

CITY OF FALCON HEIGHTS
City Council Workshop
City Hall
2077 West Larpenteur Avenue

AGENDA
March 3, 2021
6:30 P.M.

NOTE: THIS MEETING WILL BE HELD BY WEB CONFERENCE

- A. CALL TO ORDER:
- B. ROLL CALL: ANDREWS ___ GUSTAFSON___ LEEHY___
 MIAZGA ___ WEHYEE___
- STAFF PRESENT: THONGVANH___
- C. PRESENTATIONS:
- D. POLICY ITEMS:
1. Building Code Updates
 2. Amber Union Project Updates
 - Tax Increment Financing (TIF)
 - Website Updates
 3. CARES Funding – Enhancement Program
 4. Police Service Updates
 5. Speed Limits
 6. Council Town Hall Meetings
 7. Fire Equipment
 8. Committee Appointments
- E. INFORMATION/ ANNOUNCEMENTS:
- F. ADJOURNMENT:

*You can view the meeting by clicking the following Zoom link:
<https://us02web.zoom.us/j/86741209264>

Toll Free Number 1-888-788-0099 or 1-877-853-5247

DISCLAIMER: City Council Workshops are held monthly as an opportunity for Council Members to discuss policy topics in greater detail prior to a formal meeting where a public hearing may be held and/or action may be taken. Members of the public that would like to make a comment or ask questions about an item on the agenda for an upcoming workshop should send them to mail@falconheights.org prior to the meeting. Alternatively, time is regularly allotted for public comment during Regular City Council Meetings (typically 2nd and 4th Wednesdays) during the Community Forum.

BLANK PAGE



REQUEST FOR COUNCIL ACTION

Meeting Date	March 3, 2021
Agenda Item	Policy D1
Attachment	N/A
Submitted By	Sack Thongvanh, City Administrator

Item	Amending Section 105-25 and 105-26 of the Falcon Heights City Code updating optional provisions of the Building Code into the City Code
Description	<p>The City of Falcon Heights adopts the Minnesota Building Code by reference through our City Code. Building codes are updated periodically and include new standards and provision that protect the health and safety of the community.</p> <p>In 2020, a new version of the Building Code was produced and published that included new provisions and changes that are not found in our optional provisions.</p> <p>These changes include:</p> <ul style="list-style-type: none"> • Updated language to our permit and fees section • Updated language to our adopted optional rules removing reference to R-1 and R-2 requirements for Fire Protective Systems • Updated language to our adopted optional rules for floodproofing • Updated language to our adopted optional rules for grading <p>Our Building Inspector, Stephen Westerhaus, set a memo requesting and advising the city to adopt the new provisions and to make recommended changes to remain current with the modern standards.</p>
Budget Impact	N/A
Attachment(s)	<ul style="list-style-type: none"> • Memo from Stephen Westerhaus, City Building Inspector • Draft Ordinance 21-XX - Amending Chapter 105 of the City Code Concerning the State Building Code
Action(s) Requested	Staff is looking for direction on how to proceed.

BLANK PAGE

MEMORANDUM

DATE: January 5, 2021

TO: Sack Thongvanh, City Administrator

FROM: Stephen Westerhaus, Building Official

RE: 2020 Minnesota State Building Code

Municipalities that enforce the State Building Code are required to update their building code ordinance to reflect the new building code in order to enforce it properly. Minnesota statute 326B.121 states; “The State Building Code is the standard that applies statewide for the construction, reconstruction, alteration, repair, and use of buildings and other structures of the type governed by the code.”

I have enclosed a copy of the City’s current ordinance showing the changes needed to bring our current ordinance up to date to correspond with the current 2020 Minnesota State Building Code.

The optional provisions mentioned in the ordinance refers to Minnesota Rules Chapter 1306, Special Fire Protection Systems, Chapter 1335, Floodproofing Regulations, parts 1335.0600 to 1335.1200 and Appendix Chapter J (Grading), of the 2006 International Building Code.

1. Chapter 1306, Special Fire Protection Systems, with Subpart 2, is currently adopted by the City of Falcon Heights and provides for the installation of fire suppression systems in new buildings, buildings increased in floor area (including the existing building), or buildings which have the occupancy classification changed. The floor area requirements are based on the gross floor area of the entire building.
2. Chapter 1335, Floodproofing Regulations apply to the construction, alteration or repair of any building or parts of a building or structures in the flood hazard area(s) of the municipality.
3. IBC Appendix Chapter K (Grading) provisions apply to grading, excavation and earthwork construction including filling, of properties located within the boundaries of the municipality.

Summary:

To maintain the current level of building code rules and protection I would recommend the City to adopt the 2020 Minnesota State Building Code by ordinance and to include the following optional provisions.

1. Minnesota Rules Chapter 1306 with Subpart 2, **Existing and New Buildings**. All floors, basements, and garages are included in this floor area threshold.
2. Minnesota Rules Chapter 1335, Floodproofing Regulations. The rule adopts by reference sections 100 through sections 1406 of the 1972 edition of the “Floodproofing Regulations” from the Office of the Chief Engineers, U.S. Army, Washington, D.C., and made part of the State Building Code.
3. Appendix Chapter K (Grading), of the 2018 International Building Code.

Note; As stated in Minnesota State Building Code Administration Rules 1300.0160, fees established by the municipality must be fair and reasonable and proportionate to the cost of service for which the fee is imposed. The City will have to review their costs and determine whether or not a new fee schedule is needed.

For additional information- <http://www.dli.mn.gov/sites/default/files/pdf/guide-2020.pdf>

Contact me with any questions or comments.

Stephen Westerhaus
Building Official
651-766-4043
steve.westerhaus@littlecanadamn.org

ORDINANCE NO. _____

CITY OF FALCON HEIGHTS
RAMSEY COUNTY, MINNESOTA

AN ORDINANCE AMENDING CHAPTER 105 OF THE
CITY CODE CONCERNING THE STATE BUILDING CODE

THE CITY COUNCIL OF THE CITY OF FALCON HEIGHTS ORDAINS:

SECTION 1. Section 105-25 of the Falcon Heights City Code is amended in its entirety to read as follows:

Sec. 105-25- Permits and fees

~~The issuance of permits and the collection of fees shall be as authorized in Minn. Stats. § 16B.62, subd. 1. Permit fees shall be assessed for work governed by this Code in accordance with the fee schedule adopted by the municipality, in the 1997 Uniform Building Code. In addition, a surcharge fee shall be collected on all permits issued for work governed by this Code in accordance with Minn. Stats. § 16B.70.~~

The issuance of permits and the collection of fees shall be as authorized in Minn. Stats. §326B.153. Permit fees shall be assessed for work governed by this Code in accordance with the fee schedule adopted by the municipality. In addition, a surcharge fee shall be collected on all permits issued for work governed by this Code in accordance with Minn. Stats. 326B.148.

SECTION 2. Section 105-25 of the Falcon Heights City Code is amended in its entirety to read as follows:

Sec. 105-26 – Optional provisions

~~(1) Minn. Rules chapter 1306 with subpart 2, Existing and New Buildings and Option 1 for group R-1 and R-2 occupancies with 8,500 or more gross square feet of floor area or dwelling units or guestrooms on three or more floors; and attached R-3 occupancies and attached townhomes built to the International Residential Code with 8,500 or more gross square feet of floor area. All floors, basements, and garages are included in this floor area threshold.~~

~~(2) Minn. Rules chapter 1335, Floodproofing Regulations, parts 1335.0600 to 1335.1200.~~

~~(3) Appendix chapter K (Grading), of the 2002 supplement to the 2000 International Building Code.~~

The following are hereby adopted:

- (1) *Minn. Rules chapter 1306 with subpart 2, Existing and New Buildings. All floors, basements, and garages are included in this floor area threshold.*
- (2) *Minn, Rules chapter 1335, Floodproofing Regulations, sections 100 through sections 1406 of the 1972 edition of the "Floodproofing Regulations" from the Office of the Chief Engineers, U.S. Army, Washington, D.C.*

(3) *Appendix chapter K (Grading), of the 2018 International Building Code*

SECTION 3. This amended Ordinance shall be effective upon passage and publication.

ADOPTED this _____ day of _____, 2021, by the City Council of Falcon Heights, Minnesota.

Moved by:

Approved by: _____

Randall C. Gustafson
Mayor

GUSTAFSON
LEEHY
MIAZGA
WEHYEE
ANDREWS

___ In Favor

___ Against

Attested by: _____

Sack Thongvanh
City Administrator



REQUEST FOR COUNCIL ACTION

Meeting Date	March 3, 2021
Agenda Item	Policy D2
Attachment	N/A
Submitted By	Sack Thongvanh, City Administrator

Item	Amber Union Project Updates
Description	<p>Attached you will find the “Schedule of Events” provided by Ehlers. The next step will be to hold a public hearing on March 10, 2021 at 7:00 p.m. with the City Council to establish TIF District 1-4.</p> <p><u>Website</u> Staff has created two landing pages for the Amber Union Project. The first landing page will be for the project and the second landing page will focus on explaining what Tax Increment Financing (TIF) is and how it is used for the Amber Union Project.</p>
Budget Impact	The City will issue a pay-as-you-go note to the Developer. The Note is proposed to run for a maximum of 13 years.
Attachment(s)	<ul style="list-style-type: none"> • Schedule of Events • Notice of Public Hearing • TIF District Map
Action(s) Requested	Staff is looking for direction on how to proceed.

BLANK PAGE

Schedule of Events

City of Falcon Heights Ramsey County, Minnesota

For the proposed establishment of the Development Program for Development District No. 1 & the proposed establishment of Tax Increment Financing District No. 1-4 (a housing district)

February 25, 2021

- | | |
|---------------------|---|
| January 27, 2021 | City Council considers a resolution calling for a public hearing on the proposed modification to the Development Program for Development District No. 1 and the proposed establishment of Tax Increment Financing District No. 1-4. |
| January 27, 2021 | Letter received by County Commissioner giving notice of potential housing TIF district (at least 30 days prior to publication of public hearing notice). [Ehlers will distribute.] |
| By February 3, 2021 | Ehlers conducts internal review of Plans. |
| February 4, 2021 | Project information, property identification numbers, fiscal impacts and maps sent to Ehlers for drafting documentation.

Ehlers confirms whether building permits have been issued on the property to be included in the TIF District. |

February 8, 2021

Fiscal/economic implications received by School Board Clerk and County Auditor (at least 30 days prior to public hearing) and County receives information for review of county road impacts. [Ehlers will distribute.]

*The County Board, by law, has 45 days to review the TIF Plan to determine if any county roads will be impacted by the development. Because City staff believes that the proposed TIF district will not require unplanned county road improvements, the TIF Plan was not forwarded to the County Board 45 days prior to the public hearing. Please be aware the County Board could claim that tax increment should be used for county roads, even after the public hearing.

February 26, 2021

Publication of hearing notice and map in the St. Paul Pioneer Press (at least 10 days but not more than 30 days prior to hearing). [Ehlers will submit notice, map and instructions. Publication deadline: February 23, 2021.]

March 10, 2021

City Council holds public hearing at 7:00 PM on the establishment of the Development Program for Development District No. 1 and the proposed Establishment of Tax Increment Financing District No. 1-4 and considers a resolution approving the Plans. [Ehlers and attorney provide packet information March 3, 2021.]

City considers the Plans, resolution adopting the Plans, an interfund loan and a development agreement in connection with the TIF District. [Attorney provides resolution by March 3, 2021.]

March 11, 2021

City may issue building permits.

Before June 30, 2021 Ehlers files the Plans with the MN Department of Revenue, Office of the State Auditor, and requests certification of the TIF District with the County.

An action under subdivision 1, paragraph (a), contesting the validity of a determination by an authority under section 469.175, subdivision 3, must be commenced within the later of:

- (1) 180 days after the municipality's approval under section 469.175, subdivision 3; or
- (2) 90 days after the request for certification of the district is filed with the county auditor under section 469.177, subdivision 1.

BLANK PAGE

CITY OF FALCON HEIGHTS
COUNTY OF RAMSEY
STATE OF MINNESOTA

NOTICE OF PUBLIC HEARING

[PLEASE NOTE, due to COVID-19, the public hearing will be conducted via telephone or other electronic means as allowed under Minnesota Statutes, Section 13D.021. Please refer to the City of Falcon Heights' website at <https://www.falconheights.org/> or call City Hall at 651-792-7600 to learn how to attend the public hearing via telephone or electronically.]

NOTICE IS HEREBY GIVEN that the City Council (the "Council") of the City of Falcon Heights (the "City"), Ramsey County, Minnesota, will hold **[conduct via telephone or other electronic means]** a public hearing on Wednesday, March 10, 2021, at 7:00 p.m., at the City Hall, 2077 Larpenteur Ave W, Falcon Heights, Minnesota, relating to the proposed adoption of a Modification to the Development Program for Development District No. 1, the proposed establishment of Tax Increment Financing District No. 1-4 therein, and the proposed adoption of a Tax Increment Financing Plan therefor, all pursuant to and in accordance with Minnesota Statutes, Sections 469.124 through 469.133 and Sections 469.174 through 469.1794, inclusive, as amended. Copies of the proposed Modification to the Development Program and the proposed Tax Increment Financing Plan are on file and available for public inspection at the office of the City Administrator at City Hall.

The property proposed to be included in Tax Increment Financing District No. 1-4 is located within Development District No. 1 and is described in the Tax Increment Financing Plan on file in the office of the City Administrator.

A map of Development District No. 1 and Tax Increment Financing District No. 1-4 is set forth below:

[INSERT MAP of Development District No. 1 and Tax Increment Financing District No. 1-4]

All interested persons may appear **[attend via telephone or electronically]** and be heard at the public hearing either orally or in writing or may file written comments with the City Administrator before the hearing.

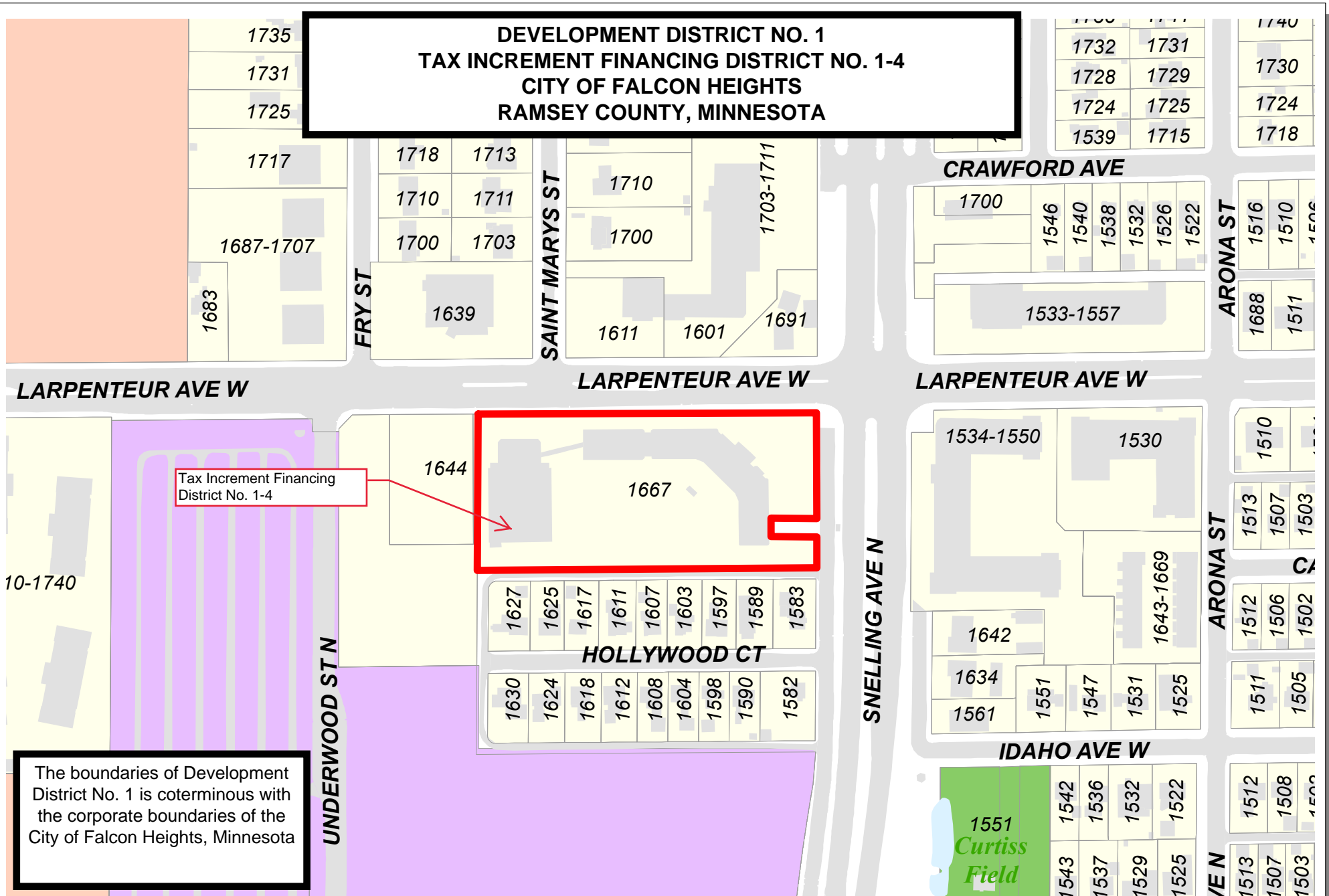
Dated: January 27, 2021

BY ORDER OF THE CITY COUNCIL

/s/ Sack Thongvanh, City Administrator

BLANK PAGE

**DEVELOPMENT DISTRICT NO. 1
TAX INCREMENT FINANCING DISTRICT NO. 1-4
CITY OF FALCON HEIGHTS
RAMSEY COUNTY, MINNESOTA**



Tax Increment Financing District No. 1-4

The boundaries of Development District No. 1 is coterminous with the corporate boundaries of the City of Falcon Heights, Minnesota

 TIF District 1 - 4

BLANK PAGE



REQUEST FOR COUNCIL ACTION

Meeting Date	March 3, 2021
Agenda Item	Policy D3
Attachment	N/A
Submitted By	Sack Thongvanh, City Administrator

Item	CARES Funding - Enhancement Program
Description	Staff will provide an update.
Budget Impact	Funds allocated from 2020 was used in 2020 and will be used in 2021 to potentially create an Enhancement Program for cost related to COVID and Public Safety.
Attachment(s)	<ul style="list-style-type: none"> • RCA from October 7, 2020
Action(s) Requested	Staff is looking for direction on how to proceed.

