

COUNCIL WORK SESSION – AGENDA #24

If due to a disability, you need auxiliary aids or services during a City Council Meeting, please provide the City with 72 hours' notice by calling 763-493-8141 or faxing 763-493-8391.

Our Vision: Brooklyn Park, a thriving community inspiring pride where opportunities exist for all.

Our Brooklyn Park 2025 Goals:

• A united and welcoming community, strengthened by our diversity • Beautiful spaces and quality infrastructure make Brooklyn Park a unique destination • A balanced economic environment that empowers businesses and people to thrive • People of all ages have what they need to feel healthy and safe • Partnerships that increase racial and economic equity empower residents and neighborhoods to prosper • Effective and engaging government recognized as a leader

- A. **CALL TO ORDER – Mayor Jeffrey Lunde**
- B. **GENERAL INFORMATION**
None
- C. **DISCUSSION ITEMS/GENERAL ACTION ITEMS – These items will be discussion items but the City Council may act upon them during the course of the meeting.**
 - C.1** Discuss 93rd Avenue from Zane Avenue to Noble Parkway
 - A.** LOCATION MAP
 - B.** TRAFFIC MEMORANDUM (5/29/19)
 - C.2** Discussion on Potential Acquisition of the Old Hennepin County Brooklyn Park Library (8600 Zane Avenue)
 - A.** LIBRARY/CAC LOT LINE MAP
 - C.3** Sister City Discussion
 - A.** CRITERIA FOR SISTER CITY PARTNERSHIPS
 - C.4** Current Travel Policy Discussion
 - A.** BROOKLYN PARK CURRENT TRAVEL POLICY
 - B.** BROOKLYN PARK RESOLUTION RELATING TO BUSINESS EXPENSES
 - C.** BROOKLYN PARK RESOLUTION AUTHORIZING SUPPLEMENTAL COMPENSATION
 - D.** RELEVANT EXCERPT FROM BROOKLYN PARK PURCHASING POLICY
 - E.** EDEN PRAIRIE TRAVEL POLICY
 - F.** PLYMOUTH EXPENSE REIMBURSEMENT AND TRAVEL
 - G.** DULUTH OUT OF STATE TRAVEL POLICY PLUS STATE OF MINNESOTA STATEMENT OF POSITION ON OUT-OF-STATE TRAVEL
 - H.** BROOKLYN CENTER POLICY ON OUT-OF-STATE TRAVEL
- D. **VERBAL REPORTS AND ANNOUNCEMENTS**
 - D.1** **COUNCIL MEMBER REPORTS AND ANNOUNCEMENTS**
 - D.2** **CITY MANAGER REPORTS AND ANNOUNCEMENTS**
- E. **ADJOURNMENT**

City of Brooklyn Park Council Work Session

Meeting Date:	June 3, 2019	Originating Department:	Operations and Maintenance and Community Development
Agenda Item:	C.1	Prepared By:	Jesse Struve, City Engineer
Agenda Section:	Discussion Items/ General Action Items	Presented By:	Jesse Struve
Item:	Discuss 93 rd Avenue from Zane Avenue to Noble Parkway		

City Manager's Proposed Action:

Discuss 93rd Avenue from Zane Avenue to Noble Parkway.

Overview:

93rd Avenue is a main east/west route that extends from the Osseo / Maple Grove Border to east of Noble Parkway within the city. It is a Hennepin County road (County Highway 30) from the western border of the city to Zane Avenue and a city road from Zane Avenue to Noble Parkway. The city portion of 93rd Avenue includes two segments of different character; the segment from Zane Avenue to Regent Avenue is currently a two-lane rural type roadway with no curb and gutter, wide paved shoulders, and a posted 50 mph speed limit. The segment from Regent Avenue to Noble Parkway is currently a two-lane urban facility with curb and gutter and sidewalks along both sides.

The City Council requested a review of 93rd Avenue, from Zane Avenue to Regent Avenue, as part of recent development proposals. Concerns have been raised regarding the design, lack of pedestrian facilities, and speed. When looking at the issues from an engineering perspective, there are no documented safety, capacity, or condition issues to warrant the reconstruction of 93rd Avenue. Continued pothole maintenance and a potential future mill and overlay will extend the life for the foreseeable future. Future development will be required to install turn lanes and a bypass lane at the new intersection with 94th Avenue. Staff anticipates this to adequately handle the needs of the road, but staff will continue to monitor this area after buildout.

From a community livability perspective, the roadway speed is fast, more residences are being added along the corridor, and there are no pedestrian facilities on 93rd Avenue to connect people to the trails on Zane Avenue and nearby amenities. Trails and sidewalks along 93rd Avenue are a long-term priority, but they can not be easily added without the full reconstruction of the roadway. If Council directs the reconstruction of 93rd Avenue from Zane to Regent Avenue, staff would also recommend the extension of the trail to Noble Parkway. This would replace an existing sidewalk between Regent Avenue and Noble Parkway.

The Council had concerns with the traffic speed along this segment and the Council and several residents expressed concerns with the safety and congestion along the segment of 93rd Avenue between Regent Avenue and Noble Parkway. Specifically, most of the residents wanted to discuss the installation of a traffic signal at the 93rd Avenue / Noble Parkway intersection. Originally, this intersection did not meet the priority factor for Hennepin County to participate in the project. The county has since changed their methodology for calculating the priority factor. The new methodology, when coupled with updated crash data supplied to the county by the city, resulted in a higher priority factor (36) that now meets Hennepin County's threshold. Thus, Hennepin County agreed to allow the signal to be installed and to fund 25% of the project based on their cost participation policy.

Staff provided updated traffic accident information to Hennepin County and had them review the new information. Subsequently, the priority factor was adjusted, it now meets Hennepin County's threshold, and Hennepin County agreed to fund 25% of the project based on their cost participation policy. Staff is obtaining quotes for the design of a new signal at the intersection and once these quotes are received, staff will bring these to the Council for consideration. It is estimated the cost of a signal at the intersection will be \$400,000. The installation of a signal in this location could encourage additional use on 93rd Avenue by people trying to avoid congestion on TH 610.

This would mainly be limited to the evening rush hour as TH 610 becomes congested and people use 93rd Avenue as a bypass.

If the Council directs staff to pursue the reconstruction of 93rd between Zane Avenue and Regent, a funding source will need to be determined. It is estimated the cost of reconstruction of this segment will cost approximately \$2-\$2.5 million. If directed, options include utilizing Minnesota State Aid (MSA) funds, franchise fees revenue, or bonding.

The City currently collects approximately \$3 million dollars in MSA funds per year to maintain 55 miles of MSA roads and assist with financing Hennepin County Projects (CSAH 81, LRT, etc.) in Brooklyn Park. These Funds are programed as part of the 5-year Capital Improvement Plan (CIP), but could be used if other projects are delayed. Franchise Fees could also be used, but they were originally established to maintain and replace 221 miles of local roads. Like the MSA funds, these are programmed with the 5-year CIP process. Bonding could be utilized to infuse money and not delay already anticipated projects. The bonds could be repaid utilizing MSA or Franchise Fund revenue, but this will limit the available funds for future projects.

City Engineering staff conducted numerous traffic counts, speed studies and traffic analyses for 93rd Avenue and documented the process MnDOT uses to conduct and determine appropriate speed limits. If a MnDOT speed study is done on the existing condition of 93rd Avenue, staff anticipates this would reaffirm the 50-mph posted speed limit. If the road is reconstructed, staff would incorporate design measures to try to encourage slower speeds. We would try to design the road to a 40-mph limit, but because the area is flat and straight, we cannot guarantee the reconstruction will result in a reduction of the posted limit.

The City does **not** have the authority to lower the speed limit on any of our roads unless they qualify as an “urban district” roadway, which this segment of 93rd Avenue does not. If directed to post this segment of road at a lower speed limit, the Police Department will **not** be able to enforce a speed limit unless it is established through a MnDOT authorized speed study. This information is summarized in the attached traffic memorandum dated May 29, 2019.

Primary Issues / Alternatives to Consider:

- 1) A MnDOT speed study should be undertaken to determine the appropriate speed limit along 93rd Avenue between Zane Avenue and Noble Parkway.
- 2) If Council wants to install a signal at 93rd Ave / Noble Parkway, start the design for a traffic signal and request Hennepin County to participate at their standard 25% level in 2020.
- 3) Provide direction to staff regarding if the Council prefers the reconstruction of 93rd Avenue.
- 4) No interim pedestrian improvements are recommended along 93rd Avenue until it is reconstructed. However, we could add cross walks at the intersection of 93rd Ave and Regent even though this does not meet standards for installation.

Budgetary / Fiscal Issues:

The current City CIP does not include funds for a signal at the 93rd Avenue / Noble Parkway intersection or for the reconstruction of 93rd Avenue. The cost of this signal would be approximately \$400,000. Hennepin County will cover their share (25%) of this signal costs and the City also has a signal assessment agreement with the Allina Medical Center whereby the Center has previously agreed to fund \$25,000 toward this signal. The remaining balance will need to be funded through the Street and Signal Light Utility Fund. This may require additional review of the fund and future rates.

Approximately \$64,000 have been collected or obligated through agreements from various developments along this section of 93rd Avenue. The funds are to help pay for a portion of the improvements to upgrade the road. These funds would help pay for a portion of the future reconstruction of 93rd Avenue between Zane Avenue and Regent Avenue. This cost is currently estimated at \$2-\$2.5 million. This could be funded by using MSA funds, franchise fees, or bonding.

While cross walks would not meet standards at Regent Avenue and 93rd Ave, we can add cross walks. It will cost approximately \$15 a block or \$300-\$400 per year to repaint crosswalks on all four legs of the intersection.

