

**Carver County Board Legislative Breakfast
December 20, 2016, 7:30 a.m.
American Legion, Chanhassen**



Carver County Board of Commissioners
December 20, 2016
Special Session
County Board Room
Carver County Government Center
Human Services Building
Chaska, Minnesota

Please note time change

- 10:00 a.m. 1. a) **CONVENE**
b) **Pledge of allegiance**
c) **Public comments (limited to five minutes)** *Anyone wishing to address the Board of Commissioners on an item not on the agenda may come forward at this time. Please limit your comments to five minutes.*
d) **New Employee Introductions** 1-2
2. Agenda review and adoption
3. Approve minutes of December 13, 2016, Regular Session 3-5
4. Community Announcements
- 10:05 a.m. 5. **CONSENT AGENDA**
- Communities: Create and maintain safe, healthy and livable communities*
- 5.1 Professional Services Agreement with SRF for County Road 10 Trailhead Project 6
- 5.2 Request for approval to contract with Bakkelund Tree & Landscape Services, LLC 7
- 5.3 Professional Services Agreement with SRF Consulting Group, Inc for Parks 2040 Comprehensive Planning 8
- 5.4 Approval of the 2017 DHS Mental Health Crisis Response contract 9-10
- Culture: Provide an organizational culture which fosters individual accountability to achieve goals*
- 5.5 Re-organization of the County Attorney's Office 11-12
- 5.6 Chief Information Officer Recruitment 13-14
- Connections: Develop strong public partnerships and connect people to services and information*
- 5.7 Contract for Annual Maintenance of Network Storage System 15

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

5.8 APM Update - Federal Awards Procurement Policy..... 16-23
5.9 Abatements/Additions 24-25
5.10 JPA with Soil and Water Conservation District (SWCD) and Community
Development Authority (CDA)..... 26
5.11 Review Social Services/Commissioners Warrants. NO ATT

- 10:10 a.m. 6. **CULTURE: Provide an organizational culture which fosters individual accountability to achieve goals**
6.1 Resolution Setting 2017 County Attorney and County Sheriff
Compensation 27-32
6.2 Resolution Setting 2017 County Commissioner Compensation 33-37

- 10:30 a.m. 7. **FINANCES: Improve the County's financial health and economic profile**
7.1 2017 Property Tax Levy and Budget 38-71
7.2 2018 Long Term Financial Plan..... 72-79

RECESS AS COUNTY BOARD AND CONVENE AS CARVER COUNTY REGIONAL RAIL AUTHORITY

- 7.3 2017 Carver County Regional Rail Authority Budget and Levy..... 80-86

11:00 a.m. **ADJOURN AS RAIL AUTHORITY AND RECONVENE AS COUNTY BOARD**

- 11:00 a.m. 8. **CONNECTIONS: Develop strong public partnerships and connect people to services and information**
8.1 Year in Review 87

11:15 a.m. **ADJOURN REGULAR SESSION**

WORK SESSION

- 11:15 a.m. A. **GROWTH: Manage the challenges and opportunities resulting from growth and development**
1. Funding Options for High Priority Road and Bridge Projects 88

11:45 a.m. **BOARD REPORTS**

1. Chair
2. Board Members
3. Administrator
4. Adjourn

David Hemze
County Administrator

UPCOMING MEETINGS

December 27, 2016 No Board Work Session
January 3, 2017 9:00 a.m. Organizational Session

Carver County Board of Commissioners Request for Board Action



Agenda Item:

New Employee Introduction - Planner

Primary Originating Division/Dept:

Meeting Date:

Contact: Title:

Item Type:

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

BACKGROUND/JUSTIFICATION:

Brett Angell began his service as the Planner on December 14. We will introduce him to the Board of Commissioners.

ACTION REQUESTED:

Welcome Brett Angell to the County.

FISCAL IMPACT:

If "Other", specify:

FUNDING

County Dollars =

FTE IMPACT:

Total

Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2016 - 4440

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Al Langseth, Feedlot Officer

Primary Originating Division/Dept: ▼

Meeting Date:

Contact: Title:

Item Type:
 ▼

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

▼

BACKGROUND/JUSTIFICATION:

Alan (Al) Langseth began his service as the Carver County Feedlot Officer on Monday, December 5. He will be available and qualified to conduct septic inspections as well. We will introduce Mr. Langseth to the Board of Commissioners.

ACTION REQUESTED:

Welcome Al Langseth to the County.

FISCAL IMPACT: ▼

If "Other", specify:

FUNDING

County Dollars =

FTE IMPACT: ▼

Total

Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2016 - 4446

A Regular Session of the Carver County Board of Commissioners was held in the County Government Center, Chaska, on December 13, 2016. 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.

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

Maluchnik moved, Workman seconded, to approve the minutes of the November 22, 2016, Special Meeting and December 1, 2016, Budget Public Hearing. Motion carried unanimously.

Community announcements were made by the Board.

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

Resolution #72-16 Authorizing Offers of Compensation to Landowners for Easements Required for the CSAH 30 Roadway Improvements, Project #158789.

Contract with the Solid Waste Management Coordinating Board pending completion of the contract review process and related budget amendment.

Authorized Marcus Zbinden's travel to attend the 2017 United States Composting Council National Conference in Los Angeles, CA, to receive its Rufus Chaney Award and learn new techniques in composting and organics diversion and processing.

Approved contract 16-499 Amendment No. 3 with WSB & Associates, Inc. pending finalization of the contract review process.

Approved final payment of \$81,270 to S.M. Hentges & Sons for Project SP 010-090-005.

Approved reduction of contract retainage to 2.0% of the completed work for the CSAH 10 bridge and roadway improvement project to Redstone Construction, LLC (SAP 010-610-047).

Approved final payment to Park Construction, Inc., for improvements to Lake Minnewashta Regional Park.

Approved acceptance of \$100 donation to Encore Adult Day Program.

Approved acceptance of \$250 donation to Encore Adult Day Program.

Resolution #73-16, Supporting a Fastline Grant Application for Minnesota Valley Regional Rail

Authority.

Approved decreasing a current crisis therapist from .09 to .8 FTE and increasing the current vacant crisis therapist position from a .9 to 1.0 FTE.

Contract with St. Paul Linoleum and Carpet pending completion of the contract review process.

Resolution #74-16, Resolution Approving the Preliminary Plat of Poppitz Woods

Contract with West Metro Inspection Services, Inc. pending completion of the contract review process.

Approved Librarian's out of state conference attendance at PowerUp conference at the University of Wisconsin March 30-31, 2017.

Approved Memorandum of Agreement with the LELS Licensed Sergeant bargaining unit to participate in the 4-tier insurance benefit package.

Reviewed November 22, 2016, Community Social Services' actions/Commissioners' warrants in the amount of \$524,386.63; November 29, 2016, Community Social Services' actions/Commissioners' warrants in the amount of \$231,503.80; reviewed December 6, 2016, Community Social Services' actions/Commissioners' warrants in the amount of \$297,468.23 and reviewed December 13, 2016, Community Social Services' actions/Commissioners warrants in the amount of \$479,964.54

Motion carried unanimously.

Susan Honebrink, Chair of the Extension Committee, appeared before the Board to recognize the selection of the Paul Stuewe Family as Farm Family of the Year. She pointed out their dedication to the ag industry and Carver County community.

Chair Ische agreed the Stuewes did an excellent job of managing their farm and were very deserving of this award.

David Hemze, County Administrator, requested the Board adopt their 2017 Legislative Priorities. He pointed out these priorities were not necessarily in priority order. He highlighted each of the eleven priorities and the importance of these to the County. He explained these would be reviewed with the County's legislative delegation next Tuesday.

Workman moved, Maluchnik seconded, to approve Carver County's 2017 Legislative Priorities as presented. Motion carried unanimously.

Lyndon Robjent, Public Works, requested the Board adopt a Resolution for a Fastlane grant application for U.S. Highway 212. He stated 212 was the highest priority transportation corridor for the County and indicated the grant was focused on freight corridors. He noted the segment of the

highway between Carver and Cologne has been mapped and an environmental assessment has been completed, with the final design almost done. Robgent pointed out the \$39 million project cost and indicated the grant request was to fund up to 60% of the cost, with 40% having to come from a local match. He indicated they were going after a rural grant which allows them to compete with other rural projects. He stated applications were due December 15th and they anticipated an answer in early 2017. He added there was a wide range of support that included MnDOT and the Met Council.

Degler offered the following Resolution, seconded by Lynch:

Resolution #75-16
Approving a Grant Application for Highway 212 Improvements Between the
City of Cologne and Carver

On vote taken, all voted aye.

Kerie Anderka, Employee Relations, explained they have been working on and near completion of the compensation and classification project and introduced Mike Verdoorn.

Mike Verdoorn, Senior Consultant from Arthur J. Gallagher & Co. presented background information on the Classification & Compensation Study Project for the County organization including study highlights, findings and recommendations. The presentation provided a high level overview of the project.

Workman moved, Degler seconded, to adopt the Decision Band Method as the primary basis for determining internal equity; to adopt the recommended salary structure and to establish and adopt the compensation philosophy. Motion carried unanimously.

Lynch moved, Maluchnik seconded, to adjourn the Regular Session at 10:05 a.m. and go into a work session regarding the Minnehaha Creek Watershed District Six Mile Halsted Bay Proposed Regional Partnership. Motion carried unanimously.

David Hemze
County Administrator

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

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Professional Services Agreement with SRF for County Road 10 Trailhead Project

Primary Originating Division/Dept: Public Works - Parks

Meeting Date: 12/20/2016

Contact: Sam Pertz Title: Parks & Trails Supervisor

Item Type:
Consent

Amount of Time Requested: minutes
Presenter: Title:

Attachments: Yes No

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

BACKGROUND/JUSTIFICATION:

The Parks Department proposes to retain SRF Consulting Group Inc. for professional engineering services for the design of the Dakota Rail Regional Trail trailhead at County Road 10. Scope of services includes preparing construction documents, assisting with bidding, and construction administration.

SRF Consulting Group Inc. was hired to execute the prior two construction phases of the Dakota Rail Regional trail in 2010 and 2013 creating trailhead facilities in Mayer and New Germany.

Some initial grading work on the trailhead site was completed in 2015 as part of the CR 10 reconstruction project. SRF was also involved with this project.

Construction on the County Road 10 Trailhead is anticipated to take place in 2017.

ACTION REQUESTED:

Approve a professional services agreement with SRF Consulting Group Inc. for County Road 10 Trailhead construction subject to completion of the contract review process.

FISCAL IMPACT: Included in current budget

If "Other", specify:

FUNDING

County Dollars =	\$0.00
County Program Aid	\$33,256.00
Total	\$33,256.00

FTE IMPACT: None

Insert additional funding source

Related Financial/FTE Comments:

County Program Aid is Planned from 2015 for the engineering services.

Office use only:

RBA 2016 - 4417

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Request for approval to contract with Bakkelund Tree & Landscape Services, LLC

Primary Originating Division/Dept:

Meeting Date:

Contact: Title:

Item Type:

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

BACKGROUND/JUSTIFICATION:

To maintain public safety, provide preventative maintenance and maintain user satisfaction, work is needed to remove all diseased and dead trees along approximately 12 miles of the Dakota Rail Regional Trail from the east county line to the west county line. Additionally, work will be done to trim and remove overhanging limbs and branches 10' high and 16' horizontal on center of trail.

Public Works received 2 quotes for the work as required by the contract policy. The 2nd quote was for \$81,000.

ACTION REQUESTED:

Approve a contract with Bakkelund Tree & Landscape Services, LLC for Dakota Rail Regional Trail tree work pending finalization of the contract review process.

FISCAL IMPACT:

If "Other", specify:

FTE IMPACT:

FUNDING

County Dollars =	\$0.00
CCRA	\$31,900.00
Total	\$31,900.00

Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2016 - 4431

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Professional Services Agreement with SRF Consulting Group, Inc for Parks 2040 Comprehensive Planning

Primary Originating Division/Dept:

Meeting Date:

Contact: Title:

Item Type:
Consent

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

BACKGROUND/JUSTIFICATION:

Carver County is required to update its Comprehensive Plan under regional policy guidelines of the Metropolitan Council. Consulting Planning and Public engagement services are requested as it pertains to updating the Parks, Open Space, Trails System Plan Chapter of the County Comprehensive Plan.

ACTION REQUESTED:

Approve a professional services agreement with SRF CONSULTING GROUP INC for Parks 2040 Comprehensive Planning pending finalization of the contract review process.

FISCAL IMPACT:

If "Other", specify:

FUNDING

County Dollars = **\$57,869.00**

FTE IMPACT:

Total **\$57,869.00**

Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2016 - 4448

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Approval of the 2017 DHS Mental Health Crisis Response contract

Primary Originating Division/Dept: <input type="text" value="Health & Human Services"/>	Meeting Date: <input type="text" value="12/20/2016"/>
Contact: <input type="text" value="Gary Norman"/> Title: <input type="text" value="Crisis Unit Supervisor"/>	Item Type: <input type="text" value="Consent"/>
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: <input type="text" value="Communities: Create and maintain safe, healthy, and livable communities"/>	

BACKGROUND/JUSTIFICATION:

The MN Department of Human Services, Mental Health division has historically provided funds in the form of grants. In 2017 DHS has requested contracts with the crisis response providers in the state. Carver County as the fiscal agent for the Carver, Scott and McLeod County crisis response programs will contract with the State DHS and receive the contracted funding.

ACTION REQUESTED:

Motion to approve the 2017 DHS contract for Mental Health Crisis Response services in the amount of \$1,182,405.00.

FISCAL IMPACT: <input type="text" value="None"/> <p><i>If "Other", specify:</i> <input type="text"/></p>	FUNDING <table style="width: 100%;"> <tr> <td style="width: 70%;">County Dollars =</td> <td style="width: 30%;"><input type="text"/></td> </tr> <tr> <td>State DHS contracted ser</td> <td style="text-align: right;">\$1,182,405.00</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Total</td> <td style="text-align: right;">\$1,182,405.00</td> </tr> </table> <input type="checkbox"/> Insert additional funding source	County Dollars =	<input type="text"/>	State DHS contracted ser	\$1,182,405.00	<input type="text"/>	<input type="text"/>	Total	\$1,182,405.00
County Dollars =	<input type="text"/>								
State DHS contracted ser	\$1,182,405.00								
<input type="text"/>	<input type="text"/>								
Total	\$1,182,405.00								
FTE IMPACT: <input type="text" value="None"/>									

Related Financial/FTE Comments:

Budget amendment for differance between budgeted amount and actual amount of grant award.

Office use only:

RBA 2016- 4449

Budget Amendment Request Form



To be filled out AFTER RBA submittal

Agenda Item: Approval of the 2017 DHS Mental Health Crisis Response contract

Department:

Meeting Date:

Fund:

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

Requested By:

DEBIT		
Description of Accounts	Acct #	Amount
Client Program Costs	11-480-745-0000-6035	\$211,000.00
TOTAL		\$211,000.00

CREDIT		
Description of Accounts	Acct #	Amount
McLeod County Crisis Grant	11-480-745-0000-...	\$211,000.00
TOTAL		\$211,000.00

Reason for Request:

Carver County was awarded an additional \$211,000 for the administration of the McLeod County Crisis Program start-up. \$971,405 is already reflected in 2017 budget for the Adult & Child Crisis Grants.

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Re-organization of the County Attorney's Office

Primary Originating Division/Dept: Attorney

Meeting Date: 12/20/2016

Contact: Mark Metz Title: County Attorney

Item Type:
Consent

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

Culture: Provide organizational culture fostering accountability to achieve goals & sustain public trust/confidence in County government

BACKGROUND/JUSTIFICATION:

Presently, the County Attorney's Office is structured as follows: the County Attorney, Chief Deputy County Attorney, division managers and staff. The County Attorney is recommending a re-organization where the position of first assistant county attorney would be created and an assistant county attorney position would be eliminated. The objective of this re-organization is to better serve the county and justice system by utilizing the skills and talent of an experienced attorney who can focus his/her attention on the complex criminal cases, manage important programs (Vets Court and substance-abuse Court), oversee and supervise the juvenile and criminal divisions' managers, assist in labor negotiations, and mentor less-experienced attorneys in the office. The first assistant would report directly to the County Attorney and Chief Deputy County Attorney and would be a non-bargaining position.

This re-organization has no full-time employee impact since an assistant county attorney is being eliminated with the addition of the first assistant attorney position.

ACTION REQUESTED:

Approve the County Attorney's request to re-organize his office by creating a first assistant county attorney position and eliminating an assistant county attorney position.

FISCAL IMPACT: Budget amendment request form

If "Other", specify: impact on 2017 budget

FUNDING

County Dollars =

2017 Vacancy Savings	\$8,717.00
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FTE IMPACT: Other staffing change (grade, classification, hours, etc.)

Total	\$8,717.00
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Insert additional funding source

Related Financial/FTE Comments:

Utilization of 2017 vacancy savings to cover re-organization.

Office use only:

RBA 2016 - 4434

Budget Amendment Request Form



To be filled out AFTER RBA submittal

Agenda Item: Re-organization of the County Attorney's Office

Department:

Meeting Date:

Fund:

- 01 - General
- 02 - Reserve
- 03 - Public Works
- 11 - CSS
- 15 - CRRRA
- 30 - Building CIP
- 32 - Road/Bridge CIP
- 34 - Parks & Trails
- 35 - Debt Service

Requested By:

DEBIT			CREDIT		
Description of Accounts	Acct #	Amount	Description of Accounts	Acct #	Amount
Salaries	01-90.6111	\$8,717.00	2017 vacancy savings	01-820.6828	\$8,717.00
TOTAL		\$8,717.00	TOTAL		\$8,717.00

Reason for Request:

Utilization of 2017 vacancy savings to cover re-organization costs. Going forward, this will be built into the budget.

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Chief Information Officer Recruitment

Primary Originating Division/Dept:

Meeting Date:

Contact: Title:

Item Type:

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

BACKGROUND/JUSTIFICATION:

The Information Technology (IT) Department Director position is vacant. The County staff would like to recruit and hire a replacement for this critical position as soon as possible. Given the reliance of every division upon IT's growing and changing systems, hiring an excellent, experienced person to lead the IT Department is crucial to the high performance of the County. The staff plans to post the position on January 3, 2017.

The Employee Relations Department (ER) has studied the market for chief information officers in metro counties and found ranges from a low of \$112,119 to a high of \$175,000 in two metro counties. Three other metro counties set the high end of their range at \$155,000 or above. Carver County's current salary range for this position is \$80,080 to \$125,028.

In order to recruit a superior field of candidates, the staff recommends an exception to that range, with a low of \$105,000, a high of \$155,000, and a midpoint of \$135,000.

Scott and Hennepin Counties have also re-framed the position as Chief Information Officer (CIO). In keeping with the practice in the private sector, that title conveys the level of authority and access required to lead the IT Department well and to participate in leadership discussions involving other divisions. It is also in the County's interest to adopt the CIO title in order to compete with public and private sector employers. The staff plans to re-name the position as CIO.

ACTION REQUESTED:

Motion to approve the proposed exception to the salary range for the Chief Information Officer position.

FISCAL IMPACT:

If "Other", specify:

FUNDING

County Dollars =

FTE IMPACT:

Total

Insert additional funding source

Related Financial/FTE Comments:

Additional funds for the recommended salary range adjustment are available from the implementation of the Comp/Class Study.

Office use only:

RBA 2016 - 4462

Budget Amendment Request Form



To be filled out AFTER RBA submittal

Agenda Item: Chief Information Officer Recruitment

Department:

Meeting Date:

Fund:

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

Requested By:

DEBIT		
Description of Accounts	Acct #	Amount
salaries	01-049.6111	\$12,497.00
TOTAL		\$12,497.00

CREDIT		
Description of Accounts	Acct #	Amount
2017 Comp/Class adjustment	01-820.6111	\$12,497.00
TOTAL		\$12,497.00

Reason for Request:

Additional funds for the salary range adjustment are available from the implementation of the Comp/Class study.

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Contract for Annual Maintenance of Network Storage System

Primary Originating Division/Dept: ▼

Meeting Date:

Contact: Title:

Item Type:
 ▼

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

▼

BACKGROUND/JUSTIFICATION:

This contract with DataLink is for the annual maintenance and support of the County's network storage system, the backbone for the infrastructure of IT. This contract provides 24/7 phone support and 4-hour parts replacement for any failed component of the network storage. The contract includes proactive monitoring of the network storage. When the vendor receives alerts from the system logs, its team will work with IT staff on resolutions. The current contract will expire on December 31, 2016. DataLink Corp. has been the vendor and will remain the sole provider of maintenance for the current Netapp Storage system.

ACTION REQUESTED:

Motion to approve the annual maintenance contract with DataLink Corporation for the County's network storage system pending completion of the contract review process.

