



CITY OF VICTORIA

# COMPREHENSIVE POLICY MANUAL

*Approved: January 8, 2024*



COMPREHENSIVE POLICY MANUAL

# **SECTION 1: CITY COUNCIL**

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Effective Date: 1/24/2022  
Original Policy Date: 11/29/2013  
Submitted By: Dana Hardie

## PURPOSE

The purpose of this policy is to establish a set of rules to govern the conduct of city council meetings. These “rules of procedure” were adopted to provide for a systematic and consistent way to conduct business and provide for participation of the City Council and residents.

## POLICY

The City Council welcomes the public to attend all council meetings. The City Council meets two times per month (2nd and 4th Mondays unless otherwise noted) in the council chambers at City Hall, 1670 Stieger Lake Lane. Meetings of the City Council are live-streamed and recorded and available for streaming on-demand online. Regular meetings of the City Council start at 6:30 p.m. (unless otherwise noticed) and are open to the public. Council workshops and special meetings are scheduled as needed and the starting time will be noticed. Workshops generally are held immediately preceding a regular meeting of the City Council.

Council agendas are published before Council meetings on the [City's website](#). Copies of the agenda are also available at the entrance of the council chambers on the day of the meeting. Questions about the agenda or requests to speak during Open Forum should be directed to the City Clerk.

Council receives background information related to the agenda prior to each meeting and have prepared themselves for the decision-making process. In some cases, Council may have also discussed agenda items in-depth at previous workshops. Background information Council receives includes but is not limited to: staff reports; supplemental reports or documents; correspondence; submittals by petitioners and other interested parties and related Council or Commission meeting reports; minutes or supporting materials.

The Mayor or in the Mayor's absence, the Mayor Pro Tem shall preside at all meetings of the Council and shall have the power to preserve order and decorum at meetings and enforce the City Council meeting procedures.

Council Meetings have a mandatory adjournment of 11 p.m. A supermajority vote of the Council can supersede this requirement.

In accordance with Minnesota Statutes §13D.05, the City Council may adjourn into CLOSED SESSION to discuss non-public information, the city manager's performance review and/or attorney-client privileged information.

## PROCEDURES

The following procedures are intended to implement the spirit of this policy and are not meant to be all inclusive:

## **A. Order of Business.**

To keep meetings moving smoothly, the council follows an “Order of Business.” The schedule for regular council meetings is shown on the AGENDA. An agenda is a list of business items to be considered at a meeting. The Order of Business for the City of Victoria follows:

### **1. CALL TO ORDER/PLEDGE OF ALLEGIANCE**

### **2. ANNOUNCEMENTS & PROCLAMATIONS**

### **3. ADOPT THE FINAL AGENDA**

**4. OPEN FORUM.** The City Council offers members of the public (including residents, governmental agencies and representatives, non-profit organizations, and businesses) the opportunity to comment on items of public interest. This portion of the agenda is reserved for issues that are not included on an agenda or are not in the application process at City Hall. The Council sets aside 10 minutes for public comment at each regular meeting of the City Council. No Council action should be expected during OPEN FORUM as the Council needs to thoroughly study all proposals or requests not of a routine nature. Comments are to be limited to no more than 5 minutes per individual. Anyone wishing to speak should contact the City Clerk at 952-443-4229 by Noon of the meeting date with your name, phone number, and subject matter. If time permits, after scheduled speakers are finished, the Mayor will open the floor to unscheduled speakers. The City Clerk will complete a “Request to Speak” form for scheduled speakers; all other members of the public are asked to complete a “Request to Speak” form prior to the meeting and hand the form to the City Manager or Mayor (Exhibit A of this policy)

**5. CONSENT AGENDA.** The City Council uses a CONSENT AGENDA procedure for routine, administrative, non-controversial items needing little or no deliberation or “housekeeping” items required by law. Those items are identified on the agenda and are approved as a block with one vote unless a council member, City staff, or member of the public requests that an item be considered separately. As part of this policy, the Council has adopted CONSENT AGENDA guidelines (Exhibit B of this policy).

**6. REGULAR AGENDA.** The REGULAR AGENDA consists of items requiring individual consideration by the Council; for example, discussion of individual development issues that have a significant number of community or neighborhood concerns.

The REGULAR AGENDA is also where the Council would hold any Public Hearings. If an item is on an agenda, public comment on that item must take place during a Public Hearing, which can be held by the Council or a City advisory commission and provides the opportunity for any resident to fully present his or her position on an issue.

**7. REPORTS/EMERGING ISSUES.** This section is reserved for reports of the City Attorney, City Manager/staff, the Mayor, and Council Members. This includes committee reports or updates. It is also an opportunity for Council or staff to discuss an emerging issue not on the CONSENT or REGULAR AGENDA and not planned as a future agenda item. Generally, discussion will focus on whether Council will direct staff to spend time and/or resources on a particular item to bring back for future Council consideration. The City Manager, City

Attorney or any member of the Council may bring forward an emerging item for inclusion on the Agenda; however, staff will not spend time preparing a staff report or research. The individual requesting the emerging item be discussed shall submit the item to the City Manager for inclusion on the Agenda no later than Wednesday prior to the Monday meeting. The submission must include a brief description (prepared by the individual making the request) of what Council is being asked to provide direction on.

## **8. ADJOURNMENT**

### **B. City Council Workshops.**

At times, Council may schedule a workshop which is generally held immediately preceding the Regular Council Meeting. All members of the public are welcome to attend the workshops. Workshops provide an opportunity for staff to present updates on City policies, plans for the future, and other presentations that keep Council informed of the activities around the City. Workshops offer an informal setting for the exchange of ideas and discussion of issues. It also is an opportunity for staff to obtain Council direction when needed.

### **C. Council Voting.**

The City of Victoria is a Statutory Plan B city with a mayor and four (4) council members all with voting authority. At a minimum, three (3) members of the Council must be present to constitute a quorum for official business to be conducted. Ordinances, resolutions, and motions of the Council are adopted by a simple majority of the Council Members present, unless a 4/5 vote of the entire Council is required by law. The most common items requiring a 4/5 vote are:

- Adoption or amendment of zoning ordinances that change existing zoning from residential to commercial or industrial.
- Adoption or amendment of Comprehensive Plans.
- Street improvement projects that will be paid for with special assessments.
- Summary publications of ordinances.

### **D. Ordinances.**

Before Council can consider a new or amended ordinance, state statutes require the City to publish the draft ordinance on the City's website at least ten (10) days prior to the date Council will consider the ordinance.

After adoption, the publication of an ordinance, or summary of the ordinance, is required to be published in the official newspaper (The Chanhassen Villager).

### **E. Public Comment.**

The City Council will consider comments from residents, businesses, staff, committees, and commissions and the interest of the general public before arriving at a decision. The public is asked to fill out a "Request to Speak" form (Exhibit A of this policy). The final responsibility for making the decision rests with the City Council. The City Council shall attempt to base its decisions on the premise of protecting the overall general health, welfare, and safety of the public.

### **F. Addressing the City Council.**

The City Council welcomes resident participation and input. Individuals wishing to address the Council are asked to fill out a “Request to Speak Form” (Exhibit A of this policy) and submit it to the Mayor or the City Manager prior to the meeting. When the item is announced, the individual wishing to speak should go to the podium, wait to be acknowledged by the Mayor and then state his/her name and address for the record.

- Individuals shall limit their comments to five minutes.
- Individuals should address only the subject item being discussed.
- Individuals may not allocate their speaking time to others.
- The mayor may limit the number of speakers addressing the same topic.
- The mayor may allow a speaker additional time to speak on complex issues.

Members of the audience at a City Council meeting shall not engage in disorderly or boisterous conduct including the utterance of loud, threatening, or abusive language, whistling, stamping of feet applauding, or other acts which disturb, disrupt, or otherwise impede the orderly conduct of any City Council meeting.

Additional opportunities for public participation at Council meetings follow:

**OPEN FORUM.** The City Council offers members of the public (including residents, governmental agencies and representatives, non-profit organizations, and businesses) the opportunity to comment on items of public interest. This portion of the agenda is reserved for issues that are not included on an agenda or are not in the application process at City Hall. Anyone wanting to address the council in Open Forum are asked to fill out the “Request to Speak” form (Exhibit A of this policy).

**CONSENT AGENDA.** All items listed under the CONSENT AGENDA are considered routine and non-controversial by the Council and will be approved by one motion. There will be no separate discussion on these items unless the Mayor, Council Member, staff or member of the public so requests, in which case, the item will be removed from the CONSENT AGENDA for a separate discussion and vote. Any member of the public wanting to pull an item from the CONSENT AGENDA for a separate discussion and vote are asked to fill out a “Request to Speak” form (Exhibit A of this policy).

**REGULAR AGENDA.** Pursuant to law, certain items must be noticed and a public hearing held. Public input will be taken once the Mayor opens the Public Hearing. For all other items on the REGULAR AGENDA, it is up to the discretion of the Mayor or by majority vote of the City Council as to what, if any, public comment will be heard on these items. Any member of the public wanting to be recognized by the Mayor and speak to an item on the REGULAR AGENDA are asked to fill out a “Request to Speak” form (Exhibit A of this policy).

## SCOPE

This policy applies to the City Council, staff, and anyone attending City Council meetings.

## AUTHORITY

Administrative implementation after Council approval.

Effective Date: 2/24/2020

Original Policy Date: 11/20/2018

Submitted By: Dana Hardie

## PURPOSE

Ethical leadership is vital to the functioning of the City and to maintain the public's trust and confidence in the City and democratic process. For purposes of this policy, "Council Members" includes the Mayor.

## POLICY

- A. The City Council recognizes ethical questions may be complex. Ethical conflicts are inevitable and should be health with forthrightness. As ethical leaders, Council Members will:
  - a. Seek and accept the advice of knowledgeable officials such as City Manager, City Attorney or City staff.
- B. Elected officials are human beings and citizens of their community. On occasion, it is expected that they will have needs or roles in their private lives that conflict with public office obligations. Should this occur, as ethical leaders, City Council Members will:
  - a. Be open about potential conflicts of interest, and they follow applicable rules for disclosing and dealing with a conflict (such as refraining from voting on an issue) to avoid even the appearance of impropriety.
- C. The City Council recognizes that some City decisions may have both adverse and positive effects on its residents. As ethical leaders, City Council Members will:
  - a. Strive to make the best decision as defined by its fairness to all concerned.
  - b. Make impartial decisions on the merits of the issues alone, while disregarding personal allegiances.
  - c. Make decisions in the best interest of the entire community, not just those who speak the loudest.
- D. The City Council understands the important of conscientious and ethical government as a value. As ethical leaders, City Council Members:
  - a. Do not use their office or authority for revenge, prestige or personal gain.
- E. The City Council recognizes that government is a human institution. As ethical leaders, City Council Members:
  - a. Care enough to make a positive difference and then act accordingly.

## SCOPE

This policy applies to the City Council.

## AUTHORITY

Administrative implementation after Council approval.

Effective Date: 2/24/2020

Original Policy Date: 11/20/2018

Submitted By: Dana Hardie

## PURPOSE

The purpose of this policy is to define the legal powers and responsibilities of the Mayor as defined in Minn. Stat. Chapter 412 and Minn. Stat. 12.29, subds. 1-3.

## POLICY

The City of Victoria is a Statutory Plan B city, with a mayor and four council members all with voting authority. There are, however, some powers and responsibilities assigned to the Mayor. The following are the major statutory powers and responsibilities of the Mayor.

- A. Presiding officer at Council Meetings.** In most cities, the Mayor's greatest authority is that of presiding officer at Council Meetings. Though not a legal requirement, the presiding officer clearly has a responsibility to be impartial and objective in conducting the meeting.
- B. Calling meetings.** The Mayor, as well as two City Council Members, can call special meetings.
- C. Executing official documents.** The Mayor must sign ordinances, contracts authorized by the Council and written orders for payment of claims that have been audited and allowed by the Council. These are ministerial duties, and the Mayor may not refuse to sign if the purpose, approval and form are legally correct and complete.
- D. Declaring local emergencies.** Only the Mayor can declare a local emergency. A local emergency cannot last for more than three days, except with the consent of the City Council. A local emergency must receive prompt and general publicity.

## SCOPE

This policy applies to the Mayor and City Council Members.

## AUTHORITY

Administrative implementation after Council approval.

Effective Date: 2/24/2020

Original Policy Date: 5/29/2018

Submitted By: Dana Hardie

## PURPOSE

The purpose of this policy is to define Council Members' use of electronic communication devices, such as cell phones, during a City Council meeting. For purposes of this policy, "Council Member(s)" includes the Mayor.

Use of electronic communication devices may lead to the public's perception that a Council Member is not paying attention or that a Council Member is receiving additional information that other Council Members and members of the public are not receiving. This perception is inimical to good government and transparency.

## POLICY

Council Members shall not use electronic communication devices, other than for the purpose of accessing agenda materials that are on an electronic device. This policy does not prohibit use of an electronic communications device in the event of an urgent family matter.

## PROCEDURES

- A. City Council Members who observe another City Council Member using an electronic device in violation of this policy may ask the offending Council Member to cease doing so.
- B. The request shall be made as discreetly as possible to avoid unduly interrupting the Council Meeting.

## SCOPE

This policy applies to the City Council.

## AUTHORITY

Administrative implementation after Council approval.

Effective Date: 2/24/2020  
Original Policy Date: 5/29/2018  
Submitted By: Dana Hardie

## PURPOSE

The City Council recognizes that bullying can have severe and negative impacts on the entire organization and can lead to increased staff turnover, lost productivity, costs associated with investigations of ill treatment as well as potential legal action, and loss of reputation. The City Council desires to conduct City business with a sense of decorum, to ensure that all Council Members may freely engage in discussing City business to make the best possible decisions on behalf of residents. For purposes of this policy, "Council Member(s)" includes the Mayor.

## POLICY

Council Members will:

- A. Respect fellow Council Members, City staff, residents and others.
- B. Treat fellow Council Members, City staff, residents and others fairly.
- C. Conduct oneself in a manner that reflects the trust placed in Council Members by the voters.
- D. Not engage in bullying behavior in the conduct of City business, either directly or indirectly or through nonverbal actions whose intent is to intimidate, degrade or humiliate an individual or undermine that person's ability to perform his/her job well.
  - a. Examples of bullying:
    - i. Slandering, ridiculing or maligning a person or his or her family
    - ii. Name calling that is hurtful, insulting or humiliating
    - iii. Abusive or offensive remarks
    - iv. Shouting angrily
    - v. Nonverbal threatening or obscene gestures or glances
    - vi. Ignoring or persistent interrupting or criticizing a person in work-related activities
    - vii. Spreading rumors and gossip regarding individuals

## PROCEDURES

The following procedures are intended to implement the spirit of this policy and are not meant to be all inclusive:

- A. City Council Members who observe bullying by another City Council Member, directed at either themselves or any other person present, may call this to the attention of the City Council and ask for a remedy(ies).
- B. Remedies may include any of the following measures or other actions the City Council determines in the future:
  - a. Verbal apology to the subject(s) of the bullying and others who were present.

- b. Written apology to the subject(s) of the bullying and others who were present.
- c. Call for action by the City Council to direct the offending Council Member to cease bullying activities.
- d. Censure of the offending Council Member.

## **SCOPE**

This policy applies to the City Council.

## **AUTHORITY**

Administrative implementation after Council approval.

Effective Date: 1/24/2022  
Original Policy Date: 11/20/2018  
Submitted By: Dana Hardie

## PURPOSE

The City of Victoria is organized as a Plan B form of government, also known as the Council-Manager Plan. It consists of an elected Mayor, four elected Council Members, and an appointed City Manager. For purposes of this policy, "Council Member(s)" includes the Mayor.

In Plan B cities, the Council retains legislative and policy-making authority, but most administrative responsibilities, such as hiring and firing staff, are delegated to the City Manager. The Council's control over these matters is indirect, essentially through its selection and retention of a manager. The purpose of this policy is to define the responsibilities and role of the City Manager.

## POLICY

The following Minnesota Statutes define the role, responsibilities, and limitations of a city manager in the Council-Manager Plan:

- Minn. Stat. 412.641
- Minn. Stat. 415.16
- Minn. Stat. 475.755
- Minn. Stat. 651
- Minn. Stat. 691
- Minn. Stats. 701-731
- Minn. Stat. 741
- Minn. Stat. 751

The duties of a city manager are clearly defined by state statute for Plan B cities.

- A. The City Manager is the head of the administrative branch of government and is responsible to the Council for the proper administration of all City affairs.
- B. The City Manager appoints and removes City staff including the City Clerk, all department heads, and subordinate officers and employees. Neither the Council nor any individual Council Member may dictate the appointment of any person to office or employment by the Manager. Council Members may not interfere with the Manager's judgment in appointing personnel.
- C. The Council may not give orders or work direction to any subordinate of the City Manager.
- D. The City Council as a whole may indirectly supervise staff through their ability to hire and fire the City Manager and to set City policy.

- E. The City Council recognizes that the City Manager has defined, and expansive powers related to budgeting, finances and enforcement of City ordinances.

## PROCEDURES

- A. Public confidence also depends on the interactions of its elected leaders with the City Manager and staff; effective communications are essential to staff effectiveness.
  - a. Council Members should always go through the City Manager to direct staff to do research on items.
  - b. Answers to individual Council Member inquiries of common interest will be shared with the City Council through the City Manager.
  - c. Council Members should request information through the City Manager. If a department director is contacted for information, Council Members should copy the City Manager as a courtesy.
  - d. Department directors are responsible for keeping the City Manager informed of any communication with City Council Members.
- B. If a Council Member has a concern about, or is unhappy with, a City employee, they shall discuss it directly with the City Manager. Council Members shall not criticize staff in public.
- C. The City Manager is responsible for informing the City Council whenever an unusual event occurs about which the public would be concerned, such as a significant safety concern.

## SCOPE

This policy applies to the City Council, City Manager and City staff.

## AUTHORITY

Administrative implementation after Council approval.

Effective Date: 1/24/2022

Original Policy Date: 11/20/2018

Submitted By: Dana Hardie

## PURPOSE

The City of Victoria utilizes commissions, committees, and task forces (collectively referred to as “committees”) to provide input on issues facing the City. Committee members are appointed by the City Council and members serve in an advisory capacity to the Council. Some committees are created by ordinance, policy or state statute.

## POLICY

- A. The City has three (3) standing committees:
  - a. Planning Commission Meetings – 1st and 3rd Tuesday of each month
  - b. Park and Recreation Committee Meetings – 3rd Monday of each month
  - c. Senior Committee - 1st Monday of each month
- B. The City Council may create additional committees as needed to have public input as the City Council deliberates on issues facing the City.
- C. Appointment to a City committee should be made available to the widest, most diverse group of people possible.
- D. Some committees may require members to have specific skills based on the work of the committee.

## PROCEDURES

- A. Creation of Committees:
  - a. The City Council may create committees by regular vote.
  - b. The City Council operates three types of City committees:
    - i. **Quasi-judicial.** Standing body with some statutory decision-making authority. (Planning Commission).
    - ii. **Advisory.** Standing body that provides input to City Council; work is advisory in nature (Parks & Recreation, Senior Committee).
    - iii. **Ad-hoc.** Temporary committee formed to address a specific issue within a specific timeframe (Task Force, Steering Committee, etc.).
  - c. The City Manager assigns staff to committees. While staff may work closely with committees, staff members remain responsible to their immediate supervisor and the City Manager.

B. Obligations of Committees:

- a. Committees will prepare and post meeting minutes for each meeting.
- b. Committees will adopt an annual workplan that aligns with the Council's adopted strategic plan. Annual workplans will be approved by City Council at the beginning of each year.
- c. Committee will provide a mid-year and yearend progress update on the workplan to Council during a Council meeting. Committees will make recommendations and/or provide input to the City Council through the adopted Council agenda procedure.

C. Committee Member Appointments:

- a. The City Clerk will advertise vacant committee positions, and appointment to committees is made by a vote of the City Council from the pool of applicants.
- b. Citizen advisory board members will be notified regarding the importance of attending meetings and the attendance policy as part of the application process and training once appointed.
- c. For an advisory board with alternates, the alternate may move into the full voting member position if a mid-year vacancy occurs.

D. Committee Member Expectations:

- a. Attend regularly scheduled meetings
- b. Complete annual training on open meeting law and adhere to open meeting law requirements
- c. Read agenda packets and related materials and come to meetings prepared to discuss/conduct business
- d. Notify the staff liaison as soon as an absence from a meeting is known so the alternate can be notified and to ensure a quorum can be reached
- e. Read agenda packets and related materials to stay abreast of business coming before the committee, commission and/or task force even if the member is unable to attend the meeting
- f. Contact staff liaison with questions or if need clarification on any item or topic of discussion.

E. Resignation/Removal from Committees:

- a. A member who is absent from four or more regularly scheduled meetings in one calendar year may be recommended by the staff liaison for removal from the citizen advisory board.
- b. A member who is absent from three consecutive regularly scheduled meetings may be recommended by the staff liaison for removal from the citizen advisory board. Alternatively, for an advisory board with alternates, a full voting member may be recommended to move to an alternate position.

F. Absences from Committee Meetings:

- a. Members should contact the staff liaison as soon as possible before the meeting to notify them of any absence. Upon advanced notice, absences shall be recognized for illness, family emergencies, and business conflicts.
- b. The staff liaison will inform any member approaching the absentee limit to give them an opportunity to consider their future participation on and commitment to the citizen advisory board.
- c. The City Council will review recommendations for removal and may remove members who do not meet attendance requirements.

- d. The City Council may relax attendance requirements during emergency situations, including a pandemic or other instance that makes in-person gathering difficult.

#### **SCOPE**

This policy applies to all Council-appointed commissions, committees and task force members.

#### **AUTHORITY**

Administrative implementation of this policy after Council approval.

Effective Date: 2/24/2020

Original Policy Date: 11/20/2018

Submitted By: Dana Hardie

## PURPOSE

The City of Victoria belongs to organizations that serve various governments, such as the Minnesota League of Cities (LMC) and The Association of Metropolitan Municipalities (Metro Cities). By working cooperatively with other governments, the City has a voice in issues affecting its residents. The purpose of this policy is to guide City officials and staff in considering legislative or regulatory proposals from other governmental bodies and to allow for a timely response to legislative or policy issues important to the City. For purposes of this policy, "Council Member(s)" includes Mayor.