The City would not incur a cost to request a speed study from MnDOT. The process requires a resolution from the City Council. Typically speed studies are requested when there is a change in roadway character prompting a change in driver behavior. It is unlikely for MnDOT to change a speed limit more than 5 mph if the roadway character does not change.

Attachments:

C.1A LOCATION MAP

C.1B TRAFFIC MEMORANDUM (5/29/19)

93RD AVE – LOCATION MAP

LEGEND

-  - TRAFFIC SIGNAL (EXISTING)
-  - STOP SIGN (EXISTING)

 -ZANE AVE TO REGENT AVE

EXISTING

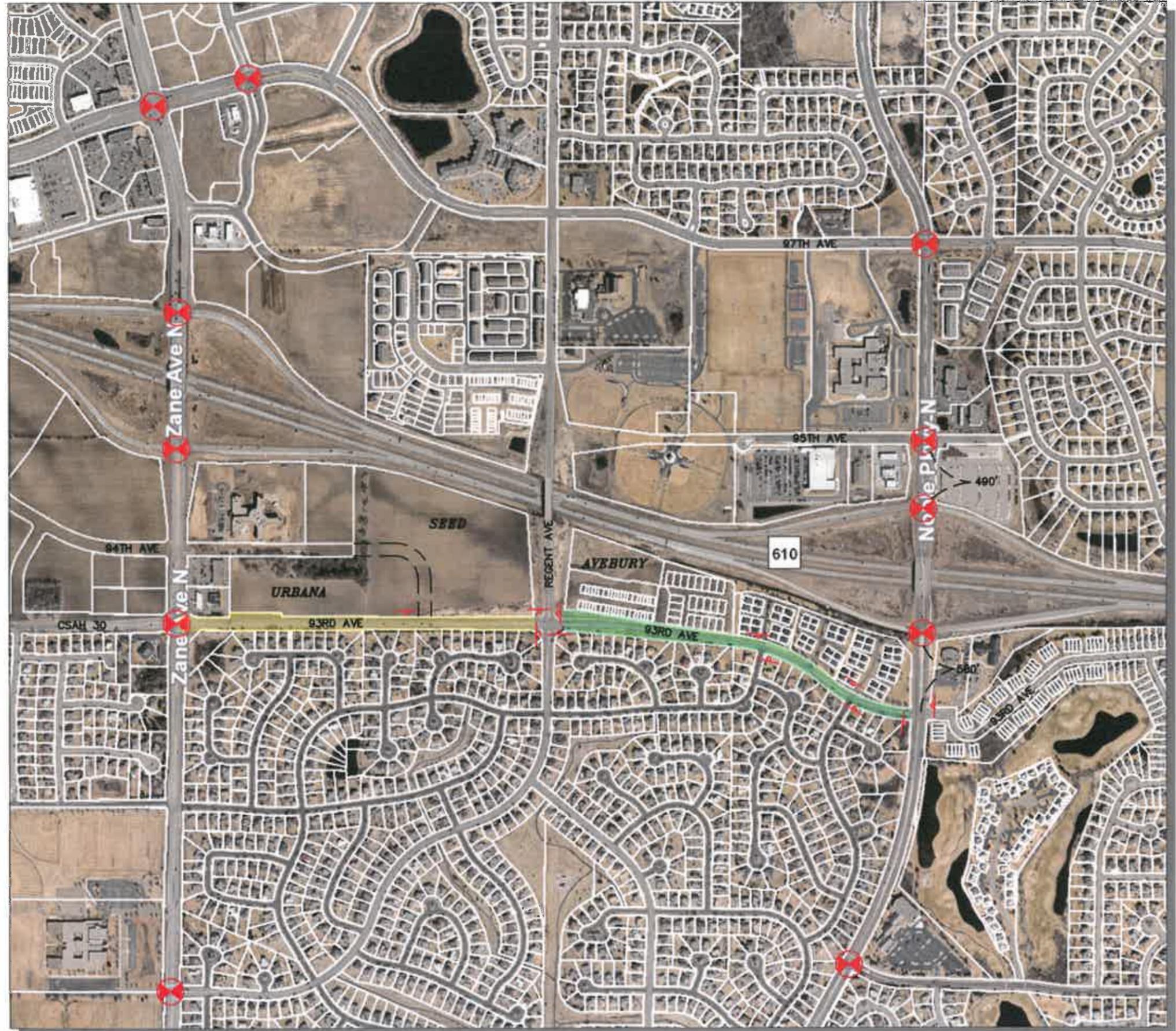
- 2 LANE RURAL
- 50 MPH POSTED SPEED LIMIT
- MAJOR COLLECTOR
- 5,000 VEHICLES/DAY

FUTURE

- MAJOR COLLECTOR
- 3 LANE URBAN WITH TRAILS
- REDUCED SPEED LIMIT
- 9,000 VEHICLES/DAY

 -REGENT AVE TO NOBLE PARKWAY

- MAJOR COLLECTOR
- 2 LANE URBAN WITH SIDEWALKS
- 30 MPH POSTED SPEED LIMIT
- 4,200 VEHICLES/DAY (2017)
- 6,000 VEHICLES/DAY (FUTURE)



NO SCALE



MEMORANDUM

DATE: May 29, 2019
TO: Jesse Struve, City Engineer
FROM: Jeff Holstein, City Transportation Engineer
SUBJECT: 93rd Avenue (Zane Avenue to Noble Parkway)

The 93rd Avenue corridor is currently experiencing significant adjacent development which is expected to result in additional vehicular and pedestrian traffic growth in and across the corridor. The segment to the west of Zane Avenue is owned, operated and maintained by Hennepin County as County Highway 30. The segment to the east of Zane Avenue is owned, operated and maintained by the City of Brooklyn Park. The purpose of this memorandum is to document the existing and expected future traffic conditions and provide recommendations relative to the future cross section, desired design speed and key intersection traffic control along the city segment of 93rd Avenue.

The city segment of 93rd Avenue is comprised of two different sub-segments; the segment between Zane Avenue and Regent Avenue and the segment between Regent Avenue and Noble Parkway (see Figure #1). This memorandum documents analyses of the characteristics of each segment separately and then provides summary conclusions and recommendations for both at the end of the memo.

ZANE AVENUE TO REGENT AVENUE

Existing Conditions

This segment of 93rd Avenue is a state aid roadway and is classified as a Major Collector type facility within the city's roadway system. The design function of this roadway is to collect traffic from adjacent local roadways and carry this traffic to arterial roadways. The roadway segment is currently operating according to its design function. The segment is currently posted for no on-street parking along both sides, which meets state aid policies for this roadway type and geometry.

The half mile segment is currently a 24 foot wide two lane rural type roadway with up to 8 foot paved shoulders, no curb and gutter and drainage ditches. Most of the segment is provided with 90 feet of right of way with more right of way near both ends. There are no pedestrian facilities on either side of this segment. The intersection with Zane Avenue is controlled by a traffic signal. The intersection with Regent Avenue is all-way stop sign controlled.

The current traffic demand along this segment is approximately 5,000 vehicles per day (vpd). The traffic service range for Major Collector type roadways is 1,000 to 15,000 vpd. Therefore, this segment is servicing volumes in the intended range. The Zane Avenue / 93rd Avenue intersection is signalized and current operates at acceptable levels during the AM and PM peak weekday traffic periods.

The recent crash history indicates zero crashes reported between Zane Avenue and Regent Avenue over the past five years. The crash history also shows nine crashes reported to the Dept. of Public Safety (injury, fatal or over \$1,000 property damage) at Zane Avenue and two at Regent Avenue over the 2013-2015 time period.

The current posted speed limit is 50 mph. This limit was established by speed study and Commissioner's Order in 2004 for this segment and the Hennepin County segment to the west to Wyoming Avenue. The 2004 study resulted in a speed limit reduction from the previous 55 mph. There are currently speed limit signs posted for both eastbound and westbound traffic along this segment.

The city Engineering Division has conducted three speed studies along this segment over the past five years. The results of these studies are documented below:

<u>Year</u>	<u>Average Speed</u>	<u>85th % Speed</u>
2014	45.5 mph	53.3 mph
2015	44.6 mph	51.6 mph
2018	45.3 mph	51.0 mph

The data support the current posted speed limit of 50 mph per the given existing conditions.

The condition of the pavement surface was recently evaluated along with 26 other city owned state aid segments. This segment was determined to be in better condition than 21 of these other segments.

Future Conditions

There are currently two developments in the area (Urbana and Avebury) that are expected to increase the daily traffic demand to roughly 6,000 vpd when completed and fully occupied. This is expected to occur over the next two years. Urbana includes 200 apartments and 100 assisted living units. The traffic impact study for this site estimated the traffic generation at approximately 1,400 vpd. Avebury includes 100 condo/townhome units. The expected traffic generation from this use is roughly 600 vpd.

The Urbana Development recently extended 94th Avenue further east before curving to the south to intersect 93rd Avenue. This intersection is through / stop controlled with a stop sign on the 94th Avenue approach. The city also recently worked with Hennepin County and the private developments along 94th Avenue east and west of Zane Avenue to install access restrictions at the Zane Avenue / 94th Avenue intersection. These restrictions result in additional traffic on 93rd Avenue east of Zane Avenue.

The remaining Seed Property to the north and east of Urbana is expected to develop with office uses within the next ten years. The expected traffic generation from these uses was estimated in the Urbana Traffic Impact Study at approximately 4,400 vpd.

The traffic demand and congestion along adjacent Trunk Highway 610 is projected to increase in the future. 93rd Avenue is a reliever route for TH 610 and more TH 610 traffic may divert to 93rd Avenue in the future, especially if a signal is installed at the Noble Parkway / 93rd Avenue intersection. Other vacant sites to the west along the 93rd Avenue corridor are also expected to develop over time. All of these additional traffic demands are expected to increase the future traffic along this segment of 93rd Avenue to approximately 9,000 vehicles per day.