BLANK PAGE



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	October 7, 2020
Agenda Item	Policy D7
Attachment	See Below
Submitted By	Sack Thongvanh, City Administrator

Item	Small Business Relief Program
Description	<p>Many of the provisions in grant programs are similar across different cities, so basic information may not be included for all programs listed below.</p> <p><u>Roseville</u></p> <ul style="list-style-type: none"> • Businesses may receive relief up to \$10,000. • Business relief includes businesses ordered to close by Governor’s executive orders, businesses that do not have a physical location but owner resides in the City, home-based businesses, self-employed, and individual contractors (previously left out of state and federal programs). Funds may be used for operating expenses, including rent or mortgage, utilities, payments to suppliers, technical assistance/reopening services, technology capital or marketing assistance/tools. Businesses must have annual gross revenues less than \$1 million. <p><u>Shoreview</u></p> <ul style="list-style-type: none"> • Total of \$200,000 allocated to business relief program, up to \$5,000 in funding provided per business. • Eligible businesses must be locally owned and operated with 40 employees or less. • All grant funds must be used within two months of grant contract being fully executed. • Applicants are not eligible if they have received assistance from other sources. • Non-profits and home occupation businesses are not eligible. • Must be located in Shoreview. <p><u>Arden Hills</u></p> <ul style="list-style-type: none"> • Business relief program, total of \$150,000 provided (20% of allocated funds). Eligible businesses may receive relief up to \$5,000. • Must have a physical establishment in the City of Arden Hills. If there is a parent company or a second location outside of the City of Arden Hills, only the entity located in Arden Hills will be eligible. • Must employ between 3 and 45 employees as of March 2020

- Eligible expenses include: commercial lease or mortgage, COVID-19 payables incurred since March 1, payroll (unless received PPP or unemployment insurance), reopening costs or safety improvement costs, and costs associated with screen employees for COVID-19.

White Bear Lake

- Grant program for non-profits with a minimum of one FTE employee and a minimum of \$100,000 in annual operating expenses, and a demonstrated revenue loss of 20% due to COVID-19. Eligible expenses include PPE, payroll, rent/mortgage, utilities, marketing efforts, building modifications and technology investments.
- Business Relief Grant Program for sole proprietors and home-based businesses. Businesses must have a physical location in White Bear, demonstrate a minimum of 20% revenue loss due to COVID-19, must have been in business since September 2019, and in good standing with the Minnesota Secretary of State. Ineligible businesses include non-profits (see above), corporate chains, businesses behind on taxes prior to 2020, businesses whose primary incomes are from property rentals, adult entertain, etc.
- Sole proprietors are eligible for up to \$3,500, businesses with 2-10 FTE eligible for up to \$7,500 and businesses with 11 or more FTE eligible for \$10,000.
- Business relief program is administered by a non-profit SPEDCO.

Ramsey County

- So far, two rounds of small business relief.
- In first round, three Falcon Heights businesses funded with grants of \$10,000.
- Second round included eligibility for self-employed and creative businesses.
- Cannot have received other city or state relief funds.
- Also coordinating emergency assistance for rent, mortgage, utilities, or car repairs.
- Up to \$5,500 in housing assistance per family, plus up to \$3,000 in utility assistance and/or repairs. Threshold of 300% of federal poverty guideline.

Andover

- Small businesses and non-profits of 50 FTE or less are eligible.
- Must be located in Andover.
- Must demonstrate their need for grant.
- Businesses and non-profits must be deemed non-essential by the State of Minnesota during closure.
- Grant amount may cover actual loss up to \$50,000.
- Must have been in business March 1, 2020.

	<ul style="list-style-type: none"> • Ineligible activities include; agriculture, purchasing machinery, moving expenses, payment of property tax or land acquisition. <p><u>Big Lake</u></p> <ul style="list-style-type: none"> • Small businesses and non-profits of 100 FTE or less are eligible. • Must be located in Big Lake. • Must demonstrate their need for grant. • Must have been in business March 1, 2020. • Ineligible activities include; agriculture, purchasing machinery, moving expenses, payment of property tax or land acquisition. • Grant amount is subject to actual loss. Documentation should be submitted. <p><u>Rogers</u></p> <ul style="list-style-type: none"> • Home-occupations are not allowed. Eligible businesses must have been in city for at least a year. • At least 1 FTE. • Must be deemed non-essential by the State of Minnesota during closure. • Grant may be used for invoices, payroll, rent, utilities and property taxes. • Businesses may apply for grants up to \$10,000.
Budget Impact	Fund will need to be designated.
Attachment(s)	<ul style="list-style-type: none"> • Andover Business Program Policy • Big Lake Business Program Policy • Fergus Falls Business Program Policy • Houston Business Program Policy • St. Francis Business Program Policy
Action(s) Requested	Staff request discussion on possibility of create a Small Business and Non-Profit Relief Program



COVID-19 EMERGENCY GRANT PROGRAM POLICY

Adopted Andover EDA: July 21, 2020

Andover Development Authority

Table of Contents

- I. Introduction
- II. Purpose and Authority
- III. Objectives
- IV. General Criteria
- V. Program Guidelines
- VI. Application Process

I. INTRODUCTION

Small businesses and non-profits are integral and vital to the economic and social fabric of the City of Andover (City). Accordingly, the Andover Economic Development Authority has determined to offer locally owned and operated businesses and non-profits, within the community, a grant opportunity to address working capital needs upon the declaration of a state of emergency by the State of Minnesota (State) and the City. The COVID-19 Emergency Grant Program is administered by the Andover EDA.

II. PURPOSE AND AUTHORITY

- The purpose of this policy is to establish the Andover EDA's position relating to the use of the COVID-19 Emergency Grant Program. This policy shall be used as a guide in the processing and review of applications requesting grant funds.
- The criteria are to be used in conjunction with other relevant policies of the City and/or Andover EDA.
- The Andover EDA reserves the right to approve or reject projects on a case-by-case basis, taking into consideration factors considered appropriate by the City, in addition to established policies, criteria, and potential benefits. Meeting the criteria does not guarantee a COVID-19 Emergency Grant Program application shall be approved. Approval or denial of an application is at the sole discretion of the Andover EDA.

III. OBJECTIVES

The objective of the COVID-19 Emergency Grant Program is to deploy a local pool of funds to support local small businesses and non-profits in order to ensure viability as they move past the COVID-19 pandemic and seek to re-open or return to pre-pandemic operations. This may be accomplished by some or all of the following means:

- Provide needed finances to small businesses and non-profits within the community which have been negatively affected financially as a direct result of the COVID-19 pandemic;
- Ensure the viability of Andover businesses and non-profits moving past this crisis;
- Limiting the number of job losses as a direct result of the pandemic by assisting small businesses and non-profits in returning to their pre-pandemic employment levels;
- Limiting the number of small businesses and non-profits which would potentially permanently close due to COVID-19 pandemic impacts. Thereby also limiting the total number of potential vacancies in key commercial and industrial areas of the City.

IV. GENERAL CRITERIA

A. ELIGIBLE EXPENDITURES

The COVID-19 Emergency Grant Program is intended for those business that have been directly and adversely affected by the COVID-19 Health Pandemic. The COVID-19 Emergency Grant Program may be used for working capital purposes defined as:

1. Paying fixed debts;
2. Payroll costs;
3. Accounts payable;
4. Utility payments;
5. Inventory costs;
6. Paying other direct business-related bills.

B. INELIGIBLE ACTIVITIES

The COVID-19 Emergency Grant Program may not be used for the following activities:

1. Agriculture (crop or livestock production, etc.);
2. Purchasing of machinery or vehicles;
3. Moving expenses;
4. Land acquisition for speculation;
5. Property taxes;
6. Expenses that would have normally occurred without the COVID-19 Health Pandemic.

C. ELIGIBLE BUSINESS DETAILS

To be eligible to receive a COVID-19 Emergency Grant, a business or non-profit must demonstrate that its operations have been directly and adversely, negatively, affected by the COVID-19 Health Pandemic and/or that it operates in a category named in Executive Orders 20-04 and 20-08. All applicants must meet the following criteria:

1. Have been “in business by March 1, 2020” (Andover EDA shall have authority to determine “been in business”);
2. Be considered an eligible business type, as defined in IV. C of this policy;
3. Have no more than 50 FTE (full-time equivalent) employees at the location address. Special consideration may be given to businesses and non-profits which utilize independent contractors and sole proprietors within their business;

4. The small business or non-profit must have a physical address within the City. Proof of address shall be required when applying;
5. All small business or non-profit applicants must be an allowed use through zoning of the property or be a legally non-conforming use;
6. The small business or non-profit must be a legal entity registered with the Minnesota Secretary of State, and be in good standing;
7. Any applicant must not have delinquent taxes, bills, or charges due to the City from February 1, 2020 or prior.
8. The applicant must demonstrate, through their narrative, that operations will not survive “but-for” a grant opportunity.
9. Applicants are strongly encouraged to claim all applicable private and public insurance and utilize all other sources of applicable assistance available from other private and public sources. Applicants are strongly encouraged to apply for an Economic Injury Disaster Loan through the Small Business Administration (SBA), a Small Business Emergency Loan through the Minnesota Department of Employment and Economic Development (DEED), and for a grant through Anoka County prior to applying for this grant.

D. ELIGIBLE BUSINESS TYPES

Eligible small businesses which may apply for the COVID-19 Emergency Grant Program include businesses which have been deemed non-essential by the State of Minnesota or those which have faced mandated closures per State of Minnesota orders.

The Andover EDA may allow for non-profits to apply to the COVID-19 Emergency Grant Program if they also have been deemed non-essential by the State of Minnesota or which have faced mandated closures per State of Minnesota orders.

E. REQUIRED DOCUMENTS

Application requirements include:

1. Basic details about the business;
2. Basic employment and annual gross revenue information;
3. Information on current operations including whether the business is currently closed or is providing reduced services;
4. Narrative descriptions and estimated calculations of the negative impacts on the business due to COVID-19;
5. Articles of Incorporation, or proof of business existence;
6. Information on the intended use of the grant funds.

F. CONFLICT OF INTEREST

An officer of the City will not have a personal financial interest or personally benefit financially from the business to be assisted. Minn. Stat. 471.87 and 471.88 provide guidance on conflict of interest.

G. GOVERNMENT DATA PRACTICES

Information contained in the application for assistance will become a matter of public record with the exception of those items protected under Minn. Stat. 13.591.

V. PROGRAM GUIDELINES

➤ GRANT AMOUNT

- Actual loss up to \$50,000 (subject to total funds available and number of application submitted).

➤ PROOF OF NEED

- All applicants shall be required to provide proof of financial need for grant funds prior to approval. This includes but is not limited to the previous year's annual gross revenue, average monthly gross revenue prior to COVID-19, and projected monthly gross revenue for the next two months.

➤ PROOF OF EXPENSES

- Applicant shall provide proof of eligible expenses requested to be paid with grant funds (see eligible expenses in IV. A).

➤ DISBURSEMENT OF FUNDS:

- Funds shall be distributed within one to two weeks after a fully executed grant agreement has been received depending on how grant recipients elect to receive funds.

➤ TERMINATION:

- The Andover EDA retains the right to terminate any agreement under the COVID-19 Emergency Grant Program if a grant recipient is found to be in violation of any conditions set forth in the grant guidelines or grant agreement.

- RIGHT TO DENY:
 - The Andover EDA retains the right to deny any application for grant funding.

- GRANT AGREEMENT:
 - Upon a successful grant application being awarded funds, the grant recipient shall enter into a Grant Agreement with the Andover EDA. Funds will not be distributed for any grant award until a grant agreement has been executed by all required parties.

- REPORTING:
 - As a condition for receiving grant funding, all grant recipients are required to submit a brief report to the Andover EDA within 60-days after an executed grant agreement, specifying how the entirety of the grant funds were utilized and providing evidence in the form of paid invoices, statements, or similar documentation.

- FUNDING AVAILABILITY:
 - The COVID-19 Emergency Grant Program has a limited amount of funds available. Awards will be provided after an application deadline and selection process has occurred.

- INDEMNIFICATION:
 - All grant recipients shall be required to indemnify the City, the Andover EDA, and any officers acting on their behalf.

VI. APPLICATION PROCESS

All applications for funding from the COVID-19 Emergency Grant Program will be until 4 pm on August 17, 2020. Applications will be required to be submitted to the Andover EDA (contact information is listed below). Upon submission of an application, Andover EDA Staff will review the application to ensure complete information is provided. If additional information is needed, Staff will request the needed information.

Andover Economic Development Authority
Attn: Jim Dickinson, Executive Director
1685 Crosstown Blvd. N.W.
j.dickinson@andovermn.gov
763.767.5110

VII. APPLICATION TIMELINE

Deadline 4:00 pm on August 17, 2020
Review August 17 to August 27, 2020
Approval Andover EDA Meeting September 1, 2020



COVID-19 EMERGENCY GRANT PROGRAM POLICY

Adopted Big Lake EDA: July 13, 2020

Adopted City Council: July 22, 2020

Application Timeline:

Deadline 4:00 pm on August 5, 2020 (application must be in Big Lake City Hall by deadline)

Review Week of August 10, 2020

Approval Special BLEDA Meeting August 17, 2020

Table of Contents

- I. Introduction
- II. Purpose and Authority
- III. Objectives
- IV. General Criteria
- V. Program Guidelines
- VI. Application Process

I. INTRODUCTION

Small businesses and non-profits are integral and vital to the economic and social fabric of the City of Big Lake (City). Accordingly, the Big Lake Economic Development Authority (BLEDA) has determined to offer locally owned and operated businesses and non-profits, within the community, a grant opportunity to address working capital needs upon the declaration of a state of emergency by the State of Minnesota (State) and the City. The COVID-19 Emergency Grant Program is administered by the BLEDA.

II. PURPOSE AND AUTHORITY

- The purpose of this policy is to establish the BLEDA's position relating to the use of the COVID-19 Emergency Grant Program. This policy shall be used as a guide in the processing and review of applications requesting grant funds.
- The criteria are to be used in conjunction with other relevant policies of the City and/or BLEDA.
- The BLEDA reserves the right to approve or reject projects on a case-by-case basis, taking into consideration factors considered appropriate by the City, in addition to established policies, criteria, and potential benefits. Meeting the criteria does not guarantee a COVID-19 Emergency Grant Program application shall be approved. Approval or denial of an application is at the sole discretion of the BLEDA.

III. OBJECTIVES

The objective of the COVID-19 Emergency Grant Program is to deploy a local pool of funds to support local small businesses and non-profits in order to ensure viability as they move past the COVID-19 pandemic and seek to re-open or return to pre-pandemic operations. This may be accomplished by some or all of the following means:

- Provide needed finances to small businesses and non-profits within the community which have been negatively affected financially as a result of the COVID-19 pandemic;
- Ensure the viability of Big Lake businesses and non-profits moving past this crisis;
- Limiting the number of job losses as a direct result of the pandemic by assisting small businesses and non-profits in returning to their pre-pandemic employment levels;
- Limiting the number of small businesses and non-profits which would potentially permanently close due to COVID-19 pandemic impacts. Thereby also limiting the total number of potential vacancies in key commercial and industrial areas of the City.

IV. GENERAL CRITERIA

A. ELIGIBLE EXPENDITURES

The COVID-19 Emergency Grant Program may be used for working capital purposes defined as:

1. Paying fixed debts;
2. Payroll costs;
3. Accounts payable;
4. Utility payments;
5. Inventory costs;
6. Paying other direct business-related bills.