FISCAL IMPACT: ▼
If "Other", specify:

FUNDING	
County Dollars =	\$84,374.10
<input type="text" value=""/>	<input type="text" value=""/>
Total	\$84,374.10

FTE IMPACT: ▼

Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2016 - 4459

Carver County Board of Commissioners Request for Board Action



Agenda Item:

APM Update - Federal Awards Procurement Policy

Primary Originating Division/Dept:

Meeting Date:

Contact: Title:

Item Type:

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

BACKGROUND/JUSTIFICATION:

Under the new Uniform Guidance (Federal regulation CFR 200) for Federal programs we must update our Administrative Policy Manual to include the new requirements before January 1, 2017. These requirements are only for contracts and procurements made using Federal funds and awards. Many County units already follow these requirements when using Federal funds, and the staff believes that abiding by the requirements will be easily achieved. Failure to adopt these requirements in policy would jeopardize the Federal funds that we receive. The attached proposed policy was reviewed by the State Auditor's office and County divisions that receive Federal funds.

ACTION REQUESTED:

Motion to approve the Federal Awards Procurement Policy.

FISCAL IMPACT:

If "Other", specify:

FUNDING

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

FTE IMPACT:

Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2016 - 4426



Carver County – Administrative Policy Manual

Federal Awards Procurement

SECTION: Contracts
AUTHORITY:

EFFECTIVE: 12/31/16
REVISED:

Purpose

The purpose of this policy is to outline procurement standards if Federal awards of funding are involved.

Policy

Administration

This policy is only for procurements that involve Federal funds. County employees should also review the Contracts and Purchasing Policy (section D1 in the Administrative Policy Manual). If language conflicts between the two policies and Federal funding is involved in the procurement, employees shall follow the language set forth in this policy.

Conflicts of Interest

No employee, officer, or agent of Carver County will participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization that employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of Carver County must neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, unless the financial interest is not substantial or the gift is an unsolicited item of nominal value. Disciplinary actions will be applied for violations of such standards by officers, employees, or agents of Carver County.

If Carver County has an affiliated or subsidiary organization that is not a State, local governmental, or Indian tribe organization, the non-Federal entity must also maintain written standards of conduct covering organizational conflicts of interest. “Organizational conflicts of interest” arise when a non-Federal entity has a relationship with an affiliated or subsidiary organization of the County and the non-Federal entity is unable, or appears to be unable, to be impartial in conducting a procurement action involving a related organization.

Procurement Under Federal Awards

Procurement of goods and services whose costs are charged to Federal awards received by Carver County are subject to all of the specific purchasing policies of the organization. In addition, procurements associated with Federal awards are subject to the following supplemental policies:

1. Carver County will avoid acquisition of unnecessary or duplicative items. Consideration will be given to consolidating or breaking out procurements to obtain a more economical purchase.
2. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.
3. Carver County will consider entering into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services, and using Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.
4. Carver County will consider value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reduction.
5. Carver County will award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.
6. Carver County may use time and material type of contracts only after a determination that no other contract is suitable and the contract must have a "not to exceed price" where the contractor exceeds at its own risk. Such a contract must assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.
7. Carver County is responsible, in accordance with good administrative practice and sound business judgement, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes and claims. These standards do not relieve Carver County of any contractual responsibilities under its contracts. The Federal awarding agency will not substitute its judgement for that of Carver County unless the matter is primarily a Federal concern. Violations of law will be referred to the local, State, or Federal authority having proper jurisdiction.
8. Carver County will maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.
9. All procurement transactions will be conducted in a manner providing full and open competition. All prequalified lists of persons, firms, or products used in acquiring goods and services will be current and include enough qualified sources to ensure maximum open and free competition. Potential bidders will not be precluded from qualifying during the solicitation period. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, and invitations for bids or requests for proposals must be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include but are not limited to:
 - a. Placing unreasonable requirements on firms in order for them to qualify to do business;
 - b. Requiring unnecessary experience and excessive bonding;
 - c. Noncompetitive pricing practices between firms or between affiliated companies;
 - d. Noncompetitive contracts to consultants that are on retainer contracts;
 - e. Organizational conflicts of interest;
 - f. Specifying only a "brand name" product instead of allowing "an equal" product to be offered and describing the performance or other relevant requirements of the procurements; and
 - g. Any arbitrary action in the procurement process.

10. When federal funds are involved, Carver County prohibits the use of statutorily or administratively imposed State or local geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.
11. All solicitations will incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated. All solicitations will also identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.
12. All necessary affirmative steps will be taken to assure that minority-owned businesses, women's business enterprises, and labor surplus area firms are used when possible.
13. A cost or price analysis will be performed in connection with every procurement action in excess of the Simplified Acquisition Threshold (\$150,000) including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, Carver County will make independent estimates before receiving bids or proposals.
14. All procurement files will be made available for inspection upon request by a Federal awarding agency.
15. All contracts will require the contractor to certify in writing that it has not been suspended or disbarred from doing business with any Federal agency.

Methods of Procurement

Carver County will use one of the following methods of procurement.

1. Procurement by micro-purchases. Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed \$3,000 (or \$2,000 in the case of acquisitions for construction subject to the Davis-Bacon Act). To the extent practicable, the non-Federal entity must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the non-Federal entity considers the price to be reasonable.
2. Procurement by small purchase procedures. Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the Simplified Acquisition Threshold. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.
3. Procurement by sealed bids (formal advertising). Bids are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bid method is the preferred method for procuring construction, if the conditions in the section apply.

All purchases in excess of \$5,000 shall be made by obtaining oral or written quotations from at least two responsible contractors. All purchases of at least \$25,000, but less than \$100,000, shall be made by obtaining written quotations from at least three responsible vendors. All purchases of \$100,000 or more shall be made by obtaining competitive proposals from at least four responsible vendors. Sealed bids shall be utilized when required by the Federal awarding agency.

In order for sealed bidding to be feasible, the following conditions will be present:

- a. A complete, adequate, and realistic specification or purchase description is available;
- b. Two or more responsible bidders are willing and able to compete effectively for the business;
- c. The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

If sealed bids are used, the following requirements apply:

- a. The invitation for bids will be publicly advertised and bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids;
 - b. The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;
 - c. All bids will be publicly opened at the time and place prescribed in the invitation for bids;
 - d. A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and
 - e. Any or all bids may be rejected if there is a sound documented reason.
4. Procurement by competitive proposals. The technique of competitive proposals is normally conducted with more than one source submitting an offer and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:
- a. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
 - b. Proposals must be solicited from an adequate number of qualified sources;
 - c. The non-Federal entity must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;
 - d. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
 - e. Competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services, whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can be used only in procurement of A/E professional services. It cannot be used to purchase other types of services, though A/E firms are a potential source to perform the proposed effort.
5. Procurement by noncompetitive proposals. Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:
- a. The item is available only from a single source;
 - b. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
 - c. The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity; or
 - d. After solicitation of a number of sources, competition is determined inadequate.

6. Procurement by cost plus percentage. The cost plus a percentage of cost and percentage of construction cost methods of contracting must not be used.

Suspension and Debarment

Carver County will review all grant purchases to verify that purchases will not be made against contractors that are on the Debarment or Suspension list supplied by the Government. The County's Finance Department will review all requisition requests submitted for all grant accounts to make sure the contractor is not on the debarment list. This list is available at <https://www.sam.gov>. If a match is found, the departmental manager will be notified directly and Finance will not process the requisition. All results of searches will be attached to the filed paperwork for verification of search.

Provisions Included in all Contracts

It is the policy of Carver County to include all of the following provisions, as applicable, in all contracts (including small purchases) with contractors and sub-awards:

1. **Remedies:** All contracts in excess of the small purchase threshold fixed at 41 U.S.C. 403(11) (currently \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council(s) as authorized by 41 U.S.C. 1908) shall contain contractual provisions or conditions that allow for administrative, contractual, or legal remedies in instances in which a contractor violates or breaches the contract terms, and provide for such sanctions and penalties as appropriate.
2. **Termination:** All contracts in excess of \$10,000 shall contain suitable provisions for termination by Carver County, including the manner by which termination shall be effected and the basis for settlement. In addition, such contracts shall describe the conditions under which the contract may be terminated for default as well as conditions where the contract may be terminated due to circumstances beyond the control of the contractor.
3. **Equal Employment Opportunity:** All contracts shall contain a provision requiring compliance with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

4. **Davis-Bacon Act, as amended (40 U.S.C. 3141-3148):** If included in the federal agency's grant program legislation, all construction contracts of more than \$2,000 awarded by CARVER COUNTY and its sub-recipients shall include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 276a to a-7) and as supplemented by Department of Labor regulations (29 CFR part 5, "Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction"). Under this Act, contractors are required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. In addition, contractors shall be required to pay wages not less than once a week. It is the policy of Carver County to place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation and the award of a contract shall be conditioned upon the acceptance of the wage determination. Carver County shall also obtain reports from contractors on a weekly basis in order to monitor compliance with the Davis-Bacon Act. CARVER COUNTY shall report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or sub-recipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. Carver County Divisions must report all suspected or reported violations to the Federal awarding agency.
5. **Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333):** [Where applicable] All contracts awarded by Carver County in excess of \$100,000 for contracts that involve the employment of mechanics or laborers shall include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one-and-a-half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions that are unsanitary, hazardous, or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market or to contracts for transportation or transmission of intelligence
6. **Rights to Inventions Made Under a Contract or Agreement:** Contracts or agreements for the performance of experimental, developmental, or research work shall provide for the rights of the Federal Government and Carver County in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.
7. **Clean Air Act (42 U.S.C. 7401-7671q and the Federal Water Pollution Control Act (33 U.S.C. 1251 -1387), as amended:** Contracts and sub-awards of amounts in excess of \$150,000 shall contain a provision that requires the recipient to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act, as amended (33 U.S.C. 1251 et seq.). Violations shall be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

8. **Procurement of Recovered Materials:** Carver County and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items, designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247, that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000, or the value of the quantity acquired by the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.
9. **Debarment and Suspension (E.O.s 12549 and 12689):** For all contracts, Carver County shall obtain from the contractor a certification that neither the contractor nor any of its principal employees are listed on the Excluded Parties List System in SAM.
10. **Byrd Anti-Lobbying Amendment (31 U.S.C. 1352):** For all contracts or Sub-grants of \$100,000 or more, Carver County shall obtain from the contractor or sub-grantee a certification that it will not and has not used Federal appropriated funds to pay any person or organization for influencing **or** attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Likewise, since each tier provides such certifications to the tier above it, Carver County shall provide such certifications in all situations in which it acts as a sub-recipient of a sub-grant of \$100,000 or more.

Carver County Board of Commissioners Request for Board Action



Agenda Item:
Abatements/Additions

Primary Originating Division/Dept: ▼

Meeting Date:

Contact: Title:

Item Type:
 ▼

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:
 ▼

BACKGROUND/JUSTIFICATION:

Abatements requested by taxpayers. See attached listing.

ACTION REQUESTED:

Motion to approve.

FISCAL IMPACT: ▼

If "Other", specify:

FUNDING

County Dollars =

Other

FTE IMPACT: ▼

Total

Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2016 - 4445



**CARVER
COUNTY**

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

Laurie Davies, Taxpayer Services Manager
Phone: (952) 361-1907
Email: ldavies@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
December 20, 2016**

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	Total Amount of Tax Adjustment	Reduction in Penalties and/or Interest Paid	Total Amount of Adjustment	County Dollars Abated
2016	40.1000120	Cole Joos	Homestead	\$ 2,122.00	\$ 1,808.00	\$ (314.00)	\$ -	\$ (314.00)	\$ (92.12)
2016	25.1980100	David Buckholz	Homestead	\$ 3,786.00	\$ 3,638.00	\$ (148.00)	\$ -	\$ (148.00)	\$ (52.76)
2016	30.2690180	Dawn Austad	Homestead	\$ 3,172.00	\$ 2,986.00	\$ (186.00)	\$ -	\$ (186.00)	\$ (65.70)
2016	40.0500770	Glen Bunn	Homestead	\$ 3,112.00	\$ 2,880.00	\$ (232.00)	\$ -	\$ (232.00)	\$ (67.69)
2016	06.0170800	George & Helen Kieser	Homestead	\$ 8,900.00	\$ 4,064.00	\$ (4,836.00)	\$ -	\$ (4,836.00)	\$ (1,778.69)
			TOTALS	\$ 21,092.00	\$ 15,376.00	\$ (5,716.00)	\$ -	\$ (5,716.00)	\$ (2,056.96)

Carver County Board of Commissioners Request for Board Action



Agenda Item:

JPA with Soil and Water Conservation District (SWCD) and Community Development Authority (CDA)

Primary Originating Division/Dept:

Meeting Date:

Contact: Title:

Item Type:

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

BACKGROUND/JUSTIFICATION:

The Joint Powers Agreement with the Community Development Authority (CDA), as well as the Soil and Water Conservation District (SWCD) will allow Carver County to continue its partnership with both organizations by offering the employees of the respective organizations benefits through the County's insurance plans. Both organizations currently reimburse the County for their portions of the cost of the insurance, so there is not a direct fiscal impact to Carver County for this arrangement.

ACTION REQUESTED:

Motion to approve the Joint Powers Agreement (JPA) with the Soil and Water Conservation District (SWCD) as well as with the Community Development Authority (CDA) for provision of benefits, pending finalization of the contract review process.

FISCAL IMPACT:

If "Other", specify:

FUNDING

County Dollars = **\$0.00**

FTE IMPACT:

Total **\$0.00**

Insert additional funding source

Related Financial/FTE Comments:

In the past both the CDA and SWCD partnered with Carver County to offer their employees benefits through the County's insurance plans. Both organizations reimburse the County for the cost of the insurance so there is not a direct fiscal impact to Carver County.

Office use only:

RBA 2016 - 4439

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Resolution Setting 2017 County Attorney and County Sheriff Compensation

Primary Originating Division/Dept: Employee Relations

Meeting Date: 12/20/2016

Contact: Kerie Anderka Title: Employee Relations Division Director

Item Type:
Regular Session

Amount of Time Requested: 5 minutes

Presenter: Kerie Anderka Title: Employee Relations Division Director

Attachments: Yes No

Strategic Initiative:

Culture: Provide organizational culture fostering accountability to achieve goals & sustain public trust/confidence in County government

BACKGROUND/JUSTIFICATION:

The County Board has the authority to set compensation, including salary and benefits, for elected County officials including the County Attorney and the County Sheriff. Minnesota law requires that the Board set the salaries of these elected officials with regard for the responsibilities and duties of office, as well as the elected official's experience, qualifications and performance. In addition, court rulings indicate that Commissioners are responsible to ensure the salaries are in line with similarly situated counties in the state. The attached Resolution addresses the 2017 compensation for these two elected officials.

Market data is attached for both the County Sheriff and County Attorney positions. County Attorney Metz' 2016 salary is set at \$152,000 and Sheriff Olson's 2016 salary is \$142,000. Based on the market data from comparable counties for 2016, an increase of \$8,142 or 5.73% would be required to bring the Carver County Sheriff to the 2016 average sheriff salary. The Carver County Attorney is currently \$10,491 or 6.90% below the average salary compared to his peers.

The Board could consider several options to approach increases this year, but are encouraged to target market competitive pay for these positions.

- For example, the Board could consider providing increases to both the Sheriff and the County Attorney of a similar annual dollar amount, ranging from \$7,000 to \$8,000.
 - A \$7,000 increase would provide a 4.93% adjustment for the Sheriff and a 4.61% adjustment for the County Attorney.
 - An \$8,000 increase would provide the Sheriff with a 5.63% adjustment and the County Attorney with a 5.26% increase.
- Alternatively, the Board could consider providing a similar percentage increase to both.
 - For example, a 5.00% increase would raise the Sheriff's annual pay by \$7,100 and raise the County Attorney's annual pay by \$7,600.
 - A 6.00% increase would raise the Sheriff's annual pay by \$8,520 and would raise the County Attorney's annual pay by \$9,120.
- The Board may also wish to consider bringing the County Attorney closer to the 2016 market rate with a \$10,000 increase, which would be 6.58%. If the market average is the primary focus, a comparable adjustment in the Sheriff's case could be approximately \$8,000 or 5.63%.

With regard to internal trends, the majority of the County's employees are on a pay-for-performance system. The County's settled collective bargaining agreements established a 2016 pay-for-performance increase pattern of 0.00% for "needs improvement," 2.25% for "solid performer," 3.50% for "exceeds expectations," and 4.75% for "outstanding" performance. In addition, a general adjustment of 2.00% was provided for solid performers and above in March of 2016. The County has not yet negotiated an established pattern of 2017 increases, so the March 2016 pattern is shared for general reference at this time.

The County has recently completed a comprehensive job classification and market study, and will be working to negotiate the impact of implementation in the upcoming collective bargaining agreements. As part of this study, the Board has adopted a salary structure which incorporates comparable data from the seven county metro area. Data from the same metro counties is being utilized for comparison in setting the County Attorney and County Sheriff salaries. Carver County's approach for compensation and the pay-for-performance program has been to provide competitive pay with regard to the market, and reward strong performance and employee initiative.

The Board is encouraged to consider the current market data provided in the attachments for the elected official salaries. Keep in mind that salary data collected reflects 2016 salaries, with comparable counties also considering increases for the 2017 year's salaries.

The action requested is to:

Adopt the Resolution outlining the 2017 compensation for the County Sheriff and for the County Attorney with specific amounts determined by the Board; and providing both with the same cafeteria benefits as other County employees.

ACTION REQUESTED:

Motion to adopt the Resolution setting the 2017 compensation for the County Sheriff and for the County Attorney, with specific amounts to be determined by the Board; and providing both with the same cafeteria benefits as other County employees.

FISCAL IMPACT: Other

If "Other", specify:

FTE IMPACT: None

FUNDING

County Dollars =

Total \$0.00

Insert additional funding source

Related Financial/FTE Comments:

The total cost is dependent on final salary amounts approved by the Board. The proposed 2017 Budget allocates funding for County Sheriff and County Attorney salary increases. The budgeted amounts are sufficient to cover the recommended increases.

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RBA 2016 - 4460

BOARD OF COUNTY COMMISSIONERS CARVER COUNTY, MINNESOTA

Resolution: 2017 County Attorney and County Sheriff Compensation & Benefits

DATE _____ RESOLUTION NO. _____
 MOTION BY COMMISSIONER _____ SECONDED BY COMMISSIONER _____

WHEREAS, the Carver County Board of Commissioners has the authority to establish and revise compensation (salary and benefits) for elected staff; and

WHEREAS, the Carver County Board of Commissioners intends to provide 2017 elected staff salaries; and

WHEREAS, the Carver County Board of Commissioners intends to provide 2017 insurance benefits for elected staff within the established cafeteria system;

THEREFORE, BE IT RESOLVED, Carver County shall provide elected staff with the following compensation in 2017:

- A. The County Sheriff's 2016 salary shall be increased by \$_____ for 2017, from \$142,000.00 to \$_____.
- B. The County Attorney's 2016 salary shall be increased by \$_____ for 2017, from \$152,000.00 to \$_____.
- C. Insurance benefits for the County Attorney and County Sheriff shall be provided through the cafeteria plan, and include the following insurance benefits: life insurance (employee \$50,000.00 life and \$100,000 AD&D, spouse \$2,000.00, and child \$1,000.00); and single dental insurance. Additionally, these elected officials shall receive a monthly cafeteria contribution amount based on their health insurance elections: waiver, \$150.00; single \$690.00; employee + child(ren) \$850.00; employee + spouse \$1,175; or family, \$1,450.00 throughout 2017, to use toward all elective benefits, and/or additional cash compensation.
- D. The County shall also provide elected officials selecting HRA Plan health insurance with a 2017 contribution to the Health Reimbursement Arrangement VEBA Trust of \$750.00 for those with single insurance, or \$1,500.00 for those with employee + child(ren), employee + spouse, or family insurance. The County shall provide elected officials selecting HSA Plan health insurance with a 2017 contribution of \$1,100.00 for those with single insurance; and \$2,000.00 for those with employee + child(ren), employee + spouse, or family insurance.

BE IT FURTHER RESOLVED, that the County reserves the right to make additional adjustments to elected official compensation (salary or benefits) by amendment to the Carver County Personnel Policies or future Board Actions.