The phrase "Level of Service" (LOS) relative to traffic engineering refers to the quality of traffic flow through an intersection or along a roadway segment. The basic inputs to a LOS analysis are traffic volumes, intersection or roadway geometry and traffic control. The basic output from a LOS analysis is a letter grade (A through F), similar to a report card. LOS A signifies very good traffic operations with little or no congestion and delays. LOS F denotes conditions with significant congestion and delay. In the Twin Cities metro area, the minimum threshold for acceptable traffic operations is LOS D.

The capacity of the existing two lane 93rd Avenue is roughly 12,000 vpd. The expected future traffic demand of 9,000 vpd would result in level of service "E" (LOS E) or near capacity traffic conditions if 93rd Avenue is not upgraded to a three lane facility. The proposed future three lane cross section of this segment of 93rd Avenue is shown in Figure #2. This section would include curb and gutter, left turn lanes and ten foot trails along both sides and provide capacity to service up to 18,000 vpd. The future level of service along this segment of 93rd Avenue with a three lane roadway would be in the LOS "C" or acceptable range.

The future speed limit along this segment of 93rd Avenue would be re-investigated by MnDOT following the future reconstruction to a three lane roadway. The city could request a speed study from MnDOT after the completion of 94th Avenue to 93rd Avenue and the Urbana Development, but it is unlikely to change significantly (possibly 5 mph) until the roadway cross section changes. The process, factors and reasoning that MnDOT uses to determine appropriate speed limits along roadways within the state are documented in Figure #3.

In general, the state sets all speed limits within the State of Minnesota, with the exception of Urban Districts. By Statute, there are given speed limits for different roadway types.

- 10 mph in alleys
- 30 mph on local streets in urban districts
- 70 mph on rural interstate highways
- 60-65 mph on urban interstate highways
- 65 mph on expressways
- 55 mph on all other roadways

If local agencies believe a speed limit is not appropriate, they can request a speed study. MnDOT will conduct the speed study and consider:

- Road type and condition
- Location and type of access points
- Horizontal and vertical curvature
- Existing Traffic Control Devices
- Crash history
- Traffic Volume
- Sight Distance
- Test Drive results
- 85th Percentile Speed

The most important part of MnDOT's study is the 85th percentile speed. This is the speed that 85% of the traffic is traveling at or below. The speed the majority of drivers consider prudent is an important factor. Experience has shown that a posted speed limit near this value is the maximum safe and reasonable speed. Hundreds of studies have shown that traveling much faster or slower than this value can increase your chance of being in a crash.

REGENT AVENUE TO NOBLE PARKWAY

Existing Conditions

This segment of 93rd Avenue is also a state aid roadway and classified as a Major Collector type facility within the city's roadway system. The design function of this roadway is to collect traffic from adjacent local roadways and carry this traffic to arterial roadways. The roadway segment is currently operating according to its design function. There are currently no on-street parking restrictions along the segment.

The half mile segment of 93rd Avenue from Regent Avenue to Noble Parkway is currently a 32 foot wide (back to back of curb) two lane urban type roadway. Most of the segment is provided with 80 feet of right of way with more right of way near both ends. There are existing sidewalks and boulevard areas on both sides of this segment. The intersection with Noble Parkway is controlled with stop signs on the 93rd Avenue approaches. The intersection with Regent Avenue is all-way stop sign controlled.

The 2017 traffic demand along this segment was approximately 4,200 vehicles per day (vpd). The traffic service range for Major Collector type roadways is 1,000 to 15,000 vpd. Therefore, this segment is servicing volumes in the intended range. The traffic demand in 2009 was 2,800 vpd. The demand along this segment has grown over the past eight years as the congestion along TH 610 has increased. Much of this increase occurs during the weekday PM peak traffic period as eastbound traffic along TH 610 is congested and some of these vehicles divert to 93rd Avenue to Noble Parkway to eastbound TH 610. This diversion is not expected to decrease until TH 610 is upgraded to three lanes in each direction in the distant future.

The traffic operations at the Noble Parkway / 93rd Avenue intersection during the 2017 PM peak weekday traffic period were analyzed. The analyses indicated the eastbound and westbound left turning movements operate at LOS F during the weekday PM peak period with significant congestion and delays. The traffic demands at the 93rd Avenue / Regent Avenue intersection were also analyzed and determined to be operating at LOS B conditions during the 2017 PM peak weekday traffic period under all-way stop control.

The recent crash history indicates zero crashes reported between Regent Avenue and Noble Parkway over the past five years. The crash history also shows eleven crashes reported to the Dept. of Public Safety (injury, fatal or over \$1,000 property damage) at Noble Parkway over the 2013-2015 time period. The crash history over the 2016-2018 time period indicated 21 crashes.

The current posted speed limit is 30 mph. There is no documented history of how this limit was established. The segment does not qualify as an “urban district” according to statute and MnDOT, and thus it appears the current posted 30 mph limit was artificially set. There are currently speed limit signs posted for both eastbound and westbound traffic along this segment.

Note that cities have the authority to set the speed limit to 30 mph along a roadway that qualify as an “urban district” (average driveway or intersection spacing of 100 feet along both sides of a segment at least ¼ mile in length). An example of this is West River Road from Brookdale Drive to Russell Avenue. The city approved a resolution stating this segment of West River Road met the Urban District requirement in the early 1990’s and lowered the speed limit from 45 mph to 30 mph.

The city Engineering Division has conducted two speed studies along this segment over the past nine years. The results of these studies are documented below:

<u>Year</u>	<u>Average Speed</u>	<u>85th % Speed</u>
2009	38.8 mph	43.9 mph
2018	39.2 mph	43.4 mph

The data does not support the current posted speed limit of 30 mph per the given existing conditions.

Future Conditions

There will soon be additional traffic resulting from the Urbana and Avebury developments. In general, traffic demands are expected to continue to increase as other developments further west along 93rd Avenue occur and as TH 610 becomes more congested. The forecast Year 2040 traffic demand along this segment is approximately 6,000 vpd.

The future traffic demand should be adequately serviced with the existing two lane geometry of 93rd Avenue (see Figure #4). However, the traffic operations at the 93rd Avenue / Noble Parkway intersection will continue to worsen. This location currently meets MMUTCD warrants to allow for a traffic signal to be installed. The installation of a traffic signal at this location would be expected to result in LOS “B”

traffic operations during the future weekday PM peak traffic period. The future traffic operations at the 93rd Avenue / Regent Avenue intersection were also analyzed and determined to be LOS C under all-way stop sign control.

Noble Parkway / 93rd Avenue Traffic Signal

All public agencies must adhere to the policies outlined in the Minnesota Manual on Uniform Traffic Control Devices (MMUTCD) when installing signing, striping or traffic control along public roadways. The MMUTCD specifies eleven traffic signal warrants or requirements. At least one of these warrants must be met prior to the installation of a traffic signal. Locations that meet one or more warrants are NOT required to install a traffic signal. The warrants are as follows:

- 1A) Eight Hour Vehicular Volume – Minimum Vehicular Volume
- 1B) Eight Hour Vehicular Volume – Interruption of Continuous Traffic
- 1C) Eight Hour Vehicular Volume – Combination of 1A and 1B
- 2) Four Hour Vehicular Volume
- 3) Peak Hour
- 4) Pedestrian Volume
- 5) School Crossing
- 6) Coordinated Signal System
- 7) Crash Experience
- 8) Roadway Network
- 9) Intersection Near a Grade Crossing

Analysis of the 2017 conditions at the Noble Parkway / 93rd Avenue intersection indicate the intersection conditions meet the MMUTCD requirements of warrants 1B, 2 and 3 to allow a signal to be installed.

However, Noble Parkway is owned and maintained by Hennepin County as County Highway 12. Hennepin County has dozens of currently unsignalized intersections that meet one or more of the MMUTCD warrants. The county also has limited resources to install new signals as new signals cost approximately \$300,000 - \$350,000 to install. Thus, the county has developed a system to prioritize their unsignalized intersections which meet MMUTCD warrants. The county system analyzes the number of hours each of the warrants are met and the number and severity of recent crashes at each intersection. The output is called a Priority Factor (PF). The higher the PF the higher the priority. Intersections with PF's of less than 30 are not allowed to be signalized. A new Priority Factor policy was recently approved

by the Hennepin County Board. This new method of calculating the PF, coupled with the city sending the County crash data from the City Police crash database for the 2016-2018 time period, has resulted in a PF of 36. Thus, the county recently (February) indicated that they will allow a signal to be installed at this intersection. The county has also agreed to help pay up to 25% of the design and construction costs. These costs are expected to total approximately \$400,000.

Staff have planned for a future signal at the Noble Parkway / 93rd Avenue intersection for over a decade. Staff requested and received a commitment from the Allina Medical Center, located on the east leg of the intersection, to help fund a portion (\$25,000) of a future signal.

Note that the new county PF for the two other locations that were previously ranked higher than Noble and 93rd (85th / Wyoming (26) and Zane / Candlewood (unranked)) are now lower ranked. The city also has a signal ranking system. Under the city's ranking system, which relies partly on the county PF, the Noble / 93rd intersection would move to the highest ranked location.

On Street Parking

93rd Avenue is a State Aid roadway. The drivable width is 30.7 feet from curbface to curbface. The new state aid standards permit narrower lanes and reduced curb reaction and parking distances when speeds are less than 35 mph. This is not the case. Therefore, the minimum width to meet state aid standards and allow on street parking on one side is 32 feet. Thus, on street parking along both sides of 93rd Avenue between Regent Avenue and Noble Parkway was recently prohibited in order to comply with current state aid standards.

