

City of South St. Paul Economic Development Authority Agenda

Monday, August 29, 2016

6:30 p.m.

1. CALL TO ORDER:

2. ROLL CALL:

3. AGENDA:

A. Approval of Agenda

Action – Motion to Approve

Action – Motion to Approve as Amended

4. CONSENT AGENDA:

All items listed on the Consent Agenda are items, which are considered to be routine by the Economic Development Authority and will be approved by one motion. There will be no separate discussion of these items unless a Commissioner or citizen so requests, in which event the item will be removed from the consent agenda and considered at the end of the Consent Agenda.

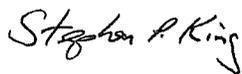
5. PUBLIC HEARINGS:

6. GENERAL BUSINESS:

A. Approve 2017 EDA levy and budget

7. ADJOURNMENT:

Respectfully Submitted,



Stephen P. King, EDA Executive Director

South St. Paul Economic Development Authority
Dakota County, Minnesota

RESOLUTION NO. EDA-2016-6

**RESOLUTION Approving the Proposed 2017 Economic Development Authority (EDA)
Tax Levy and Budget**

WHEREAS, State Statute 469.107 subd. 1 provides that a city may, at the request of the Economic Development Authority (EDA), levy a tax for the benefit of the authority in an amount not to exceed .01813 percent of estimated market value;

WHEREAS, the EDA proposes a 2017 tax levy for economic development purposes in the amount of \$208,928;

WHEREAS, the South St. Paul EDA, proposes a 2017 annual budget in the amount of \$238,928 for economic development purposes;

NOW, THEREFORE, BE IT RESOLVED, that the South St. Paul Economic Development Authority hereby approves:

1. The EDA requests that the South St. Paul City Council levy a special tax of \$208,928 to be collected in 2017 pursuant to Minnesota Statutes 469.107.
2. The EDA requests that the South St. Paul City Council adopt the 2017 annual budget in the amount of \$238,928.

Adopted this 29th day of August, 2016.

President, Beth A. Baumann

Executive Director, Stephen P. King

FUNCTION: Community Development	DEPT. & DIV: Economic Development General	BUSINESS UNIT: 20280
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Activities and Responsibilities:

The Economic Development program is accountable for:

- Develop and implement plans and strategies for promoting and assisting economic and community development.
- Assist and work with existing and prospective businesses and developers.
- Assist existing businesses with expansion and reconstruction projects. Provides guidance to bring new development projects to fruition.
- Provide expertise regarding available public and private business financing resources, including state assistance possible local initiatives and other funding sources.
- Administration of Tax Increment Financing (TIF) plans.
- Provides staff services to the EDA.

Budget Highlights and Changes:

Significant Revisions - 2016 Original vs. 2016 Revisions

- Unknown
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Notable Expenditure Changes in 2017

- One new part time Office Specialist 1 - 25% to Planning & Zoning, 25% to Economic Development removed position 8/23/16

CITY OF SOUTH ST PAUL, MN

ANNUAL BUDGET

FUNCTION: Community Development	DEPT. & DIV: Economic Development General	BUSINESS UNIT: 20280
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Notable Capital Project or Asset Acquisitions

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CITY OF SOUTH ST PAUL, MN

ANNUAL BUDGET

FUNCTION: Community Development	PROGRAM: Economic Development	BUSINESS UNIT: 20280
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COMPENSATION INFORMATION

FTE	POSITION			REVISED 2016	BUDGET 2017	Change
	<u>SALARIES</u>					
1	Economic Development Div. Manager			52,161	89,062	36,901
0.5/0	Housing Division Manager			46,498	-	(46,498)
0.5	Asst. to Division Manager			36,992	39,496	2,504
0.25	NEW Office Specialist 1- Part Time (eliminated new postion)				-	-
				135,651	128,558	(7,093)
	Temporary Employees			-	-	-
	Total Salaries			135,651	128,558	(7,093)

CITY OF SOUTH ST PAUL, MN

ANNUAL BUDGET

FUNCTION: Community Development	PROGRAM: Economic Development	BUSINESS UNIT: 20280
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COMPENSATION INFORMATION

		PENSION		INSURANCE			TOTAL
		FICA	PERA	HEALTH	DENTAL	LIFE & DIS	
	FRINGE BENEFITS						
	Total Fringe Benefits	10,182	9,642	18,636	771	662	15,616

	GENERAL LEDGER DISTRIBUTION	ACCOUNT	REVISED 2016	BUDGET 2017	CHANGE
	Salaries of regular employees	6101	135,651	128,558	(7,093)
	Salaries-temp. employees	6104		-	-
	Employer contribution for pension	6120	21,028	19,824	(1,204)
	Employer contribution for insurance	6130	15,866	15,616	(250)
	Accumulated Vacation/Comp	6108	6,248	2,635	(3,613)
	Employer Cont to HCSP	6170	4,915	2,708	(2,207)
			183,708	169,341	(14,367)

Work Plan (2016 – 2017)