YES	ABSENT	NO
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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 20th day of December, 2016, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this _____ day of December, 2016

County Administrator

County Attorney	Dakota County	Anoka County	Washington County	Scott County	Hennepin County	Ramsey County	Carver County	AVERAGE SALARY (Excluding Carver)
2012 Base Salary	\$160,330	\$141,000	\$131,840	\$128,000			\$120,000	\$140,293
2013 Base Salary	\$163,004	\$141,000	\$135,795	\$138,432			\$127,000	\$144,558
2014 Base Salary	\$165,500	\$143,811	\$142,590	\$145,590			\$135,000	\$149,373
2015 Base Salary	\$170,283	\$154,999	\$149,720	\$146,728			\$143,000	\$155,433
2016 Base Salary	\$170,623	\$155,000	\$154,960	\$154,501	\$173,254	\$166,608	\$152,000	\$162,491
Start Date of Incumbent *	1987	2011	2011	2015	2007	2011	2011	

County Sheriff	Dakota County	Anoka County	Washington County	Scott County	Hennepin County	Ramsey County	Carver County	AVERAGE SALARY (Excluding Carver)
2012 Base Salary	\$132,700	\$128,500	\$132,600	\$117,872			\$120,000	\$127,918
2013 Base Salary	\$136,735	\$132,555	\$135,795	\$121,408			\$127,000	\$131,623
2014 Base Salary	\$139,600	\$137,342	\$142,590	\$128,692			\$132,000	\$137,056
2015 Base Salary	\$137,284	\$140,102	\$149,720	\$137,886			\$137,000	\$141,248
2016 Base Salary	\$144,986	\$142,903	\$154,960	\$141,027	\$165,002	\$151,972	\$142,000	\$150,142
Start Date of Incumbent *	2015	2011	2007	2016	2007	2011	2011	

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Resolution Setting 2017 County Commissioner Compensation

Primary Originating Division/Dept: Employee Relations

Meeting Date: 12/20/2016

Contact: Kerie Anderka Title: Employee Relations Division Director

Item Type:
Regular Session

Amount of Time Requested: 5 minutes

Presenter: Kerie Anderka Title: Employee Relations Division Director

Attachments: Yes No

Strategic Initiative:

Culture: Provide organizational culture fostering accountability to achieve goals & sustain public trust/confidence in County government

BACKGROUND/JUSTIFICATION:

The County Board has the authority to set compensation, including salary and benefits, for the County Commissioners.

Several factors should be considered in setting Commissioner salaries, including market rates and internal salary history and patterns. Market information is attached, and indicates that the Carver County Commissioners continue to be *significantly below* the average rate among comparable counties. Compared to the 7 county metro average for 2016, a 52.74% increase or \$25,612 annual amount would be required to bring the Commissioner salary to the 2016 market average. If Hennepin and Ramsey are excluded, the Carver County Commissioners salary is still significantly out of line with the suburban metro market. Comparing to the market group excluding Hennepin and Ramsey counties, a 28.22% increase or \$13,705 adjustment would be needed to match the 2016 market average. The current Carver County Commissioner salary is \$48,564. The 2016 average based on comparable metro counties is \$74,176. Excluding Hennepin and Ramsey from this market group results in an average of \$62,269.

The Board is encouraged to consider the current market data provided in the attachments for the elected official salaries. Keep in mind that salary data collected reflects 2016 salaries, with comparable counties also considering increases for the 2017 year's salaries. Over the past three years, in 2016, 2015, and 2014, the Carver County Commissioner salaries included very modest increases of \$2,000, \$1,136, and \$1,323. The prior increases have not been sufficient to address the gap with regard to comparable market information.

It is recommended that the Board take action to address this significant disparity and consider a \$10,000 to \$15,000 increase for annual Commissioner salaries for 2017. The ongoing misalignment with market for Commissioner salaries is a concern for our organization. The County has typically made efforts to address known significant disparities compared to market pay, and to give consideration to fair market pay in order to attract and retain its qualified public servants in a competitive labor market.

With regard to internal trends, the majority of the County's employees are on a pay-for-performance system. The County's settled collective bargaining agreements established a 2016 pay-for-performance increase pattern of 0.00% for "needs improvement," 2.25% for "solid performer," 3.50% for "exceeds expectations," and 4.75% for "outstanding" performance. In addition, a general adjustment of 2.00% was provided for solid performers and above in March of 2016. The County has not yet negotiated an established pattern of 2017 increases, so the March 2016 pattern is shared for general reference at this time.

The County has recently completed a comprehensive job classification and market study, and will be working to negotiate the impact of implementation in the upcoming collective bargaining agreements. Carver County's approach for compensation and the pay-for-performance program has been to provide competitive pay with regard to the market, and reward strong performance and employee initiative.

The Resolution provides annual salaries to be set by the Board; cafeteria benefits at the same rate as other employees; and expense allowances of \$615.00 for the Chair, \$540.00 for the Vice-Chair, and \$515.00 for the other Commissioners.

The action requested is to adopt the Resolution establishing Carver County Commissioner salaries for 2017; and setting monthly expense allowances of \$615.00 for the Chair, \$540.00 for the Vice-Chair and \$515.00 for the others; and providing benefits consistent with other County employees.

ACTION REQUESTED:

Motion to adopt the Resolution setting the County Commissioner 2017 annual salaries, with specific amount to be determined by the Board; setting monthly expense allowances of \$615.00 for the Chair, \$540.00 for the Vice-Chair and \$515.00 for the others; and providing benefits consistent with other County employees.

FISCAL IMPACT: Other
If "Other", specify:

FUNDING

County Dollars =

FTE IMPACT: None

Total \$0.00

Insert additional funding source

Related Financial/FTE Comments:

The total cost is dependent on final salary amounts approved by the Board. The proposed 2017 Budget allocates a 3.25% increase for Commissioner salaries. The recommended funding source for amounts above this percentage is the Commissioner Contingency fund. The proposed 2017 Budget has \$150,000 allocated for Commissioner Contingency.

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RBA 2016 - 4461

BOARD OF COUNTY COMMISSIONERS CARVER COUNTY, MINNESOTA

Resolution: 2017 County Commissioner Compensation & Benefits

DATE _____ RESOLUTION NO. _____
 MOTION BY COMMISSIONER _____ SECONDED BY COMMISSIONER _____

WHEREAS, the Carver County Board of Commissioners has the authority to establish and revise compensation (salary and benefits) for County Commissioners; and

WHEREAS, the Carver County Board of Commissioners intends to provide 2017 County Commissioner salaries; and

WHEREAS, the Carver County Board of Commissioners intends to provide 2017 insurance benefits for Commissioners within the established cafeteria system;

THEREFORE, BE IT RESOLVED, Carver County shall provide County Commissioners with the following compensation in 2017:

- A. The County Commissioner 2016 annual salary amount shall be increased by \$_____ for 2017, from \$48,564 to \$_____.
- B. County Commissioner monthly expense allowances shall be set at \$615.00 for the Board Chair, \$540.00 for the Vice-Chair and \$515.00 for the others.
- C. Insurance benefits for the County Commissioners shall be provided through the cafeteria plan, and include the following insurance benefits: life insurance (employee \$50,000.00 life and \$100,000 AD&D, spouse \$2,000.00, and child \$1,000.00); and single dental insurance. Additionally, the Commissioners shall receive a monthly cafeteria amount based on their health insurance elections: waiver, \$150.00; single \$690.00; employee + child(ren) \$850.00; employee + spouse \$1,175; or family, \$1,450.00 throughout 2017, to use toward all elective benefits, and/or additional cash compensation.
- D. The County shall provide County Commissioners selecting HRA Plan health insurance with a 2017 contribution to the Health Reimbursement Arrangement VEBA Trust of \$750.00 for those with single insurance, or \$1,500.00 for those with employee + child(ren), employee + spouse, or family insurance. The County shall provide Commissioners selecting HSA Plan health insurance with a 2017 contribution of \$1,100.00 for those with single insurance; and \$2,000.00 for those with employee + child(ren), employee + spouse, or family insurance.

BE IT FURTHER RESOLVED, that the County reserves the right to make additional adjustments to Commissioner compensation (salary or benefits) by amendment to the Carver County Personnel Policies or future Board Actions.

YES	ABSENT	NO
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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 20th day of December, 2016, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this _____ day of December, 2016

County Administrator

County Commissioners	Dakota County	Anoka County	Washington County	Scott County	Hennepin County	Ramsey County	Carver County	AVERAGE SALARY (Excluding Carver)
2012 Base Salary	\$66,400	\$59,945	\$52,713	\$47,480			\$43,346	\$56,635
2013 Base Salary	\$68,000	\$59,945	\$52,713	\$48,904			\$44,105	\$57,391
2014 Base Salary	\$70,100	\$61,144	\$52,713	\$50,860			\$45,428	\$58,704
2015 Base Salary	\$72,300	\$60,015	\$52,713	\$57,346			\$46,564	\$60,594
2016 Base Salary	\$74,830	\$63,614	\$52,713	\$57,919	\$108,093	\$87,884	\$48,564	\$74,176

Carver County Board of Commissioners Request for Board Action



Agenda Item:

2017 Property Tax Levy and Budget

Primary Originating Division/Dept:

Meeting Date:

Contact: Title:

Item Type:

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

BACKGROUND/JUSTIFICATION:

The County Administrator's Recommended 2017 Property Tax Levy and Budget fulfills the County Board's direction to connect financial strategies to the County's short-term strategic goals and objectives.

The 2017 Budget process began at a May 2016 workshop where the County Board directed staff to implement the Administrator's Recommended 2017 Budget Strategy.

The County Board and staff have had several workshops, Board meetings and a Public Hearing to discuss the 2017 Property Tax Levy and Budget.

ACTION REQUESTED:

Motion to Adopt the 2017 Property Tax Levy and Budget Resolution

FISCAL IMPACT:

If "Other", specify:

FUNDING

County Dollars =

FTE IMPACT:

Total

Insert additional funding source

Related Financial/FTE Comments:

The County Administrator's recommended 2017 levy of \$51,649,500 is a 2.8% increase compared to 2016. Consistent with the County Board's 2017 Budget Strategy, by capturing the incremental tax base created by new construction, this levy increase does not have a tax impact on the County average value home despite its increase in value and has a decreasing impact on average value agricultural properties as well as most average value commercial properties.

Office use only:

RBA 2016 - 4452



FY 2017

Budget Resolutions

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

Date: December 20, 2016 Resolution: _____
 Motion by Commissioner: _____ Seconded by Commissioner: _____

**CERTIFYING
2017 PROPERTY TAX LEVY**

WHEREAS, the County of Carver, State of Minnesota, requires an Ad Valorem Property Tax to provide needed and necessary services to the citizens of Carver County; and

WHEREAS, the Carver County Board of Commissioners has reviewed budget requests from various divisions and agencies of the County and has made a determination of the Ad Valorem Property Tax required to support county operations for the Calendar Year 2017.

NOW, THEREFORE, BE IT RESOLVED by the Carver County Board of Commissioners that there by, and hereby is, levied upon the taxable property of the County of Carver the following sums for the respective purposes indicated herein for the calendar year commencing January 1, 2017, to wit:

GENERAL FUND	\$31,634,306
Road and Bridge Fund	4,095,254
Community Social Services Fund	9,487,740
Road & Bridge Capital Improvement Fund	1,890,000
Debt Services Fund	4,247,200
Unestad Tax Abatement	123,000
Engler Blvd Tax Abatement	172,000
Total Levy County	\$51,649,500
Carver Watershed Management Organization	643,933
Total Combined Levy	\$52,293,433

YES	ABSENT	NO
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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 20th day of December, 2016, now on file in the Administration Office, and have found the same to be a true and correct copy thereof.

Dated this 20th day of December, 2016.

County Administrator

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

Date: December 20, 2016

Resolution: _____

Motion by Commissioner: _____

Seconded by Commissioner: _____

**COUNTY BOARD ADOPTION OF THE
2017 BUDGET
FOR CARVER COUNTY**

WHEREAS, the annual operating and capital budgets (the "Budget") for Carver County, which have been prepared by division directors and reviewed by the County Board of Commissioners, provided the basis for determining the allocation of available County resources and the property tax levy of Carver County necessary to fund the various functions of Carver County for the coming year; and

WHEREAS, the Carver County Board of Commissioners has established the property tax levy for Carver County which serves as a major funding source for County operations and capital projects; and

WHEREAS, the budgets as reviewed and amended by the County Board of Commissioners are within all limits of the afore-referenced levy as prescribed by law; and

WHEREAS, it is the stated purpose of the Budget to serve as a management tool for division directors and the County Board of Commissioners and sets the authorized expenditure limits for the 2017 budget year; and

WHEREAS, the Budget fulfills the County Board's direction to "connect financial strategies to the County's short-term strategic goals and objectives"; and

WHEREAS, the revenue and expenditure budget totals by fund are set forth below:

2017 CARVER COUNTY BUDGETS

	<u>REVENUE</u>	<u>EXPENDITURE</u>
General Revenue Fund	\$51,359,404	\$51,359,404
Road and Bridge Fund	7,559,975	7,559,975
Community Social Services Fund	27,163,340	27,163,340
Buildings CIP Fund	79,904	79,904
Road & Bridge CIP Fund	30,627,928	30,627,928
Parks & Trail CIP Fund	661,534	661,534
Debt Service Fund	4,857,200	4,857,200
County Ditch Fund	46,270	46,270
Carver County Water Management Organization	686,433	686,433
Self-Insurance Revolving Fund	<u>945,177</u>	<u>945,177</u>
Total	\$123,987,165	\$123,987,165

NOW, THEREFORE, BE IT RESOLVED by the Carver County Board of Commissioners that the 2017 operating and capital budgets are hereby adopted and placed on file in the Carver County Taxpayer Service's Office.

BE IT FURTHER RESOLVED, individual Division Budgets cannot be exceeded in total.

BE IT FURTHER RESOLVED, that the County Board will continue to commit the total fund balance of the Other Post Employment Benefit ("OPEB") trust, held in a Revocable trust account with the Public Employees Retirement Association ("PERA"), reported in the Other Post Employment Benefits Internal Service Fund.

BE IT FURTHER RESOLVED, any adjustments to the approved budget, requested by originating departments, can be approved by the Property & Financial Services Division Director after review for adequate transfer of existing budget or addition of new revenue sources.

BE IT FURTHER RESOLVED, capital expenditures that have been itemized in the 2017 budget when purchased must conform with State Statute 471.345 as amended. Further, in accordance with County Policy, any capital expenditure (object code 6600's) greater than \$25,000 must have prior County Board approval for purchase. Items classified as building improvements (code 6640) which are needed on an emergency basis may be purchased without prior Board approval but subsequent Board ratification will be required.

BE IT FURTHER RESOLVED, all position changes which are itemized and approved in the 2017 budget will not be required to be brought before the County Board for prior approval to fill. All salary and benefit issues will be funded and accounted for on a full accrual basis in accordance with GAAP.

BE IT FURTHER RESOLVED, that the County Administrator is delegated the authority to fill newly created classifications or remove incumbents from existing classifications which are eliminated within this budget on a timeframe within year 2017 as deemed appropriate by the Administrator.

BE IT FURTHER RESOLVED, the County Sheriff and County Attorney are authorized to expend funds from their respective contingency accounts for the purpose of travel to secure suspects, prisoners or other individuals at odds with the justice system upon presentation of a properly executed claim form to the Financial Services Department.

BE IT FURTHER RESOLVED, that the County Administrator is authorized at his discretion to expend County funds prior to board approval for purchases within an approved budget line item to qualify for a cash discount from early payment.

BE IT FURTHER RESOLVED, the 2017 budget is adopted on a GAAP basis by fund at the function level for the General Fund and the Special Revenue Funds; for the Capital Projects Funds the 2017 budget is adopted by the life of the project and remaining balances shall be carried over from the prior year and for the Debt Service Fund according to bond commitments. Budget appropriations for operating funds can be extended to a subsequent year upon approval of the County Administrator.

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

YES	ABSENT	NO
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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 20th day of December, 2016, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 20th day of December, 2016.

County Administrator

2017 Budget: Recommended Net Levy Adjustments for Trends, Increased Fees, etc.

As of 9/9/16

Division/Dept.	Item	Division Director Request	County Administrator's Preliminary Recommendation	Board Approved
County-wide				
Debt Service	Refinancing debt (advance refunding the 08A & 08B bonds)	(100,000)	(100,000)	
Debt Service	Savings in the Debt Service fund (2014A & MPFA Loan)	(592,165)	(592,165)	
Vacancy Savings	Adjustment based on trends	(625,000)	(625,000)	
OPEB	Lower OPEB contribution for pay-as-you-go retiree health insurance	(169,980)	(169,980)	
Self Insurance Fund	Adjustments based on insurance and cost trends	(68,742)	(68,742)	
Grant Revenue	Unbudgeted grant revenue	(30,000)	(30,000)	
Investment Income	Unfavorable trends	100,000	100,000	
Subtotal		(1,485,887)	(1,485,887)	
Divison Requests/Adjustments				
Court Services	Ongoing data plan expenses for 8 additional IPADs (Paperless Project)	4,800	4,800	
Court Services	Ongoing yearly Court Services Tracking System (CSTS) enhancement costs	5,000	5,000	
Court Services	REAM Grant, exp side	10,000	10,000	
Employee Relations	Reallocated Gallagher and Health Partner Benefits- Wellness- Biometrics and Wellvation	60,000	60,000	
Employee Relations	Past trends and trends outside of the organization related to professional services costs	50,000	50,000	
Historical Society, SWCD, Extension	SWCD & Historical Society-allocation increase, Extension MOA increase	19,165	19,165	
Property & Financial Services-Finance	Indirect Federal Funding increase	(50,000)	(50,000)	
Public Services/Facilities	Increase in costs to repair and maintain county buildings serving additional staff members.	25,000	25,000	
Public Services/IT	Ongoing rising costs to provide licensing, hardware, and mobility to new hires and changing work environments.	25,000	25,000	
Public Services/IT	GIS ESRI licensing increase	15,000	15,000	
Public Services/IT	Renegotiate Microsoft Enterprise Licensing. Expect additional costs.	15,000	15,000	
Public Services/Library	Carver Library's eBooks comprise 4.4% of the collection budget -- 8% below that of every other metro library system.	32,500	32,500	
Sheriff	Contract increase for Aramark (4%)	10,000	10,000	
Sheriff	Contract increase for MENd (2%)	4,000	4,000	
Sheriff	Training increase for EVOC, 1st AID, SPSC in rotation	25,000	25,000	
Sheriff	Contracted Transports	4,000	4,000	
Requests after 6/11				
Court Administration	Increase budget for court appointed attorneys- caseloads have increased significantly with the new CHIPS laws	30,000	30,000	
County Administration	Membership due increases: based on AMC, MICA, and MESP projections	2,000	2,000	
Public Works	GIS ESRI Roads & Highway	14,000	14,000	
Requests after 7/11 & 7/12 Budget Packet was sent				
Health & Human Services	Purchase of Services- cost increases: Foster Care and Shelter	105,000	105,000	
Sheriff	Medical Examiner- contract increase, and a decrease in donation revenue that the Sheriff's office is no longer receiving	3,546	3,546	
Public Services/IT	Board Agenda replacement software	17,000	17,000	
Property & Financial Services-Finance	Contracted payroll temp services	21,197	21,197	
Subtotal		447,208	447,208	
GRAND TOTAL =		(1,038,679)	(1,038,679)	\$ -

Attachment B: Recommended Staffing Changes

Division/Department	Division Requested FTE's	Funding Source	Administrator Recommended FTE's Changes	Position	Requested Gross Levy (\$)	Direct Reimbursement	Indirect Funding	Division Requested Net Levy (\$)	Administrator Recommended Net Levy (\$)
Requested for 2017:									
Attorney	1.00	No Levy	1.00	Victim Witness Coordinator	92,383		92,383	-	-
Attorney	1.00	100% Levy	-	Assistant County Attorney I	98,642			98,642	
Court Services/ Probation	(0.50)	100% Levy	(0.50)	Collections/Payment Assistant	(25,331)			(25,331)	(25,331)
Court Services/ Probation	(0.20)	Partial Levy	(0.20)	Court Services Agent II	(14,878)			(14,878)	(14,878)
Court Services/ Probation	0.20	Partial Levy	0.20	Court Services Agent III	19,410		4,532	14,878	14,878
Employee Relations	1.00	100% Levy	-	Deputy Director of ER/Labor Relations Manager	128,831			128,831	
HHS - Admin Support	1.00	Partial Levy	1.00	Accountant Technician	75,483	18,871	55,594	1,018	1,018
HHS - Behavioral Health	0.12	No Levy	0.12	Case Management Associate II	8,514		8,514	-	-
HHS - Behavioral Health	0.50	No Levy	0.50	Advanced Practice Nurse	72,000	112,000		(40,000)	(40,000)
HHS - Behavioral Health	1.00	No Levy	1.00	Social Worker II	92,383	7,391	84,992	-	-
HHS - Child and Family	1.00	Partial Levy	1.00	Child/Family Unit Supvr.	114,531	9,162	105,369	-	-
HHS - Income Support	1.00	Partial Levy	1.00	Eligibility Representative I	77,963	38,981		38,982	38,982
Prop & Financial Svcs-Assessment	1.00	No Levy	1.00	Senior Appraiser - Commercial	98,809		98,809	-	-
Prop & Financial Svcs-Finance	(1.00)	100% Levy	(1.00)	Accounting Technician	(75,483)			(75,483)	(75,483)
Prop & Financial Svcs-Finance	1.00	100% Levy	1.00	Accountant	92,383			92,383	92,383
Prop & Financial Svcs-TSD	1.00	No Levy	1.00	Licensing Specialist	63,617		63,617	-	-
Prop & Financial Svcs-TSD	1.00	100% Levy	-	Project Specialist	72,283			72,283	
Public Services - Environmental Svcs	1.00	No Levy	1.00	Recycling Drop Off Operator (2 positions)	45,594		45,594	-	-
Public Services - Information Technology	1.00	100% Levy	1.00	Software Solutions Engineer	119,851			119,851	119,851
Public Services - Information Technology	1.00	Partial Levy	1.00	Lead Support Analyst	85,071		77,654	7,417	7,417
Public Services - Library	0.25	100% Levy	0.25	Associate Librarian (2 positions)	12,985			12,985	12,985
Public Services - Library	0.63	100% Levy	0.63	Library Shelves (2 positions)	23,424			23,424	23,424
Public Services - Library	0.13	100% Levy	0.13	STOC Librarian (STOC Professional Level Personnel)	7,304			7,304	7,304
Public Services - Library	0.13	100% Levy	0.13	STOC Library Assistant (STOC Support Personnel)	4,314			4,314	4,314
Public Services - Library	1.00	100% Levy	1.00	Library Assistant	65,319			65,319	65,319
Public Services - Library	1.00	100% Levy	1.00	Librarian	89,246			89,246	89,246
Public Services - Library	(1.00)	100% Levy	(1.00)	Assistant Branch Manager	(110,782)			(110,782)	(110,782)
Public Services - Library	(1.00)	100% Levy	(1.00)	Library Assistant (2 positions)	(48,354)			(48,354)	(48,354)
Public Services - Library	0.20	100% Levy	-	Volunteer Coordinator	17,367			17,367	
Public Services - Pub Svcs Admin	1.00	100% Levy	-	Innovation Officer	114,531			114,531	
Public Works - Administration	1.00	No Levy	1.00	Administrative Assistant	66,694		66,694	-	-
Public Works - Program Delivery	(0.33)	100% Levy	(0.33)	GIS Assistant (STOC)	(9,863)			(9,863)	(9,863)
Public Works - Program Delivery	1.00	No Levy	1.00	Transportation Planner	98,809		98,809	-	-
Public Works - Parks	0.62	Partial Levy	0.62	PT Seasonal	16,620	1,973		14,647	14,647
Public Works - Operations	0.70	No Levy	0.70	STOC - Hwy Maintenance Worker	22,032		22,032	-	-
Sheriff	0.31	100% Levy	0.31	Community Service Officer- base	13,918			13,918	13,918
SubTotal:	18.76		14.56		\$ 1,625,620	\$ 188,378	\$ 824,593	\$ 612,649	\$ 180,995