RECOMMENDATIONS

- 1) A speed study should be undertaken to determine the appropriate speed limit along 93rd Avenue between Zane Avenue and Noble Parkway.
- 2) Start the design for a traffic signal at the Noble Parkway / 93rd Avenue intersection this summer/fall and request Hennepin County to participate at their standard 25% level in 2020. Note the installation of a traffic signal may result in even more traffic diversions from TH 610 to 93rd Avenue.
- 3) The 93rd Avenue / Regent Avenue intersection currently operates well as an all-way stop and is expected to continue to do so in the future. The all-way stop should be maintained.
- 4) When capacity, safety and/or condition issues exceed standards, consider the reconstruction of 93rd Avenue between Zane Avenue and Regent Avenue to a three lane urban roadway with trails on both sides as resources permit. It may be beneficial to coordinate the reconstruction with the county's future reconstruction of 93rd Avenue (CSAH 30) to the west of Zane Avenue to ensure that we end up with a better product and don't have to redo a portion of the east leg of Zane / 93rd because of alignment issues. The city has requested the county to include the reconstruction of CSAH 30 west of Zane Avenue in their CIP.
- 5) No interim pedestrian improvements until 93rd Avenue is reconstructed.

City of Brooklyn Park Council Work Session

Meeting Date:	June 3, 2019	Originating Department:	Recreation and Parks and Community Development
Agenda Item:	C.2	Prepared By:	Jennifer Jordan, Senior Project Manager
Agenda Section:	Discussion Items/ General Action Items	Presented By:	Jody Yungers, Recreation and Parks Director, and Kim Berggren, Community Development Director
Item:	Discussion on Potential Acquisition of the Old Hennepin County Brooklyn Park Library (8600 Zane Avenue)		

Summary:

Staff is seeking direction from the City Council related to possible acquisition of the old Hennepin County Brooklyn Park Library property located at 8600 Zane Avenue.

Background:

In 2016, Hennepin County relocated the Brooklyn Park Library from 8600 Zane Avenue to its current location at 8500 West Broadway. To date, the old Hennepin County Library property has been used for temporary storage of library collections and materials from other libraries undergoing renovation. Hennepin County recently indicated they would like to dispose of the property and inquired about the City of Brooklyn Park's interest in acquiring the property. Hennepin County's timeline for disposition and desired compensation appears to be negotiable.

Currently, the Recreation and Parks Department has a License Agreement with Hennepin County for shared use of the parking lot just east of the old Hennepin County Library (see attached site map). This library parking lot is utilized daily to support the programs, services and events (senior activities, banquets, hockey games, etc.) at the Community Activity Center (CAC). Therefore, the City needs to secure this shared parking arrangement if the City chooses not to purchase the site.

To better understand the cost associated with purchasing the site, the City worked with outside vendors to get cost estimates to: 1) bring the facility up to code/occupancy; and 2) for demolition of the building for future redevelopment.

The following is a summary of the findings:

Current Condition:

The building needs a new roof, new boiler and mechanicals, remediation of asbestos, and replacement of the bituminous parking lot, which is shared with the CAC.

Preliminary Costs for Reuse:

The costs listed below do not include the costs for remodeled interior (changing of walls, plumbing, painting, carpeting, and furnishings), which would be needed once the use and/or function of the space is determined:

- Asbestos remediation - \$15,000-\$20,000
- New roof - \$350,000
- Boiler/mechanicals - \$250,000-\$300,000
- Bituminous replacement - \$48,000

TOTAL = \$663,000-\$718,000

Note: This cost estimate does not include the cost of acquisition, which remains unknown at this time.

Preliminary Costs for Demolition:

- Asbestos remediation - \$15,000-\$20,000
- Demolition - \$83,500

TOTAL = \$98,500-\$103,500

Note: This cost estimate does not include the cost of acquisition, with remains unknown at this time.

Possible Uses for Building or Site:

There has been a great amount of discussion since the vacancy of the old library as to what it could be used for if the City were to acquire it. The following is a list of shared potential uses:

1. Site for recreation programs tied to the Community Activity Center, including Senior Center, health and fitness, community meeting rooms, teen center and dance studio space
2. Business incubator
3. Non-profit center
4. Redevelopment site
5. Possible relocation site for PICA from old City Hall building

Next steps:

Staff is seeking Council direction on the future use of the site. If the Council is interested in pursuing the purchase of the site, staff will negotiate the purchase with facility staff at Hennepin County. Given the condition of the building, staff is hopeful that Hennepin County will provide the site at no cost or very limited cost.

Attachments:

C.2A LIBRARY/CAC LOT LINE MAP

Library/ CAC Lot line Issue



City of Brooklyn Park Council Work Session

Meeting Date:	June 3, 2019	Originating Department:	Administration
Agenda Item:	C.3	Prepared By:	Wokie Freeman-Gbogba, Assistant City Manager
Agenda Section:	Discussion Items/ General Action Items	Presented By:	Wokie Freeman-Gbogba
Item:	Sister City Discussion		

Summary:

In 2012, the City Council adopted a resolution establishing a sister city relationship with the City of Kakata, in Liberia, West Africa. Mutual goals identified for that relationship were:

- to encourage Liberians to greater inclusion and responsibility for the welfare of Brooklyn Park, by increasing engagement and volunteerism
- to formulate opportunities for city officials and residents to further explore and experience Liberian culture
- to create an atmosphere which strengthens economic development and community engagement
- to nurture a municipal partnership to help creatively learn, work and solve problems together through reciprocal cultural, educational, business, leadership development, professional and technical training and projects

In 2013, Articles of Understanding were drafted to ensure there was no inferred or obligated financial impact to the City. The work of coordinating logistics, accommodations or transportation to receive visiting delegations were handled in cooperation with the sister city sponsor organization for Kakata.

Through the years, there have been visits by delegations from Brooklyn Park to Kakata and vice versa. For the two Brooklyn Park delegations, the Mayor and City Council Members paid for their own airfare. City staff's expenses and other Council expenses were paid from a combination of City funds and a donations account. Travel and lodging arrangements for the Kakata delegations were handled independently. However, the City did provide security when the Liberian Vice President visited Brooklyn Park.

This year, the City was approached by a group of residents interested in establishing a sister city relationship with the City of Garowe in Somalia. Through research of several Minnesota cities with multiple sister city relationships, staff identified a need to develop a process and criteria to evaluate such proposals and to clarify expectations and obligations.

Budgetary Considerations

Membership in Sister Cities International - \$810

Potential travel and hosting costs

The goal of this discussion is to share a draft document outlining the process and criteria for sister city relationships and get feedback and direction from the City Council on how to proceed.

Attachment:

C.3A CRITERIA FOR SISTER CITY PARTNERSHIPS



City of Brooklyn Park

Process and Criteria for Sister City Relationships

A. Process for establishing new sister city relationships

Organizations interested in starting a sister city relationship should contact the City of Brooklyn Park Community Engagement Division to discuss the requirements for submitting a proposal. To be considered, a proposal must meet the requirements described below. Submission of a proposal does not guarantee that Brooklyn Park will enter into a sister city relationship.

The City Manager, or his/her designee, will review the proposal and may recommend that the proposal be submitted to the City Council for review and approval. All sister city relationships must be approved by the City Council and Mayor before an official invitation to proceed can be extended.

The following definitions are used for the purpose of this document:

Sponsor organization: A Brooklyn Park organization that will manage the sister city relationship. The organization must be based in Minnesota, and either designated by the Internal Revenue Service as a 501(c)(3) non-profit and registered with the Minnesota Secretary of State or have a fiscal agent that meets the same criteria.

Sister city committee: The same as the sponsor organization or a committee of the sponsor organization organized to manage the sister city relationship.

Sister City: A city that has a formal relationship with Brooklyn Park recognized by a Sister City Agreement.

Sister City Agreement: A memorandum of understanding between Brooklyn Park and another city outlining the terms of the sister city relationship.

Sponsor Agreement: A memorandum of understanding between the City of Brooklyn Park and a sponsor organization outlining the requirements for managing the sister city relationship.

B. Proposal Requirements

1. Demographic profile of the proposed sister city.
2. Description of the benefits to both cities.
3. Description of how the sister city relationship will support the goals of the City of Brooklyn Park.
4. Membership list for the proposed sister city committee.
5. Description of the proposed sister city's expectations for the relationship with Brooklyn Park.
6. Letter of invitation from the Mayor of the proposed sister city.
7. List of at least 20 Brooklyn Park residents interested in participating in the sister city relationship. This must include address, phone number and e-mail address for each person.
8. Optional: Letters of support.

C. Criteria

1. Brooklyn Park does not have a sister city relationship with any other cities in the country.
2. The relationship is multi-purpose and presents the opportunity for benefits to both cities.
3. The sister city relationship supports the City of Brooklyn Park's goals and objectives.
4. There is solid current and long-term local support for the new relationship:
 - a. Business connections.
 - b. Financial support from groups and individuals.
 - c. Governmental, educational and cultural interest.
5. The potential sister city has demonstrated strong interest in and commitment to the relationship.
6. There is involvement from Brooklyn Park residents.