## POLICY

- A. The City Council may choose to adopt and communicate official City positions on legislation, regulations, and other actions by other governmental bodies that affect the City.
- B. The City Council recognizes the need to protect Victoria's interests and local legislative authority and to identify various avenues to implement its strategic goals.
- C. Absent adopted legislation positions, the following criteria will be used to determine the City's official position:
  - a. Preserve local control
  - b. Promote fiscal stability
  - c. Supporting funding opportunities
- D. Council Members and staff participating in policy discussions with intergovernmental meetings (e.g. LMC, Metro Cities), shall represent the official City positions as adopted by the City Council. Where there is no official City position, Council Member and staff shall provide input based on community knowledge and/or technical expertise without committing the City to a specific policy direction.

## PROCEDURES

- A. The City Council shall annually designate official representatives to intergovernmental organizations or delegates this authority to the City Manager by regular vote.
- B. Where applicable, the City Council appoints an alternate representative to such organizations if the main representative is unavailable.
- C. At no time shall a Council Member or City staff communicate a position which is contrary to an official position of the City.

## **SCOPE**

This policy applies to City Council and City staff.

## **AUTHORITY**

Administrative implementation of this policy after Council approval.

Effective Date: 1/24/2022

Original Policy Date: 11/20/2018

Submitted By: Dana Hardie

## PURPOSE

The City of Victoria respects a wide variety of economic, social, political, and cultural beliefs. The City Council also respects federal and state holidays. As such, the City Council may congratulate, honor, or recognize a City of Victoria residents, business, or organization that positively contributes to the City's economic, social, or cultural community. The purpose of this policy is to define criteria and the procedure used for such recognition. For purposes of this policy, "Council Member(s)" includes Mayor.

## POLICY

The City Council may present a ceremonial document such as a proclamation, letter, or certificate that congratulates, honors, or recognizes a resident of, or business or organization in the City of Victoria. Proclamations and other forms of official City recognition may be issued per the following guidelines:

- Recipient is a Victoria resident, provides volunteer service within the city, operates a business within the city limits or is an organization that operates in Victoria; and
- Has positively contributed to Victoria's economic, social, or cultural community.

This policy applies only to acts of official recognition by the City. City Council Members may personally congratulate or thank any community member or organization publicly for their contribution(s) to the Victoria community during the REPORTS/EMERGING ISSUES section of a City Council meeting.

## PROCEDURES

- A. The City Manager or a Council Member may request a proclamation, letter, certificate, or other official recognition from the City for an individual or organization meeting the above criteria. The City Manager shall seek consensus from Council before adding any new proclamations to future Council Meetings. If proclamations have been issued by Council in the past, the City Manager may simply add the proclamation to an upcoming agenda.
- B. The City Manager will discuss new proclamation requests during individual meetings with the Council. If there is no consensus for the recognition, the requesting Council Member or staff may add the item to REPORTS/EMERGING ISSUES to seek direction. A vote approving or denying the requested recognition follows the same procedure as any regular matting coming to a vote before City Council.
- C. Recognition at City Council Meetings will occur during the ANNOUNCEMENTS & PROCLAMATIONS section of the meeting.

## **SCOPE**

This policy applies to City Council and City staff.

## **AUTHORITY**

Administrative implementation of this policy after Council approval.

Effective Date: 2/24/2020  
Original Policy Date: 6/11/2012  
Submitted By: Alyssa Swanson

## PURPOSE

The City Council acknowledges and agrees that the provision of a laptop to members of the City Council will assist them in the efficient performance of their duties. This policy is adopted by the City Council and constitutes its mutual statement of what are, and are not, appropriate uses for these important technology tools. The explicit privileges and restrictions set forth in this policy do not attempt to cover every situation that may arise in connection with the use of such computers, and City Council Members shall also comply with all other relevant City policies.

## POLICY

- A. Receipt of Computer by Council Members.** The City will issue each Council Member a laptop, a charging cable/adaptor, and a protective laptop carrying case (collectively, "City computer"), which shall at all times remain City property. The City computer will serve as each Council Member's sole source of meeting packets. Before being authorized to access and utilize the City computer for internet and e-mail communication, a Council Member shall sign this policy.

Any computer accessories desired by a Council Member in addition to those provided by the City shall be purchased by the Council Member at his or her own expense and shall remain the property of such Council Member.

- B. Care of Computer.** Each Council Member is responsible for the general care of their City computer.

Each Council Member shall take reasonable steps to prevent his or her City computer from being stolen.

City computers that malfunction or are damaged must be reported to the City Manager as soon as reasonably possible. The City will be responsible for repairing City computers that malfunction. City computers that have been damaged accidentally or lost will be repaired or replaced by the City once with the cost borne by the City. Any cost associated with repairing additional accidental damage or replacement shall be covered by the Council member to which the applicable City computer was issued. Likewise, repair or replacement costs related to damage from misuse or neglect shall be paid by the responsible Council Member. By signing this policy, a Council Member expressly agrees to be bound by the provisions of this Section.

- C. Software on Laptop.** The software and applications installed by the City must remain on the City Laptop in usable condition and be readily accessible at all times. From time to time, the City may add or upgrade software applications for use by Council Members such that individuals under this policy may be required to check in their City Laptop with the City Manager for a periodic update and syncing. Any software, email messages or files downloaded via the internet into the City systems, including City Laptops, become the

property of the City and may only be used in ways that are consistent with applicable licenses, trademarks or copyrights. Files from sources that a Council Member may have any reason to believe may be untrustworthy shall not be downloaded, nor shall files attached to e-mail transmissions be opened and read unless the Council Member has knowledge that they originate from a trustworthy source. Downloaded files and attachments may contain viruses or hostile applications that could damage the City's information systems. If technical difficulties occur or illegal software is discovered, the City Laptop will be restored by the City and certain information on the device may be lost. The City shall not be responsible for the loss of any software or documents deleted due to a re-format and re-image.

A Council Member shall not do anything to gain root access to the Laptop operating system because this can make the device less secure. Further, the illegal installation of copyrighted materials on a City Laptop is strictly forbidden, as is the illegal transmission of copyrighted materials.

- D. Acceptable Use.** The City Laptop, internet and e-mail access provided by the City are tools for conducting City business. Thus, Council Members shall use such tools primarily for City business-related purposes. All of the City's computer systems, including the City Laptop, are public property. All documents, files and e-mail messages created, received, stored in, or sent from any City Laptop are governed by the Minnesota Data Practices Act and other relevant City policies regarding data storage and electronic communications. Each City Laptop will be issued a passcode which will be provided to each Council Member.

Council Members should not use e-mail or other messaging software/applications during the course of any public meeting.

Under no circumstance shall any City computer be used for political campaign purposes.

Council Members using the City's electronic communication systems are acting as representatives of the City and inappropriate communications can give rise to claims of discrimination, harassment, defamation and copyright infringement. As such, Council Members must act in such a way not to damage the reputation of the City by creating, reviewing, storing, transmitting, or intentionally receiving communications, files, or documents that are or could be interpreted as being intimidating, harassing, unlawful, or containing hostile, degrading, sexually explicit, pornographic, discriminatory, or otherwise offensive references. Any communication that violates applicable laws and regulations is not allowed.

Council Members shall have no expectation of privacy in connection with electronic communications occurring on a City computer and shall use the devices accordingly. Users expressly waive any right of privacy in anything they create, store, send, or receive using the City computer, City computer equipment, City computer accessories, e-mail system, or internet access. The contents of electronic communications sent by, between and/or to individuals using City computer may be disclosed within or outside the City without the permission of the individual at any time deemed necessary by the City and for any purpose not specifically prohibited by law. The City reserves the right to randomly monitor all electronic communication occurring on City computers.

Incidental and occasional personal use of the City's electronic communication systems via the City computer is acceptable, provided such use does not:

- Interfere with the business of the City.
- Violate open meeting law.
- Result in an expense for the City.
- Include abusive, profane or offensive language.
- Involve criminal activities.
- Involve online gambling websites.
- Involve the viewing or distributing of pornographic or sexually related material.
- Involve viewing or distributing material related to the intolerance of a gender, race, ethnicity or religion.
- Involve sending or viewing inappropriate material, as outlined in this policy, through the use of technology (e-mail, text, internet, etc.).
- Relate to political campaigns.
- Get used by the Council Member's family member or third party.

#### **E. Return of the City Computer**

A Council Member shall return their City computer to the City Manager in good condition (reasonable wear and tear exempted) when their term of service ends on the City Council. At such time, the City will delete all information on each returned City computer; including restoring the device's original settings.

#### **CITY COMPUTER AGREEMENT FOR CITY COUNCIL MEMBERS**

I, the undersigned Council Member of the City of Victoria, have been provided a copy of the City of Victoria Computer Use Policy and understand its contents fully. I accept and understand the terms of the policy and agree to abide by all terms contained in it.

\_\_\_\_\_  
Recipient Name

\_\_\_\_\_  
Recipient Signature

\_\_\_\_\_  
Date

#### **FOR INTERNAL PURPOSES**

\_\_\_\_\_  
Hardware Assigned

\_\_\_\_\_  
Serial Number Identification

Effective Date: 11/10/2005

Original Policy Date: 11/10/2005

Submitted By: Dana Hardie

## PURPOSE

The City of Victoria recognizes that its elected officials may at times receive value from traveling out of the state for workshops, conferences, events, and other assignments. This policy sets forth the conditions under which out-of-state travel will be reimbursed by the City. For purposes of this policy, "Council Member(s)" includes the Mayor.

## POLICY

- A. The vent, workshop, conference or assignment must be approved in advance by City Council at an open meeting and must include an estimate of the cost of travel. In evaluating the out-of-state travel request, the Council will consider the following:
  - a. Whether the elected official will be receiving training on issues relevant to the City or his/her role.
  - b. Whether the elected official will be meeting and networking with other elected officials from around the country to exchange ideas on topics of relevance to the City or on the official roles of local elected officials.
  - c. Whether the elected official will be viewing a City facility or function that is similar in nature to one that is currently operating at, or under consideration by the City where the purpose for the trip is to study the facility or function to bring back ideas for consideration of the full Council.
  - d. Whether the elected official has been specifically assigned by the Council to visit another City for the purpose of establishing a goodwill relationship such as a "sister city" relationship.
  - e. Whether the elected official has been specifically assigned by the Council to testify on behalf of the City at the US Congress or to otherwise meet with federal officials on behalf of the City.
  - f. Whether the City has sufficient funding available in the budget to pay the cost of the trip.
- B. No reimbursements will be made for attendance at events sponsored by or affiliated with political parties.
- C. The City may make payments in advance for airfare, lodging and registration if approved by the Council, otherwise all payments will be made as reimbursements to the elected official.
- D. Airfare will be reimbursed at the coach rate.
- E. Mileage will be reimbursed at the IRS rate. If two or more Council Members travel together by car, only the driver will receive the reimbursement. The City will reimburse for the cost of renting a vehicle if necessary, to conduct City business.
- F. Lodging and meal costs are limited to those that are reasonable and necessary.

- G. Receipts are required for lodging, airfare and meals and should include an itemized list of the expenses. It is not necessary to have receipts for cabs and tips in a reasonable amount. The expense report form shall be submitted to the finance department for payment.
- H. The City will not reimburse for alcoholic beverages, personal phone calls, costs associated with the attendance of a family member, rental of luxury vehicles, meal expenses included in the cost of registration or recreation expenses.

#### **SCOPE**

This policy applies to all elected officials for the City of Victoria.

#### **AUTHORITY**

Administrative implementation of this policy after Council approval.

COMPREHENSIVE POLICY MANUAL

# **SECTION 2:**

# **ADMINISTRATION**

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Effective Date: 7/26/2021  
Original Policy Date: 6/15/2009  
Submitted By: Alyssa Swanson

## PURPOSE

To establish uniform procedures and criteria for the naming of City-owned parks, facilities and sub-facilities located in the City of Victoria.

## DEFINITION

**Park:** City-owned parks, recreation and open space areas, and trails.

**Major Facility:** City-owned buildings, structures, and major parks facilities (i.e. shelters, athletic fields) built for permanent use.

**Sub-Facility:** Minor City-owned structures within a Park or Major Facility, including but not limited to benches, trees, pavilions, tennis courts, picnic tables, plazas, or meeting rooms.

**Commemorative Naming:** The naming or renaming of a park, major facility or sub-facility after a person, persons, or family.

## POLICY

The City Council has the final authority to name City-owned parks, major facilities and sub-facilities according to the procedures and criteria established below.

### General Naming Criteria and Guidelines.

To be considered a qualifying name, the proposed name for a park, major facility or sub-facility must satisfy at least one of the following criteria:

A. *Environmental Criteria:*

A Park, Major Facility or Sub-Facility may be named for a predominant plant material, wildlife, stream, or waterway adjacent to or in close proximity to the location.

B. *Geographic Location Criteria:*

A Park, Major Facility or Sub-Facility may be named for the school on which it is located, the street it is adjacent to, or the development which it is located in. Naming may also be based on a specific place, neighborhood, regional area or the City itself if the Park, Major Facility or Sub-Facility is deemed to serve the entire community or the surrounding area.

C. *Historical/Symbolic Criteria:*

A Park, Major Facility or Sub-Facility may be named for a historical place, event or other instance of cultural significance. Parks, Major Facilities or Sub-Facilities may also qualify for Commemorative Naming based on local, State and/or National historical individual, families, organization or entities who, for historical or symbolic reasons, have contributed to the community. To qualify for Commemorative Naming under the historical/symbolic criteria, naming shall be limited to those deceased for a minimum of one year. When considering individuals or families under this category, criteria will include their character, service to the

community, leadership and inspiration to others. Commemorative Naming within this category may be subject to the procedures of “Procedures for Commemorative Naming” located later in this policy or may fall under the City’s Community Builder Program policy (Policy No. 2.1.002).

D. *Civic Contributions Criteria:*

Individuals may qualify for Commemorative Naming, and can either be living or deceased, based on multiple years of service to the community and in consideration of their positive impact on the development and well-being of the entire community. These decisions should be made objectively, without consideration to illness, misfortune or incidents creating emotional responses. Organizations should be selected according to the same criteria. Commemorative Naming within this category will be subject to the procedures of “Procedures for Commemorative Naming” located later in this policy or may fall under the City’s Community Builder Program policy (Policy No. 2.1.002).

E. *Major Donations and Sponsorships*

From time to time, a significant donation may be made to the City that will add considerable value to the City’s parks and recreation system. On such occasions, recognition of this donation by Commemorative Naming of a Park, Major Facility or Sub-Facility in honor of or at the request of the donor. Qualification will be considered subject to the criteria and procedures in this Policy. Commemorative Naming within this category may be subject to the procedures of “Procedures for Commemorative Naming” located later in this policy.

Restrictions on the Naming of Parks, Major Facilities and Sub-Facilities.

- A. Names that duplicate or that are very similar to existing Parks, Major Facilities or Sub-Facilities in the City system should not be considered in order to avoid confusion.
- B. Names that might be considered discriminatory or derogatory will not be considered.
- C. Names shall not advocate for or promote a current political figure, political affiliation, ideology or religion.

Satisfying one or more of the eligibility criteria listed above does not assure approval from the City Council. The City understands there are other categories for naming, and would not exclude them from consideration.

## PROCEDURES

The following procedures are intended to implement the spirit of this policy and are not meant to be all-inclusive:

A. Procedures for Parks and Major Facilities

- a. All requests for naming for all or a portion of Parks and/or Major Facilities are to be submitted in writing with supporting documentation.
- b. The Park and Recreation Committee will receive and consider suggestions from the community and City staff.
- c. Should the committee recommend the City Council consider a name for all or a portion of a Park or Major Facility, the City Manager will schedule a discussion at a workshop and/or City Council meeting for direction/approval.
- d. The City Council has the final authority for approving the naming of all or portion of a Park or Major Facility.
  - i. As a result of approved naming, signs, plaques and markers that are requested must be in accordance with Victoria Zoning Code. The level of acknowledgement, and its location, size,

writing, materials, etc. requires approval by the designated City Staff and should be designed to blend with/complement the existing Park or Major Facility.

**B. Procedures for Sub-Facilities**

- a. All requests for naming a Sub-Facility are to be submitted in writing with supporting documentation.
- b. Minor recognitions, such as acknowledging donations or small memorials (benches, trees, equipment, etc.) will require acknowledgement by the Parks and Recreation Committee and approval by the City Council as part of their Consent Agenda.
- c. Small plaques acknowledging a donation or a memorial may be affixed to the donated item, proportionate to the physical size of the donated item or fiscal amount of the contribution.
  - i. As a result of approved naming, signs, plaques and markers that are requested must be in accordance with Victoria Zoning Code. The level of acknowledgement, and its location, size, writing, materials, etc. requires approval by the designated City staff and should be designed to blend with/complement the existing Sub-Facility.

**C. Procedures for Non-Park Facilities**

- a. All requests for naming for all or a portion of Major Facilities or Sub-Facilities that are not park-related are to be submitted in writing with supporting documentation.
- b. The City Manager shall convene an internal review committee to review the request and determine whether the supporting documentation meets eligibility criteria. The internal review committee may include some or all members of a City advisory board or Commission.
- c. Should the committee recommend the City Council consider a name for all or a portion of a Major Facility or Sub-Facility, the City Manager will schedule a discussion at a workshop and/or City Council meeting for direction/approval.
- d. The City Council has the final authority for approving the naming of all or portion of a non-park related Major Facility or Sub-Facility.
  - i. As a result of approved naming, signs, plaques and markers that are requested must be in accordance with Victoria Zoning Code. The level of acknowledgement, and its location, size, writing, materials, etc. requires approval by the designated City staff and should be designed to blend with/complement the existing facility.

**D. Procedures for Commemorative Naming**

- a. The City may consider naming or renaming a Park, Major Facility or Sub-Facility after a person, persons, or family. The following guidelines are to ensure that there is a clear, and efficient process using criteria to determine the validity of a commemorative name and community participation in the process.
- b. All requests for Commemorative Naming for all or a portion of Parks, Major Facilities or Sub-Facilities are to be submitted in writing with supporting documentation.
- c. The City Manager shall convene an internal review committee to review the request, determine whether the supporting documentation meets eligibility criteria, conduct reference checks (as applicable), discuss/follow up with the nominator/nominee and City departments (as applicable), and begin a public input process.
  - i. In cases where there is no public opposition, the committee may recommend the Commemorative Naming application to City Council for consideration.
  - ii. Where public opposition exists, the committee shall reconvene and consider the public input before determining whether to bring a nominee forward for Council consideration. Opposition is defined as a clear expression that the nominee does not meet the criteria for

commemoration as outlined in this policy. Opposition does not include general comments in opposition to the principles of the policy.

- d. Should the committee recommend for Council consideration Commemorative Naming for all or a portion of a City Park or Facility, the City Manager will schedule a discussion at a workshop and/or City Council meeting for direction/approval.
- e. The City Council has the final authority for approving the Commemorative Naming of all or portion of a City Park or Facility.
- f. Upon Council approval, the City Manager will begin implementation of the approved commemorative name. This involves final notification to the nominator and nominee and an official unveiling ceremony for the nominee with the presentation of a plaque or other designation to be erected at the site, indicating the name as well as its significance for commemoration.
  - i. As a result of approved naming, plaques and markers that are requested must be in accordance with Victoria Zoning Code. The location, size, writing, materials, etc. requires approval by the designated City staff and should be designed to blend with/complement the existing Park or Facility.

E. Procedure for Donations and Sponsorships

- a. *Acceptability of Donations and Sponsorships for Naming and Renaming*  
Acceptance of any donation or sponsorship will follow Policy # 2.2.005 Comprehensive Purchasing Policy Guidelines.
- b. *Naming Opportunities for Donations and Sponsorships*  
Parks, Major Facilities and Sub-Facilities may be named in honor of an individual, group, organization, association, company, or business that has been instrumental in acquiring sites either by donation of land or money (enough to purchase the entire site) or who has donated the amount of land or money needed to complete development of a site.

Donations of materials, equipment, or funds having a value of less than \$20,000 that are not for a City Park or Major Facility, the City Manager may accept the donation and request in accordance with the processes set forth in this Policy and will follow the City's donation policy to accept the donation. The offer and acceptance of a donation does not necessarily ensure or confer upon such donor a naming opportunity.

Proposed donations of \$20,000 or greater or that are for a City Park or Major Facility will be forwarded to the City Council for consideration and acceptance. Donations of land to be used for the development of parks or recreation facilities will be forwarded to the Parks and Recreation Committee for consideration. If recommended by the Parks and Recreation Committee, donations of land will be referred to the City Council for consideration and acceptance.

The City will assume ownership, control, and maintenance of any donated property or item unless the conditions of acceptance, as determined by the City, provides otherwise. The City is not obligated to repair or replace any donated property or item that is damaged or destroyed for any reason, such as by vandalism or theft or, in the case of live plants, if they die.

Further, unless the conditions of acceptance, as determined by the City, provide otherwise, the City will decide when changes shall be made to any City facility, with no assurance that a donated item will be retained.

The City reserves the right to remove and/or relocate any donated item at any time. However, if a donated item(s) needs to be removed, the City will make every reasonable attempt to relocate the item(s), if a need for such item(s) exists at another City facility. The City will attempt to notify the donor of any changes as they occur.

**F. Multiple Names**

In instances where multiple names have been submitted for a single street, park or facility, the review committee may select one or more proposal(s) to move forward for public input and/or Council's consideration.

**G. Procedures for Renaming**

- a. The renaming process for a City Park, Major Facility or Sub-Facility shall be identical to the naming process as described in Section A, Section B, Section C, and Section D of this policy.
- b. City Council has the final authority for approving the commemorative renaming of a City Park, Major Facility or Sub-Facility.
- c. The renaming of an existing commemoration shall be subject to a 60-day public consultation period.

**H. Exceptions**

Outside of this policy, the City Council may assign a commemorative name by resolution.

## **SCOPE**

This policy applies to all staff and elected officials.

## **AUTHORITY**

Administrative implementation after Council approval.

