



Board of Commissioners

- Dennis C. Hegberg, District 1
- Bill Pulkrabek, District 2
- Gary Kriesel, Chair, District 3
- Autumn Lehrke, District 4
- Lisa Weik, District 5

BOARD AGENDA
AUGUST 9, 2011 – 9:00 A.M.

1. 9:00 Roll Call
Pledge of Allegiance
2. 9:00 **Comments from the Public**
Visitors may share their comments or concerns on any issue that is a responsibility or function of Washington County Government, whether or not the issue is listed on this agenda. Persons who wish to address the Board must fill out a comment card before the meeting begins and give it to the County Board secretary or the County Administrator. The County Board Chair will ask you to come to the podium, state your name and address, and present your comments. Your comments must be addressed exclusively to the Board Chair and the full Board of Commissioners. Comments addressed to individual Board members will not be allowed. You are encouraged to limit your presentation to no more than five minutes. The Board Chair reserves the right to limit an individual's presentation if it becomes redundant, repetitive, overly argumentative, or if it is not relevant to an issue that is part of Washington County's responsibilities
3. 9:10 Consent Calendar – Roll Call Vote
4. 9:10 **Minnesota Inter-County Association** – Keith Carlson, Executive Director
2011 Legislative Report
5. 9:40 **Public Works** – Wayne Sandberg, County Engineer
 - A. Resolution – Award of Bid for Overlays on County State Aid Highways 6, 7 and 22
 - B. Resolution – Award of Bid for Overlay on County Road 13B
6. 9:50 **General Administration** - Jim Schug, County Administrator
7. 10:00 **Commissioner Reports – Comments – Questions**
This period of time shall be used by the Commissioners to report to the full Board on committee activities, make comments on matters of interest and information, or raise questions to the staff. This action is not intended to result in substantive board action during this time. Any action necessary because of discussion will be scheduled for a future board meeting.
8. Board Correspondence
9. 10:25 **Adjourn**
10. 10:30 to 11:30 - **2012 Proposed Budget** - Jim Schug, County Administrator
- Molly O'Rourke, Deputy Administrator
-Introduction to the Proposed 2012 Budget
-Internal Services (Administration, Accounting and Finance, Human Resources, General Operations and Information Technology)

MEETING NOTICES**

(**Meeting dates, time and locations may change. Contact the Office of Administration or individual agencies for the most current information)

Date	Committee	Time	Location
August 10	Minnesota Inter-County Association	2:00 p.m.	Kelly Inn, Sibley Room, 2 nd Floor – St. Paul
August 10 – 12	Association of Minnesota Counties Board of Directors Meeting	10:00 a.m.	The Lodge at Brainerd Lakes, Baxter
August 11	Metro Transportation Advisory Board Program Committee	12:30 p.m.	390 Robert Street North – St. Paul
August 11	Gateway Corridor Commission	3:30 p.m.	8301 Valley Creek Road – Woodbury City Hall

WASHINGTON COUNTY BOARD OF COMMISSIONERS

CONSENT CALENDAR *

AUGUST 9, 2011

The following items are presented for Board approval/adoption:

<u>DEPARTMENT/AGENCY</u>	<u>ITEM</u>
Administration	A. Approval of the July 12, 2011 County Board meeting minutes.
Information Technology	B. Approval to award bid and execution of a contract for the installation of fiber optic cabling to Access Communications.
Property Records and Taxpayer Services	C. Approval of resolution, application for the Exempt Permit of Minnesota Lawful Gambling from Pheasants Forever Mississippi Longtail Chapter 385.

*Consent Calendar items are generally defined as items of routine business, not requiring discussion, and approved in one vote. Commissioners may elect to pull a Consent Calendar item(s) for discussion and/or separate action.

Department Information

ORIGINATING DEPARTMENT: Information Technology	REQUESTOR: Kathleen Johnson	REQUESTOR PHONE: 275-7550
PRESENTER(S): Mjyke Nelson/Milan Tomaska	MEDIA CONTACT: Milan Tomaska	MEDIA CONTACT PHONE: 430-6430

Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Approval to award bid and execution of a contract for the installation of fiber optic cabling to Access Communications.															
AGENDA YOU ARE REQUESTING TIME ON: Consent	ARE YOU SEEKING APPROVAL OF A CONTRACT? Yes														
IS THIS MANDATED? No	EXPLANATION OF MANDATE:														
BACKGROUND/JUSTIFICATION: Washington County's Department of Information Technology advertised a Request for Bid for installation of fiber optic cabling to connect the Stillwater Government Center and Headwaters Service Center. The installed fiber optic cabling will run between Lake Elmo Park Reserve to the Headwaters Service Center and will also interconnect Wildwood Library, Washington County Public Works North Shop, and Big Marine Park Reserve along the run. Bid Responses:															
<table border="1"> <thead> <tr> <th>Vendor</th> <th>Bid</th> </tr> </thead> <tbody> <tr> <td>Access Communications</td> <td>\$ 614,079.61</td> </tr> <tr> <td>Mastec North America</td> <td>\$ 857,729.53</td> </tr> <tr> <td>East Otter Tail Telephone Co.</td> <td>\$ 940,791.13</td> </tr> <tr> <td>Egan Co.</td> <td>\$ 968,986.00</td> </tr> <tr> <td>TDI Cable</td> <td>\$1,171,445.00</td> </tr> <tr> <td>MP Next Level</td> <td>\$1,334,762.87</td> </tr> </tbody> </table>		Vendor	Bid	Access Communications	\$ 614,079.61	Mastec North America	\$ 857,729.53	East Otter Tail Telephone Co.	\$ 940,791.13	Egan Co.	\$ 968,986.00	TDI Cable	\$1,171,445.00	MP Next Level	\$1,334,762.87
Vendor	Bid														
Access Communications	\$ 614,079.61														
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East Otter Tail Telephone Co.	\$ 940,791.13														
Egan Co.	\$ 968,986.00														
TDI Cable	\$1,171,445.00														
MP Next Level	\$1,334,762.87														
A recommendation is made to award and execute the attached contract to install this fiber optic cabling to Access Communications; the lowest qualified bidder.															
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? Yes 6/21/11 Rejection of bids 4/19/11 Authorize Fund & Bond Sale															

Budget Information

FUNDING: Other	EXPLANATION OF FUNDS: MDB - WO #36636 -\$115,789 Bond fund 456 -\$498,290.61	
FINANCIAL IMPACT:		
YEAR: 2011	AMOUNT: 614,079.61	BUDGETED: Yes
YEAR:	AMOUNT:	BUDGETED: Yes

Approvals

COUNTY ATTORNEY: Linda Krafthefer RECOMMENDATIONS: Approved COMMENTS:	COUNTY ADMINISTRATOR: Jim Schug RECOMMENDATIONS: Approved COMMENTS:
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Commissioner's Report

Department Information

ORIGINATING DEPARTMENT: Property Records & Taxpayer Services	REQUESTOR: Carol Peterson	REQUESTOR PHONE: 430-8271
PRESENTER(S):	MEDIA CONTACT: Carol Peterson	MEDIA CONTACT PHONE: 430-8271

Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Request County Board to review and approve application for Exempt Permit of Minnesota Lawful Gambling from Pheasants Forever Mississippi Longtail Chapter 385.	
AGENDA YOU ARE REQUESTING TIME ON: Consent	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? Yes	EXPLANATION OF MANDATE: An exempt permit may be issued to a nonprofit organization that conducts lawful gambling on five or fewer days, and awards less than \$50,000 in prizes during a calendar year. The county is an authorized agent for this permit.
BACKGROUND/JUSTIFICATION: On July 26, 2011, the Washington County Auditor received an application from the Pheasants Forever Mississippi Longtail Chapter 385, for an Exempt Permit of Minnesota Lawful Gambling. The Mississippi Longtail Chapter 385 would like to conduct a raffle on September 13, 2011, at The Point Restaurant. The address of The Point Restaurant is 12378 Point Douglas Road South, Denmark Township, MN 55033. After acknowledgement by County Board Resolution, the application will be sent to the State Gambling control Board for approval.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? No	

Budget Information

FUNDING: NA	
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Approvals

COUNTY ATTORNEY: George Kuprian RECOMMENDATIONS: Approved COMMENTS:	COUNTY ADMINISTRATOR: Jim Schug RECOMMENDATIONS: Approved COMMENTS:
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BOARD OF COUNTY COMMISSIONERS
WASHINGTON COUNTY, MINNESOTA

RESOLUTION NO. _____

Property Records and Taxpayer
Services

DATE August 9, 2011
MOTION
BY COMMISSIONER _____

DEPARTMENT
SECONDED BY
COMMISSIONER _____

Lawful Gambling Exemption Resolution

WHEREAS, the Pheasants Forever Mississippi Longtail Chapter 385, has made an application to the Gambling Control Board for the exemption from certain requirements contained in M.S. 349.166 subd. 2, in order to conduct a raffle at The Point, located at 12378 Point Douglas Road South, Denmark Township, MN, 55033. This event will be conducted on September 13, 2011.