D. Requirements for creating and maintaining a sister city relationship

If a sister city relationship is approved, the following steps will be followed:

1. The Mayor of Brooklyn Park will send a letter to the Mayor of the proposed sister city.
2. The sponsor organization will be required to enter into a Sponsor Agreement with the City of Brooklyn Park.
 - a. As part of the Agreement the sponsor organization will be required to:
 - i. Be designated by the Internal Revenue Service as a 501(c)(3) non-profit and registered with the Minnesota Secretary of State or have a fiscal agent that meets the same criteria.
 - ii. Present an annual report.
 - iii. Facilitate exchanges between Brooklyn Park and the proposed sister city.
 - iv. Provide volunteer and financial resources to support the Sister City Agreement.
 - v. Maintain an active sister city committee, including the recruitment of new participants.
3. The Sister City Agreement and Sponsor Agreement will be developed and approved by City Council.
4. The Mayors sign the Sister City Agreement.
5. The Sister City Agreement is filed with Sister Cities International.

E. Brooklyn Park 2025 Community Goals

Working together to make Brooklyn Park a thriving community, inspiring pride where opportunities exist for all.

By 2025, our community wants to accomplish these goals by 2025:

1. A united and welcoming community, strengthened by our diversity.
2. Beautiful spaces and quality infrastructure make Brooklyn Park a unique destination.
3. A balanced economic environment that empowers businesses and people to thrive.
4. People of all ages have what they need to feel healthy and safe.
5. Partnerships that increase racial and economic equity empower residents and neighborhoods to prosper.
6. Effective and engaging government recognized as a leader.

F. Objectives for a sister city relationship

1. Explore economic development synergies between cities and develop avenues for local businesses who want to establish or expand international commercial initiatives.
2. Increase community awareness of the influence and impact that foreign policy and the global marketplace have on our community.
3. Provide more options for residents to experience, understand and appreciate other cultures.
4. Share best practices for city government.
5. Develop and support educational, cultural and people-to-people exchanges.

DRAFT

City of Brooklyn Park Council Work Session

Meeting Date:	June 3, 2019	Originating Department:	Administration
Agenda Item:	C.4	Prepared By:	Jay Stroebel, City Manager
Agenda Section:	Discussion Items/ General Action Items	Presented By:	Jay Stroebel
Item:	Council Travel Policy Discussion		

Summary:

Council has requested a discussion to consider changes to existing Council travel policies. Recognizing the benefits for Council travel to advocate for Brooklyn Park interests, develop relationships and gain best practices from other communities, policies will be reviewed for how the City's limited travel resources could be most fairly and effectively considered for future Council travel.

Below is a summary of information from other similar Minnesota cities. Additionally, travel policies from a sampling of cities have also been attached, along with relevant Brooklyn Park policies.

Based on research of other communities and past practice in Brooklyn Park, the following is one proposal for Council's consideration:

Out-of-State Travel

The Mayor and three Council Members (alternating) have the opportunity to travel out-of-state (domestically) one time annually, pending Council's approval. This approach would allow for the Mayor to travel up to four times per term and Council Members to travel two times per term. If necessary, and if approved by Council, additional out-of-state travel could be approved for the Mayor or Council members using unused Council travel budget resources or other funding resources (e.g. EDA, Administration budget, etc.).

In-State Travel

Travel for League of Minnesota Cities Newly Elected Official training would be available for all new Council Members. As resources allow, and if approved by Council, the Mayor and Council Members can request to travel to in-state conferences annually.

	Size of Council	Conference and Travel Budget	Travel Policy	Notes
Brooklyn Park	7	\$12,411	Policy exists	Budget used for both in-state and out-state opportunities. Some conference opportunities pre-approved by Council, while others approved as opportunities arise. (Attachments C.4A, C.4B, C.4C, C.4D)
St. Louis Park	7	\$19,000	Reference to state law	Mayor and Council travel approved by Council. No limit on travel, if approved. Pay typical expenses (air, hotel, registration, local transportation and food (no alcohol.)

	Size of Council	Conference and Travel Budget	Travel Policy	Notes
Eden Prairie	5	\$13,000	Policy exists	If Council travels, typically attend NLC events. Mayor is only official that has travelled out-of-state more than once a year. Attachment C.4E)
Plymouth	7	\$9,100	Policy exists	Council has not typically travelled out-of-state for conferences. Looking to change policy, specifically to allocate a specific amount per Council member. (Attachment C.4F)
Maple Grove	5	\$2,600	No policy	Council rarely attends conferences or travels much. Travel has occurred for federal lobbying and economic development trips. Some travel expenses have been paid for out of economic development or contingency budgets.
Duluth	Mayor plus 9 Council Members	\$9,000 for Mayor, Council and five staff	Policy exists	(Attachment C.4G)
Brooklyn Center	5	\$8,000	Policy exists	Does limit Council member out-of-state travel to two trips per term and one trip annually for Mayor. Some pre-approved trips to US Conference of Mayors, NLC, US Government or related agency. (Attachment C.4H)

Attachments:

- C.4A BROOKLYN PARK CURRENT TRAVEL POLICY
- C.4B BROOKLYN PARK RESOLUTION RELATING TO BUSINESS EXPENSES
- C.4C BROOKLYN PARK RESOLUTION AUTHORIZING SUPPLEMENTAL COMPENSATION
- C.4D RELEVANT EXCERPT FROM BROOKLYN PARK PURCHASING POLICY
- C.4E EDEN PRAIRIE TRAVEL POLICY
- C.4F PLYMOUTH EXPENSE REIMBURSEMENT AND TRAVEL
- C.4G DULUTH OUT OF STATE TRAVEL POLICY PLUS STATE OF MINNESOTA STATEMENT OF POSITION ON OUT-OF-STATE TRAVEL
- C.4H BROOKLYN CENTER POLICY ON OUT-OF-STATE TRAVEL.



City of Brooklyn Park

Financial Policy Statements

Travel Policy

Introduction

Periodically, city employees and elected officials will travel outside of the City for meetings and/or training opportunities related to their role in providing city services.

Purpose

The purpose of the Travel Policy is to establish guidelines for the reimbursement of employees and elected officials for costs incurred while traveling as representatives of the City of Brooklyn Park to meetings and/or training opportunities.

Policy Statement

Budget Approval

Departments shall request a training and travel budget that is submitted to the City Manager and included in the final budget that is adopted by the City Council. The City Manager is responsible for including a training and travel budget for elected officials within the final budget that is adopted by the City Council.

Approvals

- ✓ All employees seeking reimbursement for travel shall submit an expense report detailing the total expenses and providing appropriate receipts for their trip to their supervisor.
- ✓ The expense report is to be approved by their supervisor and submitted to the Finance Department.
- ✓ Travel by elected officials must be in compliance with the Elected Official Travel Section.

Advances

Advances are considered an exception and should be submitted to Finance with a reason for the advance and the approval of the supervisor and department director. All advances will require a travel expense form to be completed and approved after the travel has been completed. *(The use of a City Purchase Card is encouraged when possible.)*

Travel Costs

The following travel costs are eligible for reimbursement:

Transportation

- ✓ Parking Fees.

- ✓ Car Rental Fees (out of state travel only).
 - Associated fuel charges are reimbursable when a receipt is provided.
 - Note: City insurance does not provide comprehensive or collision coverage on rental vehicles. The Loss Control Division recommends purchasing physical damage insurance from the car rental company.

- ✓ Commuter buses/trains/taxi fares (out of state travel only).

- ✓ Airfare – Coach or economy class (out of state travel only).

- ✓ Mileage at the current approved IRS rate that is in effect at the time of travel.
 - Excluding commuter miles.
 - In out of state travel, the lesser of mileage versus what airfare would have cost is to be used if employee chooses to drive and the out of state travel is approved by the department director.
 - Employees who receive a monthly car allowance are not eligible for mileage reimbursement.

Lodging

- ✓ Lodging fees associated with trips for training or business that are longer than one day and are outside the Twin Cities Metro Area associated with a single occupancy rate.

- ✓ Lodging reimbursement requests must be accompanied by a lodging receipt from the hotel, motel, or other commercial lodging establishment.

Meals

- ✓ For same-day training or business meetings, meals will be reimbursed for the actual amount spent and will require a receipt. (City Purchase Card is encouraged to be used when possible.)
- ✓ For training or business trips that are longer than one-day, employees are entitled to a per-diem allowance any time they are in travel status.
 - Per-Diem covers expenses for breakfast, lunch, dinner, and related tips and taxes; tips to porters, baggage carriers, bellhops, maids, and other incidentals.
 - Maximum per-diem rates are prescribed for daily reimbursement of meals and incidental expenses incurred during official travel above and beyond lodging and transportation.
 - The Maximum per-diem rates used have been established by the Federal General Services Administration (GSA) and are listed at www.gsa.gov under Per-Diem.
 - Meals included in the training/meeting registration costs are to be excluded from the per-diem calculation as they are not eligible for reimbursement.
 - City Purchase Cards are not to be used for items covered under the Per-Diem.
- ✓ Alcoholic beverages are not reimbursable and are not allowed to be purchased on a City Purchasing Card.

Elected Official Travel

The City recognizes that its elected officials may at times receive value from traveling within the state or out of state for workshops, conferences, events, and other assignments. The statements below set forth the conditions under which travel by elected officials will be reimbursed by the City.

- ✓ The event, workshop, conference or assignment must be approved in advance by the City Council at an open meeting and must include an estimate of the cost of travel.
- ✓ No reimbursements will be made for attendance at events sponsored by or affiliated with political parties.
- ✓ Travel costs will be reimbursed in accordance with the Travel Costs section of this policy.
- ✓ Requests for reimbursement must be submitted with appropriate receipts on a signed travel expense form to the Finance Department for review and payment.
- ✓ Elected officials appointed to serve on a National League of Cities Policy or Steering Committee will be allowed to attend both the Congressional City Conference and the Congress of Cities.

Employee and Elected Official Responsibility

Reimbursed travel costs are those costs essential to the authorized meeting and/or training opportunity that the employee or elected official is participating in. The City of Brooklyn Park expects employees and elected officials traveling on official business to exercise the same care in incurring reimbursable travel costs that a prudent person would exercise if traveling on personal business and expending personal funds.