Effective Date: 7/26/2021  
Original Policy Date: 7/26/2021  
Submitted By: Kendra Grahl

## PURPOSE

The City of Victoria desires to recognize an individual, group, business or organization that has, through their outstanding volunteerism or exemplary action, demonstrated an extraordinary commitment to making Victoria a better place today and for the future. This may include life-long service, outstanding acts of kindness, inspiring charitable work, community building or any other exemplary achievements.

The purpose of this policy is to ensure there is a clear, and efficient process using criteria to determine to nominate, select and recognize community builders in Victoria.

## POLICY

Any youth, adult, senior or group, business, or organization - who (in the past or presently) live, operate a business, or volunteer in Victoria *and* meet one or more of the following criteria are eligible for nomination:

- have volunteered time and efforts to benefit others in our community
- have demonstrated excellence, courage or exceptional service to the citizens of Victoria
- have worked to foster sense of community making and meaningful difference to Victoria
- whose contribution(s) have significantly impacted Victoria
- who represent historical significance to the community, the City of Victoria, the State of Minnesota or the United States

Members of City Council, City staff or members of the public may nominate individuals, groups, businesses, or organizations.

The City of Victoria will accept nominations for the Community Builder Program throughout the year but the Council will select and name only one recipient annually. Nominations for consideration must be received by March 31 for consideration in June of the same year. Nominations received after March 31 will be considered for the following year.

Employees of the City of Victoria and individuals serving (or who have served) on the City's committees, boards, task forces, and commissions are eligible for the Community Builder Program provided their nomination is not an extension of their role as an employee, or committee, board, task force, or commission representative.

An individual, group, organization or business may be nominated more than once for the same or different service, activity or achievement, etc. However, an individual, group organization or business may not be recognized as a Community Builder more than once for the same service, activity, or achievement, etc. Victoria City Council reserves the right to terminate the Community Builder Award before its closed date without any obligation to indemnify applicants. Further, City Council has the right to decide not to award the Community Builders Award if no applications are received, if no applications meet the eligibility criteria or if no applications are recommended by internal committees.

## PROCEDURES

The following procedures are intended to implement the spirit of this policy and are not meant to be all-inclusive:

- A. Nominations may be completed online and will be accepted throughout the year.
- B. Nominations are valid for up to one year after submission, during which time the nominee may be selected to be recognized.
- C. The City Manager shall convene an internal review committee to review the nominations, determine whether the supporting documentation meets the criteria for consideration and conduct reference checks.
  - a. The City Manager shall bring forth nominations that meet eligibility criteria to a City Council Meeting for nominations for the Community Builder Program.
  - b. The City Council has the final authority for awarding recipients in the Community Builders Program.
  - c. A nominator and nominee will be informed that the internal review committee is recommending the nominee for Council consideration and will provide the nominator and nominee with the date, time, and location of when the nominations will be discussed and considered by Council.

Award recipients will be recognized through City of Victoria's media channels and conduct an official unveiling ceremony for the recipient - scheduled for June. City staff will follow up with the recipient and nominator with event details.

## SCOPE

This policy applies to all staff and elected officials.

## AUTHORITY

Administrative implementation after Council approval.

Effective Date: 1/10/2022

Original Policy Date: 1/10/2022

Submitted By: Claudia Ettesvold

## PURPOSE

Minnesota Statutes, Chapter 13, known as Minnesota Government Data Practices Act (Data Practices Act), govern all data and similar information collected, created, received, maintained, or disseminated by the City of Victoria (City). Generally, the Data Practices Act presumes that all Government Data are public unless a State or Federal law provides for a different classification. It also requires the City to prepare a written data access policy and update it at least annually, if needed.

The Data Practices Act provides that the City must maintain all Government Data in a manner that makes it easy for public inspection and access. The Data Practices Act regulates what information may be collected, who has access to that information, the duties of government personnel in administering its provisions, procedures for access to and classifying data, civil penalties for violations and the fees associated with fulfilling any request for Government Data. This Data Practices Policy (Policy) addresses both public and non-public data procedures as required by the Data Practices Act and Advisory Opinions offered by the Minnesota Department of Administration and other State agencies, as applicable.

## POLICY

**Responsible Authority and Data Practices Compliance Official.** The Data Practices Compliance Official is the designated employee of the government entity to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems. The City Council has by separate resolution appointed the City's Responsible Authority and the Compliance Official for the Act. By written order, the Responsible Authority may designate any City employee as their designee to be in charge of individual files or systems containing government data and to receive and comply with requests for government data.

All questions regarding this policy should be directed to the City's Responsible Authority/Data Practices Designee.

Claudia Ettesvold  
City Clerk  
1670 Stieger Lake Lane  
Victoria, MN 55386  
952-443-4216 (office)  
[cettesvold@ci.victoria.mn.us](mailto:cettesvold@ci.victoria.mn.us)

*Compliance Official:* Dana Hardie  
City Manager  
1670 Stieger Lake Lane  
Victoria, MN 55386  
952-443-4211  
[dhardie@ci.victoria.mn.us](mailto:dhardie@ci.victoria.mn.us)

## DATA PRACTICE FOR PUBLIC

### How to Request Public Data

Anyone may make an appointment to look at (inspect) data at City Hall (1670 Stieger Lake Lane) or request copies of public data that the City keeps. You may make your request by filling out an online form or one prescribed by the City.

You are not required to identify yourself or explain the reason for your data request. However, you may need to provide some personal information for practical reasons (for example: if you want us to mail copies to you, you need to provide us with an address or P.O. Box). If we do not understand your request and have no way to contact you, we cannot respond to your request.

## How We Will Respond to Your Data Request

Upon receiving your request, we will review it.

- a) We may ask you to clarify what data you are requesting.
- b) If we do not have the data, we will notify you as soon as possible.
- c) If we have the data, but we are prohibited by law to provide it to you, we will tell you as soon as reasonably possible and identify the law that prevents us from providing the data.
- d) If we have the data, and the data is public, we will respond to your request within a reasonable amount of time by doing one of the following:
  - e) Arrange a date, time, and place for you to inspect the data at our offices; or
  - f) Email you the requested information.
- g) If there is a cost associated with the request, we will contact you with an estimate that will need to be paid prior to fulfilling the request.
- h) You may choose to pick up your copies, or we will mail or email them to you. We will provide electronic copies (such as email or CD-ROM) upon request, if we keep the data in that format and we can reasonably make a copy.
- i) Response time may be impacted by the size and/or complexity of your request, and also by the number of requests made in a given period of time.
- j) Once the data has been sent to you, we consider the request fulfilled.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please tell the person who provided the data to you. We will give you an explanation if you ask.

The Data Practices Act does not require us to create or collect new data in response to a data request, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement. For example, if the data you request is on paper only, we are not required to create electronic documents to respond to your request. If we agree to create data in response to your request, we will work with you on the details of your request, including cost and response time.

We are also not required to respond to questions that are not about your data requests, or requests for government data.

## Requests for Summary Data

Summary data are statistical records or reports created by removing identifying information about individuals from entirely private or confidential data.

You may use the data request form to request summary data. We will respond to your request after payment has been made and staff has been able to obtain the data for this service.

### What is a “Data Subject”?

When government has information recorded in any form (paper, hard drive, voicemail, video, email, etc.), that information is called “government data” under the Government Data Practices Act (Minnesota Statutes, Chapter 13). When we can identify you in government data, you are the “data subject” of that data. The Data Practices Act gives you, as a data subject, certain rights. This policy explains your rights as a data subject, and tells you how to request data about you, your minor child, or someone for whom you are the legal guardian.

### Classification of Data About You

The Government Data Practices Act presumes that all government data are public unless a state or federal law says that the data is not public. Government data about an individual have one of three “classifications.” These classifications determine who is legally allowed to see the data. Data about you are classified by state law as public, private, or confidential. Here are some examples:

- A. Public Data.** The Data Practices Act presumes that all government data are public unless a state or federal law says that the data are not public. We must give public data to anyone who asks. It does not matter who is asking for the data or why the person wants the data. For example, your name on an application for a permit from the City is public data.
- B. Private Data.** We cannot give private data to the general public. We can share your private data with you, with someone who has your permission, with our government entity staff whose job requires or permits them to see the data, and with others as permitted by law or court order. For example, a City employee’s Social Security Number is private data.
- C. Confidential Data.** Confidential data have the most protection. Neither the public nor you can access confidential data even when the confidential data is about you. We can share confidential data about you with our government entity staff who have a work assignment to see the data, and to others as permitted by law or court order. For example, your identity as a mandated reporter of child abuse or neglect is confidential data.

### Your Rights Under the Government Data Practices Act

As a data subject, you have the following rights.

- A. Access to Your Data.** You have the right to look at (inspect), free of charge, public and private data that we keep about you. You also have the right to get copies of public and private data about you. The Data Practices Act allows us to charge for copies. You have the right to look at data, free of charge, before deciding to request copies.

Also, if you ask, we will tell you whether we keep data about you and whether the data are public, private, or confidential. As a parent, you have the right to look at and get copies of public and private data about your minor children (under the age of 18). As a legally appointed guardian, you have the right to look at and get copies of public and private data about an individual for whom you are appointed guardian. Minors have the right to ask us not to give data about them to their parent or guardian. If you are a minor, we will tell you that you have this right. We will ask you to put your request in writing and to include the reasons that we

should deny your parents access to the data. We will make the final decision about your request based on your best interests.

- B. When We Collect Data from You.** When we ask you to provide data about yourself that is not public, we must give you a notice called a Tennessen warning. The notice controls what we do with the data that we collect from you. Usually, we can use and release the data only in the ways described in the notice.

We will ask for your written permission if we need to use or release private data about you in a different way, or if you ask us to release the data to another person. This permission is called informed consent.

If you want us to release data to another person, you must use the consent form we provide.

- C. Protecting Your Data.** The Data Practices Act requires us to protect your data. We have established appropriate safeguards to ensure that your data is safe.

In the unfortunate event that we determine a security breach has occurred and an unauthorized person has gained access to your data, we will notify you as required by law.

- D. When Your Data is Inaccurate or Incomplete.** You have the right to challenge the accuracy and/or completeness of public and private data about you. You also have the right to appeal our decision. If you are a minor, your parent or guardian has the right to challenge data about you.

## How to Make a Request for Your Data

You can ask to look at (inspect) data at City Hall (1670 Stieger Lake Lane) or ask for copies of data that we have about you, your minor child, or an individual for whom you have been appointed legal guardian.

You can ask to look at (inspect) data at City Hall (1670 Stieger Lake Lane) or ask for copies of public data that we keep.

You may make your request by filling out an online form or one prescribed by the City. City staff may not be able to accommodate walk-in requests so making an appointment to inspect data is strongly encouraged.

We require proof of your identity before we can respond to your request for data. If you are requesting data about your minor child, you must show proof that you are the minor's parent. If you are a legal guardian, you must show legal documentation of your guardianship. Please see **Appendix 1: Standards for Verifying Identity**. If you do not provide proof that you are the data subject, we cannot respond to your request.

## How We Respond to a Data Request

Unless the data is private data about you, the City has reasonable time to respond to your request but will try to complete your request as swiftly as we are able. Upon receiving your request, we will review it.

- A. We may ask you to clarify what data you are requesting.
- B. We will ask you to confirm your identity as the data subject.
- C. If we do not have the data, we will notify you within 10 days by email.

- D. If we have the data, but the data are confidential or not public data about someone else, we will notify you within 10 business days and identify the law that prevents us from providing the data.
- E. If we have the data, and the data are public or private data about you, we will respond to your request within 10 business days by doing one of the following:
  - a. Arrange a date, time, and place to inspect data in our offices, for free; or
  - b. Provide you with the data within 10 business days. You may choose to pick up your copies, or we will mail them to you. We will provide electronic copies (such as email or CD-ROM) upon request if we keep the data in electronic format.
- F. We will provide notice to you about our requirement to prepay for copies.
- G. Following our response, if you do not make arrangements within 15 business days to inspect the data or pay for the copies, we will conclude that you no longer want the data and will consider your request closed.
- H. After we have provided you with your requested data, we do not have to show you the same data again for six months unless there is a dispute about the data or we collect or create new data about you.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please tell the person who provided the data to you. We will give you an explanation if you ask.

The Data Practices Act does not require us to create or collect new data in response to a data request, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement. For example, if the data you request are on paper only, we are not required to create electronic documents to respond to your request. If we agree to create data in response to your request, we will work with you on the details of your request, including cost and response time.

In addition, we are not required to respond to questions that are not about your data requests, or that are not requests for government data.

## SECURITY OF NOT PUBLIC DATA

### Legal Requirement

The adoption of this policy by the City of Victoria satisfies the requirement in Minnesota Statutes, section 13.05, subd. 5, to establish procedures ensuring appropriate access to not public data. By incorporating employee access to not public data in the City's Data Inventory (required by Minnesota Statutes, section 13.025, subd. 1), in the individual employee's position description, or both, the City's policy limits access to not public data to employees whose work assignment reasonably requires access.

### Procedures Implementing This Policy

Under the requirement in Minnesota Statutes, section 13.025, subd. 1, the City of Victoria has prepared a Data Inventory which identifies and describes all not public data on individuals maintained by the City. **See Appendix 2.** To comply with the requirement in section 13.05, subd. 5, the City has also modified its Data Inventory to represent the employees who have access to not public data. In the event of a temporary duty as assigned by a supervisor, an employee may access certain not public data, for as long as the work is assigned to the employee.

## Data Sharing with Authorized Entities or Individuals

State or federal law may authorize the sharing of not public data in specific circumstances. Not public data may be shared with another entity if a federal or state law allows or mandates it. Individuals will have notice of any sharing in applicable Tennessee warnings (see Minnesota Statutes, section 13.04) or the City will obtain the individual's informed consent. Any sharing of not public data will be strictly limited to the data necessary or required to comply with the applicable law.

## Ensuring that Not Public Data is Not Accessed Without a Work Assignment

Within the City, divisions may assign tasks by employee or by job classification. If a division maintains not public data that all employees within its division do not have a work assignment allowing access to the data, the division will ensure that the not public data are secure. This policy also applies to divisions that share workspaces with other divisions within the City where not public data are maintained.

Recommended actions for ensuring appropriate access include:

- a) Assigning appropriate security roles, limiting access to appropriate shared network drives, and implementing password protections for not public electronic data
- b) Password protecting employee computers and locking computers before leaving workstations
- c) Securing not public data within locked workspaces and in locked file cabinets
- d) Shredding not public documents before disposing of them

## Penalties for Unlawfully Accessing Not Public Data

The City will utilize the penalties for unlawful access to not public data as provided for in Minnesota Statutes, section 13.09, if necessary. Penalties include suspension, dismissal, or referring the matter to the appropriate prosecutorial authority who may pursue a criminal misdemeanor charge.

## COPY COSTS AND PAYMENT

The City of Victoria charges members of the public for copies of government data. These charges are authorized under Minnesota Statutes, section 13.03, subdivision 3(c).

Pre-payment is mandatory for all requests for which fees are charged. Additionally, if a data request will result in voluminous numbers of documents, the City will require a deposit prior to copying data. If the cost of providing the copies is less than the deposit amount, you will receive a refund of the unused deposit amount. If the cost of providing the copies exceeds the deposit amount, you are responsible for the remaining balance before the copies will be provided to you. You must pay the deposit amount before the City will begin working on your request.

### **For 100 or Fewer Paper Copies – 25 Cents Per Page**

100 or fewer pages of black and white, letter or legal size paper copies cost 25¢ for a one-sided copy, or 50¢ for a two-sided copy.

### **For 100 or More Paper Copies, or Most Other Types of Copies – Actual Cost**

The charge for most other types of copies, when a charge is not set by statute or rule, is the actual cost of searching for and retrieving the data, and making the copies, or electronically transmitting the data (e.g. sending the data by email).

In determining the actual cost of making copies/providing data, the City considers factors including but not limited to:

- A. Staff time to:
  - a. retrieve documents (except when the subject of the data is making the request);
  - b. make, certify and compile copies/data;
  - c. sort and label documents only if necessary to identify the data to be copied/sent;
  - d. remove staples or paper clips;

*Please note: the cost of employee time to search for data, retrieve data, and make copies should generally not exceed those of the lowest-paid employee who can complete the task performed. However, if, because of the subject matter of your request, we find it necessary for a higher-paid employee to search for and retrieve the data, we will calculate the search and retrieval portion of the copy charge at the higher salary/wage*

- B. Materials (paper, copier ink, staples, magnetic tapes, CD's or DVD's, thumb drives, etc.);
- C. Special costs associated with making copies from computerized data, such as writing or modifying a computer program to format data;
- D. Mailing costs; and/or
- E. Costs to pay an outside vendor (including transportation to and from the vendor if stored off-site) and if your request is for copies of data that we cannot reproduce ourselves, such as photographs.

## SCOPE

This policy applies to all requests made to the City of Victoria.

## AUTHORITY

Administrative implementation of policy. Minnesota Government Data Practices Act.

## APPENDIX 1: STANDARDS FOR VERIFYING IDENTITY

To be completed by staff member responding to data request:

- A. The following constitute proof of identity:
  - a. An adult individual must provide a valid photo ID, such as
    - i. a driver's license
    - ii. a state-issued ID
    - iii. a tribal ID
    - iv. a military ID
    - v. a passport
    - vi. the foreign equivalent of any of the above
  - b. A minor individual must provide a valid photo ID, such as
    - i. a driver's license
    - ii. a state-issued ID (including a school/student ID)

- iii. a tribal ID
  - iv. a military ID
  - v. a passport
  - vi. the foreign equivalent of any of the above
- c. The parent or guardian of a minor must provide a valid photo ID and either
- i. a certified copy of the minor's birth certificate or
  - ii. a certified copy of documents that establish the parent or guardian's relationship to the child, such as
  - iii. a court order relating to divorce, separation, custody, foster care
  - iv. a foster care contract
  - v. an affidavit of parentage
- d. The legal guardian for an individual must provide a valid photo ID and a certified copy of appropriate documentation of formal or informal appointment as guardian, such as:
- i. court order(s)
  - ii. valid power of attorney

*Note: Individuals who do not inspect data or pick up copies of data in person may be required to provide either notarized or certified copies of the documents that are required or an affidavit of ID.*

## APPENDIX 2: DATA INVENTORY

Name of Record, File, Form or Data Type	Description	Data Classification	Citation for Classification	Employee Work Access
<b>General</b>				
Audit Data	Data relating to an audit, examination or investigation performed by the state auditor. Data provided for purpose of review and verification must be protected from unlawful disclosure.	Protected Non-public/ Confidential	Minn. Stat. § 6.715, subd. 5	Certain employees on an as-needed as part of specific work assignments.
Business Data	Data by a business requesting financial assistance or benefits financed by public funds. Data becomes public when public assistance is provided or the business receives assistance from the City, except that business plans, income and expense projections not related to assistance, customer lists, tax returns and design, market and feasibility studies not paid for with public funds remain private or nonpublic.	Private/Non-public	Minn. Stat. § 13.591	Certain employees on an as-needed as part of specific work assignments.
City Attorney Records	Use, collection, storage and dissemination of data by the city attorney is governed by statutes, rules and professional standards concerning litigation, evidence and professional responsibility. Attorney-client and work product privilege documents are confidential.	Confidential	Minn. Stat. § 13.393	City Manager, City Clerk, certain employees on an as-needed as part of specific work assignments.
Civil Investigative Data	Data collected as part of an active investigation undertaken to commence or defend pending civil litigation, or which are retained in anticipation of pending civil litigation.	Confidential/Protected Non-public/Not Public/ Public	Minn Stat. § 13.39	City Manager, City Clerk, certain employees on an as-needed as part of specific work assignments.
Council Meetings with Data Classified as Nonpublic	A part of a meeting must be closed is expressly required by other law or if the certain types of data are discussed: alleged victims or reporters of criminal sexual conduct, domestic abuse, maltreatment of minors/vulnerable adults, active investigative data as defined in Minn. Stat. 13.82, subd. 7, internal affairs data relating to law enforcement misconduct, educational, health, medical, welfare, or mental health data not public under Minn. Stat. §§ 13.32; 13.3805, subd. 1; 13.384; or 13.46, subd. 2, 7.	Private/Public	Minn Stat. § 13D.05	City Manager, City Clerk, Assistant to the City Manager, IT Manager, certain employees on an as-needed as part of specific work assignments.
Elected Officials Correspondence	Correspondence between individuals and elected officials is private data on individuals, but may be made public by either the sender or recipient.	Private/Public	Minn Stat. § 13.601, subd. 2	City Manager, City Clerk, Assistant to the City Manager, IT Manager

Financial Disclosure Statements	Statements of elected or appointed officials which, by requirement by the City, are filed with the City are public data on individuals.	Public	Minn Stat. § 13.601, subd. 1	City Manager, Finance/HR Director, City Clerk, Assistant to the City Manager, IT Manager
Grants	Data created by state agency providing grants and persons/agencies that apply for or receive grants.	Non-public/Private	Minn. Stat. § 13.599	Certain employees on an as-needed as part of specific work assignments.
Identity of Employees Making Complaints	The identity of an individual who reports to any governmental body or law enforcement official a violation or suspected violation by their employer of any federal state law or rule.	Private	Minn. Stat. §§ 181.932, subd. 2; 13.7905, subd. 5(b)	City Manager, Finance/HR Director, HR Technician
Internal Competitive Response	Bid/proposal for goods/services prepared by staff of government entity competing with those solicited by the same entity from the private sector or different entity from the private sector is private or nonpublic until completion of the selection or evaluation process at which time the data are public with trade secret exception (Minn. Stat. § 13.37).	Private/Non-public	Minn. Stat. §§ 13.591, subd. 5; 13.37	Certain employees on an as-needed as part of specific work assignments.
Internal Auditing Data	Data, notes, preliminary drafts or reports created, collected and maintained by the internal audit offices of the City of by person performing audits for the City and relating to an audit or investigation; data on an individual supplying information for an audit or investigation, under certain circumstances.	Confidential/Private/ Protected Non-public/ Public	Minn. Stat. § 13.392	Certain employees on an as-needed as part of specific work assignments.
Judicial Data	Judicial branch data disseminated to the city has the same classification in the hands of the city as it had in the hands of judicial branch providing it.	Confidential/Private/ Protected Non-public/ Public	Minn. Stat. § 13.03, subd. 4(e)	Certain employees on an as-needed as part of specific work assignments.
Personal Contact and Online Account Information	Data on individual kept by City for notification purposes or as part of subscription list for the City's electronic periodic publications as requested by individual. Includes phone numbers, email, internet usernames and passwords, IP addresses, and other similar data related to the individual's online account or access procedures. Data may only be used for the specific purpose for which person provided the data. Does not include data submitted for purposes of making public comment.	Private	Minn. Stat. §§ 13.356; 13.04, subd., 2	certain employees on an as-needed as part of specific work assignments.
Pleadings	Pleadings in a lawsuit by or against the City	Public	Minn. Stat. § 13.03, subd. 12	Certain employees on an as-needed as part of specific work assignments.

