CARVER COUNTY
COMMUNITY
DEVELOPMENT
AGENCY

Board of Commissioners Packet

July 23rd, 2026

5:00 p.m. - Regular Meeting

LOCATION CHANGE: Carver Oaks Community Room

1595 Hartwell Dr., Carver, MN 55315

CARVER COUNTY CDA
BOARD OF COMMISSIONERS

Agenda

Meeting Date: July 23, 2026	**5:00 pm**	**Carver Oaks Community Room – 1595 Hartwell Dr, Carver, MN**

1. **Call to Order by Chair**

2. **Roll Call**

3. **Audience**
Anyone wishing to address the CDA Board on an item not on the agenda, or an item on the consent agenda, may notify Ellie Logelin (elliel@carvercda.org or 952-448-7715) and instructions will be given to participate during the meeting or provide written comments. Verbal comments are limited to five minutes.

4. **Approval of Agenda** Pg. 1
   A. Approval of Agenda – July 23rd, 2026, Regular Meeting

5. **Approval of Meeting Minutes** Pg. 3
   A. Approval of Meeting Minutes – June 18th, 2026, Regular Meeting

6. **Consent Agenda -** All agenda items listed on the Consent Agenda are considered routine business and will be considered for approval by one motion. There will be no separate discussion of items unless requested to be removed by a Board Member. If removed, the item will be considered immediately following the adoption of the consent agenda.
   A. Approval of July 2026 Dashboard Pg. 10
   B. Approval of Write-Off of Past Tenant Balances for June 2026 Pg. 23
   C. Approval of Record of Disbursements – June 2026 Pg. 26

7. **Regular Agenda**
   A. Approval of the AI Governance and Responsible Use Policy Pg. 29
   B. Approval of the Social Media and Digital Communications Policy Pg. 46
   C. Approval of the 2027 Budget and Levy Request Pg. 56
   D. PSH renewal update
   E. Discussion on CCCDA Emails and Tablets for Board
   F. August Board Meeting – Move Meeting Date to August 27th, 2026

8. **Information**
   A. Lisa Anderson, Carver County Commissioner
   B. Nick, Koktavy, Assistant County Administrator Carver County
   C. Staff Updates
      i. July 28th County Board work session on Levy
      ii. September 1st County Board meeting on Levy

9. **Adjournment**

For More Information, call 952-448-7715

Carver County CDA Board meeting agendas are available online at:

https://www.carvercda.org/about-us/board-members

Next Meeting
CDA Board of Commissioners Regular Meeting
August 20th, 2026, at 5:00 pm
Carver Oaks Community Room – 1595 Hartwell Drive, Carver, MN 55315

Board of Commissioners

Meeting Minutes

Meeting Date: June 18, 2026	5:00 pm	Carver Oaks Community Room – 1595 Hartwell Dr., Carver MN

Vice Chair Sylvia MateKole called the meeting to order at 5:01 p.m.

COMMISSIONER ROLL CALL:

		Present	Absent
Chair	Celi Haga	☐	☒
Vice Chair	Sylvia MateKole	☒	☐
Secretary	Adam Teske	☐	☒
Commissioner	Troy Williams	☒	☐
Commissioner	Gretchen Oppriecht de Garcia	☒	☐

CDA Staff in attendance:

Executive Director — Allison Streich
Director, Comm. Development — Melodie Bridgeman
Director, Finance — Brittany Larson
Director, HR & Operations — Janette Meyer
Janette Meyer joined the meeting at 5:03 p.m.
Director, Housing — Andra Willis
Assist. Director of Housing — Christen Bruns
HR & Operations Specialist — Ellie Logelin

Others in attendance:

Nick Koktavy, Assistant County Administrator - Carver County
Greg Anderson, Broker-Owner, RE/MAX Advisors West
Greg Anderson left the meeting at 5:50 p.m.

AUDIENCE

No audience members addressed the board.

26-52 Approval of Revised Agenda

Executive Director Allison Streich requested to add item 7J Discussion on Southern Valley Alliance to the regular agenda.

BE IT RESOLVED by the Carver County Community Development Agency Board of Commissioners, that the revised agenda for the June 18, 2026, CDA Board meeting be approved as written.

Motion: Oppriecht de Garcia **Second: Williams**

Ayes: 3 Nays: 0 Absent: 2 Abstain: 0

	Yes	No	Absent	Abstain
Haga	☐	☐	☒	☐
MateKole	☒	☐	☐	☐
Teske	☐	☐	☒	☐
Williams	☒	☐	☐	☐
Oppriecht de Garcia	☒	☐	☐	☐

26-53 Approval of Meeting Minutes

BE IT RESOLVED by the Carver County Community Development Agency Board of Commissioners that the minutes for the May 21, 2026, meeting be approved as written.

Motion: Williams **Second: Oppriecht de Garcia**

Ayes: 3 Nays: 0 Absent: 2 Abstain: 0

	Yes	No	Absent	Abstain
Haga	☐	☐	☒	☐
MateKole	☒	☐	☐	☐
Teske	☐	☐	☒	☐
Williams	☒	☐	☐	☐
Oppriecht de Garcia	☒	☐	☐	☐

CONSENT AGENDA

26-54 Approval of the June 2026 Dashboard

BE IT RESOLVED by the Carver County Community Development Agency Board of Commissioners, that the June 2026 Dashboard is approved as written.

26-55 Approval of the Write-Off of Past Tenant Balances for May 2026

BE IT RESOLVED by the Carver County Community Development Agency Board of Commissioners that the Past Tenant balance for May 2026 is hereby approved to be written off.

26-56 Approval of Record of Disbursements – May 2026

BE IT RESOLVED by the Carver County Community Development Agency Board of Commissioners, that the May 2026 Record of Disbursements is approved as written.

26-57 Approval of Board Member Disclosure

BE IT RESOLVED by the Carver County Community Development Agency Board of Commissioners, that the Board Member Disclosure is approved as written.

26-58 Approval of the Creation of a Limited Partnership and Limited Liability Company General Partner-Trail's Edge Senior

WHEREAS, the CDA is authorized under Minnesota Statutes, Section 469.012, Subd. 2j, to become a partner in a limited partnership and a member in a limited liability company for the purpose of developing, constructing, rehabilitating, managing, supporting, or preserving housing projects and housing development projects, including low-income housing tax credit projects; and

WHEREAS, limited partnerships, limited liability companies and other entities created by the CDA pursuant to Section 469.012, Subd. 2j, are subject to the provisions of Minnesota laws applicable to housing and redevelopment authorities as if they were housing and redevelopment authorities; and

WHEREAS, the CDA, as sponsor, previously submitted a funding application to the Minnesota Housing Finance Agency to develop a low-income housing tax credit project to be known as Trail's Edge Senior (the "Project"), and, in December 2025, the Minnesota Housing Finance Agency selected the Project for an allocation of tax-exempt bonds and related "4%" low-income housing tax credits in the approximate annual amount of $576,796 (the "Tax Credits"); and

WHEREAS, the Minnesota Housing Finance Agency requires the Project owner to be a duly formed and validly existing limited partnership or limited liability company as a condition to, among other things, entering into the agreement reserving the Tax Credits for the Project; and

WHEREAS, any institutional tax credit investor will require the general partner of the Project Owner to be a single purpose entity as a condition to being admitted as a limited partner in the Project Owner and as a condition to investing capital in the Project Owner; and

WHEREAS, it is in the best interest of the CDA to form a limited partnership pursuant to Minnesota Statutes, including, without limitation, Section 469.012, Subd. 2j, to serve as the owner of the Project (the “Project Owner”) that will develop, construct, operate and own the Project; and

WHEREAS, it is in the best interest of the CDA to form a single purpose limited liability company to serve as the general partner of the Project Owner (the “General Partner”) pursuant to Minnesota Statutes, including, without limitation, Section 469.012, Subd. 2j; and

WHEREAS, sole member of the General Partner will be the CDA, and, until an institutional tax credit investor is admitted as a limited partner of the Project Owner, the sole limited partner of the Project Owner also will be the CDA.

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Carver County Community Development Agency as follows:

1. There is hereby authorized the formation of a limited partnership to serve as the Project Owner pursuant to Minnesota Statutes, Section 469.012, Subd. 2j and Chapter 321 for the purpose of, among other things, reserving the Tax Credits for the Project in order to develop, construct, operate and own the Project.
2. There is hereby authorized the formation of a limited liability company pursuant to Minnesota Statutes, Section 469.012, Subd. 2j and Chapter 322C for the purpose of creating a single purpose entity to serve as the General Partner of the Project Owner.
3. All actions taken by staff of and counsel to the CDA to create the Project Owner and the General Partner in accordance with the laws of the State of Minnesota are hereby ratified and confirmed;
4. The Executive Director is authorized and directed to execute and deliver on behalf of the CDA any and all documents necessary or convenient to transfer the CDA’s interests in the Project to the Project Owner. The Executive Director is authorized and directed to take such actions and execute such documents as may be necessary or convenient in connection with the establishment, and the acquisition by the CDA, of the sole membership interest in the General Partner and of a limited partnership interest in the Project Owner, including, without limitation, causing the CDA to make initial capital contributions to such entities in the approximate aggregate amount of $200;
5. The Certificate of Limited Partnership of the Project Owner, which is to be filed with the Minnesota Secretary of State, is adopted and approved; and when and as received from the Minnesota Secretary of State, the original Certificate of Limited Partnership and the Certificate of Formation for the Project Owner shall be inserted in the Project Owner’s minute book and made a permanent part of its records;
6. The form of Agreement of Limited Partnership on file with the CDA as of the date hereof is adopted and approved as the initial partnership agreement of the Project Owner; the Executive Director of the CDA is directed to execute the Agreement of Limited Partnership on behalf of the General Partner in her capacity as Chief Manager and President of the General Partner, and the Executive Director of the CDA is directed to execute the Agreement of Limited Partnership on behalf of the CDA as the initial limited partner in her capacity as the Executive Director of the CDA; and the original of the Agreement of Limited Partnership shall be inserted in the Project Owner’s minute book and made a permanent part of its records;
7. The Articles of Organization of the General Partner, which are to be filed with the Minnesota Secretary of State, are adopted and approved; and when and as received from the Minnesota Secretary of State, the original Articles of Organization and the Certificate of Organization for the General Partner shall be inserted in the General Partner’s minute book and made a permanent part of its records;
8. The form of Operating Agreement on file with the CDA as of the date hereof is adopted and approved as the Operating Agreement of the General Partner; the Executive Director of the CDA is directed to execute the

Operating Agreement on behalf of the CDA as sole member of the General Partner in her capacity as the Executive Director of the CDA; and the original of the Operating Agreement shall be inserted in the General Partner's minute book and made a permanent part of its records;

9. The CDA, as the sole member of the General Partner, is authorized to pay, or cause to be paid, all charges and expenses arising out of the organization of the General Partner and/or the Project Owner, and to reimburse any persons who have made any disbursements therefore, consistent with the policies and procedures of the CDA.
10. The initial fiscal year of the Project Owner and the General Partner shall end December 31, 2026; thereafter the Project Owner and General Partner's fiscal year shall begin the first day of January and shall end on the last day of December; provided, however, the Project Owner's fiscal year may change at a later date depending on the requirements of the institutional tax credit investor;
11. The CDA's Executive Director or her designee is authorized to open an account or accounts in the name of the General Partner and the Partnership with Old National Bank, which is hereby designated as the General Partner's and the Partnership's depository, and to execute such documents or certificates necessary or convenient in order to open such accounts; and that each of the persons named in the master certificate of authority for the CDA and its subsidiaries are authorized and empowered to sign checks and other orders for withdrawals of funds and to take such other actions as are in accordance with such certificate;
12. The Project Owner shall be managed by the General Partner, and the General Partner shall be managed by the CDA, its sole member, rather than by a Board of Governors.
13. As long as the sole member of the General Partner is the CDA and the General Partner is the General Partner of the Project Owner, the Project Owner and the General Partner are and shall be subject to the provisions of Minnesota Statutes, Sections 469.001 to 469.047, and other laws that apply to housing and redevelopment authorities, as if the Project Owner and the General Partner were a housing and redevelopment authority, in accordance with Minnesota Statutes, Section 469.102, Subd. 2j.

Motion: Oppriecht de Garcia **Second: Williams**

Ayes: 3 Nays: 0 Absent: 2 Abstain: 0

	Yes	No	Absent	Abstain
Haga	☐	☐	☒	☐
MateKole	☒	☐	☐	☐
Teske	☐	☐	☒	☐
Williams	☒	☐	☐	☐
Oppriecht de Garcia	☒	☐	☐	☐

REGULAR AGENDA

Foreclosure Presentation
Greg Anderson presented.

Approval of the Social Media and Digital Communications Policy – Tabled until July Board Meeting
Janette Meyer presented.

Strategic Plan Update
Allison Streich presented.

26-59 Delegation of Signing Authority for Execution of Residential Leases and Documents
Allison Streich presented.

WHEREAS, the Carver County CDA Board approves the resolution to approve the delegation of Signing Authority for Execution of Residential Leases.