Implementation and Review

Upon adoption of this policy, the City Council authorizes the City Manager to establish any standards and procedures which may be necessary for its implementation. The City Manager shall review this policy periodically and make any recommendations for changes to the City Council.

Policy adopted March 4, 2013.

RESOLUTION #2019-4

RESOLUTION RELATING TO BUSINESS
EXPENSES OF THE CITY COUNCIL

WHEREAS, members of the City Council are paid a salary each month in accordance with the terms of the City Charter and City Code; and

WHEREAS, it has been and it is the policy of this Council that other business expenses are not reimbursed unless the activity is specifically directed and approved by the Council as a body; and

WHEREAS, the City of Brooklyn Park is a large, growing suburban community and has numerous challenges, which require Council members to travel with their personal cars and to use their personal finances to pay these business expenses; and

WHEREAS, members of the City Council are frequently required to meet with persons interested in locating industry, persons who have problems that relate to the City which require attention from the members of the Council, and all of these expenses have been paid for by the individual members of the Council; and

WHEREAS, it is deemed necessary to act as a corporate body to memorialize that these types of unreimbursed out-pocket expenses incurred by the Mayor and City Council members are lawful business expenses for federal and state income tax purposes.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brooklyn Park:

1. Out-of-pocket expenses incurred by the Mayor and City Council Members as part of their duties as Mayor and City Council Members are not reimbursed by the City unless so authorized and directed by the Council.
2. The Mayor and members of the City Council are expected, as part of their duties, to travel throughout the community to meet with residents, developers, or persons interested in locating in the community and to meet with members of the staff or officials of other communities or agencies to promote the general welfare of the City of Brooklyn Park. The out-of-pocket expenses incurred by Council Members in carrying out these official duties are lawful business expenses for federal and state income tax purposes.

The foregoing resolution was introduced by Council Member Mata and duly seconded by Council Member Parks.

The following voted in favor of the resolution: West-Hafner, Russell, Parks, Pha, Jacobson, Mata, and Lunde.

The following voted against: None.

The following was absent: None.

Where upon the resolution was adopted.

ADOPTED: January 7, 2019

JEFFREY JONEAL LUNDE, MAYOR

#2019-4

CERTIFICATE

STATE OF MINNESOTA
COUNTY OF HENNEPIN
CITY OF BROOKLYN PARK

I, the undersigned, being the duly qualified City Clerk of the City of Brooklyn Park, Minnesota, hereby certify that the above resolution is a true and correct copy of the resolution as adopted by the City Council of the City of Brooklyn Park on January 7, 2019.

WITNESS my hand officially as such Clerk and the corporate seal of the City this 8th day of January 2019.

(SEAL)

DEVIN MONTERO, CITY CLERK

RESOLUTION #2019-5

RESOLUTION AUTHORIZING SUPPLEMENTAL COMPENSATION FOR MAYOR AND
COUNCIL MEMBERS WHO ATTEND APPROVED MUNICIPAL FUNCTIONS

WHEREAS, Section 30.01 of the City Code states:

The Mayor and/or Council Members are sometimes required to attend municipal functions or to take time from their regular employment to perform services beneficial to the City. Additional compensation shall be paid to the Mayor or Council Members in those cases subject to the following conditions:

1. The activity and number of days for which a Council Member is to be engaged must be approved by the City Council prior to member's participation.
2. The Mayor and Council Member will be paid \$50 per day as supplemental compensation for each day approved and for which the member is in attendance at the approved activity.

and

WHEREAS, the Mayor and City Council have expressed interest in attending the following and/or similar activities during 2019:

- National League of Cities Congressional – City Conference, Washington, D.C. (3 attendees)
- League of Minnesota Cities Conferences
- League of Minnesota Cities Board of Directors
- National League of Cities Congress of Cities (3 attendees)
- National League of Cities Steering Committees
- National League of Cities Leadership Conference
- Minnesota Mayors Assn. Annual Conference
- League of Minnesota Cities Committees

NOW, THEREFORE, BE IT RESOLVED that the above-stated activities shall be approved activities for the Mayor and Council Members for 2019 and that dates for each activity shall be approved days for the Mayor and City Council to receive supplemental compensation of \$50 per day in addition to reimbursement for expenses incurred consistent with the City Travel Policy and Procedures; and

BE IT FURTHER RESOLVED that for the above activities that are held outside of the State of Minnesota, there shall be two additional days approved for receiving supplemental compensation to cover travel time to and from the activity.

The foregoing resolution was introduced by Council Member Mata and duly seconded by Council Member Parks.

The following voted in favor of the resolution: West-Hafner, Russell, Parks, Pha, Jacobson, Mata, and Lunde.

The following voted against: None.

The following was absent: None.

Where upon the resolution was adopted.

ADOPTED: January 7, 2019

JEFFREY JONEAL LUNDE, MAYOR

CERTIFICATE

STATE OF MINNESOTA
COUNTY OF HENNEPIN
CITY OF BROOKLYN PARK

I, the undersigned, being the duly qualified City Clerk of the City of Brooklyn Park, Minnesota, hereby certify that the above resolution is a true and correct copy of the resolution as adopted by the City Council of the City of Brooklyn Park on January 7, 2019.

WITNESS my hand officially as such Clerk and the corporate seal of the City this 8th day of January 2019.

(SEAL)

DEVIN MONTERO, CITY CLERK

Brooklyn Park Finance

PURCHASING POLICY & PROCEDURE MANUAL

Adopted by City Council

Conference/Meeting and Travel Reimbursements

The City will reimburse properly authorized conference/meeting and travel costs for city employees and city council members. The criteria for reimbursement are as follows:

- ✓ All meeting and travel must be for legitimate City business, approved by the department directors and included within the appropriated budget.
- ✓ If reimbursements are less than \$50, a petty cash request voucher for reimbursement may be used.
- ✓ For all conference, meeting, and travel costs over \$50, an employee expense report must be completed. And turned in to the Finance Department no later than 60 days after the expense has occurred.
- ✓ Out of state travel for employees must be approved by a department director or the City Manager.
- ✓ Out of state travel for council members must be followed in accordance with a separate policy that is approved by the City Council. This policy should be updated at least every four years.
- ✓ See appendix C for detail procedures required for the reimbursement of conference, meeting, and travel costs.

Petty Cash Reimbursements

Petty cash reimbursements are limited to expenses that are under \$50 that employees have incurred personally for official city business with the intention of being reimbursed. The city will maintain petty cash funds at the following locations:

- ✓ City Hall – Financial Services Division (8:00 a.m. to 12 Noon, Monday – Friday)
- ✓ Community Activity Center.
- ✓ Police Department.

All petty cash requests require a Petty Cash Reimbursement Form (appendix E) to be filled out and properly authorized.

Public Purpose Expenditures

The Public Purpose Expenditure Policy is required by City Charter to be reviewed annually by the City Council. The policy can be found in Appendix B.

TRAVEL POLICY



PURPOSE

The purpose of this policy is to establish guidelines for travel, meals, and conference expenses necessary to the transaction of official City of Eden Prairie (City) business both within and outside the state of Minnesota and to outline the procedures for expense reimbursement.

POLICY

It is the policy that reasonable travel, meal, and conference expenses incurred by City employees and Council members while traveling both within and outside the state of Minnesota as representatives of the City will be paid by the City in accordance with this Policy. This policy is applicable to employees and Council members. Newly elected Council members will be eligible to attend meetings and conferences before taking office with prior approval of the Council.

GENERAL

Delegation of authority to approve travel: An annual conference travel plan will be developed by the department director, submitted to the City Manager, and approved by the City Council as part of the budget process. All travel must be approved in advance by the department director or the City Manager. Travel for out of state meetings not included in the annual conference travel, but within the adopted conference budget, must be approved by the City Manager.

Employee Responsibility: Reimbursed travel expenses are those expenses essential to the transaction of authorized official business. The City expects employees traveling on official business to exercise the same care in incurring reimbursable expenses that a prudent person would exercise if traveling on personal business and expending personal funds.

Travel: Travel must be by the most direct, usually traveled route and by the most economical mode of transportation available. Travel for official business will be by the method of transportation that will result in the greatest cost advantage and efficiency to the City.

REGULATIONS AND PROCEDURES

All Travel

- The Out of Town Travel Request form must be completed for all travel lasting more than one day. The form should be a complete listing of the total expense for the trip. This includes the expenses paid directly by City. The form must be completed, approved by the department

manager, and submitted to the finance department at least 15 days in advance of the first day of travel. Out of Town Travel forms are available on Prairie Pages.

- Receipts must accompany the Out of Town Travel form for the following expenses):
 - A. Transportation costs,
 - B. Lodging
 - C. Registration/Conference fees
- All lodging costs must be supported by an officially recognized original lodging receipt (not a credit card charge slip or statement) from a hotel, motel, or other commercial lodging establishment. Government discount rates must be obtained whenever available. Only the cost of single occupancy will be reimbursed. If a double occupancy occurs (i.e., a spouse or guest accompanies the employee), the employee is responsible for paying the additional cost of double over single occupancy. There are no fixed amounts for hotel or motel accommodations, but charges must be reasonable and consistent with the facilities available.
- Air transportation will be tourist or coach, except when this is not available. If a reservation is not going to be used, it must be canceled immediately. Cancellation fees will only be reimbursed for extenuating circumstances and require the approval of the City Manager.

Per Diem (Overnight Travel Only):

For trips longer than one day, lodging and transportation will be reimbursed. Daily reimbursement of meals and incidental expenses incurred during official travel above and beyond lodging and transportation will be reimbursed on a per diem basis. Per diem amounts will be calculated by Finance on the Out of Town Travel Request form.