Approved during 2016:** Savings will carryover into 2017

Included in the 2017 Salary and Benefit Projection (after Adopted 2016 Budget)	FTE's		Date of RBA	Position	Requested Gross Levy (\$)	Direct Reimbursement	Indirect Funding	Division Requested Net Levy (\$)	
HHS - Administration	0.40	No Levy	10/6/2015	Support Services Aide	12,288	12,288		-	45
Public Services - Planning/Water Mgmt.	1.00	No Levy	10/6/2015	AIS Program Coordinator	70,540	70,540		-	

Prop & Financial Svcs-TSD	1.00	No Levy	12/1/2015	Land Administration Supervisor	82,200		82,200	-	
Prop & Financial Svcs-TSD	1.00	No Levy	12/1/2015	Customer Service Technician	70,900		70,900	-	
Prop & Financial Svcs-TSD	(1.00)	No Levy	12/1/2015	Customer Service Specialist	(48,100)		(48,100)	-	
Prop & Financial Svcs-TSD	(1.00)	No Levy	12/1/2015	Customer Service Specialist	(48,100)		(48,100)	-	
Prop & Financial Svcs-Property Records	1.00	No Levy	12/1/2015	Senior Land Title Specialist	62,250		62,250	-	
Prop & Financial Svcs-Property Records	1.00	No Levy	12/1/2015	Senior Land Title Specialist	62,250		62,250	-	
Prop & Financial Svcs-Property Records	(1.00)	No Levy	12/1/2015	Land Title Specialist	(59,750)		(59,750)	-	
Prop & Financial Svcs-Property Records	(1.00)	No Levy	12/1/2015	Land Title Specialist	(59,750)		(59,750)	-	
HHS - Behavioral Health	1.00	No Levy	2/2/2016	MH Crisis Program Supervisor	106,500	106,500		-	
HHS - Behavioral Health	(1.00)	No Levy	2/2/2016	Crisis Therapist	(90,000)	(90,000)		-	
HHS - Behavioral Health	(0.90)	No Levy	2/2/2016	Crisis Therapist	(81,000)	(81,000)		-	
HHS - Behavioral Health	0.90	No Levy	2/2/2016	Social Worker II	67,500	67,500		-	
HHS - Behavioral Health	1.00	No Levy	2/2/2016	Case Aide	49,400	4,400	45,000	-	
HHS - Behavioral Health	1.00	No Levy	2/2/2016	Social Worker II	75,000	6,000	69,000	-	
HHS- Child & Family	1.00	No Levy	2/2/2016	Social Worker III	88,500	88,500		-	
HHS - Child & Family	(1.00)	No Levy	2/2/2016	Social Worker II	(75,000)	(75,000)		-	
HHS- Child & Family	0.40	No Levy	2/2/2016	Social Worker II	30,000	2,400	27,600	-	
HHS - Child & Family	1.00	No Levy	2/2/2016	Case Aide	55,000	4,400	50,600	-	
HHS - Home & Comm Based Care	1.00	No Levy	2/2/2016	HCBC Supervisor	105,000	8,400	96,600	-	
HHS - Home & Comm Based Care	4.00	No Levy	2/2/2016	Social Worker II	300,000	-	300,000	-	
HHS - Home & Comm Based Care	1.00	No Levy	2/2/2016	Program Assistant	55,000	25,000	30,000	-	
NOT Included in the 2017 Salary and Benefit Projection (RBAs between 4/1 and 9/20/16)									
Attorney	0.15	100% Levy	8/16/2016	STOC On-call	4,900			4,900	
Public Services - Veteran Services	0.40	100% Levy	6/7/2016	Veteran Services Driver	23,098			23,098	
Public Services - Veteran Services	(0.40)	100% Levy	6/7/2016	Veteran Services Driver	(23,098)			(23,098)	
Public Services- Information Technology	(0.15)	100% Levy	8/16/2016	STOC On-call	(4,900)			(4,900)	
Public Services- Library	0.06	No Levy	8/16/2016	Librarian	4,512		4,512	-	
Employee Relations	1.00	100% Levy	6/21/2016	Employee Relations Business Partner	102,715			102,715	
Prop & Financial Svcs - TSD	1.00	No Levy	6/21/2016	Licensing Specialist	63,605		63,605	-	
Public Works - Administration	(1.00)	No Levy	6/7/2016	Administrative Asst	(65,329)		(65,329)	-	
Public Works - Program Delivery	1.00	No Levy	6/7/2016	GIS Technician	74,442		74,442	-	
Public Works - Program Delivery	(1.00)	No Levy	4/5/2016	Sr Engineering Technician	(86,529)		(86,529)	-	
Public Works - Program Delivery	1.00	No Levy	4/5/2016	Engineering Technician	76,115		76,115	-	
HHS - Behavioral Health	(1.00)	No Levy	6/21/2016	Health Care Navigator	(76,326)		(76,326)	-	
HHS - Behavioral Health	1.00	No Levy	6/21/2016	Social Worker II	76,326		76,326	-	
HHS - Behavioral Health	(1.00)	No Levy	6/21/2016	Social Worker II	(88,657)		(88,657)	-	
HHS - Behavioral Health	1.00	No Levy	6/21/2016	Registered Nurse/Case Manager	88,657		88,657	-	
HHS - Behavioral Health	(0.80)	No Levy	9/6/2016	Crisis Therapist	(89,847)		(89,847)	-	
HHS - Behavioral Health	0.90	No Levy	9/6/2016	Crisis Therapist	99,711		99,711	-	
HHS - Behavioral Health	(0.90)	No Levy	9/6/2016	Crisis Therapist	(99,711)		(99,711)	-	
HHS - Behavioral Health	0.80	No Levy	9/6/2016	Crisis Therapist	89,847		89,847	-	
HHS - Behavioral Health	(1.00)	No Levy	9/20/2016	Health Care Navigator	(90,746)		(90,746)	-	
HHS - Behavioral Health	1.00	No Levy	9/20/2016	Social Worker II	90,746		90,746	-	
HHS - Behavioral Health	1.80	No Levy	9/20/2016	Crisis Therapist	201,920		201,920	-	
HHS- Child & Family	2.00	No Levy	4/19/2016	Social Worker II	164,714	164,714		-	
HHS - Income Support	2.00	No Levy	4/19/2016	Eligibility Representative I	139,276	83,178	56,098	-	
Public Works - Administration	1.00	Partial Levy	9/20/2016	Financial Technician	84,287		3,199	81,088	
Public Works - Administration	(1.00)	100% Levy	9/20/2016	Account Clerk	(81,088)			(81,088)	
Sheriff***	(1.80)	100% Levy	8/16/2016	Jail Health Nurse	(175,280)			(175,280)	
Sheriff***			8/16/2016	Contracted Services	175,280			175,280	
SubTotal:	16.86				\$ 1,509,268.00	\$ 397,820.00	\$ 1,008,733.00	\$ 102,715.00	\$ -
Total:	35.62		14.56		\$ 3,134,888	\$ 586,198	\$ 1,833,326	\$ 715,364	\$ 180,995

Attachment C: Capital Projects by Fund for 2017
as of 12/2/16

DEPT.	CIP #	DESCRIPTION	2016 Board Approved	2017 Requested	2017 County Administrator's Preliminary Recommendation	Inc./Dec
Parks & Trails Capital Improvements						
528-519		Pavement Mgmt, Lk. Minnewashta, Parking lots and trails (Parks and Trails)		119,000	119,000	119,000
525-518		MN River Bluffs RT Co. Rd 61 to Bluff Creek Drive (Federal TAP)		282,630	282,630	282,630
525-518		MN River Bluffs RT Co. Rd 61 to Bluff Creek Drive (Parks and Trails)		180,000	180,000	180,000
		Extension of MN River Bluffs Regional Trail (CCRRA)	70,000	-	-	(70,000)
		Repurposing Houses, Plans & Construction for Group Use Area & Trailhead(CPA)	79,904	79,904	79,904	-
		34-520-XXX-XXXX-6610	149,904	661,534	661,534	511,630
Fund 34 Total	34-XXX-XXX-XXXX-66XX		149,904	661,534	661,534	511,630
Levy Dollars - Fund #34			-	-	-	-
Building and Other Capital Improvements						
		Master Space Plan Projects (CPA)	19,904	-	-	(19,904)
		Contribution to Agricultural Society 2013/2014 Building Projects (CPA)	60,000	60,000	60,000	-
		Building Security Improvement Plan- (CPA)	-	19,904	19,904	19,904
		30-XXX-XXX-XXXX-6630	79,904	79,904	79,904	-
Fund #30 Total	30-XXX-XXX-XXXX-66XX		79,904	79,904	79,904	-
Levy Dollars - Fund #30			-	-	-	-
Regional Rail Authority Right-of Way Capital Improvements						
		Contribution to County for FTE (levy)	41,000	41,000	41,000	-
		Extension of MN River Bluffs Regional Trail (levy)-to fund 34	70,000	-	-	(70,000)
		Ditch Drainage, Culvert Cleaning, Tree Removal	33,000	99,000	99,000	66,000
		15-XXX-XXX-XXXX-66XX	144,000	140,000	140,000	(4,000)
Fund #15 Total	15-XXX-XXX-XXXX-66XX		144,000	140,000	140,000	(4,000)
Levy Dollars - Fund #15			140,000	140,000	140,000	-

Road & Bridge Capital Improvements

Transfers

					-
	CSAH Regular funds transfer to Fund 03	143,000	230,000	230,000	87,000
	Wheelage tax funds transfer to Fund 35	315,000	315,000	315,000	-
	03-304 & 35-814	458,000	545,000	545,000	87,000

Professional Services

307-8712	CSAH 61 Turnback Improvements (Mun / State Participation)		1,859,400	1,859,400	1,859,400
307-8637	CSAH 18 Reconstruction (State Aid)	311,000	-	-	(311,000)
307-8637	CSAH 18 Reconstruction (Mun / State Participation)	206,000	-	-	(206,000)
307-8692	CSAH 14 Marsh Lake Road (State Aid)		546,000	546,000	546,000
307-8692	CSAH 14 Marsh Lake Road (Mun / State Participation)		234,000	234,000	234,000
307-8765	NON-CIP CSAH 10/51 Ring Road (Mun / State Participation)	128,000	406,750	406,750	278,750
307-8782	CSAH 33 / CSAH 34 Roundabout (State Aid)		200,000	200,000	200,000
	32-307-000-0000-6680	645,000	3,246,150	3,246,150	2,601,150
307-8014	Shoulder Widening (Levy)	400,000	-	-	(400,000)
307-8014	Shoulder Widening (Wheelage tax)	495,000	-	-	(495,000)
307-8014	Shoulder Widening (State Aid)	561,000	-	-	(561,000)
307-8015	Safety Set Aside (County Levy)	175,000	175,000	175,000	-
307-8016	Traffic Marking / Signs / Signals (County Levy)	315,000	315,000	315,000	-
307-8016	Traffic Marking / Signs / Signals (CPA)	110,000	-	-	-
307-8712	CSAH 61 Turnback Improvements (Mun / State Participation)		10,320,000	10,320,000	10,320,000
307-8737	CR 140 Bridge #L2795 (CPA)		159,808	159,808	159,808
307-8737	CR 140 Bridge #L2795 (Bridge Bonding)		402,000	402,000	402,000
307-8738	CR 140 Bridge #10504 (Bridge Bonding)		462,332	462,332	462,332
307-8739	CR 140 Bridge #L2797 (Bridge Bonding)		200,000	200,000	200,000
307-8740	CSAH 51 Bridge over Carver Creek (State Aid)		450,215	450,215	450,215
307-8740	CSAH 51 Bridge over Carver Creek (Bridge Bonding)		127,000	127,000	127,000
307-8743	CSAH 23 Bridge #10507 (Bridge Bond)	112,000	-	-	(112,000)
307-8745	CSAH 33 Bridge #10515 (CPA)	32,084	-	-	(32,084)
307-8765	NON-CIP CSAH 10-51 Ring Road (State Aid)		1,942,039	1,942,039	1,942,039
307-8765	NON-CIP CSAH 10-51 Ring Road (Mun / State Participation)	640,000	4,067,500	4,067,500	3,427,500
307-8780	CSAH 11 MN River Bridge (State Aid Regular)	225,000	-	-	(225,000)
307-8784	CSAH 61 Reconstruction (Mun / State Participation)	1,740,000	-	-	(1,740,000)
307-8784	CSAH 61 Reconstruction (CPA)	17,724	-	-	(17,724)
307-8785	84th Street B#10508 over Buffalo Creek (Bridge Bonding)		571,000	571,000	571,000
307-8790	SCAH 32 Shoulder Widening (State Aid Regular)		1,400,800	1,400,800	1,400,800
307-8795	CSAH 20 Bridge #93035 (Bridge Bonding)		-	-	-
	32-307-000-0000-6681	4,822,808	20,592,694	20,592,694	15,879,886

Right of Way

307-8637	CSAH 18 Reconstruction (TH41 to Galpin) (State Aid Regular)	181,350	1,007,500	1,007,500	826,150
307-8637	CSAH 18 Reconstruction (TH41 to Galpin) (Municipal/ State)	268,650	1,492,500	1,492,500	1,223,850
307-8692	CSAH 14 Marsh Lake Road (State Aid)		650,000	650,000	650,000
307-8692	CSAH 14 Marsh Lake Road (Mun / State Participation)		650,000	650,000	650,000
307-8739	CR 140 Bridge #L2797 (State Aid)		15,000	15,000	15,000
307-8740	CSAH 51 Bridge over Carver Creek (State Aid)		25,000	25,000	25,000
307-8765	NON-CIP CSAH 10-51 Ring Road (Mun / State Participation)	520,500	-	-	(520,500)
307-8782	CSAH 33 / CSAH 34 Roundabout (State Aid)		100,000	100,000	100,000
	32-307-000-0000-6685	970,500	3,940,000	3,940,000	2,969,500

Resurfacing/Maintenance

307-8000	Resurfacing/Maintenance (County Levy)	900,000	1,400,000	1,400,000	500,000
307-8000	Resurfacing/Maintenance (Wheelage)	-	545,229	545,229	545,229
307-8000	Resurfacing/Maintenance (State Aid)	2,482,500	358,855	358,855	(2,123,645)
	32-307-000-0000-6684	3,382,500	2,304,084	2,304,084	(1,078,416)

Fund #32 Total	32-307-XXX-XXXX-66XX	10,278,808	30,627,928	30,627,928	20,459,120
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	Road & Bridge Levy Dollars - Fund #32	1,790,000	1,890,000	1,890,000	100,000
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Attachment D: 2017 Facilities, Vehicles and Equipment

as of 8/18/2016

DEPT.	CIP #	DESCRIPTION	2016	2017	2017	Inc./Dec
			Board Approved	Requested	County Administrator's Preliminary Recommendation	
Public Services - Facilities						
Building Improvements - 6640						
	01-110	Facilities - Manager Initiatives	335,000	330,000	330,000	(5,000)
Dept. Total		01-110-XXX-2001-66XX	335,000	330,000	330,000	(5,000)
Public Services - Information Technology						
Manager Capital Initiatives						
		Technology - Manager Initiatives	320,000	330,000	330,000	10,000
		Software: 01-049-046-0000-6660	320,000	330,000	330,000	10,000
Computer Services						
		Endpoint Network Security Protection	-	20,000	20,000	20,000
		Software: 01-049-000-0000-6655	-	20,000	20,000	20,000
Client Services						
		Scanner Replacement	12,000	20,000	20,000	8,000
		Equipment: 01-049-060-0000-6660	12,000	20,000	20,000	8,000
CarverLink						
		CarverLink build out	20,000	20,000	20,000	-
		CarverLink equipment replacement	30,000	30,000	30,000	-
		Equipment: 01-049-061-1000-6660	50,000	50,000	50,000	-
Dept. Total		01-049-XXX-XXXX-66XX	382,000	420,000	420,000	38,000
Public Services - Library						
Administration						
		Furniture replacement	10,000	10,000	10,000	-
		Self checkout replacement	20,000	-	-	(20,000)
		Equipment: 01-014-500-0000-6660	30,000	10,000	10,000	(20,000)
Dept. Total		01-014-XXX-XXXX-66XX	30,000	10,000	10,000	(20,000)
Public Services - Planning & Water						
WMO						
		Carver County Water Mgmt. Organization Project Fund*	135,000	150,000	150,000	15,000
		16-XXX-XXX-XXXX-6630	135,000	150,000	150,000	15,000
Dept. Total		16-XXX-XXX-XXXX-66XX	135,000	150,000	150,000	15,000

Sheriff's Office

Jail

Washing Machines	25,000	-	-	(25,000)
Equipment: 01-201-235-0000-6660	25,000	-	-	(25,000)
Total Capital Outlay 01-201-235	25,000	-	-	(25,000)

Support Services

Investigations: Forensic Computer	-	10,000	10,000	10,000
Snowmobile Purchase	-	20,000	20,000	20,000
Conference room/ office renovation	24,000	-	-	(24,000)
Vehicles: 01-201-231-000-XXXX	24,000	30,000	30,000	6,000
Total Capital Outlay 01-201-231	24,000	30,000	30,000	6,000

Patrol

236-01 Vehicles	247,500	262,400	262,400	14,900
Vehicles: 01-201-236-0000-6670	247,500	262,400	262,400	14,900
Total Capital Outlay 01-201-236	247,500	262,400	262,400	14,900

Communication

240- MDC Replacement and Mobile Radio Replacement	50,000	50,000	50,000	-
Portable Radio Replacement Planning	-	35,000	35,000	35,000
Equipment: 01-201-240-0000-6660	50,000	85,000	85,000	35,000
Total Capital Outlay 01-201-240	50,000	85,000	85,000	35,000

Division Total	01-201-XXX-XXXX-66XX	346,500	377,400	377,400	30,900
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Public Works

Highway Operations

Public Works Equipment	265,000			(265,000)	
Tandem		240,000	240,000	240,000	
Hyster RT Packer		50,000	50,000	50,000	
Stepp Patcher		50,000	50,000	50,000	
Laminator		15,000	15,000	15,000	
Pickup		50,000	50,000	50,000	
Boat		60,000	60,000	60,000	
Public Works Equipment (CSAH)	150,000			(150,000)	
Equipment: 03-304-000-0000-6660	415,000	465,000	465,000	50,000	
Dept. Total	03-XXX-XXX-XXXX-66XX	415,000	465,000	465,000	50,000

Park Administration

Park Maintenance Projects (paid by increase in park permit fees*)	26,000	26,000	26,000	-
Site Improvements: 01-520-000-0000-6610	26,000	26,000	26,000	-

Dept. Total	01-520-XXX-0000-6610	26,000	26,000	26,000	-
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Health & Human Services