Requests for Proposals	RFP's are not public data until the response are opened. Once opened, the name of the responder is public. All other data in the RFP are private/nonpublic until completion of the evaluation process. After the process is completed, all remaining data are public with the exception of trade secret data. If all responses to RFP are rejected before completing evaluation process, all data, other than that made public at the opening, remain private or nonpublic until a resolicitation for RFP's results in the completion of the evaluation process, or purchase is abandoned. If resolicitation does not occur within one year of the proposal opening data, the remaining data become public.	Private/Non-public/ Not-public/Public	Minn. Stat. §§ 13.591, subd. 3(b); 13.37	Certain employees on an as-needed as part of specific work assignments.
Sealed Bids	Sealed bids, including the number of bids received, prior to opening.	Private/Non-public	Minn. Stat. § 13.37	City Clerk
Security Information	Data which if disclosed would be likely to substantially jeopardize the security of information possessions, individuals or property against theft, tampering, improper use, physical injury, etc. Includes crime prevention block maps and lists of volunteers in community crime prevention programs and their home addresses and numbers, but these may be disseminated among other volunteers. If City denies a data request based on security information, the City must, upon request provide a short description explaining the necessity for classification.	Private/Non-public	Minn. Stat. § 13.37	Certain employees on an as-needed as part of specific work assignments.
Service Cooperative Claims Data	Claims experience and all related information received from carriers and claims administrators participating in a group health or dental plan, including long-term disability plan offered through Minnesota service coops and plan participant survey information. Exception applies, see statute.	Non-public	Minn. Stat. § 13.203	City Manager, Finance/HR Director, HR Technician
Social Security Numbers	Social security numbers of individuals, whether in whole or in part. City cannot mail or deliver an item that displays a social security number on the outside of or otherwise visible on the item.	Private	Minn. Stat. § 13.355	City Manager, Finance/HR Director, City Clerk, HR Technician, certain employees on an as-needed as part of specific work assignments.
State Auditor Data	Data relating to audit conducted by the State Auditor's office for purpose of review and verification of the data, prior to publication of the final report of the audit. Final report is public.	Confidential/Protected Non-public	Minn. Stat. § 6.715, subd. 5	certain employees on an as-needed as part of specific work assignments.

Trade Secret Information	Formula, pattern, compilation, program, device, method or process 1) supplied by person or organization; 2) that is the subject of efforts that are reasonable to maintain its secrecy; and 3) derives economic value from not being generally known to, or readily ascertainable by proper means by other persons who could obtain economic value from its disclosure or use.	Private/Non-public	Minn. Stat. § 13.37	Certain employees on an as-needed as part of specific work assignments.
<b>Administration</b>				
Absentee Ballots	Sealed absentee ballots before opening by an election judge.	Private/Non-public	Minn. Stat. § 13.37	City Clerk
Assessor's Data	Data on sales sheets from private multiple listing services organizations, income information on persons used to determine Minn. Stat. § 273.126 class 4(d) property classification; and specified data regarding income properties.	Private/Non-public	Minn. Stat. § 13.51	certain employees on an as-needed as part of specific work assignments.
Candidates for Election to City Council	Data about an individual candidate for election to the City Council is public. Affidavit of candidacy must state an address of residence and phone number. Candidate may request that the address be private data by certifying the police report has been submitted or an order for protection has been issued regarding candidate's or family's safety.	Public/Private	Op. Atty. Gen. NO 852, Oct. 6, 2006; Advis Opinion No. 05-036; Minn. Stat. § 13.607, sub 8, & 204B.06, sub. 1b	City Manager, City Clerk, Assistant to the City Manager
Computer Access Data	Data about a person's access to the City's computer for the purpose of: 1) gaining access to data or information; 2) transferring data or information; or 3) using government services.	Private/Non-public	Minn. Stat. § 13.15	City Manager , IT Manager, Assistant to the City Manager
Deferred Assessment Data	Collected pursuant to Minn. Stat. § 435.193, indicating amount or location of cash or other valuables kept in homes of applicants for deferred assessment.	Private	Minn. Stat. §§ 13.4965, subd. 3; 2763124, subd. 13.	Certain employees on an as-needed as part of specific work assignments.
Federal Contracts Data	All data collected and maintained by the City when required to do so by a federal agency as part of its contract with the City.	Private/Non-public	Minn. Stat. § 13.35	Certain employees on an as-needed as part of specific work assignments.
Municipal Bonds Register Data	Data regarding ownership of municipal obligations.	Private/Non-public	Minn. Stat. §§ 13.202, subd. 12; 475.55, subd. 6	Certain employees on an as-needed as part of specific work assignments.
Parking Space Leasing Data	Data on applicants for or lessee of a parking space is private/nonpublic: address, home phone, work hours, place of employment, work phone, location of parking space.	Private/Non-public	Minn. Stat. § 13.37	Certain employees on an as-needed as part of specific work assignments.

Registered Voter Lists	Information contained in the master list of registered voters.	Confidential/Public	Minn. Stat. §§ 13.607, subd. 6; 201.091	City Clerk,
Security Service Data	Data by collected, created or maintained by a security service for purposes of providing security services to the City.	Non-public/Private/ Public	Minn. Stat. §§ 13.861; 13.371; & 13.82, sub 2, 3, & 4	Certain employees on an as-needed as part of specific work assignments.
Social Recreational Data	Data on individuals enrolling in recreational or other social programs: name, address, phone, any other identifying data on individual, data describes the health or medical condition of the individual, family relationship, living arrangements, and opinions as to emotional makeup or behavior of individual.	Private	Minn. Stat. § 13.548	Certain employees on an as-needed as part of specific work assignments.
Solid Waste Customer Lists	Customer lists provided to the City by solid waste collectors.	Private/Non-public	Minn. Stat. §§ 13.7411, subd. 4(c); 115A.93, subd. 5	City Manager, City Clerk
Transportation Service Data	Personal, medical, financial, familial, or locational information, except the name, of applicants or users of transportation service for the disabled or elderly.	Private	Minn. Stat. § 13.72, subd. 10	Certain employees on an as-needed as part of specific work assignments.
<b>Community and Real Property</b>				
Appraisal Data	Appraisals made for the purpose of selling or acquiring land through purchase or condemnation	Confidential/Protected Non-public/Public	Minn. Stat. § 13.44, subd. 3	Certain employees on an as-needed as part of specific work assignments.
Award Data	Financial data on business entities submitted to the City for the purpose of presenting awards to business entities for achievements in business development or performance.	Private/Non-public	Minn. Stat. § 13.48	Certain employees on an as-needed as part of specific work assignments.
Benefit Data	Data on individuals, business entities, collected or created when they seek information about becoming, is, or was an applicant for or recipient of benefits or services provided under any housing, home ownership, rehabilitation and community action agency, Head Start, or food assistance programs administered by the City.	Private/Public	Minn. Stat. § 13.462	Certain employees on an as-needed as part of specific work assignments.
Housing Agency Data	Correspondence between the agency and agency's attorney containing data collected as part of an active investigation for the purpose of commencing or defending potential or actual litigation; income information on persons collected and maintained to determine property tax classification eligibility; data	Confidential/Private/ Protected Non-public/ Non-public/Public	Minn. Stat. § 13.585	Certain employees on an as-needed as part of specific work assignments.

	pertaining to negotiations with property owners regarding purchase of property.			
Property Complaint Data	Identifies individuals who register complaints concerning violations of state laws or local ordinances concerning the use of real property.	Confidential	Minn. Stat. § 13.44, subd. 1	Certain employees on an as-needed as part of specific work assignments.
Planning Questionnaires	Names and addresses of individuals and business and the legal description of property owned by them, when collected in surveys of individuals conducted by the City for the purposes of planning, development and redevelopment.	Private/Non-public	Minn. Stat. § 13.59	Certain employees on an as-needed as part of specific work assignments.
Redevelopment Data	Names and addresses of individuals and businesses and the legal descriptions of property owned by individuals and businesses, when collected in City surveys for planning, development and redevelopment.	Private/Non-public	Minn. Stat. § 13.59	Certain employees on an as-needed as part of specific work assignments.
<b>Personnel</b>				
Applicant Information	Generally, all data about people who are or were an employee, an applicant for employment, a volunteer, or an independent contractor is private. Exceptions: <ul style="list-style-type: none"> <li>* Veteran status</li> <li>* Relevant test scores</li> <li>* Rank on eligibility test</li> <li>* Job history</li> <li>* Education/training</li> <li>* Work availability</li> <li>* Name, after certified as eligible for appointment to a vacancy or when a final for a position (selected for an interview)</li> <li>* Names of applications to and members of an advisory board or commission.</li> </ul>	Private/Public	Minn. Stat. § 13.43	Certain employees on an as-needed as part of specific work assignments.
Applicants to a Public Body	Generally, all data about people who are or were an applicant or an appointed member of a public body is private. Exceptions: <ul style="list-style-type: none"> <li>* Name</li> <li>* City of residence (unless residency requirement, then address)</li> <li>* Education and training</li> <li>* Employment History</li> <li>* Volunteer work</li> <li>* Awards and honors</li> <li>* Prior Government Service</li> </ul>	Private/Public	Minn. Stat. § 13.601	Certain employees on an as-needed as part of specific work assignments.

	<p>If actually appointed, add:</p> <ul style="list-style-type: none"> <li>* Residential Address</li> <li>* Email or telephone number where appointee can be reached (City email or phone will suffice)</li> </ul>			
Employee Drug and Alcohol Tests	Results of employee drug and alcohol tests.	Confidential/Private	Minn. Stat. §§ 13.43, subd. 5(c); 181.954, subd. 2 and 3	City Manager, Fire Chief, Finance/HR Director, HR Technician, Public Works Director
Employee Data	<p>Generally all data about current and former employees, volunteers, and independent contractors are private. Exceptions:</p> <ul style="list-style-type: none"> <li>* Name</li> <li>* Actual gross salary</li> <li>* Salary Range</li> <li>* Contract fees</li> <li>* Actual gross pension</li> <li>* Value and nature of employer paid fringe benefits</li> <li>* Basis for and the amount of added remuneration (expense reimbursement and salary)</li> <li>* Job title, description</li> <li>* Education and training background, previous work experience</li> <li>* Date of first and last employment</li> <li>* Existence and status of an complaints or charges against employee, regardless of whether result was disciplinary action</li> <li>* Final disposition of any disciplinary action, with specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are public employees of body</li> <li>* Terms of any agreement settling any dispute arising from employment relationship, including buyout agreement</li> <li>* Work location and phone number</li> <li>* Badge number</li> <li>* Honors and awards received</li> <li>* Payroll sheets or other comparable data that are only used to account for employee's work time for payroll purposes, except that extent that timesheet data would</li> </ul>			Certain employees on an as-needed as part of specific work assignments.

	reveal the employee's reasons for use of sick or other non-medical leave are nonpublic data.			
Employment Training Data	Data on individuals collected, maintained, used or disseminated because an individual applies for or is/has been enrolled in employment and training publicly-funded programs.	Private	Minn. Stat. § 13.47	Certain employees on an as-needed as part of specific work assignments.
Examination Data	Complete versions of personnel and licensing exams.	Confidential/Private	Minn. Stat. § 13.34	Certain employees on an as-needed as part of specific work assignments.
Harassment	Data identifying complainant or other witnesses not accessible in harassment complaint if data would threaten complainant/witness safety. Summary information will be provided to employee against complaints made to prepare them for disciplinary proceeding that has been initiated.	Confidential/Private	Minn. Stat. § 13.43, subd. 8	City Manager, Finance/HR Director, HR Technician
Human Rights Data	Includes investigative data in an open case file, name/address of charging party or respondent, factual basis of allegations, and statute or ordinance on which charge brought; investigative data in closed case file.	Confidential/Private/ Protected Non-public/ Public	Minn. Stat. §§ 13.552; 363A.7; and 363A.35	Certain employees on an as-needed as part of specific work assignments.
<b>Public Safety</b>				
Arson Investigation	Information relating to a fire loss or potential fire loss.	Confidential/Public	Minn. Stat. §§ 13.6905, subd. 26; 299F.055; and 299F.06	City Manager, Fire Chief, Assistant Fire Chief
Child Abuse Report Records	Active/inactive investigative data of child abuse/neglect victims/reporters under Minn. Stat. § 626.556.	Confidential/Private	Minn. Stat. §§ 13.871, subd. 6(b); 13.82, subd. 8, 9; and 626.556	City Manager Finance/HR Director, HR Technician
Criminal History Data	Data maintained by agencies, political subdivisions, statewide systems are classified as private, except that data kept by the BCA identifying an person convicted, the offense, disposition, and other information outlined by statute are public for 15 years after discharge of the sentence. Data in integrated search service is private. Person subject of the data may only have (1) list of government entities that provided public or private data about them; and (2) data describing what is maintained about them at each entity.	Private/Public	Minn. Stat. § 13.87	City Manager, City Clerk, Permit Technician., Planner/Code Enforcement Technician, Finance/HR Director, HR Technician

Criminal History Data – Discharge/Dismissal of Crime	Data in criminal discharge and dismissal records is classified under Minn. Stat. § 609.3751, subd. 5.	Not Public	Minn. Stat. § 13.87	City Manager, City Clerk, Permit Technician., Planner/Code Enforcement Technician, Finance/HR Director, HR Technician
EMT or First Responder Misconduct Data	Such reports are confidential or protected nonpublic during active investigation. Except for the EMS Regulatory Board’s final determination, all communications or information received by/disclosed to Board relating to discipline are confidential and privileged.	Confidential/Protected Non-public	Minn. Stat. §§ 13.383, subd. 2; 144E.305, subd, 3	City Manager, Fire Chief, Assistant Fire Chief, Finance/HR Director, HR Technician
Emergency Telephone Service	Names, addresses and phone numbers provided to a 911 or other emergency system.	Private	Minn. Stat. §§ 13.202, subd. 6; 403.07, subd. 3, 4	City Manager, Fire Chief, certain employees on an as-needed as part of specific work assignments.
Hazardous Substance Emergency	Information contained in hazardous materials notification reports made under Minn. Stat. § 299F.091 to 299F.099.	Non-public	Minn. Stat. §§ 13.6905, subd. 27; 299F.095; and 299F.096, subd. 1	Certain employees on an as-needed as part of specific work assignments.
Health Data	Data on individuals relating to the identification, description, prevention and control of disease or as part of an epidemiologic investigation designated by the commissioner of health as necessary to analyze, describe or protect public health.	Private	Minn. Stat. § 13.3805, subd. 1	Certain employees on an as-needed as part of specific work assignments.
Safe at Home Data	<p>Identity and location data of Safe at Home Program participants not otherwise classified by law are private data.</p> <p>Data on participant who submits a notice that they are certified part of address confidentiality program may not be shared with any other government entity or disseminated to any person unless 1) express consent from participant; 2) court order; 3) data subject to sharing pursuant to Minn. Stat. 5B.07, subd. 2.</p>	Private	Minn. Stat. §§ 13.805; 5B.07, subd. 1	Certain employees on an as-needed as part of specific work assignments.

Effective Date: 10/11/2021

Original Policy Date: 10/11/2021

Submitted By: Kendra Grahl

## PURPOSE

Social networking in government serves two primary functions: 1) to communicate and deliver messages directly to citizens; and 2) to encourage civic involvement, interaction and feedback. To be effective, information that is distributed via social networking must be accurate, consistent and timely and meet the information needs of the City's intended audience. Social media is used for social networking, and this policy seeks to ensure proper administration of the City of Victoria's social media sites by its representatives.

The City has limited control over the interface and useability of social media accounts hosted by third parties (i.e., Facebook, Twitter, Instagram, etc.). At the same time, there is a general expectation by the public that the City have a social media presence to share information about current cCity projects and business.

The City's social media accounts will be used for incidental, non-vital communication and general information only. It is not the purpose of the City's social media accounts to be a medium for transactions of City business. The one exception is in the case of a natural or man-made disaster, if it is determined by the City that the best means of communicating with the public is through the social media account(s).

The City of Victoria wishes to establish a positive and informative social media presence. City representatives have the responsibility to use the City's social media resources in an efficient, effective, ethical and lawful manner pursuant to all existing City policies.

## POLICY

The City of Victoria will determine, at its discretion, which social media platforms will be used, and how its web-based social media resources will be designed, implemented and managed as part of its overall communication and information sharing strategy.

City of Victoria social media accounts are considered a City asset. Administrator access to these accounts will be securely administered in accordance with the City's Computer Use Policy. The City reserves the right to discontinue use of any of its social media sites or accounts for any reason without notice.

All social media sites created and utilized during the course and scope of an employee's performance of their job duties will be identified as belonging to the City of Victoria, and will include a link to the City's official website.

The City of Victoria does not create or maintain social media accounts for its elected officials.

## PROCEDURES

This policy applies to any existing or proposed social media websites sponsored, established, registered, or authorized by the City of Victoria. The City's social media accounts are exclusively the following:

- City of Victoria Facebook account at <https://www.facebook.com/VictoriaMNCity/>
- City of Victoria Instagram at <https://www.instagram.com/victoriamncity/>
- City of Victoria Twitter at <https://twitter.com/VictoriaMNCity>
- City of Victoria YouTube at <https://www.youtube.com/channel/UCQL7Cu6x-aa5ebN89nQszDA>
- City of Victoria NextDoor at <https://nextdoor.com/pages/city-of-victoria>
- City of Victoria LinkedIn at <https://www.linkedin.com/company/city-of-victoria-mn/>
- Victoria Recreation Center at <https://www.facebook.com/victoriarecreationcenter>

The City does not create, collect, disseminate, or regulate use of any other social media accounts, including the personal accounts of its elected officials and staff. Questions regarding the scope of this policy should be directed to the Communications & Public Engagement Manager.

## Definition

“Social media” are internet and mobile-based applications, websites and functions, other than email, for sharing and discussing information. These sites allow users to post photos, video, comments and links to other information to create content on any and all topics. This may be referred to as “user-generated content” or “consumer-generated media.”

Social media includes, but is not limited to:

- Social networking sites and apps such as Facebook, LinkedIn, Twitter, and NextDoor
- Blogs
- Social news sites such as Reddit and BuzzFeed
- Video and photo sharing sites and apps such as YouTube, Instagram, SnapChat, and Flickr
- Wikis, or shared encyclopedias, such as Wikipedia
- An ever-emerging list of new web-based platforms generally regarded as social media or having many of the same functions as those listed above

As used in this policy, “employees and agents” means all City representatives, including its employees and other agents of the City, such as independent contractors or council members.

“Social media manager” means any City employee or agent with administrator access who, when posting or responding to a post, appears to be the City social media account owner.

## AUTHORITY

### Rules of Use

City social media managers are responsible for managing City social media accounts or websites.

- A. Establishment of Social Media Sites:** Facilities or departments wishing to have a new social media presence must initially submit a request to the Communications & Public Engagement Manager to ensure social media accounts are kept to a sustainable number and policies are followed. All approved sites will be clearly marked as a City of Victoria site and will be linked with the official City website. No one may establish social media accounts or websites on behalf of the City unless authorized in accordance with this policy.

- B. Public Notice:** The City's social media pages must conspicuously display or link to a public notice that informs the public of the purpose of the social media presence and the terms one agrees to in accessing, using or posting to the City's social media page.
- C. Administration:** Administration of all City social media websites will comply with applicable laws, regulations and policies as well as proper business etiquette.
- D. Private Use and Information:** City social media accounts covered by this policy will not be used for private or personal purposes or for the purpose of expressing private or personal views on personal, political, or policy issues or to express personal views or concerns pertaining to City employment relations matters.

No City social media account may be used by the City to disclose private or confidential information. No social media website should be used to disclose sensitive information. If there is any question as to whether information is private, confidential or sensitive, contact the City Manager.

- E. Transactions of City Business:** Outside of situations of disaster, no City social media account will be used for transactions of City business. In the event a user initiates a request, application or question through social media that affects City business or requires another City policy or process to be followed, the social media manager will follow up with that user by phone, email or other channels. If comments are allowed, in the event of a question of general interest, a response may be given in comments, the initial post may be edited, or a subsequent post may be created to include the information.
- F. Right to Modify:** City of Victoria's social media managers reserve the right, at their sole discretion, to change or modify any City posts, and add or delete City comments, posts, photos or video at any time. For example, the City may delete or archive posts with community alerts or public safety messages that are no longer timely or relevant.

City of Victoria's social media managers will not edit any posted comments by the public. However, comments posted by members of the public may be removed if they fall into at least one of the following categories:

- Obscene or pornographic content
- Direct threats to persons or property
- Material asserted to violate the intellectual property of another person
- Private, personal information about a person published without his/her consent
- Information that compromises a public safety security system
- Statutorily private, confidential, or nonpublic data
- Commercial promotions or spam
- Hyperlinks to material that falls into one of the foregoing categories

- G. Right of Appeal:** A member of the public whose comment is removed may appeal the removal of the comment and seek reconsideration of its removal by contacting the City in writing and explaining how the comment does not fall into one of the categories for removal. A written response should be provided as soon as reasonably possible.

A member of the public who disputes the legality of any portion of this policy may dispute the particular portion in writing. The City should acknowledge the claim promptly and, upon consultation of the city attorney, respond to the claim concerning legality of the policy portion as soon as reasonably possible under the circumstances.

