



Carver County Board of Commissioners  
 August 23, 2011  
 Regular Session  
 County Board Room  
 Carver County Government Center  
 Human Services Building  
 Chaska, Minnesota

PAGE

- |           |    |   |         |
|-----------|----|---|---------|
| 9:15 a.m. | 1. | <ul style="list-style-type: none"> <li>a) <b>CONVENE</b></li> <li>b) <b>Pledge of allegiance</b></li> <li>c) <b>Public comments (limited to five minutes)</b></li> <li>d) <b>Introduction of New Employees</b></li> </ul> |         |
|           | 2. | Agenda review and adoption  |         |
|           | 3. | Approve minutes of August 16, 2011 Regular Session.....   | 1-2     |
|           | 4. | Community Announcements   |         |
| 9:15 a.m. | 5. | <b>CONSENT AGENDA</b>   |         |
|           |    | <i>Communities: Create and maintain safe, healthy and livable communities</i>   |         |
|           |    | 5.1 Relocation agreement with Xcel Energy for transmission line relocation ..   | 3       |
|           |    | <i>Growth: Manage the challenges and opportunities resulting from growth and development</i>  |         |
|           |    | 5.2 Convert a 1.0 FTE psychologist to a 1.0 FTE psychotherapist .....   | 4       |
|           |    | 5.3 Authorize funding source for County's portion of road improvements driven by Carver's Mills Fleet Farm project .....  | 5       |
|           |    | <i>Connections: Develop strong public partnerships and connect people to services and information</i>   |         |
|           |    | 5.4 Sheriff's Office donations .....  | 6-7     |
|           |    | 5.5 Charitable gambling application for exempt permit – Augusta Ball Club ...   | 8       |
|           |    | 5.6 1 to 4 day temporary on-sale liquor license for Augusta Ball Club.....  | 9       |
|           |    | <i>Finances: Improve the County's financial health and economic profile</i>   |         |
|           |    | 5.7 Abatements/additions .....  | 10-11   |
|           |    | 5.8 Community Social Services warrants .....  | NO ATT  |
|           |    | 5.9 Commissioners' warrants.....  | SEE ATT |
| 9:15 a.m. | 6. | <b>GROWTH: Manage the challenges and opportunities resulting from growth and development</b>  |         |
|           |    | 6.1 Joint powers agreement with City of Chaska for design and construction of CSAH 10 (Engler Blvd) from TH 2121 to West Chaska Creek .....   | 12-13   |

- 9:30 a.m.     **7. CULTURE: Provide an organizational culture which fosters individual accountability to achieve goals and sustain public trust and confidence in County government**
- 7.1     Reorganization in Public Works in Equipment Maintenance Department ..... 14
- 7.2     Closed Session – labor negotiations strategy ..... 15

10:30 a.m.     ADJOURN REGULAR SESSION

- 10:30 a.m.     **BOARD REPORTS**
- 1.     Chair
- 2.     Board Members
- 3.     Administrator
- 4.     Adjourn

David Hemze  
County Administrator

### Work Session Agenda

- 10:45 a.m.     **A. FINANCES: Improve the County’s financial health and economic profile**
- 1.     Administrator’s preliminary recommended 2012 budget and levy ..... 16-41

### UPCOMING MEETINGS

- August 30, 2011     No Meeting
- September 6, 2011   9:15 a.m. Board Meeting
- September 13, 2011  7:30 a.m. ACCEL Meeting, EOC Room
- September 13, 2011  9:30 a.m. Work Session
- September 20, 2011  4:00 p.m. Board Meeting
- September 27, 2011  9:15 a.m. Board Meeting

A Regular Session of the Carver County Board of Commissioners was held in the County Government Center, Chaska, on August 16, 2011. Chair Randy Maluchnik convened the session at 4:03 p.m.

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

Members absent: None.

Lynch moved, Ische seconded, to approve the agenda. Motion carried unanimously.

Degler moved, Workman seconded, to approve the minutes of the August 2, 2011, Regular Session. Motion carried unanimously.

The Board recognized and congratulated Barb Colhapp for receiving a Carver County Outstanding Senior Citizen of the Year award at last week's County Fair.

Community announcements were made by the Board.

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

Approved host County contract with MRCL.

Awarded the contract for SP 010-610-43, SP 010-692-001, CSAH 10 and CSAH 92 federal overlay project, to Wm. Mueller & Sons in the amount of \$1,428,294.56.

Awarded the contract for CP 10-61 MR County Road 61 overlay and guardrail replacement project, to Bituminous Roadways, Inc., in the amount of \$1,657,344.48.

Approved the 2010-2011 LELS Deputy Collective Bargaining Agreement.

Joint powers agreement with the City of Watertown for downtown and northern crossing study supplement and authorized the Chair and the Administrator to execute the agreement subject to approval by the County Attorney as to form and legality.

Resolution #46-11, Charitable Gambling Application for Exempt Permit, Delano Ducks Unlimited.

Approved joint powers agreement between the Sheriff's Office and the Scott County/Tri City Tactical Team.

Three year proprietary contract with Siemens Industry, Inc., in the amount of \$92,936.00.

Community Social Services' actions.

Approved payment of the following Commissioners' warrants:

INSERT

Motion carried unanimously.

Rhonda Lynch, Information Services, highlighted the 2011 Special Achievement in GIS award the County recently received at the Environmental System Research Institute International User Conference. She reviewed the uses of GIS technology and introduced members of the GIS Team.

The Board thanked them for their excellent work and acknowledged the County was recognized as a leader in GIS.

Workman moved, Lynch seconded, to adjourn the Regular Session at 4:20 p.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:**

**Relocation Agreement with Xcel Energy for Transmission Line Relocation**

Primary Originating Division/Dept: <u>Public Works - Engineering</u>	Meeting Date: <u>8/23/2011</u>
Contact: <u>Bill Weckman</u> Title: <u>Assistant County Engineer</u>	Item Type: <u>Consent</u>
Amount of Time Requested: <input type="text"/> minutes	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Presenter: <input type="text"/> Title: <input type="text"/>	

Strategic Initiative:  
Communities: Create and maintain safe, healthy, and livable communities

**BACKGROUND/JUSTIFICATION:**

Xcel Energy has a transmission line located on the west side of the CSAH 10 (Maple) Bridge. The transmission line is located on Xcel Energy's easement. Three transmission line poles need to be relocated to accommodate the CSAH 10 Bridge reconstruction. The County is obligated to reimburse Xcel Energy for relocations on their own easement.

The relocation agreement authorizes Xcel Energy to complete the needed pole relocations and the County to reimburse Xcel Energy for the relocation costs.

**ACTION REQUESTED:**

Approve the agreement with Xcel Energy and authorize the County Board Chair and County Administrator to sign the agreement subject to approval by the County Attorney as to form and legality.

<p><b>FISCAL IMPACT:</b> <u>Included in current budget</u> If "Other", specify: <input type="text"/></p> <p><b>FTE IMPACT:</b> <u>None</u></p>	<p><b>FUNDING</b></p> <table style="width: 100%;"> <tr> <td style="width: 70%;">County Dollars =</td> <td style="text-align: right;"><b>\$0.00</b></td> </tr> <tr> <td>County State Aid (gas t...</td> <td style="text-align: right;">\$52,000.00</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$52,000.00</b></td> </tr> </table>	County Dollars =	<b>\$0.00</b>	County State Aid (gas t...	\$52,000.00	<b>Total</b>	<b>\$52,000.00</b>
County Dollars =	<b>\$0.00</b>						
County State Aid (gas t...	\$52,000.00						
<b>Total</b>	<b>\$52,000.00</b>						

Related Financial/FTE Comments:

*Office use only:*  
RBA 2011- 729

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Convert a 1.0 FTE Psychologist to a 1.0 FTE Psychotherapist**

Primary Originating Division/Dept: <u>Community Social Services - Behavioral Health</u>	Meeting Date: 8/23/2011
Contact: Don Heywood Title: Program Manager	Item Type: <u>Consent</u>
Amount of Time Requested: [ ] minutes	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Presenter: [ ] Title: NA	

**Strategic Initiative:**

Growth: Manage the challenges and opportunities resulting from growth and development.

**BACKGROUND/JUSTIFICATION:**

A Psychologist at First Street Center is utilizing the County's Early Retirement Program. The Outpatient Program at First Street Center has been in need of someone who is specialized in Family Therapy . This is typically a masters level person with a license in Marriage and Family Therapy which aligns with our Psychotherapist classification. The Division is requesting that the Psychologist (Pay Grade 15) be converted to a Psychotherapist (Pay Grade 14).

The previous incumbent did work with children and adolescents. The Outpatient Program will need to contract with a Child Psychologist to complete child psychological testing. The Program does about 20 to 24 child psych tests per year.

The timing of the Early Retirement Program presumes that the County will keep the vacancy open through the remainder of CY 2011 to recoup the cost of the monetary incentive. In this case, there is currently a waiting list of three plus weeks for county residents to see this position and the position generated \$66,600 in revenue in 2010(75% of the salary & benefits). The Division will be immediately recruiting internally for this position and will absorb the cost of the incentive in the CY 2011 Budget.

**ACTION REQUESTED:**

Motion to approve deleting a 1.0 FTE Psychologist position and creating a 1.0 FTE Psychotherapist.

**FISCAL IMPACT:** Included in current budget

*If "Other", specify:*

*decrease in salary costs.*

**FTE IMPACT:** None

**FUNDING**

County Dollars =	<b>\$21,456.00</b>
Fees, Insurance & MA	\$66,600.00
<b>Total</b>	<b>\$88,056.00</b>

**Related Financial/FTE Comments:**

The incumbent requested a decrease from 1.0 FTE to .8 FTE. The Division maintained the .2 FTE but did not budget for it CY2011. The full 1.0 FTE is budgeted for CY2012. The incumbent was at the top of Pay Grade 15 (\$79,518) compared to a Psychotherapist at the top of Pay Grade 14 (\$73,486). A difference of \$6,032 in salary. The difference between a Pay Grade 15 to 14 will be used to pay for the contact Psychological Testing.