THEREFORE, BE IT RESOLVED, by the Carver County Community Development Agency Board of Commissioners, that after review and consideration, the recommendation to approve the delegation of Signing Authority for Execution of Residential Leases will be approved as written.

Motion: Williams **Second: Oppriecht de Garcia**

Ayes: 3 Nays: 0 Absent: 2 Abstain: 0

	Yes	No	Absent	Abstain
Haga	☐	☐	☒	☐
MateKole	☒	☐	☐	☐
Teske	☐	☐	☒	☐
Williams	☒	☐	☐	☐
Oppriecht de Garcia	☒	☐	☐	☐

26-60 Approval of an Updated Not to Exceed for the CDA Office Expansion
Allison Streich presented.

WHEREAS, the Carver County Community Development Agency (herein called the CDA) accepted a Best Value bid for the CDA Office Expansion and Remodeling Project with Project One for a Not to Exceed of $625,000, and the Board approved an updated Not To Exceed of $707,764.

WHEREAS, funds are available for this project as outlined in the Request for Action.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of CDA that the Contracting Officer or his/her designee be authorized to sign Change Orders for the project, in an amount not to exceed $758,635.

Motion: Oppriecht de Garcia **Second: Williams**

Ayes: 3 Nays: 0 Absent: 2 Abstain: 0

	Yes	No	Absent	Abstain
Haga	☐	☐	☒	☐
MateKole	☒	☐	☐	☐
Teske	☐	☐	☒	☐
Williams	☒	☐	☐	☐
Oppriecht de Garcia	☒	☐	☐	☐

26-61 Approval of Updated Funds for Office Furniture Purchase for Office Expansion
Allison Streich presented.

WHEREAS, the CDA Board of Commissioners has approved an office expansion to support the operational needs of the organization; and

WHEREAS, the office expansion requires the purchase of additional office furniture to adequately furnish new and expanded workspace; and additional funds are needed to complete the entire project;

WHEREAS, the acquisition of appropriate office furniture is necessary to ensure efficient operations, employee productivity, and a professional working environment; and

WHEREAS, sufficient funds are available from the reimbursement of project costs from the City of Chaska for the Ernst House project to cover this expense and additional funding from the return of the 2023 CGPI funds;

NOW, THEREFORE, BE IT RESOLVED that the CDA Board hereby approves the updated expenditure of an amount not to exceed $160,702 for the purchase of office furniture necessary to support the office expansion; and

BE IT FURTHER RESOLVED that staff is authorized to procure said office furniture in accordance with applicable purchasing policies and procedures.

Motion: Oppriecht de Garcia **Second: Williams**

Ayes: 3 Nays: 0 Absent: 2 Abstain: 0

	Yes	No	Absent	Abstain
Haga	☐	☐	☒	☐
MateKole	☒	☐	☐	☐
Teske	☐	☐	☒	☐
Williams	☒	☐	☐	☐
Oppriecht de Garcia	☒	☐	☐	☐

Discussion on CCCDA Emails for Board and Tablets
Tabled until July Board Meeting.

July Board Meeting – Move Meeting Date to July 23rd, 2026
Allison Streich presented. The Regular July Board Meeting has been moved from July 16th, 2026, to July 23rd, 2026, due to scheduling conflicts.

August Board Meeting – Move Meeting Date to August 27th, 2026
Allison Streich presented. Tabled until July Board Meeting.

Discussion on Southern Valley Alliance.
A discussion was held on exploring options to partner with Southern Valley Alliance (SVA) as they apply for funding opportunities.

INFORMATION - Carver County Updates
Carver County Assistant County Administrator Nick Koktavy provided an update.
- Allison Streich will attend the July 7th, 2026, County Board meeting for the Trail's Edge Senior funds.
- Nick Koktavy provided an update on upcoming elections.

INFORMATION – Staff Updates
June 30th – All Staff and Board Retreat – Charlson Meadows

July 28th, 2026: County Board Work Session with Carver County CDA to discuss 2027 Levy

September 1st, 2026: County Board meeting for Carver County CDA 2027 Levy approval

Janette Meyer provided an update on the Travel Policy, the June 30th event, and the CDA 2027 budget.

Brittany Larson provided an update on the CDA budget for 2027.

Melodie Bridgeman provided an update on Trail's Edge Senior and the Down Payment Assistance program that will be opening for applications.

Andra Willis extended recognition to the Maintenance Department for their work on 2 recent projects. Andra Willis provided an update on the Management and Occupancy Review (MOR) at Waybury.

ADJOURNMENT

26-62 Adjournment

BE IT RESOLVED that the Carver County Community Development Agency Board of Commissioners hereby adjourns until Thursday, July 23rd, 2026.

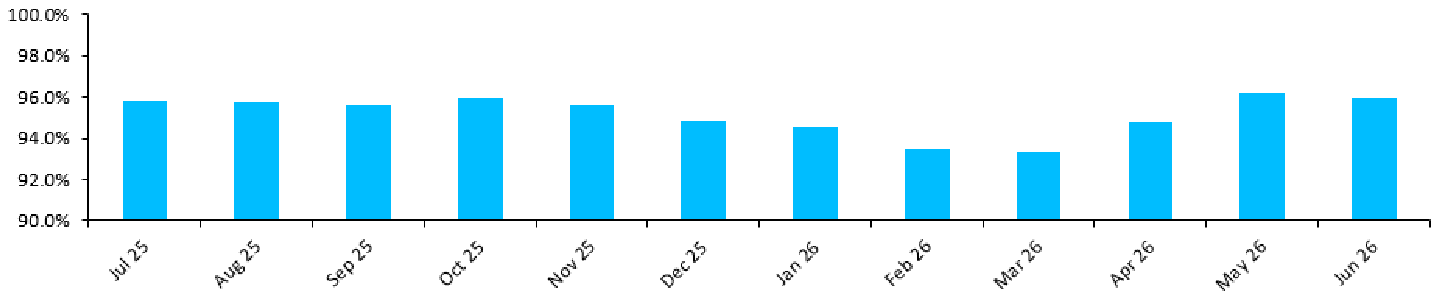
Motion: Oppriecht de Garcia **Second: Williams**

Ayes: 3 Nays: 0 Absent: 2 Abstain: 0

	Yes	No	Absent	Abstain
Haga	☐	☐	☒	☐
MateKole	☒	☐	☐	☐
Teske	☐	☐	☒	☐
Williams	☒	☐	☐	☐
Oppriecht de Garcia	☒	☐	☐	☐

The CDA Board meeting adjourned at 6:27 p.m.

HOUSING UPDATES



2026 Capital Improvement Projects in Process:

Property	Improvement Project	Status and Tentative Schedule
Brickyard	• Exterior Work - Patio • Office Remodel	• Contractor selected, start date pending. • Project One is the contractor. Project started in April, on schedule, updated anticipation date to be completed mid-August.
Carver Homes	• 100 State Ave • 110 W 2nd Street • Spruce Apartments • Ten (10) scattered sites • 1109 Parallel Street	• Received bids to replace siding, windows and exterior doors. Start date pending, possibly mid-August. Contractor has been selected. Concrete working starting 7/16/26. • Working with structural engineers on plans. Start date pending. • Water softeners were replaced in July • Seal coating driveways • New roof pending, contracts signed
Lake Grace	• Replacing flat roof on A Building • Replacing all shingles A, B and C buildings	• Contractor selected, completion date anticipated for Fall 2026 • Contractor selected, completion date mid-August.

Miscellaneous Updates:

- **Carver Oaks leasing update:** We currently have thirty-four **(35)** units leased with twenty-seven **(29)** occupied. The property is operating on a six **(6)** month lease-up schedule.

- **Carver Place upcoming inspections:** A Management and Occupancy Review (MOR) with Minnesota Housing is scheduled for August 11th for the Section 811 units. This includes a physical inspection and a tenant file review. There is also a second inspection for compliance with Housing Tax Credits. This includes a physical inspection, a tenant file review and a supportive housing review.

- **Rural Development inspection:** A physical inspection of our Rural Development properties in Watertown and Mayer is scheduled for July 20 with an inspector contracted by the USDA. We are also preparing for a virtual inspection with USDA which will include a review of compliance with management requirements, financial requirements, occupancy requirements and a tenant file audit.

- **Trail's Edge South upcoming inspection:** This is an inspection with MN Housing for compliance with Housing Tax Credits. This includes a physical inspection, a tenant file review and a supportive housing review.

- **HOTMA Implementation: January 2027**
  The Housing Opportunity Through Modernization Act of 2016 (HOTMA) is now scheduled to take effect on January 1st, 2027. This regulation will impact compliance and operations across our Rural Development, Section 8, and Low-Income Housing Tax Credit (LIHTC) properties.

- **NSPIRE-V: February 2027**
  HUD extended the mandatory compliance date for the new voucher inspection protocol, NSPIRE-V, to February 1st, 2027, to give additional time to implement the requirements effectively. This extension also applies to HQS changes from both the NSPIRE and HOTMA final rules.

SPECIAL PROGRAMS			
Program	**Grant Term**	**# Units Under Contract**	**% Under Contract**
Bridges	7/1/25-6/30/27	15	100%
Bridges RTC	7/1/25-6/30/27	2	100%
Housing Trust Fund	10/1/25-9/30/27	10	130% (13 units) Will reduce to 10 units as no additional households will be added.
CoC PSH	8/1/25-7/31/26	14	(10)71% -working on offboarding clients to other subsidy types

Resident Services

Presentations 2026

Agency	Property	Number of Residents
Fraud and Scams-MN Aging Pathways	Centennial Waybury Crossings Oak Grove	16 7 18 7
SW Prime	Centennial Waybury Carver Place Carver Oaks	9 14 July 13th July 15th
Help at Your Door	Centennial Waybury	3 9
WeCAB	Centennial Waybury Crossings Spruce Trail's Edge Carver Oaks Carver Place	1 12 7 1 3 1 2
SmartLink	Centennial Waybury Carver Place Carver Oaks Crossings Spruce Trail's Edge Oak Grove	4 4 0 1 5 0 0 11

2026 YTD

# of residents/clients	Mobile food shelf participants	Energy Assistance/SNAP Program Application assistance
5	YTD for 2026: 136 services provided to 34 households with 2,277 lbs of food distributed (34 on avg/month served)	0, season ended 5/31/26, will open again 10/1/26

CDA SERVICES BY COMMUNITY

The table below lists the main CDA services and number of participants or units for each Carver County Community. Numbers are updated on a quarterly basis (or are noted accordingly). Information on this table will be updated on a quarterly basis.

Quarter 3 Reporting:

	Metro HRA Housing Choice Vouchers	CDA Affordable Rental Units	CDA Subsidized Rental Units	CDA Rental Assistance Participants	Community Growth Partnership Initiative (Projects Awarded 2016 - 2026)	NextStage	Land Trust Units	Housing Rehab (Single Family and Multifamily Rental)
Carver	14	9	9	6	3	3		
Chanhassen	24	59	20	2	7	10		
Chaska	49	183	174	24	4	11	32	2
Cologne	5		3	2	3	1	1	
Hamburg								
Mayer			10		4	2	3	
New Germany				1	5			
NYA	5	47	10	1	7	4		3
Victoria	1	3	3		7	2	1	
Waconia	36	119	51	7	6	2	11	
Watertown	2		34		7	4	3	7
Townships					5			
Other						8		
TOTAL	**225**	**420**	**314**	**43**	**62**	**46**	**51**	**12**

FINANCE

FINANCE				
		June 2026 YTD Actual	**June 2026 YTD Budget**	**Variance**
CDA	Revenue	9,981,827	9,820,900	160,927
	Expenses	6,448,923	7,171,878	722,955
	Cash Balance	5,301,722		

		June 2026 YTD Actual	**June 2026 YTD Budget**	**Variance**
Properties	Revenue	5,389,252	5,350,730	38,522
	Expenses	3,604,436	3,705,867	101,431
	Cash Balance	3,310,311		

Revenue Recapture collected through June

Note-Write-off amounts and collected amounts June not be from the same year.

Property:	**Written off:**	**Collected:**	**Notes:**
Lake Grace	**$20,523**	**$5,090**	
Carver Homes	**$9,206**	**$46,782**	
Bluff Creek	**$7,998**	**$2,891**	
Brickyard			
Centennial Hill			
Hilltop	**$18**	**$183**	
Oak Grove	**$795**		
Trails	**$6,992**	**$4,504**	
Crossings			
Waybury	**$1,254**	**$1,262**	
Windstone		**$4,390**	
Total:	**$46,786**	**$65,102**	

Other Finance updates

Consolidated YTD revenues for the CDA through June were $9,981,827 and expenses were $6,448,923 **Net Operating Income was $3,532,904, 33.37% over budget primarily due to employee salaries and benefits and not being fully staffed.** YTD Revenues for the properties were $5,389,252 and expenses were $3,604,436. **Net Operating Income was $1,784,816, 8.51% over budget. YTD CDA investments income through Pershing is $30,202 with fees of $2,516 creating a $27,686 profit on investments.**

COMMUNITY DEVELOPMENT

COMMUNITY LAND TRUST (CCCLT) Total Units	52
Total resales YTD	1
# of families helped	86
Interest/Waiting list	94
Homebuyer Initiated Program Commitment	6
Re-purchase/Acquisition YTD	1

Notes:

Community Land Trust

Staff have applied for two grant funding opportunities through the Minnesota Housing Single Family Impact Fund for additional resources for the Homebuyer Initiated Program and CLT new construction. Applications were submitted on July 9th, 2026. Minnesota Housing notifies all applicants of selection decisions on December 21, 2026.