B. ELIGIBLE BUSINESS DETAILS

To be eligible to receive a COVID-19 Emergency Grant, a business or non-profit must demonstrate that its operations have been negatively affected by the COVID-19 Health Pandemic. All applicants must meet the following criteria:

1. Have been “in business by March 1, 2020” (BLEDA shall have authority to determine “been in business”);
2. Be considered an eligible business type, as defined in IV. C of this policy;
3. Have no more than 100 FTE (full-time equivalent) employees at the location address. Special consideration may be given to businesses and non-profits which utilize independent contractors and sole proprietors within their business;
4. The small business or non-profit must have a physical address within the City. Proof of address shall be required when applying;
5. All small business or non-profit applicants must be an allowed use through zoning of the property or be a legally non-conforming use;
6. The small business or non-profit must be a legal entity registered with the Minnesota Secretary of State, and be in good standing;
7. Any applicant must not have delinquent taxes, bills, or charges due to the City from February 1, 2020 or prior.
8. The applicant must demonstrate, through their narrative, how the use of funds will be used to assist in recovery of the small business or non-profit.
9. Applicants are strongly encouraged to claim all applicable private and public insurance and utilize all other sources of applicable assistance available from other private and public sources. Applicants are strongly encouraged to apply for an Economic Injury Disaster Loan through the Small Business Administration (SBA), the Paycheck Protection Program (PPP) loan through the SBA, a Small Business Emergency Loan through the Minnesota Department of Employment and Economic Development (DEED), and for a grant through Sherburne County prior to applying for

this grant. **Utilizing other funds does not disqualify an applicant from being awarded a COVID-19 Emergency Grant from the BLEDA.**

C. ELIGIBLE BUSINESS TYPES

Eligible small businesses which may apply for the COVID-19 Emergency Grant Program include businesses which have been deemed non-essential by the State of Minnesota, those which have faced mandated closures per State of Minnesota orders, and those that can demonstrate their business has been interrupted by the COVID-19 pandemic.

The BLEDA may allow for non-profits to apply to the COVID-19 Emergency Grant Program if they also have been deemed non-essential by the State of Minnesota, have faced mandated closures per State of Minnesota orders, or can demonstrate their organization has been interrupted by the COVID-19 pandemic.

D. INELIGIBLE ACTIVITIES

The COVID-19 Emergency Grant Program may not be used for the following activities:

1. Agriculture (crop or livestock production, etc.);
2. Purchasing of machinery or vehicles;
3. Moving expenses;
4. Payment of property taxes;
5. Land acquisition for speculation.

F. REQUIRED DOCUMENTS

Application requirements include:

1. Basic details about the business;
2. Basic employment and annual gross revenue information;
3. Information on current operations including whether the business is currently closed or is providing reduced services;
4. Narrative descriptions and estimated calculations of the negative impacts on the business due to COVID-19;
5. Articles of Incorporation, or proof of business existence;
6. Information on the intended use of the grant funds.

H. CONFLICT OF INTEREST

An officer of the City will not have a personal financial interest or personally benefit financially from the business to be assisted. Minn. Stat. 471.87 and 471.88 provide guidance on conflict of interest.

I. GOVERNMENT DATA PRACTICES

Information contained in the application for assistance will become a matter of public record with the exception of those items protected under Minn. Stat. 13.591.

V. **PROGRAM GUIDELINES**

- GRANT AMOUNT
 - Actual loss (subject to total funds available and number of application submitted).
- PROOF OF NEED
 - All applicants shall be required to provide proof of financial need for grant funds prior to approval. This includes but is not limited to the previous year's annual gross revenue, average monthly gross revenue prior to COVID-19, and projected monthly gross revenue for the next two months.
- PROOF OF EXPENSES
 - Applicant shall provide proof of eligible expenses requested to be paid with grant funds (see eligible expenses in IV. A).
- DISBURSEMENT OF FUNDS:
 - Funds shall be distributed within one to two weeks after a fully executed grant agreement has been received depending on how grant recipients elect to receive funds.
- TERMINATION:
 - The BLEDA retains the right to terminate any agreement under the COVID-19 Emergency Grant Program if a grant recipient is found to be in violation of any conditions set forth in the grant guidelines or grant agreement.
- RIGHT TO DENY:
 - The BLEDA retains the right to deny any application for grant funding.

- GRANT AGREEMENT:
 - Upon a successful grant application being awarded funds, the grant recipient shall enter into a Grant Agreement with the BLEDA. Funds will not be distributed for any grant award until a grant agreement has been executed by all required parties.

- REPORTING:
 - As a condition for receiving grant funding, all grant recipients are required to submit a brief report to the BLEDA within 60-days after an executed grant agreement, specifying how the grant funds were utilized thus far and providing evidence in the form of paid invoices, statements, or similar documentation.

- FUNDING AVAILABILITY:
 - The COVID-19 Emergency Grant Program has a limited amount of funds available. Awards will be provided after an application deadline and selection process has occurred.

- INDEMNIFICATION:
 - All grant recipients shall be required to indemnify the City, the BLEDA, and any officers acting on their behalf.

VI. APPLICATION PROCESS

All applications for funding from the COVID-19 Emergency Grant Program will be accepted until 4 pm on August 5, 2020. **Applications must be physically in Big Lake City Hall by the deadline.** Applications will be required to be submitted to the BLEDA (contact information is listed below). Upon submission of an application, BLEDA Staff will review the application to ensure complete information is provided. If additional information is needed, Staff will request the needed information.

Big Lake Economic Development Authority

Attn: Hanna Klimmek, Executive Director
 160 Lake Street North
 Big Lake, MN 55309
hklimmek@biglakemn.org
 763-251-2979

Application Timeline:

Deadline	4:00 pm on August 5, 2020
Review	Week of August 10, 2020
Approval	August 17, 2020



City of Fergus Falls CARES Act Grant Application for Non-profit Organizations

Funding & Applicant Information

Eligible applicants may request up to \$15,000 in CARES Act Grant assistance based on need. Actual grant award will be based on number of employees, number of people served, urgency of needs addressed, COVID-19 organizational response, and funding availability.

Applications will be considered and acted on by a committee of the Fergus Falls City Council.

The grant application and related attachments will be considered public information. The social security number, bank accounts, and date of birth information will be considered private data.

Requested funds must not be used for expenses already covered by other grant programs. They must be used for separate and unique purposes.

Eligible Non-Profit Organization Applicants

*Non-profit organizations that are able to demonstrate they were adversely impacted by the Executive Orders related to COVID-19, have seen an increase in demand for services due to COVID-19 or can make an impact for individuals or the community in response to COVID-19.

*Applicants must have a physical location in Fergus Falls and serve the residents of Fergus Falls.

*Applicants must be registered with the Minnesota Secretary of State.

*Applicants must be in good standing with the Minnesota Department of Revenue, Otter Tail County and the City of Fergus Falls

Application Requirements

The CARES Act Grant application must be completed in its entirety by the applicant and submitted electronically through this application portal or in a hard copy to the front desk of City Hall at 112 W Washington Ave, Fergus Falls MN 56537 by 4:30 PM on September 15, 2020 in order to be considered. Applicants will be contacted with next steps or application denial on or by September 25, 2020.

Funds can be used for: rent or mortgage payments, payroll for current employees, working capital and other operational costs. Funds cannot be used to pay or refinance past debt or for revenue replacement.

For more guidance on eligible expenses, business eligibility, etc, visit the [City of Fergus Falls website](#).

1. Legal Name of the non-profit organization, including assumed name, if any:

2. This organization is a...

501 (c)(3)

501 (c)(6)

Other (please specify)

3. Length of time in operation:

Years

Months

4. Federal Tax ID#:

5. MN State ID#:

6. Mailing Address

Street

City

Zip

7. Location Address

Street

City

Zip

8. Phone

9. Website address

10. Contact Information

Contact Name

Title

Email Address

Phone

11. The FTE number of Fergus Falls employees:

12. Number of volunteers in Fergus Falls:

13. Annual average number of Fergus Falls residents served:

1-25

26-100

101-300

301+

14. What is the mission of this non-profit organization?

15. Check purpose category:

Arts & Culture

Health Care

Social Assistance

Education

Other (please specify)

16. Loss of Gross Revenue due to COVID-19:

25%- 34%

35%- 49%

50%- 100%

Other (please specify)

17. What impact have the COVID-19 pandemic and Stay-at-Home orders had on your non-profit organization (ie loss of revenue, inability to serve clients, increase in demand for services, etc)?

18. What additional need(s), if any, has this non-profit addressed for individuals and/or for the community as a result of COVID-19 and related orders?

19. Amount of Funding Requested

20. For what purpose will these funds be used?

If seeking reimbursement, please include costs incurred to date since March 1, 2020. Include any quotes or estimates for costs to be incurred by October 30, 2020. These amounts should equal the amount of funding requested.

If Grantee has received funds from the U.S. Small Business Administration (SBA), including the SBA Paycheck Protection Program (PPP) or the SBA Economic Injury Disaster Loan (EIDL), or any other local, state, or federal source, including Pandemic Unemployment Assistance (PUA), and/ or the State of Minnesota Department of Employment and Economic Development (DEED) Small Business Relief Grant, or a grant through the Otter Tail County CARES program, grantee will use the Grant Funds only for eligible expenses NOT already covered by other funds.

21. I understand that funds requested through the City of Fergus Falls must not be used for expenses already covered by other grant programs. They must be used for separate and unique purposes.

Yes

No

22. Please check all funding sources applied for:

Federal PPP

Federal EIDL

MN SBEL

MN SBRG

OTC CARES

23. Please supply amount of funding received:

Federal PPP

Federal EIDL

MN SBEL

MN SBRG

OTC CARES



City of Fergus Falls CARES Act Grant Application for Non-profit Organizations

Grant Program Policy

Authorization for Release of Information

Classification of Data Provided

Under MN statute §13.41 sub.2 names and the designated contact address and telephone number and grant amount and other assistance are public data and available upon request. All other information provided on your application is classified by law as private data and is accessible to you, but not to the public. Upon grant approval, all information provided on your application, except for: date of birth, social security number, non-designated or secondary contact address and telephone number, financial data, state and federal tax ID's, or data classified under MN statute §13.02 sub.12 as private or sub.13 as protected nonpublic, is public data. Public data is available to any person upon written request.

Purpose and Intended Use

The data requested on each application will be used in determining whether you meet the requirements for the grant for which you have applied. Data from your application will also be relied upon for contact and communication purposes by the City of Fergus Falls. We will use your private data when it is required for administration and management of the grant program and your private data may be shared to staff and other persons involved in the program administration, auditors, members of the City Council, a person to whom you authorize disclosure and law enforcement in the case of suspected fraud or other enforcement authorities as required.

The City of Fergus Falls retains final authority to determine if a business is eligible or not, and whether to approve a grant or not.

24. I understand the grant application and related attachments will be considered public information, but that the social security number, bank accounts, and date of birth information will be considered private data.

Yes

No

25. Principal #1

Name

DOB

Address

City/Town

ZIP/Postal Code

26. I declare that the information provided in this application is true and complete to the best of my knowledge. The City of Fergus Falls has the right to verify any information contained in this application and may contact any individuals and institutions involved with the proposed project. This application may be transmitted electronically and my name and title entered below shall be treated as an original signature.

Name/ Title of Applicant:

For questions, email Community Development Manager Klara Beck at klara.beck@ci.fergus-falls.mn.us or call 218-332-5428.

City of Houston CARES Business Relief Grant

Program Description

Introduction

The City of Houston City Council has allocated \$10,000 of city CARES Act Funds to be disbursed to small businesses (50 or fewer employees and \$5m or less in annual revenue) and nonprofits (not religiously affiliated and with a physical presence in the City of Houston) in the form of an economic development relief grant to partially reimburse the cost of business interruption caused by the COVID-19 pandemic due to mandatory shutdowns, restrictions, lack of business, or lost revenue as a result of the pandemic.

Grant Terms

- Grants will be awarded to eligible applicants on a first-come, first-served basis. Businesses and nonprofits may be prioritized based on impact.
- The City of Houston reserves the right to ask for additional information for any reason and to reject or modify any application or portions thereof that do not meet the guidelines or application process requirements in the interest of expedient processing. Incomplete applications will not be considered.
- Only one application per business will be accepted.
- All awarded grants are subject to an audit.
- Recipients must comply with all Federal and State CARES Act fund guidelines. They can be found at <https://home.treasury.gov/policy-issues/cares>.

Eligible Businesses	Ineligible Businesses
<ul style="list-style-type: none"> • Small business: under 50 employees and annual revenue under \$5m located within the City of Houston, MN • Nonprofits that are not affiliated with a religion and that also have a physical presence that is open to the public with active business operations within the City of Houston, MN • Must be a state registered business prior to Feb. 15, 2020 and in good standing • Must be current on property taxes prior to July 16, 2020 or any other obligations to the City of Houston • If applicable, any required licenses must be valid and in good standing • Must demonstrate a COVID-19-related loss since March 1, 2020 	<ul style="list-style-type: none"> • Non-profit organizations that are affiliated with a church or religion, or do not have a physical building/location open to the public with active business operations within the City of Houston, MN • Businesses with over 50 employees and businesses with annual revenue above \$5m • Home-based businesses of either a purely e-commerce basis or under franchise model • Real estate holding companies
Eligible Expenses	Ineligible Expenses
<ul style="list-style-type: none"> • Rent, mortgage, or utility payments • Payments to suppliers • Costs associated with re-opening, such as installing plexi-glass barriers • Costs associated with adapting to COVID-19-related operating restrictions • See worksheet below for specifics 	<ul style="list-style-type: none"> • Property taxes • Any expense that has not been accrued between March 1, 2020- Dec. 30, 2020 • Any expense not connected directly to COVID-19 response

Other Qualifying Criteria

- If the applicant has been awarded funds from other CARES Act programs, the applicant must not use the funds the applicant receives from this program for the same purpose.
- The City of Houston reserves the right to change these program guidelines and/or application at any time.

Timeline

- Applications will be accepted starting **August 28, 2020**. Applications should be e-mailed to houstoncaresgrant@cedausa.com.
- **Applications are due by September 30, 2020.**
- The City of Houston is working with Community and Economic Development Associates (CEDA) to help administer the review of applications. Questions should be directed to CEDA by e-mailing houstoncaresgrant@cedausa.com or calling 507-867-3164.
- Applications will be reviewed on a rolling basis as they are received. The city council will make the final award approval at either their September 2020 or October 2020 city council meeting, depending on when completed applications are submitted. All applications must be received by September 30, 2020 to be eligible. The city council retains the right of ultimate review and may reevaluate the program for changes if funding remains after their final review in October.

**City of Houston CARES Business and Nonprofit Relief Grant
Application**

Please note that this application must be filled out in its entirety to be considered. If any fields are not applicable, please explain in the field why the question is not applicable.

Entity Legal Name: _____ **Doing Business As:** _____

Entity Physical Address: _____

City, State, and Zip Code: _____

Entity Mailing Address: _____

City, State, and Zip Code: _____

Entity Owner(s): _____

Contact Person for this Application (if different from above):

Phone Number: _____

E-mail Address: _____

Type of Entity (Please check one):

<input type="checkbox"/> Corporation (for-profit)	<input type="checkbox"/> Sole Proprietor
<input type="checkbox"/> Limited Liability Company (LLC)	<input type="checkbox"/> Cooperative
<input type="checkbox"/> Partnership	<input type="checkbox"/> Other: _____

EIN/FEIN (Employer Identification Number or tax ID): _____

Note: If you are a sole proprietor, you may need to use your Social Security Number.

Is your business a state registered business? Yes No
(Provide proof of registration with your application)

Entity Industry: _____

Number of Part-time Employees: _____ **Number of Full-time Employees:** _____

Date Entity was Established: _____

Is your entity considered (Check one): Essential Non-essential

Was your entity closed during COVID-19?: Yes No

If your entity was closed, for how many days were you closed?: _____

Can you demonstrate a significant loss of revenue for your entity since March 1, 2020, due to the COVID-19 emergency?: Yes No

Is your entity in compliance with all relevant City ordinances and license requirements?:

Yes No

Is your business current as of July 16, 2020 with all property tax payments or other obligations to the City of Houston?: Yes No

Which of the following forms of funding or relief from expenses during the COVID-19 has the applicant received? (The city encourages applicants to apply for as many funding sources as possible.):

- | | |
|---|---|
| <input type="checkbox"/> Pandemic Unemployment Assistance (PUA) | <input type="checkbox"/> State of MN Small Business Emergency Loan (SBEL) |
| <input type="checkbox"/> SBA Paycheck Protection Program (PPP) | <input type="checkbox"/> Assistance from your municipality |
| <input type="checkbox"/> Economic Injury Disaster Loan (EIDL) | <input type="checkbox"/> Other: _____ |

Note: If the applicant has been awarded funds from other CARES Act programs, the applicant must not use the funds the applicant receives from the this program for the same purpose.

If you have applied for any other funding, are you awaiting a response?: Yes No

If so, which funding source(s) are they?: _____

Have you received unemployment compensation?: Yes No

How much are you requesting (up to \$1,000)?: \$ _____

Note: the city reserves the right to audit you at any time. At that time, you will need to provide proof of how the grant funds were used. You must retain your records for 6 years after receiving grant funds.

