

**Carver County Board of Commissioners
July 21, 2009
County Board Room
Carver County Government Center
Human Services Building
Chaska, Minnesota**

County Board Work Session Agenda

Time	Topic	Page
4:00 p.m.	1. CCCDA/FINANCIAL SERVICES/ADMINISTRATIVE SERVICES	
	1.1 Discussion of the Oak Grove Redevelopment Project-NYA	1-2
5:00 p.m.	2. FINANCIAL SERVICES	
	2.1 2Q Financial Services update	3-4
5:45 p.m.	Board and Administrator Reports	

David Hemze
County Administrator



REQUEST FOR BOARD ACTION

AGENDA ITEM : Discussion of the Oak Grove Redevelopment Project - NYA

Originating Division: CCCDA/Finance/Adm. Services Meeting Date: July 21, 2009
 Amount of Time Requested: 60 minutes Attachments for packet: Yes No
 Item Type: Consent Regular Session Closed Session Work Session Ditch/Rail Authority

BACKGROUND/EXPLANATION OF AGENDA ITEM:

Background: Staff will present an overall project summary of the Oak Grove Redevelopment Project. The proposed project includes approximately 1,000 square feet (SF) for Sheriff Office space, 9,300 SF for the NYA Library and 10,800 for City Hall functions. The balance of the building comprises accommodations for 50 Senior Housing units, mechanical areas and parking.

The project benefits include:

- Addressing area redevelopment needs
- Addressing comprehensive plan goals
- Fulfills purpose and intent of zoning district
- Helps address City and County senior housing needs
- Addressing transportation needs – Reform Street extension
- Providing for future development – 3 commercial pads

Bonding: The CDA plans to bond for both the City Hall/Library space and the Housing units. The debt service for the City Hall/Library project will be paid for by a lease agreement with the City of NYA and the housing project by housing rentals. To reduce the interest costs and increase marketability to a level equivalent to the County issuing the bonds, **the CDA has requested that the County Board pledge its General Obligation of the full faith and credit of the County's tax base as security for the CDA's housing bonds.**

2010 County Budget Impact:

- Operating: The ongoing costs for the 1.0 FTE (2 part-time) Library Assistant staffing positions totaling \$51,600 will be incorporated into the 2010 budget.
- Capital: One time funding for opening day collection, furniture, fixtures, equipment and professional fees total \$414,200. County staff plans to incorporate this one-time capital expenditure into the 2010 budget – see details in *Related Financial Comments* below.

Architecture Fees: Recently, the City of NYA and the CDA have committed \$75,000 respectively for construction drawings which are expected to be completed in the next two months. County staff recommends using up to \$25,000 from the Commissioner's Contingency for library construction drawings. Construction drawings will provide for a more accurate cost estimate of the project.

ACTION REQUESTED: Discuss the project and address questions from the Board.

FUNDING

County Dollars = \$439,200 capital
 \$ 51,600 operating
 Other Sources & Amounts =
 = \$
TOTAL = \$490,800

FISCAL IMPACT

- None
 Included in current budget
 Budget amendment requested
 Other:

Related Financial Comments: NYA Library - \$25K for construction drawings paid by 2009 Commissioner Contingency. The recommended funding source for the one-time capital cost of \$414k will likely be 2010 County Program Aid (CPA). This recommendation would be consistent with the strategy to use any CPA received for one-time events and will be finalized as part of the 2010 budgeting process. A Library staffing cost increase of \$51,600 would need to be addressed as part of the 2010 budget process.

Reviewed by Division Director

Date: July 14, 2009

Carver County Library
Capital Planning and Operating Cost for Norwood Young America Library

Square Footage	9,310 sq ft		
Operating Costs			
New FTEs	1	\$51,628	2 PT Library Assistants
Total Ongoing Expenses		\$51,628	

Capital Costs

Opening Day Collection		\$250,000	Assume \$30 per book & media
Furniture, Fixtures, Equipment		\$186,200	Based on recent cost in St. Cloud
o computers		\$18,000	8 current, add 12 more @ \$1,200/pc
Professional Fees		\$25,000	Architect fee
MELSA Contribution		-\$40,000	
Total One Time Expenses		\$439,200	

REQUEST FOR BOARD ACTION

AGENDA ITEM : 2Q Financial Services Update

Originating Division: Financial Services

Meeting Date: July 21st, 2009

Amount of Time Requested: 30minutes

Attachments for packet: Yes No

Item Type: Consent Regular Session Closed Session Work Session Ditch/Rail Authority

BACKGROUND/EXPLANATION OF AGENDA ITEM:

Financial Services would like to provide an update on the following:

- * 2Q Key Financial Indicators
- * Summary of Impact from Governor's Unallotment
- * Creating a new Financial Policy Manual (FPM) - See attached summary
- * Recommended Change in how the County budgets and accounts for restricted funds effective 1/1/10
- * Setting up a OPEB Trust with PERA to hold County Funds designated for the County's OPEB Liability
- * Paying Off Chaska License Center lease early using an interfund loan

ACTION REQUESTED: None - Informational update only

FUNDING

County Dollars = \$

Other Sources & Amounts = \$

= \$

TOTAL = \$

Related Financial Comments:

FISCAL IMPACT

None

Included in current budget

Budget amendment requested

Other:

Reviewed by Division Director

Date: 7/10/09

Financial Policies Manual

Financial Planning Policies (Include in Budget Book)

Budget Policy and Schedule	Determine balanced budget definition
Capital Asset Inventory	Review/Update existing policy
Capital Improvement Plans	Add language on comparing actual expense to budgeted amounts
Debt Administration	Identify maximum amount of debt service that should be outstanding at any one time (<i>Washington Co. policy as reference</i>)
Fund Balance	New policy: 40% fund balance, 5% YES (follow language in 2009 Budget Resolution)
Investments	Review/Update existing policy
Revenue	New policy: Include one-time revenues and unpredictable revenues, basis for setting fees (<i>Anoka, CSS Fee Policy</i>)

Accounting and Finance Policies

Accepting Credit Cards for Payments	Review/Update existing policy
Business/Purchasing Cards	Review/Update existing policy
Claims	Update with early payment process for discounts
Electronic Payment Process	Review/Update existing policy
Employee Expense Reimbursement	Change title, include information on recognition expenses (<i>Washington Co.</i>)
Grants Policy	New policy: Outline the process for when/how to get board approval for seeking grants of a certain amount and GAP. (<i>Anoka Co.</i>)
Internal Controls	New policy: Basis for new procedures (<i>Anoka Co.</i>)
Payroll Policy	New Policy: Direct deposit (<i>Lisa</i>)
Sales Tax and Use Tax	Change title (add "tax" after "sales")