**H. Hours of Monitoring:** The City's social media accounts are typically monitored between 8 a.m. and 4:30 p.m. Monday-Friday. Questions warranting a response will be answered between those hours.

### Data Ownership and Retention

All communications or messages within social media accounts covered by this policy composed, sent or received on city or personal equipment are the property of the City and will be subject to the Minnesota Government Data Practices Act. This law classifies certain information as available to the public upon request. As no transactions of city business shall be conducted through social media accounts (outside of disasters), in accordance with the City's records retention schedule, the City shall retain all social media messages only until read.

The City of Victoria has the right to reproduce any pictures or videos submitted/tagged to the City's via social media or through contests in any of its publications or websites or any other media outlets.

Effective Date: 9/22/2022

Original Policy Date: 9/22/2022

Submitted By: Alyssa Swanson

## PURPOSE

The City of Victoria strives to maintain a safe and secure environment for City employees and the public. Selected areas of the City's premises are equipped with video security systems that record images up to 24 hours per day. The City's security camera system is used for the protection and safety of the public, City employees, and property.

While security cameras are installed for safety and security reasons, the City's security camera system is designed to minimize privacy intrusion. The system is not designed nor intended to protect individuals from being victims of violent or property crimes, nor to detect other potentially illegal or undesirable activities which may occur; although, any information obtained may be used as evidence in such cases.

The use of security cameras shall be conducted in a professional, ethical and legal manner.

## POLICY

As an institution governed by the Minnesota Government Data Practices Act (MGDPA), Minn. Stat. § 13, the City of Victoria has obligations with respect to notice, access, use, disclosure, retention and disposal of records.

It is the policy of the City to utilize security cameras to protect City property and assets from theft and vandalism through deterrence and video documentation and increase the likelihood that perpetrators of these acts will be identified. Security cameras will also be utilized on a limited basis to assist in informing decisions on effectiveness of current and future camera placement and system. This policy sets parameters regarding the use of security cameras in public places and applies to systems that enable continuous or periodic routine video monitoring on a sustained basis.

Personal information collected by video surveillance includes video images.

## PROCEDURES

### Security Camera System Locations

Selected areas of the City's premises (inside and outside of City facilities and properties) are equipped with video security camera systems that record images up to twenty-four hours per day for the protection and safety of the public, City employees, and property. Reasonable efforts will be made to safeguard the privacy of City employees and the public. Security cameras will not be positioned in areas where there is a reasonable expectation of personal privacy.

### Security Camera Evaluation and Selection

A committee comprised of representatives of various departments will convene at least annually to review policy and effectiveness of camera locations. The committee will also provide input when requests are made to add or

remove cameras or to change locations of existing cameras. Committee members will be appointed by the City Manager or their designee.

Placement, power, connectivity and available funding are key considerations when staff evaluates the need to incorporate security cameras at City facilities. Determination of camera necessity and locations are based on the following criteria:

- History of incidents of vandalism and other criminal activities or increased potential for incidents of the same nature.
- Site is either known or suspected as being at increased risk for property damage.
- Placement of cameras will enhance public safety.
- Placement may aid staff to efficiently respond to a call for service to a City facility or property (e.g. emergency call; false alarm).
- Placement of camera produces consistent and quality feed to carry out the purpose of this policy.
- Availability of funding.
- Ease of access to structure to mount the camera (e.g. pole, building).
- Placement would allow staff to gather measurement data to make strategic and operational decisions (e.g. determine the use of a public property such as how much outdoor ice rink used during winter skating season).
- Temporary placement of cameras to ensure project site security.
- Placement of camera enables staff to efficiently and effectively monitor activity (e.g. contractor activity) to restricted sites or unstaffed or limited staffed facilities (e.g. IT data center, water tower, lift stations).

### Notice of Use of Security Camera Systems

In order to provide notice to individuals that video is in use:

- A list identifying the location of security cameras will be posted on the City's internal shared drive. The Facility Maintenance Technician will keep the list up to date by adding and deleting cameras when necessary.
- The City will post signs, visible to city staff and members of the public, at all entrances and/or prominently displayed on the perimeter of the grounds under video monitoring (see Appendix A for example of signage).
- Notice may also be provided via the City of Victoria website.

### Access to Video

This policy recognizes that the security camera system may have the ability for continuous video monitoring, but it is the practice of the City to not monitor the cameras continuously. City staff utilizing the security camera system for monitoring purposes are subject to discipline in accordance with the City's personnel policy. Routine audits will be conducted by the Facility Maintenance Technician to ensure improper use of security cameras is not taking place.

- Live Video Feeds.** Live Video Feeds may be monitored by authorized security camera system users during the course and scope of their duties in order to manage activity in City's facilities or on the City's grounds.
- Stored Video.** It is the practice of the City to allow authorized City staff to utilize the security camera system to review past activities for any management purpose including investigation of a possible violation of City policy or illegal activity or for the protection and safety of the public, City employees and property. Past activities will be reviewed only where a specific incident has been reported or observed. Requests to review stored video surveillance must be made by submitting Attachment B: Security Camera Viewing Request

Form. The Facility Maintenance Technician will review and approve or deny requests as determined. Request appeals should be directed to the Assistant City Manager.

Information obtained through security camera recordings shall be used exclusively for administrative, security and law enforcement purposes. Security camera recordings shall remain the property of the City.

#### Authorized Security Camera System Users

Security camera system access shall be the direct responsibility of Facilities personnel, with oversight by the Assistant City Manager.

The Informational Technology Manager will also have access to all City's security cameras.

The Parks & Recreation Director, or their designees, will have access to City security cameras located at the Victoria Recreation Center and parks/park shelters.

The Fire Chief will have access to City security cameras located on the exterior of the Victoria Fire Station in addition to the interior of the east entrance of the Water Treatment Plant

The Public Works Director, or their designee will have access to City security cameras located on the exterior of the Water Treatment Plant, and Public Works building and those used to capture images of the exterior of the Water Treatment Plant and Public Works building as well as the City's water towers and parks/park shelters.

#### Security Camera System Storage and Security

Images from the City's security camera system are stored digitally in a secure manner with access controlled by the IT Department through online security credentials. Video shall be maintained per City security video data retention requirements, unless otherwise needed for an ongoing investigation or for a longer period of time as mandated by State or federal law after which they will be disposed of in a secure manner.

Access logs indicating time of access and who accessed camera views and video storage will be maintained for 7 days after video retention periods have expired.

Classification and handling of archived video from security cameras shall be consistent with the Minnesota Government Data Practices Act (MGDPA).

### SCOPE

This policy covers all employees, including seasonal, temporary, volunteers, and interns, and visitors of City facilities and properties.

### AUTHORITY

This policy applies to all types of security camera systems, monitors and camera recording devices used for security purposes at City owned and leased properties. This policy does not apply to reasons unrelated to security monitoring activity or video conferencing nor to the videotaping, audiotaping and broadcast of Council or Citizen Advisory Board/Committee/Commission Meetings.



## **VIDEO MONITORING**

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*Please note that activity in  
the area is monitored  
by video camera.*

## APPENDIX B: SECURITY CAMERA VIEWING REQUEST FORM

City of Victoria • Administrative Forms

### Security Camera Viewing Request

Page 5 of 5

Questions?

Contact Assistant City Manager Alyssa Swanson

952-443-4215 or [aswanson@ci.victoria.mn.us](mailto:aswanson@ci.victoria.mn.us)

Submission Date:

Requester Name:

Completion of this form is only an application for request and does not constitute approval to view recordings. You will be notified in writing that your request has been either approved or denied.

### REQUESTING INDIVIDUAL INFORMATION

Name of Individual Requesting: \_\_\_\_\_

Email Address: \_\_\_\_\_

Department: \_\_\_\_\_

### RECORDING REQUEST INFORMATION

Recording Request Date: \_\_\_\_\_

Recording Request Timeframe: \_\_\_\_\_

#### Reason for Requesting Recording

- ☐ Criminal Activity
- ☐ Missing Property
- ☐ Other \_\_\_\_\_

#### Brief description of reason recording is needed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By signing this document, I certify that all information provided is true and accurate to the best of my knowledge. Submission of false information could subject me to disciplinary action by City of Victoria.

\_\_\_\_\_  
Signature of requester

\_\_\_\_\_  
Date

#### To be reviewed by the Facility Maintenance Technician:

- |                                   |             |
|-----------------------------------|-------------|
| <input type="checkbox"/> Approved | Name: _____ |
| <input type="checkbox"/> Denied   | Date: _____ |

Effective Date: 1/9/2023

Original Policy Date: 1/9/2023

Submitted By: Alyssa Swanson

## PURPOSE

The purpose of this policy is to provide guidance and procedures on weather-related cancellations for recreation programs and facilities.

## POLICY

The Victoria Parks & Recreation Department, including the Victoria Recreation Center will use the following guidelines and procedures for inclement weather to safeguard participants, spectators, and staff. The Victoria Parks & Recreation Department and the Victoria Recreation Center retains the right to cancel or modify activities due to weather or facility conditions. Information from the National Weather Service (NOAA) will be used to ensure programs, activities, and facilities can be operated as safe as possible.

**Severe Weather Warning:** In case of severe weather sighting, the issuance of a severe weather warning, or a weather siren sounded, all unsheltered, outdoor activities must be stopped. Participants at recreation programs, and general park facility users are advised to seek shelter immediately.

**Severe Thunderstorm Warning:** Outside activities will cease or observe a delayed start. Recreation programs will be suspended until the warning has ended.

**Lightning:** Upon the first sight of lightning, all outdoor activities must stop immediately. No activity can resume outdoors until 30-minutes after the last sighting of lightning. Programs will be moved indoors, if possible.

**Tornado:** In the event of a tornado warning or sirens, seek the best possible shelter available immediately. Victoria Recreation Center guests will seek shelter in the locker rooms.

**Heat:** If the heat index is 105°F or above, all outdoor Parks & Recreation activities will be canceled or moved indoors, if possible.

**Cold:** Outdoor rinks and warming houses will close if the actual and/or will chill temperature falls below -15°.

**Snow:** Event closings will be determined on a case-by-case basis.

**Air Quality Index:** The Parks & Recreation Department will monitor the AQI using [www.airnow.gov](http://www.airnow.gov).

- When AQI is ORANGE (101-149) programs will be held, but participants with increased health risks should consider reducing exposure by shortening time outside or choosing less strenuous outdoor activities.
- When AQI is RED (150 or higher), programs will be moved indoors (if possible), or canceled.

## PROCEDURES

Parks and Recreation staff will monitor weather and field conditions and based on information from the National Weather Service, will implement the Inclement Weather Policy.

A. **Weather Updates.** Weather updates will be posted the following ways:

- a. Weather Hotline: 952-443-4260
- b. If applicable, emails will be sent to recreation program participants.

B. **Athletic Field Closures.**

By 4:00 p.m. the decision to close outdoor athletic fields will be made by the City of Victoria Parks and Recreation staff and communicated to youth athletic association field coordinators and individual permit holders through email and the weather hotline. When possible, the decision to close the fields will be made on weekdays by 4:00 pm. Field schedulers will be responsible for communicating closures to coaches and families.

After 4:00 p.m. - If inclement weather conditions develop after 4:00 pm it is up to the association or umpire/referee to make the decision to cancel the game at the field. We ask that permit holders use their best judgement when deciding to cancel or continue playing.

## SCOPE

This policy applies to all program participants, staff members and facilities.

## AUTHORITY

Administrative implementation after Council approval.

## **Parks & Recreation Photography Policy**

Policy No: 2.1.007

Questions? Contact the  
Parks & Recreation Supervisor  
[hkaufhold@ci.victoria.mn.us](mailto:hkaufhold@ci.victoria.mn.us)

Effective Date: 1/8/2024

Original Policy Date: 1/8/2024

Submitted By: Holly Kaufhold

### **POLICY**

The City of Victoria uses photography and video recordings to document and promote Parks and Recreation activities. Participation in a recreation activity serves as your consent to use such photographs or recordings unless you indicate otherwise to City staff.

### **SCOPE**

This policy applies to all City events, programs and activities.

### **AUTHORITY**

Administrative implementation after Council approval.

Effective Date: 1/8/2024  
Original Policy Date: 1/8/2024  
Submitted By: Holly Kaufhold

## POLICY

Programs/Activities: A full refund will be given if the activity is canceled by the Parks & Recreation Department. A \$5 service fee will be charged for all cancellations before the registration deadline. No refunds will be given after the registration deadline or start of the event/program.

Victoria Recreation Center (VRC) Memberships: Customers may not cancel their membership prior to the end of the membership term. If an extenuating circumstance should arise you may submit a cancellation request to the Parks & Recreation Director to consider based on circumstances. If a cancellation is approved a \$5 service fee will be charged for any cancellation prior to the completion of the membership term.

To communicate the desire to cancel VRC Membership, customers may provide written notice through the City's [online form](#) located on the city website.

**Change of Membership** - Upgrades may occur at any time of the month. A \$5.00 administrative fee and the difference in pro-rated dues will apply and will be collected at the time of upgrade request.

**Involuntary Suspension or Termination-** The City may terminate my membership, with or without cause, at any time by mailing written notice to member via US mail at the address on file. Termination is effective upon mailing, or by personally delivering written notice to member. If the City terminates my membership, a prorated refund may be issued for the period of time after the effective date of termination.

Facility Rentals: All facilities require a 7-day advance notice of cancellation, except for Lions Park Pavilion.

*Lions Park Pavilion:*

- Full refund – Up to 90 days prior to Rental
- 50% refund up to 60 days prior to Rental
- After 60 days the Rental is non-refundable

At any time prior to 30 days before the Event, the City shall have the right, upon notice to the Renter, to cancel the event and terminate this Agreement. The City shall refund any security deposit and any fees paid under this Agreement, and neither party shall have any further liability to one another.

## SCOPE

This policy applies to all city facilities, events, programs, and activities.

## AUTHORITY

Administrative implementation after Council approval.

**Business Subsidy**

Policy No: 2.2.001

Questions? Contact the  
Communications & Public Engagement Director  
jbrewington@ci.victoria.mn.us

Effective Date: 9/12/2022

Original Policy Date: 10/26/2006

Submitted By: Jenn Brewington

**PURPOSE**

The purpose of this policy is to establish guidelines that the City of Victoria and its Economic Development Authority (EDA), hereinafter referred to as "the City", regarding the use of municipal subsidies, such as tax increment financing (TIF), tax abatement, and other non-JOBZ business subsidies for private development projects within the City of Victoria.

**POLICY**

It is the intent of the City to comply with Minnesota Statute §§ 16J.993- 16J.99, as amended (the "act"). The City hereby adopts the definitions contained in the act for application in the guidelines. In accordance with the act, the City shall adopt this policy and these guidelines, after a public hearing.

These guidelines shall be used in processing and reviewing applications requesting municipal subsidy assistance. The fundamental purpose of the municipal subsidies is to encourage desirable development or redevelopment that would not otherwise occur "but for" the assistance provided through municipal subsidies.

It is the intent of the City to provide a minimum number of municipal subsidies, as well as other incentives that the City may deem appropriate, at the shortest term required for the project to proceed. The City reserves the right to approve or reject projects on a case-by-case basis, considering established policies, specific project criteria, and demand on City services in relation to the potential benefits to be received from a proposed project. Meeting policy guidelines or other criteria does not guarantee the award of municipal subsidies. Furthermore, the approval or denial of one project is not intended to set precedent for approval or denial of another project.

Business subsidies must be consistent with the City's Comprehensive Plan and Strategic Plan, where applicable. It is the intent of the City to advance the following goals and objectives in granting business subsidies:

- A. Every business subsidy recipient must meet a public purpose, which may include, but not be limited to increasing the tax base.
- B. The following criteria shall be utilized in evaluating a request for a business subsidy, although meeting these criteria does not create a contractual right to a business subsidy, and the City may later modify these criteria, as permitted by the act:
  - a. **Increase in Tax Base.** While the act provides that an increase in the tax base cannot be the sole grounds for granting a subsidy, the City gives a strong preference to proposed subsidies that increase the tax base.

- b. **Jobs Goal.** Unless the creation of jobs is removed from a particular project pursuant to the requirements of the Act, the creation of jobs is a public purpose for granting a subsidy. For all Business Subsidies, the Business Subsidy Recipient must create and retain at least: 1 FTE job.
- c. **Wage Goal.** For all Business Subsidies, the Business Subsidy Recipient must create: 1 FTE job that pays at least: 175 % of the federal minimum wage, which can be fulfilled as an hourly wage or some combination of hourly wage and employer-paid health insurance benefits equal to 175% of federal minimum wage.
- d. **Other Goals.** If, after a public hearing, it is determined that creation or retention of jobs is not a goal, the wages and jobs required may be set to zero. If creation of jobs is not a goal, the business subsidy must achieve at least one of the following measurable, specific and tangible goals:
  - i. The proposed subsidy must accomplish removal, rehabilitation or redevelopment of “blighted areas” as defined in Minnesota Statutes, Section 469.002, subd. 11, or must constitute a cost of correcting conditions that allow designation of redevelopment districts under Minnesota Statutes, Sections 469.174 to 469.1794 (the “TIF Act”); or
  - ii. The proposed subsidy must result in improvements to public infrastructure or public facilities, including without limitation streets, sewers, storm sewers, streets, parks, recreational facilities, and other City facilities; or
  - iii. The proposed subsidy must remove physical impediments to development of land, including without limitation poor soils, bedrock conditions, steep slopes, or similar geotechnical problems.
  - iv. To create opportunities for affordable and workforce housing and/or a diversification of housing stock available within the City.
- e. **Economic Development or Redevelopment.** Business subsidies should promote one or more of the following goals within the city.
  - i. Create higher-paying jobs, jobs with better than prevalent benefits, or jobs with good opportunities for career advancement and training.
  - ii. Provide significant economic impact by attracting other businesses, jobs, or investment.
  - iii. Encourage economic and commercial diversity, including the range of goods and services available.
  - iv. Contribute to commercial development within a specific area.
  - v. Provide basic goods and services.
  - vi. Encourage fast-growing business.
  - vii. Promote redevelopment objectives and removal of blight.

- viii. Remediate pollution.
- ix. Promote the retention or appropriate reuse of historically or architecturally significant buildings.
- x. Fully utilize existing or planned infrastructure improvements.

The City may deviate from these criteria in granting business subsidies if the reasons for the deviation are documented in writing and reported to the Department of Employment and Economic Development (DEED) pursuant to the act.

## PROCEDURES

### A. Application Process.

The applicant will complete application forms provided by the City, along with the non-refundable application fee to cover legal and consultant's costs based on the type of subsidy.

- a. City staff shall review the application materials and make preliminary recommendations to the City Council as to the compliance of the application and proposed project with the business subsidy policy and the goals and criteria set forth herein.
- b. Final evaluation of the application shall include, in addition to items subject to a preliminary review, a review of applicable credit analysis, financial structuring and legal compliance. A formal recommendation shall then be made to the City Council and EDA.
- c. After review of the final evaluation and formal recommendation, the City Council shall hold the public hearings, if they have not been held, and consider final approval of the granting of the business subsidy. All business subsidy agreements entered into with the City are subject to approval by the City Council in accordance with the Act.
- d. Application and supporting materials shall become the property of the City of Victoria and are subject to Minn. Stat. § 13, and Minn. R. 1205, the Minnesota Government Data Practices.

### B. Compliance and Reporting Requirements.

- a. A public hearing is required for every business subsidy granted by the City that exceeds \$100,000, or for which a hearing is otherwise required by the Act or other laws. Every business subsidy must be approved by the Victoria City Council.
- b. Every recipient of a business subsidy must enter into a business subsidy agreement fulfilling the requirements of the Act.
- c. Both the business subsidy recipient and the City must comply with the reporting and monitoring requirements of the Act.
- d. Pursuant to Section 116J.994, subd. 6 and subd. 7 of the Act, if a business subsidy recipient fails to meet the goals set forth in the business subsidy agreement within two years, the business subsidy assistance plus interest must be paid back to the City, provided that repayment may be prorated to reflect partial fulfillment of the goals.

- i. The City may, after a public hearing, extend the time for compliance with business subsidy job and wage goals by up to one (1) year.

## **SCOPE**

This policy applies to City Council and City staff.

## **AUTHORITY**

Administrative implementation of this policy after Council approval.

**Fair Housing**

Policy No: 2.2.002

Questions? Contact the  
Communications & Public Engagement Director  
[jbrewington@ci.victoria.mn.us](mailto:jbrewington@ci.victoria.mn.us)

Effective Date: 1/24/2022

Original Policy Date: 7/26/2019

Submitted By: Jenn Brewington

**PURPOSE**

Title VIII of the Civil Rights Act establishes federal policy for providing fair housing throughout the United States. The intent of Title VIII is to assure equal housing opportunities for all citizens. Local governments that receive federal community development funds under Title I of the Housing and Community Development Act of 1974 are obligated to certify that they will affirmatively further fair housing, and the Metropolitan Council requires cities to adopt a fair housing policy to qualify for livable communities funding.

To comply with these obligations or requirements, the City of Victoria has developed this Fair Housing Policy.

**POLICY**

It is the policy of the City of Victoria to ensure that fair and equal housing opportunities are available to all persons in all housing opportunities and development activities funded by the city regardless of race, color, religion, gender, sexual orientation, marital status, status with regard to public assistances, familial status, national origin, or disability. This shall be done through strong external policies that provide meaningful access to all constituents and fair housing informational and referral services; and internal practices and procedures that do not discriminate and that affirmatively further fair housing.

**PROCEDURES**

**Fair Housing Officer.** The City of Victoria has designated the following person as the Fair Housing Officer for the city:

Jenn Brewington  
Community & Economic Development Director  
1670 Stieger Lake Lane  
Victoria, MN | 55386  
952-443-4219 (office)  
[jbrewington@ci.victoria.mn.us](mailto:jbrewington@ci.victoria.mn.us)

The Fair Housing Officer is responsible for providing public information regarding this policy and applicable federal and state fair housing requirements and resources, and referral of all fair housing complaints. While not expected to be an “expert” in fair housing laws or to conduct any investigation or bring any enforcement actions, the officer will be familiar with state and federal fair housing laws and the state and federal agencies that handle complaints.