NOW, THEREFORE, BET IT RESOLVED, the Washington County Board of Commissioners does not oppose issuance of exemption consistent with the application.

ATTEST:

COUNTY ADMINISTRATOR

COUNTY BOARD CHAIR

HEGBERG
KRIESEL
LEHRKE
PULKRABEK
WEIK

YES NO

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT: Administration	REQUESTOR: Molly O'Rourke	REQUESTOR PHONE: 430-6003
PRESENTER(S): Keith Carlson	MEDIA CONTACT: Jim Schug	MEDIA CONTACT PHONE: 430-6002

Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: 2011 Annual Report by the Minnesota Inter-County Association.	
AGENDA YOU ARE REQUESTING TIME ON: Board TIME NEEDED: 30	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? No	EXPLANATION OF MANDATE:
BACKGROUND/JUSTIFICATION: Washington County is a member of a thirteen county association that work together to communicate with state legislators on issues that have an impact on county government. Keith Carlson, Executive Director of the Minnesota Inter-County Association (MICA), along with other MICA lobbyists, will provide a report on the outcomes of the 2011 Minnesota Legislative Session.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	

Budget Information

FUNDING: NA	
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Approvals

COUNTY ATTORNEY: Linda Krafthefer RECOMMENDATIONS: N/A COMMENTS:	COUNTY ADMINISTRATOR: Jim Schug RECOMMENDATIONS: Approved COMMENTS:
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Department Information

ORIGINATING DEPARTMENT: Public Works	REQUESTOR: Cassie Sawacke	REQUESTOR PHONE: 430-4360
PRESENTER(S):	MEDIA CONTACT: Cory Slagle	MEDIA CONTACT PHONE: 430-4337

Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Bid award for overlays on County State Aid Highways (CSAH) 6, 7, and 22 to Hardrives, Inc., lowest responsible bidder, in the amount of \$2,011,314.18 conditioned upon the execution of a contract as required by law.	
AGENDA YOU ARE REQUESTING TIME ON: Board TIME NEEDED: 5 min	ARE YOU SEEKING APPROVAL OF A CONTRACT? Yes
IS THIS MANDATED? No	EXPLANATION OF MANDATE:
BACKGROUND/JUSTIFICATION: Bids were requested and opened on July 26, 2011 for 2011 overlay project. This project consists of: <ul style="list-style-type: none"> • Bituminous mill and overlay, guardrail end treatments and truncated domes on County State Aid Highway (CSAH) 6 (Stillwater Boulevard North) from Granada Avenue to 530' south of Minnesota Trunk Highway (TH) 5 in the cities of Oakdale and Lake Elmo. • Bituminous overlay on CSAH 7 (Nason Hill Road) from 2,145' east of Paul Avenue to Trunk Highway 95 in the city of Marine on St. Croix. • Bituminous reclamation, mill bituminous pavement, bituminous paving, (70th Street south) from Hinton Avenue south to 2,610 west of CSAH 19 in the city of Cottage Grove. <p>One bid was received from Hardrives, Inc. in the amount of \$2,011,314.18.</p> <p>The total engineer's estimate for the project was \$2,162,790.68.</p> <p>The funding for CSAH 6 (\$596,233.91) will be reimbursed by State Aid in 2011. Until reimbursement is received, this will be a temporary use of fund balance in fund 414, the road and bridge capital projects fund.</p> <p>The funding for CSAH 7 (\$187,848.39) and CSAH 22 (\$1,227,231.88) will be use of budgeted pavement preservation in fund 414, the road and bridge capital projects fund.</p> <p>Recommendation is made to approve the bid of Hardrives, Inc., lowest responsible bidder, in the amount of \$2,011,314.18.</p>	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? Yes June 21, 2011 - Board approval of rejection of bids opened on June 14, 2011 and authorization to re-bid project due to a bidding error by the apparent low bidder.	

Budget Information

FUNDING: Combo	EXPLANATION OF FUNDS: Levy, Wheelage Tax, State Aid
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FINANCIAL IMPACT:

YEAR: 2011

AMOUNT: \$2,011,314.18

BUDGETED: Yes

Approvals

COUNTY ATTORNEY:

Linda Krafthefer

RECOMMENDATIONS: **Approved**

COMMENTS:

COUNTY ADMINISTRATOR:

Jim Schug

RECOMMENDATIONS: **Approved**

COMMENTS:

BOARD OF COMMISSIONERS
WASHINGTON COUNTY, MINNESOTA

RESOLUTION NO. _____

DATE August 9, 2011 DEPARTMENT Public Works

MOTION BY COMMISSIONER _____ SECONDED BY COMMISSIONER _____

**BID AWARD FOR
BITUMINOUS MILL & OVERLAY, GUARDRAIL END TREATMENTS AND TRUNCATED DOMES ON
COUNTY STATE AID HIGHWAY (CSAH) 6 (STILLWATER BOULEVARD NORTH)
IN OAKDALE AND LAKE ELMO, AND
BITUMINOUS OVERLAY ON CSAH 7 (NASON HILL ROAD) IN MARINE ON ST. CROIX, AND
BITUMINOUS RECLAMATION, MILL BITUMINOUS PAVEMENT, BITUMINOUS PAVING, MILL &
OVERLAY BIKE PATHS, SIGNING AND STRIPING, PEDESTRIAN RAMPS ON CSAH 22 IN COTTAGE
GROVE**

WHEREAS, in order to complete pavement preservation on CSAH 6, CSAH 7 and CSAH 22, the county solicited bids for the project; and,

WHEREAS, bids were opened on July 26, 2011, with Hardrives, Inc. being the lowest responsible bidder; and,

NOW, THEREFORE, BE IT RESOLVED, that the bid of Hardrives, Inc. be accepted and the County enter into a contract with Hardrives, Inc. under the terms and conditions set forth in the bid specification documents; and,

BE IT FURTHER RESOLVED, that the contract between the County and Hardrives, Inc. be executed through the signatures of the Chairman of the Washington County Board of Commissioners and the Washington County Administrator without further action of the County Board conditioned upon compliance with all bid specification requirements and approval as to form by the Washington County Attorney's office.

