition for Lake Waconia Regional Park. Advanced funding is to be repaid to the County in a future capital improvement budget of the Metropolitan Council. However, reimbursement under the present funding allocations from the Metropolitan Council means that the County will wait a number of years before being repaid. In the meantime, what capital funds are allocated to Carver County from the Metropolitan Council's CIP are being consumed to repay the County for previous land acquisitions.

Funding for land acquisition is a part of the County's strategy to provide matching funds to assist with acquisitions funding provided by the Metropolitan Council for park and trail acquisitions. Current acquisition includes land needed for Waconia Regional Park and the County Road 10 Dakota Rail Regional Trail Connections and land needed for the Southwest Regional Trail Connection. Other possible acquisition areas are shown on the County's Comprehensive Plan. In the past years, the County has been reimbursed 100% from the Met Council for parkland acquisitions that is consistent with a Regional Park Master Plan. Starting in 2009, the Met Council required a non-reimbursable local contribution for parkland acquisitions. As a result, the County Board started levying a \$50,000 Parkland Acquisition Capital Levy in 2009. This levy will continue in 2013.

Additionally, the 2009 legislative session passed the Parks and Trail Legacy Fund. This is new funding provided through the constitutional amendment passed by the voters in November of 2008. As a result of the amendment, Carver County receives approximately \$266,000 for new projects consistent with the language of the constitutional amendment. For Carver County, two projects are identified for the funding. The first is Phase 2 of the Dakota Rail Regional Trail and the second is the TH 41 Trail Underpass at Lake Minnewashta Regional Park. These funds will be used as the local match to secure more than \$2.5 million in Federal Transportation Enhancement Grants.

Finally, the County hopes to once again shift County Program Aid ("CPA") from funding operations to pay-as-you-go capital projects for the 2013 Budget. An increase of \$68,750 is expected to be shifted to Parks & Trail CIP each and every year thru 2018 up to a total of \$350,000.

## **Dakota Rail Line Phase II**

The former Dakota Rail Line has been abandoned. Railroad iron and ties have been removed. The salvage operation of iron and ties has left the corridor in a state of disrepair and rutted condition making the corridor hard to inspect and treat for weeds, which makes interim use for snowmobiling, hiking, and mountain biking difficult. Some additional cleanup work is needed to remove discarded rail ties and miscellaneous junk from the property.

Survey work has been done to identify railroad property and initial signage has been installed to identify the railroad boundary. Additional signage to identify the regional railroad property is needed in areas of encroachment.

This former rail line is inviting to snowmobilers, hikers and others looking to explore the corridor and adjacent scenic areas of the Crow River, Lake Waconia, and Lake Minnetonka. During 2006, the County process to develop a regional trail master plan for the Dakota Regional Trail was completed. This master plan supports a number of non-motorized uses. It also allows snowmobiling provided a permit is issued to a qualifying snowmobile organization.

Federal funding has been approved for the 2009-2010 and 2011-2012 funding cycles to construct a pedestrian trail from the east County line to the west County line. Federal funds are to provide 80% of the construction cost for the trail. The other 20% of construction cost, plus engineering services, will be financed by the Carver County Regional Railroad Authority, Carver County, and the Metropolitan Regional Parks System. Design and engineering work needed for the creation of construction documents on Phase II of the trail from the City of Mayer to the West county line nearing completion. Actual construction work is expected to begin 2012 with an expected completion date in 2013.

## **Lake Waconia Regional Park Land Acquisition**

County Staff is working on acquiring park land consistent with the Lake Waconia Regional Park Master Plan. The County Board has adopted as one of its Legislative Initiatives, to continue the strategy to partner with the State Legislature and the Department of Natural Resources (DNR) with continued support from the Metropolitan Council for the acquisition of land needed for a boat access and other land at Lake Waconia Regional Park. Although the strategy has not been successful, progress was made by raising the level of awareness of the boat access project with upper level officials of the DNR and with area legislators. The County Board is expected to adopt this strategy as a Legislative Initiative for the 2013 bonding cycle.

## **Union Pacific RR**

The Union Pacific Railroad decided in 2010 to abandon a rail line that connects Carver County to Scott County by a rail bridge over the Mississippi River. Scott County, Carver County, the Metropolitan Council, and the cities of Carver and Chaska formed an alliance and purchased the abandoned line through the Federal Rail Line Abandonment process in September, 2011. The majority of the funding for this land acquisition comes from the Metropolitan Council. Carver County has received federal funding for 2015 to construct a paved trail from Athletic Park in Chaska to County Road 40 in Carver.

### **Southwest Regional Trail Connection in Victoria and Carver**

In Victoria, construct and pave of a segment of the former railroad is planned from the Steiger Lake boat access parking drive west to Kirke-Lachen Park a distance of approximately  $\frac{3}{4}$  mile.

In Chaska, construct and pave a  $\frac{1}{3}$  mile connection from the Minnesota River Bluffs regional Trail to and existing trail along Engler Blvd.

These two segments represent the north and south end of the Southwest Regional Trail.