Software Purchase	10,000	-	-	(10,000)
Software 11-405-600-XXXX-6655	10,000	-	-	(10,000)
Home & Community Based Care Dept. Electronic Document Management Software (non-levy)	50,000	211,284	211,284	161,284
Software 11-405-700-XXXX-6655	50,000	211,284	211,284	161,284
Replacement Client Transport Vehicles (1 @ \$30,000)	30,000	30,000	30,000	-
Vehicles 11-405-700-XXXX-6670	30,000	30,000	30,000	-

Division Total	11-XXX-XXX-XXXX-66XX	90,000	241,284	241,284	151,284
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County Totals		1,759,500	2,019,684	2,019,684	260,184
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*Non-Levy Dollars Available to Pay	(421,000)	(587,284)	(587,284)	(16,284)
Net Levy Dollars Needed	\$ 1,338,500	\$ 1,432,400	\$ 1,432,400	\$ 93,900

2017 Budget: Software and Other One-Time Projects
as of 8/18/2016

Division/Dept.	Item	Division Director Request	County Administrator's Preliminary Recommendation	Board Approved
2017 LTFP	HVAC replacements/ upgrades	90,000	90,000	
2017 LTFP	Data Center Updates	100,000	100,000	
2017 LTFP	Building Security Improvement Plan (not covered by CPA)	55,000	55,000	
2017 LTFP	Asset Management Software (priority A)	75,000	75,000	
2017 LTFP	LWRP Phase 1 -Site Grading Utility Plan & Construction	100,000	100,000	
Court Services	Paperless Project (Integrate Onbase with Court Services Tracking System (CSTS), IPADS for agent mobility in the paperless environment (8), and 2 scanners)	32,000	32,000	
Sheriff	CIS Report Writer	62,000	62,000	
Sheriff	COOP Planning Software	69,000	69,000	
Sheriff	Carpet in Sheriff's Office	37,000	-	
Sheriff	Fleet adjustment	67,000	67,000	
Public Works	Road and Bridge CIP Projects - to offset CPA Reduction (mostly bridges and state projects) (priority A)	520,000	520,000	
Public Works	Snow & Ice Control MDSS	25,000	-	
Public Works- Parks	Camping Reservation Upgrade- Artstreet (reservation and point of sale software)	20,000	20,000	
Public Works- Parks	Recreation Services module- Artstreet (program registration software)	10,000	10,000	
Court Administration	Updated audio system for courtrooms 5 & 6 and completion of courtroom #6	100,000	100,000	
P&FS- TSD	Replacement of election equipment	1,000,000	-	
Public Services	Master Space Plan	75,000	30,000	
	Sub Total =	2,437,000	1,330,000	-
	Turnback Funds	(1,330,000)	(1,330,000)	(1,330,000)
	Unfunded	1,107,000	\$ -	\$ (1,330,000)

**CONFERENCE AND TRAINING LIST
BY DEPARTMENT FOR 2017**

as of 12/14/2016		2016	2017	2017	
DIVISION - DEPT.	DESCRIPTION	Adopted	Requested	County Administrator's Preliminary Recommendation	Inc./Dec
Commissioners					
District 1	AMC and miscellaneous instate		4,000	4,000	4,000
District 2	Transportation Alliance Fly-in-Washington		1,500	1,500	1,500
	Waste Expo- New Orleans		1,500	1,500	1,500
	AMC and miscellaneous instate		1,000	1,000	1,000
District 3	Transportation Alliance Fly-in-Washington		1,000	1,000	1,000
	NACO Annual Conference- Ohio		1,500	1,500	1,500
	Western Interstate Conference- Oregon		500	500	500
	RAC (out of state-location TBD)		500	500	500
	AMC and miscellaneous instate		500	500	500
District 4	AMC and miscellaneous instate		4,000	4,000	4,000
District 5	Transportation Alliance Fly-in-Washington		1,500	1,500	1,500
	Western Interstate Conference- Oregon		1,500	1,500	1,500
	AMC and miscellaneous instate		1,000	1,000	1,000
	District 1-5 2016 conferences	20,000			(20,000)
Total- Commissioners	01-001-XXX-0000-6332	20,000	20,000	20,000	-
County Administration					
	AMC Annual Conference	700	700	700	-
	MCMA/MACA Annual Conference	725	725	725	-
	MACA Fall	475	475	475	-
	NACO/ICMA National	2,000	2,000	2,000	-
	Misc.- Administrator/staff	200	200	200	-
Total- County Administration	01-030-000-0000-6332	4,100	4,100	4,100	-
Public Services - Administration					
	APMP Meetings- Minnesota	200	200	200	-
	MCMA Annual Conference- Minnesota - 2	1,350	1,350	1,350	-
	Parks Law Enforcement Contract	1,600	1,600	1,600	-
	MACA Fall- Minnesota	475	500	500	25
	Webinars and In State Training	1,025	2,800	2,800	1,775
	Grant Workshop/Training	1,000	-	-	(1,000)
	AMC State Conference	325	-	-	(325)
	Land Use, Environmental or Water Resource issues workshop or seminar	475	-	-	(475)
	Staff Professional Training	100	100	100	-
Total- Public Services Admin	01-048-000-0000-6332	6,550	6,550	6,550	-
Public Services - Facilities					
Facilities Management					
	Boiler Chemical - Water Treatment - Electrical CE's	1,800	1,800	1,800	-
	Siemens Control Apogee Training - BAS HVAC	1,000	1,000	1,000	-
	Amag/Milestone Security software - Local	1,800	1,800	1,800	-
	IFMA & EDAM - Local	1,100	1,100	1,100	-
	IFMA National	1,400	1,400	1,400	-
Total- Facilities	01-110-000-0000-6332	7,100	7,100	7,100	-
Public Services - Information Services					
Manager					
	In state training	4,000	4,000	4,000	-
	01-049-000-0000-6332	4,000	4,000	4,000	-
Infrastructure					
	Sr. System Engineer - VMWare World (out of state - 1)	7,000	7,000	7,000	-
	Tech Supervisor Data Center Conference (out of state - 1)	3,000	3,000	3,000	-
	In state training	18,000	13,000	13,000	(5,000)
	01-049-046-0000-6332	28,000	23,000	23,000	(5,000)
Client Services					
	ARMA National Fall Conference (out of state - 1)	3,000	3,000	3,000	-
	In state training	4,000	4,000	4,000	-
	01-049-xxx-0000-6332	7,000	7,000	7,000	-
Development & GIS					
	ESRI International Conf. (out of state - 2)	4,000	4,000	4,000	-
	ESRI Developers Summit (out of state - 2)	4,600	4,600	4,600	-
	In state training	6,400	6,400	6,400	-
	01-049-062-0000-6332	15,000	15,000	15,000	-
Applications Services					
	Onbase National Conference (out of state - 1)	3,500	3,500	3,500	-
	Web and SharePoint (out of state - 1)	3,500	3,500	3,500	-
	SQL Database Conference (out of state - 1)	3,500	3,500	3,500	-
	PM/BA Conference (out of state - 2)	7,000	7,000	7,000	-
	In state training	10,500	5,500	5,500	(5,000)
	01-049-064-0000-6332	28,000	23,000	23,000	(5,000)
CarverLink					
	In state training	2,300	2,300	2,300	-
	02-048-000-0000-6332	2,300	2,300	2,300	-
Total- Information Tech	01-049-XXX-XXXX-6332 & 02-048.6332	84,300	74,300	74,300	(10,000)

**CONFERENCE AND TRAINING LIST
BY DEPARTMENT FOR 2017**

as of 12/14/2016

		2016	2017	2017	
DIVISION - DEPT.	DESCRIPTION	Adopted	Requested	County Administrator's Preliminary Recommendation	Inc./Dec
Public Services - Library					
	Book Expo of America (Out of State)	1,000	-	-	(1,000)
	ALSC National Institute (Out of State)	1,000	-	-	(1,000)
	IUG 2017 Conference (National Harbor, MD)	2,000	4,000	4,000	2,000
	PLA Annual Conference 2016 (Denver, CO)	2,000	-	-	(2,000)
	ALA Conference - Out of State (County funding pays for one attendee)	-	2,000	2,000	2,000
	ALA Conference - Out of State (MELSA pays for one attendee)	-	-	-	-
	Internet Librarian's Conf. - Out of State (One attendee, to be funded by MELSA)	-	-	-	-
	Additional Staff Training - In-state trainings funded with non-county resources)	-	-	-	-
	01-014-500-0000-6332	6,000	6,000	6,000	-
	In State Training	-	500	500	500
	American Association of Law Libraries (funded by Law Library Fees)	3,500	-	-	(3,500)
	02-508-000-0000-6332	3,500	500	500	(3,000)
Total- Library	01-014-500-0000-6332	9,500	6,500	6,500	(3,000)
Public Services - Veteran Services					
	MN DVA Spring Training/Conference	500	1,000	1,000	500
	National County Veterans Service Officer Conference (Out of State)	3,000	2,200	2,200	(800)
	Minnesota County Veterans Service Officer Conference	1,000	1,500	1,500	500
	County Veterans Service Officer Assistant's & Secretary Association Conf	500	300	300	(200)
Total- Veteran Services	01-120-000-0000-6332	5,000	5,000	5,000	-
Public Services - Land Management					
	Planning/Zoning Administrators workshop or conference	900	900	900	-
	Tuition Reimbursement	200	200	200	-
	Continuing Education - Building Plan Technician Certification and Septic Certification	300	300	300	-
	CRM Training	200	200	200	-
	01-123-160-0000-6332	1,600	1,600	1,600	-
Public Services- Environmental Services					
Administration					
	Annual Agricultural Inspectors Conference	250	250	250	-
	Annual MPCA Sewage Treatment System Cont. Education (3)	900	1,900	1,900	1,000
	Annual MPCA County Feedlot Officers Training	300	300	300	-
	Misc. professional conferences or work related tuition reimbursement	400	400	400	-
	National Environmental Health Assoc. Conference [Out of State]	1,000	1,000	1,000	-
	Feedlot, SSTS and Water Quality misc. conferences	500	500	500	-
Solid Waste					
	RAM/SWANA Annual Conference [4]	950	950	950	-
	SWAA Annual conference	200	200	200	-
	Misc. special issue conferences	300	300	300	-
	National Household Hazardous Waste Conf. - [Out of State]- potentially Great Lakes Product Stewardship Initiative, National Product Stewardship Council	500	650	650	150
Industrial Hazardous Waste					
	National Hazardous Waste Conference - Out of State	500	500	500	-
	MN GroundWater Conference	150	-	-	(150)
	Misc. special issue conferences	300	300	300	-
	OSHA/Safety Training	300	300	300	-
	01-123-130-XXXX-6332	6,550	7,550	7,550	1,000
Public Services - Planning & Water Management					
	Various water related, ISTS, WCA, Wetland, Erosion Control Conferences, seminars, training sessions	1,250	1,350	1,350	100
	ESRI Annual User Conference - Out of State	1,400	1,500	1,500	100
	Misc. Professional conferences or Tuition Reimbursement	250	250	250	-
	Annual Water Resource Conference	350	550	550	200
	GIS Conference & Training	300	300	300	-
	National (Out of State) or State/Local Wetland and/or CRM Training	1,500	1,800	1,800	300
	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	1,550	-
	AIS Related conferences and training: State of Water, AIS Summit, AISRC center, National (Out of State) related trainings	-	1,500	1,500	1,500
	01-123-XXX-XXXX-6332 & 16.6332	6,600	8,800	8,800	2,200
Total- Public Services		127,200	117,400	117,400	(9,800)

**CONFERENCE AND TRAINING LIST
BY DEPARTMENT FOR 2017**

as of 12/14/2016

		2016	2017	2017	
DIVISION - DEPT.	DESCRIPTION	Adopted	Requested	County Administrator's Preliminary Recommendation	Inc./Dec
Attorney					
	IMLA & NDAA- Out of State	3,000	6,000	6,000	3,000
	IMLA Conference - Out of State	3,000			(3,000)
	Various training courses- continuing education credits for Attorneys	8,500	8,500	8,500	-
	01-090-000-0000-6332	14,500	14,500	14,500	-
Total- Attorney		14,500	14,500	14,500	-
Court Services - Probation					
	Correctional Evidence-Based Practices (LS/CMI, YLS, MI, Case Planning, etc.)	500	500	500	-
	APPA National Probation Training Institute (Out-of-State)	2,400	2,400	2,400	-
	MN Association of County Probation Officers (MACPO) - Spring Conference	1,500	1,500	1,500	-
	MACPO Regional Training for Probation Officers	250	250	250	-
	Supervision strategies and treatment methods for Probation Officers	100	100	100	-
	Minnesota Corrections Association (MCA) - Fall Institute	750	750	750	-
Total- Court Services	01-252-XXX-XXXX-6332	5,500	5,500	5,500	-
Employee Relations - Personnel Services					
	MCHRMA Spring Conference	300	300	300	-
	MCHRMA Fall Conference	400	400	400	-
	MPELRA Summer Conference	500	500	500	-
	MPELRA Winter Session	200	200	200	-
	ADA, WC, FMLA, COBRA, ACA	300	500	500	200
	SHRM Seminars	600	600	600	-
	Support, MCIT Seminars	600	600	600	-
	Legal Update Seminars	2,400	2,400	2,400	-
	NPELRA, SHRM or IPMA or NEOGOV Out-of-State Conference (Long Beach CA, Nev	2,000	4,000	4,000	2,000
	IPMA Local, Regional or National Conference	700	700	700	-
	PRIMA National Conference (TBD)	2,000	2,000	2,000	-
Total- Employee Relations	01-050-000-0000-6332	10,000	12,200	12,200	2,200
Property & Financial Services					
Property & Financial Services- Financial Services					
	National GFOA Conference (1), Denver, Colorado	2,200	2,200	2,200	-
	National APA Congress(1), Orlando, Florida	3,000	3,000	3,000	-
	Minnesota GFOA Conference (2)	1,500	1,500	1,500	-
	MCCC Annual Conference	850	850	850	-
	Additional Staff Training (IFS, Year-end, OSA)	1,250	1,250	1,250	-
	Treasurer's Mid-Year Conference	750	750	750	-
Total- Finance	01-045-000-0000-6332	9,550	9,550	9,550	-
Property & Financial Services- Taxpayer Services					
Administration					
	MN Assoc. of County Officers	750	750	750	-
	MN Assoc. of County Auditors	1,600	1,600	1,600	-
	Tax Training /Dept. Revenue	1,500	1,500	1,500	-
	MCCC Conference	1,500	1,500	1,500	-
	Staff Training	2,150	2,150	2,150	-
	01-040-040-0000-6332	7,500	7,500	7,500	-
License Center					
	MN Assoc. of County Officers	600	600	600	-
	Deputy Registrar Annual Meeting	600	600	600	-
	Staff Training	800	800	800	-
	01-040-055-0000-6332	2,000	2,000	2,000	-
Elections					
	MN Assoc. of County Officers	600	600	600	-
	Sec. of State Training	600	600	600	-
	National NACRC Conference- Lake Buena Vista, Florida	-	2,000	2,000	2,000
	MCRA Conference	-	300	300	300
	National NAO Conference - San Antonio, Texas	-	2,000	2,000	2,000
	Staff Training	600	600	600	-
	01-040-065-0000-6332	1,800	6,100	6,100	4,300
Total- Taxpayer Services	01-040-XXX-XXXX-6332	11,300	15,600	15,600	4,300
Property & Financial Services-Property Assessment					
	MAAO Fall Conference	1,220	1,220	1,220	-
	MAAO Seminars	700	700	700	-
	CLE Seminars	750	750	750	-
	MCCC Annual Conference	500	1,000	1,000	500
	Appraisal Training	3,100	3,100	3,100	-
Total- Property Assessment	01-047-000-0000-6332	6,270	6,770	6,770	500

**CONFERENCE AND TRAINING LIST
BY DEPARTMENT FOR 2017**

as of 12/14/2016

DIVISION - DEPT.	DESCRIPTION	2016	2017	2017	Inc./Dec
		Adopted	Requested	County Administrator's Preliminary Recommendation	
Property & Financial Services-Property Records					
	MN Association of County Officers	2,000	2,000	2,000	-
	Recorder's Conference	2,000	2,000	2,000	-
	Examiner of Titles Training	500	500	500	-
	Staff Training	1,089	1,089	1,089	-
	MN GIS Conference	500	500	500	-
	MSPS Annual Conference	375	375	375	-
	MSPS Seminar	150	150	150	-
	MN RealEstate Institute	500	500	500	-
Total- Property Records	01-100-000-0000-6332	7,114	7,114	7,114	-
Total- Property & Financial Services		34,234	39,034	39,034	4,800
Public Works - Road & Bridge Administration					
	MCEA Institute	760	500	500	(260)
	MCEA Summer Conference	550	-	-	(550)
	Highway Accountants Conference (2)	700	700	700	-
	AMC Annual Conference	550	550	550	-
	NACE Annual Conference (Tacoma, WA) OUT OF STATE	2,200	1,450	1,450	(750)
	MTA Fly In	1,300	1,300	1,300	-
	MTA Annual Meeting	100	100	100	-
	MAPA (MN Asphalt Pavement Assoc.)	100	100	100	-
	Miscellaneous	1,240	1,800	1,800	560
	03-301-000-0000-6332	7,500	6,500	6,500	(1,000)
Program Delivery					
	MCEA Institute	1,074	2,505	2,505	1,431
	MCEA Summer Conference	400	650	650	250
	MSPS Conference	900	490	490	(410)
	MN-Dot Survey Technical Conference	1,200	1,400	1,400	200
	Frontier Precision	750	1,000	1,000	250
	CTC AutoCad	-	-	-	-
	MN GISLIS Conference	1,000	3,450	3,450	2,450
	ESRI User Conference (San Diego) OUT OF STATE	1,500	1,400	1,400	(100)
	Leadership Training	500	1,000	1,000	500
	ESRI Instructor Lead Training	3,000	3,100	3,100	100
	MN Transportation Conference	400	600	600	200
	Toward Zero Deaths Conference	800	800	800	-
	MN-Dot and U of M certificates	2,000	3,000	3,000	1,000
	MN-Dot and U of M re-certificates	2,000	2,200	2,200	200
	MN-Dot R-O-W Conference	500	500	500	-
	Microsoft Project Training	2,000	2,000	2,000	-
	Project Management Training	1,000	2,000	2,000	1,000
	NACE Annual Conference (Tacoma, WA) OUT OF STATE	2,200	2,250	2,250	50
	MN Bar Association	500	500	500	-
	Miscellaneous	-	75	75	75
	03-303-000-0000-6332	21,724	28,920	28,920	7,196
Highway Operations					
	Examples: Safety & Wellness Conferences	-	-	-	-
	Equipment Training, Pesticide	-	3,000	3,000	3,000
	APWA National and Snow Conference, (out of State)	3,000	6,000	6,000	3,000
	U of W Snow and Ice Management	-	3,000	3,000	3,000
	NAFA 2016 Fleet Manager convention, (out of State)	3,000	-	-	(3,000)
	Asset Works Academy (2 staff) OUT OF STATE	5,500	3,000	3,000	(2,500)
	03-304-000-0000-6332	11,500	15,000	15,000	3,500
Equipment Operations					
	Hydraulic, Electrical, & Welding Training	10,000	2,500	2,500	(7,500)
	Mack Class OUT OF STATE	-	10,000	10,000	10,000
	03-306-000-0000-6332	10,000	12,500	12,500	2,500
Total- Public Works	03-XXX-XXX-XXXX-6332	50,724	62,920	62,920	12,196
Public Works - Parks					
	MRPA Annual Conference	1,500	1,500	1,500	-
	MN Shade Tree Short	100	100	100	-
	MRPA Seminars	100	100	100	-
	Park Supervisor Seminars	100	100	100	-
	National Park Institute (Out of State)	1,200	1,200	1,200	-
	Miscellaneous	-	500	500	500
Total- Parks	01-520-000-0000-6332	3,000	3,500	3,500	500