**Meaningful Access to Online Information.** The City of Victoria will have information about fair housing and its fair housing officer displayed on its website. The website will also have links to various fair housing resources, including the Department of Housing and Urban Development, Minnesota Department of Human Rights, Mid-Minnesota

Legal Aid, Southern Minnesota Regional Legal Services, and others. The website will also link to state and federal fair housing complaint forms and The State of Minnesota's Olmstead Plan.

**In-Person Information.** The City of Victoria will provide fair housing information to anyone requesting such information at the city offices. Information provided will include:

- A list of fair housing enforcement agencies
- Fair Housing Complaint Information

**Languages.** Material in other languages can be requested and handled on an individual basis.

## PRACTICES

The City of Victoria commits to the following steps to promote awareness and sensitivity to fair housing issues in all of its government functions.

- Staff Training** - the City will regularly train its staff and elected officials on fair housing considerations, including working with people with disabilities and limited English proficiency constituents.
- Housing Analysis** - the City will review its housing inventory periodically to examine the affordability of both rental and owner-occupied housing and whether all reasonable actions have been taken to remove barriers to ensure adequate housing choice for all city residents.
- Code Analysis** - the City will periodically consider amendments to its municipal code which focus on zoning, building, and occupancy standards, to identify any potential for disparate impact or disparate treatment.
- Project Planning and Analysis** - the City will make determinations in project planning with an eye to fair housing issues, including whether potential projects may perpetuate segregation or lead to displacement of protected classes.
- Community Engagement** - The City commits to ongoing community engagement. Specifically, the City commits to robust conversations with community regarding potential housing projects, zoning changes, and other land use planning decisions.
- Impediments to Fair Housing** - As a recipient of federal funds, the City agrees to participate in the Regional Analysis of Impediments and will review the recommendations from the analysis for potential integration in City planning documents.

The City of Victoria will review and revise, if necessary, this Fair Housing Policy.

## SCOPE

This policy applies to all employees of the City of Victoria.

## AUTHORITY

Administrative implementation of this policy after Council approval.

Effective Date: 2/24/2020

Original Policy Date: 2/24/2020

Submitted By: Trisha Pollock

## PURPOSE

The City of Victoria's compensation philosophy is intended to provide a broad framework for the City Council, City staff, and the residents and businesses in the community to understand and guide decisions that affect pay. It is designed to reflect the importance public employees play in the delivery of services and programs to the community; that compensation is a clear measure of that importance; and that there is fair and equitable treatment of all employees, regardless of race, gender, or disability, and in accordance with EEO/AA goals. In addition, the City's compensation philosophy establishes the commitment and necessity to maintain comparability with jurisdictions that are most likely to affect recruitment and retention of employees.

## POLICY

As a matter of policy, the City of Victoria provides a total compensation package that places employees at the mid-range of the City's identified market.

It is the intent of the City's compensation philosophy is to:

- Maintain a competitive compensation program to attract, retain and motivate qualified employees
- Parallel the growth and complexity of the City

To that end, the expectations and requirements of those the City serves require a thoughtfully organized, carefully implemented, and continually well-managed city structure, staffed by competent, qualified, reliable, and motivated employees who understand and are committed to meeting and even exceeding expectations and requirements of our public.

## PROCEDURES

### A. Market/Peer Cities

The primary labor market is currently defined as the following comparator ("market") organizations:

- |                 |               |             |
|-----------------|---------------|-------------|
| • Arden Hills   | • Lake Elmo   | • Savage    |
| • Belle Plaine  | • Medina      | • Shakopee  |
| • Carver        | • Minnetrista | • Shorewood |
| • Carver County | • Mound       | • Orono     |
| • Chanhassen    | • Prior Lake  | • Waconia   |
| • Chaska        | • Rogers      |             |
| • Jordan        | • St. Francis |             |

From time-to-time, the City may recommend that other comparators be used where information from the primary labor market is considered insufficient to attract and/or retain specific positions or job classifications.

## **B. Salary Adjustments for Employees**

The City of Victoria provides regular, ongoing opportunities for employee growth and development in a manner that helps each individual achieve and maintain service excellence and enhance the image of Victoria as a well-managed, effective organization.

The City of Victoria balances compensation and benefits needs with available resources. Nothing in this compensation philosophy policy statement should be construed as a required benefit if the City experiences a decline in revenue or revenue growth lower than the projected increase in expenses. As with all budget decisions, pay/market rate adjustments and funds for other employee benefits are subject to annual appropriation.

Annually, the City Manager will recommend a budget for general salary adjustments based upon:

- Overall competitive posture of the organization
- Market rate adjustments
- Comparator organizations in the primary labor market
- Financial affordability

## **C. Pay Equity**

The City of Victoria maintains the City's pay equity compliance as determined by the State of Minnesota. Further, the City follows the principles of equal pay for equal work and comparable worth in establishing and maintaining pay relationships among positions based on problem solving, know-how, responsibility and working conditions.

## **SCOPE**

This policy applies to all employees of the City of Victoria.

## **AUTHORITY**

Administrative implementation of this policy after Council approval.

Effective Date: 1/24/2022

Original Policy Date: 8/24/2015

Submitted By: Trisha Pollock

## PURPOSE

The purpose of this policy is to provide objectives for the safety, liquidity, and yield of City investments.

## POLICY

The investment program for the City of Victoria shall be operated in conformance with federal, state, and other legal requirements for public funds including Minnesota Statute chapter 118A. All investments purchased by the City are expected to be held until maturity. The City will invest in securities that match the City's operational, short-term, and long-term core reserve needs.

The primary objective of the City's investment activities shall be safety, liquidity, and yield (return on investment):

### Safety

Safety of principal is of critical importance to the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of principal in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.

- **Credit Risk.** The risk of loss due to the failure of the security issuer or back will be minimized by:
  - Limiting investments to the types of securities listed in the "Suitable and Authorized Investment" section of this policy.
  - Pre-qualifying and conducting ongoing due diligence of the financial institutions, broker/dealers. Intermediaries, and advisers with which the City will do business in accordance with this policy.
  - Diversifying the investment portfolio so that the impact of potential losses for any one type of security or from any one individual issuer will be minimized. Insurance or collateral may be required to ensure return of principal.
- **Interest Rate Risk.** The risk that the market value of securities in the portfolio will fall due to changes in market interest rates will be minimized by:
  - Structuring the investment portfolio so that securities mature to meet cash requirements thereby avoiding the need to sell securities in the open market prior to maturity.
  - Investing operating funds primarily in shorter-term securities, money market mutual funds, or similar investments pools and limiting individual security maturity as well as the average maturity of the portfolio in accordance with this policy.

### Liquidity

The City's investment portfolio shall remain sufficiently liquid to meet all operating and working cash flow requirements as reasonably anticipated. The portfolio will be structured so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be

anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity). Alternatively, a portion of the portfolio (minimum of \$1,000,000) may be placed in money market mutual funds or local government investment pools which offer same-day liquidity for short-term funds.

## Yield

The City's investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles and considers the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core of investments is limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall generally be held until maturity with the following exceptions:

- A security with declining credit may be sold early to minimize loss of principal.
- Liquidity needs of the portfolio require that the security be sold.
- A security swap would improve the quality, yield, or target duration in the portfolio.

The average return on three-month U.S. Treasury bills or the average rate on Fed funds indices are considered benchmarks for lower risk investment transactions and therefore comprise a minimum standard for the portfolio's rate of return. The investment program shall seek to augment returns above this threshold, consistent with risk limitations identified herein and prudent investment principles.

## PROCEDURES

### Standard of Care

Investments shall be made with judgment and care under circumstances existing at the time the investment is made. The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. The "prudent person" requires that a fiduciary exercise discretion and average intelligence in making investments that would be generally acceptable as sound. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse situations.

### Delegation of Authority

Authority to manage the City's investment program is derived from Minn. Stat. 118A, Deposit, and Investment of Local Public Funds. Responsibility for the operation of the investment program is hereby delegated by the City Manager to the Finance Director (hereby designated as the investment officer), who shall act in accordance with established written procedures and internal controls for the operation of the investment program consistent with this investment policy which include:

- Monitoring performance of the investment portfolio
- Ensuring funds are invested in accordance with this policy
- Analyzing, recommending, and implementing operational procedures that will enhance the City's investment program
- Ensuring that proper internal controls are developed to safeguard investment assets

No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the investment officer. The investment officer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

### Ethics and Conflicts of Interest

The City Manager and the Finance Director and any other employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Investment staff shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Investment staff shall subordinate their personal investment transactions to those of the City, particularly with regard to the time of purchases and sales and shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the City. The City Manager and Finance Director shall sign a statement acknowledging to this effect.

### Authorized Financial Institutions, Depositories, and Broker/Dealers

The Finance Director shall maintain a list of financial institutions and depositories authorized to provide investment services. Public deposit shall be made in a qualified public depository as established by state laws. In addition, a list will be maintained of approved security broker/dealers selected by creditworthiness and/or other factors.

All financial institutions and broker/dealers who desire to become qualified for investment transactions must provide the senior finance officer with the following upon request:

- Audited financial statements demonstrating compliance with state and federal capital adequacy guidelines
- Proof of Financial Industry Regulatory Authority (FINRA) certification (not applicable to Certificate of Deposit counterparties) and membership
- Certification of having read and understood and agreeing to comply with the city's investment policy
- Depository contracts
- Credit report
- Proof of state registration
- Evidence of adequate insurance coverage

An annual review of the financial condition and registration of all qualified financial institutions and broker/dealers will be conducted by the investment officer.

### Safekeeping and Custody

Securities shall be held by an independent third-party custodian approved by the city to provide safekeeping of the city's securities in the City of Victoria's name. The City's ownership of all securities in which the funds are invested shall be shown by a written confirmation identifying the securities by name of issue, maturity date, interest rate, and CUSIP number. The safekeeping institution shall annually provide a copy of their most recent report on internal controls (Statement of Auditing Standards, No. 70, or SAS 70). Investments may be held in safekeeping by any of the following:

- Any Federal Reserve Bank
- Any bank authorized under the laws of the United States or any state to exercise corporate trust powers, including but not limited to, the bank from which the investment is purchased
- A primary reporting dealer in U.S. Government securities to the Federal Reserve Bank of New York
- A securities broker-dealer having its principal executive office in Minnesota, licensed under Minnesota Statute § 80A, or an affiliate of it, and regulated by the Securities and Exchange Commission.

The investment officer shall establish a system of internal controls, which shall be documented in writing. The internal controls shall be reviewed annually with the independent auditor. The controls shall be designed to prevent the loss of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the city.

### Suitable and Authorized Investments

The investments permitted by this policy are those defined by Minnesota State Statute chapter 118A. Investment in derivatives shall require authorization by City Council. The City will limit its investments to the following types of securities:

- **Money Market Funds** – may be held with next day withdrawal capacity to provide for daily liquidity requirements. These money markets must be AA. They may only invest in securities with a final maturity no longer than 13 months and for which the Senior Finance Officer has obtained and reviewed the fund prospectus.
- **Savings/Demand Deposits** – are financial institutions that are qualified as a “depository” of public funds of government entities. The City may hold balances in qualified bank deposits. Funds may be held in savings accounts at approved depository banks. If balances are greater than the FDIC limit, collateral of 110 percent will be held for the excess balances. Non-interest bearing deposits will be held at a minimum. However, the interest bearing demand deposit programs that banks provide for next day access to funds will be utilized. The City will typically hold a compensating balance in its checking account to cover monthly banking fees.
- **Time Deposits** – are deposits in a bank account that cannot be withdrawn before a set date or for which notice of withdrawal is required and are fully insured by the Federal Deposit Insurance Corporation or the National Credit Union Administration.
- **U.S. Treasury Obligations** – including bonds, notes, Treasury bills, or other securities which are direct obligations of the United States. Instruments sold and issued by the U.S. Government carry the full faith guarantee of the U.S. Government. These instruments provide the highest quality available to purchase and are highly liquid.
- **U.S. Agency Securities (GSEs or Government Sponsored Enterprises)** – are instrumentalities, or organizations created by an act of Congress. GSE securities have the implied guarantee of the U.S. Government and are privileged to certain access to capital and support of government programs. The issues are generally considered to have the second highest credit quality in the fixed income markets and provide higher yields than U.S. Treasury obligations. The ratings on all the agencies that the City can invest are the highest available and include the following specific issuers:
  - **FHLB** – The Federal Home Loan Bank system was created by Congress in 1932 and acts as a source of funds for its nearly 8,000 member banks. FHLB does not purchase home mortgages to the same extent as Freddie Mac and Fannie Mae, but primarily lends money to homeowners through its

member financial institutions. FHLB system members include commercial banks, thrifts, credit unions, and insurance companies. Each member is a shareholder in one of the 12 regional Federal Home Loan Banks; each regional bank is an individual corporate entity, which must meet strict management and capitalization criteria befitting its GSE status. The FHLB system is regulated by the Federal Housing Finance Board (FHFB) and the Office of Finance (OF).

- **FHLMC** – The Federal Home Loan Mortgage Corporation encompasses Freddie Mac; it is a housing GSE created by Congress in 1970 to provide liquidity and stability in the home mortgage market, thereby increasing the flow of funds available to mortgage borrowers. In order to accomplish this goal, Freddie Mac does not make individual mortgage loans to consumers. Rather, Freddie Mac purchases mortgages from lenders, thereby allowing them to lend the proceeds to more borrowers. Freddie Mac is regulated by the Secretary of Housing and Urban Development (HUD) and by the Office of Federal Housing Enterprise Oversight (OFHEO).
- **FFCB** – The Federal Farm Credit Bureau is an agency of the Federal government set up to supply credit to various classes of institutions and individuals such as farmers and farm cooperatives.
- **FNMA** – Federal National Mortgage Association chartered under the Federal National Mortgage Association Act in 1938. FNMA is a federal corporation working under the auspices of the Department of HUD. It is the largest single provider of residential mortgage funds in the United States. Fannie Mae, as the corporation is called, is a private stockholder-owned corporation. The corporation's purchases include a variety of adjustable mortgages and second loans, in addition to fixed-rate mortgages. FNMA's securities are also highly liquid and are widely accepted. FNMA assumes and guarantees that all security holders will receive timely payment of principal.
- **Municipal Securities** – are registered securities of state/county/local and other governmental agencies. Bonds of the state/county/local and other government agencies which have at the time of investment one of the three highest credit ratings of nationally recognized rating agency are allowable investments. They must have a taxing power rating of A, AA, or AAA. Tax exempt or taxable bonds qualify as long as they meet the rating standards.

The City may invest in U.S. Treasury obligations, U.S. Agency securities GSEs, and municipal securities that have various structures such as non-callable, callable, and variable rate debt.

- **Non-Callable** – A debt instrument issued for the purpose of raising capital by borrowing. They typically pay semi-annual coupons and have a stated final maturity.
- **Callable** – Debt in which the issuer has the right to redeem prior to its maturity date, under certain conditions.
- **Variable** – Debt in which the issuer has the right to reset the coupon rate based on specified market conditions and terms.

## Collateralizations

Collateralization will be required on the following types of investments:

- Certificates of Deposit
- Savings/Demand Deposits

To anticipate market changes and provide a level of security for all funds, the collateralization level will be 110% of par value of principal plus accrued interest. The underlying collateral securities will be subject to monthly market valuations to ensure there is no market exposure. Repurchase agreements shall be consistent with GFOA Recommended Practices on Repurchase Agreements

Collateral is limited to the following U.S. government securities:

- Treasury Issues
  - Treasury Bills
  - Treasury Notes
  - Treasury Bonds
- Agency Notes and Bonds
  - Federal National Mortgage Association
  - Federal Home Loan Bank
  - Federal Farm Credit Bank
  - Federal Home Loan Mortgage Corporation
- Municipal Securities of state/county/local and other government agencies rated “A” or better by a national bond rating service

For cash deposits on hand, clearly marked evidence of ownership (safekeeping receipt) must be supplied and retained. Collateralization shall be in the form of specific securities with an active secondary market for the City and held by an independent third party. The only exceptions are Federal Deposit Insurance Corporation (FDIC), Securities Investor Protection Corporation (SIPC), National Credit Union Administration (NCUA), and preapproved insurance coverage.

### Diversification

The City will diversify its portfolio to substantially reduce the risk of loss resulting from over-concentration of assets in a specific maturity, issuer, institution, or class of securities for all cash and cash equivalent assets in all City funds. Diversification strategies shall be determined and revised periodically by the investment committee/investment officer for all funds except for the employee retirement fund. In the event the City exceeds limits for maximum maturities, concentration risk, or class risk the senior finance officer shall notify the City Council and recommend a course of action.

In establishing specific diversification strategies, the following general policies and constraints apply:

- Portfolio maturities shall be staggered to avoid undue concentration of assets in a specific maturity sector.
- Maturities selected shall provide for stability of income and reasonable liquidity.

For cash management funds:

- Liquidity shall be assured through practices ensuring that the next disbursement date and payroll date are covered through maturing investments or marketable U.S. Treasury bills.
- Positions in securities having potential default risk (e.g., commercial paper) shall be limited in size so that in case of default, the portfolio's annual investment income will exceed a loss on a single issuer's securities.

- Risks of market price volatility shall be controlled through maturity diversification and duration management.
- The investment committee/investment officer shall establish strategies and guidelines for the percentage of the total portfolio that may be invested in securities other than repurchase agreements, Treasury bills or collateralized certificates of deposit. The committee shall conduct a quarterly review of these guidelines and evaluate the probability of market and default risk in various investment sectors as part of its considerations.

Diversification limitations shall be imposed as follows:

- **Maximum Maturities** – To the extent possible, the City shall attempt to match its investments with anticipated cash flow requirements and consistent with the investment objectives. The investment portfolio will be structured with the following:

<b>Maturity Limitations</b>		
<b>Percentage of Total Invested Principal</b>		
<b>Maturity</b>	<b>Minimum %</b>	<b>Maximum %</b>
Less Than 1 Year	25%	100%
1 – 3 Years	0%	90%
Over 3 Years	0%	30%

- **Issuer or Concentration of Credit Risk** – No more than 8 percent (8%) of the overall portfolio, not including cash or cash equivalents with fiscal agents, may be invested in the securities of a single issuer.
- **Class Risk** – Investments will be diversified to minimize the risk of loss resulting from over-concentration of assets in a specified individual class of securities.

<b>Investment Type Limitations</b>		
<b>Percentage of Total Invested Principal</b>		
<b>Security Class</b>	<b>Minimum %</b>	<b>Maximum %</b>
U.S. Treasury Obligations	0%	100%
GSE-Agency Securities	0%	50%
Certificates of Deposit	0%	100%
Municipal Securities	0%	20%

The investment officer shall obtain competitive bids from brokers or financial institutions on all purchase and sales of investment instruments transacted on the secondary market.

### Internal Control

The Finance Director is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the City are protected from loss, theft, or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived; and (2) the valuation of costs and benefits requires estimates and judgements. The City will engage an external auditor for an annual independent review to assure compliance with policies and procedures.

## Reporting

The Finance Director is charged with the responsibility of preparing a quarterly investment report to be included in the City's quarterly financial reports. The report will include actual to budget comparisons.

The market value of the portfolio shall be calculated at least quarterly (or more often if a material change in condition occurs) and report and market value of the portfolio shall be completed at least quarterly. This will ensure that review of the investment portfolio in terms of value and price volatility has been performed consistent with GFOA Recommended Best Practices. In defining market value, considerations should be given to the GASB Statement 31 pronouncements.

## Performance Standards

The investment portfolio will be designed to obtain a market average rate of return during budgetary and economic cycles, taking into account the City's investment risk constraints and cash flow needs. The investment portfolio will be structured to meet specific criteria addressing safety, liquidity, and yield. The City's reporting system will provide information concerning cash position, investment performance, and percentage of the portfolio that is invested by security issuers and maturity structure.

### SCOPE

This policy applies to all financial assets of the City. Proceeds from certain bond issues are subject to restrictions as outlined in the bond documents. Except for cash in certain restricted and special funds, the City will consolidate cash and reserve balances from all funds to maximize investment earnings and to increase efficiencies regarding investment pricing, safekeeping and administration. Investment income will be allocated to various funds based on their respective participation and in accordance with generally accepted accounting principles.

### AUTHORITY

This policy shall be reviewed annually. Implementation of this policy is by resolution of the City Council. Relevant guidance provided by Minn. Stat. Chapter 118A, Government Finance Officers Association (GFOA) Best Practices, Statement of Auditing Standards.

## City Investment Policy Acknowledgement

Policy No: 2.2.005.1

Questions? Contact the  
Assistant City Manager  
tpollock@ci.victoria.mn.us

Effective Date: 2/24/2020

Original Policy Date: 8/15/2015

Submitted By: Dana Hardie

### INVESTMENT POLICY ETHICS AND CONFLICTS OF INTEREST ACKNOWLEDGMENT

The Victoria City Council adopted a revised Investment Policy on February 24, 2020. The policy contains the following section on ethics and conflicts of interest:

*The City Manager and Finance Director and any other employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Investment staff shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Investment staff shall subordinate their personal investment transactions to those of the city, particularly with regard to the time of purchases and sales and shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the City. The City Manager and Finance Director shall sign a statement acknowledging to this effect.*

By signing below, I acknowledge I have read the City's Investment Policy and agree to abide by the policy, including the ethics and conflicts of interest section.

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Signature

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Title

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Date

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Printed Name

## Fund Balance

Policy No: 2.2.006

Questions? Contact the  
Assistant City Manager  
tpollock@ci.victoria.mn.us

Effective Date: 1/24/2022

Original Policy Date: 8/13/2018

Submitted By: Trisha Pollock

### PURPOSE

The purpose of this policy is to establish specific guidelines that the City of Victoria will use to:

- Maintain adequate levels of fund balance that provide for cash flow requirements and contingency needs because major revenues, such as property taxes and other government aids, are received in the second half of the City's fiscal year; and
- Classify fund balances into specific categories based on the extent to which the City is bound to honor constraints on the use of the funds, consistent with the established contractual, legal, or regulatory requirements.