Carver County has been awarded federal funding to construct the project. Federal funding is matched with a 20 percent construction participation. Additionally, the County is responsible for the design and engineering for the project.

### **Dakota Rail Regional Trail Connection to County Road 10**

The County Road 10 Bridge at the Dakota Rail Regional Trail has been delayed as work continues to acquire land needed for the trail connection. A trail connection consistent with the approved trail master plan is planned in conjunction with the bridge replacement project. The estimated cost for the work is \$192,000. Parks and Trails Funds provided through the Metropolitan Council are planned to be used for this project. In 2011, negotiations for acquiring land needed for the trail connection have been suspended until a settlement is reached on right-of-way acquisition for the County Road 10 Bridge. New funding for the trail project will also need to be programmed. Should the project move forward, a budget amendment would be required.

## **PARK DEVELOPMENT CAPITAL PROJECTS**

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The County's Park Board and staff are prioritizing the following development projects and exploring various options to bring additional resources to the County's Park & Trail Capital Improvement Plan.

### **Baylor Regional Park**

It is planned that the heating system for the Baylor Regional Park Maintenance Shop equipment storage area would be replaced. Funds to finance the project are captured from park user fees.

County and regional planning for Baylor Regional Park provides guidance for possible expansion of the park boundary. Funds for additional land acquisition for the park are not programmed.

### **Lake Minnewashta Regional Park**

Minnewashta Regional Park continues in a state of under development. Gravel roadways will be in use for an undetermined amount of time, and development of municipal water and

sewer in the park will be many years into the future.

The park is experiencing difficulties with stormwater. Stormwater runoff is eroding large gullies in the park which is an ecological concern due to the park's proximity to Lake Minnewashta and other wetland areas. A paved roadway with accompanying stormwater management facilities is an obvious need and would provide for sustainable use of the park.

The current design of the park and increased use has also created other operational issues that are difficult to manage. Currently, the park has two boat accesses that are not visible from the gate entrance/gatekeeper position. Boaters and other park users often ignore parking restrictions at the boat access. The gatekeeper is unaware of the parking situation and continues to send boaters to a full boat access parking lot exasperating the parking situation and causing confusion for boaters as to where they should launch their boat and park. The 2002 revised master plan for the park combines the two boat facilities and moves the gatekeeper position in close proximity to one combined boat access to monitor watercraft traffic and problems. Another operational issue is group use events. Minnewashta Regional Park hosts a number of large scouting activities. These activities compete with the same high-use space the general public has at the beach and picnic areas. The updated master plan converts Boat Access #2 to a group use facility separating the group activity and conflict from the general use public beach and picnic areas. Improvements to infrastructure and new facilities are requested but unfunded for this park area.

### **Lake Waconia Regional Park**

Lake Waconia Regional Park is in need of a Phase I Development project to address sustainable and longer term usage of the park. The need for sewer and water services is becoming ever more apparent with sensitivity of septic systems near the lake and concern about possible contamination. At a time when sewer and water are brought into the park, site grading for a new restroom/lifeguard station/concession building, parking lot, storm water management and picnic areas should be included.

The restroom building, which was constructed in the late 1960s, was not designed as a change-house facility. There is insufficient space for routine changing of clothing while operating as a restroom building. Changing in toilet stalls is difficult due the lack of space, and the area is often wet from sweaty toilet fixtures making it poorly suited for changing clothing. The building is also not handicapped accessible. Future plans call for the construction of a new beach change house/restroom building. However, construction of new facilities such as the restroom building may not be constructed in the foreseeable future given the present funding allocation for regional parks.

Other identified needs that remain unfunded include a playground area, boat access, picnic shelters, parking, trails and site restoration. The County and the Regional Park System do not have a timeline that indicates when construction on these items could begin.

Please see the Park and Trails CIP and Met Council Advance Funding Reimbursement on the next pages for further details.

**PARKS & TRAILS  
CAPITAL IMPROVEMENT PLAN - Fund #34  
2012**

DESCRIPTION	PERCENT PAID BY Others	ESTIMATED YEAR NEEDED	ESTIMATED PROJECT COST	ESTIMATED PROJECT COST PLUS INFLATION	COUNTY CIP	Federal Grant (1) /Other Sources
PHASE I - East County Line to Mayer Rail to Trail (1): Project Construction Costs	100%	2010	2,225,000	2,225,000	-	2,225,000
Park Land Acquisition - Local share (Advance funded by Reserves designated for park land acquisition)	0	2010	226,512	226,512	226,512	-
Lake Minnewashta Regional Park - Trail and Underpass	83%	2011	1,510,000	1,510,000	260,000	1,250,000
PHASE II - Mayer to West County Line Rail to Trail (1): Project Prelim Engineering Trail and TrailHead	0%	2012	220,000	220,000	220,000	-
Park Land Acquisition - Local share (Advance funded by Reserves designated for park land acquisition)	0	2013	700,000	728,000	728,000	-
Park and Trail Sustainability Projects	0	2014	300,000	324,000	324,000	-
Park and Trail Sustainability Projects	0	2015	300,000	337,000	337,000	-
Park and Trail Sustainability Projects	0	2016	300,000	351,000	351,000	-
Lake Minnewashta Regional Park - Phase I Development	0	2020	1,500,000	2,053,000	1,553,000	500,000
Lake Waconia Regional Park - Phase I Development	0	2025	3,000,000	4,618,000	3,118,000	1,500,000