- Employees are entitled to a per diem allowance anytime they are in travel status ***and authorized lodging*** costs are incurred. The allowance begins and ends when travel status begins and ends. Specifically, per diem covers expenses for breakfast, lunch, dinner, and related tips and taxes; tips to porters, baggage carriers, bellhops, and hotel/motel housekeepers, and other incidentals. Maximum per diem rates are prescribed for daily reimbursement of meals and incidental expenses incurred during official travel above and beyond lodging and transportation. As detailed in the following table, per diem rates vary according to locality.
- A six-tier per diem rate system has been established by General Services Administration (GSA). The listed per diem rates are available at www.gsa.gov under "Per Diem Rates" in the left most column. After entering the travel destination city name or zip code, the correct per diem tier can be identified by looking at the far-right column identified as "Meals & Inc. Exp." A standard per-day rate applies to all locations not specifically listed or encompassed by the boundary definition of a listed point. A per diem is not provided when the period of official travel is less than 24 hours and does not require lodging. The per diem will be pro-rated if travel begins or ends during the day.

When one or more meals are furnished at no cost (e.g., included in conference registration fee) to the employee, the per diem rate is reduced by a predetermined amount. This is based

on the six-tier per diem rate system that has been established by General Services Administration (GSA).

Total Per Diem Daily Rate	\$ 46	\$ 51	\$ 56	\$ 61	\$ 66	\$ 71
Breakfast	7	8	9	10	11	12
Lunch	11	12	13	15	16	18
Dinner	23	26	29	31	34	36
Incidentals	5	5	5	5	5	5
First and Last Day of Travel	34.50	38.25	42.00	45.75	49.50	53.25

Mileage Reimbursement, Car Rental, and Personal Vehicle Use:

- Reimbursement for use of a personal automobile will be at the IRS approved rate. Reimbursement for car rental is an option for out of state travel and must have prior approval by the City Manager. Reimbursement will be made on the basis of current rental rates for the geographical area. The following situations must be weighed in justifying car rental. If the airport is located a considerable distance from the conference destination, renting a car may be more cost effective than paying for a taxi or shuttle service to and from the airport, especially if more than one employee is traveling together. The same consideration would apply if restaurants are not close by and a taxi must be used. The physical damage insurance should be purchased from the car rental company and be included in the rental versus public transportation cost analysis.
- Payment of expense for transportation by personal vehicle for out-of-state travel, with the prior approval of the employee's supervisor, will be made on the basis of current commercial tourist or coach air fare when that option is more cost effective. The cost analysis should be noted on the Out of Town Travel Request form. City employees who use their own cars for official travel are required to carry limits of liability of at least \$250,000 bodily injury per person, \$500,000 bodily injury per occurrence, and \$100,000 property damage. When a personal or City vehicle is used in lieu of air commercial transportation, reimbursement for meals and lodging will be limited to the period of time required if the most direct and cost/time efficient transportation were used.

Phone Charges:

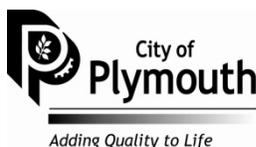
- Telephone calls, faxes, or other data usage charges, specifically those necessary to obtain transportation and hotel reservations, or to communicate with the office or one's family to indicate safe arrival, are reimbursable.
- In the rare event of international travel, international phone cards are recognized as a cost effective way of paying for international business calls. International phone cards purchased for valid business purposes for \$25 or less are reimbursable with no individual call documentation required. International phone cards purchased for more than \$25 are reimbursable but also require that the phone card owner maintains a log of business calls for which the phone card is used, listing the person called, date of call, length of call and business purpose of the call. To meet audit requirements, the phone card usage log should be filed with the original phone card purchase documentation.

Business expense without overnight travel:

- It is recognized that mileage and meal expense may be incurred for City business purposes for meetings that do not require overnight lodging. This includes luncheon meetings held by professional organizations and business meals for meetings that cannot be reasonably held at another time. The employee must detail the date, time, place and purpose of the meeting, and the name(s) of attendees. Actual expenses will be reimbursed when consistent with this policy. Employees are personally responsible to pay cancellation fees for a business luncheon when one is charged.
- If a meal is furnished with a registration paid by the City and the employee elects to eat elsewhere, the meal expense will not be reimbursed. Daily per diem amounts cannot be claimed for meals unless incurred in conjunction with overnight travel.
- Employees should not accept meals from a City vendor or potential vendor unless the meal is part of a paid conference or training session and the vendor has provided the same benefit to all participants.

Advance Payments:

- The City may advance to any authorized person the estimated costs of traveling to meetings both within and outside the state on official business. Advances should be considered the exception and should be requested at least 15 days in advance of the first day of travel. The City encourages the use of personal credit cards by the employee and prompt claim for reimbursement. When the claim for reimbursement is made promptly after the incurred expense, the City will endeavor to process the reimbursement payment before payment on employees' credit card is due.



EXPENSE REIMBURSEMENT AND TRAVEL POLICY

A. Policy

The City of Plymouth supports the growth and development of employees for the increased efficiency and effectiveness of the organization. This policy establishes guidelines and procedures for the payment and reimbursement of travel and other expenses incurred by employees and officials in the conduct of approved official City business.

B. Applicability

This policy applies to all employees and City officials including temporary, regular full and part-time employees, the mayor, council members, and members of City commissions or committees.

C. Authorization

- 1) Employees must receive written supervisor approval for reimbursement of expenses.
- 2) Supervisors shall approve mileage reimbursement only to conduct official City business due to lack of availability of a City vehicle, inappropriateness of staff vehicles for the intended work objective, or a specific employment agreement between the City and employee.
- 3) The mayor and council members receive monthly compensation as set forth in the Plymouth City Code, which is intended to defray the cost of ordinary out-of-pocket expenses (i.e. mileage, parking fees, meals, entertainment, etc.) incurred in the performance of official City business. Unusual or one-time expense reimbursement shall be considered on a case-by-case basis.
- 4) The mayor and council members must have travel events approved in advance by a vote of the City Council at an open meeting including an estimated cost of the travel. In evaluating the request, the City Council will consider whether:
 - a) S/he will receive training on issues relevant to the City or to his/her role as the mayor or as a council member;
 - b) S/he will meet and network with other elected officials to exchange ideas on relevant topics or the role of local elected officials.
 - c) S/he will tour a facility or function that is similar in nature or under consideration by Plymouth where the purpose for the trip is to study the facility or function to bring back ideas for consideration.

- d) S/he was assigned by the City Council to visit another city for the purpose of establishing a goodwill relationship such as a “sister-city” relationship.
 - e) S/he was assigned by the City Council to testify on behalf of the City before Congress or to meet with federal officials on behalf of the City.
 - f) Sufficient, budgeted funding is available to pay for the trip.
- 5) City board and commission members serve on a purely voluntary basis. The City does not reimburse any ordinary out-of-pocket expenses. Requests for reimbursement of other than ordinary expenses shall be considered on a case-by-case basis and requires City Manager approval.
 - 6) For City Manager travel s/he shall provide a written memo to the City Council in advance of the event, or as soon as possible in case of an emergency.
 - 7) No reimbursements will be made for attendance at events sponsored by or affiliated with political parties

D. Expense Reimbursement Procedure

- 1) All reimbursement requests shall be submitted within 30 days of the date incurred to Finance for processing.
- 2) The City Manager may, under unique circumstances, approve reimbursement for items submitted after the 30-day limit.
- 3) Expense reimbursements less than \$25 may be submitted to petty cash for payment with detailed documentation and appropriate approvals.
- 4) Expense reimbursements in excess of \$25 will be paid by check, but separate from payroll checks.
- 5) The City will reimburse mileage at the standard IRS rate per mile.
- 6) Motorcycles or similar vehicles do not qualify for mileage reimbursement.
- 7) Employees shall submit a completed reimbursement form to their supervisor for written approval with detailed documentation i.e. mileage form, receipts etc.
- 8) Upon approval, supervisors submit the form to the Finance Division for payment.

E. Travel

1) Out of Area Travel

Defined as official travel outside the seven-county metropolitan area (Anoka, Dakota, Hennepin, Ramsey, Scott, Washington and Wright) for an event/activity which may or may not require overnight lodging.

The following are reimbursable expenses for official City business:

- Registration fees
- Transportation
- Lodging (single rate)
- Per Diem for meals

- Business-related telephone calls
- a) Transportation
- i. Where possible, employees are to use City vehicles in the conduct of City business.
 - ii. Costs shall generally be based on a comparison between the cost and convenience of the lowest available air fare and travel by Personally Owned Vehicle (POV) or City vehicle with associated meals, lodging, parking and loss of work time costs. The City Manager must approve any exception to this general rule.
 - iii. If a frequent flyer program is in effect, a separate program shall be established by the employee or official to record mileage credits to the City.
 - iv. Ground transportation, including buses, taxis, rental cars, and attendant parking shall be reimbursed if receipts are provided. The most cost effective and efficient mode of ground transportation shall be used.
 - v. Travel to and from the worksite (commuting) is not eligible for reimbursement, including evenings and weekends.
 - vi. Travel may be reimbursable when an employee proceeds directly from their residence to official City business away from their regular or secondary worksite. Only the distance from their residence to the alternative destination minus the distance of their typical commute to their regular worksite is eligible.
- b) Lodging
- i. Accommodations shall be appropriate to the purpose of the trip.
 - ii. Rates for accommodations shall be comparable to those of other facilities in the area.
 - iii. The hotel hosting a convention shall be deemed to be an appropriate accommodation.
 - iv. The City will pay the single rate if the employee or official is accompanied by a guest or family member.
- c) Meals
- i. Workshops, events or training in which meals are not included in the registration or fee, and public purpose is met in accordance with the Meal and Refreshment Policy, meal costs shall be reimbursed.
 - ii. Expenses for meals, including a maximum gratuity of 18% when applicable, will be reimbursed with an itemized receipt in accordance with the U.S. General Services Administration (GSA) Domestic Per Diem rates (www.gsa.gov).