How has your business been negatively impacted by COVID-19?:

What specifically will you use the grant funds on if you are awarded?:

Cost	Use
\$	To construct temporary or permanent outdoor facilities to allow service to customers with proper social distancing.
\$	To convert an area, sidewalk, parking lot, or open area adjacent to a dining facility to accommodate additional outdoor seating, including tables and fencing.
\$	To acquire signage related to the operation of the entity or customer safety in accordance with COVID-19 guidelines.
\$	To purchase checkout counter modifications, such as screens or buffers to allow for proper social distancing practices.
\$	To modify indoor customer or employee areas to comply with social distancing guidelines, such as purchasing storage facilities for excess seating.
\$	To obtain computer hardware and/or software necessary to support remote work by employees, or upgrades to support e-commerce.
\$	To purchase personal protection equipment, sanitation stations, or sanitation supplies.
\$	To make rent, mortgage, or utility payments accrued during the authorized period.
\$	To pay employees during the authorized period.
\$	To pay for inventory/supply changes during shutdown and re-opening periods.
\$	To reimburse for lost revenue (full or partial) related to cancelled events, activities, or periods of closure during the authorized period.
\$	Other expense(s) directly attributable to the COVID-19 pandemic (Please explain). <i>Note that the use must fit the "Eligible Uses" category from p.1:</i> _____
\$	Total Expenses (The current maximum grant award is \$1,000.)

Please read and mark the items below to acknowledge each statement. Missing checks may cause delay or grant declination:

- I (we) certify that I (we) have the authority to apply for this grant on behalf of the entity that we have described herein.
- I (we) certify that the entity has been negatively affected by the COVID-19 emergency as described herein.
- I (we) certify that the grant funds will be used for authorized expenses only in accordance with the requirements and restrictions set forth in the CARES Act.
- I (we) certify that only one application for this entity is being submitted.
- I (we) shall cooperate with the City of Houston or appropriate officials for grant auditing purposes, as further set forth and described above.
- I (we) acknowledge that representations made in this application will be relied on by the City of Houston in its decision to grant such grant.
- The City of Houston is authorized to make all inquiries it deems necessary to verify the accuracy of the information contained herein.
- I (we) will promptly notify the City of Houston if any subsequent changes would affect the accuracy of the information in this application.
- I (we) understand Under Minn. Stat. § 16B.98, Subd.8, the Grantee's books, records, documents, and accounting procedures and practices of the Grantee or other party relevant to this grant agreement or transaction are subject to examination by the State and/or State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of the grant agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.
- I (we) understand that it is a crime to make a false representation as to my business's financial ability for the purpose of securing this grant. The applicant declares under penalty of perjury that all information provided herein is true in every detail and accurately represents the financial condition of the applicant and the business on the date given below.
- By typing my (our) signature(s) and date in the text box below, I (we) agree(s) that the applicant is electronically signing this application. I (we) understand and agree that my (our) electronic signature(s) is (are) the legal equivalent of a manual signature(s) and that the City of Houston may rely on it as such in connection with any and all agreements that I (we) or the business may enter into with respect to this application.

Signature: _____

Date: _____

To submit your application, please save this document as the name of your business (in .pdf format) with attachments included in the same file and e-mail it to houstoncaresgrant@cedausa.com.



CARES ACT
SMALL BUSINESS RELIEF GRANT PROGRAM
POLICY

Adopted by City Council: 07-20-2020

Adopted by St. Francis Economic Development Authority 08-03-2020

Application Timeline:

Application Deadline: Delivered or postmarked by 08/20/2020

Review Period: 08/24/2020 and 09/10/2020

Approval: EDA Meeting 09/14/2020

Table of Contents

I.	Introduction	3
II.	Purpose and Authority.....	3
III.	Objectives.....	3
IV.	General Criteria.....	4-7
	A. Eligible Expenditures	
	B. Examples of Eligible Expenses	
	C. Eligible Business Details	
	D. Eligible Business Types	
	E. Ineligible Expenses and Activities	
	F. Required Documents	
	G. Conflict of Interest	
	H. Government Data Practices	
V.	Program Guidelines.....	7-8
	A. Grant Amount	
	B. Proof of Need	
	C. Proof of Expenses	
	D. Disbursement of Funds	
	E. Termination	
	F. Right to Deny	
	G. Grant Agreement	
	H. Reporting	
	I. Funding Availability	
	J. Indemnification	
VI.	Application Process.....	8-9

I. INTRODUCTION

Small businesses and non-profits are integral and vital to the economic and social fabric of the City St. Francis (City). Accordingly, the St. Francis Economic Development Authority (EDA) has determined to offer locally owned and operated businesses and non-profits, within the community, a grant opportunity to address working capital needs upon the declaration of a state of emergency by the State of Minnesota (State) and the City. The Small Business Relief Grant Program (Grant) is administered by the SFEDA.

II. PURPOSE AND AUTHORITY

- The purpose of this policy is to establish the EDA's position relating to the use of the Small Business Relief Grant Program. This policy shall be used as a guide in the processing and review of applications requesting grant funds.
- The criteria are to be used in conjunction with other relevant policies of the City and EDA.
- The EDA reserves the right to approve or reject projects on a case-by-case basis, taking into consideration factors considered appropriate by the City and EDA, in addition to established policies, criteria, and potential benefits. Meeting the criteria does not guarantee a Cares Act Small Business Relief Grant Program application shall be approved. Approval or denial of an application is at the sole discretion of the EDA.
- Funds are available due to the Federal CARES Act. City and EDA are creating a pass through for funds to create Grants for small business relief. Federal funds are subject to audit

III. OBJECTIVES

The objective of the Cares Act Grant is to deploy a local pool of funds to support local small businesses and non-profits in order to ensure viability as they move past the COVID-19 pandemic and seek to re-open or return to pre-pandemic operations. This may be accomplished by some or all of the following means:

- Provide needed finances to small businesses and non-profits within the community which have been negatively affected financially as a direct result of the COVID-19 pandemic;
- Ensure the viability of St. Francis businesses and non-profits moving past this crisis;
- Limiting the number of job losses as a direct result of the pandemic by assisting small businesses and non-profits in returning to their pre-pandemic employment levels;
- Limiting the number of small businesses and non-profits which would potentially permanently close due to COVID-19 pandemic impacts. Thereby also limiting the total number of potential vacancies in key commercial and industrial areas of the City.

IV. GENERAL CRITERIA

A. ELIGIBLE EXPENDITURES

Funds cannot be used to replace lost revenues. Funds may be used to cover operating expenses, including payroll, rent/lease payments, mortgage payments, non-government utilities, payments to suppliers, or other critical business expenses including business consulting to modify business operations as a result of the public health emergency and approved and authorized by the program. Use of funds subject to verification to ensure compliance as required under the Federal CARES Act program requirements.

B. EXAMPLES OF ELIGIBLE EXPENSES

- Commercial lease or mortgage payment, except for government leases
- Accounts payable if the cost is a COVID-19 related expense which incurred since March 1, 2020
- Reopening costs or safety improvement costs expended since March 1, 2020 (i.e. outdoor seating, Plexiglas, cleaning products, etc.)
- Operating utilities or fees for those facilities interrupted or forced to shut down incurred after March 1, 2020

C. ELIGIBLE BUSINESSES

To be eligible to receive a Grant, a business or non-profit must meet all of the following criteria:

- Private, for-profit business or non-profit 501(c)(3) or 501 (c)(19) veterans organization located and operated in St. Francis (physical presence here)
- Have been operating since December 2019;
- Demonstrate that its operations have been directly and adversely, negatively, affected by the COVID-19 Health Pandemic;
- Demonstrate Financial Hardship as a result of the COVID-19 Outbreak;
- Have at least one employee in addition to the Owner and have no more than 50 FTE (full-time equivalent) employees at the location address as of March 1, 2020;
- May be a local franchisee;
- Home Based businesses, are allowed as long as they are conforming to all Land Use permits and requirements;
- The small business or non-profit must be a legal entity registered with the Minnesota Secretary of State, and be in good standing with MN Dept. of Revenue, Secretary of State, Anoka County and the City as of March 1, 2020;

D. INELIGIBLE BUSINESSES

- Commercial Real Estate property owners are not eligible and should refer tenants to Grant program
- Business derived income from passive investments without operational ties to operating a business; business-to-business transactions; real estate transactions; property rentals or property management; billboards or lobbying.
- Business primarily focusing on speculative activities based on fluctuations in price rather than the normal course of trade;
- Prohibited businesses by federal, state or local law;
- National or corporate chains;
- Business in default prior to February 29, 2020
- Permanently closed/shuttered businesses where this funding would not bring them to an operational state within 21 days.
- Individuals who are currently receiving assistance through the Pandemic Unemployment Assistance (PUA) program
- Businesses that primarily derive income from gambling (businesses that allow on-site charitable gambling are eligible)
- Businesses that derive any income from adult entertainment

E. INELIGIBLE EXPENSES

- Applicants who have received Federal, State or local grants for the same expenses or services Costs paid for by other State, Federal or County grant or loan awards, including PPP, EDIL and Small Business Loans/Grants.
- The Grant may not be used for the following activities:
 1. Agriculture (crop or livestock production, etc.);
 2. Purchasing of machinery or vehicles;
 3. Moving expenses;
 4. Payment of property taxes;
 5. Payment of government utilities;
 6. Land acquisition;
 7. Home Based Business mortgage or utilities;
 8. Expenses that would have normally occurred without the COVID-19 Health Pandemic

F. REQUIRED DOCUMENTS

Application requirements include:

1. Completed and Signed Application form;
2. Evidence that you own or lease the space your business is located in. Example documentation includes: copy or statement of lease, mortgage statement, property tax statement or other document to show occupancy within the City of St. Francis.
3. Evidence of eligible expenses related to be paid with grant funds. Examples include payroll, rent, mortgage, accounts payable or other critical business expenses that can't be paid as a direct result of the COVID-19 pandemic.
4. 2019 Federal Business Tax Return or appropriate Business Tax Schedule based on entity type
5. Evidence of revenue loss related to the COVID-19 pandemic. Applications should submit documentation that best demonstrates the impact and is deemed acceptable to the SFEDA. Some examples include Sales Tax Reporting, Period Statements from 3rd-party Sales Platforms, Merchant Services Statements and Point of Sale or Register reports.
6. Evidence of employment prior to March 1, 2020. Acceptable documentation may include period reporting from 3rd-party payroll processor, applicant's Federal Form 941/Employer's Quarterly Federal Tax Return, or other State or Federal payroll related filing
7. Any Additional documentation or information deemed necessary by the SFEDA to determine eligibility, generate grant documents, disburse grant proceeds or meet program reporting requirements.
8. Information on current operations including whether the business is currently closed or is providing reduced services;
9. Narrative descriptions and estimated calculations of the negative impacts on the business due to COVID-19;
10. Articles of Incorporation, or proof of business existence;
11. Information on the intended use of the grant funds.

Failure to submit required documentation will result in denial of a grant award.

G. CONFLICT OF INTEREST

An officer of the City or EDA will not have a personal financial interest or personally benefit financially from the business to be assisted. Minn. Stat. 471.87 and 471.88 provide guidance on conflict of interest.

H. GOVERNMENT DATA PRACTICES

Information contained in the application for assistance will become a matter of public record with the exception of those items protected under Minn. Stat. 13.591.

V. **PROGRAM GUIDELINES**

A. GRANT AMOUNT

- a. Actual loss (subject to total funds available and number of application submitted).

B. PROOF OF NEED

- a. All applicants shall be required to provide proof of financial need for grant funds prior to approval. This includes but is not limited to the current and previous year's annual gross revenue, average monthly gross revenue prior to COVID-19, and projected monthly gross revenue for the next two months.

C. PROOF OF EXPENSES

- a. Applicant shall provide proof of eligible expenses requested to be paid with grant funds (see eligible expenses in IV. A).

D. DISBURSEMENT OF FUNDS:

- a. Funds shall be distributed within two weeks after a fully executed grant agreement has been received depending on how grant recipients elect to receive funds.

E. TERMINATION:

- a. The EDA retains the right to terminate any agreement under the Small Business Relief Grant if a grant recipient is found to be in violation of any conditions set forth in the grant guidelines or grant agreement.

F. RIGHT TO DENY:

- a. The EDA retains the right to deny any application for grant funding.

G. GRANT AGREEMENT:

- a. Upon a successful grant application being awarded funds, the grant recipient shall enter into a Grant Agreement with the EDA. Funds will not be distributed for any grant award until a grant agreement has been executed by all required parties.

H. REPORTING:

- a. As a condition for receiving grant funding, all grant recipients are required to submit a brief report to the EDA within 90-days after an executed grant agreement, specifying how the entirety of the grant funds were utilized and providing evidence in the form of paid invoices, statements, or similar documentation.

I. FUNDING AVAILABILITY:

- a. The Small Business Relief Grant program has a limited amount of funds available. Awards will be provided after an application deadline and selection process has occurred.
- b. If applications exceed the funding available, St. Francis Economic Development Authority staff will apply reductions across the applications equally by a percentage basis.

J. FUNDING OPPORTUNITIES

- a. Applicants are encouraged to claim all applicable private and public insurance and utilize all other sources of applicable assistance available from other private and public sources. Applicants are encouraged to apply for an Economic Injury Disaster Loan through the Small Business Administration (SBA), a Small Business Emergency Loan through the Minnesota Department of Employment and Economic Development (DEED) prior to applying for this grant.

K. INDEMNIFICATION:

- a. All grant recipients shall be required to indemnify the City and EDA and any officers acting on their behalf.

VI. APPLICATION PROCESS

All applications for funding from the Grant will be accepted in office until 08/20/2020 or shall be postmarked by 08/20/2020. Applications will be required to be submitted to the EDA (contact information is listed below). Upon submission of an application, EDA Staff will review the application to ensure complete information is provided.

If additional information is needed, Staff will request the needed information.

Submit Applications to:

City of St. Francis EDA
Attn: Kate Thunstrom, Executive Director
23340 Cree Street NW

St. Francis, MN 55070
kthunstrom@stfrancismn.org
763-267-6191

Application Submission:

Deadline: Delivered/Postmarked by: 08/20/2020

Reviewed: 08/24/2020 – 09/10/2020

Approval: EDA Meeting 09/14/2020



REQUEST FOR COUNCIL ACTION

Meeting Date	March 3, 2021
Agenda Item	Policy D4
Attachment	N/A
Submitted By	Sack Thongvanh, City Administrator

Item	Police Service Updates
Description	Staff will provide a brief update based on the direction from the Council to explore our options for police coverage.
Budget Impact	
Attachment(s)	N/A
Action(s) Requested	Staff is looking for direction on how to proceed.

BLANK PAGE



REQUEST FOR COUNCIL ACTION

Meeting Date	March 3, 2021
Agenda Item	Policy D5
Attachment	Documents
Submitted By	Sack Thongvanh, City Administrator

Item	Review requirement for implementing a Falcon Heights speed limit for municipally controlled streets.
Description	<p>As of August 1, 2019, Minnesota cities have the authority to set speed limits on streets they own. Any speed limit change must be based on a safety, engineering and traffic analysis. County and state roads are not included in this authority.</p> <p>Minnesota State Statute 169.14 Speed Limits, Zones; Radar Subd. 5h Speed limits on city street, states that a city may establish speed limits for city streets under its jurisdiction. This does not apply to town road, county highways, or trunk highways in a city. This change must happen in a consistent and understandable way, such as consistent signage and uniform placement. The city must establish and develop procedures to set the speed limits based on the city’s safety, engineering, and traffic analysis. This must include, at minimum, consideration of national urban speed limit guidance and studies, local traffic crashes, and methods to effectively communicate the change to the public.</p> <p>Currently, the cities of Saint Paul, Minneapolis, and soon Saint Anthony will have established a 20mph speed limit on local roads.</p> <p>The City of Saint Paul has established such authority. Section 152.20 of the City Code of Saint Paul states that, “The city engineer may establish speed limits for city streets under the city’s jurisdiction in accordance with the provisions set fourth at Minn. Stat. §169.14. The procedures relied upon to set speed limits pursuant to this section shall be kept by the department of public works and updated as needed.</p> <p>The procedures for updating and changing the City of Saint Paul’s speeds limits are highlighted in a technical memo from Paul Kurtz, P.E., City of Saint Paul’s City Engineer. The memo explains the city’s goals:</p> <ul style="list-style-type: none"> • To achieve zero traffic deaths • Improve safety for people of all abilities walking, bicycling, and taking transit • Improve the movement of people and goods

	<ul style="list-style-type: none"> • To be consistent, understandable, reasonable, and appropriate for an urban context. <p>Their finds and determinations are as follows:</p> <ul style="list-style-type: none"> • Minor streets, generally local residential streets, will be 20 mph unless otherwise signed. • Major City streets, generally arterial and collector streets, will have a speed limit of 25 mph and be signed. • Some major City streets will have speed limits higher than 25 mph based on conditions and will be signed • Alleys will retain speed limits of 10 mph <p>The authority to manage the speed limits and make changes to those speed limits requires that the careful consideration and thoughtful analysis of said changes are performed. The City of Saint Paul provides cities a road map to accomplish this. The City of Falcon Heights works closely with Roseville, Saint Paul, Lauderdale, and our state institutions to further the goals of consistent and clear regulation of the streets within our borders and between our neighbors.</p>
Budget Impact	There will be a budget impact to purchase new signage if there is a decision to move forward with reducing speed limits.
Attachment(s)	<ul style="list-style-type: none"> • Saint Paul City Code Section • Saint Paul Memo from the Engineer • Saint Paul Speed Limit Evaluation Criteria
Action(s) Requested	Staff is looking for direction on how to proceed.