Down Payment Assistance Program

Applications opened on June 22nd, 2026. Currently, five applicants have reserved First-Time Homebuyer DPA funding.

BUSINESS DEVELOPMENT - NEXTSTAGE

	Q3 2025	Q4 2025	Q1 2026	Q2 2026	Total 4 Qtrs
Total Carver County Clients Assisted	14	2	19	13	48
# of Financing Events	3	0	4	0	7
Total Financing/Investment	$1,281,100	$831,100	$617,500	$617,500	$2,729,700
New Business Starts	2	0	4	0	6
Business Expansions	3	0	1	0	4
New FT Jobs	19	1	7	1	28
New PT Jobs	6	0	10	1	17

MINNESOTA CITIES PARTICIPATION PROGRAM (MCPP) – 2026 allocation is $2,222,884 numbers through June 2026

	# Committed loans	Total $	% of allocated funds
First Mortgage Loans	7	$1,723,366	78%
Additional Start-up loans	3	$935,564	N/A
Step Up loans	4	$1,256,237	N/A
Fix Up Loans	1	$17,800	N/A
Down Payment and Closing Cost Loans		$194,600	87%
TOTALS	15	$3,932,967	N/A

SEPTIC / WELL LOAN PROGRAM (SSTS)

	2027 new assessments	Underway (anticipated 2027 assessment)	2026 Paid Off	Total active assessments
Applications	1	30	2	69

COMMUNITY GROWTH PARTNERSHIP INITIATIVE (CGPI)

Open Grants:

Year	Grant	City	Project	Budget
2025	Pre-Development	Victoria	Transportation	$10,000
2025	Community Development	NYA	Apt. Building	$100,000
2025	Community Development	Waconia	Well Abandonment	$50,000
2026	Technology Assistance	Chanhassen	Software	$875
2026	Pre-Development	Waconia	Small Area Plan	$10,000
2026	Pre-Development	NYA	Historical Study	$10,000
2026	Community Development	Chanhassen	West One Redevelop	$100,000
2026	Community Development	NYA	Apt. Building	$100,000
2026	Community Development	Watertown	Hive Haus Redevelop	$100,000

SOCIAL MEDIA & MARKETING

FACEBOOK* **Carver County CDA**					
	Q3 2025 CDA	**Q4 2025 CDA**	**Q1 2026 CDA**	**Q2 2026 CDA**	**Totals**
Facebook Views	6,149	9,598	19,598	8,955	44,300
Total Engagement	485	789	1,587	615	3,476
Total New Followers	+ 23	+ 19	+ 43	+ 24	+ 109
Total Facebook Followers	37	56	99	125	

**CDA Facebook created beginning of Q2 2025*

CARVERCDA.ORG					
	Q3 2025 CDA	**Q4 2025 CDA**	**Q1 2026 CDA**	**Q2 2026 CDA**	**Totals**
Views	21,010	17,232	20,031		
Total Users	5,732	7,007	7,079		
Top 3 Pages	Carver County CDA, CDA Owned Properties, DPA Program	Carver County CDA, Community Land Trust in Carver County, CDA Owned Properties	Carver County CDA, Community Land Trust in Carver County, CDA Owned Properties		

LINKEDIN **Carver County CDA**					
	Q3 2025 CDA	Q4 2025 CDA	Q1 2026 CDA	Q2 2026 CDA	Totals
LinkedIn Reach/Impressions	9,148	9,043	13,407	6,990	38,588
Total Activity (Reactions + Comments + Reposts)	436	353	529	295	1,613
Total New Followers	+ 28	+ 25	+ 22	+ 21	96
Total LinkedIn Followers	458	483	505	525	

Community Events

Carver County CDA

	Q3 2025	Q4 2025	Q1 2026	Q2 2026	Totals
Total Events Attended/ Participated in as an Agency*	7		1	6	14
*List of Events**	Chan. Business Expo Chaska River City Days (2) NYA Produce Market (2) Watertown Produce Market NNO @ Waconia		SW Chamber Health & Wellness Expo	Waconia Comm. Expo FRC Spring Family Night Taste of Chaska Chaska Produce Market NYA Produce Market Watertown Produce Market	
Total Events Hosted as an Agency*	4	4	3	0	11
*List of Events**	Homestretch Course NNO @12 CDA Locations CP Ribbon Cutting/CDA 45th Anniversary Event Chaska Yards Ribbon Cutting	CP Ribbon Cutting with SW Metro Chamber Trunk or Treat @TES Homestretch Course Loucks Presentation	Chaska Yards Open House What Home Means to Me Poster Contest Events (5 locations) CO Ribbon Cutting & Open House Event		

**Began tracking at end of Q3 2025*

UPCOMING EVENTS:

- Chaska River City Days – Friday, July 24th – Saturday, July 25th
- Chaska Produce Market – Monday, July 27th, 4:00-5:30pm
- Norwood Young America Produce Market - Wednesday, July 29th, 3:30-5:00pm
- Waconia National Night Out – Tuesday, August 4th, 5:00-7:00pm
- Chaska Produce Market – Monday, August 17th, 4:00-5:30pm
- Norwood Young America Produce Market - Wednesday, August 19th, 3:30-5:00pm

DEPUTY DIRECTOR REPORT

Bring it Home Voucher Request for Proposal (RFP):

On July 2, 2026, Metro HRA notified applicants of the funding decisions for the Bring it Home Vouchers. Unfortunately, our application was not selected for funding. Metro HRA indicated that approximately 100 vouchers were available through this funding round and that its preference was to award vouchers to a project capable of utilizing a larger allocation of vouchers. Because our request proposed distributing 26 vouchers across nine separate properties, the application was not as competitive as others under this funding approach.

Staff will continue to monitor future Bring It Home Voucher funding opportunities and we intend to reapply if another Request for Proposals is released.

Outsourcing On-Call Maintenance Update:

As of June 4, 2026, we fully implemented outsourcing on-call maintenance to Tuk Technical across all properties.

Shortly after implementation in June, Tuk Technical experienced an unexpected service disruption that affected all their clients, including our Agency. The issue resulted in a temporary interruption of after-hours maintenance services for our residents. During this time, staff implemented internal procedures to ensure emergency maintenance needs continued to be addressed while we waited for Tuk to resolve their issues. As of June 26, 2026, Tuk resolved their issues and resumed normal operations. To date, service delivery has improved, but staff will continue to monitor response times, service quality, resident feedback, and overall effectiveness to ensure the partnership continues to meet the Agency's standards and resident needs.

We will provide updates to the Board as appropriate, and staff will remain focused on maintaining clear communication, process consistency, and quality service delivery.

SharePoint/Yardi Implementation:

We are continuing to move forward with the implementation of SharePoint integration with our Yardi property management software and for the Agency as a whole.

In June, I attended a three-day SharePoint training focused on building and managing a SharePoint site tailored to our operational needs. Ellie and Gabrielle are scheduled to attend introductory training in August. Once their training is complete, we will begin working together on the implementation and development of the Agency's SharePoint platform.

The project will include centralized document storage, standardized workflows, process tracking, electronic forms, improved internal communication, and enhanced collaboration across departments. Based on the scope of the project and the level of customization anticipated, I expect implementation to take approximately 6 to 12 months.

Staff will continue developing the platform in phases and will provide the Board with periodic updates as key milestones are achieved.

EXECUTIVE DIRECTOR REPORT

What an amazing day we had at Charlson Meadows. Lisa Sorenson provided a great session on Emotional Intelligence. She was both funny, thoughtful and provided such great information on how we show up to work and in our personal lives. We look forward to her returning in the future. The venue was amazing and grounds equally as superb. Staff and board members were able to enjoy the grounds while eating lunch and for additional time prior to regrouping in the afternoon. The afternoon was spent with a fun teambuilding event.

The next Coffee with the Boss is scheduled for July 29th at Carver Oaks, with a focus on CDA Compliance. Our Housing Assistance Manager, who presented this topic to the Board in May, will be delivering the same presentation to staff.

The office expansion project is progressing well. The doors are on back order, and the office furniture is about eight weeks out. We are hoping to have the September board meeting in the new space. We are excited to see the project come together and to benefit from the enhanced functionality it will provide. I also want to thank staff for their patience and flexibility as we have continued operations throughout the construction process.

I was at the Waconia Planning Commission meeting on July 9 for the approval of Trail's Edge Senior. The next step is the Waconia City Council on July 20. On July 7th, I presented to the County Board regarding the Trail's Edge Senior project, including a request to release committed funding, as well as provide updates on Carver Oaks and Carver Place. We have secured an equity investor for Trail's Edge Senior and are moving through due diligence checklists for all of our funding partners on this deal. We are aiming to break ground on November 1. As we were able to shift funds from our LAHA allocation, we will be returning the federal earmarks awarded on this project. I plan to send a sincere thank you email to Senator Klobuchar regarding the federal earmarks and thank her for her support of this valuable community asset.

I am currently working on post construction due diligence items for both Carver Oaks and Carver Place. We converted the end loan on Carver Place in early June and paid off the Bridge loan at the end of June. I am working on the construction completion equity installment for Carver Oaks and the Rental Achievement equity installment for Carver Place.

Round two of first-time homebuyer DPA was launched a few weeks ago as well as the first round of first-gen down payment assistance. As of last week, there were four reservations and 20 pre-applications in process.

I will be heading to Nashville July 15-17 for the NAHRO summer symposium. We'll hear from thought leaders such as economist Raj Chetty, learn the latest regulations, best practices, data and storytelling techniques, and network with housing practitioners and leaders from across the country. They will also unveil NAHRO's fourth annual Secure Homes, Strong Communities report – a trusted, data-driven analysis of federal rental assistance, affordable housing development and preservation, and homelessness initiatives.

Housing Related Provisions Enacted During 2026 Legislative Session

There we not many budget or policy committees that worked well together over the biennium, but Housing was the exception. Chair Igo, Chair Howard, and Chair Port worked very well together and were able to move forward where there was agreement and ended up passing the most consequential of all the supplemental budget bills passed in 2026. Between new debt service authorization of HIB's, using money from the Tyler Settlement, and repurposing interest funds at MHFA the bill was able to allocate a meaningful amount of new spending on housing programs.

Omnibus Housing Budget and Policy Bill (Chapter 100 of the 2026 Minnesota Session Laws)

1. Housing Appropriations (Article 1)

This section adjusts previously allocated funds and appropriates $25,000,000 for fiscal year 2027 from the aggregated investment earnings of the housing development fund. This is repurposing money collected by MHFA via interest and being used towards housing priorities.

Allocation Breakdown:

- **Workforce Housing Development:** $14,275,000
- **Supportive Housing Program:** $4,000,000 (with updated language extending grant timelines for federal Continuum of Care recipients through 2027).
- **Manufactured Home Park Infrastructure:** $4,000,000 for grants and loans.
- **Family Homeless Prevention & Assistance Program (FHPAP):** $2,000,000 allocated directly from earnings, plus an additional general fund appropriation from unused tax-forfeited land settlement funds (Tyler Settlement)
    - Note there is an additional $38 million for FHPAP that was funded via the omnibus tax bill, which is highlighted below
- **Tenant Education & Legal Advice:** $425,000 for a statewide renter hotline.
- **Homeownership Education:** $150,000 for counseling and training.

New Pilot Program:

- **Minnesota Nice HomeShare Pilot Program:** $150,000 is granted to St. Louis County to administer a program assisting seniors (ages 55+) in Lake, St. Louis, and Washington counties. It matches home-owning seniors with spare rooms to adults needing affordable housing, handling background checks, references, and rent processing.

2. Housing Infrastructure Bonds (Article 2)

- **Additional Bond Authorization:** Authorizes the MHFA to issue up to **$100,000,000** in additional housing infrastructure bonds.

- **Debt Service Transfers:** Schedules annual general fund debt service transfers to the housing infrastructure bond account every July 15 from 2028 through 2049 to cover these new series.

3. Housing Policy and Administrative Changes (Article 3)

- **Expanded Investment Authority:** Allows qualifying local housing and redevelopment authorities to invest in certain SEC-registered, investment-grade fixed-income companies that support local multifamily housing development.
- **Interactive Technology for Meetings:** Updates the agency's ability to conduct meetings remotely via "interactive technology," provided the public can hear all discussions, at least one official is at the physical meeting location, and votes are conducted by roll call. Meetings must be live-streamed and archived on a website.
- **Lived-Experience Engagement Exemption:** Income earned by individuals providing feedback or serving as community proposal reviewers ("lived-experience engagement") will *not* count against their eligibility or recertification for state public assistance programs (such as childcare assistance, SNAP/food support, General Assistance, and MFIP).
- **Increased Oversight and Reporting:** Imposes strict annual reporting requirements on MHFA operating costs due by February 15 each year. The report must clearly separate the costs of administering state-funded programs from other agency activities and provide a breakdown of staff positions and investment earnings.
- **Legislative Access:** Requires the MHFA to report by February 15, 2027, on how it will provide legislative fiscal staff with remote access to the agency's accounting subsystem.