### POLICY

In accordance with Generally Accepted Accounting Principles (GAAP), the City will classify fund balance in the following five categories:

#### Non-spendable

This category includes fund balance that is not expected to be converted to cash, such as prepaid items and inventory; and

Amounts that are to be maintained intact as contractually or legally required, such as endowments or permanent funds.

#### Restricted

These are funds that have constraints that are externally imposed by creditors, grantors, contributors, or laws or regulations of other governments, or imposed by law through constitutional provisions or enabling legislation. Examples include bond or grant proceeds, tax increment, park dedication fees, and accumulated funds in debt service funds.

#### Committed

These funds can only be used for specific purposes pursuant to constraints imposed by formal action of the City Council. The committed amounts cannot be used for any other purpose unless the City Council removes or changes the specified use by taking the same type of action it employed to commit those amounts.

The City Council will annually, or as necessary, commit specific revenue sources for specified purposes by resolution. This formal action must occur prior to the end of the reporting period; although the amount to be subject to the constraint may be determined in the subsequent period.

### Assigned

Assigned funds are constrained by the City's intent to use for specified purposes but are neither restricted nor committed. Assigned fund balance in the general fund includes amounts that are intended to be used for specific purposes. An example would be budget carry-overs for specific items.

The intended use of assigned fund balance shall be established by the Council. The City Council will annually assign fund balance for specified purposes by resolution. The amount to be subject to the constraint may be determined in the subsequent period.

### Unassigned

Unassigned fund balance represents the residual classification for the general fund and includes amounts that have not been assigned to other funds, and that have not been restricted, committed, or assigned to specific purposes within the general fund. The general fund is the only fund that reports a positive unassigned fund balance amount. Deficits in fund balances of other governmental funds are reported as unassigned.

The City shall maintain an unassigned fund balance in the general fund equal to 30 percent (30%) of the subsequent year's general fund budgeted expenditures less transfers. This amount will assist in maintaining an adequate level of fund balance to provide for cash flow requirements and contingency needs because major revenues, including property taxes and other government aids, are received in the second half of the City's fiscal year.

### Stabilization Arrangements

Stabilization arrangements are defined as formally setting aside amounts for use in emergency situations or when revenue shortages or budgetary imbalances arise. The City has adopted a Revenue Stabilization Policy (Policy No. 2.2.006.1) for the accumulation and use of building permit revenue that exceed budget projections in any given year.

The City will set aside amounts by resolution as deemed necessary that can only be expended when certain specific circumstances exist. The resolution will identify and describe the specific circumstances under which a need for stabilization arises. The need for stabilization will only be utilized for situations that are not expected to occur routinely and are consistent with the use of funds as described in the stabilization policy.

## PROCEDURES

### Monitoring and Reporting

The City Manager and Finance Director shall annually prepare the status of fund balances in relation to this policy and present to the City Council in conjunction with the Comprehensive Annual Financial Report (ACFR).

## Order of Resource Use/Fund Balance Flow Assumption

Unrestricted fund balance is the amount of fund balance left after determining both non-spendable and restricted net resources. The unrestricted fund balance is the amount of fund balance that the City, itself, has placed constraints on its use (committed and assigned) and fund balance that does not have any specific purpose identified for the use of those net resources (unassigned). When both restricted and unrestricted resources are available for use, it is the City's policy to first use restricted resources, and then use unrestricted resources as needed. When committed, assigned, or unassigned resources are available for use, it is the City's policy to use resources in the following order: committed; assigned; and unassigned. A negative residual amount may not be reported for restricted, committed, or assigned fund balances in the general fund.

### SCOPE

This policy applies to all City fund balances.

### AUTHORITY

Administrative implementation of this policy after Council approval.

Effective Date: 2/26/2018  
Original Policy Date: 2/26/2018  
Submitted By: Dana Hardie

## PURPOSE

Revenue Stabilization was established to commit funds from building permit revenues that exceed budgeted projections for future revenue shortfalls or significant unexpected expenditures. The purpose of this Revenue Stabilization Policy is to provide guidelines for the sources of funding, uses of funding, and establish a maximum balance formula.

## POLICY

### Funding Sources

Sources of funding for Revenue Stabilization include:

- Building permit fees and plan check fees received in excess of budgeted projections
- Building inspection contract fees received in excess of budgeted projections
- Other sources as approved by the Council

At year-end, any of these fees exceeding budgeted amounts will be transferred from general fund unassigned fund balance to revenue stabilization committed fund balance, provided the maximum balance has not been met. If actual building department expenditures exceed budgeted expenditures in a given year the amount of the expenditure variance may be subtracted from the proposed transfer.

### Use of Funds

Use of funds from the revenue stabilization fund may include:

- Transfers to general fund unassigned fund balance for significant building permit revenue shortfalls

### Maximum Fund Balance

The maximum revenue stabilization balance shall be equal to four years of budgeted building permit revenues.

## PROCEDURES

The Council must review and approve all proposed transfers to revenue stabilization and uses of funds.

## SCOPE

The Council must review and approve all proposed transfers to revenue stabilization and uses of funds.

## AUTHORITY

Administrative implementation of this policy after Council approval.

Effective Date: 2/24/2020

Original Policy Date: 7/10/2017

Submitted By: Dana Hardie

## PURPOSE

One of the keys to sound financial management is the development of a debt management policy. This need is recognized by bond rating agencies and development of a debt policy is a recommended practice by the Government Finance Officers Association (GFOA). This policy establishes the parameters for issuing debt and managing the debt portfolio. It provides guidance to the administration regarding purposes for which debt may be issued, types and amounts of permissible debt and method of sale that may be used. The intent of the policy is to help ensure fiscal responsibility, promote financial sustainability, and demonstrate a commitment to long-term financial planning. This policy will be used in conjunction with the City's Capital Improvement Plan (CIP). Adherence to this policy will help assure maintenance of the City's AAA credit rating.

## POLICY

The City of Victoria strives to achieve financial sustainability through:

- A. Financial stability.** The City will create financial stability to provide the community with consistent and adequate level of public services. The City will develop a long-term approach to its finance by developing and maintaining long-term plans, carefully weighting the cost and benefits of development opportunities and adhering to sound debt, reserve and investment policies.
- B. Quality of Life and Economic Vitality.** The City will provide efficient and cost-effective services to ensure a safe and healthy community for its residents, businesses and visitors while preserving and enhancing the unique characteristics of the community.
- C. Accountability and Financial Planning.** The City is committed to sound financial planning that ensures services are provided at the best value and are in alignment with the needs and wants of the community.
- D. Economic sustainability.** The City's financial strategy supports continued investment and maintenance of physical infrastructure, facilities and in policies and programs that support the desired levels of service.
- E. Transparency and engagement.** The City will be accountable for producing value for the community through reporting mechanisms that make it clear how the City intends to use resources to achieve the community vision. The City is committed to engaging the public as a partner in formulating plans and delivering services.

## Guidelines for Debt Issuance

Debt financing can include general obligation bonds, revenue bonds, lease/purchase agreements, or other financing instruments allowed under Minnesota State statutes.

- A. The City will prepare and update annually a five-year Capital Improvement Plan (CIP) to be approved by the City Council. The CIP will be developed with an analysis of the City's infrastructure and other capital needs, and the financial impact of the debt service required to meet the recommended financing plan.
- B. The City will analyze each project (proposed for financing through debt issuance) to determine the tax impact and future operating costs associated with the project and related debt issuance costs.
- C. The City Council shall appropriate all proceeds from debt issuance.
- D. The City will comply with all applicable U.S. Internal Revenue Service and U.S. Treasury arbitrage requirements for bonded indebtedness to preserve the tax-exempt status of such bonds.
- E. The City will maintain good communications with bond rating agencies regarding its financial condition. The City will follow a policy of full disclosure in every financial report and bond prospectus.
- F. The City will issue long-term debt to purchase or construct capital improvements or equipment with a minimum expected life of five years. The City will not use long-term borrowing to finance annual operating needs. The term of any bond issue will not exceed the useful life of the capital project/facility or equipment.
- G. The City will plan bond issues to minimize the frequency of issuance to ensure the lowest possible costs of issuance. When determining the size of a bond issue, the City will consider the need for construction, debt service, and capitalized interest funds. The City will prepare construction fund draw schedules in conjunction with planning of the city's CIP.
- H. Bonds will be amortized on a level debt schedule basis to the extent practical considering forecasted debt service and repayment sources.
- I. The City's preferred method of sale of bonds is via competitive sale to underwriters; however, the City may sell bonds via a negotiated sale, private placement, or other method if deemed advantageous.
- J. Bonded debt should always be investment grade in order to minimize debt service costs.

#### Limitations on Level of Debt to be Issued and Outstanding

- A. **Statutory Limitations.** Total net general obligation debt will not exceed the statutory limit as required by Minnesota Statute § 475.53.
- B. **Self-Imposed Debt Limits.**
  - a. Net tax-supported outstanding debt as a percentage of the total estimated market value in the City will not exceed 1.5 percent (1.5%) in any given year.
  - b. The total debt levy will not exceed 30 percent (30%) of the total levy in any given year.

A four-fifths majority is required to override the self-imposed debt limits. The City could also find itself exceeding the self-imposed limits if market value declines. If the self-imposed debt limits are exceeded, the City has three (3) years to correct the imbalance. No new debt will be issued during this time.

#### Types of Debt Issuance

- A. The City may issue general obligation debt for capital or other properly approved projects.
- B. Where possible, the City will use special assessment, revenue, or other self-supporting bonds instead of general obligation bonds.
- C. The City may issue revenue bonds to fund proprietary activities such as water, sewer, and storm water utilities, or for other capital projects that generate adequate revenues from user fees to support operations and debt service requirements. The bonds will include written legal covenants which require that revenue sources are adequate to fund annual operating expenses and annual debt service requirements.
- D. The City may issue tax increment bonds to fund public improvements or for economic development (private). All Tax Increment Financing (TIF) proposals shall include a financial impact analysis addressing the economic relationship of the proposed project to the City's estimated tax rates, service costs, and employment opportunities. If TIF General Obligation Bonds are proposed, there shall be a review and opinion by the City's fiscal agent regarding structuring the issue and the adequacy of the tax increments to retire the debt.
- E. Capital leases may be used to purchase buildings, equipment, furniture and fixtures. The term of any capital lease shall not exceed the useful life of the leased asset.
- F. Lease financing and master lease obligations, including lease revenue bonds, may be considered as alternative financing sources.

## Refunding of Debt

The City will refund debt when it is in the best financial interest of the City to do so.

- A. **Debt Service Savings.** When a refunding or advance refunding is undertaken to generate interest rate cost savings, the minimum aggregate present value savings will be three percent (3%) of the refunded bond principal amount. The present value savings will be net of all costs related to the financings.
- B. **Term of Refunding Issues.** The City will refund bonds within the term of the originally issued debt. However, the City may consider maturity extension, when necessary to achieve a desired outcome, provided that such extension is legally permissible. The City also may consider shortening the term of the originally issued debt to realize greater savings. The remaining useful life of the financed project/facility should be considered in this decision.
- C. **Arbitrage.** The City shall take all necessary steps to optimize escrows and to avoid negative arbitrage in its refunding. Any resulting positive arbitrage will be rebated as necessary according to federal guidelines.

## Post-Issuance Compliance

It is critical that the City comply with the requirements of federal and state law that apply following the issuance of debt by the City. Tax-exempt debt obligations (debt for which the interest paid to the debt holders is excludable from their gross income for federal income taxes) result in lower interest costs to state and local governments. The tax-exempt status remains throughout the life of the debt obligation provided all applicable state and federal tax laws are satisfied at the time of issuance and throughout the term of the obligation. The Internal Revenue Service (IRS) is responsible for enforcing compliance with the Internal Revenue Code and most other regulations governing tax-exempt obligations. The IRS expects issuers and beneficiaries of tax-exempt debt to adopt and implement a post-compliance debt policy and procedures to safeguard against post-issuance violations that may result in the loss of the tax-exempt status of the debt.

The City will monitor its tax-exempt debt obligations to ensure that all tax-exempt debt obligations remain in compliance with the IRS Code and all other regulations governing tax-exempt obligations. This section applies to all tax-exempt debt obligations including bonds, notes, loans, lease purchase contracts, and other forms of tax-exempt debt. This section does not apply to conduit/private activity bonds.

The City's Finance Director is designated as the City's agent who is responsible for post-issuance compliance of all tax-exempt debt obligations and is referred to in this section as the "compliance officer".

The compliance officer will assemble all relevant documentation, records and activities required to ensure post-issuance debt compliance and create procedures for each obligation. At a minimum, these procedures will include the following:

- General post-issuance compliance
- Proper and timely use and accounting for bond proceeds
- Arbitrage yield restrictions and rebate
- Timely filings and other general requirements
- Private activity concerns
- Records retention
- Additional activities that support the point above
- Other requirements that become necessary in the future

The compliance officer will be assisted by other City staff and may assign responsibilities to professional consultants, such as bond counsel, municipal advisors, paying agents, and rebate analysts, when appropriate.

The compliance officer will ensure that the procedures are updated on a regular and as-needed basis. The City will provide continuing education opportunities relating to post-issuance compliance and the compliance officer will update city staff on changes in post-issuance compliance.

## Terms and Conditions for the Issuance of Conduit Debt

Not-for-profit agencies and other entities may request the City to issue pass-through, conduit debt. These issues are not projects of the City, but of a separate corporation. To expedite assistance and avoid costs for the City, the following is required:

- A. The applicant must provide to the Finance Director documentation about the entity requesting the assistance, the project, and the proposed financing method. The City also requires that the applicant assume all of the costs incurred by the City in examining the legal and fiscal aspects of the project as well as ongoing monitoring and reporting of outstanding bonds once issued. The applicant must make a deposit of one fourth of one percent (1/4%) of the proposed issuance amount with a minimum deposit of \$3,000 and a maximum deposit of \$25,000. These funds will be applied against the costs incurred by the City for staff time, its consultants, and any other expenses caused by the proposal including costs associated with non-bank qualified bonds. If the application is denied, the deposit amount in excess of these costs will be refunded to the applicant. If the application is approved, the full deposit will be retained to cover additional costs of issuance and future monitoring. If the city's actual costs exceed the deposit amount, the applicant will be required to reimburse these additional amounts.
- B. The applicant should be prepared to demonstrate how the proposed project would benefit the community.

- C. The City Manager and Finance Director will review the proposal and determine whether the request will be presented to the City Council during a public hearing.
- D. The debt instrument must not place the City at risk in any way, financially or legally, in appearance or in fact. The federal government has placed the burden of weighing the balance of “public purpose versus private benefit” upon the City Council for conduit debt issues. The City Council will consider risk, the “public versus private benefit” balance, and the recommendation of its staff. Because of the subjective nature of the issues it must weigh, the council retains the right to refuse to authorize any issue at its sole discretion and without need to give cause. The obligor must indemnify the City against all future costs including but not limited to lawsuits, findings that the issue was not tax-exempt, or penalties of any kind. The documents must clearly reflect the indemnification of the City.
- E. If the City Council approves the conduit debt application, the bond attorney for the issue must:
  - a. Provide to the City Council a written statement indicating that the documents have been appropriately prepared, all concerns of the City and points covered by this document have been addressed, and it is acceptable for the council to adopt the needed resolutions. No documents will be adopted by the Council or signed by Council Members or staff without the attorney's statement.
  - b. Prepare a contract obligating the agency requesting the debt (obligor) to repay to the City any interest margin for bank qualified bonds that the agency uses, and the City later needed on debt it issues for its own purposes.
  - c. Assure that the Official Statement prominently displays in large, bold type that the City of Victoria does not have any obligation to repay the debt and what the rating of the bond issue is.
  - d. When the issue is complete and closed, provide two copies of the transcript and amortization schedules of the issue to the finance manager.
- F. The City will not be responsible for any continuing disclosure or arbitrage calculations or rebate. The documents must clearly reflect that the obligor is responsible for these matters.
- G. The agency requesting the conduit debt and their advisors must arrange for the logistics of all document movement, timing, signature, publication, etc.
- H. The City Manager places items on the Council agenda and obtains signed documents from the Council. It is the responsibility of the requesting agency to:
  - a. Inquire as to when meetings are scheduled (and to check again as necessary because meeting dates change without notice).
  - b. Inquire as to when documents must be delivered in order to be accepted for the agenda.
  - c. Arrange for copies, which need to be signed and to provide the necessary envelopes and postage or other arrangements to move the documents when signed.
  - d. The documents are signed after the meeting at a time convenient to the mayor, typically within a week after the meeting.
  - e. Arrange for notices requiring publication to the appropriate newspaper, pay for the publication, and obtain any signed affidavits necessary.

- f. Attend all necessary council meetings to answer questions the council may have about the issue while the documents are being considered.
- g. Arrange to have any other necessary documents delivered for signature by other city officials such as the city attorney and the finance manager and after signature have appropriate self-addressed and stamped envelopes available for return. The officials should be notified in advance, that documents are being sent for signature.
- h. Arrange for all IRS and federal or state filings and or fees.
- i. Arrange to have all necessary professional fees paid directly to the professionals who either did the work out of bond proceeds or make other acceptable arrangement with the professionals doing the work.

## Glossary

**Advance Refunding.** A refinancing transaction in which new (refunding) bonds are issued to repay (refund) outstanding bonds prior to the first call date. The proceeds of the refunding bonds are deposited in an escrow account, invested in government securities, and used to pay debt service on the refunded bonds through the applicable call date.

**Arbitrage.** The difference between the interest paid on the tax-exempt securities and the interest earned by investing the security proceeds in higher-yielding taxable securities. IRS regulations govern arbitrage on the proceeds from issuance of municipal securities.

**Capitalized Interest.** A portion of the proceeds of a bond issue which is set aside to pay interest on the same bond issue for a specific period of time. Interest is commonly capitalized for the construction period of the project.

**Capital Lease.** A lease obligation that has met the criteria to be categorized as a capital lease as opposed to an operating lease under generally accepted accounting principles.

**Competitive Sale.** A sale/auction of securities by an issuer in which underwriters or syndicates of underwriters submit sealed bids to purchase the securities. Contrast to a negotiated sale.

**Debt.** Any obligations of the City for the payment of money pursuant to Minnesota State Statutes.

**Escrow.** A fund established to hold monies pledged and to be used to pay debt service on an outstanding issue.

**General Obligation Bonds.** Bonds issued by the City secured by the City's pledge of its full faith and credit and unlimited taxing power.

**Negotiated Sale.** A method of sale in which the issuer chooses one underwriter to negotiate terms pursuant to which such underwriter will purchase and market the bonds.

**Net Tax Supported Outstanding Debt.** Defined for this policy as outstanding principal multiplied by the percentage of the repayment supported by a tax levy less any fund balance reserved for debt service.

**Private Placement.** The original placement of an issue with one or more investors as opposed to being publicly offered or sold.

**Refunding.** A transaction in which the City refinances an outstanding issue by issuing new (refunding) bonds and using the proceeds to immediately retire the old (refunded) bonds.

**Revenue Bonds.** Bonds issued by the City secured by a specific revenue pledge of rates, rents, or fees.

**Tax-Supported Debt.** Debt that is expected to be repaid from levied taxes and possibly other sources.

**Underwriter.** A dealer that purchases new issues of municipal securities from the issuer and resells them to investors.

## SCOPE

This policy applies to all City-issued debt.

## AUTHORITY

Administrative implementation of this policy.

**Capital Assets**

Policy No: 2.2.008

Questions? Contact the  
Assistant City Manager  
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Effective Date: 1/24/2022

Original Policy Date: 8/15/2018

Submitted By: Dana Hardie

**PURPOSE**

It is essential for financial reporting and cost accounting purposes that City departments follow a uniform policy for capitalizing expenditures. Capital expenditures are used to acquire assets or improve the useful life of existing assets.

- A. Capitalization thresholds.** A capital asset is real or personal property used in operations and having a value equal to or greater than the capitalization threshold set by the City. The City will maintain a schedule of individual capital assets with an estimated useful life of greater than one year and with values exceeding the amounts shown below:

Asset Type	Threshold
Land and land improvements	\$10,000
Other improvements	\$25,000
Buildings and building improvements	\$25,000
Machinery, vehicles, and equipment	\$5,000
Infrastructure	\$100,000
Other Capital Assets	\$5,000
Construction in progress	Always
Easements	\$50,000
Intangible assets	\$50,000

Capital assets purchased through the issuance of debt should be capitalized and depreciated over the estimated useful life, regardless of cost.

**B. Capital asset definitions and categories.****LAND**

Land is the surface or crust of the earth, which can be used to support structures, grow crops, grass, shrubs, and trees. It has an indefinite life. Land is an inexhaustible asset and non-depreciable.

**LAND IMPROVEMENTS**

Land improvements consist of betterments, site preparation, and improvements (excluding buildings) that ready land for its intended use. The costs associated with improvements to land are added to the cost of the land. Land improvements are inexhaustible and do not require maintenance, repair, or replacement.

Examples of costs to be capitalized as land and land improvements include:

- Original purchase price or fair value at time of donation
- Commissions
- Professional fees including title searches, architect, legal, engineering, appraisal, surveying, and environmental assessments
- Land excavation, fill, grading, and drainage
- Demolition of existing buildings and improvements less salvage
- Removal, relocation, and reconstruction of property owned by others, such as power, telephone, and cable lines
- Interest on mortgages accrued at date of purchase
- Water wells, including the initial cost for drilling, the pump and its casing
- Permanent right-of-way

### **OTHER IMPROVEMENTS**

Other improvements include improvements to land that are exhaustible in nature and enhance the quality or facilitate the use of land for a specific purpose.

Examples of costs to be capitalized as other improvements include:

- Fencing and gates
- Landscaping
- Parking lots, driveways, and parking barriers
- Outdoor sprinkler and irrigation systems
- Recreation areas and athletic fields, including bleachers
- Golf courses
- Paths and trails
- Septic systems
- Stadia
- Swimming pools, tennis courts, basketball courts, and skate parks
- Fountains
- Plazas and pavilions
- Retaining walls

### **BUILDINGS**

Buildings refer to a structure that has a roof, is partially or completely enclosed by walls, is permanently attached to land, and is not intended to be moveable or transportable. Certain buildings or structures that are ancillary parts of infrastructure networks, such as well houses and lift stations will be reported as infrastructure rather than buildings.