**CONFERENCE AND TRAINING LIST
BY DEPARTMENT FOR 2017**

as of 12/14/2016

		2016	2017	2017	
DIVISION - DEPT.	DESCRIPTION	Adopted	Requested	County Administrator's Preliminary Recommendation	Inc./Dec
Sheriff's Office					
Administrative Services Unit	Clerical Support (15) MSA Summer Conference MSA Winter Conference Administrative Services Manager (PLEAA Conference) Sheriff MSA Jail Conference Chief Deputy	8,200	10,000	10,000	1,800
Jail Services Unit	Jail Training-Conf, Mgmt. Training, etc. From SS Other	9,000	9,000	9,000	-
Operation Services Unit	Investigation Division Crime Technician School Resource Officer/Gangs/Bike Patrol SERT	10,005	10,005	10,005	-
Support Services Unit	ATV Civil Process Conceal and Carry Warrants Dive Team Community Service Officers (CSO) Court/Bailiffs Reserves Volunteer Services- Chaplain Rec Services - Water Patrol Snowmobile Training -In House Entire Office - Sex Harr, Cult Div., 1st Aid Instructor Courses-recertification, etc. Supervisory - Sgt & Cpl Licensed Personnel Training ILEETA Conference Outstate - Chicago, IL (1) EVOC, 1st Aid, SPSC (2017 Att A request)	34,463	59,763	59,763	25,300
	01-201-XXX-XXXX-6332	61,668	88,768	88,768	27,100
Emergency Management Unit	AMEM Emergency Management Conference Governor's Emergency Mgmt. Conf. Emergency Management Training Hazardous Materials Training	2,900 600 600 900	3,900 1,000 1,000 2,600	3,900 1,000 1,000 2,600	1,000 400 400 1,700
	01-201-280-0000-6332	5,000	8,500	8,500	3,500
Conceal & Carry	Conceal & Carry- reserve fund	1,700	1,700	1,700	-
	02-202-000-0000-6332	1,700	1,700	1,700	-
Reserves-	Reserves	1,000	1,000	1,000	-
	02-204-000-0000-6332	1,000	1,000	1,000	-
Explorers	Explorers	2,750	2,750	2,750	-
	02-205-000-0000-6332	2,750	2,750	2,750	-
Posse	Posse Training	3,750	3,750	3,750	-
	02-203-000-0000-6332	3,750	3,750	3,750	-
911 Communication	Communications APCO/NENA MSA State Conference-(6)	4,200 3,480	4,200 3,480	4,200 3,480	- -
	02-911-000-0000-6332	7,680	7,680	7,680	-
Total- Sheriff	01-201-XXX-XXXX-6332	83,548	114,148	114,148	30,600

**CONFERENCE AND TRAINING LIST
BY DEPARTMENT FOR 2017**

as of 12/14/2016

		2016	2017	2017	
DIVISION - DEPT.	DESCRIPTION	Adopted	Requested	County Administrator's Preliminary Recommendation	Inc./Dec
Health & Human Services-					
Social Services	National Child Protection Training Center Annual Conf. - Out of State	1,200	-	-	(1,200)
	Workforce Conference - Out of State - Out of State	1,400	1,800	1,800	400
	National Eligibility Workers Assoc Conf - Out of State	4,800	5,400	5,400	600
	National Child Support Assoc Conf Out of State	1,400	1,800	1,800	400
	National Child Support Assoc Conf Out of State - County Attorney	1,800	1,800	1,800	-
	Midwest Conf on Child Sexual Abuse - Out of State	1,500	-	-	(1,500)
	Signs of Safety Training - Out of State	5,000	4,000	4,000	(1,000)
	Family Finding Training w/Kevin Campbell - Out of State		1,500	1,500	1,500
	International Signs of Safety Garthering - Out of State	4,000	5,000	5,000	1,000
	International Conf on Violence, Abuse, & Trauma- Out of State	-	-	-	-
	Solution Focused Brief Therapy National Conference - Out of State	1,200	-	-	(1,200)
	National Attachment Conference - Out of State	1,800	-	-	(1,800)
	National Council of Behavior Health - Out of State	2,800	1,500	1,500	(1,300)
	National Crisis Providers Conference		2,200	2,200	2,200
	International Trauma Conference - Out of State	1,675	-	-	(1,675)
	Mental Health America Annual Conference - Out of State	1,500	1,500	1,500	-
	Justice and Mental Health Second Chance Conference - Out of State	1,600	1,600	1,600	-
	National Adult Protective Services Association Conference - Out of State		3,600	3,600	3,600
	Conferences within State	44,472	37,692	37,692	(6,780)
	11-XXX-XXX-XXXX-6332	76,147	69,392	69,392	(6,755)
Public Health					
Public Health Department - Leadership					
	National Public Health Conference - Out of State: potentially NACCHO, APHA, ASTHO or other public health focused conference	2,500	5,000	5,000	2,500
	AMC State Conference	300	-	-	(300)
	CHS State Conference	1,500	1,500	1,500	-
	CPHEO Public Health Institute Seminars	1,500	3,500	3,500	2,000
	Staff Computer Trainings	700	500	500	(200)
					-
Public Health Nursing Unit					
	Training for Maternal & Child Health	700	1,000	1,000	300
	Training for TANF-related Family Home Visiting	1,500	2,000	2,000	500
	Training for Disease Prevention & Control	1,000	1,000	1,000	-
	Training for Child & Teen Checkups	100	200	200	100
	Minnesota E-Health Summit	500	500	500	-
	National Conference - Out of State: focused on Family Health and Family Home Visiting	2,000	2,000	2,000	-
					-
Planning & Promotion Unit					
	NACCHO Emergency Preparedness Conference - Out of State	-	5,000	5,000	5,000
	Health Promotion Focused Conference - Out of State	4,550	5,000	5,000	450
	Aging Focused Conference - Out of State	3,700	3,700	3,700	-
	GIS Conference & Training - Out of State	3,000	3,000	3,000	-
	Planning and Health Promotion Workshops and Seminars	3,000	3,000	3,000	-
	Public Health Emergency Preparedness Training	400	1,300	1,300	900
	11-460-XXX-XXXX-6332	26,950	38,200	38,200	11,250
Total- Health & Human Services	11-XXX-XXX-XXXX-6332	103,097	107,592	107,592	4,495
County Totals		455,903	500,894	500,894	44,991



Carver County Government Center

600 East Fourth Street, Chaska, MN 55318

The Honorable Chair and Members
of the Board of County Commissioners
600 East Fourth Street
Chaska, MN 55318

Dear Commissioners and Citizens of Carver County:

I am pleased to present the Recommended 2017 Budget.

The recommendations included in this document reflect the improving but continually challenging economic times being experienced both globally and locally in Carver County. This recommended budget responds to these challenges by making smart fiscal decisions which will ultimately result in a continued stable level of service to our citizens.

Main economic benchmarks, including property market values and new construction, show improved growth over the past year. Capturing these potential new revenue sources is, however, limited by the County Board's direction that the County budget result in a zero tax impact on the average-value home. This presents a financial challenge in light of the increase in costs and demands for County services. The budget recommendation for 2017 meets this challenge. It marks the twelfth consecutive year that owners of an average-value home will pay the same or less in County taxes as compared to the previous year.

The County's average-value commercial and agricultural properties have increased in value more than the average-value home. As a result, most of these properties show a slight increase in county tax impact for 2017.

The 2017 Preliminary Budget totals \$123,300,732 which is a 25.01% increase from 2016 Budget of \$98,635,721. The \$24,665,011 increase is primarily driven by Road and Bridge capital projects planned for in 2017.

The recommended preliminary budget limits the 2017 levy increase to capturing new construction tax base. Doing so allows the 2017 levy to increase by \$1,406,800 (2.80%) to \$51,649,500 compared to the 2016 property tax levy of \$50,242,700.

The County Board will hold a public hearing on the 2017 Budget on Thursday, Dec. 1, 2016. The Board will be asked to adopt the final 2017 levy and budget on Tuesday, Dec. 20, 2016. The 2017 Budget Book will provide a broad overview of the budget, as well as narrative summaries for all county divisions and departments, elected officials, and programs and services

that receive financial support from the County.

The Board will also be asked to approve the 2018 Long-Term Financial Plan on Tuesday, Dec. 20, 2016. The County uses the [Long-Term Financial Plan](#) along with the Annual Budget to connect financial strategies to the County's short-term and long-term strategic goals and objectives. Long-term financial planning establishes a roadmap for funding significant capital projects, facilities, vehicles and equipment replacement, and significant operating budget financial challenges. The 2018 Long-Term Financial Plan will be used as a strategy planning tool to fund significant capital projects and operating challenges beyond the 2017 Budget.

The 2017 Recommended Budget was developed over the past several months through staff meetings, Board work sessions and public hearings. The hard work County staff provided in assisting with the preparation of this budget should be acknowledged. In particular, division directors, managers, Employee Relations and Financial Services staff were instrumental in preparing this budget recommendation, and their assistance is greatly appreciated.

The Budget Overview that follows forms the basis of the recommended preliminary 2017 Annual Budget and is being submitted for review by the Board of Commissioners and citizens of Carver County. It includes the 2016-2017 budget comparison summary, budget strategies, and trend data used to develop the preliminary budget. The updated summaries on revenues, expenditures, staffing changes, capital projects, and replacement cost for facilities, vehicles and equipment also factor into the final budget recommendation.

Thank you for your continued support and cooperation as we move toward completion of the 2017 Annual Budget process.

Sincerely,



David Hemze
County Administrator

Budget Overview

Budget Summary

The 2017 Preliminary Budget totals \$123,300,732, which is an increase of \$24.7 million from the 2016 Budget.

2016-2017 Budget Comparison		
Revenue	2016 Budget	2017 Budget
Taxes & Penalties	\$52,099,163	\$53,594,192
Licenses & Permits	1,022,330	1,143,323
Intergovernmental	28,441,537	51,201,943
Charges for Services	12,504,330	12,978,245
Fines & Forfeitures	225,786	212,286
Investment Earnings	1,646,661	1,546,661
Other Revenues	2,695,914	2,624,082
Total Revenues	\$98,635,721	\$123,300,732
Expenditures		
Public Assistance	\$4,693,180	\$4,603,928
Personnel Services	62,242,205	66,780,440
Services & Charges	10,087,102	11,040,080
Material & Supplies	4,406,294	4,408,678
Capital Outlay	11,605,116	32,299,146
Debt Services	5,749,365	5,057,200
Other Expenses	(1,711,489)	(2,609,653)
Transfers	1,563,948	1,720,913
Total Expenditures	\$98,635,721	\$123,300,732
Reserves Used	-	-

This chart compares the revenue and expenditure amounts for 2016 and 2017.

The most significant changes in the 2017 Budget are in Intergovernmental, Personal Services, and Capital Outlay.

The increase in both revenues and expenditures are primarily due to the additional state and federal funds for both Health and Human Services and Road and Bridge capital projects. The additional funding will largely go towards child protection, mental health, the CSAH 61 Turnback project, and other road projects.

Also, personnel services (costs) are budgeted to increase to remain competitive in the market.

Strategies to Close the Budget Gap

2017 Budget Gap: Executive Summary	
Tax Levy Increase: Capture New Construction Tax Base	(\$1,406,800)
Salary and Benefit Projection: (net offsetting revenue)	2,070,584
Attachment A: Net Levy Savings	(1,038,679)
Attachment B: Staffing Changes	180,995
Attachment C: Capital Projects	100,000
Attachment D: Facilities, Vehicles, and Equipment Replacement	93,900
Budget Gap: Reserves Used	\$0
Attachment E: Projects Funded by Non-Tax Levy Revenue	\$1,330,000

Following the Board’s direction to have no county tax impact on the average-value home, the Recommended 2017 Budget was developed using the strategies that are summarized in this chart and then described in the following paragraphs.

- **Capture new construction tax base.**

The County Administrator's Recommended 2017 Tax Levy increase is **\$1,406,800**, which is a 2.80% increase over the 2016 Levy. This increase, which is captured from the additional tax base from new construction so it has zero impact on the average value home, is primarily used to invest in salary and benefits to remain competitive with the market.

- **Invest in salary and benefits to remain competitive with the market.**

The salary and benefits for 2017 are recommended to increase **\$2,070,584**, 3.3%, compared to 2016. The salary projection is based on market trends including the ongoing compensation and classification study, pay-for-performance, union settlements, and overtime increases. The benefit projection is estimated respectively based on the projected salary increases. These salary and benefit projections are subject to change based on final implementation costs for the compensation and classification study. The 2017 Budget for the county's contribution to employee health insurance stayed the same as the 2016 Budget since health insurance premiums will be decreasing for county employees due to a new 5 year health insurance contract for 2017.

- **Analyze trends to identify revenue increases/decreases and areas for spending needs/cuts.**

The budget process identified proposed changes in spending and revenue based on trends, best practices, and reprioritizing line-item spending.

The 2017 Budget identifies **\$1,038,679** in net levy savings. The majority of the levy savings come from \$692,000 in lower debt service costs and a \$625,000 increase in vacancy savings. The levy savings are offset by \$447,208 in negative trend adjustments and a \$100,000 decrease in investment income. *See Attachment A for a summary of the recommended 2017 \$1.0 million in net levy savings.*

- **Invest in staffing changes to respond to the pent-up and growing demand for services.**

The recommended staffing changes are primarily funded by non-levy sources along with **\$180,995** of the 2017 tax levy. The recommended staffing changes are subject to modification based on final implementation costs for the compensation and classification study. Thus, the recommended staffing changes are in a "soft freeze", which means these positions must receive County Administrator approval before they are posted for hiring. *See Attachment B for recommended 2017 Staffing Changes*

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

New capital projects have been funded with revenue sources that did not increase the County's property tax levy. These sources include federal, state, regional grants, and County Program Aid (CPA). Following past County Board direction an additional tax levy of **\$100,000** is being

allocated to the Road Preservation Plan in the 2017 budget. *See Attachment C for the list of recommended 2017 Capital Projects.*

This recommended budget also includes one-time projects funded by **\$1.3 million** of Highway Reimbursement Funds in 2017. These funds are reimbursement by the State for the County's advance-funding \$20 million of the State's contribution to the Southwest Reconnection Project in 2014. The State is expected to reimburse the County for this advance-funding over the next seven years. *See Attachment E for the list of recommended 2017 Projects funded by 2017 Highway Reimbursement Funds.*

- **Five-year schedule to replace facilities, vehicles and equipment.**

Board direction in the County's Long-Term Financial Plan is to have a five-year schedule to strategically replace facilities, vehicles and equipment. The 2017 Budget recommends \$2,019,684 million to replace facilities, vehicles and equipment, which is a \$260,184 increase from the 2016 Budget. The 2017 levy needed to fund these purchases is \$1,432,400, which is a **\$93,900** increase from 2016. *See Attachment D for the recommended 2017 facilities, vehicles and equipment replacement schedule.*

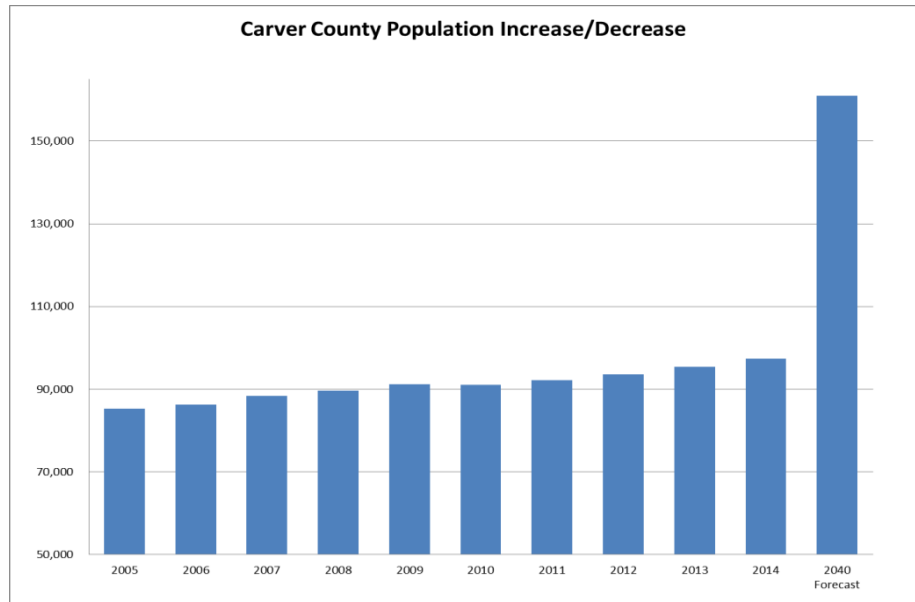
Trend Data

The following are key historical trends that were used to form the foundation of the 2016 Budget.

Population: Out of 87 counties in Minnesota, Carver County's estimated 2015 population of 98,741 is the 11th highest. The County's 2014 to 2015 population increase, 1.63%, was the third highest year-to-year growth rate in Minnesota. Over the last decade Carver County had a population growth of 14.50% that added a total of 12,505 residents. Carver County's population is expected to continue to grow in the future. The 2040 forecasts from Metropolitan Council predict that Carver County will experience the highest population growth rate in the Metro Region into 2040, reaching a forecasted population of 161,020. That is a 63.07% increase from 2015.

The following shows the 2006-2009 and 2011-2015 Metropolitan Council population estimates as well as the 2010 Census populations.

<u>Year</u>	<u>Population</u>
2006	86,236
2007	88,384
2008	89,615
2009	91,228
2010	91,042
2011	92,104
2012	93,584
2013	95,463
2014	97,162
2015	98,741
2040	161,020 <i>(forecast)</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 28.2% of the total County population in 2040, up from 9.7% in 2014.

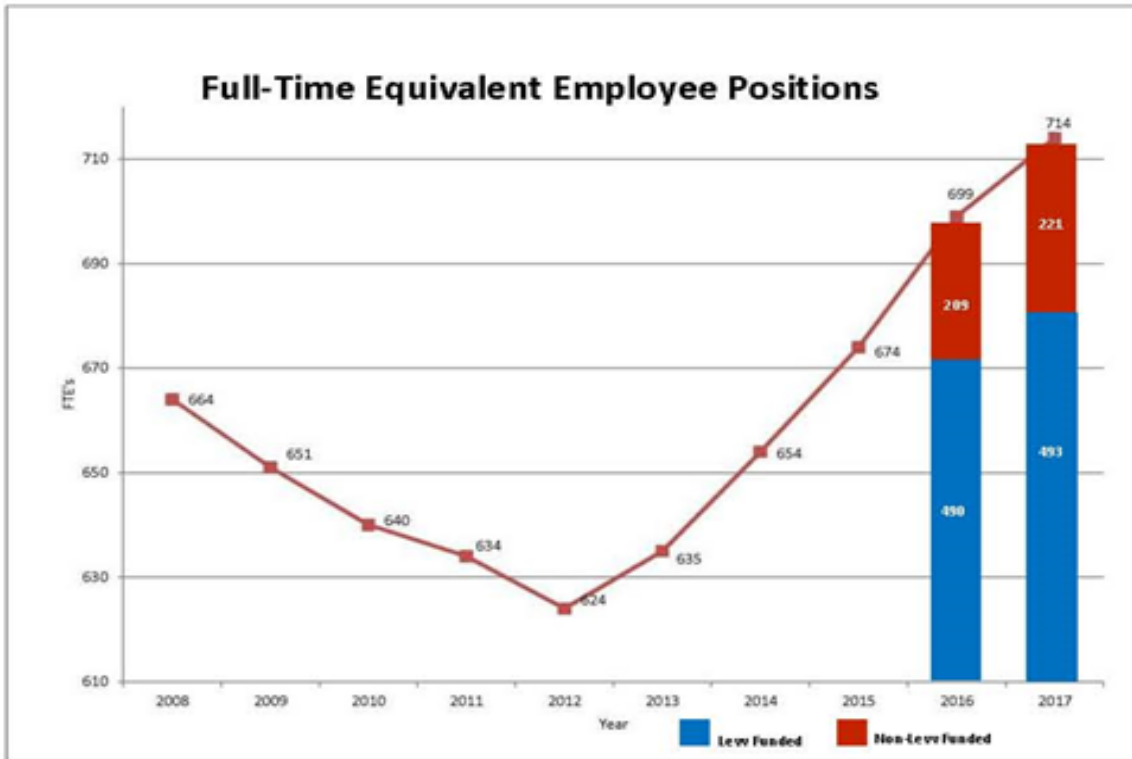
County Employees: As the County has grown in population over the past decade; the number of employees needed to meet service demands has also increased.

Budget adjustments made due to the recession and the corresponding loss of state aid resulted in a loss of 40 FTE employee positions from 2008 to 2012. Starting in 2013 with the rebounding economy and federal/state mandates, FTE employee positions started to increase.

The following graph shows the changes in the number of County employees in the past decade. It also shows the number of Full-Time Equivalent (FTE) employee positions funded by levy and non-levy funding sources in 2016 and 2017. The budget calls for 714 FTE employee positions in 2017, an increase of 15 FTE positions from the 2016 total of 699 FTEs. In 2017, 493 FTEs will be levy-funded positions and 221 FTEs will be funded by non-levy funds.

Based on 2017 budget figures, it is estimated that 30.95% of FTEs will be funded by other sources of revenue that the County has identified to help lower the need to use levy funds. Other revenue sources include contract revenue, fees for services, and grants.