ATTEST:

COUNTY ADMINISTRATOR

COUNTY BOARD CHAIR

HEGBERG

KRIESEL

LEHRKE

PULKRABEK

WEIK

YES

NO



Request for Board Action

BOARD MEETING DATE:

August 09, 2011

AGENDA ITEM NUMBER:

5B

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT: Public Works	REQUESTOR: Cassie Sawacke	REQUESTOR PHONE: 430-4360
PRESENTER(S):	MEDIA CONTACT: Cory Slagle	MEDIA CONTACT PHONE: 430-4337

Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Bid award for overlay on County Road (CR) 13B (DeMontreville Trail North) to Hardrives, Inc., lowest responsible bidder, in the amount of \$775,619.01 conditioned upon the execution of a contract as required by law.							
AGENDA YOU ARE REQUESTING TIME ON: Board TIME NEEDED: 5 min	ARE YOU SEEKING APPROVAL OF A CONTRACT? Yes						
IS THIS MANDATED? No	EXPLANATION OF MANDATE:						
BACKGROUND/JUSTIFICATION: This project consists of bituminous reclamation, bituminous paving, and curb and gutter on County Road (CR) 13B (DeMontreville Trail North) from County State Aid Highway (CSAH) 35 (50th Street North) to Trunk Highway (TH) 36 in the city of Lake Elmo. Bids were requested and opened on July 26, 2011 with the following results: <table border="1"> <thead> <tr> <th>Bidder</th> <th>Bid Amount</th> </tr> </thead> <tbody> <tr> <td>Hardrives, Inc.</td> <td>\$775,619.01</td> </tr> <tr> <td>T.A. Schifsky & Sons, Inc.</td> <td>\$1,072,087.65</td> </tr> </tbody> </table> The total engineer's estimate for the project was \$775,306.35. The funding for CR 13B will be 2011 bond funds. Recommendation is made to approve the bid of Hardrives, Inc., lowest responsible bidder, in the amount of \$775,619.01.		Bidder	Bid Amount	Hardrives, Inc.	\$775,619.01	T.A. Schifsky & Sons, Inc.	\$1,072,087.65
Bidder	Bid Amount						
Hardrives, Inc.	\$775,619.01						
T.A. Schifsky & Sons, Inc.	\$1,072,087.65						
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? Yes Board approval of turnback agreement with the City of Lake Elmo on June 7, 2011.							

Budget Information

FUNDING: Other	EXPLANATION OF FUNDS: Bond Fund	
FINANCIAL IMPACT:		
YEAR: 2011	AMOUNT: \$775,619.01	BUDGETED: Yes

Approvals

COUNTY ATTORNEY: Linda Krafthefer RECOMMENDATIONS: Approved COMMENTS:	COUNTY ADMINISTRATOR: Jim Schug RECOMMENDATIONS: Approved COMMENTS:
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BOARD OF COMMISSIONERS
WASHINGTON COUNTY, MINNESOTA

RESOLUTION NO. _____

DATE August 9, 2011 DEPARTMENT Public Works

MOTION BY COMMISSIONER _____ SECONDED BY COMMISSIONER _____

BID AWARD FOR BITUMINOUS RECLAMATION, BITUMINOUS PAVING, CURB AND GUTTER ON COUNTY ROAD (CR) 13B (DEMONTREVILLE TRAIL NORTH) IN LAKE ELMO

WHEREAS, in order to complete pavement preservation on County Road (CR) 13B (DeMontreville Trail North), the county solicited bids for the project; and,

WHEREAS, bids were opened on July 26, 2011, with Hardrives, Inc. being the lowest responsible bidder; and,

NOW, THEREFORE, BE IT RESOLVED, that the bid of Hardrives, Inc. be accepted and the County enter into a contract with Hardrives, Inc. under the terms and conditions set forth in the bid specification documents; and,

BE IT FURTHER RESOLVED, that the contract between the County and Hardrives, Inc. be executed through the signatures of the Board Chair of the Washington County Board of Commissioners and the Washington County Administrator without further action of the County Board conditioned upon compliance with all bid specification requirements and approval as to form by the Washington County Attorney's Office.

ATTEST:

COUNTY ADMINISTRATOR

COUNTY BOARD CHAIR

HEGBERG

KRIESEL

LEHRKE

PULKRABEK

WEIK

YES

NO

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT: Administration	REQUESTOR: Melinda Kirk	REQUESTOR PHONE: 430-6024
PRESENTER(S): Molly O'Rourke	MEDIA CONTACT: Molly O'Rourke	MEDIA CONTACT PHONE: 430-6003

Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Presentation of Washington County's 2012 Proposed Budget and brief overview of the Internal Service departments 2012 proposed budgets (Accounting & Finance, Administration, Human Resources, General Operations, and Information Technology).	
AGENDA YOU ARE REQUESTING TIME ON: Workshop TIME NEEDED: 60 min	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? Yes	EXPLANATION OF MANDATE: Under Minnesota Statutes, the county board is required to set a preliminary property tax levy for the 2012 proposed budget by September 15, 2011.
BACKGROUND/JUSTIFICATION: This televised workshop will provide an overview of Washington County's 2012 Proposed Budget and an overview of the Internal Service departments proposed 2012 budgets.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED? No	

Budget Information

FUNDING: NA	
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Approvals

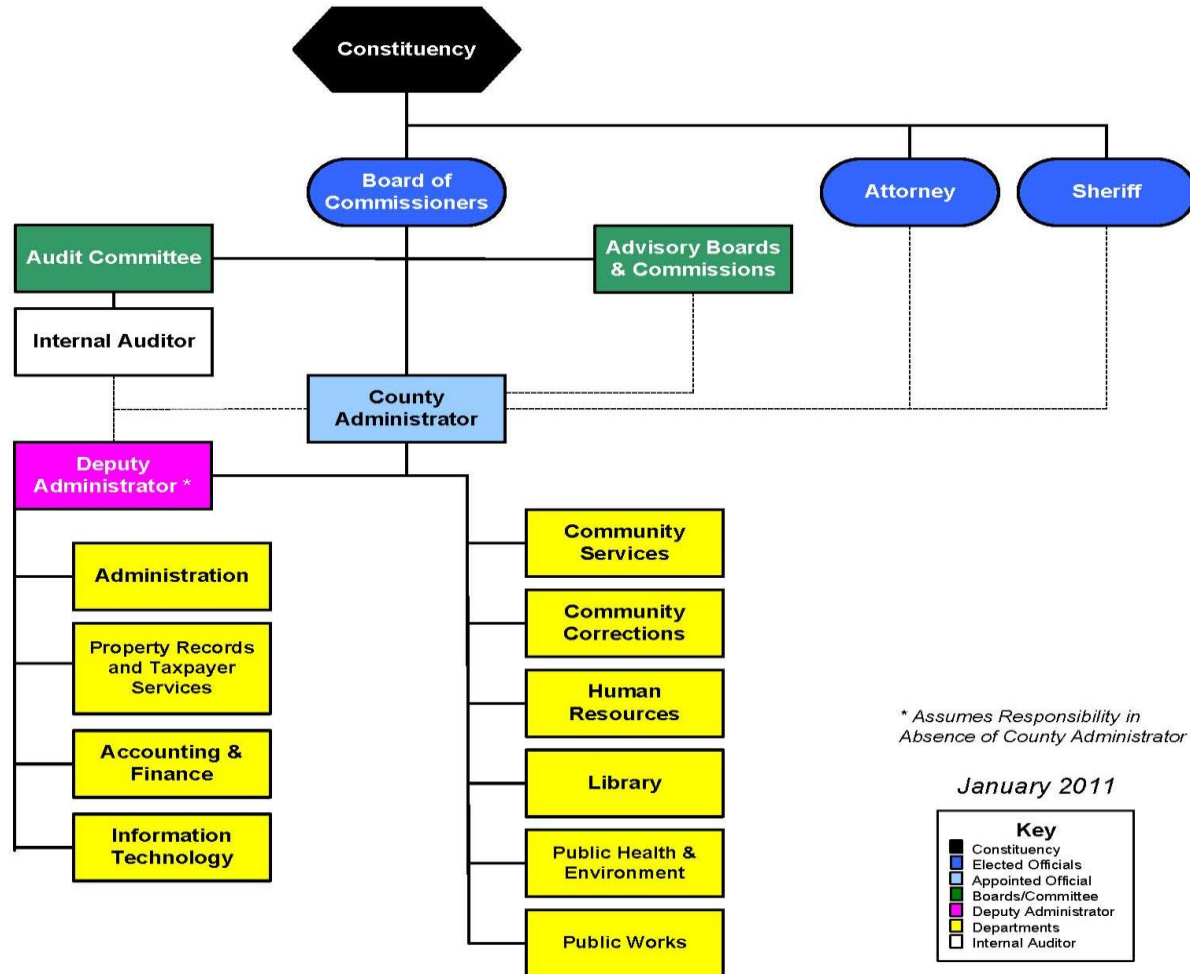
COUNTY ATTORNEY: RECOMMENDATIONS: COMMENTS:	COUNTY ADMINISTRATOR: Jim Schug RECOMMENDATIONS: Approved COMMENTS:
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**Administration's Recommended
2012 Proposed Budget**