*Office use only:*  
RBA 2011- 732



# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Donations**

Primary Originating Division/Dept: <u>Sheriff</u>	Meeting Date: <u>8/23/2011</u>
Contact: <u>Leslie Michel</u> Title: <u>Admn Svcs Manager</u>	Item Type: <u>Consent</u>
Amount of Time Requested: <input type="text"/> minutes	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Presenter: <input type="text"/> Title: <input type="text"/>	

**Strategic Initiative:**

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

**BACKGROUND/JUSTIFICATION:**

Donation of \$50.00 from Westview Acres Tenant Council in Waconia.  
 Donation of \$100.00 from RMG refer a friend - Deb and Randy Stahlecker

**ACTION REQUESTED:**

Motion to approve \$150.00 in donations to the Sheriff's Office to use at the Sheriff's discretion.

**FISCAL IMPACT: Other**

*If "Other", specify:*

*Donation*

**FUNDING**

County Dollars =	<input type="text"/>
<input type="text"/>	<input type="text"/>
<b>Total</b>	<b>\$0.00</b>

**FTE IMPACT: None**

**Related Financial/FTE Comments:**

Donation of \$150.00 to 02-201-000-0000-5756 Gifts Restricted

*Office use only:*  
RBA 2011- 736





**CARVER COUNTY SHERIFF'S OFFICE  
DONATION FORM**

606 E. 4<sup>th</sup> Street  
Chaska, MN 55318  
952-361-1212

I would like to donate the following item(s) to the Carver County Sheriff's Office. I am aware that all donated items become the property of the Sheriff's and will not be returned.

Please list donated item(s):

- 1) \$50<sup>00</sup> Westview Acres Tenant Council - Waconia
- 2) \$100<sup>00</sup> Refer a friend - Residential Mortgage Group - Stallecker's
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_

If you are interested in a specific use for this donation please let us know:

Sheriff's Discretion

Signature: *[Handwritten Signature]* Date: 8-15-11

Your Name and Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Thank you for your donation to the Carver County Sheriff's Office.**

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Charitable Gambling Application for Exempt Permit - Augusta Ball Club**

Primary Originating Division/Dept: <u>Property Records &amp; Taxpayer Services</u>	Meeting Date: <u>8/23/2011</u>
Contact: <u>Lisa Dreier</u> Title: <u>Taxpayer Services Clerk</u>	Item Type: <u>Consent</u>
Amount of Time Requested: <input type="text"/> minutes	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Presenter: <input type="text"/> Title: <input type="text"/>	

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

**BACKGROUND/JUSTIFICATION:**

A Charitable Gambling application for Exempt Permit was received from Augusta Ball Club. They plan to hold a raffle on Saturday, October 1, 2011, at Augusta Ball Club, located at 5950 Hampshire Road, Chaska, MN 55318.

**ACTION REQUESTED:**

Augusta Ball Club seeks approval of a gambling application to hold a raffle at Augusta Ball Club, located at 5950 Hampshire Road, Chaska, MN 55318.

<p><b>FISCAL IMPACT:</b> <u>None</u>                  If "Other", specify:  <input style="width: 250px; height: 20px;" type="text"/></p>	<p><b>FUNDING</b></p> <table style="width: 100%;"> <tr> <td style="width: 70%;">County Dollars =</td> <td style="width: 30%;"><input style="width: 100%;" type="text"/></td> </tr> <tr> <td></td> <td><input style="width: 100%;" type="text"/></td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$0.00</b></td> </tr> </table>	County Dollars =	<input style="width: 100%;" type="text"/>		<input style="width: 100%;" type="text"/>	<b>Total</b>	<b>\$0.00</b>
County Dollars =	<input style="width: 100%;" type="text"/>						
	<input style="width: 100%;" type="text"/>						
<b>Total</b>	<b>\$0.00</b>						

Related Financial/FTE Comments:

*Office use only:*  
 RBA 2011- 728

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**1 to 4 Day Temporary On-Sale Liquor License for AUGUSTA BALL CLUB, Chaska**

Primary Originating Division/Dept: <u>Property Records &amp; Taxpayer Services</u>	Meeting Date: <u>8/23/2011</u>
Contact: <u>Donna Stevens</u> Title: <u>Land Records Technician</u>	Item Type: <u>Consent</u>
Amount of Time Requested: <input type="text"/> minutes	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Presenter: <input type="text"/> Title: <input type="text"/>	

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

**BACKGROUND/JUSTIFICATION:**

Augusta Ball Club located at 5950 Hampshire Road, Chaska, is planning an event October 1, 2011 in which they are requesting a Temporary On-Sale Liquor License. The Board members are Keith Wickenhauser, President, Charlie Wickenhauser, Vice-President, Julie Eiden, Secretary, April Wichterman, Treasurer. This parcel is exempt from taxes.

**ACTION REQUESTED:**

Approval by the County Board for the Request of a Temporary On-Sale Liquor License for Augusta Ball Club, Chaska for their event on October 1, 2011.

<p><b>FISCAL IMPACT:</b> <u>None</u>                  If "Other", specify:  <input style="width: 250px; height: 20px;" type="text"/></p>	<p><b>FUNDING</b></p> <table style="width: 100%;"> <tr> <td style="width: 70%;">County Dollars =</td> <td style="width: 30%;"><input style="width: 100%;" type="text"/></td> </tr> <tr> <td></td> <td><input style="width: 100%;" type="text"/></td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$0.00</b></td> </tr> </table>	County Dollars =	<input style="width: 100%;" type="text"/>		<input style="width: 100%;" type="text"/>	<b>Total</b>	<b>\$0.00</b>
County Dollars =	<input style="width: 100%;" type="text"/>						
	<input style="width: 100%;" type="text"/>						
<b>Total</b>	<b>\$0.00</b>						

**FTE IMPACT:** None

Related Financial/FTE Comments:

*Office use only:*  
 RBA 2011- 724

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Abatements/Additions**

Primary Originating Division/Dept: <u>PRTS - Property Taxation</u>	Meeting Date: <u>8/23/2011</u>
Contact: <u>Teri Spencer</u> Title: <u>Settlement Technician</u>	Item Type: <u>Consent</u>
Amount of Time Requested: <input type="text"/> minutes	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Presenter: <input type="text"/> Title: <input type="text"/>	

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

**BACKGROUND/JUSTIFICATION:**

Abatements requested by taxpayers. See attached listing.

**ACTION REQUESTED:**

Recommend to approve.

**FISCAL IMPACT:** Other

*If "Other", specify:*

**FUNDING**

County Dollars =	<b>(\$347.88)</b>
Other	(\$600.12)
<b>Total</b>	<b>(\$948.00)</b>

**FTE IMPACT:** None

Related Financial/FTE Comments:

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 RBA 2011- 725



Property Records & Taxpayer Services Division  
 Government Center - Administration Building  
 600 East 4th Street  
 Chaska, MN 55318-2102

Laurie Engelen, Taxpayer Services Manager  
 Phone: (952) 361-1907  
 Email: lengelen@co.carver.mn.us

Angela Johnson, Carver County Assessor  
 Phone: (952) 361-1961  
 Email: ajohnson@co.carver.mn.us

**Abatements presented to the  
 Carver County Board of Commissioners  
 August 23, 2011**

**Abatement approval is recommended by the Carver County Assessor & Taxpayer Services Manager  
 on the following properties for the reasons listed.**

Payable Year	Parcel Number	Name	Reason for Abatement	Original Tax Amount	Adjusted Tax Amount	County Dollars Abated	Total Amount of Adjustment
2011	75.2740330	Aimee Pederson	Homestead	1,694.00	1,432.00	-92.05	-262.00
2011	30.3700080	Dale & Mary Anne Johnson	Homestead	2,612.00	2,416.00	-72.98	-196.00
2011	30.9510252	Helton Noel Castillo-Jarquin	Homestead	104.00	80.00	-9.24	-24.00
2011	30.6830060	Jason & Nicole Larson	Homestead	2,768.00	2,582.00	-69.58	-186.00
2011	30.3450170	Shannon McGinnis	Relative Homestead	1,364.00	1,084.00	-104.03	-280.00
<b>Grand Total</b>				<b>\$8,542.00</b>	<b>\$7,594.00</b>	<b>-\$347.88</b>	<b>-\$948.00</b>

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Joint Powers Agreement with City of Chaska for Design and Construction of CSAH 10 (Engler Blvd) from TH 212 to West Chaska Creek**

Primary Originating Division/Dept: <u>Public Works</u>	Meeting Date: <u>8/23/2011</u>
Contact: <u>Lyndon Robjent</u> Title: <u>Public Works Director</u>	Item Type: <u>Regular Session</u>
Amount of Time Requested: <u>15</u> minutes	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Presenter: <u>Lyndon Robjent</u> Title: <u>Public Works Director</u>	

**Strategic Initiative:**

Growth: Manage the challenges and opportunities resulting from growth and development.

**BACKGROUND/JUSTIFICATION:**

The City of Chaska has studied the impacts of future development in the south west quadrant of Trunk Highway (TH) 212 and County State Aid Highway (CSAH) 10 through the Environmental Assessment Worksheet (EAW) process. The EAW for Chaska Creek Corporate Park includes a Traffic Impact Study that identifies mitigation measures needed to accommodate the traffic demand on CSAH 10 resulting from development.

The City has prepared a preliminary design layout for a 4-lane urban roadway for CSAH 10 from TH 212 Interchange to West Chaska Creek and an upgraded intersection and traffic signal system at the intersection of Clover Ridge Drive. The design is intended to accommodate the traffic impact from the 2015 full build condition of the future Chaska Creek Corporate Park development and a 25% build out of the future Heights of Chaska development, and

CSAH 10 (Engler Blvd) is under the jurisdiction of the County for purposes of maintenance and improvements and the City has requested the County share in the cost of the proposed improvements to CSAH 10 and traffic control signal system at Clover Ridge Drive. This is a development driven project and the City understands that the standard County Cost Participation Policy for highway projects is not intended for development driven projects that are unfunded within the 5-year county road and bridge Capital Improvement Plan (CIP). Development driven projects are negotiated on a case by case basis.

The total project cost is estimated at \$2,683,663, with the County share at \$1,821,683 (68%) and City share at \$861,980 (32%).

The City applied for and has been approved to receive a grant from the Department of Employment and Economic Development (DEED) in the amount of \$900,000 for the reconstruction of CSAH 10, 50% of which will be shared with the County.

With the DEED grant the County share is reduced to \$1,371,683 or 51% of the project cost.