Omnibus Capital Investment Bill

- A bonding bill came together on the final day of session with a bonding spreadsheet posted around 3:30 pm on the final day of the Legislative session
- There were two bills, a general fund bill and a general obligation bonds bill with a combined overall cost of $1.2 billion
- The main focus of the bill was wastewater projects with roughly 1/3 of the total spending on local wastewater and drinking water projects
- The bill included **$17.5 million for the Publicly Owned Housing Program**

Omnibus Tax Bill

- Appropriates $38,000,000 from the general fund to the Minnesota Housing Finance Agency for the family homeless prevention and assistance program. The section allows grants to be awarded to existing and former program grantees and Indian Tribes. The agency may redistribute unused money among grantees and must use all available methods of payment. The appropriation must be spent by December 31, 2026.

Board of Commissioners

Request for Board Action

Meeting Date: July 23, 2026 Agenda number: 6B

DEPARTMENT: Housing

FILE TYPE: Consent Agenda

TITLE: Approval of Write-Off of Past Tenant Balances for June 2026

PURPOSE/ ACTION REQUESTED: Approve write-off of Past Tenant Balances

SUMMARY: The Carver County CDA's policy is to write off past tenant balances that have been submitted to MN Revenue Recapture and was approved by the CDA Board. When a past tenant moves out with a balance, the tenant has 10 business days to contact the CDA to either pay the balance in full or set up a repayment agreement. If the past tenant does not contact the CDA, the balance due is submitted to MN Revenue recapture. The CDA will "write-off" the past balance in Yardi once it has been submitted to MN Revenue Recapture. Any former resident that has been submitted to MN Revenue Recapture due to that past balance will remain there until such time as that balance is paid or the six-year statute of limitations has passed.

RECOMMENDATION: Staff recommend approval of the write-off of past tenant balances.

EXPLANATION OF FISCAL/ FTE IMPACTS:

☒ None ☐ Current budget ☐ Other ☐ Amendment requested ☐ New FTE(s) requested

RESOLUTION:

BE IT RESOLVED by the Carver County Community Development Agency Board of Commissioners that the Past Tenant balance for June 2026 is hereby approved to be written off.

PREVIOUS BOARD ACTION
N/A

ATTACHMENTS
Past tenant balances

BOARD GOALS
☐ Focused Housing Programs ☐ Collaboration ☐ Development/Redevelopment
☐ Financial Sustainability ☒ Operational Effectiveness

PUBLIC ENGAGEMENT LEVEL
☐ Inform and Listen ☐ Discuss ☐ Involve ☒ N/A

CONTACT
Department Head: Andra Willis, Director of Housing
Author: Andra Willis, Director of Housing

Tenant Unpaid Charges

Status = Past

Property Code	Tenant Status	Charge Type	Current Owed	Amount Paid
bluff				
Resident 1				
	Past	DAMAGE	$1,298.53	$54.18
Total For Resident 1			**$1,298.53**	**$54.18**
Total			**$1,298.53**	**$54.18**

Board of Commissioners

Request for Board Action

Meeting date: July 23, 2026 Agenda number: 6C

DEPARTMENT: Finance

FILE TYPE: Consent Agenda

TITLE: Approval of Record of Disbursements - June 2026

PURPOSE/ ACTION REQUESTED: Approve Record of Disbursements for June 2026

SUMMARY: In June 2026, the Carver County Community Development Agency (CDA) had $2,574,677 in disbursements and $181,073 in payroll expenses. Attachment A provides the breakdown of disbursements. Additional detail is available from the Finance Department.

RECOMMENDATION: Staff recommends approval of the Record of Disbursements for June 2026.

EXPLANATION OF FISCAL/ FTE IMPACTS:

☐ None ☒ Current budget ☐ Other ☐ Amendment requested ☐ New FTE(s) requested

RESOLUTION:

BE IT RESOLVED by the Carver County Community Development Agency Board of Commissioners, that the June 2026 Record of Disbursements is approved as written.

PREVIOUS BOARD ACTION
N/A
ATTACHMENTS
Attachment A: Record of Disbursements - June 2026

BOARD GOALS
☐ Focused Housing Programs ☐ Collaboration ☐ Development/Redevelopment

☒ Financial Sustainability ☐ Operational Effectiveness

PUBLIC ENGAGEMENT LEVEL
☐ Inform and Listen ☐ Discuss ☐ Involve ☒ N/A

CONTACT
Department Head: Brittany Larson, Director of Finance
Author: Brittany Larson, Director of Finance

Carver County CDA
Record of Disbursements
For the Month of June 2026

	Date	Amount		Total
CDA	06/04/26	$220,321		
	06/11/26	$74,186		
	06/18/26	$498,735	**(1)**	
	06/25/26	$590,863	**(2)**	
				$1,384,105
Properties	06/04/26	$546,679	**(3)**	
	06/11/26	$213,027	**(4)**	
	06/18/26	$123,431		
	06/25/26	$307,435	**(5)**	
				$1,190,572
Total June 2026 Disbursements				**$2,574,677**
June 2026 Payroll				
	06/03/26	$90,996		
	06/17/26	$90,077		
				$181,073

Disbursement detail is available in the Finance Office

(1) **Wire to Guaranty to payoff bridge loan - $492,442**

(2) **Wire to Guaranty to payoff bridge loan - $313,264**
Landtrust home closing - $153,006

(3) **US Bank - Waybury - Bond Payments - $34,818**
Minnesota Housing Finance Agency -Carver Place - Insurance &Tax Escrows - $44,061

(4) **Minnesota Housing Finance Agency -Carver Oaks - Loans - $32,427**
Diversified Plumbing & Heating - Crossings - New Water Heater - $11,592
Premier Heating & Cooling - Nonrad - New Furnace/New Germany - $10,520

(5) **Minnesota Housing Finance Agency -Waybury - Annual Cash Flow Payment - $77,300**
Merchants Capital - Trails Edge South - Mortgage Payment - $33,340

Board of Commissioners

Request for Board Action

Meeting date: July 23, 2026 Agenda number: 7A

DEPARTMENT: Human Resources

FILE TYPE: Regular - Agenda

TITLE: Approval of the Artificial Intelligence (AI) Governance and Responsible Use Policy

PURPOSE/ ACTION REQUESTED: Approve the Artificial Intelligence (AI) Governance and Responsible Use Policy

SUMMARY: The purpose of the Artificial Intelligence (AI) Governance and Responsible Use Policy is to establish clear expectations for the responsible, ethical, secure, and effective use of Artificial Intelligence (AI) technologies within the Carver County Community Development Agency (CCCDA). The policy provides guidance for employees, leadership, Information Technology, authorized users, contractors, and the Board of Commissioners while ensuring AI is used in a manner that protects sensitive information, maintains public trust, and complies with applicable laws, regulations, and Agency policies.

The policy establishes an agency wide governance framework for the evaluation, approval, implementation, and use of AI technologies. It outlines standards for data protection, human oversight, ethical decision making, legal compliance, responsible innovation, and organizational accountability while providing a structured process for reviewing and approving new AI applications and technologies.

The policy recognizes that Artificial Intelligence is becoming increasingly integrated into the software and technology used by public organizations. Rather than limiting innovation, the policy provides the guardrails necessary to support the responsible adoption of AI while ensuring that human judgment, professional expertise, transparency, and accountability remain central to all organizational operations. The policy is intentionally technology neutral to allow CCCDA to adapt as AI technologies continue to evolve while maintaining consistent governance principles.

RECOMMENDATION: Recommend the CCCDA Board of Commissioners approve the resolution adding the Artificial Intelligence (AI) Governance and Responsible Use Policy to our Employee Handbook.

EXPLANATION OF FISCAL/ FTE IMPACTS:

☒ None ☐ Current budget ☐ Other ☐ Amendment requested ☐ New FTE(s) requested

RESOLUTION:

WHEREAS, the Carver County CDA Board approves the resolution to approve the new Artificial Intelligence (AI) Governance and Responsible Use Policy . THEREFORE, BE IT RESOLVED, by the Carver County Community Development Agency Board of Commissioners, that after review and consideration, the recommendation to approve the new Artificial Intelligence (AI) Governance and Responsible Use Policy will be approved as written.

PREVIOUS BOARD ACTION
none

ATTACHMENTS
Artificial Intelligence (AI) Governance and Responsible Use Policy

BOARD GOALS
☐ Focused Housing Programs ☐ Collaboration ☐ Development/Redevelopment
☐ Financial Sustainability ☒ Operational Effectiveness

PUBLIC ENGAGEMENT LEVEL
☐ Inform and Listen ☐ Discuss ☐ Involve ☒ N/A

CONTACT
Department Head: Janette Meyer, Director of Human Resources & Operations
Author: Shanika Bumphurs, Deputy Director

CARVER COUNTY COMMUNITY DEVELOPMENT AGENCY

Carver County CCCDA Artificial Intelligence (AI) Governance and Responsible Use Policy

Adopted: **Resolution No.:**

The Carver County Community Development Agency (CCCDA) believes that responsible adoption of AI should enable employees not to replace them and should strengthen public service while preserving accountability, transparency, and human oversight.

Purpose:
The purpose of this policy is to establish clear standards for the responsible use and governance of Artificial Intelligence (AI) in support of CCCDA business operations.

This policy is intended to:

- Promote the responsible, ethical, and secure use of AI;
- Protect sensitive information and maintain public trust;
- Encourage innovation while appropriately managing organizational risk;
- Ensure compliance with applicable laws, regulations, and CCCDA policies; and
- Reinforce that AI is intended to support not replace professional judgment, critical thinking, or human decision making.

Employees and Members of the Board of Commissioners remain fully responsible and accountable for all work products, communications, recommendations, and decisions developed with the assistance of AI.

Scope:
This policy applies to all employees, Members of the Board of Commissioners, consultants, contractors, volunteers, interns, and other authorized individuals who access, use, manage, procure, develop, administer, or otherwise interact with Artificial Intelligence (AI) in connection with CCCDA business, operations, or services.

This policy applies regardless of:

- Whether AI functionality is embedded within CCCDA approved software, applications, systems, or technology resources;
- Whether AI is accessed through approved enterprise AI platforms, publicly available or web based AI applications, or future AI technologies;
- Whether AI is accessed through CCCDA owned devices, systems, networks, accounts, third party platforms, or personal devices used to conduct CCCDA business; or
- How AI is used to support or assist CCCDA operations, communications, research, administrative functions, resident services, analysis, decision making, or other organizational activities.

Responsible AI Governance

Data Protection: To protect CCCDA information while supporting the responsible use of Artificial Intelligence, employees and Members of the Board of Commissioners must exercise sound judgment and follow the requirements below when using AI.

The following standards apply to all AI use conducted on behalf of CCCDA:

- Sensitive Data must not be entered, uploaded, shared, stored, or processed within any AI system unless the platform has been formally approved by CCCDA for that purpose and appropriate security, privacy, and contractual safeguards are in place.
- AI capabilities embedded within CCCDA approved software and approved AI applications may be used for legitimate CCCDA business purposes, provided they are used in accordance with this policy, the application's licensing terms, and all applicable security, privacy, and records management requirements.
- Publicly available, personally obtained, or otherwise unapproved AI platforms must be treated as external systems. CCCDA business information, Sensitive Data, confidential information, or internal work product must not be entered, uploaded, shared, stored, or processed within these platforms unless they have been formally approved by CCCDA.
- Employees and Members of the Board of Commissioners are responsible for exercising professional judgment when determining whether information is appropriate for use within an AI system and should use only the minimum amount of information necessary to accomplish the intended business purpose.
- When uncertainty exists regarding whether information is considered Sensitive Data or whether an AI platform has been approved for organizational use, employees and Members of the Board of Commissioners must not proceed until guidance has been obtained from the Executive Director, Information Technology staff, or another designated leadership representative.
- The availability of AI functionality within a software application does not automatically authorize the use of external AI platforms or the sharing of CCCDA information outside of approved systems.

Compliance with Laws and Regulations: To ensure AI is used in a lawful, ethical, and responsible manner, employees and Members of the Board of Commissioners must comply with all applicable laws, regulations, contractual obligations, licensing requirements, and CCCDA policies when using Artificial Intelligence (AI).

The following standards apply to all AI use conducted on behalf of CCCDA:

- AI must be used in compliance with all applicable federal, state, and local laws; data privacy and security requirements; records retention obligations; intellectual property rights; licensing agreements; contractual obligations; and other applicable legal or regulatory requirements.
- All AI use must comply with CCCDA policies, including but not limited to the Employee Handbook, Code of Ethics, Standards of Conduct, procurement requirements, records management requirements, and other applicable organizational policies and procedures.
- Employees and Members of the Board of Commissioners must not use AI in a manner that violates copyright laws, confidentiality obligations, licensing agreements, procurement requirements, or applicable professional or ethical standards.