August 9, 2011

Organization Chart



2012 General Highlights*

- **Operating Expenditures** (Excludes Capital and Debt)
\$ 139.8 million Decrease -4.1%
- **Capital Expenditures**
\$ 23.0 million Decrease -63.2%
- **Gross Tax Levy** (Includes County Program Aid)
\$ 92.6 million Decrease -2.5%
- **Net Tax Levy**
\$ 86.5 million Decrease -.3%
- **Non-Levy Revenues**
\$ 82.2 million Decrease -6.2%

**Recommended 2012 Budget*

Guiding Principles

- Focus on providing effective core services and programs
- Identify programs and services that could be reduced, delayed, or phased out over time
- Maintain a stable and slightly increasing property tax levy for securing large capital investments

Guiding Principles *(cont'd)*

- Preserve programs that are critical to perform versus those that are discretionary
- Focus on measurement and outcomes
- Identify areas where technology and process improvement could improve service, reduce the need for additional staff or streamline operations
- Maintain a strong financial position

Fiscal Accomplishments

- Low Tax Rate
- Low Per Capita in Spending and Property Tax
- Multi-year Winner of Government Finance Officers Association (Budget & CAFR)
- Bond Ratings of AAA and Aaa reaffirmed

State Aid Reductions

2008 - 2011

YEAR	ITEM	AMOUNT	YR TOTAL
2008	County Program Aid (CPA)	<u>\$ 1,473,100</u>	\$ 1,473,100
2009	County Program Aid	\$ 1,422,300	
	CCSA Block Grants	<u>\$ 557,100</u>	\$ 1,979,400
2010	County Program Aid (before adoption)	\$ 2,233,400	
	Market Value Tax Credits	<u>\$ 1,727,600</u>	\$ 3,961,000
2011	County Program Aid	\$ 2,107,000	
	Market Value Tax Credits	<u>\$ 2,105,700</u>	\$ 4,212,700
4 – YEAR REDUCTION TOTAL:			\$11,626,200

Major 2011 Proposed Mid-Year Reductions

Due to State Budget Bill

• Pavement Improvement	\$ 1,883,200
• Contribution to OPEB*	\$ 1,702,800
• To be determined	\$ 402,900
• Library service model	<u>\$ 223,800</u>