- Build SSP Business Retention and Expansion Program, coordinated with Progress Plus
- Actively promote SSP to cultivate and respond to business recruitment leads through direct contacts, as well as in partnership with other agencies (Progress Plus, GreaterMSP, etc.)
- Establish process for documenting and tracking local economic development activity
- Work with EDA/Council to Develop and Approve TIF Policy
- Work with EDAB/EDA/Council to Develop and Approve Economic Development Strategic Plan (2017 – 2019)
- Develop unified inventory of City-Owned properties; determine strategy(ies) for marketable parcels
- Develop Project Plan for DEED Special Appropriation Grant (\$600,000) and administer program
- Apply for EPA Communitywide Assessment Grants (\$200,000 for Hazardous, \$200,000 for Petroleum), develop work plan, and administer program
- Continue to monitor, identify, and leverage county, metro, state, and federal funding sources for Economic Development initiatives
- Lead creation of local Community Profile and economic report card with info-graphics
- Staff EDAB and EDA Meetings
- Participate in Progress Plus/River Heights Chamber activities and meetings
- Continue serving with Economic Development Association of Minnesota's Professional Development Committee
- Continuing Education for Economic Development Finance Professional (EDFP) credential

SUMMARY OF REVENUES							
ECON DEV GENERAL							
Description	2014 Actual	2015 Actual	2016 Original Budget	April 2016 Actual	2016 Revised Budget	2017 Requested Budget	2017 Final Budget
20280 - ECON DEV GENERAL							
REVENUES AND EXPENDITURES							
REVENUES							
TAXES							
4110 - CURRENT AD VALOREM TAX			(160,965)	0	(160,965)	(208,928)	
TAXES			(160,965)	0	(160,965)	(208,928)	
CHARGE FOR SERVICE							
RENTS							
4403 - HRA RENT				(798)			
RENTS				(798)			
CHARGES FOR SERVICES				(798)			
OTHER FINANCING SOURCES							
4920 - INTERFUND OPERATING TRANSFER			(111,764)		(111,764)	(30,000)	
OTHER FINANCING SOURCES			(111,764)	0	(111,764)	(30,000)	
REVENUES			(272,729)	(798)		(238,928)	

ECONOMIC DEVELOPMENT GENERAL							
SUMMARY OF EXPENDITURES							
Description	2014 Actual	2015 Actual	2016 Original Budget	May 2016 Actual	2016 Revised Budget	2017 Requested Budget	2017 Final Budget
20280 - ECON DEV GENERAL EXPENDITURES							
PERSONNEL SERVICES							
6101 - FULL-TIME EMPLOYEES-REG				33,743		128,558	
6102 - FULL-TIME EMPLOYEES-OVERTIME				86		0	
6108 - ACCUMULATED VACATION/COMP						2,635	
6120 - EMPLOYER CONTR FOR RETIREMENT				5,079		19,824	
6130 - EMPLOYER PAID INSURANCE				11,011		15,616	
6150 - WORKERS COMPENSATION				496		2,000	
6170 - EMPLOYER CONTR TO HCSP				400		2,708	
TOTAL PERSONNEL SERVICES			236,385	50,813	236,385	171,341	
SUPPLIES							
6201 - OFFICE SUPPLIES						1,500	
6210 - OPERATING SUPPLIES				27			
TOTAL SUPPLIES				27		1,500	
OTHER SERVICES AND CHARGES							
6302 - PROFESSIONAL SERVICES		6,644	6,334	28,031	6,334	30,000	
6331 - CONFERENCES, TRAINING, TRAVEL						2,500	
6341 - ADVERTISING						2,000	
6381 - OTHER RENTALS				11			
6388 - TECHNOLOGY EQUIP CHARGE						187	
6390 - POSTAGE AND TELEPHONE				225		600	
TOTAL OTHER SERVICES AND CHARGES		6,644	6,334	28,268	6,334	35,287	

ECONOMIC DEVELOPMENT GENERAL							
SUMMARY OF EXPENDITURES							
Description	2014 Actual	2015 Actual	2016 Original Budget	May 2016 Actual	2016 Revised Budget	2017 Requested Budget	2017 Final Budget
MISCELLANEOUS							
6430 - MISCELLANEOUS				7,801			
6471 - DUES & SUBSCRIPTIONS						800	
TOTAL MISCELLANEOUS				7,801		800	
TRANSFERS							
6720 - OPERATING TRANSFERS			30,000		30,000	30,000	
TOTAL TRANSFERS OUT			30,000		30,000	30,000	
TOTAL EXPENDITURES		6,644	272,719	86,910	272,719	238,928	
CHANGE 2016 REVISED TO 2017 PROPOSED PERCENT CHANGE 2016 REVISED TO 2017 PROPOSED							

ECON DEV GENERAL					
DETAIL OF EXPENDITURES					
CODE NO.	ITEMS	ITEM DESCRIPTION AND EXPLANATION OF REQUEST	2016 Revised Budget	2017 Requested Budget	2017 Final Budget
EXPENDITURES					
MATERIALS & SUPPLIES					
6201	OFFICE SUPPLIES	GENERAL OFFICE SUPPLIES FOR OPERATION OF OFFICE, 2 OFFICE CHAIRS (\$300/\$150), WATER (160)		1,500	
SERVICES AND OTHER CHARGES					
6302	PROFESSIONAL SERVICES	Legal Services	6,334	30,000	
6331	CONFERENCES, TRAINING, TRAVEL	EDAM (WINTER & SUMMER) & EHLERS WORKSHOP		2,500	
6341	ADVERTISING	PUBLICATION OF LEGAL NOTICES - LILLIE NEWS		2,000	
6388	TECHNOLOGY EQUIP CHARGE			187	
6390	POSTAGE AND TELEPHONE	MAILINGS		600	
MISCELLANEOUS					
6471	DUES & SUBSCRIPTIONS	EDAM, IEDC		800	
TRANSFERS					
6720	OPERATING TRANSFERS	City Admin & Planning Costs	30,000	30,000	