**Totals Project Costs**

	2012	2013	2014	2015	2016
\$	403,204	493,204	75,204	61,204	34,204
\$	50,000	50,000	50,000	50,000	50,000
\$	260,000	260,000	260,000	260,000	260,000
\$	(220,000)	(728,000)	(324,000)	(337,000)	(351,000)
<b>\$</b>	<b>493,204</b>	<b>75,204</b>	<b>61,204</b>	<b>34,204</b>	<b>(6,796)</b>

**Projected Cash Flows**

BEG. FUND BALANCE:  
 Parkland Acquisition Levy  
 Sales Tax Legacy Allocation  
 Grant Reimbursement for Project Work Already Completed  
 State Aid - 25% to Park & Trail CIP  
 25% of County Debt Service for Bonds paid off in 2014  
 One-Time Project Costs

**PROJECTED YEAR END FUND BALANCE: (Fund #34) (2)**

(1) Federal grants have been awarded to fund 80% of the trail construction costs.



**PARKLAND ACQUISITION DESIGNATION - Fund #34**  
**ESTIMATED COUNTY CONTRIBUTION (1) AND MET COUNCIL ADVANCE FUNDING SCHEDULE**  
 2013

DESCRIPTION	ESTIMATED COUNTY CONTRIBUTION (1)		ESTIMATED YEAR AND ADVANCE FUNDING
	ESTIMATED YEAR NEEDED	CONTRIBUTION (1)	
Parkland acquisition - Waconia Event Center \$2,511,061 - no County contribution:	2008	-	
Parkland acquisition	2009	-	
Parkland acquisition - Country Store \$858,664 - Local Contribution:	2010	226,152	
Parkland acquisition - \$1.95M UP Line acquisition - no County Contribution (CCRRA, Met Council, Scot)	2011	-	
Parkland acquisition	2012	-	
Parkland acquisition - Local contribution	2013	700,000	
Parkland acquisition	2014	-	
Parkland acquisition	2015	-	
Parkland acquisition	2016	-	
Parkland acquisition	2017	-	

Totals	2013	2014	2015	2016	2017
	\$ 2,986,643	\$ 2,336,643	\$ 2,574,143	\$ 2,624,143	\$ 3,049,143
<b>BEG. FUND BALANCE:</b>		\$ 926,152			
<b>Board Designation to Advance Fund Park Land Acquisition</b>					
Property tax levy designated for County's local share of Met Council reimbursed park land acquisition.					
UP Line acquisition - purchase price loaned to CCRRA	50,000	50,000	50,000	50,000	50,000
UP Line acquisition - 100% Reimbursed by others					
Met Council annual reimbursement for Parkland Acquisition paid out of \$4M Designation		187,500		375,000	
Met Council up-front reimbursement for land acquisition					
Parkland acquisition costs - reimbursable from Met Council					
Parkland acquisition costs - County contribution (1)	(700,000)				
<b>PROJECTED YEAR END PARKLAND ACQUISITION RESERVE BALANCE: (Fund #34)</b>	<b>\$ 2,336,643</b>	<b>\$ 2,574,143</b>	<b>\$ 2,624,143</b>	<b>\$ 3,049,143</b>	<b>\$ 3,099,143</b>

(1) Prior to 2009, the County was reimbursed by the Met Council for 100% of the parkland acquisition that was advanced funded by the County. Rules now in effect for any new purchases require a local contribution that is not reimbursable from the Met Council. A new \$50,000 capital levy for parkland acquisition has been collected starting in 2009 to accumulate funds for this local contribution.

Year Fully Reimbursed for WEC land acquisition by Met Council according to current formula (Country Store land acquisition reimbursed same year as purchase)

Beg designation	\$ 4,000,000
County contribution: new formula requires 25% local contribution	(926,152)
Remaining Board Designated Funds once fully reimbursed by Met Council	3,073,848
County Funds from \$50K Levy since 2009 thru 2017	455,674
Designated Funds for Park Land Acquisition	<u>3,529,522</u>

**D. LAKE WACONIA EVENT CENTER CIP – FUND #02 (Restricted Funds)**

In 2008, the County advance funded for the Met Council \$2.5 million for the Lake Waconia Ballroom land acquisition consistent with the County's Master Plan for Lake Waconia Regional Park (LWRP). While the land acquisition was a key element of Park's Master Plan, the Ballroom facility was not. However, since implementing the LWRP Master Plan is not anticipated in the foreseeable future, the County Board was interested and the Met Council was willing to allow the Ballroom to stay open until the County was ready to implement the next phase of the LWRP Master Plan. Thus, after considering several potential operators, the County signed a six-year lease agreement with Lancer Hospitality to operate the Ballroom facility. Lancer Hospitality operates facilities under similar lease agreements with a number of other organizations throughout the Twin Cities including the State of Minnesota's Minnesota Zoo and the City of Brooklyn Center's Edinburgh Clubhouse.