Total Number of FTE Employee Positions (2008-2017)

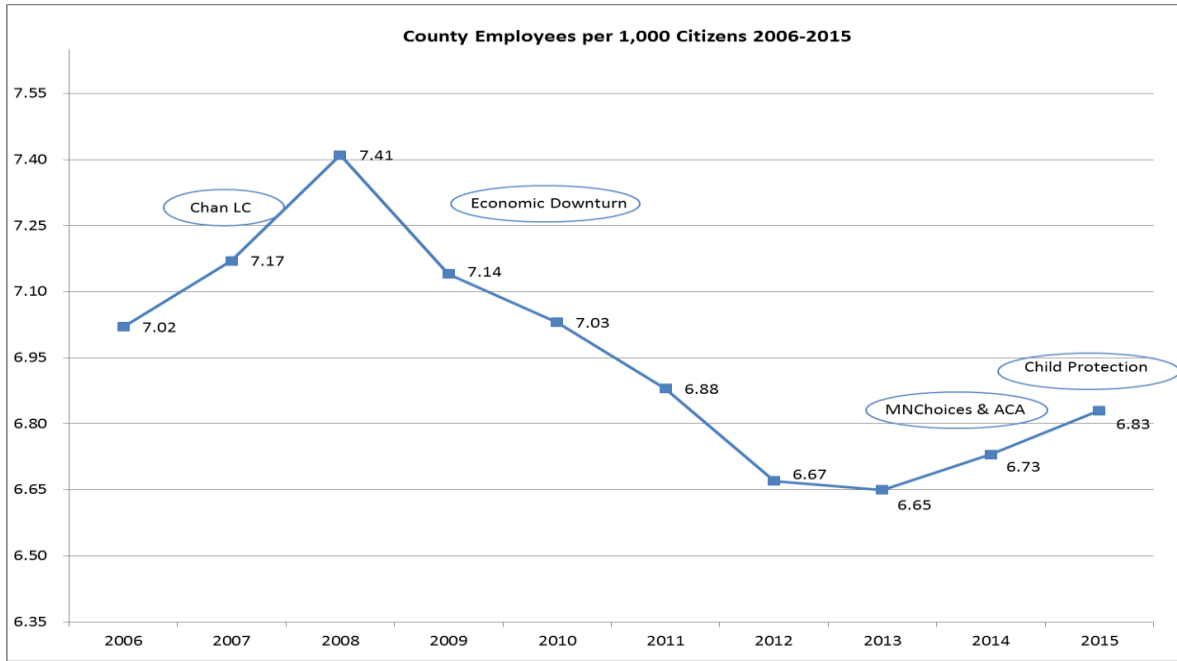


Since wage and benefit costs for personnel is the County’s largest expense, the number of County employees significantly impacts the budget. For example, if the number of County employees were to increase at the same rate as the population and double over the next two decades, the result would be large 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.

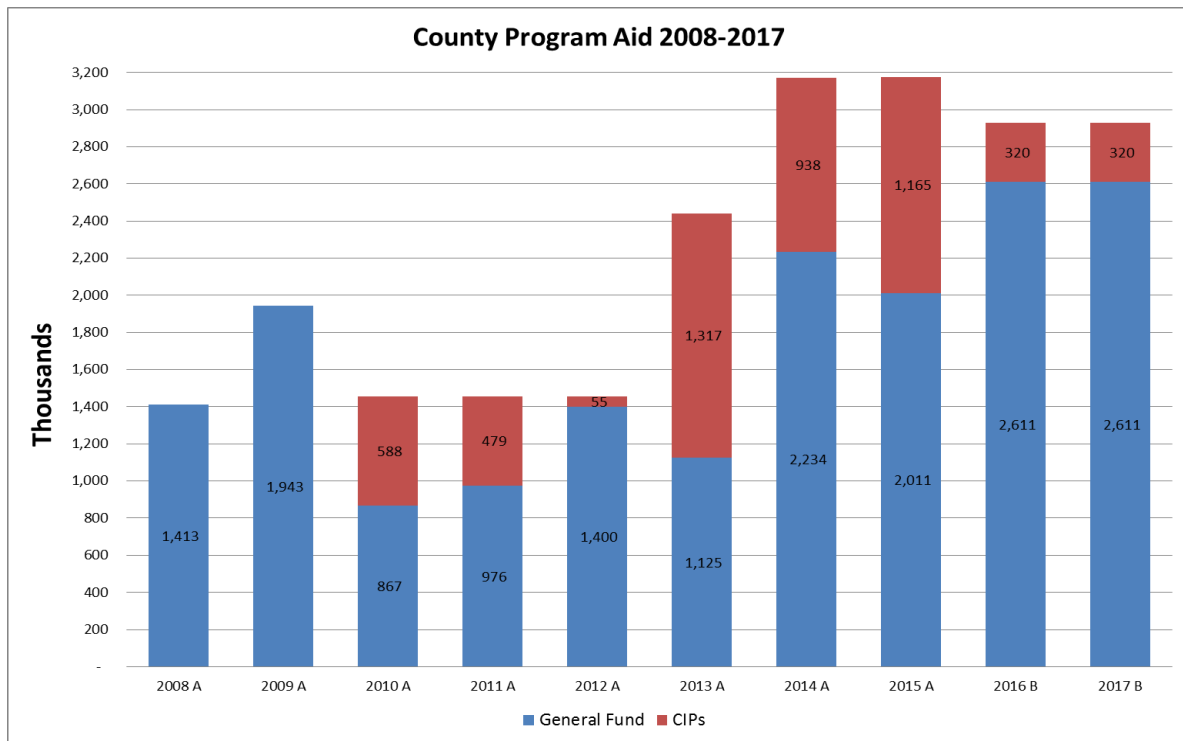
The following graph shows the fluctuation in the number of employees per 1,000 citizens. It has gone from a high of 7.41 employees per 1,000 citizens in 2008 to a low of 6.65 in 2013.

Since 2008 there has been a steady decrease in the number of employees per 1,000 citizens as a result of a limited growth in the tax base, flat and/or declining revenue as well as continual improvement in efficiencies gained through investments in technology and division reorganizations. The trend started to rebound in 2014 due to state and federal mandates for the MnChoices program, Affordable Care Act, and Child Protection.

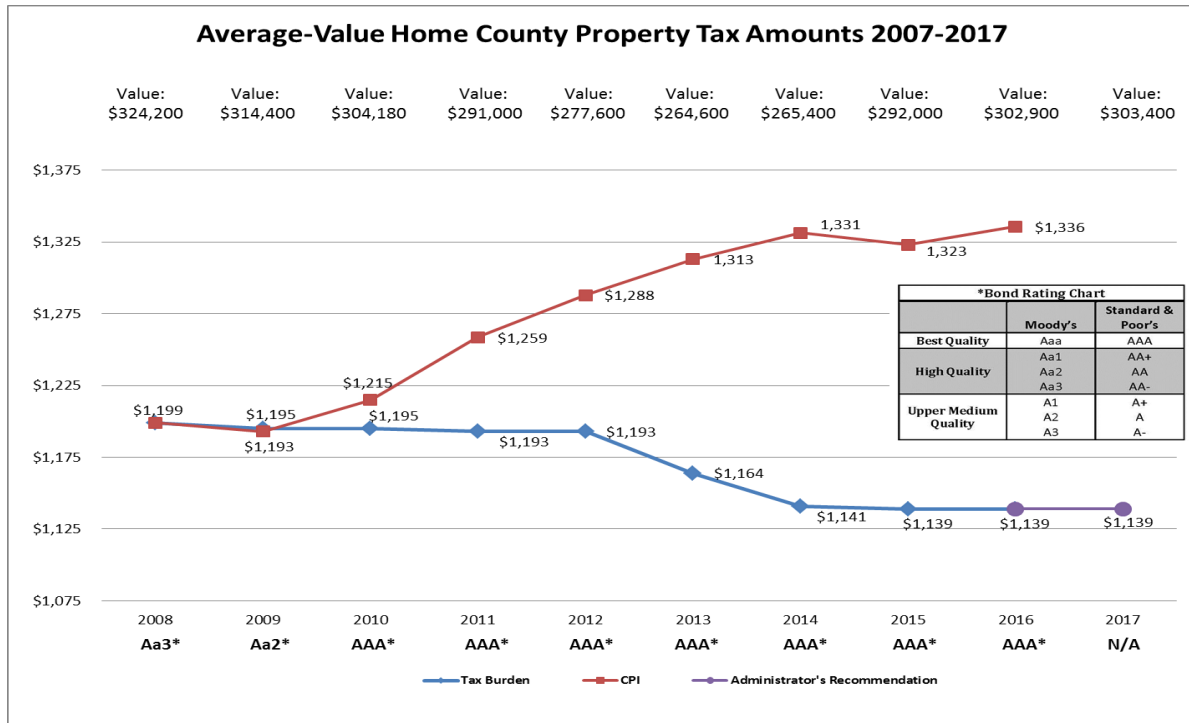
County Employees per 1,000 Citizens 2006-2015



County Program Aid Allocation: The following chart illustrates the actual amount of County Program Aid (CPA) the County has received from 2008-2015 and the budgeted amount for 2016 and 2017. The 2017 Budget has the County receiving \$2,931,000 of CPA funds, this is the same amount that was budgeted for 2016. This chart also illustrates the amount of CPA that has been directed to the Capital Improvement Project (CIP) Funds and the General Fund since 2010. In 2017, \$2,611,000 of CPA funds is budgeted in the General Fund.



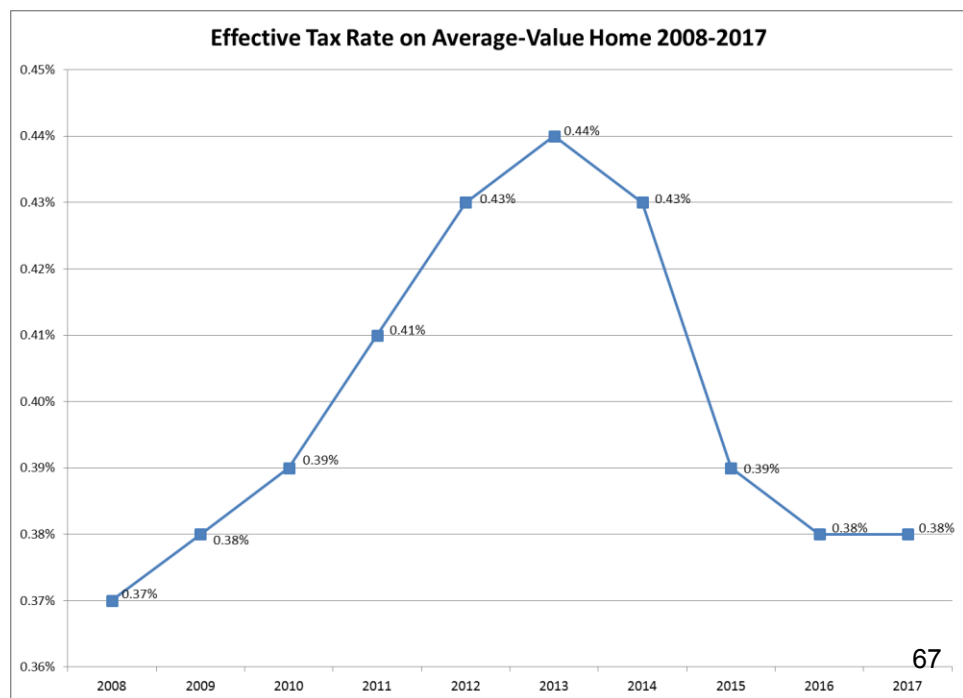
Property Taxation: The Board has continued its strategy of setting the levy to maintain or decrease the County’s tax-impact on an average-value home. The value of the average home in Carver County increased from \$302,900 in 2016 to \$303,400 in 2017. The County’s portion of the total property tax bill on an average-value home for 2017 will remain the same as the past two years, at \$1,139.



The above chart shows the changes in average home values and taxes from 2008 to 2017. It also shows how the average home’s property tax has continually decreased compared to the Consumer Price Index (CPI), which has grown over the past several years. Carver County’s bond rating which is also listed on the chart has been at the highest rating possible AAA rating since 2010.

Effective Tax Rate:

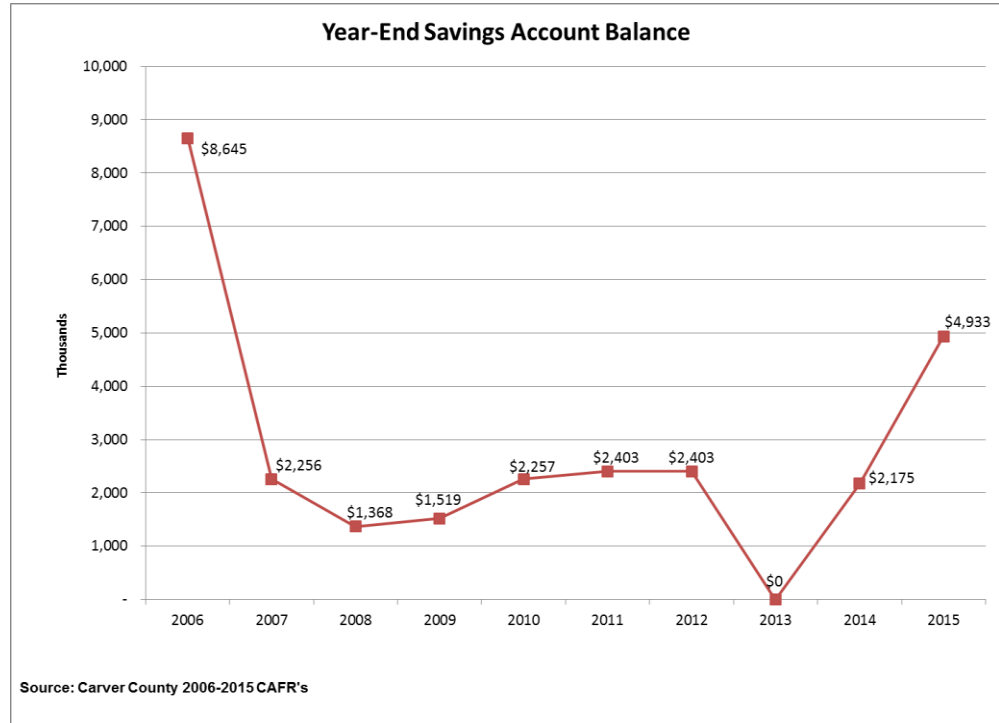
The effective tax rate is the percentage of market value a homeowner is paying in property taxes. It is calculated by taking the home’s market value and dividing it by the tax. The upward movement on this trend reflects the decreasing valuation of homes that began in



2008 and ended in 2013. Rising home values and the relatively modest rate of tax increases by the County resulted in a decreasing effective tax rate starting in 2014 and through 2017.

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 chart shows the trend in this account’s balance. Significant decreases in the YES Account from

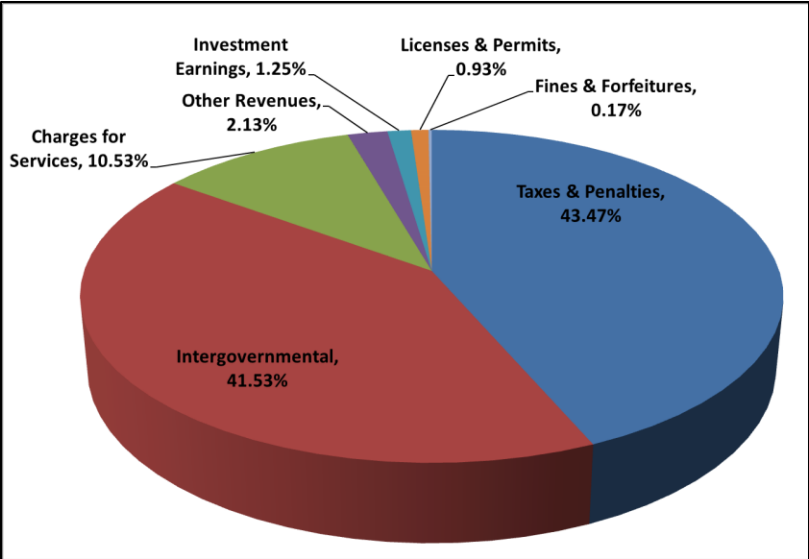


2006 to 2008 were the result of planned Board-approved transfers to pay for one-time capital projects and land acquisitions. In 2013, the YES Account was brought down to zero to offset a \$4.3 million negative 2013 mark-to-market investment adjustment. The YES account has been built back up to \$4.9 million in 2015 and is anticipated to be around the same amount for 2016. A portion of the YES account is earmarked to offset the next negative mark-to-market investment adjustment, which will occur if the market’s historically low interest rates significantly rise at the end of the year similar to 2013.

Revenues

The 2017 Budget totals \$123,300,732 in revenues, which is an increase of \$24,665,011 compared to the 2016 budget. The following lists the sources of revenues for 2017, and the chart shows the percentage of the total associated with each revenue amount.

2017 Budget Revenue	
Taxes & Penalties	53,594,192
Intergovernmental	51,201,943
Charges for Services	12,978,245
Other Revenues	2,624,082
Investment Earnings	1,546,661
Licenses & Permits	1,143,323
Fines & Forfeitures	212,286
Total Revenues	123,300,732



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 2017 Budget includes the amount of property taxes levied for the year and penalties. Once established, property tax amounts cannot be adjusted upward during the year.

The County Administrator’s recommended total combined levy of \$51,649,500 for 2017 is an increase of 2.80%, or \$1,406,800 from the 2016 levy. Revenues from the property tax levy will constitute approximately 43.47% of all county revenues for 2017.

2017 Proposed Property Tax Levy

General Fund	\$31,634,306
Road and Bridge Fund	4,095,254
Community Social Services Fund	9,487,740
Road & Bridge Capital Improvement Fund	1,890,000
Debt Services Fund	4,247,200
Unestad Tax Abatement	123,000
Engler Blvd Tax Abatement	172,000
Total Levy County	\$51,649,500
<u>Carver Watershed Management Organization</u>	<u>\$ 643,933</u>
Total Combined Levy	\$52,293,433

The increase in the tax levy is the end-result of a 2017 Recommended Budget Strategy which was based on capturing the tax base from new construction. The County’s portion of the total property tax bill on average-value homes will remain the same as 2016, and a slight increase for the average-value agricultural properties and most commercial properties with an average-value.

Intergovernmental and Other Revenues: Intergovernmental funding, which increased by \$22,760,406 from the 2016 Budget to the 2017 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 increased from \$28,441,537 in 2016 to \$51,201,943 in 2017 primarily from additional funding received in the human services area and increased funding related to construction projects.

The Other Revenues category totals \$2,624,082. It includes gifts and donations, miscellaneous revenue from contracts, and transfers between funds.

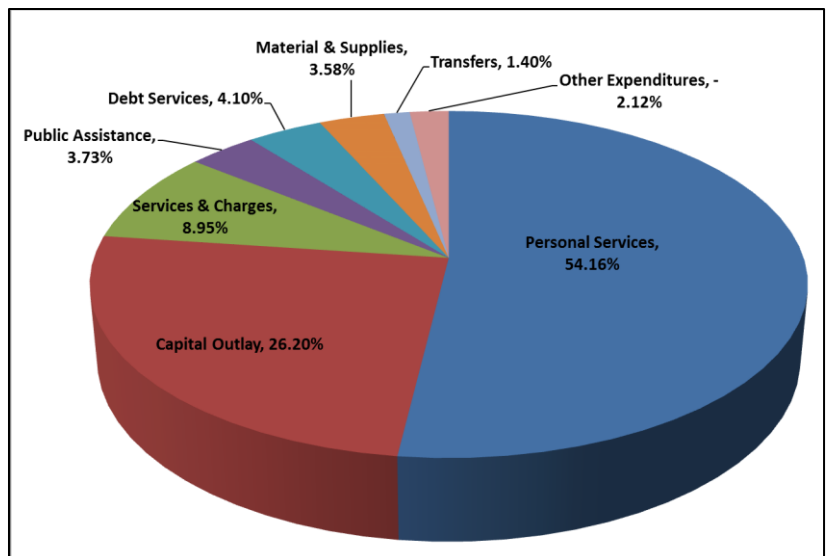
Charges for Services: The third-highest revenue source comes from Charges for Services, which totals \$12,978,245 in the 2017 Budget, an increase of \$473,915 from 2016. This revenue category refers to the County’s acquisition of revenue from the professional services the County provides for a fee and other services and charges covered in its Fee-for-Service Schedule.

Investment Earnings: The revenue from investment earnings is budgeted at \$1,546,661 in 2017, a \$100,000 decrease from 2016 based on recent years and the short-term investment outlook.

Expenditures

The 2017 Budget totals \$123,300,732 in expenditures, which is an increase of \$24,665,011 compared to the 2016 budget. The increase is primarily due to salary and benefit costs and construction projects planned for 2017. The following lists the expenditures for 2017 and the chart shows the percentage of the total expenditure associated with each category.

2017 Budget Expenditures	
Personal Services	66,780,440
Capital Outlay	32,299,146
Services & Charges	11,040,080
Public Assistance	4,603,928
Debt Services	5,057,200
Material & Supplies	4,408,678
Transfers	1,720,913
Other Expenditures	(2,609,653)
Total Expenditures	123,300,732



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 2017 is \$66,780,440, which is an increase of \$4,538,235 from the 2016 budgeted amount of \$62,242,205. The 2017 Budget includes salary and benefit increases to remain competitive with the market. At this preliminary stage of the budget process, Attachment B requests for additional staffing are not included in the above 2017 personal budget.