- iii. Per Diem meal expenses at the applicable daily rate does not require receipts.
- iv. Reimbursement for alcoholic beverages is prohibited.
- v. If meals are provided at a conference/workshop and are included in the registration/fees, an employee may not request per diem for that specific meal.
- vi. For travel days, you may only submit per Diem for the specific meals during the timeframe you are considered traveling. For example, if your flight arrives back home at 1:00 p.m., an employee may not request per Diem for dinner on that day.

2) Metro Area Travel

Defined as official travel inside the seven-county metropolitan area for an event/activity.

a) Transportation

- i. Travel to and from the worksite (commuting) is not eligible for reimbursement, including evenings and weekends.
- ii. Travel may be reimbursable when an employee proceeds directly from their residence to official City business away from their regular or secondary worksite. Only the distance from their residence to the alternative destination minus the distance of their typical commute to their regular worksite is eligible.

b) Meals

- i. City-required attendance at day-long training/workshops with morning and afternoon sessions when no meal is provided between the two sessions. Meals before or after the event are not reimbursable.
- ii. Expenses for meals, including a maximum gratuity of 18% when applicable, will be reimbursed with an itemized receipt in accordance with the U.S. General Services Administration (GSA) Domestic Per Diem rates (www.gsa.gov).
- iii. Reimbursement for alcoholic beverages is prohibited.
- iv. If meals are provided at a conference/workshop and are included in the registration/fees, an employee may not request per diem for that specific meal.

F. References

For further information, please reference the following information or consult your supervisor or department director.

Equipment and Vehicle Operation – Plymouth Safety Policy (Amended October 2006)

Fleet Operation, Maintenance and Replacement Policy

Resolution No. 2005-412, November 8, 2005 - Elected Official Out-of-State Travel Policy

Resolution No. 2003-175, April 8, 2003 – Travel and Expense Policy

Supersedes: Res. No. 94-460 -- Aug. 1, 1994

Res. No. 94-401 -- July 18, 1994

Res. No. 96-649 -- Nov. 20, 1996

Res. No. 95-223 -- Apr. 4, 1995

Res. No. 94-399 -- July 18, 1994

Resolution No. 93-253, May 3, 1993 – Mileage Reimbursement Policy and Procedures

Resolution No. 83-199, April 11, 1983 – Policy Relating to Reimbursement of Ordinary Expenses to City Council, Commission and Board Members.

Resolution No. 80-730 - Urging and Directing Members of Advisory Commissions to Physically View and Inspect Properties and Sites Which are Subject of Commission Deliberations.

Resolution No. 2011-080, March 8, 2011

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To City Council _____

Publ Doc. No. 10-0426-21**CITY OF DULUTH ELECTED OFFICIAL
OUT-OF-STATE TRAVEL POLICY**

Purpose: The City of Duluth recognizes that its elected officials may at times receive value from traveling out of the state for workshops, conferences, events and other assignments. This policy sets forth the conditions under which out-of-state travel will be reimbursed by the City.

General Guidelines regarding Out-of-State Travel:

1. The out-of-state event, workshop, conference or assignment must be approved in advance by the Chief Administrative Officer for out-of-state travel by the Mayor and City Councilors, except that international travel by City Councilors must be approved in advance by the City Council at an open meeting. All travel requests must include an estimate of the cost of the travel. In evaluating the out-of-state travel request, the following will be considered:
 - Whether the elected official will be receiving training on issues relevant to the city or to his or her role as the Mayor or as a council member;
 - Whether the elected official will be meeting and networking with other elected officials from around the country to exchange ideas on topics of relevance to the City or on the official roles of local elected officials.
 - Whether the elected official will be viewing a city facility or function that is similar in nature to one that is currently operating at, or under consideration by the City where the purpose for the trip is to study the facility or function to bring back ideas for the consideration of the full council.
 - Whether the elected official has been specifically assigned by the Mayor to visit another city for the purpose of establishing a goodwill relationship such as a "sister-city" relationship.
 - Whether the elected official has been specifically assigned by the Council to testify on behalf of the city at the United States Congress or to otherwise meet with federal officials on behalf of the city.
 - Whether the city has sufficient funding available in the budget to pay the cost of the trip.
2. No reimbursements will be made for attendance at events sponsored by or affiliated with political parties.
3. No reimbursement will be made for alcoholic beverages, personal telephone calls, costs associated with the attendance of a family member, rental of luxury vehicles, meal expenses included in the cost of registration, or recreational expenses such as golf or tennis.
4. The City will reimburse for transportation, lodging, meals, registration, and incidental costs using the same procedures, limitations and guidelines outlined in the City's most current Travel Procedures for all City officers and employees, boards and commission members (Travel Procedures), except that the Chief Administrative Officer is the approving authority for the Mayor and City Councilors with respect to out-of-state travel, and international travel by City Councilors must be approved in advance by the City Council at an open meeting. The information provided on travel forms will be classified and processed in accordance with the Minnesota Government Data Practices Act. The City may make advance payments to an elected official for estimated out-of-pocket expenses in accordance with the Travel Procedures.

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Statement of Position Out-of-State Travel Policies

Cities, counties, school districts, regional agencies, and other political subdivisions, except towns, must have a policy that controls out-of-state travel by their elected officials.¹ The policy must specify:

- When travel outside the state is appropriate;
- Applicable expense limits; and
- Procedures for approval of the travel.

The policy must be available for public inspection, and any changes to the policy must be approved by a recorded vote.²

A formal travel policy gives a political subdivision direction and guidance on travel expenditures by elected officials. We recommend a resolution or detailed motion for approval of out-of-state travel. The approval should be given in advance of the travel. The resolution or motion should provide both the specific authority for the expenditure and the public purpose for the travel.

For example, some cities participate in the "Sister City" program. We know of no express statutory authority allowing a city to expend public funds on such a program. In addition, as with any expenditure of public funds, the expenditure must be for a public purpose. Recognizing these limitations, many cities pay for "Sister City" expenses by using financial contributions or gifts from private entities or the local Chamber of Commerce. The city, rather than the individual elected official, should accept the gift by a two-thirds majority, prior to the travel.³

¹ See Minn. Stat. § 471.661. While towns are not required to adopt an out-of-state travel policy, they may choose to do so.

² See Minn. Stat. § 471.661.

³ See Minn. Stat. § 465.03; *Kelly v. Campaign Finance and Public Disclosure Board*, 679 N.W.2d 178 (Minn. App. 2004).

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2007-1020

An Equal Opportunity Employer

This Statement of Position is not legal advice and is subject to revision.

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471.661 OUT-OF-STATE TRAVEL.

The governing body of each statutory or home rule charter city, county, school district, regional agency, or other political subdivision, except a town, must have on record a policy that controls travel outside the state of Minnesota for the applicable elected officials of the relevant unit of government. The policy must be approved by a recorded vote and specify:

- (1) when travel outside the state is appropriate;
- (2) applicable expense limits; and
- (3) procedures for approval of the travel.

The policy must be made available for public inspection upon request. Subsequent changes to the policy must be approved by a recorded vote.

History: 2005 c 156 art 2 s 38; 2009 c 152 s 21

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SECTION II – GENERAL POLICIES

City Council Code of Policies

2.06 Policy on City Council Out-Of-State Travel

1. When Appropriate

- A. Conference, course, or training opportunity in the continental United States sponsored by:
 - 1. US Conference of Mayors
 - 2. National League of Cities
 - 3. United States Government or agency thereof
- B. Or as authorized in advance by a majority vote of the City Council

2. Expense Limits

- A. Actual cost of travel
 - 1. Coach air fare or rail
 - 2. Mileage at IRS rate
 - a. To and from terminal or depot
 - b. Or to and from site of conference, course, or training
 - 3. Shuttle bus, public transportation, or cab
 - a. As required to get to conference events and lodging
 - b. If taken to terminal or depot in Twin Cities
 - 4. Actual cost of lodging and meals
 - a. Any costs for persons other than the Council Member are not reimbursed, such as any cost above the room charge that would have been incurred for the Council Member alone are not reimbursed
- B. Cost of registration, materials, and classes at conference, course, or training opportunity
 - 1. Costs of optional events that are primarily social in nature are not reimbursed
 - 2. Cost of any person other than the Council Member to attend any event or function is not reimbursed

3. Procedure for Approval of Travel

- A. As part of the annual budget process, the City Council will identify the maximum amount of money that may be spent for out of state travel by the Mayor and each Council Member
- B. Provided funds are available within the limits set by the City Council, a Council Member or the Mayor may attend an appropriate event as defined above if:
 - 1. in the case of a City Council Member, the member has not already traveled out of state in the current year or twice in the member's current term on the City Council; or
 - 2. in the case of the Mayor, if the Mayor has not already traveled out of state in the current calendar year; or
 - 3. by majority vote of the City Council, the travel has been approved

SECTION II – GENERAL POLICIES

City Council Code of Policies

4. Annual review

- A. The policy shall be reviewed annually at a budget work session to determine if any changes should be proposed for formal action by the City Council

Reference: City Council Resolution No. 2005-135

2.07 Policy on City Council Travel Expense

Council Members attending approved travel may not purchase conference training materials at the City's expense unless requested and approved in advance by the City Council.

Reference: City Council Resolution No. 2006-96