In May 2009, Lancer Hospitality started operating the ballroom facility as the Lake Waconia Event Center. Under the terms of the lease agreement, Lancer pays 12% of its gross receipts to the County.

Any funds the County receives from Lancer Hospitality is required to be spent within Lake Waconia Regional Park, including the Event Center Building, in compliance with the Met Council's advance funding agreement.

Please see Lancer Hospitality's 2013 Business Plan and the Lake Waconia Event Center CIP on the next pages for more details.

## Lancer Hospitality

Lake Waconia Event Center

Business Plan for October 1, 2012 to October 1, 2013

Lancer Hospitality holds the facility management contract for Lake Waconia Event Center. The Event Center is the location of a variety of public and private events. Private events at the facility include wedding receptions, corporate events and other social functions. Public events include dances, comedy shows and musical performances.

- I. **Scope of Operations:** Lancer will continue to book and host a variety of catered events at Lake Waconia Event Center. While we expect to host more wedding receptions than anything else we will also market the Event Center for holiday parties, retirement dinners, bar and bat mitzvahs and other social events. Lancer will also continue to host public events in which we book entertainment and invite the community to attend. These events in the past have included comedy shows and musical performances.
- II. **Marketing:** Lancer will market the facility in a variety of ways including:
  - a. Print advertising in the circular publication MN Bride
  - b. Our Lake Waconia Event Center page on the Lancer Catering website
  - c. The promotion of the Lake Waconia Event Center at 2 to 3 wedding shows
  - d. Posting the Event Center on the Knot.com wedding planning website
  - e. Radio advertisements
  - f. Print advertising in business publications such as Minnesota Meetings and Events and the Business Journal.

Lancer will also promote the facility through professionally crafted sales collateral and menus. Lancer's marketing department will ensure that every piece of communication that comes from or about Lake Waconia Event Center reflects a polished, professional image.

- III. **Capital Improvements:** Lancer is working closely with the county to coordinate the updates needed for smooth operations and to comply with code issues. We hope that with increased traffic and use of the facility it will become financially viable for us to install ventilation hoods in the kitchen and build-out that space so that the kitchen can become a full-service on-site kitchen. We have undertaken such projects at other facilities we serve and are confident in our ability to accomplish this project if we can

increase use of the space to the degree necessary to support this level of capital investment. If revenue projections are realized kitchen build-out would take place within two years.

- IV. Revenue Projections:** For 2013 and beyond, Lancer projects hosting 30+ wedding receptions, 10+ corporate and social private catered events and 5+ public entertainment events. Gross revenue projected for 2013 and beyond is \$350,000.

LAKE WACONIA REGIONAL PARK - WACONIA EVENT CENTER  
 CAPITAL IMPROVEMENT PLAN - Restricted Funds (Fund #02)  
 2013

DESCRIPTION	ESTIMATED YEAR NEEDED	ESTIMATED PROJECT COST	(Includes Adjustment For Inflation)		
			COUNTY	MET COUNCIL	LANCER
<b>Landlord Responsibility - County:</b>					
Parking lot - 50/50 split with Lancer	2014	30,000	15,600	-	15,600
<b>Regional Park Responsibility - Met Council (1): (Advance Funded by County)</b>					
Master Plan Development Phase 1 - Professional Services	2015	25,000	-	27,000	-
Connect Regional Park Buildings to City Sewer System	2021	250,000	-	342,100	-
<b>Tenant Responsibility - Lancer:</b>					
Update kitchen, building interior and exterior	2014	200,000	-	-	208,000

	2013	2014	2015	2016	2017
<b>Total Project Costs</b>		\$ 505,000			
<b>Projected Cashflow:</b>					
Beginning Restricted Funds Cash Balance:	\$ (2,653)	\$ 18,347	\$ 23,747	\$ 44,747	\$ 65,747
County's Building Rental Income Based on a Percentage of Lancer's Gross Receipts (2)	42,000	42,000	42,000	42,000	42,000
Building Facility/Equipment Repair and Replacement	(15,000)	(15,000)	(15,000)	(15,000)	(15,000)
Building and Grounds Insurance Premium	(6,000)	(6,000)	(6,000)	(6,000)	(6,000)
County Funded Capital Projects	-	(15,600)	-	-	-
<b>PROJECTED YEAR END CASH BALANCE - RESTRICTED FUNDS (3):</b>	\$ 18,347	\$ 23,747	\$ 44,747	\$ 65,747	\$ 86,747

(1) County cash flows the project costs from Board designated funds for park land acquisition which are then reimbursed by the Met Council.  
 (2) Lancer projected gross receipts of \$350K @ 12%.  
 (3) Use of these funds is restricted by Met Council bonding authority which was used to fund the land acquisition and the Ballroom.