Sec. 152.20. - Authority to set speed limits on city streets.

The city engineer may establish speed limits for city streets under the city's jurisdiction in accordance with the provisions set forth at Minn. Stat. § 169.14. The procedures relied upon to set speed limits pursuant to this section shall be kept by the department of public works and updated as needed.

(Ord 19-61, § 2, 10-23-19)



CITY OF SAINT PAUL

Melvin W. Carter, Mayor

*Paul Kurtz, City Engineer
800 City Hall Annex
25 W. Fourth Street
Saint Paul, MN 55102-1660*

*Telephone: 651-266-6203
Fax: 651-266-6222*

TO: File

FROM: Paul Kurtz, P.E., City Engineer

RE: Citywide Speed Limits

DATE: Thursday, March 12, 2020

The City of Saint Paul Department of Public Works has completed a technical evaluation to determine speed limits on city streets under its jurisdiction. This evaluation included a review of local policies and plans, national guidance and peer city experiences, relevant safety studies and data, and existing traffic speeds. The analysis was performed with the intention of setting speed limits which meet the following goals:

- To support the City's traffic safety goal of zero traffic deaths and severe injuries
- To improve safety and comfort for people of all abilities walking, bicycling, and taking transit
- To support the movement of people and goods
- To be consistent, understandable, reasonable, and appropriate for an urban context

The findings, conclusions, and recommendations of the evaluation were documented in the City's study: [Saint Paul Speed Limit Evaluation](#).

Based on the recommendations of the evaluation, and under the authority granted to the City Engineer under Section 152.20 of the City of Saint Paul's Code of Ordinances, I am establishing speed limits on roadways under the jurisdiction of the City of Saint Paul as depicted on the Map of Recommended Speed Limits included in Figure 7 in the study.



An Affirmative Action Equal Opportunity Employer



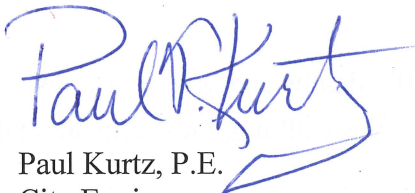
The speed limits depicted in Figure 7 can be summarized as follows:

- Minor streets, generally local residential streets, will be 20 mph unless otherwise signed.
- Major City streets, generally arterial and collector streets, will have speed limits of 25 mph and be signed.
- Some major City streets will have speed limits higher than 25 mph based on conditions and will be signed.
- Alleys will retain speed limits of 10 mph.

The Department of Public Works will communicate the speed limits changes to the public as recommended in the study.

The speed limits shall be effective when the appropriate signs are installed. The installation of signs is expected to be completed by the end of Fall 2020. Appropriate modifications to traffic signal timing will be made in coordination with the installation of signs.

To allow for citywide evaluation of the revised speed limits, I recommend no changes be considered or made to the speed limits established by this memorandum for a period of one year from the installation of all signs.



Paul Kurtz, P.E.
City Engineer

Attachment: Saint Paul Speed Limit Evaluation



The Most Livable City in America

Saint Paul Speed Limit Evaluation

Prepared by the Department of Public Works

March 12, 2020



Executive Summary

Purpose

City of Saint Paul Department of Public Works has completed a technical evaluation to determine speed limits on city streets following new legislation enabling City governments to set the speed limits on roadways under their jurisdiction. The City completed a technical evaluation process to achieve the following goals:

- To support the City's traffic safety goal of zero traffic deaths and severe injuries
- To Improve safety and comfort for people of all abilities walking, bicycling, and taking transit
- To support the movement of people and goods
- To be consistent, understandable, reasonable, and appropriate for an urban context

Evaluation Process

The Department of Public Works completed a detailed technical evaluation to determine speed limits on City streets. This evaluation included an examination of local policies and plans, national guidance and peer city experiences, relevant safety studies and data, and existing speeds.

Recommendations

Based on the evaluation, it is recommended that the City Engineer exercise authority to set speeds of 25 mph on major streets and 20 mph on minor streets. Under the recommended process for establishing speed limits:

- Principal and Minor Arterial streets are major streets and will generally have 25 mph speed limits and were evaluated to determine whether a higher speed limit is appropriate based on context and design.
- Collector streets are generally major streets with 25 mph speed limits and were evaluated to determine whether a lower speed limit is appropriate based on context and design.
- Local streets are generally minor streets with 20 mph speed limits and were evaluated to determine whether a higher speed limit is appropriate based on context and design.
- Alleys will retain speed limits of 10 mph.

It is recommended that changes to speed limits be deployed Citywide in 2020, including the installation of signs, modifications to traffic signal operations, enforcement efforts, and an education campaign.



Contents

Executive Summary.....	1
Introduction	3
Coordination	5
Local Policies and Plans.....	5
Analysis	7
Findings and Conclusions.....	21
Saint Paul Speed Limit Recommendations	22
Implementation	25

Introduction

This report analyzes local safety, engineering and traffic conditions and national best practices that inform the determination of appropriate speed limits in Saint Paul. The findings of this report will be used to determine speed limit changes on City streets that align with City policies and new legislative authority.

New Legislative Authority

In May 2019, Governor Walz signed into law a bill passed by the Minnesota State Legislature granting cities the authority to set speed limits on streets they control. This went into effect August 1, 2019.

Full language of this provision is:

*Minnesota Statutes, Section 169.14, Subd. 5h. **Speed limits on city streets.** A city may establish speed limits for city streets under the city's jurisdiction other than the limits provided in subdivision 2 without conducting an engineering and traffic investigation. This subdivision does not apply to town roads, county highways, or trunk highways in the city. A city that establishes speed limits pursuant to this section must implement speed limit changes in a consistent and understandable manner. The city must erect appropriate signs to display the speed limit. A city that uses the authority under this subdivision must develop procedures to set speed limits based on the city's safety, engineering, and traffic analysis. At a minimum, the safety, engineering, and traffic analysis must consider national urban speed limit guidance and studies, local traffic crashes, and methods to effectively communicate the change to the public.*

The current speed limit on most streets owned by the City of Saint Paul is 30 miles per hour (see Figure 1), which is the statutory urban speed limit set by the Minnesota State Legislature prior to the August 1, 2019 update.

Saint Paul Speed Setting Goals

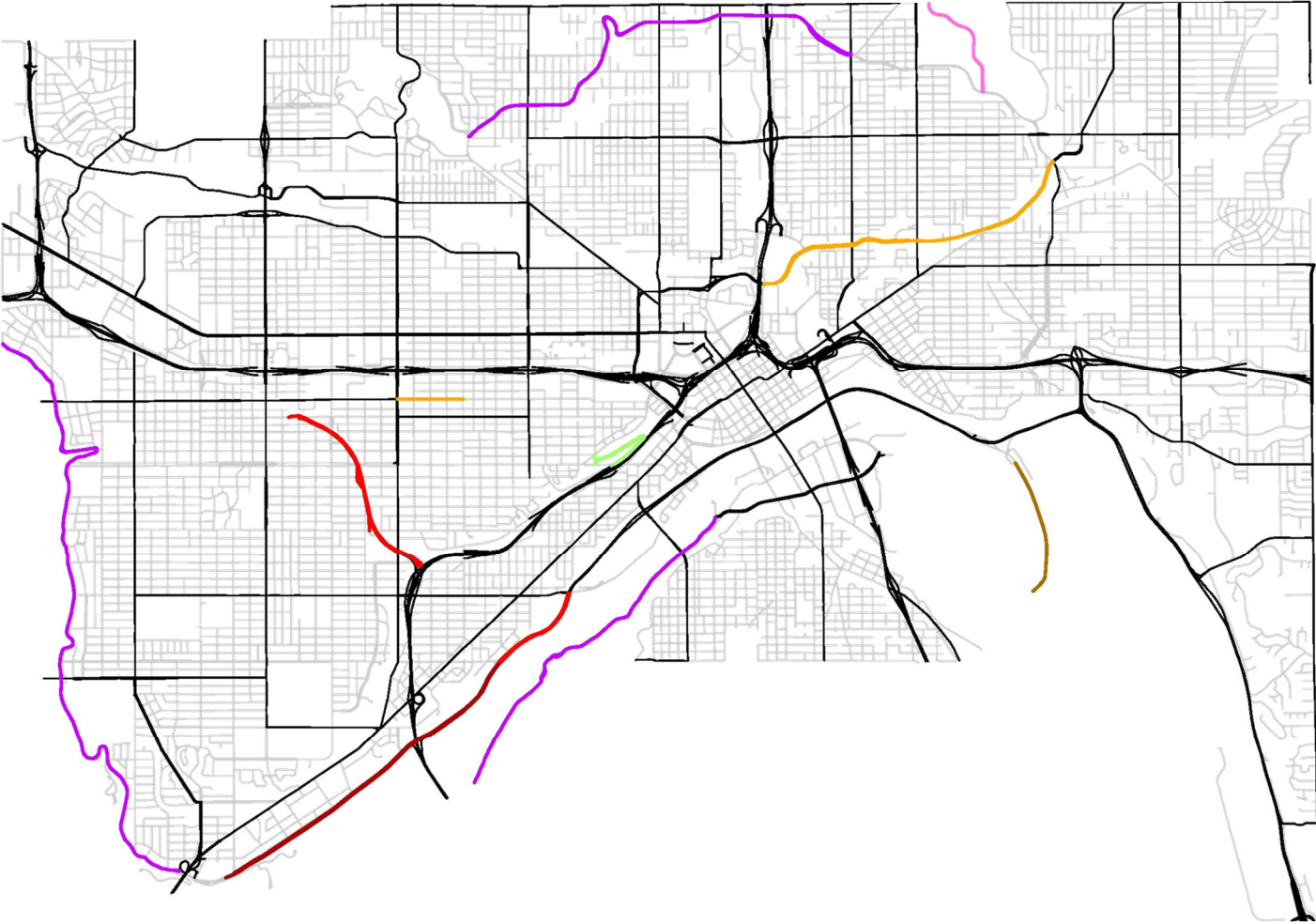
The City holds streets in trust for the public and manages them for the public good. The City undertook a technical and data-driven review process of speed limits on City streets. The City intended this process to be defensible and replicable in creating guidance for speed limits that achieve the following goals:

- To support the City's traffic safety goal of zero traffic deaths and severe injuries
- To improve safety and comfort for people of all abilities walking, bicycling, and taking transit
- To support the movement of people and goods
- To be consistent, understandable, reasonable, and appropriate for an urban context





Saint Paul Speed Limits (September 2019)



- Legend**
- 50 mph
 - 45 mph
 - 40 mph
 - 35 mph
 - 30 mph
 - 25 mph
 - 20 mph
 - 15 mph
 - Non-City-Owned Streets

Figure 1

Figure 1: Speed limits on City of Saint Paul streets as of September 2019

Coordination

Saint Paul Public Works has collaborated with internal and external partners throughout the speed limit analysis. Saint Paul has partnered with the City of Minneapolis to ensure consistency in general approach, communications, and implementation timeline. Key decisions around process, analysis, recommendations, and implementation were made jointly between the two cities.

Internal collaborators include the City Attorney's office, Police, Planning and Economic Development, and various Public Works Divisions. Saint Paul Public Works also coordinated with the Minnesota Department of Transportation, Ramsey County, and Metro Transit. City engineers in adjacent cities were informed of the process, timeline, goals, and approach. Staff shared goals, background information, and process steps with the City Engineers Association of Minnesota and League of Minnesota Cities.

Local Policies and Plans

Existing City of Saint Paul transportation policy prioritizes traffic safety for people walking, biking, and taking transit. Two of the City's adopted plans specifically reference lowering speed limits as a means of achieving the City's transportation and traffic safety goals. Details of existing City policy that informs speed limits and a summary of related community input are included below.

Saint Paul 2040 Comprehensive Plan

Saint Paul for All, the Saint Paul 2040 Comprehensive Plan adopted in 2018, has several policies that support reduced speed limits in Saint Paul.

- **Policy T-3.** Design rights-of-way per the following modal hierarchy: 1. Pedestrians, with a focus on safety 2. Bicyclists, with a focus on safety 3. Transit 4. Other vehicles
- **Policy T-5.** Adopt and implement a "Vision Zero" program with the long-term goal of achieving zero traffic fatalities and severe injuries. Components of the program should include street design improvements and behavioral safety improvements, such as reducing driver impairment, inattentiveness and speed through education and enforcement.
- **Policy T-8.** Reduce speed limits where it will improve safety, and work with State and Ramsey County governments to overcome obstacles to implementing this policy.

Saint Paul Pedestrian Plan

The Saint Paul City Council unanimously adopted the Saint Paul Pedestrian Plan in June 2018. Safe mobility for people of all ages and abilities is a core tenet of the plan. The plan vision states "We are a walking city. We are more healthy, resilient and connected when walking is safe and appealing for all." The plan includes several goals and action items to increase pedestrian safety by slowing motor vehicle traffic.



Relevant Plan Goals

- Reduce the number of pedestrian crashes and eliminate traffic-related fatalities and injuries
- Prioritize pedestrian safety in street design

Relevant Plan Actions

- 1-1. Plan, design, build and maintain the City's transportation system in a way that prioritizes walking first, followed by bicycling and transit use and lastly other vehicles.
- 1-2. Advocate for a statewide reduction in urban speed limits as part of the City's legislative agenda.
- 1-6. Reduce pedestrians' exposure to motor vehicles and lower street design speeds. Pursue changes in street designs that lower design speeds and reduce roadway crossing widths.

Saint Paul Climate Action Plan

The Saint Paul Climate Action Plan identifies the following priorities around the transportation sector, with the ultimate goals of reducing the number of vehicle miles traveled throughout the City by 40 percent in 2040:

- Increase safe and reliable access to city destinations without the use of a private automobile
- Commit to reducing transportation costs, particularly in communities of color and low-income communities through a range of initiatives such as providing more public transportation options and investing in safe and affordable active transportation options
- Improve public health through effective transportation and land-use decisions--reduce particulate matter emissions, increase active transportation options and eliminate deaths and injuries from traffic crashes

Saint Paul Street Design Manual

The Saint Paul Street Design Manual, approved in 2016, serves as a tool to implement complete streets policies and guide the design of street projects toward a balanced transportation network for the greatest overall benefit to the public. Two of the document's five guiding principles include street safety:

- Ensure safety for all users, especially more vulnerable groups such as pedestrians, children, senior citizens, cyclists and persons with disabilities
- Accommodate all modes of travel

City of Saint Paul legislative agenda related to speed limits

Each year, the Saint Paul City Council adopts a legislative agenda that sets the City's requests of the Minnesota State Legislature. The City's 2019 adopted legislative agenda supported "improving safety, reducing crashes, and enhancing livability by enabling local municipalities to set lower default speed limits consistent with local priorities and plans."



Community input around traffic speeds and speed limits

Public Works regularly receives complaints about traffic speeds from residents and requests from District Councils or school communities to lower speed limits on specific streets. Many of those complaints relate to local residential streets where most drivers are not exceeding the current 30 mile-per-hour speed limit, which suggests that many residents view the current speed limits as too high.

Analysis

National guidance on setting urban speed limits

In recent years, the transportation industry has sought changes in the approach to setting urban speed limits which are now beginning to yield new and updated guidance. New and updated guidance is moving toward a safe-systems approach to setting speed limits on urban streets rather than one focused on current observed traffic speeds. This section outlines this new and updated guidance.

National Transportation Safety Board

In 2017, the National Transportation Safety Board released a comprehensive report [Reducing Speeding-Related Crashes Involving Passenger Vehicles](#). The report directly addresses the traditional methods for setting speed limits and the challenges with those methods:

“Typically, speed limits are set by statute, but adjustments to statutory speed limits are generally based on the observed operating speeds for each road segment—specifically, the 85th percentile speed of free-flowing traffic. Raising speed limits to match the 85th percentile speed can result in unintended consequences. It may lead to higher operating speeds, and thus a higher 85th percentile speed. In general, there is not strong evidence that the 85th percentile speed within a given traffic flow equates to the speed with the lowest crash involvement rate for all road types. Alternative approaches and expert systems for setting speed limits are available, which incorporate factors such as crash history and the presence of vulnerable road users such as pedestrians” (Executive Summary, Page x).

The report goes on to say:

“The relationship between speed and injury severity affects more than just speeding vehicle occupants. This is particularly true in urban areas where the interaction between vehicles and vulnerable road users such as pedestrians is considerably higher. A safe system approach to setting speed limits emphasizes the consideration of human biomechanical tolerances and shifts the focus from vehicles to all road users. Especially in urban areas, it has emerged as an alternative to the use of the 85th percentile speed in setting speed limits in speed zones” (Rethinking How to Set Speed Limits, page 29).

The report recommends changes to the Federal Highway Administration’s *Manual on Uniform Traffic Control Devices* (“MUTCD”) “to, at a minimum, incorporate the safe system approach for urban roads to strengthen protection for vulnerable road users” (page 29).