TOTAL REDUCTIONS

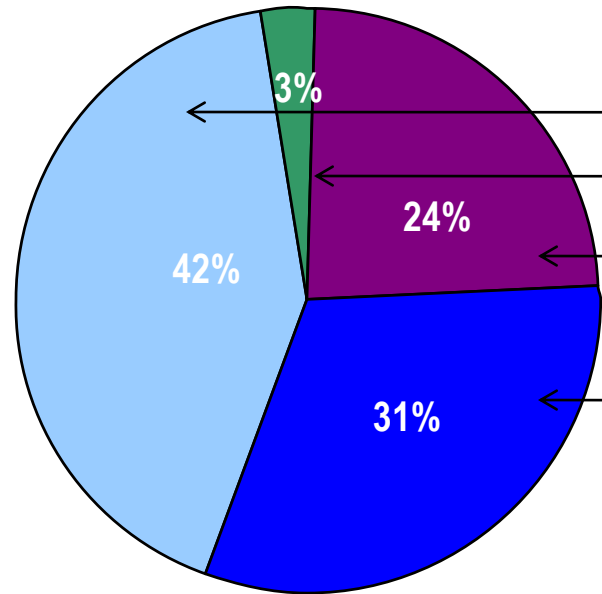
\$ 4,212,700

*Other Post Employment Benefits

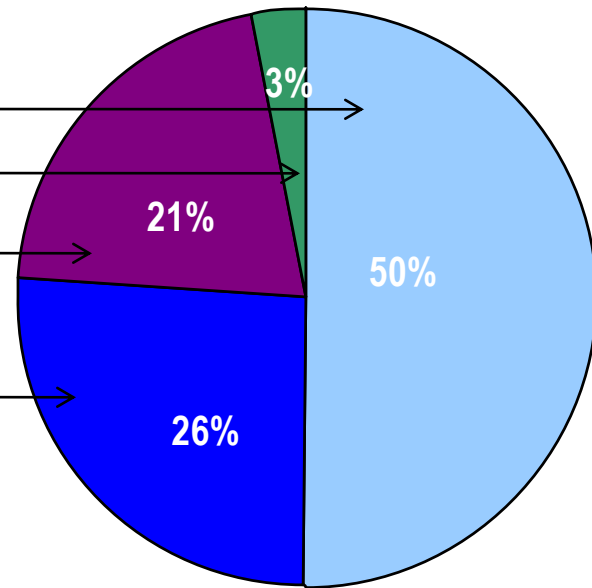
Revenues by Source Comparison

2008 - 2012

2008 Revenues



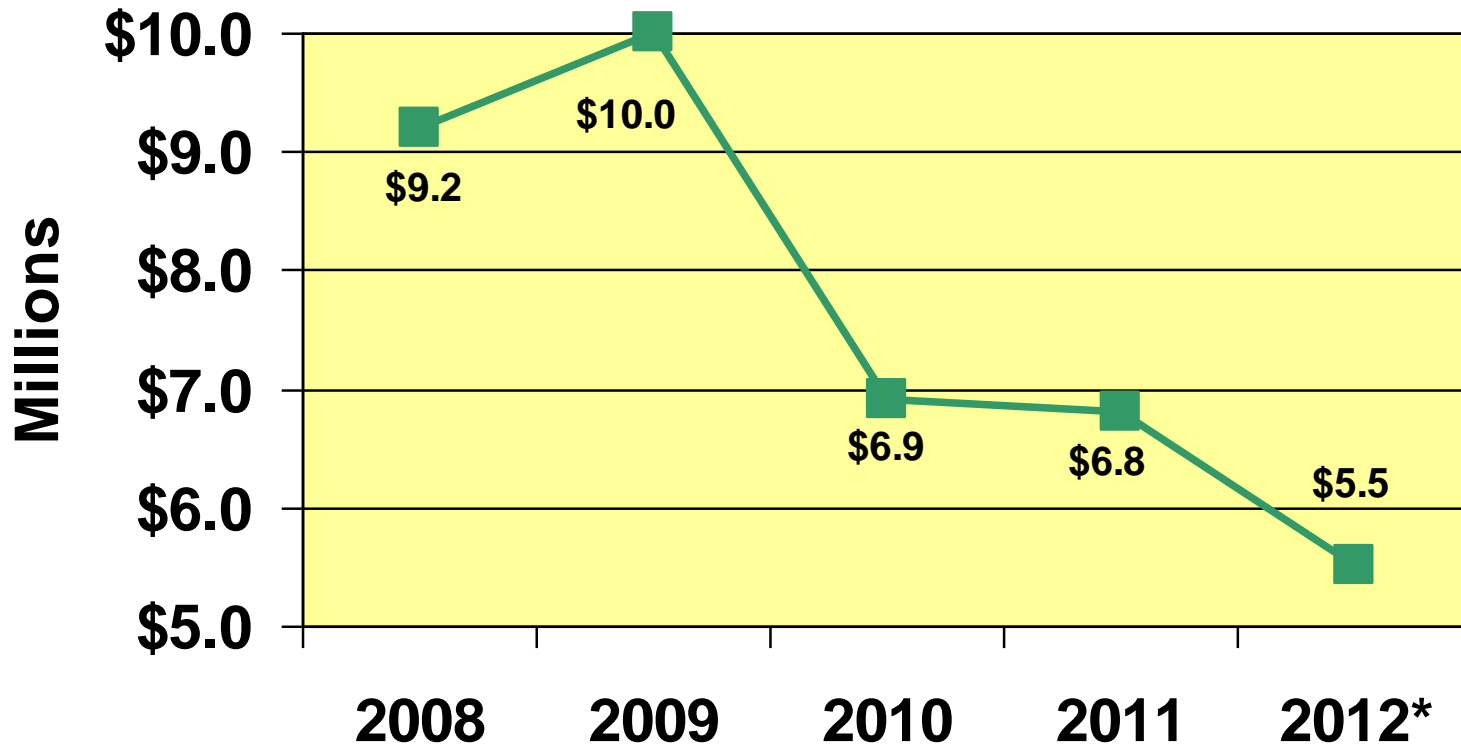
2012 Revenues*



* Recommended 2012 Budget

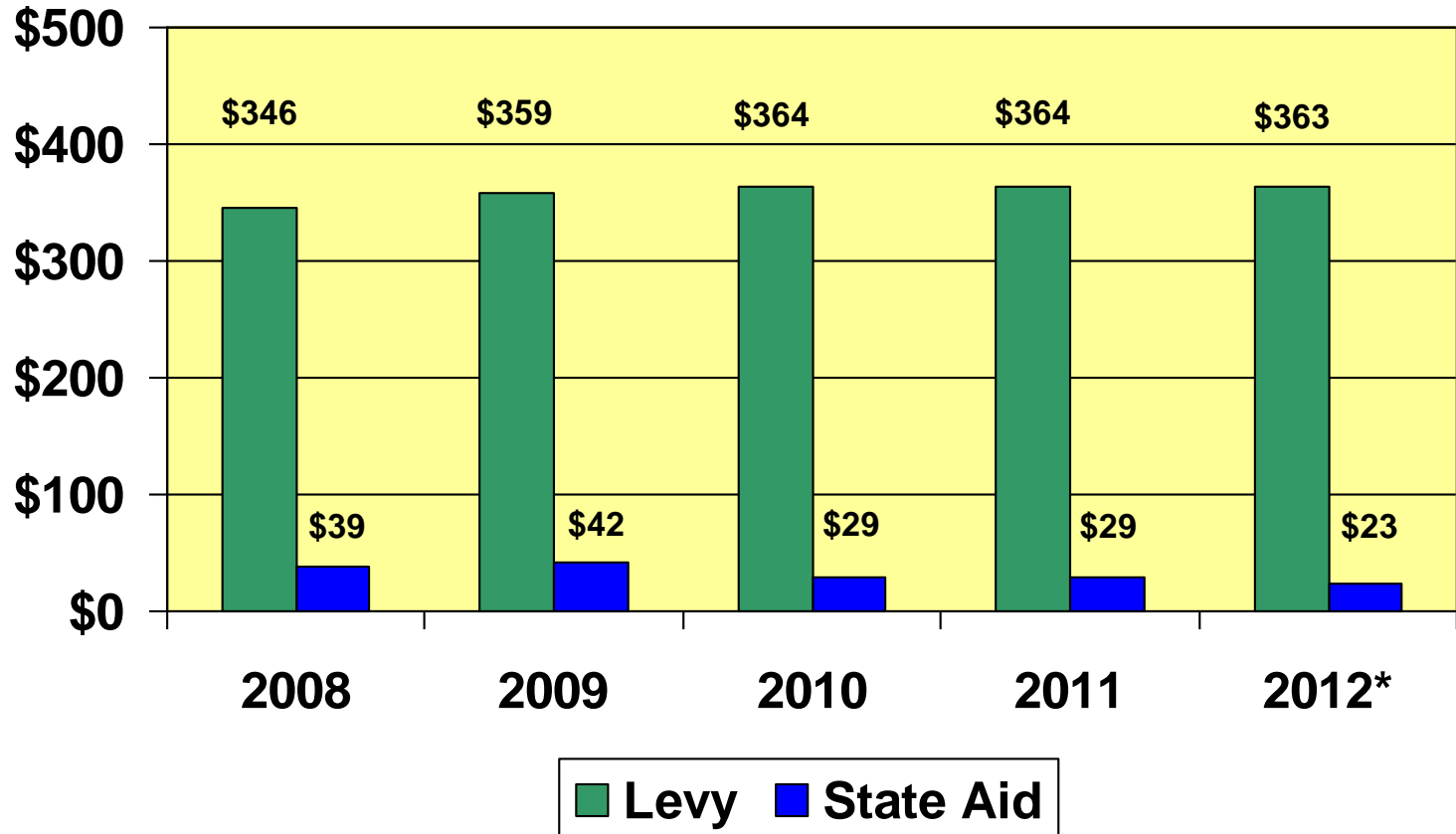
State Aid Trend

County Program Aid and Market Value Tax Credits



* Recommended 2012 Budget

Per Capita Trends



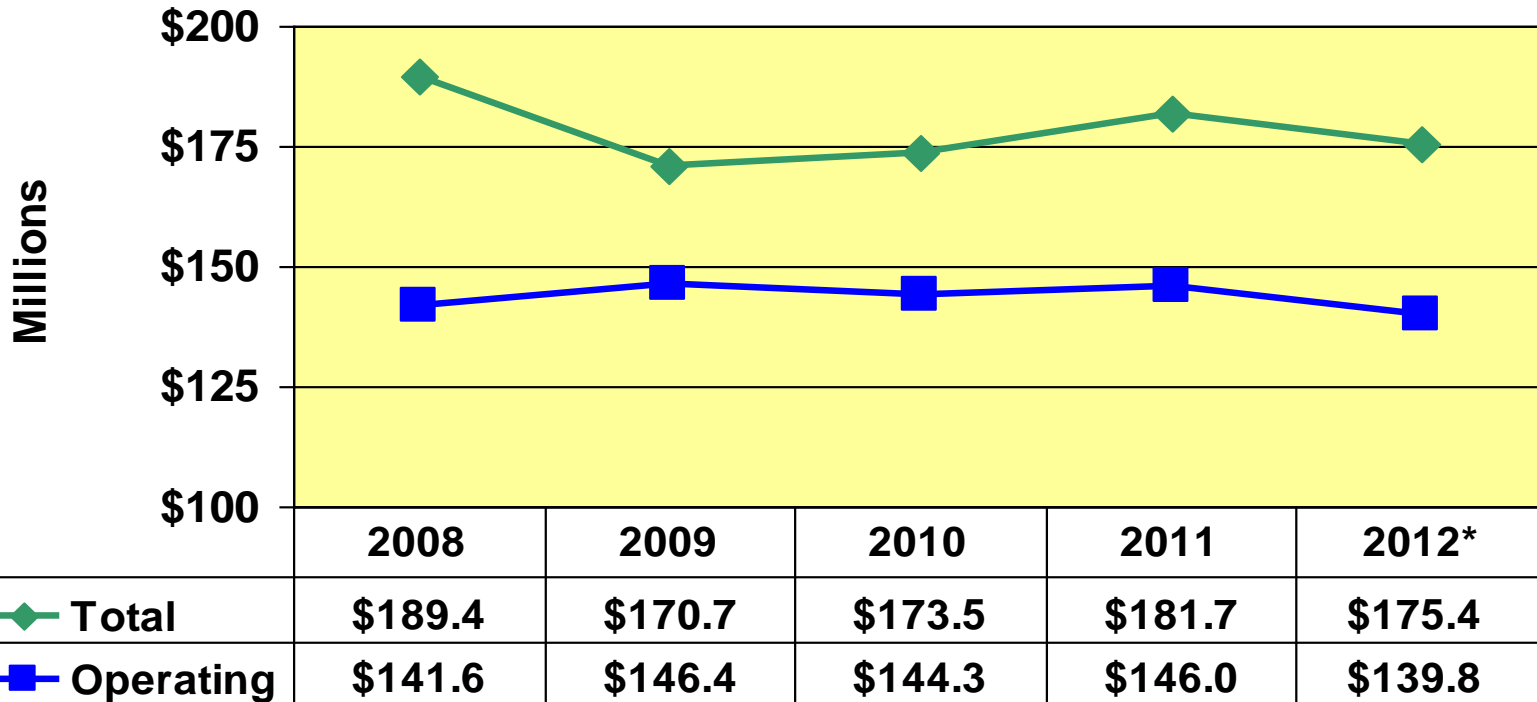
**Recommended 2012 Budget*

Expenditures

2008 – 2012

Average Annual Change

Total = <1.8%> Operating = <.3%>

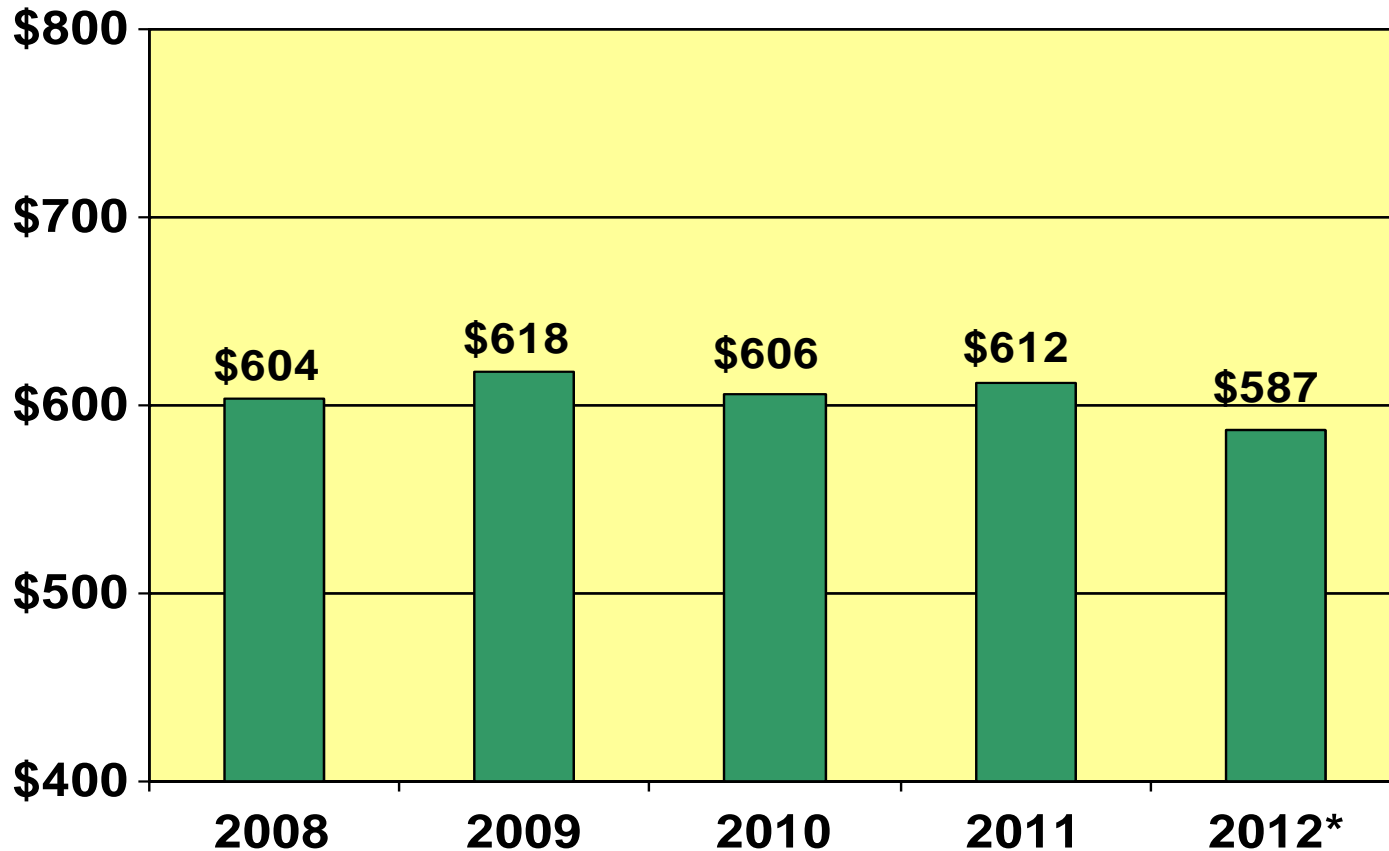


Operating expenditures exclude capital and debt