The City is the lead agency for the design and construction of the project. Design is expected to occur in 2011 and construction in 2012. The County share of the project costs are due after the construction contract has been awarded which is expected in April or May of 2012.

County staff has been coordinating this project with Chaska since January 2010. Details of the project were discussed with the County Board during the May 23, 2010 Work Session including the recommendation to utilize the County Tax Abatement Policy to fund the County share of the project. Direction was given to negotiate a cost share with the City.

**ACTION REQUESTED:**

1. Approve the Joint Powers Agreement with the City of Chaska for the Design and Construction of CSAH 10 (Engler Boulevard) and authorize the Chair of the County Board and County Administrator to sign the agreement.
2. Direct the County's Finance staff to start the process to create a tax abatement district to fund the County share of the project with a bond sale using the new property taxes generated from the Data Center development to pay the debt service with no financial impact on the County's existing tax base.

**FISCAL IMPACT:** Other

*If "Other", specify:*

2012 Budget

**FTE IMPACT:** None

**FUNDING**

County Dollars =	<b>\$1,371,683.00</b>
City of Chaska =	\$411,980.00
DEED Grant =	\$900,000.00
<b>Total</b>	<b>\$2,683,663.00</b>

**Related Financial/FTE Comments:**

County share is included the 2012 Budget request. The County share is proposed to be funded with tax abatement as defined in the Carver County Tax Abatement Policy.

*Office use only:*  
RBA 2011- 730

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Reorganization in Public Works Equipment Maintenance Department**

Primary Originating Division/Dept: <u>Public Works</u>	Meeting Date: <u>8/23/2011</u>
Contact: <u>Lyndon Robjent</u> Title: <u>Public Works Division Director</u>	Item Type: <u>Regular Session</u>
Amount of Time Requested: <u>10</u> minutes	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Presenter: <u>Lyndon Robjent</u> Title: <u>Public Works Division Director</u>	

**Strategic Initiative:**

Culture: Provide an organizational culture which fosters individual accountability to achieve goals and sustain public trust and confidence in County government.

**BACKGROUND/JUSTIFICATION:**

The Equipment Maintenance Department of the Public Works Division maintains the entire county fleet of vehicles and equipment. The staff is currently split into Heavy and Light positions, with the Heavy Mechanics routinely performing repair and maintenance on the highway heavy equipment and buses and the Light Mechanics routinely performing repair and maintenance on passenger cars, light and medium duty trucks, and other small equipment.

There are currently 7 full time staff positions in the Equipment Maintenance Department. These include the Equipment Maintenance Superintendent, Lead Mechanic Light, Lead Mechanic Heavy, 2 Mechanics Heavy, 1 Mechanic Light, 1 Mechanic's Assistant. There are currently 2 vacancies in the department, the Equipment Maintenance Superintendent, and a Mechanic Heavy, both due to retirements. The Equipment Maintenance Superintendent is currently under recruitment. Prior to filling the remaining vacancy, Public Works would like to reclassify the Mechanics positions to maintain as much flexibility as possible with job titles and work tasks.

The proposed reorganization will reclassify the Light and Heavy Mechanics Positions to Mechanic and the Lead Mechanic Light and Lead Mechanic Heavy to Lead Mechanic. Employees will be assigned job tasks which closely match their current duties but the reorganization will allow flexibility in job assignments and with hiring replacement positions as the needs of the department changes over time.

**ACTION REQUESTED:**

Motion to approve the reorganization in the Public Works Equipment Maintenance Department to reclassify the Mechanic Light and Mechanic Heavy Position to Mechanic and to reclassify the Lead Mechanic Light and Lead Mechanic Heavy Position to Lead Mechanic.

**FISCAL IMPACT:** Included in current budget

*If "Other", specify:*

**FTE IMPACT:** None

**FUNDING**

County Dollars =	<b>\$0.00</b>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<b>Total</b>	<b>\$0.00</b>

**Related Financial/FTE Comments:**

The proposed reorganization is budget neutral

*Office use only:*  
RBA 2011- 615



# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Closed Session for Labor Negotiations Strategy**

Primary Originating Division/Dept: <u>Employee Relations</u>	Meeting Date: <u>8/23/2011</u>
Contact: <u>Doris Krogman</u> Title: <u>Employee Relations Director</u>	Item Type: <u>Closed Session</u>
Amount of Time Requested: <u>45</u> minutes	Attachments: <input type="radio"/> Yes <input checked="" type="radio"/> No
Presenter: _____ Title: _____	

**Strategic Initiative:**

Culture: Provide an organizational culture which fosters individual accountability to achieve goals and sustain public trust and confidence in County government.

**BACKGROUND/JUSTIFICATION:**

Ten of the eleven Collective Bargaining Agreements (CBAs) in the County are in place through 2011 and will expire 12/31/2011. Minn. Stat 13D.03 subd. 2 allows a public entity to go into a closed session to plan and discuss its strategy to enter into negotiations of initial and subsequent labor agreements.

Six of the units have already requested opening negotiations for the 2012 successor agreement. Employee Relations is interested in responding to their requests and opening negotiations in the near future.

The requested action is to enter into a closed session to plan the strategy for the 2012 & forward negotiations with AFSCME, LELS, SMACC and Teamsters.

**ACTION REQUESTED:**

Motion to go into Closed Session to discuss 2012 labor negotiations strategy.  
Upon conclusion of the closed session, motion to return to regular session.

**FISCAL IMPACT:** Other

*If "Other", specify:*

**FTE IMPACT:** None

**FUNDING**

County Dollars =	<input style="width: 95%;" type="text"/>
	<input style="width: 95%;" type="text"/>
<b>Total</b>	<input style="width: 95%;" type="text"/> \$0.00

**Related Financial/FTE Comments:**

Fiscal and FTE impacts are unknown at this time, but will be addressed in the closed session.

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RBA 2011- 721

# Carver County Board of Commissioners Request for Board Action



**Agenda Item:**

**Administrator's Preliminary Recommended 2012 Budget and Levy**

Primary Originating Division/Dept: <u>Administration (County)</u>	Meeting Date: <u>8/23/2011</u>
Contact: <u>David Frischmon</u> Title: <u>Finance Director</u>	Item Type: <u>Work Session</u>
Amount of Time Requested: <u>30</u> minutes	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Presenter: <u>David Hemze and David Fris...</u> Title: <u>County Administrator and Fina...</u>	

**Strategic Initiative:**

Finances: Improve the County's financial health and economic profile.

**BACKGROUND/JUSTIFICATION:**

By September 15<sup>th</sup>, State Law requires that the County Board adopt a 2012 Preliminary Property Tax Levy to finance 2012 County Operations and Capital Projects. The Final Property Tax Levy which will be adopted in December can be lower than the Preliminary Levy but cannot be higher.

The 2012 Budget process began at a May 11<sup>th</sup>, 2011 Board workshop where the County Board directed staff to implement the Administrator's Recommended 2012 Budget Strategy to:

- \* Decrease the 2012 tax levy impact on the average value home
- \* Flat-line the 2012 property tax levy at the same amount as 2011
- \* Identify \$1.3M in levy savings from a 2.9% across the board cut

At a July 12<sup>th</sup> Board workshop, staff provided the County Board with an update on the 2012 Budget Strategy.

During July, Division Directors presented their 2012 budget requests at budget hearings.

After a State shut-down and Legislative special session, the State's Homestead Market Value Credit program was eliminated for 2012 which subsidized property taxes for taxpayers based on the value of their homes. The State offset this loss of a subsidy for residential taxpayers with a Market Value Exclusion program which lowers the tax capacity for residential property owners based on the value of their homes. This Market Value Exclusion program shifts the tax burden to commercial and high-valued residential property. Thus on average, the budget savings for the State by eliminating Homestead Market Value Credit is projected to create an overall increase in County property taxes for all Carver County taxpayers. To offset the projected impact of this property tax increase created by the State, **the County Administrator's preliminary 2012 property tax levy recommendation has been changed to a \$1M decrease in the 2012 property tax levy compared to the 2011 property tax levy.** This loss of revenue to the County's operating budget is recommended to be made up by \$1M of 2012 County Program Aid ("CPA") no longer being available for pay-as-you-go capital projects but to be brought back in to fund County operations for 2012. The County Administrator's Recommended 2013 Budget is expected to once again not rely on the State's CPA to finance operations but go back to CPA being used to fund capital projects on a pay-as-you-go basis.

On September 6<sup>th</sup> or 13<sup>th</sup>, the Board will be asked to adopt a 2012 preliminary property tax levy.

In October, the County Administrator will present a final recommended 2012 Budget and Levy and a 2013 Long Term Financial Plan for County operations and capital projects.

In December, the County Board will hold a Public Hearing and adopt the 2012 Tax Levy, Budget and Long Term Financial Plan.

**ACTION REQUESTED:**

None - High Level Overview of the Administrator's Preliminary Recommended 2012 Budget and Levy for informational purposes only.

**FISCAL IMPACT:** Other

*If "Other", specify:*

**FUNDING**

County Dollars =

**FTE IMPACT:** Decrease budgeted staff

**Total**

\$0.00

Related Financial/FTE Comments:

Fiscal and FTE impact are outlined in the attached County Administrator's Preliminary Recommended 2012 Budget.

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# Administrator's Message

## ***Executive Summary***

This County Administrator's 2012 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 provided the following key direction for developing this budget:

- *Decrease the tax impact on the average-value home:* The County Board directed that the county's 2012 tax impact on the average-value home decrease, which was the same direction the Board provided for the past several years. Determining the county's tax impact on the average-value home primarily involves three factors: the county's tax levy, the property's value, and the Legislature's property class tax rates. Because property values change at varying rates from year to year, the tax burden shifts each year, which has no impact on the tax revenue for the county. Tax revenue to the county is driven by the tax levy set each year by the County Board. For the first time in several years, the State Legislature changed the property class tax rates by adding a market value exclusion for lower property homes. This will shift the tax burden to commercial properties and higher valued homes in order to offset the impact from the State elimination of the Homestead Market Value Credit.