Manual on Uniform Traffic Control Devices (MUTCD)

The MUTCD sets minimum standards and provides guidance to ensure uniformity and consistency on the public transportation system. In the State of Minnesota, the Minnesota Manual on Uniform Traffic Control Devices (MN MUTCD) is used. The MN MUTCD and MUTCD are, in general, identical in language, and exact in language as they reference speed limits. It is routine that new and addendum language of the MUTCD is adopted by the MN MUTCD.

Based on the National Transportation Safety Board recommendation, the National Committee on Uniform Traffic Control Devices (NCUTCD) began collecting feedback and considering changes to the MUTCD related to setting speed limits.

The current [MUTCD](#) offers the following standards (not guidance) for setting speed limits:

“Speed zones (other than statutory speed limits) shall only be established on the basis of an engineering study that has been performed in accordance with traffic engineering practices. The engineering study shall include an analysis of the current speed distribution of free-flowing vehicles.

[...]

The Speed Limit sign [...] shall display the limit established by law, ordinance, regulation, or as adopted by the authorized agency based on the engineering study. The speed limits displayed shall be in multiples of 5 mph (Section 2B.13, page 56).”

The current MUTCD offers the following guidance (not standard) on setting speed limits:

“States and local agencies should conduct engineering studies to reevaluate non-statutory speed limits on segments of their roadways that have undergone significant changes since the last review, such as the addition or elimination of parking or driveways, changes in the number of travel lanes, changes in the configuration of bicycle lanes, changes in traffic control signal coordination, or significant changes in traffic volumes”.

[...]

“When a speed limit within a speed zone is posted, it should be within 5 mph of the 85th-percentile speed of free-flowing traffic” (Section 2B.13, page 58).



The current MUTCD offers the following option (not guidance or standard) on setting speed limits:

“Other factors that may be considered when establishing or reevaluating speed limits are the following:

- A. Road characteristics, shoulder condition, grade, alignment, and sight distance;*
- B. The pace;*
- C. Roadside development and environment;*
- D. Parking practices and pedestrian activity; and*
- E. Reported crash experience for at least a 12-month period (Section 2B.13).”*

The National Committee on Uniform Traffic Control Devices (NCUTCD) recently approved [recommended changes to the current MUTCD related to setting speed limits](#). These recommendations are provided to the Federal Highway Administration (FHWA) for consideration in the next edition of the MUTCD, which requires federal rulemaking. The FHWA has not initiated rule making for the next edition of the MUTCD yet, but this is expected to begin within the next year. The recommendations approved by the NCUTCD include:

- Removing from standard that “The engineering study shall include an analysis of the current speed distribution of free-flowing vehicles.”
- Upgrading and revising the considerations for establishing speed zones to read:

“Factors that should be considered when establishing or reevaluating speed limits within speed zones are the following:

- A. Speed distribution of free-flowing vehicles (such as current 85th percentile, the pace, and review of past speed studies).*
 - B. Reported crash experience for at least a 12-month period relative to similar roadways.*
 - C. Road characteristics (such as lane widths, curb/shoulder condition, grade, alignment, median type, and sight distance).*
 - D. Road context (such as roadside development and environment including number of driveways and land use, functional classification, parking practices, presence of sidewalks/bicycle facilities).*
 - E. Road users (such as pedestrian activity, bicycle activity).”*
- Revising the guidance statement regarding the posted speed limit being made within 5 mph of the 85th percentile speed to apply only “on freeways, expressways, or rural highways.”



National Association of City Transportation Officials speed limit guidance

The National Association of City Transportation Officials (NACTO) guide *City Limits: Setting Safe Speeds for Urban Streets* provides urban speed limit guidance is anticipated to be released in March 2020. The information included below is based on a draft version of their guide.

NACTO's guide identifies two general approaches (citywide or category of street) for setting speed limits and states the following:

"Cities have two options for setting default speed limits: citywide or by street category of street (e.g., major, minor, alley).

Citywide speed limits are generally easier to implement and may be easier for drivers to follow. However, in cities where there is clear differentiation between major arterial streets and local or minor streets, setting speed limits based on category of street can sometimes allow cities to lower speed limits on a large number of streets below what would be allowable citywide (i.e., 20 mph on minor streets vs. 25 mph citywide).

If cities have the authority to set default speed limits, they should decide whether to implement citywide limits or category limits based on what makes the most sense given the local conditions"

If setting a default citywide speed limit, NACTO recommends using 25 mph. "Setting or lowering default citywide speed limits is an inexpensive, scalable way to quickly improve safety outcomes, and establish a basis for larger safety gains. Default citywide limits also provide consistent expectations and messages about speed across the jurisdiction, which is easy for drivers to follow".

If using category speed limit approach, NACTO recommends:

- Major streets: 25 mph.
"A 25 mph speed limit on urban multi-lane streets has demonstrable safety benefits for all users. Major streets feature a combination of high motor vehicle traffic volume, signalization of major intersections, and an inherently multimodal street environment".
- Minor streets: 20 mph.
"A 20 mph speed limit on minor streets supports safe movement and contextually appropriate design on the majority of city streets. Since minor streets tend to have either very low volumes or operate at the speed of the most cautious driver, cities can apply a category speed limit to minor streets without detailed review of street characteristics. Minor streets include physically small streets where low speeds are often already present, as well as low-vehicle-volume streets with few or no transit stops".
- Alleys and shared streets: 10 mph



NACTO identifies that cities can define “slow zones.”

“Slow Zones are specifically designated areas with slower speeds than otherwise similar streets in the same jurisdiction. Neighborhood-scale or site-specific zones are useful for addressing high-priority areas such as areas with elevated collision rates or sensitive land uses (schools, parks, etc.). Cities should create slow zones based on their own location-specific needs, but several types of slow zones are relatively common”.

The guide provides examples of slow zones in school, park, and senior areas, neighborhoods and districts, and in downtown areas.

The NACTO guide includes additional details for analyzing speeds on major streets if a jurisdiction is not able to set default citywide or category speed limits. The guide recommends setting safe speed limits by evaluating conflict density and activity level. Their recommendations say that streets with high activity and high conflict density should have 20 mph speed limits while urban streets with low activity levels and low conflict density should have maximum speed limits of 35 mph.

USLIMITS2

In 2008, the FHWA developed a knowledge-based expert system called USLIMITS for recommending speed limits in speed zones that take pedestrians and bicyclists into consideration. The current version, [USLIMITS2](#), was created in 2012 as a “user-friendly, logical, and objective tool for local communities and agencies with limited access to engineers experienced in conducting speed studies for setting appropriate speed limits. For experienced engineers, USLIMITS2 can provide an objective second opinion and increase confidence in speed limit setting decisions.” Since its development, use of USLIMITS2 by practitioners has been limited.

National Cooperative Research Program Report on Speed Limit Guidance

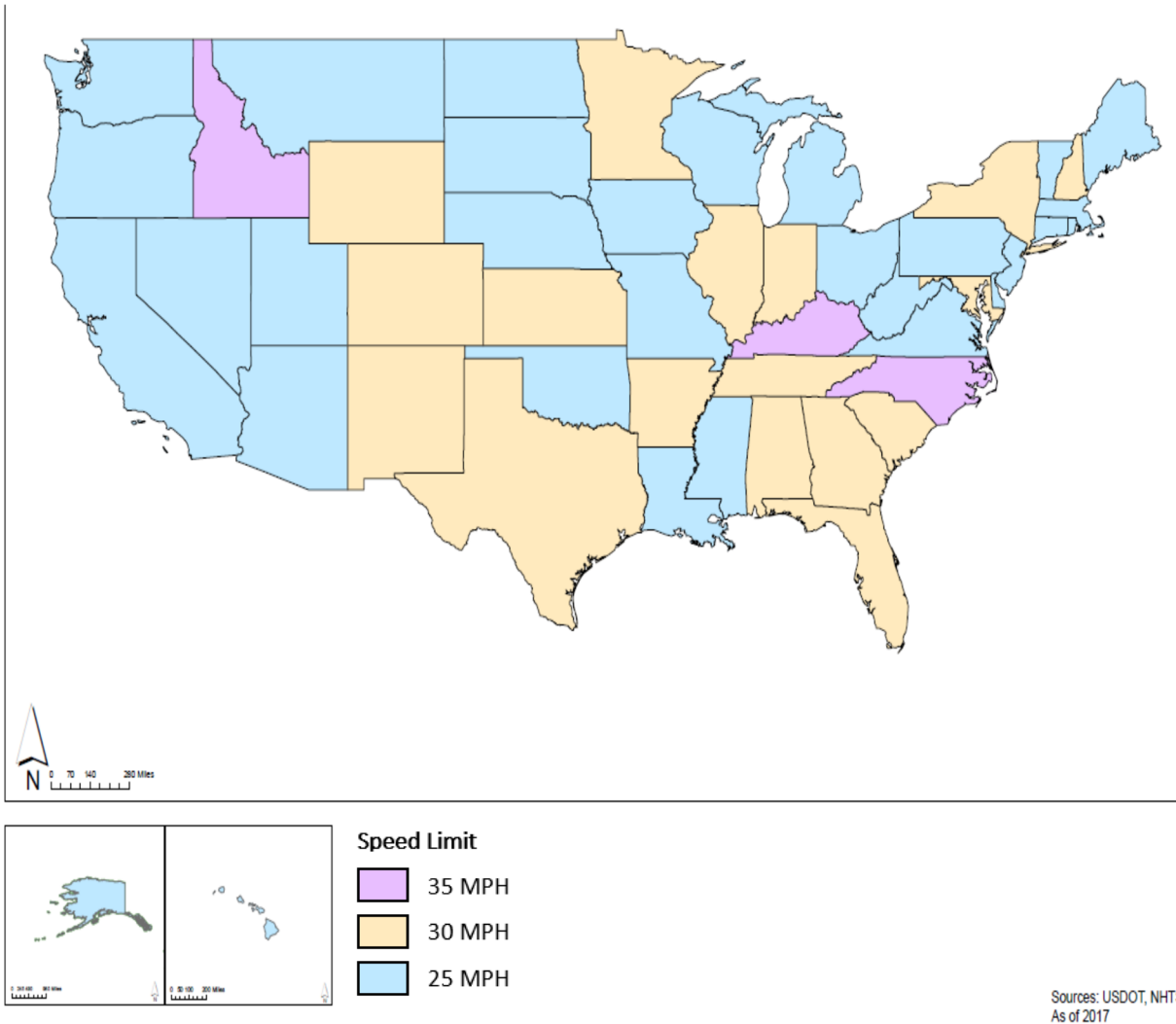
There is an active research study on speed limits that is not yet available, so its recommendations could not be considered as part of this analysis. Public Works will consider this study as part of future evaluation of speed limits. The research objectives of [National Cooperative Research Program \(NCHRP\) project 17-76](#) are to:

- Identify and describe factors that influence operating speed; and
- Provide guidance to make informed decisions related to establishing speed limits on roadways.

Speed Limits in Other States

In 2017, a majority of states (30) had a default urban speed limit of 25 mph, including all of Minnesota’s neighboring states (see Figure 2). In addition, 17 states allow a 20 mph speed limit if certain conditions are met. Since 2017 some states have made changes to their speed limits under various conditions.





Sources: USDOT, NHTSA
As of 2017

Figure 2: Default Urban Speed Limit by State

National safety research

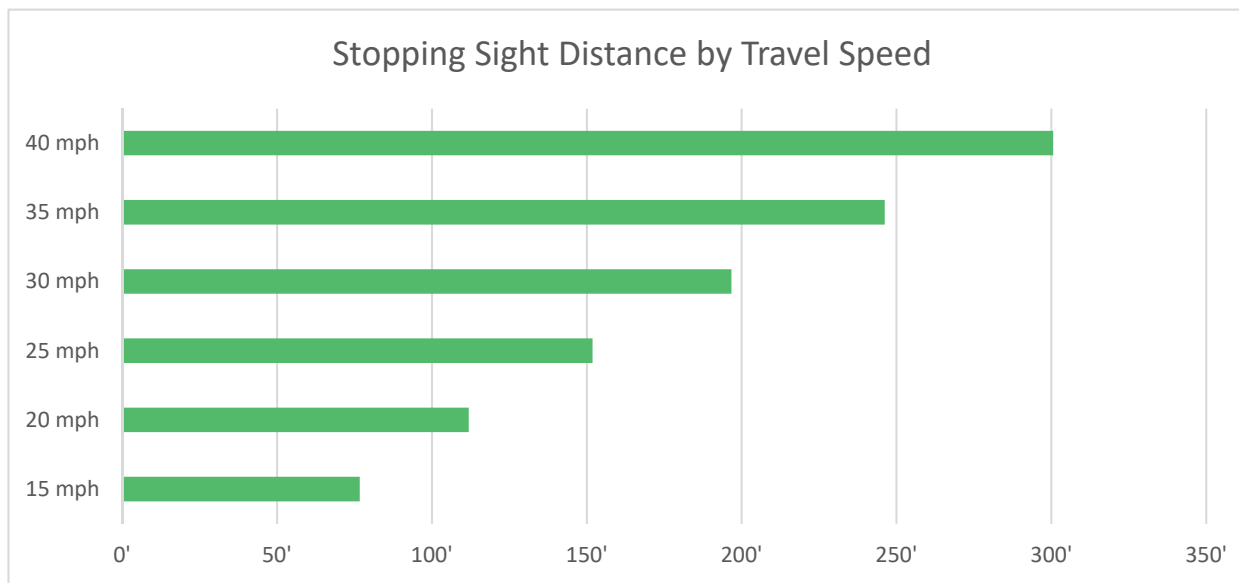
A number of studies demonstrate the relationship between speed and street safety. Generally, higher speeds increase the likelihood of a crash and the likelihood that a crash will be severe or fatal.

The National Transportation Safety Board 2017 report *Reducing Speeding-Related Crashes Involving Passenger Vehicles* summarizes the connection between speed and safety:

“Speed—and therefore speeding—increases crash risk in two ways: (1) it increases the likelihood of being involved in a crash, and (2) it increases the severity of injuries sustained by all road users in a crash.

The relationship between speed and crash involvement is complex, and it is affected by factors such as road type, driver age, alcohol impairment, and roadway characteristics like curvature, grade, width, and adjacent land use. In contrast, the relationship between speed and injury severity is consistent and direct. Higher vehicle speeds lead to larger changes in velocity in a crash, and these velocity changes are closely linked to injury severity. This relationship is especially critical for pedestrians involved in a motor vehicle crash, due to their lack of protection” (Executive Summary page ix).

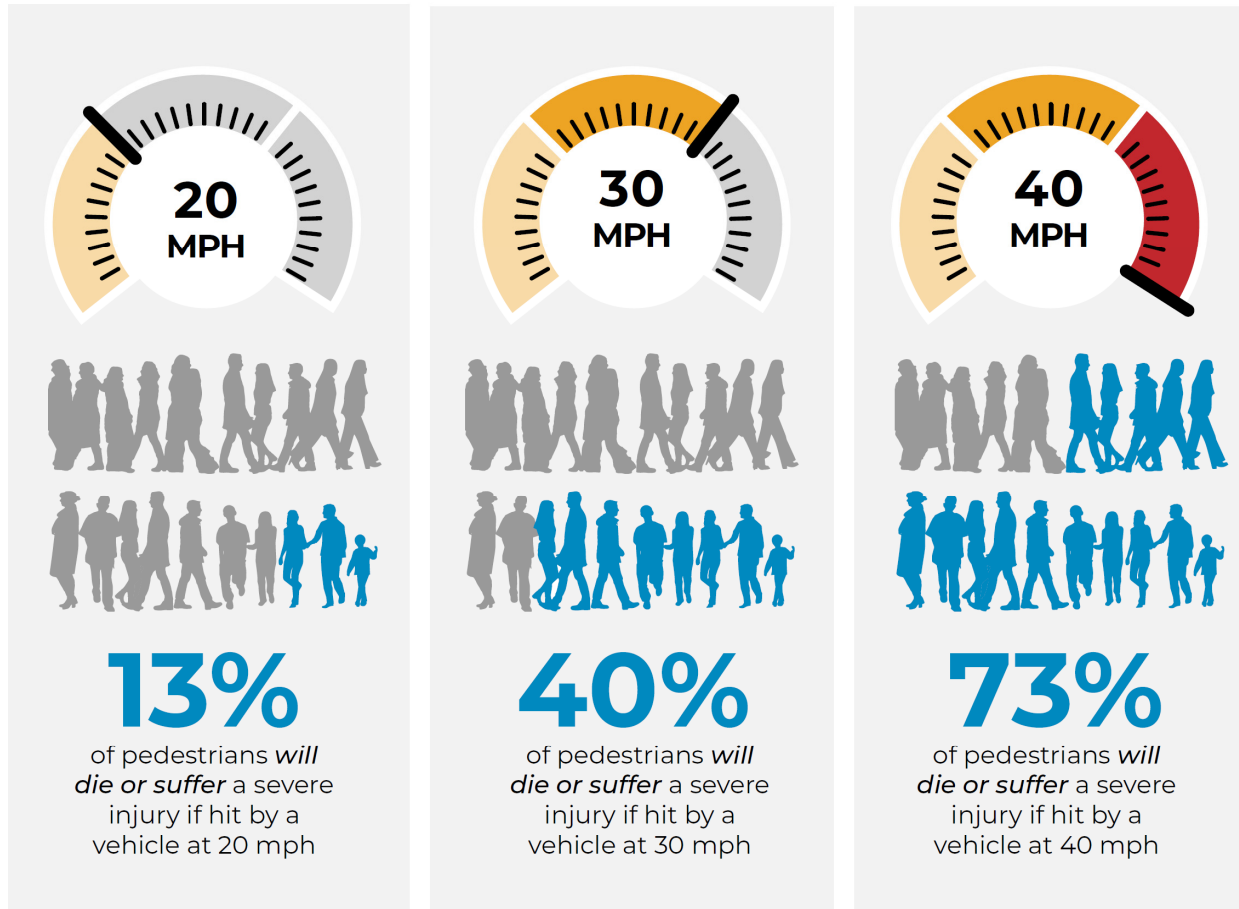
A key factor in the likelihood of a crash is how far it takes a vehicle to stop. Figure 3 outlines the relationship between stopping sight distance and speed. Stopping sight distance grows with speed. According to the American Association of State Highway and Transportation Officials (AASHTO), it takes the average driver 301 feet to stop at 40 mph, 197 feet at 30 mph, and 112 feet at 20 mph. A change from 30 to 20 mph results in an average driver stopping 85 feet sooner, which is a significant distance. To provide context, 85 feet is almost 5 car lengths of 18 feet each. Note that other research yields different stopping sight distances based on different reaction times and speeds of braking (AASHTO guidance is conservative), but it always takes longer to stop at higher speeds.