**Recommended 2012 Budget*



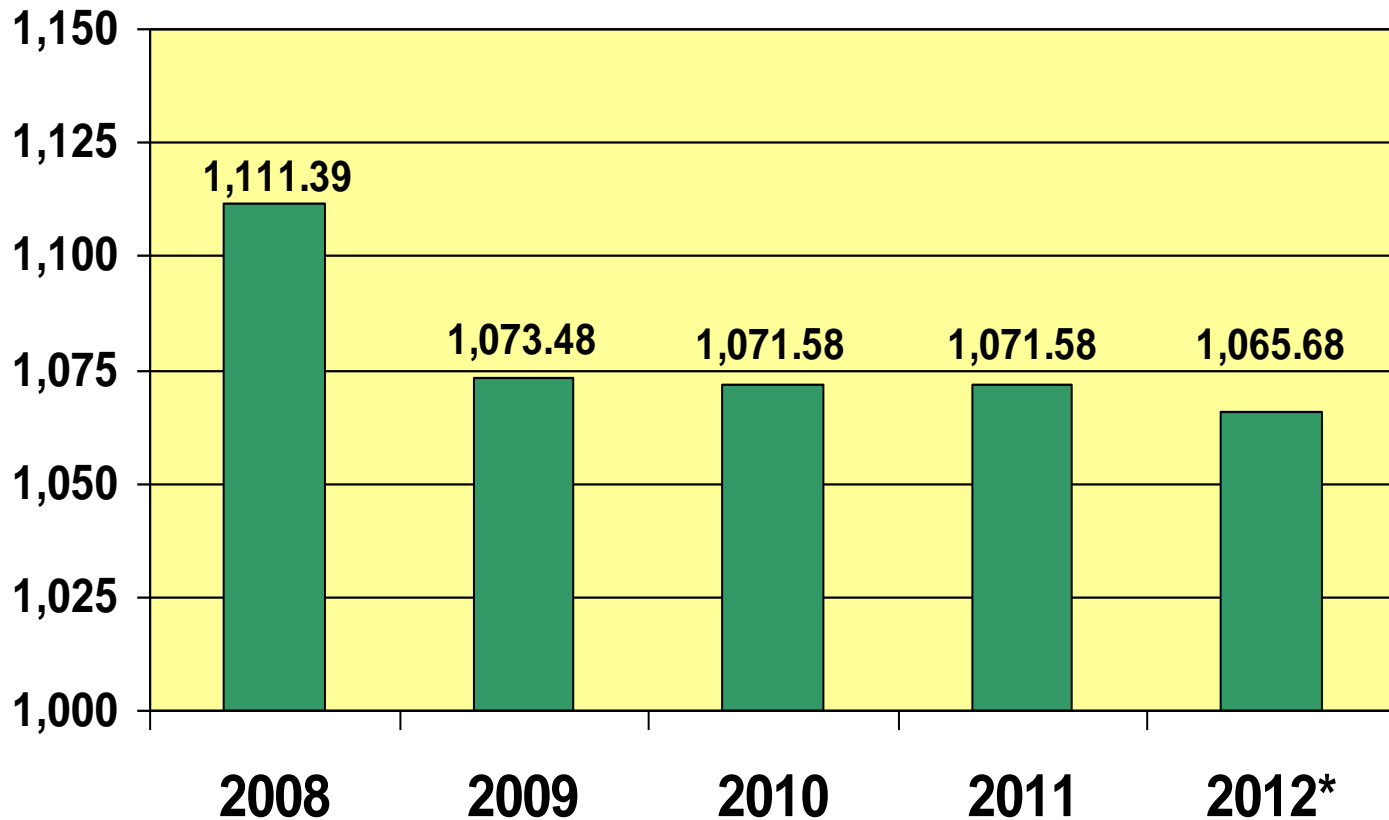
Operating Costs per Capita



**Recommended 2012 Budget*

5-Year Employee History

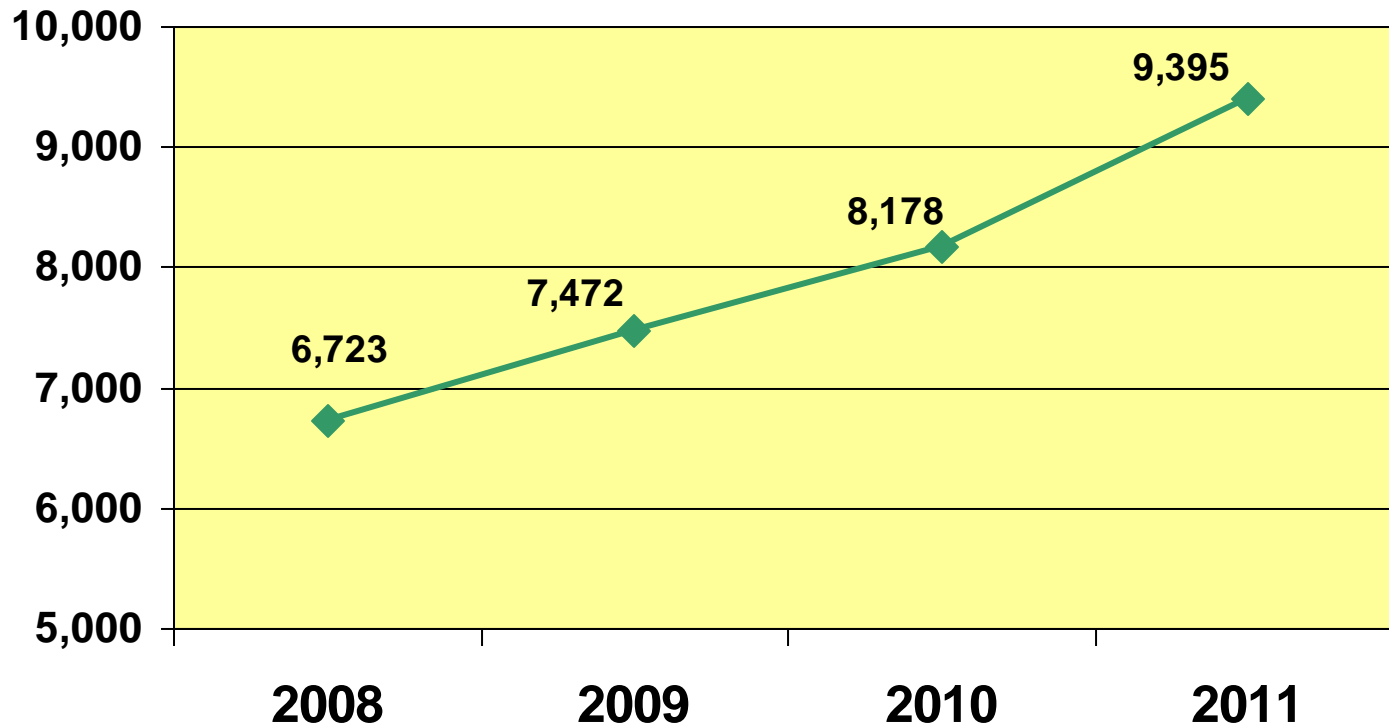
Full-Time Equivalents (FTE) at Year-End



**Recommended 2012 Budget*

Health Care Cases*

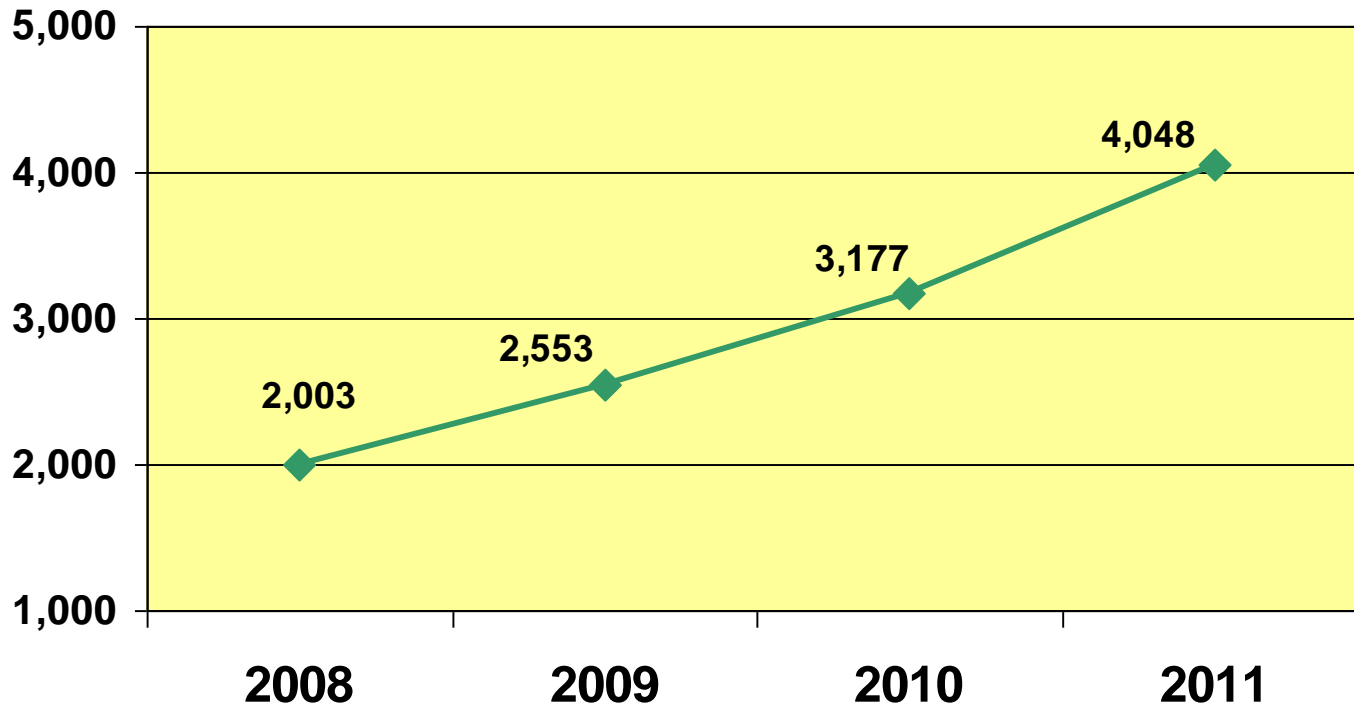
as of June of each year



**Each case represents 1.7 individuals; Excludes Minnesota Care*

Food Support Cases*

as of June of each year



**Each case represents an average of 2 individuals*

2012 Budget Issues

- Debt service funding
- Increased demand for safety net services
- Library funding model
- Economic uncertainty
- Election costs
- Technology needed to increase efficiencies
- Residential placement costs

Major Budget Impacts for 2012*

REVENUE Changes:

- Reduced intergovernmental revenues < \$ 5,236,000>
- Reduced County Program Aid < \$ 2,107,000>
- Reduced Market Value Credits < \$ 2,105,700>
- Reduced fees for services < \$ 431,400>

EXPENDITURE Changes:

- Reduced direct payments < \$ 3,559,300>
- Reduced wages & benefits < \$ 511,300>
- Reduced facility costs < \$ 1,032,100>
- Debt service levy net increase \$ 386,700

**Recommended 2012 Budget*

Estimated Impact of No Levy Increase

Residential Homestead Taxpayers

Home Valued at \$250,000 for Pay 2012

(assuming a 2.8% value reduction from 2011 to 2012)