This recommendation lowers the 2012 property tax levy by \$1 million to \$45,179,720 compared to the 2011 property tax levy of \$46,179,720 to offset the loss of the State's Homestead Market Value Credit which was subsidizing the property tax levy for the County's taxpayers. To make up for the lost revenue from the elimination of the Homestead Market Value Credit, \$1 million of the State's County Program Aid that was being used to fund capital projects on a pay-as-you-go basis was once again used to fund general operations for 2012. On the cost side, maintaining the same general level of services in 2012 was estimated to cost an additional \$1.3 million. Prior to the Legislature's decision to eliminate Homestead Market Value Credit, the 2012 Budget strategy was to flat-line the 2012 tax levy at the same level as the 2011 tax levy. Thus, county staff identified \$1.3 million in across-the-board levy savings to offset the increased operating costs for 2012. The impact from the decreased levy for 2012 will offset the negative impact from the elimination of the State's Homestead Market Value Credit for County taxpayers including the average-value home in 2012.

The County Board plans to hold a public hearing on the 2012 Budget on December 1, 2011. The County Board is expected to adopt the final 2012 levy and budget on Tuesday, December 13, 2011. The 2012 Budget Book will provide a broad overview of historical budget trends, 2012 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 [2013 Long-Term Financial Plan](#) on December 13, 2011. 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 2013 plan will be used as a strategy planning tool to fund significant operating challenges and capital projects beyond the 2012 Budget.

### **Budget Summary**

The 2012 Preliminary Budget totals \$99,333,201 which is an increase of \$5,785,086 million from the 2011 Budget.

<b>2011-2012 Budget Comparison</b>		
<b>Revenue</b>	<b>2011 Budget</b>	<b>2012 Budget</b>
Taxes & Penalties	48,035,379	46,982,267
Licenses & Permits	806,878	723,760
Intergovernmental	25,375,669	29,094,326
Charges for Services	12,377,174	11,278,558
Fines & Forfeitures	244,333	250,933
Investment Earnings	2,515,170	2,282,607
Other Revenues	2,998,512	3,405,402
<b>Total Revenues</b>	<b>92,353,115</b>	<b>94,017,853</b>
<b>Expenditures</b>		
Public Assistance	5,755,915	4,979,465
Personal Services	52,812,621	52,203,990
Services & Charges	10,192,545	9,914,389
Material & Supplies	3,974,873	4,000,551
Capital Outlay	15,532,360	22,376,293
Debt Services	4,480,351	4,421,021
Other Expenses	(373,619)	26,514
Transfers	1,173,069	1,410,978
<b>Total Expenditures</b>	<b>93,548,115</b>	<b>99,333,201</b>
<b>Capital Reserves Used</b>	<b>1,195,000</b>	<b>5,315,348</b>

This chart compares the revenue and expenditure amounts for 2011 and 2012. The largest increase in expenditures for the 2012 Budget is in the area of Capital Outlay. This is primarily due to an increase in Road and Bridge CIP projects that are funded by one time turnback funds that were received in 2009, federal grants, and unspent funds from the 2008A bond issue that will be used for Road and Bridge CIP projects. Thus, the Capital Outlay increase did not drive a levy increase.

The budget process did, however, require spending cuts in other areas. County staff identified approximately \$1.3 million in levy savings for the 2012 Budget. Recommendations to increase efficiencies and operational changes are reflected

in the budget narratives for each division.

*See Attachment A for a summary of the recommended \$1.3million in levy savings and Attachment B for staffing changes.*

Other key components of the 2012 Preliminary Budget include:

- **Adopt a Voluntary Early Retirement Incentive Plan (VERIP) and continue a soft hiring freeze.**

In June 2010 and June 2011, the Board approved an incentive plan for voluntary retirement designed to provide budget savings by creating the opportunity to reduce or re-structure staff

without the cost of self-insured unemployment benefits. There were 17 employees in 2010 and 13 in 2011 who took early retirement through VERIP. Each of these positions, along with any other vacancies, will be reviewed to see if it should be refilled.

- **Fund new capital projects without increasing the property tax levy:**

For the last several years, new capital projects have been funded with revenue sources that did not increase the County's property tax levy. These sources include federal, state and regional grants and County Program Aid (CPA) from the State. *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 2012 Budget maintains a capital replacement budget funded by the tax levy to pay for the replacement of facilities, vehicles and equipment. It totals \$1.47 million which is the same as 2011. *See Attachment D for this replacement schedule.*

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

The County Board approved reorganizations for the County Attorney's Office and Taxpayer Services Department in 2011. In addition, Administrative Services has proposed reorganization plans for the Library and U of M Extension Services. *See Attachment A for information on the levy savings attributed to these four reorganizations.*

- **Use trend analysis and budgetary pressures to make projections for certain expenditure and revenue categories.**

Trend analysis was used to project a \$200,000 decrease in investment income in the 2012 Budget. Projected lower interest rates on investments were primarily responsible for this drop in revenue.

**2012 Levy Savings Target By Division: Administrator's Final Recommendation**

Division	Department	Item	Levy Impact: Division	Levy Impact: Admin	Effective date/Impact
Administrative Services	Library	Re-structuring	71,024	71,024	Effective Date: 1/1/12. Impact: To be determined and evaluated
		Reduction in County funding commitment associated with the Library Foundation.	25,172	25,175	Effective Date: 1/1/12. Impact: Potential for a reduction in grant dollars.
	Historical	Small Business Health Care Credit	2,000	2,000	Reduce Historical Society allocation by \$2,000 to reflect 25% credit for the cost of the health insurance premiums that the historical society pays for its employees- probably only a one or two year credit
	Information Technology	Elimination of EDMS Coordinator Position	85,000	103,000	We had the retirement of the Central Service Supervisor in April of 2011. Combining the position of EDMS Coordinator and Central Service Supervisor into one position, and, eliminating .80 on call clerical position is a financial savings of \$85,000. We are suggesting that this realignment be considered as part of our 2012 budget reduction. Data will be collected to measure operational impact if implemented.
		PBX Maintenance	-	55,000	Replace 20 Year old PBX phone system. One time cost \$600K with \$55K annual savings
		Professional Services	46,000	46,000	Reduces the scope and number of aged software application replacement/development to an Enterprise solution such as CRM/XRM.
	Veterans Service	01-120-000-0000-6211	115	-	These cuts represent a new operating cut of 6.8% for Veterans Service excluding wages, insurance and benefits. This is now on top of a 21.6% cut last year. This office is a small operation of 3.7 personal that generates over 12 million of revenue into Carver County that is spent on gas, clothing, groceries, taxes etc. Further and future cuts will directly impact the services we provide to the veterans of Carver County.
		01-120-000-0000-6212	50	-	
		01-120-000-0000-6241	125	-	
		01-120-000-0000-6242	(60)	(60)	
01-120-000-0000-6331		70	-		
01-120-000-0000-6332		100	-		
01-120-000-0000-6335		400	-		
01-120-000-0000-6379	100	-			
01-120-000-0000-6401	100	-			

**2012 Levy Savings Target By Division: Proposed Adjustments**

Division	Department	Item	Levy Impact: Division	Levy Impact: Prelim Admin	Effective date/Impact
<b>Administrative Services (cont.)</b>	<b>University of Minnesota Extension</b>	Re-structuring	5,953	5,953	To be determined and evaluated
		Reduce on-call clerical	500	-	Reducing this line item means that there may be occasions when the office would need to be closed for a half to one day if support staff are gone and the funds for on-clerical have all been expended.
		Rentals	700	700	No funds will be available for rentals of rooms, etc. If rental funds are needed, the costs would be passed on to the appropriate program area.
		Reference Books & Library Materials	100	100	This will leave only minimal funds available to purchase resource materials. Any additional purchase costs will be passed back to the appropriate program area.
		Educational Material	147	147	The costs of educational materials will be passed back to the appropriate program area.
		Food and Beverages	100	100	No major impact.
		Data Processing Supplies	500	500	This line item is reduced based on the amount of expenditures the last two years. This would leave \$1,100 which should cover the costs.
<b>Administration</b>	Professional Services	8,000	8,000	Reduce professional services by 23%. These reductions will result in relying more on current staff instead of consultants.	
<b>Facilities</b>	Elimination of several service contracts	15,644	15,644	Effective Date: 1/1/12. Impact: Service contracts and proposed personnel changes may negatively impact turnaround time for projects requiring a quick resolution.	
	Re-structuring	64,100	-		
<b>GRAND TOTAL =</b>			<b>325,940</b>	<b>333,283</b>	



**2012 Levy Savings Target By Division: Proposed Adjustments**

Division	Department	Item	Levy Impact: Division	Levy Impact: Admin	Effective date/Impact
Sheriff's Office	235, 236, 240	FTE CUTS 2.4	170,864	170,864	
	239-1716	Delete SERT Bus from CIP	55,000	-	Finance: one-time cut for a future purchase, no 2012 levy savings
	240	Delete 5 mobile radios per year, additional new ones were included and no longer needed	16,000	16,000	
	235	inmate meals	6,500	6,500	
	236	Fleet reductions	67,962	67,962	
	All	various adjustments thru out budget	14,647	14,647	
<b>GRAND TOTAL =</b>			<b>330,973</b>	<b>275,973</b>	

**2012 Levy Savings Target By Division: Proposed Adjustments**

Division	Department	Item	Levy Impact: Division	Levy Impact: Admin	Effective date/Impact
Community Social Services	Administrative Support	Delete a Vacant 1.0 FTE Support Services Specialist	53,960	53,960	Position is currently vacant and would be deleted as part of the 2012 Budget
	Administrative Support	Un-budgeted CCSA	146,040	146,040	These funds were restored under the budget deal between the previous Governor and legislature and not budgeted for CY2011. Both the current Governor and Legislature have proposed to take some portion CSSA. Note: This item is a placeholder pending the impact of the Early Retirement Program.
	c.				
<b>GRAND TOTAL =</b>			<b>200,000</b>	<b>200,000</b>	