- Plagiarism, misrepresentation, falsification, deceptive practices, or presenting AI generated content as original work without appropriate attribution, when required, is prohibited.
- AI generated content must be reviewed and verified for legal, factual, regulatory, and policy compliance before it is distributed, published, relied upon, or incorporated into organizational decision making.
- AI must not be used to bypass or circumvent established CCCDA review, approval, procurement, legal, compliance, records management, or other governance processes.
- Employees and Members of the Board of Commissioners remain fully responsible and accountable for all communications, analyses, recommendations, decisions, and work products developed with the assistance of AI.

Ethical and Responsible Use: To uphold CCCDA's values, maintain public trust, protect the integrity of organizational operations, and promote the responsible use of Artificial Intelligence (AI), all AI conducted on behalf of CCCDA must be ethical, professional, transparent, and consistent with applicable laws, organizational policies, and the Agency's mission and values.

AI is intended to support not replace human judgment, professional expertise, ethical decision making, or accountability. Employees and Members of the Board of Commissioners remain responsible for all work performed with the assistance of AI.

The following standards apply to all AI use conducted on behalf of CCCDA:

- AI must not be used to generate, distribute, or support content that is misleading, deceptive, discriminatory, offensive, harassing, fraudulent, unlawful, or otherwise inconsistent with CCCDA's mission, values, or professional standards.
- AI must not be used to knowingly create, spread, amplify, or rely upon misinformation or materially inaccurate information.
- AI must not be used in a manner that could result in biased treatment, discriminatory practices, or inequitable outcomes affecting employees, applicants, residents, tenants, vendors, or members of the public.
- AI generated content, recommendations, analyses, and summaries must be reviewed, verified, and evaluated using independent human judgment before being relied upon or incorporated into communications, decisions, or organizational work products.
- AI must not be used as a substitute for professional expertise or to independently interpret laws, regulations, contractual requirements, compliance obligations, or legal guidance. Requests requiring legal, regulatory, or policy interpretation must be directed to the appropriate supervisor, leadership representative, or legal counsel, as applicable.
- AI may assist in gathering, organizing, or analyzing information but must not be used as the sole basis for employment actions, housing eligibility determinations, compliance decisions, procurement decisions, disciplinary actions, or other matters requiring human judgment, due process, or professional discretion.
- Employees and Members of the Board of Commissioners remain responsible and accountable for ensuring that all AI assisted work reflects CCCDA's standards of professionalism, accuracy, fairness, integrity, transparency, and ethical conduct.

Human Centered Decision Making: CCCDA recognizes Artificial Intelligence (AI) as a tool to support employees, improve operational effectiveness, and enhance service delivery when used responsibly. AI is intended to support not replace human judgment, professional expertise, ethical decision making, or accountability.

The following principles apply to all AI use conducted on behalf of CCCDA:

- AI may assist in gathering, organizing, analyzing, or generating information; however, employees and Members of the Board of Commissioners remain responsible and accountable for all decisions, communications, recommendations, and work products developed with the assistance of AI.
- Decisions affecting residents, applicants, employees, vendors, public funds, regulatory compliance, housing related matters, or other organizational responsibilities must remain subject to human review, oversight, and accountability.
- AI generated information, recommendations, analyses, summaries, and other outputs must be independently reviewed, fact checked and validated against other reliable sources before being relied upon for organizational work, communications, or decision making.

Equity, Fair Housing, and Non Discrimination: CCCDA is committed to ensuring that Artificial Intelligence (AI) is used in a manner that promotes fairness, supports equal opportunity, and complies with all applicable federal, state, and local civil rights, fair housing, and nondiscrimination laws. AI must never be used in a way that undermines equitable treatment, due process, or the rights of individuals served by the Agency.

The following standards apply to all AI use conducted on behalf of CCCDA:

- AI must not be used in any manner that could result in discriminatory practices, biased outcomes, unequal treatment, or the unlawful denial of opportunities, services, benefits, or housing.
- AI may assist employees by organizing, summarizing, or analyzing information; however, it must not be used as the sole basis for housing eligibility determinations, applicant screening decisions, compliance determinations, reasonable accommodation decisions, employment actions, procurement decisions, or other matters involving legal rights, protected classes, or the exercise of professional judgment.
- Decisions that may affect an individual's rights, housing opportunities, employment, public benefits, or other protected interests must remain subject to meaningful human review, independent judgment, and accountability.
- Employees and Members of the Board of Commissioners are responsible for reviewing AI assisted work for potential bias, inaccuracies, or unintended discriminatory impacts before relying upon it in organizational work or decision making.

Quality Assurance and Review: AI generated and AI assisted work must meet the same standards of quality, accuracy, professionalism, and reliability as work developed without the use of AI. The use of AI does not reduce or replace existing review, approval, documentation, or quality assurance requirements.

The following standards apply to all AI assisted work performed on behalf of CCCDA:

- AI generated content must be reviewed to ensure it is factually accurate, complete, contextually appropriate, and aligned with applicable laws, regulations, CCCDA policies, and the intended purpose of the work.
- AI generated content must not be considered authoritative, final, or errorfree and must be independently reviewed and validated prior to distribution, publication, or reliance.
- All AI assisted work products must follow the same review, approval, retention, documentation, and records management requirements applicable to work developed without the use of AI.
- Employees and Members of the Board of Commissioners remain responsible for the quality, accuracy, legality, professionalism, and integrity of all AI assisted work products.
- AI may assist in developing work products but must not replace critical thinking, independent analysis, or professional review.

Responsible Innovation: CCCDA recognizes that Artificial Intelligence (AI) is an evolving technology with the potential to improve organizational effectiveness, enhance service delivery, strengthen communication, increase accessibility, and support informed decision making. The Agency encourages the thoughtful and responsible exploration of AI to improve how work is performed and services are delivered.

Innovation should be pursued in a manner that:

- Aligns with CCCDA's mission, values, and strategic objectives;
- Protects public trust, privacy, security, and confidential information;
- Complies with applicable laws, regulations, and Agency policies;
- Supports human centered decision making and appropriate oversight; and
- Appropriately identifies, evaluates, and manages organizational risk.

Employees are encouraged to identify opportunities where AI may responsibly improve efficiency, productivity, service delivery, accessibility, communication, or other organizational functions, while recognizing that the use of AI must always remain consistent with this policy.

AI Platform Governance

Approval of New AI Platforms: CCCDA may authorize the use of AI platforms that have been evaluated and approved for organizational use and that provide appropriate safeguards related to security, privacy, data ownership, compliance, and contractual protection.

Embedded AI Use: AI capabilities embedded within CCCDA approved software applications may be used for legitimate organizational purposes provided they are used in accordance with this policy, the software vendor's licensing terms, and all applicable CCCDA policies regarding privacy, security, records management, and acceptable use.

Paid AI: Any paid or subscription based AI platform purchased with CCCDA funds, reimbursed by CCCDA, or approved for CCCDA business shall be used solely for legitimate organizational purposes. Personal use of organizational AI subscriptions is prohibited unless otherwise authorized by CCCDA. Employees or Board Members may not use personally obtained AI subscriptions or accounts to process CCCDA information unless the platform has been reviewed and approved for organizational use.

Proposed AI Applications: Any proposed AI application, platform, integration, or service that has not already been approved by CCCDA must undergo an established review and approval process before it may be procured, implemented, connected to CCCDA systems, or used for organizational purposes.

AI Application Review and Approval Process

Supervisory Review: The supervisor or designated leadership representative will conduct an initial review of the proposed AI application to determine whether the request should proceed for organizational evaluation.

The review should consider whether the proposed application:

- Supports a legitimate business, operational, or service need.
- Aligns with CCCDA's mission, strategic objectives, operational priorities, and commitment to responsible AI use.
- Represents appropriate, effective, and responsible use of organizational resources.
- Provides a demonstrable operational benefit or business value.
- Can be supported within departmental budget and resource constraints.
- Warrants further organizational review.

Supervisors may request additional information, demonstrations, supporting documentation, vendor materials, or clarification before determining whether a request should proceed.

CCCDA Evaluation: Requests approved during the supervisory review will be forwarded to the appropriate CCCDA review authority for a comprehensive organizational evaluation. Depending on the proposed application, this review may include Information Technology, executive leadership, legal counsel, procurement, or other designated staff.

The evaluation may include consideration of:

- Information security and cybersecurity protections.
- Data privacy, confidentiality, and information governance safeguards.
- Compliance with applicable laws, regulations, licensing agreements, contracts, and CCCDA policies.
- Technical compatibility, integration requirements, and operational impact.
- Vendor reputation, reliability, support, and long term viability.
- Records management, retention, and data ownership considerations.
- Ethical implications, potential bias, reputational risks, and organizational impacts.
- Overall suitability for organizational use.

Additional review by executive leadership, legal counsel, or other subject matter experts may be required based on the complexity, scope, sensitivity, or risk associated with the proposed AI application.

Decision: Following review, the Executive Director or designated approving authority will either approve or deny the request.

If approved:

- The AI application becomes a approved organizational technology.
- The application may be made available to employees whose job responsibilities and operational needs support its use.

- Approval does not automatically grant access to every employee and may be subject to licensing, budget, training, security, or operational considerations.

If denied:

- The requesting employee and supervisor will be notified of the decision.
- CCCDA may reconsider future requests if organizational needs, technology, or security considerations change.

Final Approval: Formal approval from CCCDA's designated approving authority is required before any AI application may be:

- Procured or licensed;
- Implemented or integrated with CCCDA systems;
- Connected to CCCDA technology resources; or
- Used for organizational purposes.

CCCDA reserves the right to approve, deny, restrict, suspend, reevaluate, or revoke authorization for any AI application that does not meet organizational, operational, security, legal, ethical, or compliance requirements.

Roles and Responsibilities

Responsibilities of Employees and Members of the Board of Commissioners:
Employees and Members of the Board of Commissioners are responsible for:

- Understanding and complying with this policy and all other applicable CCCDA policies, procedures, security requirements, and legal obligations related to the use of Artificial Intelligence (AI).
- Exercising sound professional judgment and maintaining meaningful human oversight when using AI to support organizational work.
- Protecting Sensitive Data and ensuring confidential, private, or nonpublic information is only used within approved AI platforms and in accordance with this policy.
- Reviewing, fact checking, validating, and taking responsibility for all AI assisted work products, communications, analyses, recommendations, and decisions before they are relied upon, distributed, or implemented.
- Using AI in a manner that reflects CCCDA's values, promotes fairness, maintains public trust, and supports ethical and responsible decision making.
- Identifying opportunities where approved AI technologies may responsibly improve organizational effectiveness, service delivery, accessibility, communication, or operational efficiency while remaining consistent with this policy.
- Promptly reporting suspected misuse, security concerns, policy violations, or AI related incidents.

Responsibilities of Supervisors and Managers:
Supervisors and managers are responsible for:

- Promoting awareness, understanding, and consistent application of this policy within their departments and teams.

- Leading by example and fostering a culture of responsible, ethical, and secure AI use that aligns with CCCDA's mission, values, and organizational objectives.
- Supporting employees in the appropriate exploration and use of approved AI technologies while ensuring meaningful human oversight, professional judgment, and accountability remain central to all work performed.
- Providing guidance regarding approved AI use, helping employees evaluate appropriate use cases, and escalating questions or concerns when additional review or expertise is needed.
- Reviewing requests for new AI applications to determine whether they support legitimate operational needs, align departmental priorities, and warrant further organizational evaluation.
- Ensuring employees comply with applicable laws, regulations, CCCDA policies, security requirements, and governance standards related to AI use.
- Encouraging continuous learning and responsible identification of opportunities where AI may improve organizational effectiveness, service delivery, communication, accessibility, or operational efficiency.
- Promptly addressing suspected misuse, security concerns, policy violations, or AI related incidents and coordinating with appropriate leadership or Information Technology staff as necessary.

Responsibilities of Information Technology:
Information Technology staff are responsible for:

- Establishing, maintaining, and continuously improving the security, access, and governance controls necessary to support the responsible use of Artificial Intelligence (AI) within CCCDA.
- Reviewing and evaluating proposed AI applications, integrations, embedded AI capabilities, and emerging technologies to determine their suitability for organizational use.
- Assessing proposed AI technologies for security, privacy, data protection, technical compatibility, regulatory compliance, and organizational risk in coordination with appropriate leadership and subject matter experts.
- Maintaining and communicating an inventory of approved AI platforms, embedded AI capabilities, and other authorized AI technologies available for organizational use.
- Support organizational awareness, employee education, and implementation efforts related to the responsible use of AI.
- Monitoring emerging AI technologies, cybersecurity risks, applicable laws, regulations, and industry best practices to help ensure CCCDA's AI governance framework remains effective and current.
- Recommending updates to this policy and related procedures as technology, regulatory requirements, organizational needs, and operational practices evolve.

Reporting and Enforcement: To protect CCCDA information, systems, operations, and public trust, employees and Members of the Board of Commissioners are expected to promptly report any known or suspected misuse of Artificial Intelligence (AI), security concerns, policy violations, or other AI related incidents. Timely reporting supports responsible AI governance, protects organizational resources, and helps mitigate potential risks.