Data Source: American Association of State Highway and Transportation Officials (AASHTO). *A Policy on Geometric Design of Highways and Streets*. Washington, DC: AASHTO, 2011. "Assumes 2.5 second perception-braking time and 11.2 ft/sec² driver deceleration."

Figure 3: Stopping Sight Distance by Travel Speed

Figure 4 shows the relative crash risk for a pedestrian hit at different speeds. A person is significantly more likely to lose their life or sustain a serious injury as the speed at impact increases. A person hit at 30 mph is three times as likely to be killed than at 20 mph.



Source : Brian C. Tefft. 2013. AAA Foundation for Traffic Safety. Impact speed and a pedestrian's risk of severe injury or death.



Figure 4: Pedestrian Risk and Impact Speed

While the fact that lower traffic speeds increase safety is well established, there has been less study on the impact of speed limits on traffic speeds. A 2018 Insurance Institute for Highway Safety study *Lowering the Speed Limit from 30 to 25 mph in Boston: Effects on Vehicle Speeds* is the most recent detailed look at the impact of a change in speed limits on observed vehicle speeds. The study concluded that “lowering the speed limit in urban areas is an effective countermeasure to reduce speeds and improve safety for all road users”.

The study found significant reductions in the probability of vehicles exceeding 30 mph and 35 mph. There was a 29.3 percent decline in the odds of speeding for vehicles traveling faster than 35 mph. Reduction in higher urban speeds is especially valuable because risk to pedestrians increases dramatically between 25 mph and 35 mph.

The study showed only a small change in the average traffic speed in Boston after the speed limit change, reinforcing that people generally drive to what they feel is comfortable given the context and design of the street. These results also suggest that there was less speed differential with the 25-mph limit than with the 30-mph limit since higher-end speeds decreased. Minimizing speed differential has been one of the long-standing rationales for using the 85th percentile for setting speed limits, but this study reinforces that behavior on urban streets is different than rural and highway conditions.

Lessons from cities that have recently changed speed limits

A growing number of cities have lowered speed limits in recent years, including Charlotte, Seattle, Albuquerque, Cambridge, Boston, Portland, and New York City. In Minnesota, Nevis was the first city to lower speed limits after the new speed limit legislation: they lowered speed limits on residential streets to 20 mph.

To inform the City's speed limit recommendations, staff spoke with New York City, Portland, and Seattle about their experience implementing speed limit changes. All three cities have recently been given new legislative authority regarding speed limits. While the legislative authority under which each city controls its speed limits differs, these cities provide lessons learned for successful implementation of speed limits changes in urban areas. New York City provides an example of a city that recently changed their citywide default speed limit to 25 mph while Portland and Seattle provide slightly different examples of using a tiered category approach to setting speed limits. Overall, each city lowered speed limits to support safety and has found success with their speed limit change.

New York City

Before 2014, New York City used a citywide default speed limit of 30 miles per hour for all streets. The City signed 20 mph neighborhood "slow zones" in about 30 areas of the city—typically quieter residential neighborhoods. These slow zones were complemented by signing and traffic calming features. In addition to slow zones, some arterial streets also had speed limits different from the 30 mph default; most were signed for speed limits above 30 mph. In 2014, New York City received permission from the state legislature to lower its citywide default speed limit to 25 mph and implemented changes accordingly.

The change to a 25 mph default speed limit prompted staff to review arterial streets in the city and employ a safe systems approach to setting new speed limits on those corridors. Today, only a few non-limited access highways have a speed limit higher than 25 mph. Those are all signed. New York City has not added slow zones after they changed the default speed limit. According to city staff, interest in the program has gone down since statutory speed limits were lowered, while staff have refocused administrative time on arterials and high-crash streets.



Portland

In 2018, Oregon state law was amended to allow cities to establish a 20 mph speed limit on all non-arterial streets in residential districts under city jurisdiction. The state statutory speed limit is 20 mph for business districts (mostly downtown) and has been so for many years. In 2018, Portland lowered the speed limit on residential district streets to 20 mph after receiving new legislative authority to do so.

Portland has been working to lower speed limits on non-residential streets for several years and must obtain approval from the Oregon Department of Transportation to do so. In 2016, the City received approval for an alternative process to make lowering those speed limits easier and is pursuing speed limit changes to arterial streets on an individual basis.

Seattle

In 2016, Seattle adopted new default speed limits of 20 mph for residential streets and 25 mph for arterial streets unless otherwise signed. Those changes came a few years after the Washington State Legislature gave cities the authority to lower speed limits on residential streets.

Seattle has also been lowering speed limits on many of its arterial streets. The City has been piloting use of the 50th percentile (rather than 85th percentile) for setting speed limits on busier streets in areas defined as urban villages. In December 2019, Seattle announced that it was lowering the speed limit on most arterial streets to 25 mph.

Saint Paul Bicycle and Pedestrian Crash Analysis

In 2019, Saint Paul staff initiated a review of bicycle and pedestrian crashes on streets in the city between 2009 and 2018. The purpose of the review was to understand where, how and why pedestrian and bicyclist crashes occur. Although the review is ongoing, initial findings demonstrate a relationship between bicycle and pedestrian crashes and motor vehicle speeds.

Between 2009 and 2018 on streets in Saint Paul:

- 816 crashes involved bicyclists and 1,364 crashes involved pedestrians.
- 199 crashes resulted in people killed or seriously injured while walking or bicycling. That equals 33 percent of the 592 total crashes that resulted in death or serious injury during the same time period in Saint Paul.
- Non-motorized users were involved in about 3 percent of total crashes, but 33 percent of crashes that were serious or fatal.
- A pedestrian is struck in Saint Paul approximately every 2.5 days. A bicyclist is struck approximately every 5 days. The number of crashes involving pedestrians was on the rise over the period studied.



In reviewing the locations of bicyclist and pedestrian crashes, two findings emerged with implications for speed limits:

- Among injury crashes, the likelihood of serious injury increases on streets with higher speed limits. (See Figure 5).
- While crashes happen on all types of streets, crashes are concentrated on higher-traffic collector and arterial streets, which often have higher design and operating speeds (See Figure 6).

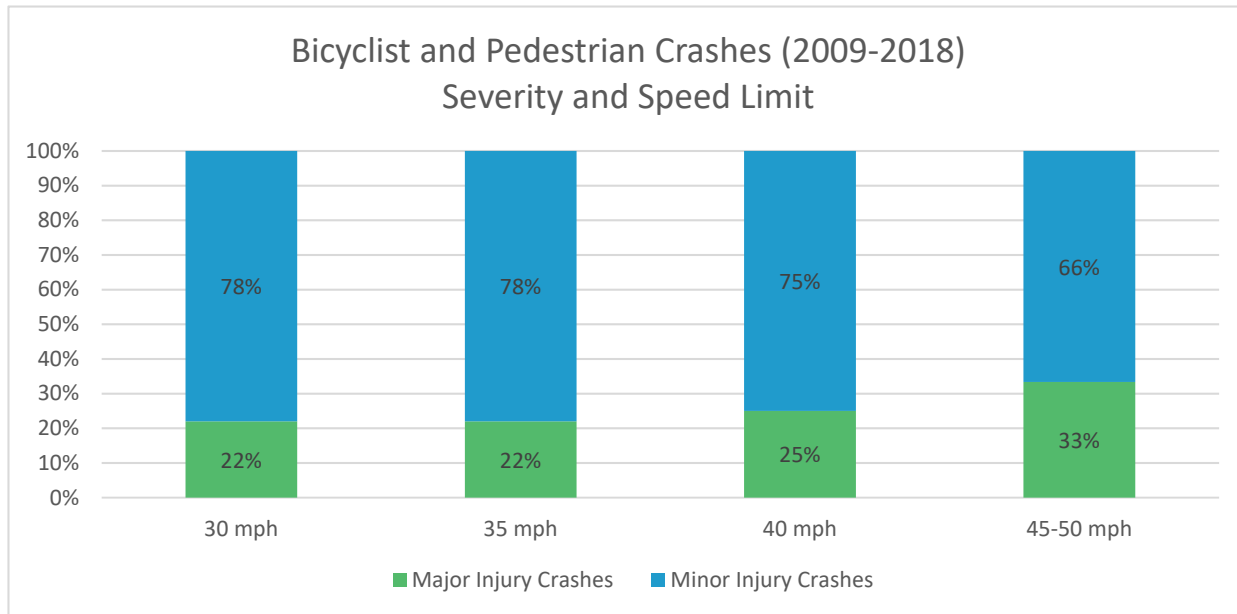


Figure 5: Bicyclist and Pedestrian Crashes

Saint Paul Roadway Safety Plan

The Saint Paul Roadway Safety Plan, published in January 2016, reviewed fatal and serious injury crashes on Saint Paul streets from 2009 to 2013. Findings of the report include:

- In Saint Paul, 39 percent of severe crashes are on city-owned streets, which is more than the county (36 percent) or state (25 percent) systems.
- From a traffic volume perspective, severe crashes are over represented on streets with volumes greater than 10,000 vehicles per day (21 percent of severe crashes versus 2 percent of the system by mileage) and under represented on streets with volumes less than 5,000 vehicles per day (41 percent of crashes versus 52 percent of the system by mileage).
- From a functional classification perspective, severe crashes are overrepresented on arterials and collectors (91 percent of severe crashes versus 21 percent of the system by mileage) and underrepresented on local streets (9 percent of severe crashes versus 79 percent of the system by mileage).

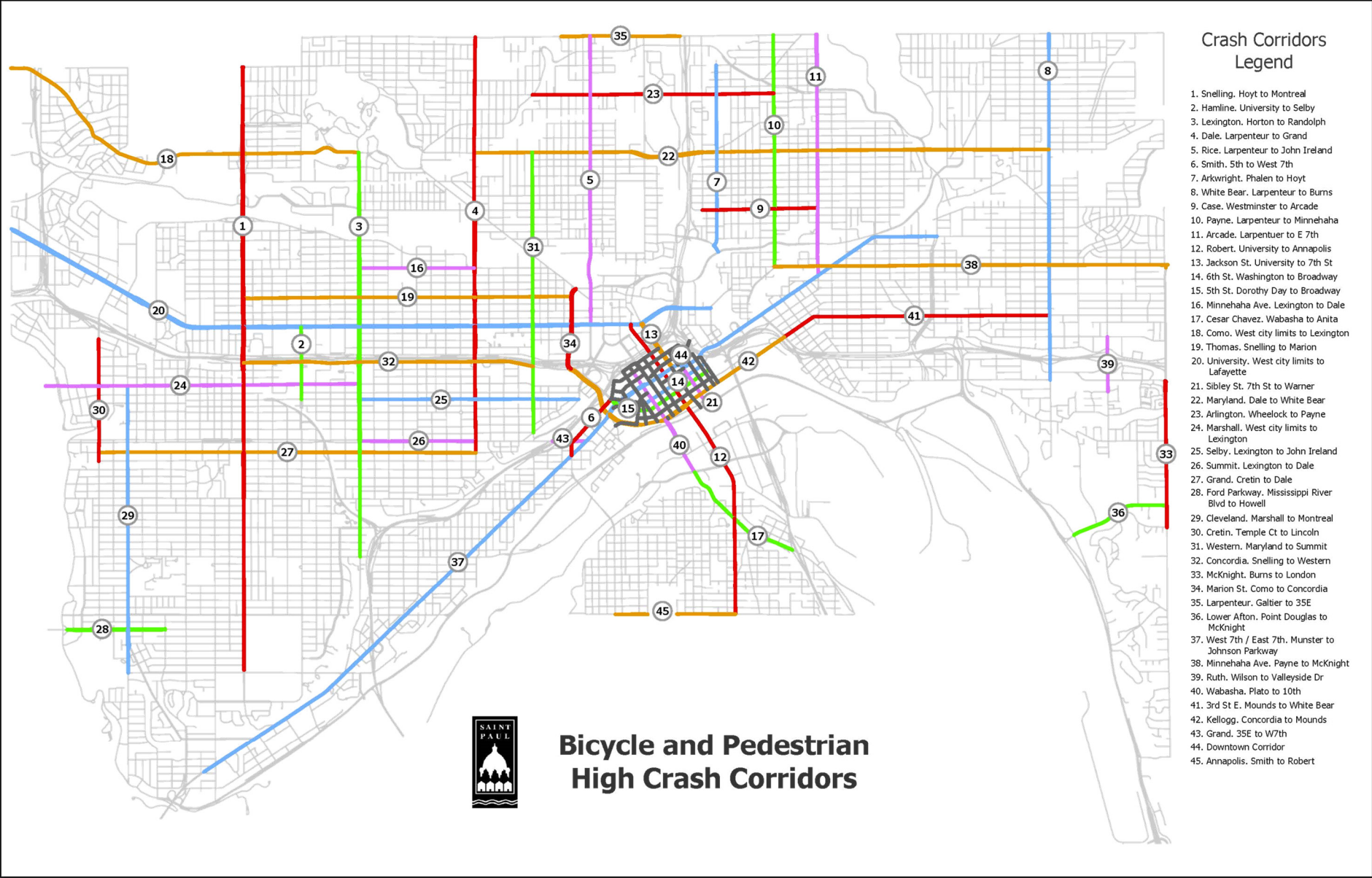


Figure 6: Bicyclist and Pedestrian High Crash Corridors

- From a driver behavior perspective, the top five emphasis areas include; Unbelted (22 percent), Impaired (20 percent), Unlicensed (17 percent), Inattentive (16 percent), and Speed (12 percent).
- The most common type of severe and fatal crashes in Saint Paul are those involving pedestrians and bicyclists.

In reviewing the *Saint Paul Roadway Safety Plan*, two findings emerged with implications for speed limits:

- Severe crashes are overrepresented on higher traffic collector and arterial streets, which often have higher design and operating speeds.
- Speed was identified as one of the top five driver behavior emphasis areas. Speed was also identified as a factor in a significant percentage (26 percent) of serious and fatal crashes in Ramsey County from 2014-2018, according to [Minnesota Department of Public Safety crash data](#).

Saint Paul Traffic Speed Study

To develop an understanding of how motorists today behave on different types of streets under the existing speed limit regulations, the City performed an evaluation of existing speeds on roadways within Saint Paul.

Speed data from 478 locations was used in this evaluation. The collected data came from two sources:

- The City frequently conducts speed studies to evaluate existing conditions to determine the appropriate action to take in response to a citizen concern or to aid in the design process. This review utilizes data collected within the previous five years. This data set includes speeds from 407 locations on City, County, and State-owned streets.
- Additional speed studies were performed to augment existing data. The locations for these speed studies were chosen to ensure that all geographical areas of Saint Paul were represented. This data set includes speeds from 71 locations. This data was collected on City-owned roadways between September and November of 2019.

Data from both sources was typically collected for 48 hours in the middle of a typical weekday. Speed data was collected by direction, and all data reported counts each direction as an individual study.

Table 1 and Table 2 provide a summary of the collected data on roadways with a speed limit of 30 mph within the City. Data collected on roadways with speed limits other than 30 mph were removed from the data set to provide simpler results.

Table 1: Speed characteristics of observed vehicles

	Studies	Vehicles Counted	Mean speed	Percentage exceeding current 30 mph speed limit
County Roadways	88	1,176,469	31 MPH	57%
State Roadways	8	113,493	30 MPH	57%
City-Owned Streets				
Arterial	24	184,533	28 MPH	38%
Collector	224	1,065,593	29 MPH	43%
Local	543	456,817	23 MPH	15%

Due to the limitations of the historical data, the percentile speeds for each roadway type were not available. The data presented in Table 2 represents the median observed study for each percentile speed.