After years of seeing health insurance costs increase at a rate much higher than inflation, the County’s health insurance premiums had relatively small increases over the past few years due to rate cap guarantees in the County’s employee health insurance contract. Every five years, the County is statutorily required to re-bid its employee health insurance contract. In 2016, a request for proposals for employee health insurance resulted in an aggregate 15% decrease in 2017 health insurance premiums and single-digit rate cap increases for 2018 – 2021.

Conference and Training: The 2017 Budget includes \$500,894 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 \$32,299,146 for capital improvements. A number of capital projects are included in the 2017 Budget, most of which have off-setting cost savings, intergovernmental reimbursements, and sources of funds other than property taxes. *See Attachment C: Capital Projects and Attachment D: Facilities, Vehicles, and Equipment Replacement for projects that are included under Capital Outlay.*

Public Assistance: The 2017 Budget includes \$4,603,928 for Public Assistance. In terms of expenditures for specific County functions, expenditures for Health and 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 2017 is \$89,252 lower than the 2016 budget.

Debt Services: Annual principal and interest payments that retire County debt are budgeted in the Debt Service Fund and are another major component of County expenditures. In the 2017 Budget, \$5,057,200 is being budgeted for Debt Services, which is a decrease of \$692,165 from the previous year. This decrease is largely attributed to two factors: during 2016 the County refinanced both bond sales from 2008 which lowered debt service starting in 2017; the County is also capturing the levy savings from the 2014A and 2014 MPFA loan because the levy needed to repay this debt is less than what was initially anticipated.

Carver County Board of Commissioners Request for Board Action



Agenda Item:
2018 Long Term Financial Plan

Primary Originating Division/Dept:

Meeting Date:

Contact: Title:

Item Type:

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

BACKGROUND/JUSTIFICATION:

The Long Term Financial Plan fulfills the County Board's direction to connect financial strategies to the County's long-term strategic goals and objectives. This Plan is not a budget but rather a non-binding assertion of future intent to allocate future County resources. Individual elements of the Plan will be systematically rolled forward until they are brought into the Annual Budget for approval and implementation.

ACTION REQUESTED:

Motion to approve the 2018 Long Term Financial Plan Resolution

FISCAL IMPACT:
If "Other", specify:

FUNDING

County Dollars =

FTE IMPACT:

Total

Insert additional funding source

Related Financial/FTE Comments:

The Long Term Financial Plan is a planning tool so projects listed in the Plan are financial placeholders only. Financing for the Projects are not approved until they are included in the Annual Budget process.

Office use only:

RBA 2016 - 4454

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

Date: December 20, 2016
Motion by Commissioner: _____

Resolution: _____
Seconded by Commissioner: _____

**COUNTY BOARD ADOPTION OF THE
2018 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 2018 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
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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 20th day of December, 2016, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 20th day of December, 2016.

County Administrator



2018 Long Term Financial Plan

Expected to be Adopted December 20, 2016

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

Date: December 20, 2016
Motion by Commissioner: _____

Resolution: _____
Seconded by Commissioner: _____

**COUNTY BOARD ADOPTION OF THE
2018 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 2018 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
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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 20th day of December, 2016, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 20th day of December, 2016.

County Administrator

EXECUTIVE SUMMARY

This 2018 Long Term Financial Plan, (the “Plan”) along with the 2017 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 future property tax levy and budgets:

- A. Capital Improvement Plans (CIPs) for New Capital Projects
- B. Five Year Replacement Schedule for Facilities, Vehicles and Equipment
- C. Bond Sales and Debt Service
- D. Personnel Costs

A. Capital Improvement Plans (CIPs) for New Capital Projects:

CIP Revenue Summary – New Considerations:

County Wheelage Tax: In 2013, the County Board approved a \$10 wheelage tax which currently generates \$860K annually from auto and motorcycle license renewals. Starting in 2018, the State Legislature now allows a County to collect a \$20 wheelage tax which would annually generate an additional \$880K for County road & bridge projects

½ cent Sales Tax: The State Legislature allows all counties that are not in the County Transportation Improvement Board (CTIB) taxing district to collect a ½ cent sales tax for transportation and transit capital projects and transit operating costs. This would generate approximately \$3.5 million annually for County road and bridge projects.

Request for State Bonding: A County Board 2017 Legislative Priorities that is being considered is a request for \$6 million in State Bonds that would be matched by \$4 million in County bonds to pay for a \$10 million Phase I Development Project for Lake Waconia Regional Park. The debt service for the County bond sale would be approximately \$330K per year for the next 15 years.

CIP Revenue Summary - Existing:

Road & Bridge Tax Levy: The County Board has directed that the \$1.8M tax levy for road and bridge annual maintenance be increased \$100K for the next 8 years to finance the Road Preservation Plan. New road and bridge construction projects are financed from the Highway Users Tax Distribution Fund (Fuel Tax, License Fees and Motor Vehicle Sales Tax), Sales Tax on Leased Vehicles, Federal, State, Regional and Local grants and contributions along with a \$4.5M debt service levy for bond sales.

State County Program Aid (“CPA”): The Recommended 2017 Budget has approximately \$320K in unallocated 2017 CPA which will be directed to the CIPs according to the percentages below:

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

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 approximately \$350,000. These funds commonly referred to as “Parks and Trails Legacy Funds,” are being used for the local match to Federal Grants for the Extension of the MN River Bluffs Regional Trail and trail pavement resurfacing.

Metropolitan Council Reimbursement for Park Land Acquisition: The County is currently reimbursed 100% from the Metropolitan Council for parkland acquisitions that are included in the County’s Regional Park Master Plan. The reimbursement formula is currently up to \$1.7M of the purchase price reimbursed at the land acquisition closing and then a biannual reimbursement of up to \$498K. Based on the current reimbursement formula, the County will be waiting until 2026 for full reimbursement from the Met Council for previous land acquisitions.

CIP Project Summary:

Buildings CIP: Building projects related to ongoing maintenance, increasing security and expanding square footage are included in the Building CIP. These projects include:

- A new library being furnished in Chaska.
- 6th Courtroom being added to the Justice Center
- Public Works headquarters expansion in Cologne
- Building Space Plan Study

Funding for these building projects has not been identified at this time.

Roads & Bridges CIP: The County completed a 2014 amendment to the 2030 Road system Plan (RSP). The RSP identifies \$860 million of road and bridge projects to meet the needs of the projected growth in population and employment by 2040. This includes \$670 million for County road and bridges and \$190 million for critical State highway projects.

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 roads without adding lanes). A 6 year Road and Bridge Plan was developed to fund traditional preservation, bridge replacement and safety enhancement goals as well as partially fund high priority expansion, connectivity and other emerging regionally significant projects. The CIP identifies projects that are traditional and development driven as the County has a cost participation policy that differs for each.

Parks and Trails CIP: This CIP focuses on sustainability projects to maintain the County's existing park and trail system as well as the next round of park and trail development projects. 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.

B. Five Year Replacement Schedule for Facilities, Vehicles and Equipment

The Administrator Recommended 2017 Budget includes \$1.4 million in levy funding to replace facilities, vehicles and equipment. This Plan includes a five year replacement schedule for Facilities, Vehicles and Equipment based on division requests for 2018 thru 2022. These capital replacement requests will be rolled forward each year until they become part of current year Budget process. The five year replacement schedule relies on a \$100,000 a year increase to the \$1.4 million levy over the next five years. The County Board has been supportive of this \$100K a year increase in levy dollars to create an orderly and scheduled replacement of County facilities, vehicles and equipment.

C. Bond Sales and Debt Service

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.

The 2018-2022 Road and Bridge CIP currently identifies \$5 million in bonding needs. All other projects in the CIP are funded provided external funding sources are secured.

County staff is evaluating the need for additional Road & Bridge bond sales for unfunded high priority projects that are not listed in the 2018-2022 CIP.

Funding sources for the debt service on a bond sale include reallocating debt service levy from expiring debt in 2021 and could include an increase in the Wheelage Tax and/or approving the ½ cent Sales Tax.

D. Personnel Costs

Personnel costs are the largest and have been the fastest growing portion of the County's operating budget. This Plan identifies strategies for addressing the three major drivers of personnel costs:

1. Requests for Additional Levy Funded Staffing
2. Employee Health Insurance
3. Other Post-Employment Benefits (OPEB)

The County Board carries the ultimate budget authority. The 2017 Annual Budget and the 2018 Long Term Financial Plan are expected to be approved at the December 20, 2016 County Board meeting.

Carver County Board of Commissioners Request for Board Action



Agenda Item:
2017 Carver County Regional Rail Authority Budget and Levy

Primary Originating Division/Dept: <input type="text" value="Public Works"/>	Meeting Date: <input type="text" value="12/20/2016"/>
Contact: <input type="text" value="David Frischmon"/> Title: <input type="text"/>	Item Type: <input type="text" value="Regular Session"/>
Amount of Time Requested: <input type="text"/> minutes Presenter: <input type="text" value="Lyndon Robjent"/> Title: <input type="text" value="Public Works Director/County En"/>	Attachments: <input checked="" type="radio"/> Yes <input type="radio"/> No
Strategic Initiative: <input type="text" value="Finances: Improve the County's financial health and economic profile"/>	

BACKGROUND/JUSTIFICATION:

The CCRRA is requesting \$140,000 levy for 2017, no increase from 2016.

The CCRRA levy is used to fund administrative and maintenance staff time for day to day operations and stewardship. These duties included planning, permitting and capital improvement projects as well as corridor maintenance work of mowing, weed control, tree trimming, debris and trash removal, drainage corrections and site inspections for the Dakota Rail and Union Pacific Rail corridors.

Additionally, the CCRRA levy assists in funding planning work for 1.2 miles of the MN River Bluffs Regional Trail project scheduled for construction during 2017.

The recommended 2017 levy continues funding for staffing and ongoing stewardship needed for maintenance and preservation of two CCRRA corridor areas. A stronger emphasis is placed on maintenance of ditches, culverts, vegetation removal, and erosion control as outlined in the attached Budget Summary.

ACTION REQUESTED:

Motion to Approve 2017 Budget and Property Tax Levy Resolution

FISCAL IMPACT: <input type="text" value="Other"/> <i>If "Other", specify:</i> <input type="text" value="se below"/>	FUNDING County Dollars = <input type="text"/> <input type="text"/> Total <input type="text" value="\$0.00"/>
FTE IMPACT: <input type="text" value="None"/>	<input checked="" type="checkbox"/> Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2016 - 4453

**CARVER COUNTY REGIONAL RAIL AUTHORITY
CARVER COUNTY, MINNESOTA**

Date: December 20, 2016 Resolution: _____
Motion by Commissioner: _____ Seconded by Commissioner: _____

CERTIFYING 2017 PROPERTY TAX LEVY

WHEREAS, the County of Carver, State of Minnesota, requires an Ad Valorem Property Tax to provide needed and necessary services to the citizens of Carver County; and

WHEREAS, the Carver County Regional Rail Authority Board has reviewed budget requests and has made a determination of the Ad Valorem Property Tax required to support Authority operations for the Calendar Year 2017.

NOW, THEREFORE, BE IT RESOLVED by the Carver County Regional Rail Authority Board that there by, and hereby is, levied upon the taxable property of the County of Carver the following sums for the respective purposes indicated herein for the calendar year commencing January 1, 2017, to wit:

CARVER COUNTY REGIONAL RAIL AUTHORITY

\$140,000

ADOPTION OF 2017 BUDGET

WHEREAS, the annual operating and capital budgets for the Carver County Regional Rail Authority, which have been prepared by Public Works Director and reviewed by the Carver County Regional rail Authority Board, provided the basis for determining the allocation of available County resources and the property tax levy of Carver County necessary to fund the various functions of Carver County Regional Rail Authority Board for the coming year; and

WHEREAS, the Carver County Regional Rail Authority Board has established the property tax levy for Carver County which serves as a major funding source for Rail Authority operations; and

WHEREAS, the budgets as reviewed and amended by the Carver County Regional Rail Authority Board are within all limits of the afore-referenced levy as prescribed by law; and

WHEREAS, it is the stated purpose of the Rail Authority budget to serve as a management tool for division directors and the Carver County Regional Rail Authority Board and sets the authorized expenditure limits for the 2017 budget year; and

WHEREAS, the revenue and expenditure budget totals by fund are set forth below:

	<u>Revenues</u>	<u>Expenditures</u>
Carver County Regional Rail Authority	<u>\$144,000</u>	<u>\$144,000</u>

NOW, THEREFORE, BE IT RESOLVED by the Carver County Regional Rail Authority Board that the 2017 budget is hereby adopted and placed on file in the Carver County Taxpayer Service's Office.

BE IT FURTHER RESOLVED, funds are hereby appropriated for the execution of the aforementioned 2017 budgets.

BE IT FURTHER RESOLVED, budget cannot be exceeded by category for any fund.

BE IT FURTHER RESOLVED, any adjustments to the approved budget, requested by originating departments, can be approved by the Property and Financial Services Director after review for adequate transfer of existing budget or addition of new revenue sources.

BE IT FURTHER RESOLVED, capital expenditures that have been itemized in the 2016 budget when purchased must conform with State Statute 471.345 as amended. Further, in accordance with County Policy, any capital expenditure (object code 6600's) greater than \$25,000 must have prior Regional Rail Authority Board approval for purchase. Items classified as building improvements (code 6640) which are needed on an emergency basis may be purchased without prior Board approval but subsequent Board ratification will be required.

BE IT FURTHER RESOLVED, in recognition that the Regional Rail Authority does not maintain any staff and meets on an infrequent basis, the Carver County Board and staff are authorized to conduct Regional Rail Authority day to day business on behalf of the Regional Rail Authority including, but not limited to, the payment and approval of Regional Rail Authority claims and invoices, adjusting the annual fee schedule and signing contracts consistent with the authority delegated to County staff in the County's Administrative Policy Manual.

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

YES	ABSENT	NO
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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 Carver County Regional Rail Authority Board, Carver County, Minnesota, at its session held on the 20th day of December, 2016, now on file in the Administration Office, and have found the same to be a true and correct copy thereof.

Dated this 20th day of December, 2016.

County Administrator

Carver County Regional Rail Authority

Description

The Carver County Regional Rail Authority (CCRRA) is governed by five Commissioners appointed by the Carver County Board of Commissioners. In Carver County, the CCRRA Commissioners are the County Board Commissioners. The Public Works Division manages projects and work activities for the CCRRA. The purpose of the CCRRA is to provide for the preservation and improvement of local rail service for agriculture, industry, or passenger traffic and provide for the preservation of abandoned rail right-of-way for future transportation uses when determined to be practicable and necessary for the public welfare, particularly in the case of abandonment of local rail lines.

The CCRRA levies separately from Carver County to fund regional rail projects and activities. The levy includes funding for County staff to administer and maintain CCRRA properties, conduct capital improvement projects, contract for services, and provides materials and supplies. **The proposed 2017 levy is \$140,000, no change from 2016.** Several other funding sources are used to augment the CCRRA levy for property acquisition, corridor preservation, management and development.

Budget Highlights

The following table summarizes the budget for the Carver County Regional Rail Authority.

Carver County Regional Rail Authority Budget						
Budget Summary	2015 Actual	2016 Budget	2017 Requested	2017 Approved	% Change 2016-2017	Change In Levy
Revenue total	(3,611)	(4,000)	(4,000)		-	
Expenditure total	171,172	144,000	144,000		-	
CCRRA Levy dollars needed	167,561	140,000	140,000		-	-

CCRRA is planning a number of stewardship projects for both the Dakota Railroad and former Union Pacific Railroad corridors. The projects include ditch and culvert cleaning, drainage and erosion improvements, tree removal. Other work to be considered involves structure maintenance and preservation such as bridges. *(See Attachment C for Capital Improvement Project requests.)*

Summary of Accomplishments and Plans

Progress to-date on Major 2016 Initiatives

2016 MN River Bluffs RT- Chaska to Carver Segment

CCRRA contributed funding for the planning and construction of 2.1 miles of the Minnesota River Bluffs Regional Trail. This project got underway late winter and is nearing completion for the 2.1 mile trail segment. The project included paving a 10” trail, construction 150 pedestrian bridge over Spring Creek in the City of Carver and the construction of a trailhead facility creating 12 parking spaces, informational kiosk, bicycle rack and benches. Additionally, a scenic overlook with bench was constructed mid-way between the two cities. The project is substantially complete and is expected to be closed out by December 2016.

2016 MN River Bluffs RT- Co. Rd. 61 to Bluff Creek Drive

CCRRA has provided funding to begin planning and design work for 1.3 miles of former Union Pacific Railroad property in Chanhasen. Construction is planned for 2017.

2016 Railroad Corridor Stewardship

Funding was provided to contractually remove diseased trees from the Dakota Railroad corridor. Work to remove diseased trees has been an ongoing commitment to help to ensure safety and user satisfaction.

Highlights of major initiatives/goals planned for 2017

2017 Railroad Corridor Stewardship

Funding is provided to continue with diseased tree removal. Additionally, there are a number of areas in both the former Union Pacific Railroad and Dakota Railroad corridors that are in need of ditch and culvert cleaning. Sediment and vegetation are blocking drainage ways and structures. Other areas of the corridors are in need of drainage improvements to better manage stormwater and erosion to stabilize banks. Funding is also provided to make repairs to structures such as bridges and culverts.

CCRRA is currently involved with two rail corridors, the Dakota Rail Line and the Union Pacific Rail Line, both of which have been rail banked and approved for interim trail use. Activities and projects on these corridors are described below.

The 2017 CCRRA projects and activities are summarized below.

2017 Major Planned Projects/Activities-

- Accelerate Railroad Corridor Stewardship activities of diseased tree removal, tree trimming, culvert cleaning, erosion control and drainage improvements
- Continue with Parks/Highway Maintenance Worker for railroad corridor stewardship and trail maintenance (50% CCRRA levy) - \$26,000. Transfer funds to Road and Bridge operating fund.
- Provide general Administration of CCRRA activity- \$15,000. Transfer funds to Parks operating budget (General Fund).
-

Goals and Objectives

Goal #1: Railroad Corridor Stewardship

Supports County Goal I Communities: Create and maintain safe, healthy and livable communities

Objective: Maintain infrastructure of railroad corridors.

Goal #2: Continue with Parks/Highway Maintenance Worker for railroad corridor stewardship and trail maintenance.

Supports County Goal I Communities: Create and maintain safe, healthy and livable communities

Objective: Provide staffing to maintain approximately 14 miles of trail and railroad corridor.

Goal #3: Provide general Administration of CCRRA activity- \$15,000. Transfer funds to Parks operating budget (General Fund).

Supports County Goal I Communities: Create and maintain safe, healthy and livable communities

Objective: Provide staffing to administer and direct activities for approximately 14 miles of trail and railroad corridor.

Carver County Board of Commissioners Request for Board Action



Agenda Item:
Year in Review

Primary Originating Division/Dept: Administration (County)

Meeting Date: 12/20/2016

Contact: Nick Koktavy Title: Deputy Director

Item Type:
Regular Session

Amount of Time Requested: 15 minutes

Attachments: Yes No

Presenter: James Ische Title: Board Chair

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

BACKGROUND/JUSTIFICATION:

Board Chair James Ische will highlight Carver County accomplishments and events in 2016.

ACTION REQUESTED:

No action required

FISCAL IMPACT: None
If "Other", specify:

FUNDING
County Dollars =

Total \$0.00

FTE IMPACT: None

Insert additional funding source

Related Financial/FTE Comments:

Office use only:

RBA 2016 - 4427

Carver County Board of Commissioners Request for Board Action



Agenda Item:

Funding Options for High Priority Road and Bridge Projects

Primary Originating Division/Dept:

Meeting Date:

Contact: Title:

Item Type:

Amount of Time Requested: minutes

Attachments: Yes No

Presenter: Title:

Strategic Initiative:

BACKGROUND/JUSTIFICATION:

Staff presented an overview of the transportation sales tax and wheelage tax at the November 22 County Board Work Session.

The County can implement a ½ percent sales tax for specific transportation projects by resolution following a public hearing.

The County can also levy up to \$20 per vehicle in wheelage tax for transportation purposes.

Staff presented an initial 20 year list of high priority road and bridge projects that could be funded with the sales and wheelage tax. The projects include preservation, safety and mobility improvements on County Highways as well as State Trunk Highways that were prioritized from the long range County Roadways System Plan.

The Board directed staff to gather feedback from the cities, townships and other stakeholders. Staff met with the City Administrators on December 1st and received some initial comments.

During this Work Session staff will present additional information on the project list and revenue information and outline options and timelines for stakeholder engagement and potential implementation of the tax(s).

ACTION REQUESTED:

Board direction on potential sales tax and wheelage tax implementation

FISCAL IMPACT:

FUNDING

If "Other", specify:

County Dollars =

FTE IMPACT:

Total \$0.00

Insert additional funding source

Related Financial/FTE Comments:

Proceeds from sales tax and/or wheelage tax will be presented at the Board workshop.

Office use only:

RBA 2016 - 4456