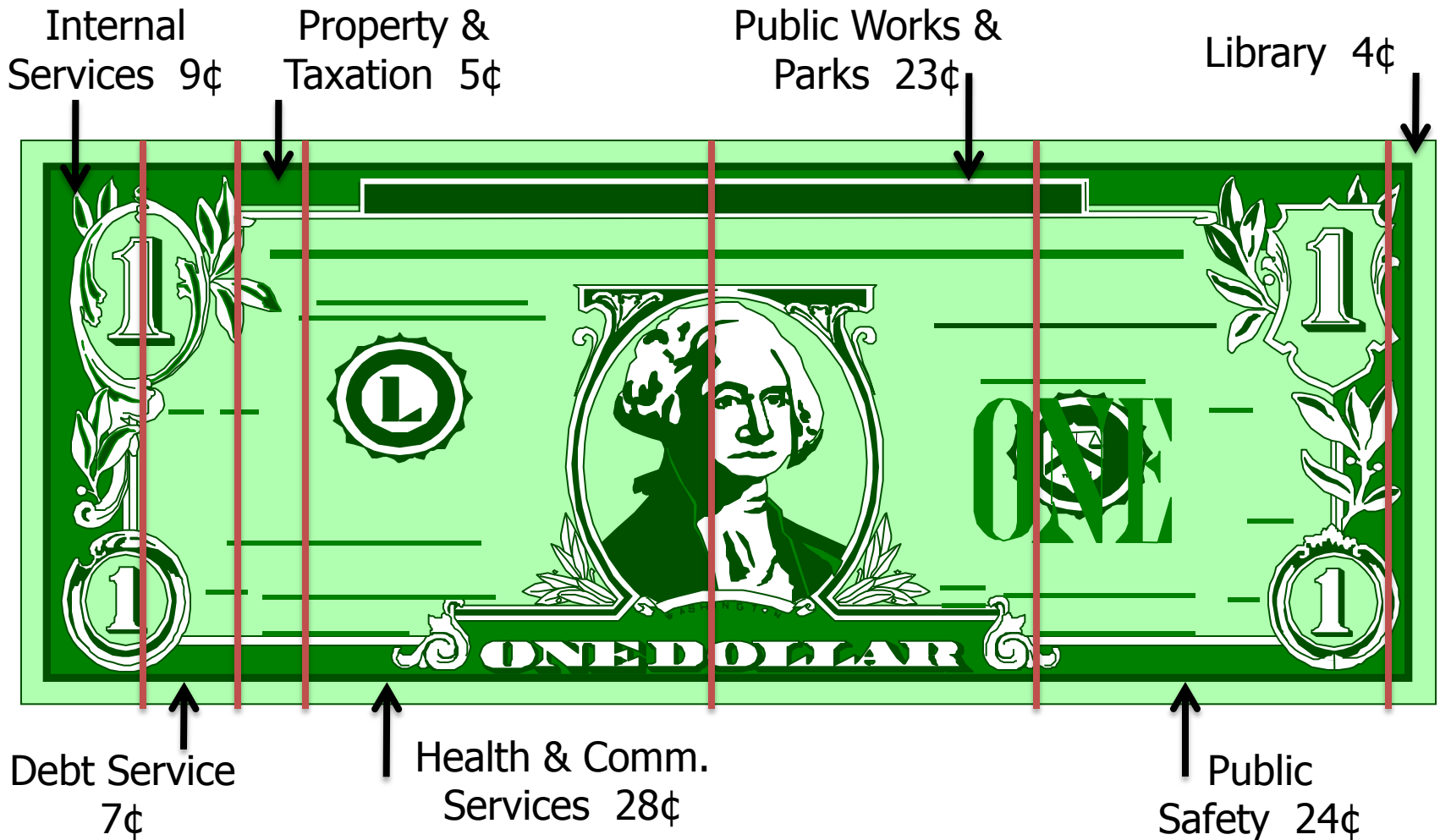
	2012 Net Levy Change	Actual Pay 2011	Estimated Pay 2012	Change 2011 - 2012
	Net Tax after Market Credit	0%	\$729	\$761

Budget Schedule

2012

• April - July	Departments complete budget estimates
• May 10	Budget workshop with County Board
• July	Administration reviews dept. budgets
• August 9	Present proposed 2012 budget
• August - September	Department budget workshops
• September 13	Set 2012 preliminary levy
• November 15	Budget workshop with County Board
• December 8	Public Budget Hearing (after 6 p.m.)
• December 13	Adopt 2012 final levy and budget

Where Does Each County Dollar Go?





**Internal Service
Departments**

Proposed 2012 Budget

August 9, 2011

Internal Services

Budgeted Expenditures

Department	2012
Administration	\$1,462,800
Accounting & Finance	\$1,520,700
Human Resources	\$1,166,300
Information Technology	\$6,288,400

No changes in full-time equivalents

Administration

Goals

- Leadership
- Program and Policy Development
- Support to County Board

Administration

Challenges

- Demand for more readily accessible information
 - Intranet and internet upgrades in process
 - Communications Working Group
- Balance increasing service demands on organization (growth and economy) with ability to maintain high quality services

Accounting & Finance

Goals

- **Quality** - Respond to customer needs with services and products that are professional, accurate, and reliable
- **Efficiency** - Provide services and products in a manner that achieves the greatest value while seeking to minimizing costs and efforts
- **Sustainability** - Plan and manage to provide for products and services that are durable and flexible in meeting current and future needs

Accounting & Finance Challenges

- Technology upgrades
 - JDE Migration to Enterprise One
 - Evaluate Payroll/HR system option
- Business process reengineering or automation
 - Accounts Payable
 - Job Costing
- Needs and expectations of Departments continue to increase

Accounting & Finance

Key Workload and Performance Measures

- Completed assessment of future viability of current accounting system
- Completed benchmarking analysis of current Payroll/HR system costs
- Developed and implemented payroll and accounts payable accuracy and workload measures
- Planning significant activities in 2012 to upgrade accounting system operations

Human Resources

Goals

- **Customer Service** - Provide prompt and efficient employment services to all county departments
- **Employee Development** - Proactively develop and maintain a competent, respectful, customer-focused workforce
- **Safety** - Effectively manage the risk management program to minimize the county's loss exposure and provide a safe work environment

Human Resources

Challenges

- Increasing need for technology
 - NEOGOV, one example
- Health care
 - Implementing National Health Care Reform
 - Managing organizational costs
 - Educating employees
- Labor Relations

General Operations

Supports

- Organization-Wide Activities
- Memberships
- Legislative Support
- Internal Auditor
- Staying in Touch Newsletter
- Mandated State Court Costs
- Contingency
- Minnesota Extension

Court Administration

Mandated Court Costs

Facilities	\$ 1,132,800
Juvenile court appointed attorneys	\$ 146,800
All other court appointed attorneys	\$ 124,200
Civil commitments	\$ 150,000
Title examiners	\$ 56,800
Guardianship / Conservators	\$ 20,000
Services other than counsel	\$ 7,000
Juvenile Rule 20 evaluations	<u>\$ 3,000</u>
	\$ 1,640,600

Information Technology

Goals

- **Productivity** - Provide services that enhance end-user productivity and reduce operational costs for the county
- **Reliability** - Manage Washington County's computing infrastructure to ensure that it is healthy and stable
- **Security** - Proactively identify and mitigate security risks to Washington County's IT resources

Information Technology

Challenges

- Dependence on Technology continues to increase
 - Increased operational expenses generated by expansion of services
 - Needs and expectations of customers continue to increase
 - Volume of services continue to increase each year
 - Escalating software licensing costs increasing (approx. 10%/yr)
 - Complexity and cost of supporting larger numbers of users located outside of the Government Center.
 - Emerging technology changes service delivery and operations (Examples include Cloud Computing, Social Media & Web 2.0, Personal Devices, etc.)

Information Technology

Challenges

- Security
 - Important to keep countermeasures up-to-date to safely enable use of emerging technology, such as cloud computing, social media and other Web 2.0 services.
 - Phishing and web-based malware attacks increasing
 - Intrusion Detection Systems block approx. 4,500 attacks per month
 - SPAM (Malicious or pointless email)
 - 93% of all inbound messages are SPAM

Information Technology

Key Initiatives

- Fiber Optic Investments
- Enterprise Content Management (ECM)
- Records Management System and Computer Aided Dispatch (RMS/CAD)
- Financial Management System Optimization/Upgrade
- Virtual Desktop Infrastructure (Virtualized Applications)
- Web Filtering
- Integrated Workspace Management System
- Tract Index System Replacement

Questions ?