**E. REGIONAL RAIL AUTHORITY CIP – FUND #15**

The Carver County Regional Rail Authority oversees designated rail transportation corridors in Carver County. Rail authority funds are used for land stewardship to maintain rail transportation corridors for future transportation uses. The primary funding source for this CIP is the Regional Rail Authority \$120K tax levy. To maintain the railroad corridor trails, a part-time maintenance worker has been proposed in the 2013 Budget with 50% funding provided by the Rail Authority levy.

Please see the Regional Rail Authority CIP on the next page for more details

REGIONAL RAIL AUTHORITY  
 CAPITAL IMPROVEMENT PLAN - Fund #15  
 2013

DESCRIPTION	PERCENT PAID BY Fed Grant	ESTIMATED YEAR NEEDED	ESTIMATED PROJECT COST	ESTIMATED PROJECT COST PLUS INFLATION		CCRRA CIP	Met Council, Scott & cities
				2013	2014		
Dakota Rail to Trail Phase I - Transfer	0	2010	82,561	82,561	82,561	82,561	-
Dakota Rail to Trail Phase II - Transfer	0	2011	144,704	144,704	144,704	144,704	-
UP Line: Trail Acquisition	0	2011	2,094,018	2,094,018	2,094,018	404,935	1,689,083
Trail Design		2013	76,000	76,000	76,000	76,000	

Totals Project Costs

	2013	2014	2015	2016	2017
\$	4,778	2,578	75,608	147,853	219,296
\$	120,000	120,000	120,000	120,000	120,000
	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)
	(2,700)	(2,700)	(2,700)	(2,700)	(2,700)
	(38,500)	(39,270)	(40,055)	(40,857)	(41,674)
	(\$76,000)	-	-	-	-
\$	2,578	75,608	147,853	219,296	289,922

Projected Cash Flows

BEG. FUND BALANCE:  
 CCRRA Tax Levy  
 Annual Trail Stewardship/Maintenance  
 Insurance Premium  
 Transfers for 50% of maintenance worker  
 One time project costs

PROJECTED YEAR END FUND BALANCE: (Fund #15)

## **VI. BONDING AND DEBT SERVICE**

The long term financial plan identifies the necessary financial capacity for the County's building, road & bridge, and park & trail projects for the next 10 to 15 years.

The County is currently working with Scott County and the State of Minnesota on a potential HWY 101/61 bridge and road project. The County Board designated \$3 million of reserves from 2011, primarily resulting from 2011 vacancy savings, and set aside in the 2013 Budget \$425 thousand of new debt service levy for this project.

In 2015, the County's total debt service decreases by \$1.3 million as a bond will be paid off in 2014. This Plan anticipates the Board continuing this levy for 2015 and beyond to complete the financing package for the Hwy 101/61 project. Any debt service levy that is not needed for the Hwy 101/61 project is expected to be split according to County Board policy as follows: 50% to the Road and Bridge CIP, 25% to the Parks and Trail CIP and 25% to the Buildings

Pay-as-you-go financing is the Board's preference for financing Building and Park & Trail projects. Thus, there are no current plans to issue debt in either the Building CIP or the Park & Trail CIP.

Please see the 5 year Debt Service schedule on the next page for more details.



**CARVER COUNTY  
CHASKA, MINNESOTA  
COMBINED SCHEDULE OF BONDS PAYABLE  
December 31, 2012**

Bond Type	Interest Rates	Payment Due Date	Original Amt. Issued	Amount Outstanding 12/31/12	2013	2014	2015	2016	2017	2018 to 2022	2023 to 2024
2005 G.O. Capital Improvement											
Principal.....	3.5-4.2%	2/1	10,000,000	6,345,000	\$690,000	\$720,000	\$745,000	\$775,000	\$805,000	2,610,000	-
Interest.....		2-1/8-1		1,074,494	238,738	211,595	183,394	153,940	122,728	164,099	-
Total				7,419,494	928,738	931,595	928,394	928,940	927,728	2,774,099	-
2008A General Obligation											
Principal.....	3.0% - 4.0%	5/1	18,695,000	11,990,000	1,980,000	2,040,000	760,000	785,000	815,000	4,580,000	1,030,000
Interest.....		5-1/11-1		2,261,988	409,550	344,225	297,775	270,738	240,700	678,400	20,600
Total				14,251,988	2,389,550	2,384,225	1,057,775	1,055,738	1,055,700	5,258,400	1,050,600
2008B General Obligation											
Principal.....	4.0% - 4.8%	2/1	5,020,000	4,275,000	280,000	295,000	305,000	320,000	330,000	1,875,000	870,000
Interest.....		2-1/8-1		1,250,847	180,098	168,598	156,598	144,098	131,098	428,223	42,134
Total				5,525,847	460,098	463,598	461,598	464,098	461,098	2,303,223	912,134
2012A General Obligation Tax Abatement											
Principal.....	0.6-2.6%	2/1	1,460,000	1,460,000	-	125,000	125,000	125,000	130,000	530,000	425,000
Interest.....		2-1/8-1		191,466	24,393	24,018	23,143	22,018	20,580	61,455	15,859
Total				1,651,466	24,393	149,018	148,143	147,018	150,580	591,455	440,859
<b>Total Debt</b>											
Principal.....			35,175,000	24,070,000	2,950,000	3,180,000	1,935,000	2,005,000	2,080,000	9,595,000	2,325,000
Interest.....				4,778,795	852,779	748,436	660,910	590,794	515,106	1,332,177	78,593
Total				28,848,795	3,802,779	3,928,436	2,595,910	2,595,794	2,595,106	10,927,177	2,403,593