**2012 Public Works Division Levy Savings Target: Proposed Adjustments**

Division	Department	Item	Levy Impact: Division	Levy Impact: Admin	Effective date/Impact
Public Works	Admin	Services & Charges	(6,600)	(6,600)	Effective January 1. Increase in cell phone charges due to replacement of old pager system (\$10,900). Slight increase in conference and training (\$1300) and data processing fees (\$400). Reduction in mileage reimbursement (\$2500) and service agreements (\$3000) and professional fees (\$500).
	Admin	Materials & Supplies	700	700	Effective January 1. reduction in office supplies.
	Engineering	Salaries and Benefits	24,017	24,017	Effective January 1. Savings due to early retirement program with projected lower salary of new hires (\$24,017). Does not include vacancy savings.
	Engineering	Services & Charges	(900)	(900)	Effective January 1. Reduction in advertising costs (\$1300: now on web site) and software licensing fees (\$2000) and film processing (\$50)
	Engineering	Materials & Supplies	5,000	5,000	Effective January 1. Reduction in office supplies and engineering supplies.
	Highway Maintenance	Salaries and Benefits: FTE Reduction	14,312	14,312	Effective January 1. Reduction in seasonal FTE from 1.9 to 1.3 = 0.6 FTE reduction. Equates to reducing seasonal staff from 6 to 4 people.
	Highway Maintenance	Services & Charges	67,000	67,000	Effective January 1. Operational change. Route and Seal operations (\$38,000) will be performed by county forces instead of contracted out. Sheet patching (\$55,000) will become part of the annual overlay program (CIP). Plus slight reduction in rental budget (\$1200). Increase in electrical charges (intersection lighting: \$14,000). Increase in professional fees (\$12,000). Increase in misc utilities (\$500). Increase in conference/training (\$700)
	Highway Maintenance	Materials & Supplies	(64,100)	(64,100)	Effective January 1. Increased salt prices (\$63,800) and seal coat material prices (\$28,000). Increase in asphalt patching material to somewhat offset sheet patching (\$13,000). Increase in general supplies and tools (\$10,500). Decrease in crack sealing material (\$8200) and aggregate (\$30,000) based on operational changes. Decrease in sand (\$5000). Decrease in non-capitalized equipment (\$8,000).
	Equipment Maintenance	Salaries and Benefits: FTE Reduction	36,305	36,305	Effective January 1. Reduction of 1 FTE and reorganization. Levy savings is the remaining available from 2010 budget cuts. Plus elimination of temp/seasonal budget = 0.1 FTE (\$2521)
	Equipment Maintenance	Services & Charges	8,500	8,500	Effective January 1. Reduction in vehicle maintenance and repair and machinery and equip repair (\$13,500) based on historic costs. Decrease in misc expense (\$500). Increase in machinery/equip rental (\$1500), training (\$500), and software licensing (\$3500)
	Equipment Maintenance	Materials & Supplies	(19,850)	(19,850)	Effective January 1. Increase in Diesel Fuel cost (\$30,000), tires (\$2500), and uniforms and tools (\$1350). Reduction in oil & lubricants (\$5000) and machinery parts (\$9000).
	Surveyor	Salaries & Benefits	484	484	Effective January 1. Decrease in part-time/seasonal.
	Surveyor	Services & Charges	1,550	1,550	Effective January 1. Increase in software licensing fees (\$6,650)
	Surveyor	Materials & Supplies	(5,200)	(5,200)	Effective January 1. Increase in non-capital equipment (robotic total station conversion: \$5700). Decrease in surveying supplies (\$500)
	R&B Revenue	Intergovernmental Revenue: State Aid Regular and Municipal Maintenance Revenue Increase.	67,209	67,209	Effective February 1 +/- . Funds are disbursed in 2 payments. The increase in Gas Tax in 2008 legislation caused sustainable increases beginning in 2009. State Aid Maintenance is allotted every year by formula and is used for county highway operations.

**2012 Public Works Division Levy Savings Target: Proposed Adjustments**

Division	Department	Item	Levy Impact: Division	Levy Impact: Admin	Effective date/Impact
Public Works (cont.)	R&B Revenue	Other Revenue	(3,000)	(3,000)	Effective January 1. Reduction in gravel tax revenue (\$40,000) and surveyor fees (\$3000) due to economic climate. Increase in engineering permit fees (\$30,000). Increase in misc revenue (\$30,000). Decrease in refunds reimbursements (\$20,000)
	Parks	Salaries & Benefits	17,507	17,507	Effective January 1. Decrease in part-time/seasonal salaries (\$11,544). Decrease in overtime (\$6,463). Minor increase in Per Diem.(\$500)
	Parks	Services & Charges	(7,450)	(7,450)	Effective January 1. Net increase in the Service and Charges. Several minor reductions and increases.
	Parks	Materials & Supplies	(3,130)	(3,130)	Effective January 1. Net increase in the Materials and Supplies category. Several minor reductions and increases.
	Parks	Miscellaneous	1,800	1,800	Effective January 1. Decrease in property tax. Increase in refunds <b>Finance ?</b>
<b>GRAND TOTAL =</b>			<b>134,154</b>	<b>134,154</b>	

**2012 Levy Savings Target By Division: Proposed Adjustments**

Division	Department	Item	Levy Impact: Division	Levy Impact: Admin	Effective date/Impact
Public Health & Environment	a. Administration/Business Services	Eliminate 1.0 FTE vacant Office Support Supervisor	83,213	83,213	Effective 1/1/2012. Part of the PH/E reorganization. Duties will be absorbed by Public Health Manager and existing admin staff with little overall impact. Contract duties will eventually be performed by Accounting tech and it is anticipated they will be included in the job classification review for that FTE when appropriate. Otherwise, minimal impact.
	b. LWS Administration	Reduce budget for Operating Supplies	1,738	1,738	Effective 1/1/2012. Reduce budget to correspond with lower actual costs in this area. Environmental Services operating costs are covered by a separate departmental budget.
	c. Land Management Department	Reduce Professional & Technical Fees For Services	3,500	3,500	Effective 1/1/2012. Budget request has been reduced due to the lower rate(s) charged by the new Building Official.
	d. Soil and Water Conservation District	Reduce Operating Expenses	3,425	3,425	Effective 1/1/2012. The SWCD made reductions to it's operating expenses to correspond with some efficiencies of being located in the Public Works Headquarters building. Grant opportunities are being explored to help fund district activities that align with the strategic goals of Carver County and the Carver County Water Management Organization.
	e. Emergency Management	Eliminate outdated line items for film processing, health services, stationary, books, and loss control services.	2,925	2,925	Effective 1/1/2012. No impact - actual costs have decreased in these areas as a result of improvements in technology and efficiencies created through departmental reorganization.
	f. Public Health	Reduce several operating expense budget lines funded by levy dollars.	29,847	29,847	Effective 1/1/2012. Budget request has been reduced in several areas to correspond with reduced number of staff, aligning with historical actual costs and use of grant funding to support more of the cost in the following areas: Equipment & Supplies (\$15,566), Mileage (\$5,160), Telephone (\$4,000), Professional Technical Fees (\$2,000), Medicine & Medical Supplies (\$1,621) and Interpreter requests (\$1,500).
	g. Environmental Services	Reduce Advertising budget	352	352	01/01/2012 The reduction may result in less paid advertising for environmental programs such as the Environmental Center, organic waste management, or recycling drop-off centers. Staff will look for other means to publicize programs - press releases, electronic mailings, etc.
<b>GRAND TOTAL =</b>			<b>125,000</b>	<b>125,000</b>	

## 2012 Levy Savings Target By Division: Proposed Adjustments

Division	Department	Item	Levy Impact: Division	Levy Impact: Admin	Effective date/Impact
Attorney	a.	Codification	(3,000)	(3,000)	This is an added expense from taking codification duties from another Department.
	b.	Grand Jury	2,000	2,000	Costs reduced with expected decline in Grand Jury costs.
	c.	Membership Dues	(900)	(900)	Increased due to MCCC obligations and fees increasing from previous year.
	d.	Subscriptions	1,000	1,000	Eliminated subscriptions that were not priority or could be referenced electronically at a lower or no cost.
	e.	Professional and Tech Fees	(6,110)	(6,110)	Increased due to MCAPs upgrade costs and fees associated.
	f.	Legal Services	10,000	10,000	Reducing the use of outside legal services; performing those functions within the Department.
	g.	Employee Mileage	(1,000)	(1,000)	Increased due to projected gas prices and travel for increased training.
	h.	Conference, Professional Maintenance	5,000	5,000	Utilizing low cost or free Continuing Education resources to keep Attorneys and Staff updated.
	i.	Office Equipment	1,830	1,830	Inventory of equipment was deemed sufficient
	j.	Reference Books	5,200	5,200	Negotiated lower costs/fees for reference materials with our major vendor and reduced legal books.
	k.	Attorney Contingent	2,500	2,500	Lowered due to budget expectations.
	l.	Staff Reorganization	55,000	55,000	Approved by County Board in April 2011
	m.	Victim Witness Program	(1,000)	(1,000)	Increased to better provide community safety.
<b>GRAND TOTAL =</b>			<b>70,520</b>	<b>70,520</b>	

**2012 Levy Savings Target By Division: Proposed Adjustments**

Division	Department	Item	Levy Impact: Division	Levy Impact: Admin	Effective date/Impact
County Board	a.	Telephone & Telegraph	2,100	2,100	Board members are all on County cell phone plans now which have been less expensive.
	b.	Other Travel	2,000	2,000	2011 allowance increase was not implemented. Reduction brings the amount to current allowance level.
	c.	Miscellaneous expenses	900	900	
	d.	Commissioners contingency	50,000	50,000	This reduction is based upon historical spending trends and is part of the overall goal to arrive at a flat lined levy.
<b>GRAND TOTAL =</b>			<b>55,000</b>	<b>55,000</b>	

**2012 Levy Savings Target By Division: Proposed Adjustments**

Division	Department	Item	Levy Impact: Division	Levy Impact: Admin	Effective date/Impact
Taxpayer Services and Property Records	Property Records	Elimination of Property Records Mgr. and reorganization in Taxpayer Services per Board action 6/21/11.	49,000	50,817	County Board approved reorganization effective 6/21/11
	b.				
	c.				
<b>GRAND TOTAL =</b>			<b>49,000</b>	<b>50,817</b>	