The following standards apply:

- Any known or suspected misuse of AI, unauthorized access, security incident, data exposure, policy violation, or other concern must be reported promptly to a supervisor, the Executive Director, Information Technology staff, or another designated leadership representative.
- Employees and Members of the Board of Commissioners are expected to cooperate fully with any review,

investigation, corrective action, or risk mitigation activities related to AI use or AI related incidents.

- Violations of this policy may result in corrective or disciplinary action, up to and including revocation of access to AI technologies, disciplinary action, termination of employment or contractual relationships, legal action, or other remedies deemed appropriate by CCCDA and consistent with applicable laws, policies, and contractual obligations.
- CCCDA reserves the right to monitor, review, restrict, suspend, revoke, or audit access to approved AI technologies, systems, applications, and related organizational resources to ensure compliance with this policy, applicable laws, security requirements, and operational standards.
- Retaliation against any individual who, in good faith, reports a suspected violation, security concern, or AI related incident, or participates in an investigation under this policy, is prohibited.

Policy Review: Artificial Intelligence (AI) technologies, applicable laws, regulations, and industry best practices continue to evolve. To ensure this policy remains effective, relevant, and aligned with CCCDA's mission, operational needs, and legal obligations, the Agency will periodically review and update this policy as necessary.

CCCDA may modify, interpret, or revise this policy to address changes in technology, security risks, legal or regulatory requirements, organizational priorities, or operational practices. Employees and Members of the Board of Commissioners are expected to comply with the most current version of this policy.

Appendix A – AI Quick Reference Guide

Definitions:

- **Artificial intelligence (AI):** Technologies, systems, or software designed to perform tasks that typically require human intelligence, including but not limited to language processing, pattern recognition, data analysis, predictive analytics, content generation, decision support, or machine learning
- **Generative AI:** A category of AI systems capable of creating or generating original content, including text, images, audio, video, code, summaries, or other materials based on user prompts or existing data.
- **AI Systems:** Any software, platform, service, application, tool that uses artificial intelligence to analyze data, generate content, automate tasks, provide recommendations, support decision making, or produce outputs such as text, images, summaries, predictions, or analytics
- **Sensitive Data:** Any information that is classified as private, confidential, nonpublic, protected, or otherwise restricted by law, regulation, contract, or CCCDA policy.
- **Personally Identifiable Information:** Information that can be used to identify, contact, or locate an individual, either directly or indirectly, including but not limited to names, addresses, Social Security numbers, dates of birth, financial account information, or government issued identification numbers.
- **Embedded AI Functionality:** Artificial Intelligence features or capabilities that are integrated into software, applications, or platforms that have been approved, licensed, or procured by CCCDA. Embedded AI functionality is subject to the same security, privacy, governance, and acceptable use requirements as the underlying application.
- **Approved AI Applications**: AI platforms, tools, or services that have been formally reviewed, approved, licensed, procured, or authorized by CCCDA for organizational use.
- **Public AI Platforms**: Publicly available or personally obtained AI platforms or services that have not been approved, licensed, managed, or monitored by CCCDA.
- **Human Oversight:** The requirement that employees and Board Members of the Board of Commissioners actively review, evaluate, and take responsibility for decisions, communications, and work products developed with the assistance of AI systems. AI tools may support operational processes but may not replace human judgment or accountability.
- **Approved AI Use:** The authorized use of AI tools for legitimate CCCDA business purposes in a manner consistent with this policy, applicable laws, security requirements, ethical standards, and organizational values.
- **Automated Decision Making:** The use of AI systems to make, recommend, or substantially influence decisions affecting individuals, operations, compliance, eligibility, housing related determinations, or organizational actions.

AI Platform Categories:

Category	Description	Examples
Embedded AI Functionality	AI features are built into CCCDA approved software. These follow the approval status of the underlying software.	Microsoft 365, Outlook, Word, Excel, Adobe Acrobat, Yardi, Rent Cafe, Maintenance IQ
Approved AI Applications	Standalone AI platforms formally approved by CCCDA for organizational use.	Microsoft Copilot, ChatGPT Enterprise, Claude Enterprise, Gemini Enterprise (or other approved enterprise AI platforms)
Public AI Applications	Publicly available or personally obtained AI platforms that have not been approved by CCCDA.	Free ChatGPT, Free Claude, Free Gemini, or other publicly available AI websites or applications

AI Do's and Don'ts:

Appropriate Uses (Do's):
Employees may use approved AI tools to assist with tasks such as:
- Drafting internal communications
- Brainstorming ideas or policy language
- Summarizing meetings or notes
- Developing outlines, presentations, or project plans
- Improving grammar, readability, or formatting
- Organizing or analyzing nonsensitive information
- Researching general concepts (with independent verification)

Prohibited Uses (Don'ts):
Employees may not use AI to:
- Upload or process resident files, personnel records, or other Sensitive Data in unapproved AI platforms
- Make housing eligibility, screening, compliance, employment, procurement, or disciplinary decisions without meaningful human review
- Create or distribute misleading, deceptive, discriminatory, or fraudulent content
- Share confidential or nonpublic organizational information through unapproved AI platforms
- Bypass established review, approval, legal, compliance, or records management processes
- Publish or rely upon AI generated content without appropriate review, fact checking, and verification

Carver County Community Development Agency

Artificial Intelligence (AI) Application Request Form

Requestor Information: ________________________________
Employee Name: ____
Department: ____
Position: ____
Supervisor: ____
Date Submitted: _______________________________________

AI Application Information
Name of AI Application: ___________________________________

Vendor/Developer (if known): ______________________________

Website (if applicable): _____________________________________

Is this:
☐ New AI Platform
☐ AI Feature Embedded in Existing Software
☐ Upgrade to Existing AI Platform
☐ Other: ______________________

Business Need
What business problem(s) or operational need(s) will this AI application help solve?
____
____
____

Describe how this AI application will improve CCCDA operations.
(Check all that apply.)
☐ Improve efficiency
☐ Reduce manual work
☐ Improve customer service
☐ Improve communication
☐ Improve document creation
☐ Improve research
☐ Improve reporting
☐ Improve accessibility
☐ Data analysis
☐ Other
Explain if needed:

Organizational Benefit
Who would benefit from this AI application?
☐ Only my position
☐ My department
☐ Multiple departments
☐ Entire Agency
Explain:

Data & Security Considerations
Will this AI application be used with CCCDA information?
☐ Yes
☐ No
If yes, what type of information?
☐ Public Information
☐ Internal Business Information
☐ Sensitive Data
☐ Unsure
Describe:

Does this AI application require:
☐ User account
☐ Software installation
☐ Internet access
☐ Integration with another system
☐ Unknown

Licensing & Cost
Estimated Cost (if known): ____

License Type (if known): ____
☐ Free
☐ Monthly Subscription
☐ Annual Subscription

☐ Enterprise License
☐ Unknown

Additional Information
Please provide any additional information that may assist in evaluating this request.

___

___

___

Supervisor Review
Supervisor Recommendation:
☐ Recommend Approval
☐ Recommend Denial
Comments:

___

___

___

Supervisor Signature: ______________________ Date: __________

Executive Director / Designee Review
Decision:
☐ Approved
☐ Denied
Comments:

___

___

___

Signature: ______________________ Date: __________

Information Technology Review (If applicable)
Security Review Completed
☐ Yes
☐ No
Comments:

___

___

___

Reviewed By: ______________________ Date: __________

Final Organizational Decision:

☐ Approved for Organizational Use
☐ Approved with Restrictions
☐ Additional Review Required
☐ Denied

If approved:
☐ Available Agency-Wide
☐ Available to Specific Departments
☐ Available Based on Job Duties
☐ Training Required Prior to Use

Additional Comments:

Board of Commissioners

Request for Board Action

Meeting date: July 23, 2026 Agenda number: 7B

DEPARTMENT: Human Resources

FILE TYPE: Regular - Agenda

TITLE: Approval of the Social Media and Digital Communications Policy

PURPOSE/ ACTION REQUESTED: Approve the Social Media and Digital Communications Policy

SUMMARY: The purpose of this Social Media and Digital Communications Policy is to establish clear expectations for the use and management of the Carver County Community Development Agency's (CCCDA) social media and digital communication platforms. The policy provides guidance for employees, leadership, authorized administrators, and the Board of Commissioners while ensuring communications are professional, secure, transparent, and compliant with applicable laws and regulations.

This policy replaces the existing Choose Carver County Social Media Policy and establishes a comprehensive agency-wide framework for the management and use of social media and digital communications. The policy sets standards for public engagement, content moderation, records retention, account security, accessibility, and the responsible use of artificial intelligence and other digital content tools.

The policy supports the Agency's efforts to effectively communicate with residents, businesses, community partners, and stakeholders while protecting the integrity and reputation of the CCCDA and promoting a professional and trusted online presence.

RECOMMENDATION: Recommend the CCCDA Board of Commissioners approve the resolution adding the Social Media and Digital Communications Policy to our Employee Handbook.

EXPLANATION OF FISCAL/ FTE IMPACTS:

☒ None ☐ Current budget ☐ Other ☐ Amendment requested ☐ New FTE(s) requested

RESOLUTION:

WHEREAS, the Carver County CDA Board approves the resolution to approve the new Social Media and Digital Communications Policy. THEREFORE, BE IT RESOLVED, by the Carver County Community Development Agency Board of Commissioners, that after review and consideration, the recommendation to approve the new Social Media and Digital Communications Policy will be approved as written.

PREVIOUS BOARD ACTION
none

ATTACHMENTS
Social Media Policy

BOARD GOALS
☐ Focused Housing Programs ☐ Collaboration ☐ Development/Redevelopment
☐ Financial Sustainability ☒ Operational Effectiveness

PUBLIC ENGAGEMENT LEVEL
☐ Inform and Listen ☐ Discuss ☐ Involve ☒ N/A

CONTACT
Department Head: Janette Meyer, Director of Human Resources & Operations
Author: Shanika Bumphurs, Deputy Director

CARVER COUNTY COMMUNITY DEVELOPMENT AGENCY
Carver County CCCDA Social Media & Digital Communications Policy
Adopted: **Resolution No.:**

Purpose:
The purpose of this policy is to establish standards for the appropriate, professional, secure, and lawful use of social media and digital communication platforms by the Carver County Community Development Agency (CCCDA). This policy is intended to support transparent public communication, protect the integrity and reputation of the CCCDA, ensure compliance with applicable laws and regulations, and provide guidance regarding employee, leadership, and Board of Commissioners participation in social media activities.

The CCCDA recognizes social media as an important tool for community engagement, public education, community development, housing communication, recruitment, and promotion of agency initiatives and services.

Scope:
This policy applies to:

- All CCCDA employees, temporary staff, interns, volunteers, contractors, consultants, and third parties acting on behalf of the CCCDA;
- All official CCCDA social media accounts and digital communication platforms;
- Any employee or representative authorized to post, manage, monitor, or respond on behalf of the CCCDA;
- Members of the Board of Commissioners when using or engaging with official CCCDA social media platforms or representing the CCCDA in digital communications.

This policy applies to all current and future social media platforms and digital communication technologies used for official CCCDA business.

Definitions:
<u>Social Media:</u> Internet-based or mobile-based platforms that allow users to create, share, or exchange information, ideas, messages, images, videos, or other content through virtual communities and networks.
<u>Digital Communications:</u> Electronic communication methods including social media platforms, messaging applications, online forums, blogs, websites, email, video platforms, and similar technologies.
<u>Official CCCDA Social Media Account:</u> Any social media account, page, profile, or channel created, maintained, or authorized by the CCCDA for conducting official business or public communication.

Personally Identifiable Information (PII): Information that can identify an individual, including but not limited to names, addresses, phone numbers, financial information, protected health information, or other non-public data protected under state or federal law.
Designee: Can refer to Directors or immediate supervisors with permission or guidance from the Executive Director.

Policy Statement:
The CCCDA may utilize social media and digital communication platforms to:

- Share public information;
- Promote programs, initiatives, events, and services;
- Increase public awareness and community engagement;
- Support community development, housing, and community initiatives;
- Disseminate emergency or time-sensitive information;
- Enhance transparency and accessibility of public communications.

The CCCDA's official website shall remain the primary source of official agency information. Social media platforms are intended to supplement, not replace, official communication channels.

All use of social media and digital communication platforms must comply with:

- Minnesota Government Data Practices Act;
- Minnesota Open Meeting Law;
- Records retention requirements;
- Applicable federal and state laws;
- Applicable federal and state Fair Housing and equal housing opportunity standards;
- CCCDA personnel policies;
- CCCDA technology and acceptable use policies;
- Anti-harassment and discrimination policies;
- Applicable branding and communication standards.

Official Social Media Accounts:
All official CCCDA social media accounts must be approved by the Executive Director or designee prior to creation.
Each department or division utilizing social media is responsible for:

- Maintaining accurate and current account information;
- Ensuring accounts are actively monitored;
- Maintaining appropriate administrative access controls;
- Complying with records retention and public data requirements;

- Promptly removing unauthorized or inappropriate content when permitted by law and platform standards.

Official account credentials shall be maintained securely in accordance with CCCDA information technology, security standards and at the discretion of the Executive Director or designee.

The Executive Director or designee shall maintain administrative access to all official CCCDA social media accounts, to ensure continuity of operations and account oversight. Administrative access shall be reviewed periodically and updated as staffing or organizational responsibilities change.