## VII. OPERATING BUDGET FINANCIAL CHALLENGES

The most significant cost driver for future operating budgets is the staffing costs needed to address the increasing service demands from a growing county. Thus, key financial strategies have been developed to focus on three issues related to personnel costs:

### A. Levy-Funded Full-Time Equivalent (FTE) Employees Per 1000 Residents

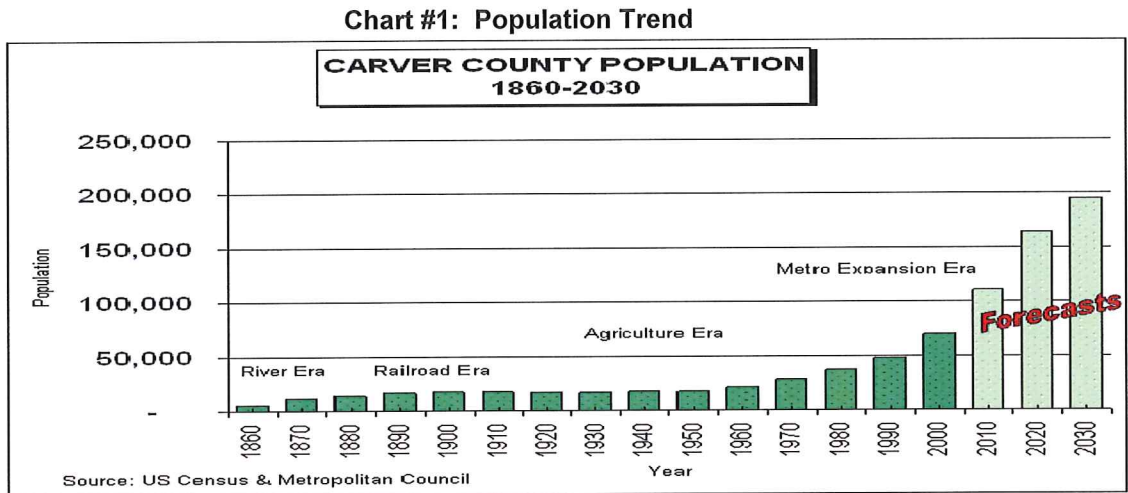


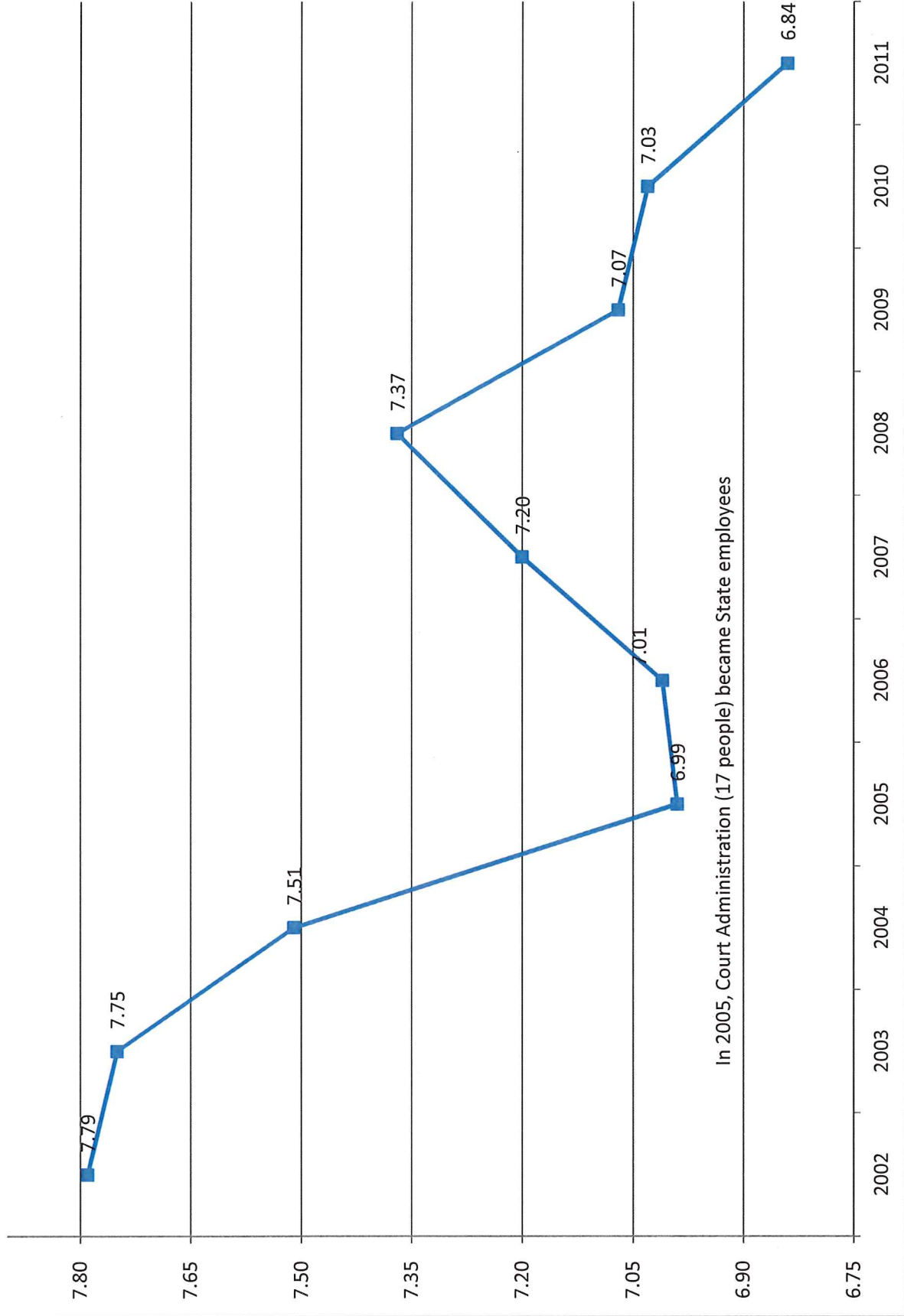
Chart #1 shows the dramatic forecasted increase to almost 200,000 residents by the year 2030. The County's primary strategy to finance increasing service demands from population growth is to hire additional Full-Time Equivalent (FTE) employees at a slower rate than the County's overall growth by:

1. Leveraging technology to gain staff efficiencies: An extensive list of technology projects throughout the County are expected to increase staff efficiencies along with a new focus on LEAN/Kaizen Events which has emerged as a successful new tool to increase process management efficiency.
2. Collaborating with other organizations to enhance service delivery, increase efficiencies, and eliminate duplication of efforts: In 2008, the County created the Association of Carver County Elected Leaders (ACCEL) to facilitate this effort. For 2012, this association was expanded to include appointed city administrators/school superintendents.
3. Develop a pay-for-performance model that rewards outstanding performance: Two employee groups will be on pay-for-performance for 2013 as a pilot project to begin to transition the County from the current legacy step pay model to a pay-for-performance model.

The following levy-funded FTE Per Thousand Residents graph will be used to measure the County's overall progress of this strategy.

The following 5 year levy funded FTE projection was created to assist in planning for the County's future staffing needs.

### County Employees per 1,000 Citizens 2002-2011



FTE List by Division

5 Year Projection

	2012 Approved	2012 Changes	2012 Final	2013 Requested Changes	2014 Projection	2015 Projection	2016 Projection	2017 Projection	2018 Projection
<b>DIVISION:</b>									
<b>County Administration*</b>	7.00	-	7.00	-	-	-	-	-	-
<b>DIVISION:</b>									
<b>Administrative Services</b>	85.32	0.60	85.92	(0.30)	3.20	2.00	0.50	1.00	-
<b>DIVISION:</b>									
<b>Attorney's Office</b>	28.88	-	28.88	0.32	-	-	-	-	-
<b>DIVISION:</b>									
<b>1st Judicial District</b>	14.55	-	14.55	1.50	-	-	-	-	-
<b>DIVISION:</b>									
<b>Employee Relations</b>	9.00	-	9.00	-	1.00	-	-	-	-
<b>DIVISION:</b>									
<b>Financial Services</b>	7.70	-	7.70	-	-	-	-	-	-
<b>DIVISION:</b>									
<b>Property Records &amp; Taxpayer Services</b>	40.90	-	40.90	-	-	-	-	-	-
<b>DIVISION:</b>									
<b>Public Health &amp; Environment</b>	46.23	0.10	46.33	(1.00)	0.40	-	-	-	-
<b>DIVISION:</b>									
<b>Public Works</b>	55.14	-	55.14	2.00	-	-	-	-	-
<b>DIVISION:</b>									
<b>Sheriff's Office</b>	159.26	(3.00)	156.26	-	-	-	-	-	-
<b>DIVISION:</b>									
<b>Social Services</b>	170.30	0.90	171.20	0.50	0.06	3.24	0.50	0.90	-
<b>DIVISION:</b>									
<b>County Totals</b>	624.27	(1.40)	622.87	3.02	4.66	5.24	1.00	1.90	-

\* Includes Commissioners

\*\* Currently projections are not included, will be added for the final version.