**2012 Levy Savings Target By Division: Proposed Adjustments**

Division	Department	Item	Levy Impact: Division	Levy Impact: Admin	Effective date/Impact
Court Services & Probation	a.	REAM (Remote Electronic Alcohol Monitoring) Grant Funds - New for 2012; approved by the MN DOC	\$10,000	\$ 10,000	July 1st, 2011. These grant funds will allow additional offenders to qualify for alternative sentencing options (EMH - Electronic Home Monitoring and alcohol/drug testing) in the community, thus reducing county costs for jail placements and juvenile detention and incarceration programs.
	b.	Reduction in Court Services Child Placement Budget - Consequence Programs (line # 435-710-3715-6040)	\$12,000	\$ 12,000	January 1st, 2012. The overall number of juvenile offenders in need of longer-term placement via the Juvenile Court has continued to trend downward. Court Services has actively worked with the Courts to increase the use of alternatives to incarceration and out-of-home placements, when appropriate. Through the use of validated risk assessments and other proven strategies, services and sanctions are prioritized based on offender risk (to reoffend) levels.
	c.	Reduction in Court Services Child Placement Budget - Correctional Facilities (line # 435-710-3850-6040)	\$10,000	\$ 10,000	January 1st, 2012. Offender pre-screening and risk assessments, along with more effective case planning and use of alternative programs and community-based sanctions, will allow for reductions in the use of more costly juvenile correctional facilities (placement costs range from \$150 - \$300 per day, per juvenile offender).
<b>GRAND TOTAL =</b>			<b>\$ 32,000</b>	<b>\$ 32,000</b>	

**2012 Levy Savings Target By Division: Proposed Adjustments**

Division	Department	Item	Levy Impact: Division	Levy Impact: Admin	Effective date/Impact
Employee Relations	Personnel Services	6112 Seasonal Temporary On-Call staffing for County-wide needs	17,400	-	Since more divisions are including temp staffing needs in their budgets, this account may not be used as frequently. The difficulty reducing this account comes from the situation of a special project or an extended medical leave in a division that does not have temp staffing in their budget, or when something like elections occur and require substantially more staffing than planned (like the 2008 or 2010 recount).
		6241 - Advertising & Legal notices	7,000	7,000	Recent experience with the move to electronic ads for most jobs allows this decrease. The risk is when we have a high profile or difficult-to-recruit vacancy to fill and may need to go to more costly sources. One possible solution if the cut is made and we have such a vacancy is to allow for a transfer of funds from an extended vacancy/turnover from the division of where the vacancy occurs.
		6153 - Health Insurance Premium Shift	5,000	-	2010 experience indicates opportunity to save \$5,000 with the same scenario in 2012 as 2011. This will not be sure until 2012 RFP for insurance is complete and we know the 2012 rates.
		6379 - Other Misc. Employee Expenses	2,600	-	Reduction in funds available for wellness incentives - not recommended, but if absolutely necessary, it may be OK for one year, but could have a long term negative impact on other expenses (health insurance).
<b>GRAND TOTAL =</b>			<b>32,000</b>	<b>7,000</b>	

**2012 Levy Savings Target By Division: Proposed Adjustments**

Division	Department	Item	Levy Impact: Division	Levy Impact: Admin	Effective date/Impact
Financial Services	a.	Performance Measurement Program	\$ 12,000	\$ 12,000	Initial reimbursement in 2011 by filing a report with the Office of the State Auditor by 7/1/11 adopting the 10 performance measures. Sustainable revenue stream in 2012 and beyond by reporting to OSA annually on the performance benchmarks that the County has adopted, and that the performance measure system has been implemented.
	b.	Stationary & forms	\$2,000	\$2,000	Effective mid 2011 and sustainable. With updating our process of receipting, we were able to eliminate the need for receipt books.
	c.	Office supplies purchasing cooperative rebates	1,000	1,000	Effective 2011 once the County joins a purchasing cooperative with Anoka County which will lower pricing and increase rebates on county wide office supplies purchases
<b>GRAND TOTAL =</b>			<b>\$ 15,000</b>	<b>\$ 15,000</b>	

**2012 Levy Savings Target By Division: Proposed Adjustments**

Division	Department	Item	Levy Impact: Division	Levy Impact: Admin	Effective date/Impact
Administration	a.	Advertising & Legal Notice	1,000	1,000	Have been receiving favorable newspaper bids
	b.	Other Travel	1,500	1,500	2011 Allowance increase was not implemented. Reduction brings the amount to current allowance level.
	c.	Office equipment	500	500	
<b>GRAND TOTAL =</b>			<b>3,000</b>	<b>3,000</b>	Have been using the savings in these line items to cover the cost of the fair booth.

**County Wide Total**      **\$ 1,372,587**    **\$ 1,301,747**

Attachment C: Capital Projects by Fund for 2012

DEPT.	CIP #	DESCRIPTION	2011	2012	2012	Inc./Dec
			Adopted	Requested	Recommended	
<b>Parks &amp; Trails Capital Improvements</b>						
		Local Contribution for Advanced Funded ParkLand Acquisitions (Levy)	50,000	50,000	50,000	-
015-001		U P Line (Met Council - Advance Funded Land Acquisition Reserves)	835,000	-	-	(835,000)
015-001		U P Line (Local Contribution - CCRRA funds)	165,000	-	-	(165,000)
015-002		Building Removal (CCRRA Reserves)	71,500	-	-	(71,500)
520-013		LMP TH41 Trail and Underpass (Federal Funds)	1,000,000	-	-	(1,000,000)
520-013		LMP TH41 Trail and Underpass (Parks & Trails CIP - Legacy funds)	260,000	-	-	(260,000)
520-013		LMP TH41 Trail and Underpass (City of Chanhassen)	250,000	-	-	(250,000)
520-017		New roofing for Park buildings (Moved to FVE Schedule)	-	26,000	-	-
526-001		Dakota Trail Phase II (CCRRA Transfer)	100,000	170,000	170,000	70,000
		Dakota Trail Phase II Trail Head (State CPA)	-	-	35,000	35,000
528-002		LWP (Local Contribution - Park Land Acquisition Reserves)	700,000	-	-	(700,000)
		<b>34-520-XXX-XXXX-6610</b>	<b>3,431,500</b>	<b>246,000</b>	<b>255,000</b>	<b>(3,176,500)</b>
<b>Fund #34 Total</b>	<b>34-XXX-XXX-XXXX-66XX</b>		<b>3,431,500</b>	<b>246,000</b>	<b>255,000</b>	<b>(3,176,500)</b>
<b>Levy Dollars - Fund #34</b>			<b>50,000</b>	<b>76,000</b>	<b>50,000</b>	<b>-</b>

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

973-01		Data & Phone Cabling Needs - County Facilities (State CPA/35% Reserve)	100,000	100,000	100,000	-
973-02		Courts Security Improvements (State CPA/35% Reserve)	50,000	-	-	(50,000)
		Mayer curbside book return (Moved to FVE Schedule)	-	5,000	-	-
		Chanhassen automated book return belt replacement (Moved to FVE Schedule)	-	12,000	-	-
		Mayer library lockers (State CPA)	-	30,000	30,000	30,000
974-01		Watertown Library remodel (State CPA)	-	50,000	50,000	50,000
		<b>30-XXX-XXX-XXXX-6630</b>	<b>150,000</b>	<b>197,000</b>	<b>180,000</b>	<b>30,000</b>
		Fire Pagers and System Grant Local Match (State Aid/35% Reserve*)	130,000	-	-	(130,000)
		<b>30-XXX-XXX-XXXX-6601</b>	<b>130,000</b>	<b>-</b>	<b>-</b>	<b>(130,000)</b>
<b>Fund #30 Total</b>	<b>30-XXX-XXX-XXXX-66XX</b>		<b>280,000</b>	<b>197,000</b>	<b>180,000</b>	<b>(100,000)</b>
<b>Levy Dollars - Fund #30</b>			<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

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

		Portion of UP Line Land Acquisition (Levy)	120,000	-	-	(120,000)
		U P Line Response Action Plan and Stewardship (Levy)	-	45,000	45,000	45,000
		Transfer to Park & Trail for Dakota Rail Line (Levy)	-	70,000	70,000	70,000
		Transfer to Park & Trail for Dakota Rail Line (Reserves)	-	100,000	100,000	100,000
		Dakota Rail Line Stewardship (Levy)	-	5,000	5,000	5,000
		<b>15-XXX-XXX-XXXX-6630</b>	<b>120,000</b>	<b>220,000</b>	<b>220,000</b>	<b>100,000</b>
<b>Fund #30 Total</b>	<b>30-XXX-XXX-XXXX-66XX</b>		<b>120,000</b>	<b>220,000</b>	<b>220,000</b>	<b>100,000</b>
<b>Levy Dollars - Fund #15</b>			<b>120,000</b>	<b>120,000</b>	<b>120,000</b>	<b>-</b>