Upon an employee's separation from employment, transfer of duties, or loss of authorization to manage social media accounts, administrative access and account permissions shall be removed as soon as practicable.

Departments are responsible for ensuring account ownership and administrative rights remain current and under the control of the CCCDA at all times as social media accounts are considered CCCDA assets and remain the property of the CCCDA regardless of the creator or administrator of the account.

Roles and Responsibilities

Executive Director:
The Executive Director, or designee, shall have final authority regarding:
- Approval of official social media accounts;
- Oversight of agency-wide communications strategy;
- Crisis communications;
- Enforcement of this policy;
- Delegation of account management responsibilities.

Department Directors and Supervisors:
Department leadership is responsible for ensuring employees understand and comply with this policy and for monitoring appropriate use within their divisions.

Authorized Social Media Administrators:
Employees authorized to manage official CCCDA social media accounts are responsible for:

- Maintaining professional and accurate communication;
- Monitoring public engagement;
- Protecting account security;
- Ensuring accessibility and brand consistency;
- Escalating concerns, threats, misinformation, or inappropriate engagement to leadership.

Employees:
Employees are expected to conduct themselves professionally when participating in social media activities related to CCCDA business or when identifying themselves as CCCDA employees online.

Employees shall not:

- Disclose confidential, protected, or non-public information;
- Represent personal opinions as official CCCDA positions;
- Use social media in a manner that violates CCCDA policies;
- Engage in harassment, discrimination, or inappropriate conduct;
- Use official accounts for personal, political, or commercial purposes.

Board of Commissioners:
Members of the Board of Commissioners are expected to exercise sound judgment and professionalism when engaging with official CCCDA social media platforms or communicating publicly regarding CCCDA matters.

Commissioners shall not:

- Use official CCCDA social media platforms for campaign activity or political advocacy;
- Disclose non-public or confidential information;
- Engage in communications that may violate the Minnesota Open Meeting Law;
- Represent personal opinions as official CCCDA positions unless formally authorized.

Commissioners are encouraged to remain mindful that social media interactions may constitute public records and may be subject to public scrutiny and legal disclosure requirements.

Personal Use of Social Media:
CCCDA respects employees' rights to engage in personal social media use on their own time and using personal devices.

However, employees should be aware that conduct on personal social media platforms may impact the reputation, credibility, or operations of the CCCDA when:

- Identifying themselves as CCCDA employees;
- Discussing CCCDA-related matters;
- Referencing coworkers, residents, vendors, or partners;
- Sharing information obtained through employment.

Employees should clearly distinguish personal opinions from official CCCDA positions.

Limited personal use during work hours may be permitted if it does not interfere with work responsibilities, operations, productivity, or network performance.

Public Engagement and Content Moderation:
CCCDA may monitor and moderate comments or public engagement on official social media platforms consistent with applicable law and platform policies.

Content may be removed when permitted by law if it:
- Contains threats, harassment, discrimination, or hate speech;
- Includes obscene, profane, or sexually explicit material;
- Promotes illegal activity;
- Contains spam or fraudulent content;
- Violates intellectual property rights;
- Discloses protected or confidential information;
- Is unrelated to the original topic or purpose of the post;
- Promotes political campaigns or commercial solicitations.

The CCCDA reserves the right to disable comments or restrict engagement when necessary to protect public safety, maintain operational integrity, or address legal concerns.

Data Privacy, Records Retention, and Compliance:
Social media communications may constitute government records and are subject to applicable records retention schedules and public disclosure laws.

Employees, administrators, and commissioners shall comply with all applicable:
- Data privacy laws;
- Records retention requirements;
- Open Meeting Law requirements;
- Public records obligations.

Protected, confidential, or non-public information shall not be shared through social media or digital communication platforms unless authorized by law and approved through appropriate channels.

Disclaimer on Post:
A link to the CCCDA Social Media Disclaimer will be maintained on the landing page or profile page of the official CCCDA's social media platforms and will direct users to disclaimer language published on the CCCDA website.

The disclaimer language shall contain the following language:

Carver County CDA uses social media as a tool to provide information and facilitate two way communication with residents, businesses, community partners, and the public.

The CCCDA reserves the right to hide, remove, or restrict comments that violate this policy, including comments that:

- Contain vulgar, obscene, or offensive language;
- Constitute personal attacks, harassment, or bullying;
- Include discriminatory, prejudicial, or hateful remarks directed toward any individual or group;
- Contain spam, repetitive content, or unrelated solicitations;
- Promote or advertise commercial goods, services, or external websites;
- Are unrelated to the topic being discussed;
- Advocate or encourage illegal activity;
- Promote political campaigns, candidates, or partisan political organizations;
- Infringe upon copyrights, trademarks, or other intellectual property rights;
- Disclose information in violation of state or federal laws, including the Minnesota Government Data Practices Act;
- Violate the CCCDA's policies regarding discrimination, harassment, confidential information, or defamation.

Comments and opinions expressed by users on CCCDA social media platforms do not necessarily reflect the views or positions of the CCCDA, Carver County, its employees, leadership, or Board of Commissioners. Users are solely responsible for the content they post.

The CCCDA makes reasonable efforts to ensure that information shared on its social media platforms is accurate and current. However, factors beyond the CCCDA's control including unauthorized modifications, technical issues, transmission errors, browser incompatibility, cached content, or other electronic communication issues may affect the accuracy, availability, or timeliness of information.

Accordingly, the CCCDA does not guarantee the completeness or accuracy of information posted on its social media platforms and is not liable for actions taken in reliance on such information.

Marketing and Advertising:
CCCDA may use its social media platforms to advertise, market, promote, or support community partners, local organizations, businesses, programs, initiatives, and events that align with the agency's mission and serve the residents and communities of Carver County.

However, references to or promotion of external organizations, services, events, or businesses do not constitute an official endorsement, recommendation, or guarantee by the CCCDA, its employees, leadership, or Board of Commissioners.

Advertisements or sponsored content that may appear on social media platforms are managed, sold, and controlled by the social media provider and are not endorsed by the CCCDA.

Security and Account Management:
Official social media accounts must utilize:

- Strong password standards;

- Multi-factor authentication where available;
- Limited administrative access;
- Secure credential storage practices.

Employees must immediately report:

- Suspected account compromise;
- Unauthorized access;
- Security incidents;
- Fraudulent or impersonation accounts;
- Significant misinformation or reputational concerns.

Artificial Intelligence and Digital Content Tools:
Artificial intelligence (AI), automated editing tools, or content generation platforms may be used to support communications activities when approved and used responsibly and in compliance with the CCCDA AI Policy.

Any AI-generated or digitally enhanced content must:

- Be reviewed by authorized staff prior to publication;
- Comply with applicable data privacy and confidentiality requirements;
- Be fact-checked for accuracy;
- Avoid misleading, deceptive, or manipulated representations of official information.

Protected or confidential information shall not be entered into public AI platforms unless authorized and contractually protected.

Accessibility and Brand Standards:
Official CCCDA social media communications should strive to meet accessibility standards and maintain consistent branding, tone, and professionalism.

Whenever feasible, content should include:

- Accessible formatting;
- Alternative text for images;
- Clear and understandable language;
- Appropriate use of logos and branding elements.

Crisis Communications:
In the event of a public relations issue, security incident, emergency event, or reputational concern:

- Communications shall be coordinated through designated leadership;
- Only authorized individuals may issue official statements;
- Employees and commissioners should refrain from speculative or unofficial public responses.

The Executive Director or designee may temporarily restrict social media activity during active incidents or investigations.

Violations and Enforcement:
Violations of this policy may result in corrective action up to and including:

- Removal of social media access;
- Disciplinary action;
- Termination of employment or appointment;
- Legal action when applicable.

Failure to report known violations may also constitute a violation of this policy.

Disclaimer:
CCCDA reserves the right to modify, remove, restrict, or monitor content on official social media platforms in accordance with applicable laws, regulations, and agency policies. Comments or opinions expressed by members of the public on CCCDA social media platforms do not necessarily reflect the views or positions of the CCCDA, its employees, leadership, or Board of Commissioners. Users participate in social media interactions at their own risk and are personally responsible for the content they publish.

Board of Commissioners

Request for Board Action

Meeting date: July 23, 2026 Agenda number: 7C

DEPARTMENT: Finance

FILE TYPE: Regular Agenda

TITLE: Approval of the 2027 Budget and Levy

PURPOSE/ ACTION REQUESTED: Approving the 2027 General Administrative Operating Budget and the 2027 (Payable) Special Benefits Tax Levy and Authorizing Certification of the Levy to Carver County for the fiscal year ending December 31, 2027.

SUMMARY: The proposed budget for the fiscal year ending December 31, 2027, projects revenue of $19,841,881.96 and expenses of $19,841,881.96.

RECOMMENDATION: Staff recommends approval of the general administrative operating budget and the 2027 (Payable) Special Benefits Tax Levy and Authorizing Certification of the Levy to Carver County request for the fiscal year ending December 31, 2027.

EXPLANATION OF FISCAL/ FTE IMPACTS:

☐ None ☐ Current budget ☒ Other ☐ Amendment requested ☐ New FTE(s) requested

RESOLUTION:

WHEREAS, the Carver County Community Development Agency (the "Agency") is duly organized and existing under the laws of the State of Minnesota, including Laws of Minnesota for 1980, Chapter 482, as amended (the "Special Law"); and

WHEREAS, with the approval of the Carver County Board of Commissioners (the "Carver County Board"), the Agency may levy special benefit taxes as authorized under Minnesota Statutes, section 469.107 or 469.033, Subd 6; and

WHEREAS, the Agency has prepared its 2027 General Administrative Operating Budget (the "2027 Budget") and seeks the approval of the Carver County Board for the 2027 Budget and, to the extent required by law, the Agency's levy of its special benefits tax, in order to continue the work of the Agency in Carver County;

WHEREAS, the Agency is required to certify a proposed special benefits tax levy to the Carver County Auditor (the "Auditor") on or before September 30th, 2026, as required by Minnesota Statutes, Section 275.065, Subdivision 1(a), and to certify to the Auditor a final special benefits tax levy on or before December 28, 2026, which is five working days after December 20th, as required by Minnesota Statutes, Section 275.07;

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Carver County Community Development Agency as follows:

1. The 2027 Budget is hereby approved and directed to be submitted to Carver County pursuant to the requirements of Minnesota Statutes, Sections 469.033 and 275.065.

2. Subject to the consent of the Carver County Board, to the extent required under Minnesota Statutes, Section 469.033, and the Special Law, the Executive Director of the Agency is hereby authorized to certify to the Auditor on or before September 30, 2026, a proposed levy of the Agency's special benefits tax for taxes payable in 2027 in the amount of $3,931,350 which, based on current estimates of market value for property in Carver County, is the maximum permitted by law, and to determine the final maximum amount of such levy and certify the final levy to the Auditor on or before December 28, 2026.

3. Upon approval of the Carver County Board of the Agency's budget and levy of the special benefits tax, the County's approving resolution shall be attached hereto and made a part of this resolution.

PREVIOUS BOARD ACTION
None

ATTACHMENTS
CDA Budget

BOARD GOALS
☐ Focused Housing Programs ☐ Collaboration ☐ Development/Redevelopment
☒ Financial Sustainability ☐ Operational Effectiveness

PUBLIC ENGAGEMENT LEVEL
☐ Inform and Listen ☐ Discuss ☐ Involve ☒ N/A

CONTACT
Department Head: Brittany Larson, Director of Finance
Author: Allison Streich, Executive Director