\*\*\* Portion of FTE that is levy funded

## **B. Employee Health Insurance Costs**

In 1996 when the County went out for health insurance bids, only one major health insurance carrier offered a bid and the two major carriers indicated they would not be bid for the County's future business until the County provides consumer-driven health insurance options to its employees. In response, the County developed the following strategies:

### **1. Plan Design: Consumer-Driven Models**

The latest trend to attempt to slow health care costs is to give consumers more choice in their health care which is commonly referred to as "consumer-driven health plans." In 2009 & 2010, the County Board approved the recommendations of the Health Care Labor Management Committee and created incentives for employees to migrate from the legacy Plan A to: a new "Plan B" – a high-deductible HRA which shares risk with the employee in exchange for lower premiums; an improved Plan C – a Tiered Network where clinics/hospitals with higher care ratings have lower deductibles; or a high-deductible HSA Plan D. The Board also created a cafeteria plan to provide employees with more benefit flexibility.

### **2. Education/Wellness**

Estimates have calculated that up to 65% of health care costs relate to poor lifestyles choices: what we eat, smoking, alcohol and drug use, etc. In 2008, the County Board approved the creation of a Wellness Committee to create a healthier culture at the County. Employee awareness, participation and support for the various Wellness programs and activities has been growing and is expected to continue in the future.

For 2011, insurance premiums increased by just over 2% and premiums for 2012 actually decreased as a result of very competitive bidding for the County's 5 year contract. In addition, favorable rate caps are in place for the next five years. To keep the positive momentum going, the County is focusing on two new strategies:

### **3. \$ Incentives/Penalties to Encourage Basic Health Activity and Improve County-Wide Biometrics**

For 2012, the Health Break Committee developed a \$100 incentive for employees who do a basic level of preventative steps like screenings, health assessment, dental check-up, exercise, etc.

For 2013, the Health Break Team and the Insurance Labor Management Committee will evaluate the cost/benefit/participation for the \$100 incentive compared to other options like assessing penalties for employees who don't participate in the County's wellness program.

In addition, the Team and Committee plan to continue analyzing the County's aggregate health care utilization records (records that cannot be

traced to the individual employee) to find information that will be useful when considering future Plan Design and/or Education/Wellness program changes. The goal is to mitigate/lower areas of high claims in the County's health care utilization.

4. Self-Insure

The Health Care Labor Management Committee is researching the possibility of self-insuring for health insurance as a strategy to save on health insurance costs.

### **C. Other Post-Employment Benefits (OPEB) - GASB Statements 43 & 45**

The Governmental Accounting Standards Board (GASB) requires that governments disclose the actuarial valuation of their post-employment benefits in their financial statements. Governments are not required to fund this liability or make a contribution. However, many governments are advance funding their OPEB liability with an OPEB Annual Contribution because:

- Rating agencies view a large, unfunded OPEB Liability as an increased risk that could negatively impact a government's credit rating.
- State statutes create an opportunity for OPEB contributions to earn a higher interest rate if they are deposited in a separate trust.

As background, Carver County has two types of post-employment benefits:

- Subsidized Health Insurance Payments – For employees hired before June 1, 2010, Carver County Policy provides employees who retire at or after age 60 with at least 20 consecutive years of service, the same coverage as an active employee until eligible for Medicare. The contribution for this coverage has been capped by the County Board at its current contribution level and is not expected to increase with medical trend.
- Access to Group Insurance – MN Statutes requires that pension-eligible retirees be given access to the County's group insurance plan for the same premium as active employees until Medicare eligibility (retiree pays 100% of the premium). The State mandate that blends the premium for more costly to insure retirees and the less costly active employees creates what is called an Implicit Rate subsidy.

The annual actuarial contribution for these two benefits, commonly referred to as the OPEB Annual Contribution, is \$1,019,997 as of 1/11/11. The majority (approximately three-fourths) of Carver County's OPEB Contribution is attributed to the State Law requiring Retiree's Access to Group Insurance.

In the 2009 - 2013 Budgets, the annual levy allocation for OPEB was increased by \$100,000 each year to a total of \$500,000 in 2013. In addition, the county budgets \$175K for contributions to retired employees for health insurance. The plan is to increase by \$100K for 5 more years (2014 – 2018) which will put our annual contribution slightly above the actuarial contribution starting in 2018. This over funding would continue until the county catches up on its accumulated liability for the initial years when the County's actual contribution was below its actuarial contribution.

#### **D. Building Security**

Building security is an emerging county wide issue that needs County Board and staff attention. A cross-section of County staff is in the process of developing a plan to gradually increase the security of the County's building. The cost of these phases will be operating costs due to increased labor as well as capital for new screening equipment and building remodeling. The goal is to start implementing high-impact, low-cost changes as soon as possible and then identify the projects with medium to high cost as well as possible funding sources. \$50,000 of one-time funds was set aside in the 2011 Budget to develop an initial plan for increasing building security and a \$100,000 levy allocation to the Building CIP has been included in the Administrator's Recommended 2013 Budget . This new funding source has been added to the Building CIP to provide funding for security projects over the next several years.