Attachment C: Capital Projects by Fund for 2012

DEPT.	CIP #	DESCRIPTION	2011	2012	2012	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 &amp; '12 County Levy)</b>	125,000	125,000	125,000	-
		03-305-000-0000-6520	125,000	125,000	125,000	-
<b>Professional Services</b>						
307-011		CSAH 10 Bridge #5882 (State Aid Municipal)	-	50,000	50,000	50,000
307-022		CSAH 61 Improvements (Fund Balance)	-	24,000	24,000	24,000
307-022		CSAH 61 Improvements (Municipal / State Participation)	-	350,000	350,000	350,000
307-033		CSAH 14, SAP 010-614-007 (Fund Balance)	-	40,000	40,000	40,000
307-034		TH101 Reconstruction Turnback (Municipal / State Participation)	-	150,000	150,000	150,000
307-035		TH212 NYA To Cologne (Federal)	-	1,324,650	1,324,650	1,324,650
307-035		TH212 NYA To Cologne (Municipal / State Participation)	-	166,000	166,000	166,000
307-035		<b>TH212 NYA To Cologne (County Levy)</b>	-	166,000	-	-
307-005		CSAH 10 Bridge #5882 (State Aid Municipal)	250,000	-	-	(250,000)
307-007		CSAH 30 Bridge #7118 (State Aid Regular)	-	100,000	100,000	100,000
307-008		CSAH 40 Bridge #4655 (State Aid Regular)	-	70,500	70,500	70,500
307-009		CSAH 41 Bridge #2784 (State Aid Regular)	70,500	70,500	70,500	-
307-010		CSAH 43 Bridge #10501 (State Aid Regular)	-	70,500	70,500	70,500
		32-307-000-0000-6260	320,500	2,582,150	2,416,150	2,095,650
<b>Construction</b>						
307-001		CSAH 11 (TH212 to CSAH 10) County Levy	-	-	-	-
307-001		CSAH 11 (TH212 to CSAH 10) State Aid Regular	920,448	505,239	505,239	(415,209)
307-001		CSAH 11 (TH212 to CSAH 10) Federal	2,805,968	2,805,968	2,805,968	-
307-001		CSAH 11 (TH212 to CSAH 10) County Bonds - 2008	2,077,144	2,230,443	2,230,443	153,299
307-007		CSAH 30 Bridge #7118 (State Aid Regular)	20,000	-	-	(20,000)
307-007		CSAH 30 Bridge #7118 (State Bridge Bonds)	375,000	375,000	375,000	-
307-007		CSAH 30 Bridge #7118 (County Program Aid)	375,000	425,000	425,000	50,000
307-008		CSAH 40 Bridge #4655 (State Aid Regular)	-	510,000	510,000	510,000
307-008		CSAH 40 Bridge #4655 (State Bridge Bonds)	-	510,000	510,000	510,000
307-009		CSAH 41 Bridge #2784 (State Aid Regular)	20,000	-	-	(20,000)
307-009		CSAH 41 Bridge #2784 (State Bridge Bonds)	345,000	345,000	345,000	-
307-009		CSAH 41 Bridge #2784 (County Program Aid)	325,000	345,000	345,000	20,000
307-010		CSAH 43 Bridge #10501 (State Bridge Bonds)	-	415,000	415,000	415,000
307-010		CSAH 43 Bridge #10501 (Count Program Aid)	-	415,000	415,000	415,000
307-019		Safety Set Aside (State Aid Regular)	75,000	-	-	(75,000)
307-019		Safety Set Aside (State Bonds - LRIP)	410,000	-	-	(410,000)
307-019		<b>Safety Set Aside (County Levy)</b>	175,000	234,000	175,000	-
307-022		CSAH 61 Improvements (Fund Balance)	-	120,000	120,000	120,000
307-024		CSAH13 / TH5 Turn Lane and CSAH11 / TH5 Turn Lane (State Aid Regular)	-	350,000	350,000	350,000
307-027		CSAH 11 at TH 7 Roundabout (State Aid Regular)	-	50,000	50,000	50,000
307-028		TH 284 / TH 5 Signal & Turn Lanes (State Aid Regular)	100,000	-	-	(100,000)
307-033		CSAH 14, SAP 010-614-007 (Fund Balance)	-	250,000	250,000	250,000
307-036		CSAH 30 and 33 New Germany Utility Replacement (State Aid Municipal)	-	543,000	543,000	543,000
307-037		CSAH 10 Engler Development Project (Other Funding Source)	-	1,371,683	1,371,683	1,371,683
307-029		CSAH 30 & 33 Reconstruction (State Aid Municipal)	543,000	-	-	(543,000)
		32-307-000-0000-6281	8,566,560	11,800,333	11,741,333	3,174,773
<b>Right of Way</b>						
307-001		CSAH 11 (TH212 to CSAH 10) State Aid Regular	-	-	-	-
307-006		CSAH 18 (Audubon to Powers) State Aid Regular	-	325,000	325,000	325,000
307-006		CSAH 18 (Audubon to Powers) Municipal / State Participation	-	325,000	325,000	325,000
307-007		CSAH 30 Bridge #7118 (State Aid Regular)	-	100,000	100,000	100,000
307-009		CSAH 41 Bridge #2784 (State Aid Regular)	-	-	-	-
		32-307-000-0000-6260	-	750,000	750,000	750,000
<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	-
		32-307-000-0000-6260	2,000,000	2,000,000	2,000,000	-
<b>Fund #32 Total</b>		<b>32-307-XXX-XXXX-66XX</b>	<b>11,012,060</b>	<b>17,257,483</b>	<b>17,032,483</b>	<b>6,020,423</b>
<b>Road &amp; Bridge Levy Dollars - Fund #32</b>			<b>1,500,000</b>	<b>1,725,000</b>	<b>1,500,000</b>	<b>-</b>

## Attachment D: 2012 Facilities, Vehicles and Equipment

DEPT.	CIP #	DESCRIPTION	2011	2012	2012	Inc./Dec
			Approved	Requested	Recommended	
<b>Administrative Services - Facilities</b>						
Building Improvements - 6640						
110	2	EMERGENCY BUILDING REPAIRS	50,000	50,000	50,000	-
110	6	ENERGY MANAGEMENT SYSTEM	10,000	25,000	25,000	15,000
110	7	MISC BUILDING IMPROVEMENTS	60,000	60,000	60,000	-
110	120	JAIL PAINTING	-	10,000	25,000	25,000
110	121	JAIL FLOORING	-	15,000	-	-
110	114	LEC TUCK POINT - WATER PROOFING	-	5,000	5,000	5,000
110	96	CARD READERS UPGRADES	40,000	15,000	15,000	(25,000)
110	76	COURTS/CAMPUS CARPET REPLACEMENT	50,000	-	-	(50,000)
110	35	ADMIN WEST Fire Alarm Panel	55,000	-	-	(55,000)
110	103	ADMIN WEST FENCING FOR REFUSE-FUEL TANK	25,000	-	-	(25,000)
110		PWHQ Fuel Island Improvements	20,000	-	-	(20,000)
		Watertown & NYA Stations	8,000	15,000	15,000	7,000
110	44	PWHW BOILER Replacement	12,000	-	-	(12,000)
110	72	PEAVEY PARKING DRIVE REPAIR	30,000	-	-	(30,000)
110	46	PEAVEY OUTDOOR LIGHTING	5,000	-	-	(5,000)
110	47	CUSTODIAN EQUIPMENT REPLACEMENT	12,500	-	-	(12,500)
529		WEC IMPROVEMENTS (*paid by WEC lease revenue)	10,000	10,000	10,000	-
110	086	First Street South Windows Replacement Phase II	-	25,000	25,000	25,000
110	053	First Street Parking Lot Removal & Repair	-	2,000	2,000	2,000
110	105	ADMIN WEST VAPOR Barrier in Crawl Space	-	50,000	50,000	50,000
110	054	Courts Water Repair/Tuck Point/Flashing	-	5,000	5,000	5,000
110	018	Duct Cleaning	-	20,000	20,000	20,000
110	093	ENCORE HVAC to RTU	-	15,000	15,000	15,000
110	013	Entrance Mat Replacements	-	10,000	10,000	10,000
110	027	Jail Appliances	-	30,000	30,000	30,000
110	035	UPS Batteries	-	10,000	10,000	10,000
110	019	Chaska PW	-	15,500	15,500	15,500
		<b>Building Improvements 01-110-000-0000-6640</b>	<b>387,500</b>	<b>387,500</b>	<b>387,500</b>	<b>-</b>
<b>Dept Total</b>			<b>387,500</b>	<b>387,500</b>	<b>387,500</b>	<b>-</b>
<b>Administrative Services - Information Services</b>						
<b>Manager Capital Initiatives</b>						
		Technology - Managers Initiatives	406,000	406,000	406,000	-
		<b>Software: 01-049-000-0000-6655</b>	<b>406,000</b>	<b>406,000</b>	<b>406,000</b>	<b>-</b>
		<b>Total 01-049-000-0000-66XX</b>	<b>406,000</b>	<b>406,000</b>	<b>406,000</b>	<b>-</b>
<b>Dept Total</b>			<b>406,000</b>	<b>406,000</b>	<b>406,000</b>	<b>-</b>
<b>Administrative Services - Library</b>						
<b>Administration</b>						
	974-02	City of Mayer Curbside Book Return		5,000	5,000	5,000
		<b>Equipment: 01-014-500-0000-6660</b>	<b>-</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>
		<b>Total 01-014-500-0000-66XX</b>	<b>-</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>
<b>Chanhassen</b>						
		AMH Roller Track	10,000	-	-	(10,000)
	501-01	Chanhassen Library Automated Materials Handling Belt replace	-	12,000	12,000	12,000
		<b>Equipment: 01-014-501-0000-6660</b>	<b>10,000</b>	<b>12,000</b>	<b>12,000</b>	<b>2,000</b>
		<b>Total 01-014-501-0000-66XX</b>	<b>10,000</b>	<b>12,000</b>	<b>12,000</b>	<b>2,000</b>
<b>Chaska</b>						
		<b>Building: 01-014-502-000-6660</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
		<b>Total 01-014-502-0000-66XX</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Waconia</b>						
		Copy machine	-	-	-	-
		<b>Equipment: 01-014-503-0000-6660</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
		<b>Total 01-014-503-0000-66XX</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Library - Continued</b>						
<b>Watertown</b>						
		Copy machine	-	-	-	-
		<b>Equipment: 01-014-504-0000-6660</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
		<b>Total 01-014-504-0000-66XX</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Norwood Young America</b>						
		<b>Equipment: 01-014-505-0000-6660</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
		<b>Total 01-014-505-0000-66XX</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Dept Total</b>			<b>10,000</b>	<b>17,000</b>	<b>17,000</b>	<b>7,000</b>

## Attachment D: 2012 Facilities, Vehicles and Equipment

DEPT.	CIP #	DESCRIPTION	2011	2012	2012	Inc./Dec
			Approved	Requested	Recommended	
<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	-	-	-	-
		01-090-XXX-XXXX-66XX	-	-	-	-
<b>Court Services</b>						
		Software: 01-252-252-0000-6655	-	-	-	-
		Equipment: 01-252-252-0000-6600	-	-	-	-
Dept Total	01-252-XXX-0000-66XX		-	-	-	-
<b>Employee Relations - Personnel Services</b>						
		Equipment: 01-050-000-0000-6660	-	-	-	-
Dept Total	01-050-000-0000-66XX		-	-	-	-
<b>Finance</b>						
		Equipment: 01-045-000-000-6660	-	-	-	-
Dept Total	01-045-000-0000-66XX		-	-	-	-
<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	35,000
		01-123-130-XXXX-6660	-	35,000	35,000	35,000
<b>Public Health &amp; Environment - Planning &amp; Water (Paid by WMO Levy)</b>						
		Bevens Creek Project Fund	15,000	-	-	(15,000)
		Carver Creek Project Fund	45,000	-	-	(45,000)
		Waconia City Hall Rain Gardens	-	-	-	-
		Seminary Fen Ravine Restoration	-	-	-	-
		Crow River Project Fund	35,000	-	-	(35,000)
		West Creek Project Fund	8,000	-	-	(8,000)
		East Creek Project Fund	25,000	-	-	(25,000)
		Carver County Water Mgmt. Organization Project Fund	-	123,000	123,000	123,000
		01-123-XXX-XXXX-6630	128,000	123,000	123,000	(5,000)