Table 2: Speed characteristics of study locations

	Studies	Median Percentile Speed			
		15 th	50 th	85 th	95 th
County Roadways	88	26 MPH	31 MPH	35 MPH	38 MPH
State Roadways	8	25 MPH	31 MPH	35 MPH	39 MPH
City-Owned Streets					
Arterial	24	23 MPH	28 MPH	33 MPH	36 MPH
Collector	224	23 MPH	28 MPH	33 MPH	36 MPH
Local	543	15 MPH	21 MPH	27 MPH	29 MPH

A few notable observations can be made from this summary:

- Most drivers on all City-owned streets currently drive below the posted 30 mph speed limit.
- As expected, speeds tend to be higher, with a higher proportion of vehicles exceeding the speed limit, on collector and arterial streets.
- Little difference was observed between observed speeds on County and State-owned roadways.

Findings and Conclusions

Based on the data and research documented in this study, the key findings from the evaluation are:

- Lower traffic speeds reduce both the likelihood of crashes and that those crashes will be severe or fatal.
- A majority of states have lower speed limits than Minnesota. All of Minnesota's neighboring states have a 25 mph default urban speed limit.
- The traditional approach of using 85th percentile speed to set speed limits is no longer considered the best practice for urban streets.
- When setting urban speed limits with broad authority, there are two common options emerging from guidance and recent city speed limit changes:
 - Default citywide speed limit of 25 mph; or
 - Category speed limits by minor and major streets with 20 mph on minor streets and generally 25 mph speed limits on major streets.
- Portland and Seattle, which are similar to Saint Paul in context and street design, have found success with the category speed limit approach.

The key findings, above, led to the following study conclusions:

- Speed limits lower than 30 mph are justified because they:
 - Promote public health, safety and welfare,
 - Support City policies,
 - Align with emerging national best practices for safe urban street operations, and
 - Support the City's traffic safety goal of zero traffic deaths and severe injuries.
- For Saint Paul, a category approach to speed limits is most appropriate with 20 mph on local residential streets and generally 25 mph on collector and arterial streets.
 - These lower speed limits prioritize public health and safety (a person hit at 30 mph is three times as likely to be killed or severely injured than a person hit at 20 mph).
 - These lower speed limits are reasonable given the clear differences in the design, context, safety, expectations, and operations of minor and major City streets.
 - A citywide 25 mph speed limit does not best reflect the design, land use, mode use, and expectations of minor City streets, which are about 74 percent of City-owned streets.
 - Minor City streets generally serve short, local connections, have low traffic volumes, have on-street parking, are narrow and require slow speeds when two cars pass each other, do not have dedicated space for biking, and have frequent entrances to residents or businesses.
 - Major City streets generally serve longer trips than minor streets, have higher traffic volumes, have traffic signals at higher volume intersections to support safe crossing of all modes, and are wider in width.

Saint Paul Speed Limit Recommendations

Category Speed Limits

Based on the above findings and conclusions, Public Works staff recommend that the City Engineer use a category approach to set speed limits. The recommended category speed limits are:

- Minor streets will be 20 mph unless otherwise signed. These are generally local residential streets.
- Major streets will generally have speed limits of 25 mph and will be signed. Major streets are generally arterial and collector streets.
- Some major streets will have speed limits higher than 25 mph based on specific conditions and will be signed.
- Alleys will retain speed limits of 10 mph.

Staff recommend the above category speed limits because they:

- Send a strong message to the driving public that “slower is safer” on all streets
- Were found to be enforceable and defensible by an internal technical advisory committee
- Align with the forthcoming NACTO speed limit guidance
- Are consistent with clear differences in the design, context, safety, expectations, and operations of major and minor city streets:
- Align with Minneapolis’ recommended speed setting approach, providing consistency in messaging to the traveling public
- Support the City’s traffic safety goal of zero traffic deaths and severe injuries
- Improve safety and comfort for people of all abilities walking, bicycling, and taking transit
- Support the movement of people and goods
- Are consistent, understandable, reasonable, and appropriate for an urban context

Application of Category Speed Limits

The map of recommended speed limits on City streets is shown in Figure 7. Every street was identified as being either a major or minor urban street based on the forthcoming speed limit guidance from National Association of City Transportation Officials (NACTO). The primary basis for street categorization was based on the street Functional Classification System as shown in the Saint Paul 2040 Comprehensive Plan, which is based on the context, function, and design of the street.

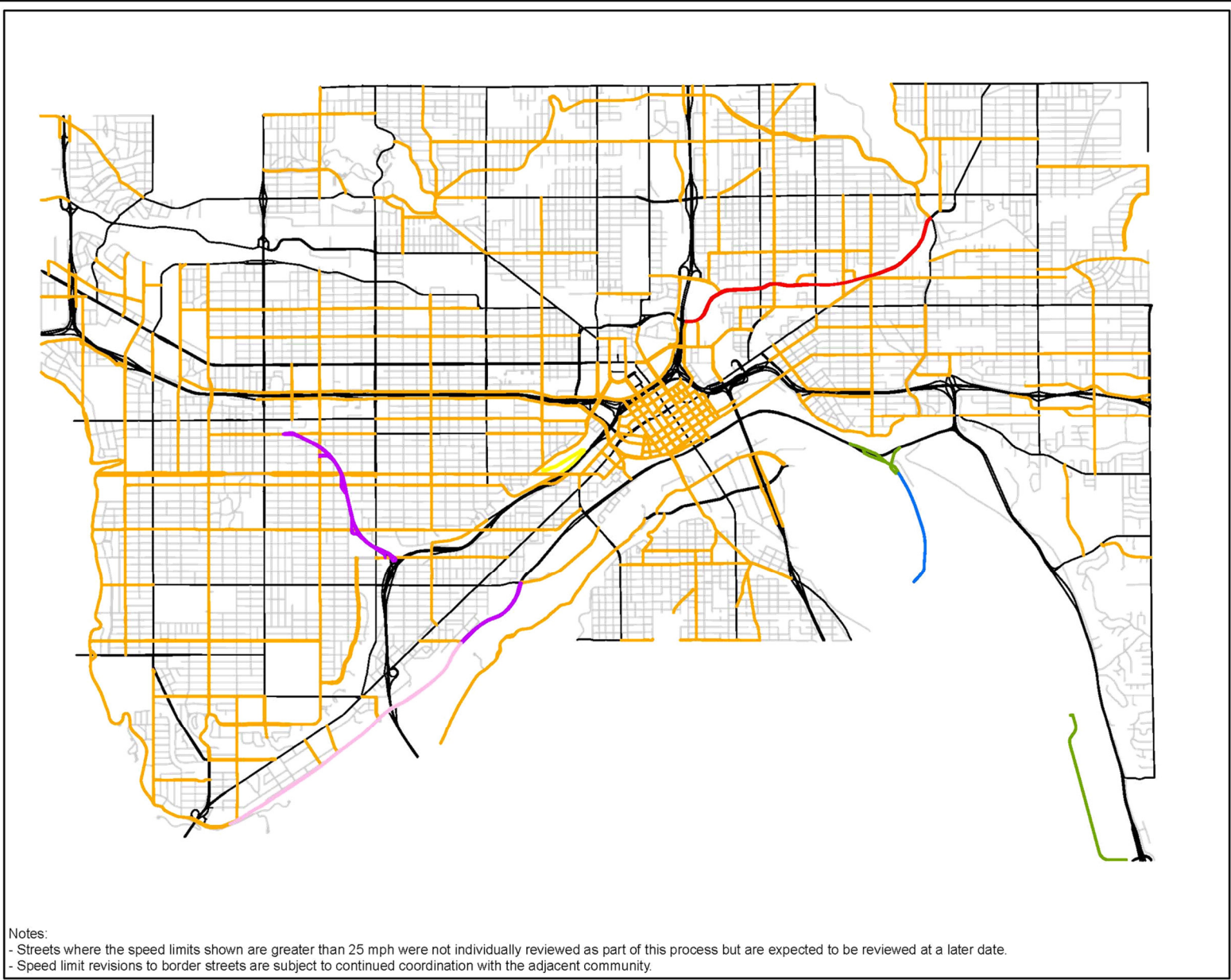
- Principal and Minor Arterial streets are major streets and will generally have 25 mph speed limits and were evaluated to determine whether a higher speed limit is appropriate based on context and design.
- Collector streets are generally major streets with 25 mph speed limits and were evaluated to determine whether a lower speed limit is appropriate based on context and design.



Saint Paul Speed Limits

Legend

- 50 mph
- 45 mph
- 40 mph
- 35 mph
- 30 mph
- 25 mph
- 20 mph
- 15 mph
- Non-City-Owned Street



Notes:
- Streets where the speed limits shown are greater than 25 mph were not individually reviewed as part of this process but are expected to be reviewed at a later date.
- Speed limit revisions to border streets are subject to continued coordination with the adjacent community.

Figure 7

3/11/2020

Figure 7: Map of Recommended Speed Limits

- Local streets are generally minor streets with 20 mph speed limits and were evaluated to determine whether a higher speed limit is appropriate based on context and design.

Arterial streets were evaluated to determine where speed limits higher than 25 mph are appropriate based on local context and design. City staff used the forthcoming NACTO *Checklist for Analyzing Existing Conditions and Using the Safe Speed Study Table* in their speed limit guidance to identify street segments with low conflict density and activity levels. Five roadway segments (Ayd Mill Road, Shepard Road, Phalen Boulevard, Childs Road, and Red Rock Road) were identified where speed limits higher than 25 mph are expected to remain in place. Speed limits on these roadways were not individually reviewed as part of this process but are expected to be reviewed at a later date.

Collector streets were evaluated to determine if a 20 mph speed limit is more appropriate based on current design and use, and local streets were evaluated to determine whether a 25 mph speed limit is more appropriate based on current design and use. The following criteria were taken into consideration while determining appropriate speed limits:

- **Downtown** – All streets in the downtown core are proposed to be 25 mph.
- **Traffic Volume** – Streets above 2,000 ADT are more likely to be 25 mph, while streets below 2,000 are more likely to be 20 mph.
- **Roadway Character** – Streets with longitudinal lines designating parking lanes or travel lanes are more likely to be 25 mph. Roadways without defined travel or parking lanes are more likely to be 20 mph.
- **Transit** – Streets with regular route bus service are more likely to be 25 mph.
- **Bikeways** – Streets identified in the Saint Paul Bicycle Plan as an existing or planned Bicycle Boulevard are proposed to be 20 mph.
- **Connectivity** – Streets that make logical connections between neighborhoods or across barriers are more likely to be 25 mph. Local streets that are less than 0.5 miles in length and create a logical extension of an otherwise 25 mph street are more likely to be 25 mph. In most cases, streets with 25 mph speed limits terminate with other 25 mph streets.

Using the criteria described above, Staff evaluated approximately 793 miles of streets under City jurisdiction. Approximately 74 percent of the streets are proposed to be 20 mph, 24 percent of the streets are proposed to be 25 mph, and two percent of the streets are proposed to have speed limits of 30 mph or higher.

Implementation

This section provides a summary of the primary steps the City will take to implement the identified speed limit changes. The primary steps include the following:

- Communications and Outreach
- Speed Limit Signing
- Traffic Signals
- Enforcement
- Evaluation

Communications and Outreach

The City will implement a proactive communications and outreach plan to educate people about the new speed limits. The City will use the speed limit changes as an opportunity to highlight the important connection between traffic speed and safety.

The City will coordinate with the City of Minneapolis on communications and education around new speed limits and work to have shared messages, materials, press events, and other efforts. The City of Saint Paul and the City of Minneapolis will jointly announce forthcoming changes in speed limits on March 12, 2020.

Goal

Build awareness of the new lower speed limits on city-owned streets in Saint Paul and Minneapolis by educating:

- Residents and visitors about new speed limits on Minneapolis and Saint Paul City-owned streets using a joint communications plan with consistent messages, timing and branded campaign materials for both Cities.
- Residents on the important connection between lower traffic speeds and improved safety for everyone – “Slower is Safer.”

Core Message

“Slower is Safer. Slower speeds on our local streets make travel safer for everyone no matter how they get around.”

Communication Objectives

- Coordinate consistent key messaging between the City of Saint Paul and the City of Minneapolis to keep people informed of the similar, but separate processes for changing the speed limits on local, City-owned streets (e.g. new ordinances, technical study, speed limit changes).
- Using both earned and paid media, create a collaborative, integrated educational marketing campaign to promote awareness of new local speed limits to Saint Paul and Minneapolis residents.



- Develop partnerships, outreach and messaging to be inclusive of people from many backgrounds, including non-English speakers.
- Develop and distribute an online community “tool kit” with campaign-branded materials to be used by neighborhood/district councils and community members to promote and build awareness of new speed limits.
- Create a joint “kick-off” media event on March 12, 2020, with community partners and City leadership to celebrate the first lower speed limit signs being posted on Franklin Avenue, a shared city-owned street that connects Saint Paul and Minneapolis.
- Create a paid media campaign to reach our broader target audiences using social media, Metro Transit, and local radio.

Speed Limit Signing

The core features of the Saint Paul sign plan include:

- Signs at gateway locations showing the Citywide default speed limit in Saint Paul is 20 mph unless otherwise posted. These signs may also be placed periodically in non-gateway locations as appropriate.
- Speed limit signs on streets where the speed limit is over 20 mph. Locations of signs for speed limits above 20 mph will be guided by:
 - At speed limit transition points
 - Near intersections with arterial or other high-traffic streets
 - At least once every mile
- Signs for streets with 20 mph speed limits will only be posted at speed limit transition points along a corridor or where staff determine the speed limit needs to be reinforced because of high potential conflicts or crash history.
- Installation of new speed limit signs is anticipated to take months to complete. New speed limits will take effect as each roadway is signed.

Traffic Signals

Several aspects of traffic signal timing are determined by the speed limits on the streets approaching a traffic signal. These include:

- Clearance intervals for yellow and all red phases
- Loop detector locations and settings
- Coordination parameters

Adjustments to clearance intervals will be necessary at any signalized intersection where changes to the speed limit of one or more approaching streets are implemented. Adjustments to coordination parameters and detector settings may be required at any signalized intersection where changes to the speed limit are implemented, depending on location. The City of Saint Paul operates and maintains most traffic signals within



City borders; the remainder are operated and maintained by the Minnesota Department of Transportation and Ramsey County.

Enforcement

The Saint Paul Police Department (SPPD) is working closely with Saint Paul Public Works and supports the concept of reducing speed limits on City-owned streets. Providing and ensuring safe movement for all modes of transportation throughout the City is always a priority for Saint Paul police officers. Speeding is something that all officers are aware of, concerned about, and monitor whenever they are on duty.

Speeding violations are the number one moving violation enforced by SPPD. SPPD regularly enforces speeding violations throughout the City, and they will continue to do so. SPPD has always been a strong partner in community initiatives around street safety, such as Stop For Me and Safe Routes to School. They will continue to work with the City and our community partners to raise awareness about the speed limits in Saint Paul, as well use existing resources to conduct enforcement efforts throughout the City.

Evaluation

Public Works anticipates completing an initial evaluation of the speed limit changes within approximately three years of implementation. The evaluation is anticipated to include:

- A review of traffic speed studies after the implementation of speed limit changes.
- A review of crashes on City streets before and after the implementation of speed limit changes.
- If appropriate, any recommended speed limit modifications.

BLANK PAGE



REQUEST FOR COUNCIL ACTION

Meeting Date	March 3, 2021
Agenda Item	Policy D6
Attachment	N/A
Submitted By	Sack Thongvanh, City Administrator

Item	Council Town Hall Meetings
Description	<p>In 2019, it was determined by the Council to enhance communication as outlined by the Strategic Plan. The plan was to hold a type of council town hall meeting throughout 2020. The first event was promoted and schedule to be called "Breakfast with the Council". Unfortunately, the events could not happen because of COVID-19.</p> <p>There will need to be discussion on how we will move forward on this initiative.</p>
Budget Impact	Minimal impact on the budget.
Attachment(s)	N/A
Action(s) Requested	Staff is looking for direction on how to proceed.

BLANK PAGE



REQUEST FOR COUNCIL ACTION

Meeting Date	March 3, 2021
Agenda Item	Policy D7
Attachment	N/A
Submitted By	Sack Thongvanh, City Administrator

Item	Fire Equipment and Space Updates
Description	Staff is in the process of determining how fire equipment will be release or sold. Public Works will transition into the space when it is empty and we will no longer be dependent on other jurisdiction to house our equipment.
Budget Impact	There should be minimal changes needed.
Attachment(s)	N/A
Action(s) Requested	Staff is looking for direction on how to proceed.

BLANK PAGE



REQUEST FOR COUNCIL ACTION

Meeting Date	March 3, 2021
Agenda Item	Policy D8
Attachment	N/A
Submitted By	Sack Thongvanh, City Administrator

Item	Committee Appointments
Description	The City received a request from Council Member Wehyee with the support of Council Member Miazga to discuss how committee appointments are determined.
Budget Impact	N/A
Attachment(s)	N/A
Action(s) Requested	Staff is looking for direction on how to proceed.