Carver County CDA				7C - Attachment
2026				
Budget Detail				
		2026 Revised	**2027** Annual	**2026 - 2027** Change
3000-00-000	**REVENUE**			
3101-00-000	**RENTAL INCOME**			
3111-05-000	Ground Lease Rent - Land Trust	15,000.00	15,900.00	900.00
3112-50-000	**GROSS RENTAL REVENUE**	**15,000.00**	15,900.00	900.00
3119-00-000	**EFFECTIVE RENTAL REVENUE**	**15,000.00**	**15,900.00**	900.00
3199-00-000	**NET TENANT INCOME**	**15,000.00**	**15,900.00**	900.00
3200-00-000	**GRANT INCOME**			
3201-00-000	**Federal**			
3201-03-000	SNAP Grant	0.00	103,572.00	103,572.00
3201-99-000	Total Federal Grant Revenue	**0.00**	**103,572.00**	103,572.00
3205-00-000	**State**			
3205-01-000	MHFA Housing Trust Fund	128,556.00	130,380.00	1,824.00
3205-02-000	MHFA - Bridges	152,595.00	175,311.00	22,716.00
3205-02-001	MHFA - Bridges RTC	24,318.00	24,318.00	0.00
3205-99-000	Total State Grant Revenue	**305,469.00**	**330,009.00**	24,540.00
3215-99-000	**TOTAL GRANT REVENUE**	**305,469.00**	**433,581.00**	128,112.00
3300-00-000	**ECONOMIC DEVELOPMENT REVENUE**			
3300-01-000	Business Loan Interest	4,160.00	34,521.36	30,361.36
3300-99-000	**TOTAL ECONOMIC DEVELOPMENT REVENUE**	**4,160.00**	**34,521.36**	30,361.36
3450-00-000	**ADMINISTRATIVE REVENUE**			
3450-01-000	**Federal**			
3450-03-000	HUD - SNAP	0.00	8,750.00	8,750.00
3450-20-000	Total Federal Grant Administrative Revenue	**0.00**	**8,750.00**	8,750.00
3450-21-000	**State**			
3450-23-000	MHFA - Bridges	14,388.00	19,620.00	5,232.00
3450-23-001	MHFA - Bridges RTC	2,616.00	2,616.00	0.00
3450-24-000	MHFA - Housing Trust Fund	10,944.00	9,120.00	(1,824.00)
3450-40-000	Total State Grant Administrative Revenue	**27,948.00**	**31,356.00**	3,408.00
3450-41-000	**Other Administrative Revenue**			
3450-42-000	Management Fees	873,701.00	934,800.00	61,099.00
3450-42-001	Enterprise Chargebacks	2,614,000.00	2,172,542.35	(441,457.65)
3450-45-000	Carver County Septic Program	4,000.00	2,000.00	(2,000.00)
3450-70-000	Total Other Administrative Revenue	**3,491,701.00**	**3,109,342.35**	(382,358.65)
3450-99-000	**TOTAL ADMINISTRATIVE REVENUE**	**3,844,278.00**	**3,633,450.71**	(210,827.29)
3500-00-000	**TAX REVENUE**			
3500-01-000	Special Benefit Tax Levy - Current	**3,798,406.00**	**3,931,350.00**	132,944.00
3500-10-000	**TOTAL TAX REVENUE**	**3,798,406.00**	**3,931,350.00**	132,944.00

	Carver County CDA			**7C - Attachment**
	2026			
	Budget Detail			
		2026	**2027**	**2026 - 2027**
		Revised	**Annual**	**Change**
3550-00-000	**OTHER REVENUE**			
3550-04-000	Application Fees	0.00	2,500.00	2,500.00
3550-14-000	Pershing Investment Income		69,855.00	69,855.00
3699-00-000	**TOTAL OTHER REVENUE**	**0.00**	**72,355.00**	72,355.00
3999-00-000	**TOTAL REVENUE**	**7,642,684.00**	**7,637,155.71**	(5,528.29)
4000-00-000	**EXPENSES**			
4100-00-000	**ADMINISTRATIVE**			
4100-99-000	**ADMINISTRATIVE SALARIES**			
4110-00-000	Administrative Salaries	3,259,593.00	3,456,083.89	196,490.89
4110-05-000	Unemployment Insurance	31,000.00	15,000.00	(16,000.00)
4110-99-000	**TOTAL ADMINISTRATIVE SALARIES**	**3,290,593.00**	**3,471,083.89**	180,490.89
4120-00-000	**EMPLOYEE BENEFITS CONTRIBUTION - ADMIN**			
4120-01-000	Employee Benefits			
4120-02-000	Medicare	47,264.00	49,533.22	2,269.22
4120-03-000	Social Security	750.00	796.62	46.62
4120-04-000	Workers Compensation	52,000.00	54,349.89	2,349.89
4120-05-000	Health Insurance	972,000.00	848,633.60	(123,366.40)
4120-06-000	Health Savings Account	85,000.00	68,900.00	(16,100.00)
4120-07-000	Dental Insurance	28,000.00	29,447.04	1,447.04
4120-08-000	Life Insurance	3,200.00	3,352.16	152.16
4120-09-000	Disability	8,000.00	23,380.23	15,380.23
	PFMLA	19,076.09	20,240.30	1,164.21
4120-11-000	Pension	371,000.00	374,355.87	3,355.87
4120-12-000	Pension Administration Fee	28,000.00	30,000.00	2,000.00
4120-13-000	Employee Wellness	6,000.00	7,000.00	1,000.00
4120-99-000	**TOTAL EMPLOYEE BENEFITS CONTRIB - ADM**	**1,620,290.09**	**1,509,988.93**	(110,301.16)
4130-00-000	**LEGAL EXPENSE**			
4130-04-000	General Legal Expense	78,000.00	90,000.00	12,000.00
4131-00-000	**TOTAL LEGAL EXPENSE**	**78,000.00**	**90,000.00**	12,000.00

				7C - Attachment
	Carver County CDA			
	2026			
	Budget Detail			
		2026 Revised	2027 Annual	2026 - 2027 Change
4140-00-000	**ADMIN EXPENSES - OFFICE**			
4140-05-000	Computers and Parts	20,000.00	13,000.00	(7,000.00)
4140-10-000	Copiers	11,000.00	16,080.00	5,080.00
4140-20-000	Internet	1,980.00	1,980.00	0.00
4140-25-000	Miscellaneous Admin - office	12,000.00	12,000.00	0.00
4140-30-000	Office Rent	105,000.00	77,808.00	(27,192.00)
4140-31-000	Office CAM	0.00	31,344.00	31,344.00
4140-32-000	Parking Rent CDA Vehicles	3,840.00	3,840.00	0.00
4140-35-000	Office Supplies	18,000.00	19,000.00	1,000.00
4140-37-000	Payroll Processing Fees	12,000.00	15,066.00	3,066.00
4140-40-000	Postage	10,000.00	10,000.00	0.00
4140-50-000	Small Office Equipment	10,000.00	5,000.00	(5,000.00)
4140-55-000	Telephone	11,000.00	11,000.00	0.00
4140-60-000	Temporary Help - admin	25,000.00	25,000.00	0.00
4140-99-000	**TOTAL - ADMIN EXPENSES - OFFICE**	**239,820.00**	**241,118.00**	1,298.00
4150-00-000	**ADMIN EXPENSE - OTHER**			
4150-10-000	Bank Fees	2,000.00	2,000.00	0.00
4150-11-000	Pershing - Fees		7,000.00	7,000.00
4150-15-000	Board Per Diem	7,100.00	3,300.00	(3,800.00)
4150-20-000	Cell Phones	36,000.00	32,000.00	(4,000.00)
4150-23-000	Credit Bureau	0.00	0.00	0.00
4150-25-000	Dues & Membership Fees	75,000.00	75,277.00	277.00
4150-30-000	HR Recruiting Expenses	40,000.00	15,000.00	(25,000.00)
4150-35-000	Licenses & Permits		6,684.89	6,684.89
4150-40-000	Marketing	35,000.00	18,000.00	(17,000.00)

Carver County CDA				7C - Attachment
	2026			
	Budget Detail			
		2026 Revised	2027 Annual	2026 - 2027 Change
4150-42-000	Meetings	8,000.00	3,000.00	(5,000.00)
4150-45-000	Miscellaneous Admin Expense - Other	5,000.00	0.00	(5,000.00)
4150-50-000	Publications	2,000.00	2,000.00	0.00
4150-57-000	Software License Fees	15,262.91	80,406.00	65,143.09
4150-60-000	Recorder Fees	1,000.00	1,000.00	0.00
4150-70-000	Staff Training	45,000.00	45,000.00	0.00
4150-75-000	Travel	28,000.00	25,500.00	(2,500.00)
4150-99-000	**TOTAL ADMIN EXPENSE - OTHER**	**299,362.91**	**316,167.89**	16,804.98
4199-00-000	**TOTAL ADMINISTRATIVE EXPENSES**	**5,528,066.00**	**5,628,358.71**	100,292.71
4200-00-000	**PROFESSIONAL FEES**			
4200-01-000	Association Fees	0.00	0.00	0.00
4200-03-000	Auditing Fees	60,000.00	60,000.00	0.00
4200-05-000	Consultants - General	40,000.00	40,000.00	0.00
4200-06-000	Consultants - IT	120,000.00	132,000.00	12,000.00
4200-99-000	**TOTAL PROFESSIONAL FEES**	**220,000.00**	**232,000.00**	12,000.00
4210-00-000	**INSURANCE & REAL ESTATE TAXES**			
4210-01-000	Property Insurance	3,000.00	1,000.00	(2,000.00)
4210-03-000	Insurance - General Liability	36,650.00	42,972.00	6,322.00
4210-99-000	**TOTAL INSURANCE & REAL ESTATE TAXES**	**39,650.00**	**43,972.00**	4,322.00
4220-00-000	**TENANT SERVICES**			
4220-02-000	Interpreter Services	2,000.00	2,000.00	0.00
4220-99-000	**TOTAL TENANT SERVICES**	**2,000.00**	**2,000.00**	0.00
4300-00-000	**UTILITIES**			
4310-00-000	Water	600.00	0.00	(600.00)
4320-00-000	Electricity	300.00	0.00	(300.00)
4399-00-000	**TOTAL UTILITY EXPENSES**	**900.00**	**0.00**	(900.00)
4400-00-000	**MAINTENANCE AND OPERATIONS**			
4420-00-000	**MAINTENANCE OPERATIONS - MATERIALS & OTHER**			
4420-07-000	cleaning supplies		1,000.00	1,000.00
4420-49-000	Uniforms		1,800.00	1,800.00
4420-53-000	Vehicle Maintenance	30,000.00	0.00	(30,000.00)
4420-99-000	**TOTAL MAINTENANCE OPERATIONS - MATER**	**30,000.00**	**2,800.00**	(27,200.00)
4430-00-000	**MAINTENANCE OPERATIONS - CONTRACT COSTS**			
4430-10-000	Contract-Cleaning	21,118.00	43,680.00	22,562.00
4430-50-000	Contract - Lawn Service	11,000.00	9,000.00	(2,000.00)

Carver County CDA				7C - Attachment
	2026			
	Budget Detail			
		2026 Revised	2027 Annual	2026 - 2027 Change
4430-72-000	Contract - Vehicle Maintenance		20,000.00	20,000.00
4430-99-000	**TOTAL MAINTENANCE OPERATIONS - CONTR**	**32,118.00**	**72,680.00**	40,562.00
4499-00-000	**TOTAL MAINTENANCE EXPENSES**	**62,118.00**	**75,480.00**	13,362.00
4700-00-000	**HOUSING ASSISTANCE PAYMENTS**			
4715-00-000	HAP - Shelter + Care	0.00	103,572.00	103,572.00
4715-01-000	HAP - Bridges	180,543.00	175,311.00	(5,232.00)
4715-01-001	HAP - Bridges RTC	24,318.00	24,318.00	0.00
4715-02-000	HAP - Housing Trust Fund	128,556.00	130,380.00	1,824.00
4720-00-000	**TOTAL HOUSING ASSISTANCE PAYMENTS**	**333,417.00**	**433,581.00**	100,164.00
4750-00-000	**TOTAL OPERATING EXPENSES**	**6,186,151.00**	**6,415,391.71**	229,240.71
4755-00-000	**NET OPERATING INCOME (LOSS)**	**1,456,533.00**	**1,221,764.00**	(234,769.00)
4800-00-000	**NON-OPERATING (REVENUES)EXPENSES**			
4805-00-000	**INVESTMENT INCOME - UNRESTRICTED**			
4805-05-000	Interest Income - Savings	5,800.00	4,236.00	(1,564.00)
4805-99-000	**TOTAL INVESTMENT INCOME - UNRESTRICTI**	**5,800.00**	**4,236.00**	(1,564.00)
5200-00-000	**OTHER NON-OPERATING ITEMS**			
5225-00-000	Community Development Initiative	415,000.00	435,000.00	20,000.00
5225-05-000	Development Costs - New Projects	400,000.00	400,000.00	0.00
5225-06-000	Local Housing Trust Fund	71,333.00	100,000.00	28,667.00
5225-11-000	Land Trust - other	300,000.00	15,000.00	(285,000.00)
5299-00-000	**TOTAL OTHER NON-OPERATING ITEMS**	**1,186,333.00**	**950,000.00**	(236,333.00)
5999-00-000	**TOTAL NON-OPERATING(REVENUES)EXPENSI**	**1,186,333.00**	**950,000.00**	(236,333.00)
6500-00-000	**NET INCOME (LOSS) BEFORE TRANSFERS**	**276,000.00**	**276,000.00**	0.00
6600-00-000	**TRANSFERS**			
6600-02-001	Transfers out - Bluff Creek	25,000.00	25,000.00	0.00
6600-02-002	Transfers out - Brickyard	70,000.00	70,000.00	0.00
6600-02-003	Transfers out - Centennial Hill	31,000.00	31,000.00	0.00
6600-02-004	Transfers out - Crossings	35,000.00	35,000.00	0.00
6600-02-006	Transfers out - Lake Grace	40,000.00	40,000.00	0.00
6600-02-007	Transfers out - Oak Grove	75,000.00	75,000.00	0.00
6600-99-000	**TOTAL TRANSFERS**	**276,000.00**	276,000.00	0.00
	TOTAL EXPENSES	**7,642,684.00**	**7,637,155.71**	(5,528.29)
	HOUSING REVENUES	11,907,050.00	12,204,726.25	297,676.25
	HOUSING EXPENSES	(11,907,050.00)	(12,204,726.25)	(297,676.25)
	TOTAL INCOME	**19,549,734.00**	**19,841,881.96**	292,147.96
	TOTAL EXPENSES	**19,549,734.00**	**19,841,881.96**	292,147.96