## Attachment D: 2012 Facilities, Vehicles and Equipment

DEPT.	CIP #	DESCRIPTION	2011	2012	2012	Inc./Dec
			Approved	Requested	Recommended	
<b>Division Total</b>	<b>01-123-XXX-XXXX-66XX</b>		<b>128,000</b>	<b>158,000</b>	<b>158,000</b>	<b>30,000</b>
<b>Sheriff's Office</b>						
<b>Recreational Services</b>						
	231-01	Two Snowmobiles	20,000	-	-	(20,000)
		Equipment 01-201-231-1653-6660	-	-	-	-
		Equipment 01-201-231-1652-6660	20,000	-	-	(20,000)
		Total Capital Outlay 01-201-231	20,000	-	-	(20,000)
<b>Jail</b>						
		Jail Maint. - (\$65K funded in 2011 and \$20K in Facilities '12 Budget)		85,000	-	-
		Equipment: 01-201-235-0000-6660	-	85,000	-	-
		Total Capital Outlay 01-201-235	-	85,000	-	-
<b>Patrol</b>						
	236-01	Vehicles	305,400	237,438	237,438	(67,962)
		Vehicles: 01-201-236-0000-6670	305,400	237,438	237,438	(67,962)
		Total Capital Outlay 01-201-236	305,400	237,438	237,438	(67,962)
<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
		Equipment: 01-201-240-0000-6660	-	50,000	50,000	50,000
		Total Capital Outlay 01-201-240	-	50,000	50,000	50,000
<b>Dept Total</b>	<b>01-201-XXX-XXXX-66XX</b>		<b>325,400</b>	<b>372,438</b>	<b>287,438</b>	<b>(37,962)</b>
<b>Public Works - Road &amp; Bridge Administration</b>						
		Hwy Engineer Equipment Request	-	-	-	-
		Equipment: 03-301-000-0000-6660	-	-	-	-
		Total Capital Outlay: 03-301	-	-	-	-
<b>Engineering</b>						
		Synchro/ SimTraffic Software	-	5,000	5,000	5,000
		Software: 03-303-000-0000-6655	-	5,000	5,000	5,000
		Handheld GPS (Asset Management)	-	10,000	10,000	10,000
		Equipment: 03-303-000-0000-6660	-	10,000	10,000	10,000
		Equipment: 03-303-000-0000-6670	-	-	-	-
		Total Capital Outlay: 03-303	-	15,000	15,000	15,000
<b>Highway Maintenance</b>						
		AVL / GPS for plow trucks		20,000	20,000	20,000
		Equipment: 03-304-000-0000-6660	-	20,000	20,000	20,000
	305-003	Semi Tractor		180,000	180,000	180,000
	305-020	Pickups (Non-Levy Funds)	-	47,000	47,000	47,000
	305-003	Tandem	230,000	-	-	(230,000)
	305-002	Attenuator	36,000	-	-	(36,000)
		Hwy Vehicles: 03-304-000-0000-6670	266,000	227,000	227,000	(39,000)
	305-005	Cracksealing Routers (2)		16,000	16,000	16,000
	305-014	Pick Up Broom (Non-Levy Funds)		200,000	200,000	200,000
	305-006	Asphalt Roller - 1 ton (Non-Levy Funds)		30,000	30,000	30,000
	305-007	Trailer Message Boards (Non-Levy Funds)		40,000	40,000	40,000
	305-008	Ditch Cleaning Bucket	-	9,000	9,000	9,000
		Hwy Eq: 03-304-000-0000-6690	-	295,000	295,000	295,000
		Total Capital Outlay: 03-304	266,000	542,000	542,000	276,000
<b>Equipment Maintenance</b>						
		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	14,000
		Forklift	-	20,000	20,000	20,000
		Equipment Maint: 03-306-000-0000-6660	-	34,000	34,000	34,000
		Total Capital Outlay 03-306	-	44,000	44,000	44,000
<b>Surveyor</b>						
		GPS Equipment Replacement	-	-	-	-

## Attachment D: 2012 Facilities, Vehicles and Equipment

DEPT.	CIP #	DESCRIPTION	2011	2012	2012	Inc./Dec
			Approved	Requested	Recommended	
		Equipment Maint: 03-310-000-0000-6660	-	-	-	-
		Total Capital Outlay 03-310	-	-	-	-
<b>Dept Total</b>	<b>03-XXX-XXX-XXXX-66XX</b>		<b>266,000</b>	<b>601,000</b>	<b>601,000</b>	<b>335,000</b>
		Non-levy Funds	<b>0</b>	<b>317,000</b>	<b>317,000</b>	
<b>Public Works - Parks Administration</b>						
		Park Maintenance Projects (paid by increase in park permit fees)	28,000	-	-	(28,000)
		Site Improvements: 01-520-000-0000-6610 *	28,000	-	-	(28,000)
		Baylor Park Roofing of Bath Houses and Shelter (Paid by Park Fees)		28,000	28,000	28,000
		Bldg Improvements: 01-520-000-0000-6640	-	28,000	28,000	28,000
		Trail Maintenance Blower	-	7,000	7,000	7,000
		Disc Mower	-	8,500	8,500	8,500
		Utility Cart	13,000	-	-	(13,000)
		Beach Shade Enhancement	11,000	-	-	(11,000)
		Trailer	15,000	-	-	(15,000)
		Snowmobile	21,000	-	-	(21,000)
		Equipment: 01-520-000-0000-6660	60,000	15,500	15,500	(44,500)
		Light Utility Truck	-	27,000	27,000	27,000
		Vehicles: 01-520-000-0000-6670	-	27,000	27,000	27,000
<b>Dept Total</b>	<b>01-520-XXX-0000-66XX</b>		<b>88,000</b>	<b>70,500</b>	<b>70,500</b>	<b>(17,500)</b>
<b>Social Services</b>						
		Financial Assistance Client Kiosk - Reception Area	6,250	-	-	(6,250)
		Equipment 11-XXX-XXX-XXXX-6665	6,250	-	-	(6,250)
		Replacement Client Transport Vehicles (1 @ \$22,000)	22,000	22,000	22,000	-
		Vehicles 11-405-700-XXXX-6670	22,000	22,000	22,000	-
<b>Dept Total</b>	<b>11-XXX-XXX-XXXX-66XX</b>		<b>28,250</b>	<b>22,000</b>	<b>22,000</b>	<b>(6,250)</b>
<b>Taxpayer Services - Elections</b>						
		Equipment: 01-040-065-000-6660	-	6,000	6,000	6,000
<b>Dept Total</b>	<b>01-040-XXX-0000-66XX</b>		<b>-</b>	<b>6,000</b>	<b>6,000</b>	<b>6,000</b>
<b>County Totals</b>			<b>1,639,150</b>	<b>2,040,438</b>	<b>1,955,438</b>	<b>316,288</b>
		<b>Non-Levy Dollars Available to Pay</b>	<b>(166,000)</b>	<b>(478,000)</b>	<b>(478,000)</b>	<b>(312,000)</b>
		<b>Net Levy Dollars Needed</b>	<b>\$ 1,473,150</b>	<b>\$ 1,562,438</b>	<b>\$ 1,477,438</b>	<b>\$ 4,288</b>

## Attachment B: Staffing Changes

Division/Department	Division Requested FTE's	Administrator Recommended FTE's Changes	Position	Division Requested Net (\$)	Administrator Recommended Net (\$)
<b>Recommended for 2012:</b>					
<b>Eliminate Vacant Positions</b>					
Information Technology	(1.00)	(1.00)	EDMS Coordinator	\$ (76,169)	\$ (76,169)
Information Technology	(0.80)	(0.80)	On-call clerical	(26,897)	(26,897)
Sheriff	(1.00)	(1.00)	Deputy Sheriff	(87,735)	(87,735)
Sheriff	(1.00)	(1.00)	Administrative Assistant	(61,887)	(61,887)
Sheriff	(0.40)	(0.40)	Dispatcher 911	(21,242)	(21,242)
PH&E	(1.00)	(1.00)	Office Support Supervisor	(83,213)	(83,213)
CSS	(1.00)	(1.00)	Support Services Specialist	(45,679)	(45,679)
CSS	(0.20)	(0.20)	Social Worker II (grant)	-	-
<b>Subtotal</b>	<b>(6.40)</b>	<b>(6.40)</b>		<b>\$ (402,822)</b>	<b>\$ (402,822)</b>
<b>Restructuring - Reorganization, Lay-offs &amp; Reductions in Hours</b>					
Library - Admin			Re-structuring	(71,024)	(71,024)
Library - Admin	(0.50)	(0.50)	Development Director *	(25,172)	(25,172)
Facilities	0.00	0.00	Re-structuring	(2,063)	(2,063)
University of MN Extension	(0.10)	(0.10)	Re-structuring	(5,953)	(5,953)
University of MN Extension			On-call Clerical	(500)	-
PW - Hwy Maintenance	(0.60)	(0.60)	Seasonal Help Reduction	(14,312)	(14,312)
PW: Equipment Maint.	(1.00)	(1.00)	Carry-over from 2010 budget cut	(33,784)	(33,784)
PW: Equipment Maint.	(0.10)	(0.10)	Temp/Seasonal help	(2,521)	(2,521)
<b>Subtotal</b>	<b>(2.30)</b>	<b>(2.30)</b>		<b>\$ (155,329)</b>	<b>\$ (154,829)</b>
<b>Approved in 2011: Savings will carryover 2012</b>					
County Attorney	(1.00)	(1.00)	Attorney III	(115,563.00)	(115,563.00)
County Attorney	0.20	0.20	Victim Witness Coordinator	14,951.00	14,951.00
County Attorney	1.00	1.00	Administrative Assistant	45,424.00	45,424.00
Property Records & Taxpa	(1.00)	(1.00)	Property Records Manager	(115,895)	(115,895)
Property Records & Taxpa	1.00	1.00	Tax Clerk	61,456	61,456
Property Records & Taxpa	0.06	0.06	Tax Clerk (FTE increase)	3,622	3,622
<b>Subtotal</b>	<b>0.26</b>	<b>0.26</b>		<b>\$ (106,005)</b>	<b>\$ (106,005)</b>
<b>Totals</b>	<b>(8.44)</b>	<b>(8.44)</b>		<b>\$ (664,156)</b>	<b>\$ (663,656)</b>

\* partial costs shifted to another part of the budget