Examples of costs to be capitalized with a purchased building include:

- Original purchase price

- Expenses for remodeling, reconditioning, or altering a purchased building to make it ready for its intended purpose
- Environmental compliance, such as asbestos abatement
- Professional fees such as architect, engineer, management fees for design and supervision, and legal
- Cancellation or buyout of existing leases
- Other costs required to place or render the asset into operation

Examples of costs to be capitalized with a constructed building include:

- Completed project costs
- Cost of excavation, grading, and filling of land for a specific building
- Expenses for the preparation of plans, specifications, and blueprints
- Building permits
- Costs of temporary buildings used during construction
- Additions to buildings

### **BUILDING IMPROVEMENTS**

Building improvements include capitalized costs that materially extend the useful life of a building or increase the value of a building, or both, beyond one year. Building improvements should not include maintenance and repairs done in the normal course of business.

Examples of costs to be capitalized as building improvements include:

- Installation or upgrade of heating and cooling systems, including ceiling and attic fans
- Original installation or upgrade of wall or ceiling covering such as carpeting, tiles, paneling, or parquet
- Structural changes such as reinforcement of floors and walls, installation or replacement of beams, rafters, joists, steel grids, or other interior framing
- Installation or upgrade of windows, doors, built-in closets and cabinets
- Interior renovation of casings, baseboards, light fixtures, and ceiling trim
- Installation or upgrade of plumbing and electrical wiring
- Installation or upgrade of telecommunication systems

Examples of costs considered maintenance or repairs in nature that should not be capitalized as building or building improvements include:

- Adding, removing, and/or moving of walls relating to renovation projects that are not considered major rehabilitation projects and do not increase the value of the building
- Improvement projects of minimal or no added life expectancy and/or value to the building
- Plumbing or electrical repairs
- Cleaning, pest extermination, or other periodic maintenance
- Interior decoration such as draperies, blinds, curtains, and wallpaper
- Exterior decoration such as detachable awnings, uncovered porches, decorative fences
- Maintenance-type interior renovation including repainting, touch-up plastering, replacement of carpet or tile, and refinishing of sinks and fixtures

- Replacement of a part or component of a building with a new part of the same type and performance capabilities
- Any other maintenance-related expenditure which does not increase the value of the building

## **MACHINERY, VEHICLES, AND EQUIPMENT**

Machinery, vehicles, and equipment refers to fixed or movable tangible assets used for operations, the benefits of which extend beyond one year from date of receipt

Examples of costs to be capitalized as machinery, vehicles, and equipment include:

- Original contract or invoice price
- Freight charges
- Handling and storage charges
- In-transit insurance charges
- Sales, use and other taxes imposed on the acquisition
- Installation charges
- Charges for testing and preparation of use
- Cost of reconditioning used items when purchased
- Parts and labor associated with the construction of machinery, vehicles, and equipment

The cost of extended warranties and/or maintenance agreements which can be separately identified from the cost of the machinery, vehicle, or equipment shall not be capitalized.

## **INFRASTRUCTURE ASSETS**

Infrastructure assets are long-lived capital assets that are linear and stationary in nature and can be preserved for a significantly great number of years than most capital assets. For purposes of capitalization, infrastructure assets may be grouped into networks or subsystems according to their function, rather than as individual items. A network of assets is composed of all assets that provide a service. A subsystem of a network of assets is composed of all assets that make up a similar portion or segment of a network of assets. For example, road and streets are a network; however, distinguishing between rural, county, and city streets could each be considered a subsystem within the network.

Infrastructure assets grouped in networks or subsystems will be inventoried used the weighted-average method as a means of determining the network's estimated useful life and depreciation.

Examples of infrastructure assets include:

- Roads, streets, curb, gutters, sidewalks, and fire hydrants
- Bridges
- Water and sanitary sewer systems
- Drainage and storm water systems
- Street light systems
- Signage

Infrastructure assets shall be capitalized and depreciated unless the modified approach is used. The modified approach is an alternative to reporting depreciation for infrastructure assets that meet the following criteria:

- The assets are managed using a qualifying asset management system; and
- It is document that the assets are being preserved at or above a condition level established by the City.

Under the modified approach for infrastructure, assets are not depreciated, and only the costs that increase the capacity or efficiency of the asset are capitalized, while all other expenditures that preserve the useful life of the assets are expensed. Only infrastructure assets that compose a network or subsystem of a network can be reported using the modified approach.

### **OTHER CAPITAL ASSETS**

Other capital assets include computer software that is either purchased or developed for internal use. The software should be capitalized (if the cost of the software exceeds the capitalization threshold) and depreciated over the useful life. Capitalization of computer software includes license fees if the total dollar amount of the fee divided by the number of units or terminals exceeds the threshold.

Examples of costs to be capitalized as computer software include:

- External direct costs of material and services
- Costs to obtain software from third parties
- Travel costs incurred by employees in their duties associated with development
- Payroll and payroll-related costs of employees directly associated with or devoting time to encoding, installing or testing
- Costs to develop or obtain software that allows for access or conversion of old data by new information systems

Upgrades and enhancements should only be capitalized to the extent that the expenditure increases the functionality of the asset.

## **PROCEDURES**

**A. Capital Leases.** Capital leases include real or personal property for which ownership of the asset substantially transfers to the lessee, therefore meeting the criteria for capitalizing as an asset. Capitalize the cost of an asset if the lease agreement meets any one of the four conditions:

- Ownership of the asset transfers to the lessee at the end of the lease term
- The lease purchase contains a bargain purchase option that gives the lessee the right to purchase the asset for a future price less than the fair market value
- The lease term is equal to or at least 75% of the asset's economic life

The present value of the minimum lease payments at the inception of the lease, excluding executory costs, equals at least 90% of the fair market value of the leased asset at the time the lessee signs the lease

**B. Recording Capital Assets.** Capital assets should be recorded and reported at historical cost. Historical costs include the costs necessary to place a capital asset into service. Historical costs include sales tax,

installation cost, modifications, attachments, accessories, and ancillary charges such as freight and transportation, site preparation and professional fees.

When the historical cost of a capital asset is not practicably determinable, the estimated historical cost of the asset should be determined by appropriate methods. Estimated historical cost should be identified in the records, including the basis of determination. Donated capital assets should be recorded at the acquisition value at the time of donation.

**C. Contributed (Donated) Capital.** Acceptance of contributions of capital assets shall be in accordance with applicable Minnesota Statutes and shall be approved by the City Council. Contributed capital assets should be recorded and depreciated in the same manner as all other capital assets. In addition, capital assets acquired through contribution from an outside source should be identified in the records of the City, including documentation of the actual or estimated value and the basis of the determination.

**D. Intangible Assets.** Intangible assets possess three characteristics:

- Lack of physical substance,
- Initial useful life exceeding one year, and
- Nonfinancial in nature.

Examples of intangible assets include easements, land use rights, patents, trademarks, copyrights, or software that is purchased, licensed or internally generated.

An intangible asset should be recognized in the statement of net position only if it is identifiable. This means that the asset can either be:

- Sold, transferred, licensed, rented, or exchange; or
- Arose from contractual or other legal rights, regardless of whether those rights are transferrable or separable.

Donated intangible assets should be recorded at fair market value as of the donation acceptance date.

**E. Improvements.** The city will maintain its assets to protect its capital investment and to minimize future capital expenditures.

Capital asset improvement costs should be capitalized if:

- The costs exceed the capitalization threshold, and
- One of the following criteria is met:
  - The value of the asset or estimated useful life is increased by 25% of the original cost or life period, or
  - The cost results in an increase in the capacity of the asset, or
  - The efficiency of the asset is increased by more than 10% of its current value.

Otherwise, the cost should be classified as a repair and maintenance expense under the appropriate department and expense category.

- F. Depreciating Capital Assets.** Depreciation is the process of allocating the cost of a capital asset to the periods of benefit. Capital assets will be depreciated over their estimated useful lives unless they are:
- Inexhaustible (i.e., land and land improvements, certain works of art and historical treasures,
  - Infrastructure assets reported using the modified approach, or
  - Construction work in progress

For financial reporting purposes, the straight-line method will be used to calculate depreciation with no salvage value. A half year of depreciation will be taken in the year of acquisition and a pro-rated year of depreciation will be taken in the year of disposal or retirement.

For depreciation purposes, the following guidelines will be used to estimate the useful life of the asset:

<b>Buildings and building improvements</b>	<b>Useful life</b>
Buildings – permanent	50 years
Buildings – temporary/portable	25 years
Roofing	20 years
Siding	20 years
HVAC/plumbing/electric systems	20 years
Fire suppression systems	25 years
Security systems	10 years
Cabling	10 years
Flooring	10 years
Elevators	20 years
Windows	15 years

<b>Infrastructure</b>	<b>Useful life</b>
Streets, including curb and gutter	30 years
Storm drain systems	30 years
Parking lots – gravel	10 years
Parking lots – asphalt	15 years
Parking lots – concrete	35 years
Sidewalks	25 years
Pedestrian bridges	25 years
Dams	40 years
Trails – gravel	15 years
Trails – asphalt	20 years
Street lights	25 years
Water/sewer mains and lines	50 years
Water storage facilities	50 years
Water supply facilities	40 years
Lift stations	30 years

<b>Other improvements</b>	<b>Useful life</b>
Fencing and gates	20 years
Outside sprinkler systems	25 years
Athletic fields, bleachers	15 years
Septic systems	15 years
Skate parks	20 years
Swimming pools	20 years
Tennis and basketball courts	20 years
Fountains	20 years
Retaining walls	20 years
Outdoor lighting	20 years
Monuments	10 years
Traffic signals	20 years
Light poles	20 years
Landscaping and trees	20 years
Boat launch pads	25 years

<b>Equipment, machinery, and vehicles</b>	<b>Useful life</b>
Appliances	10 years
Athletic equipment	10 years
Audio/visual equipment	7 years
Business machines/office equipment	5 years
Radio and communications equipment	5 years
Computer equipment/software	3 years
Furniture and cabinets	10 years
Water softeners/heaters	5 years
Grounds equipment, mowers, etc.	10 years
Machinery	7 years
Tools	5 years
Playground equipment, scoreboards	15 years
Photocopiers	5 years
ATVs and snowmobiles	7 years
Motor vehicles – cars and light trucks	10 years
Light equipment	5 years
Street sweepers	10 years
Heavy trucks	15 years
Heavy equipment – loaders, graders	10-20 years
Fire department equipment	10 years
Fire department trucks	10-20 years

- G. Historical Treasures and Works of Art.** Historical treasures and works of art are items which are considered inexhaustible and held for public exhibition, educational purposes, or research in enhancement of public service instead of financial gain. Examples are paintings, sculptures, photography, maps, manuscripts, musical instruments, recordings, film, furnishings, artifacts, tools, weapons, and other memorabilia. Since these items are generally considered inexhaustible, they are not depreciated.

#### SCOPE

This policy applies to all City capital assets.

#### AUTHORITY

Administrative implementation of this policy.

Effective Date: 2/24/2020  
Original Policy Date: 11/20/2018  
Submitted By: Dana Hardie

## PURPOSE

The Capital Improvement Policy reflects an assessment of the community's needs and its ability to pay for major improvements. It is founded on the premise that reinvestment required for replacement, maintenance, or the increased efficiency of existing systems shall have priority over investments for expansion of existing systems or the provision of new services.

## POLICY

The City of Victoria strives to achieve financial sustainability through:

- A. **Financial stability.** The City will create financial stability to provide the community with consistent and adequate level of public services. The City will develop a long-term approach to its finance by developing and maintaining long-term plans, carefully weighting the cost and benefits of development opportunities and adhering to sound debt, reserve and investment policies.
- B. **Quality of Life and Economic Vitality.** The City will provide efficient and cost-effective services to ensure a safe and healthy community for its residents, businesses and visitors while preserving and enhancing the unique characteristics of the community.
- C. **Accountability and Financial Planning.** The City is committed to sound financial planning that ensures services are provided at the best value and are in alignment with the needs and wants of the community.
- D. **Economic sustainability.** The City's financial strategy supports continued investment and maintenance of physical infrastructure, facilities and in policies and programs that support the desired levels of service.
- E. **Transparency and engagement.** The City will be accountable for producing value for the community through reporting mechanisms that make it clear how the City intends to use resources to achieve the community vision. The City is committed to engaging the public as a partner in formulating plans and delivering services.

### Funding Priorities

Capital spending proposals will generally be funded on the following priority basis:

1. Those projects necessary for contributing to the public health and welfare
2. Those projects which will help to maintain an existing system
3. Those projects that will make an existing system more efficient

4. Those projects representing the expansion of an existing system for new service or completely new public facility or service

## PROCEDURES

The following principles shall govern the implementation of the recommended Capital Improvement Plan (CIP):

- A. The City will develop a five-year CIP and update it annually.
- B. The City will consider all capital improvements in accordance with the adopted CIP.
- C. The City will coordinate development of the CIP with development of the annual operating budget.
- D. Future operating costs associated with new capital improvements will be projected and included in operating budget forecasts.
- E. The City will maintain all its capital assets at a level adequate to protect its investment and to minimize future maintenance and replacement costs.
- F. The City will project and annually update its equipment replacement needs.
- G. The City will identify the estimated costs and potential funding sources for each capital project proposal before it is submitted to the City Council for approval.
- H. The City will utilize the least costly and most feasible method for all new capital projects.

## SCOPE

This policy applies to all City capital spending.

## AUTHORITY

Administrative implementation of this policy.

Effective Date: 2/24/2020  
Original Policy Date: 2/23/2006  
Submitted By: Dana Hardie

## PURPOSE

The purpose of this policy is to establish a fair and equitable manner of recovering and distributing the cost of public improvements. The procedures used by the city for levying special assessments are those specified by Minn. Stat. 429, which provides that “all or a part of the cost improvements may be assessed against benefiting properties.” The policy is intended to serve as a guide for a systematic assessment process in the City of Victoria.

## POLICY

The City Council recognizes that there is no perfect assessment policy. It is the policy of the City Council that assessments be implemented in a reasonable, consistent, and fair manner. There may be exceptions to the policy or unique circumstances or situations that may require special consideration and discretion by City staff and the City Council.

Special assessments must meet the following criteria:

- A. The land must have received special benefit from the improvement.
- B. The amount of the assessment must not exceed the special benefit.
- C. The assessment must be uniform in relation to the same class of property within the assessment area.

It is important to recognize that the actual cost of extending an improvement past a parcel is not the determining factor in determining the amount to be assessed.

In most cases, the method for determining the value of the benefit received by the improvement, and therefore, the amount to be assessed, shall be the cost of providing the improvement, if the cost does not exceed the increase in the market value of the property being assessed.

The entire project shall be considered for the purpose of calculating and computing an assessment rate. In the event city staff has doubt as to whether the costs of the project may exceed the special benefits to the property, the city council may obtain such appraisals as may be necessary to support the proposed assessment.

The City must recover the expense of installing public improvements undertaken, while ensuring that each parcel pays its fair share of the project cost in accordance with these assessment guidelines.

- A. **Definition of improvements eligible for special assessment.** The following public improvements, authorized by Minn. Stat. 429.021, are eligible for special assessment within the City of Victoria:
  - a. *Street and sidewalk improvements.* Acquisition, opening, and widening of any street and improvement of streets and sidewalks by constructing, reconstructing, and maintaining sidewalks, pavement,

gutters, curbs, and vehicle parking strips of any material or by grading, graveling, oiling, or otherwise improving them. Included are charges for beautification, storm sewers, or other street drainage systems, and installation of connections from sewer, water, or similar mains to curb lines.

- b. *Storm and sanitary sewer systems.* Acquisition, development, construction, reconstruction, extension, and maintenance of storm and sanitary sewer systems. This may include outlets, holding areas and ponds, treatment plants, pumps, lift stations, service connections, and other appurtenances of a sewer system within and outside the corporate limits.
- c. *Street lighting systems.* Installation, replacement, extension, and maintenance of streetlights, street lighting systems, and special lighting systems.
- d. *Waterworks systems.* Construction, reconstruction, extension, and maintenance of waterworks systems. This includes all appurtenances of a waterworks system, even the treatment plant, whether inside or outside the city.
- e. *Parks, open space areas, playgrounds, and recreational facilities.* Acquisition and improvement of land, and purchase of equipment and facilities, either within or outside the corporate limits.
- f. *Street trees.* Planting, trimming, care, and removal.
- g. *Nuisance abatement.* Includes, but is not limited to, draining and filling swamps, marshes, and ponds on public or private property.
- h. *Dikes and other flood control works.* Construction, reconstruction, extension, and maintenance.
- i. *Retaining and area walls, including highway noise barriers.* Acquisition, construction, reconstruction, improvement alteration, extension, and maintenance.
- j. *Malls, plazas, or courtyards.* Acquisition, construction, improvement, alteration, extension, operation, maintenance, and promotion of public malls, plazas, and courtyards.
- k. *Parking lots.* Acquisition or construction of parking facilities.

**B. Initiation of public improvement projects.** Public improvement projects may be initiated the following ways:

- a. A public improvement project may be initiated by petition of at least 35 percent (35%) of the affected property owners.
- b. Public improvements may be initiated by the city council when, in its judgement, such action is required. A resolution ordering any council-initiated improvements requires a 4/5<sup>th</sup> vote, rather than a simple majority.

- C. **General Assessment Policies.** The cost of any improvement shall be assessed upon property benefited by the improvements, based upon the benefits received.

The following general principles shall be used as a basis of the City's assessment policy:

- a. The "project cost" of an improvement includes the costs of all necessary construction work required to accomplish the improvement, plus engineering, legal, administrative, financing, and other contingent costs, including acquisition of right-of-way and other property.
- b. The financing charges include all costs of financing the project. These costs include, but are not limited to, financial consultant's fees, bond attorney's fees, and capitalized interest.
- c. When the project is started and funds are expended prior to receiving the proceeds from a bond sale, the project may be charged interest on the funds expended from the date of expenditure to the date the bond proceeds are received.
- d. The interest rate charged will be the average interest rate earned by the City's investments during the six (6) months preceding the receipt of the bond proceeds. The interest charged to the project shall be included as financing charges.
- e. The "assessable cost" of an improvement is equal to the "project cost" minus the "City cost."
- f. The City will charge interest on special assessments at a rate specified in the resolution. If bonds were sold to finance the improvement project, the interest rate shall be two percent (2%) more than the average interest rate of the bonds, rounded to the nearest quarter of a percent. If no bonds were sold, the interest rate shall be set at the rate allowed by state law.
- g. Property owners may pay their assessments in full, interest free for a period of 30 days after the assessment hearing. After such period interest shall be computed from the date specified in the assessment resolution. The cCty will certify each year's collection (principal and interest) to the county auditor by November 30.
  - i. Prior to the first certification of principal and interest to the County Auditor, a property owner may make a partial pre-payment of the principal to the City. Such partial pre-payment must be at least \$100.00.
  - ii. If the partial pre-payment is made after the 30-day "interest-free" period allowed by state law, interest will be charged on the amount of the partial pre-payment from the date specified in the resolution and paid along with the partial pre-payment.
  - iii. After the City makes the first certification of principal and interest to the County Auditor, pre-payment will be accepted only for the total amount still owing including interest.
  - iv. If a parcel has two or more separate special assessments, prep-payment of the remaining principal balance may be made on one or more.
  - v. Tax-exempt parcels such as churches and school properties may make a partial pre-payment at any time, with a minimum partial pre-payment of one half of the principal

balance. The tax-exempt parcel will be allowed to make only one partial pre-payment prior to the first certification to the County Auditor. The remaining principal after the partial pre-payment will be paid in equal installments over the remaining term of the special assessments.

- h. Where an improvement is designed for service of an area beyond that of direct benefit, increased project costs due to such provisions for future service extensions may be paid for by the City.
  - i. The City will levy assessments to cover this cost when a new improvement is installed as an extension of the existing improvement.
  - ii. As an alternative, the City may assess these costs to the area of future benefit immediately.
- i. Where the project cost of an improvement is not entirely attributable to the need for service to the area served by said improvement, or where unusual conditions beyond the control of the owners of the property in the area served by the improvement would result in an inequitable distribution of special assessments, the City, through the use of other funds, may pay such "City cost" which, in the opinion of the City Council, represents the excess cost not directly attributable to the area served.
- j. If financial assistance is received by the City from the federal government, from the State of Minnesota, the County, or from any other source to defray a portion of the costs of a given improvement, such aid will be used first to reduce the "City cost" of the improvement. If the financial assistance received is greater than the normal "City cost", the remainder of the aid will be applied according to the terms of the assistance program or at the Council's discretion.
- k. City-owned properties, including municipal building sites, parks and playgrounds, but not including public streets and alleys, shall be regarded as being assessable on the same basis as if such property was privately owned.
- l. Improvements specifically designed for or shown to be of direct benefit to one or more properties may be constructed by the City. The costs for these improvements will be assessed directly to such properties, and not included in the assessments for the remainder of the project. An example of this would be utility service lines running from the main lines to the property.
- m. In the event City staff have doubt as to whether the proposed assessments exceed the special benefits to the property in question (increased property valued as defined by state law), the Council may order benefit appraisals as deemed necessary to support the proposed assessments.
- n. A property owner may elect to offset special assessments against condemnation awards by executing a Net Assessment Agreement with the City Council.

D. **Methods of Assessment.** The City Council recognizes there are different methods of assessment. The methods include per lot, adjusted front foot, and area. For any project, one of these methods will more adequately reflect the true benefits received in the assessment area than the other methods.

In the feasibility study presented to City Council, the City Engineer will recommend one or a combination of these methods for each project, based upon which method would best reflect the benefit received for the area to be assessed.

The City Council will select the preferred method of calculating the assessments at the time the project is ordered.

The general rule is to assess platted residential lots using the "unit" assessment basis; however, where platted residential lots do not reflect a general similar size and shape, consideration will be given to an adjusted front footage basis. Commercial and industrial lots will be assessed on an adjusted front footage basis; however, consideration will be given to a "unit" assessment if the special benefit to the property in the district is essentially the same.

The following methods of assessment are the official methods of assessment in the City of Victoria:

- a. *"Unit" Method.* When it has been determined to assess by the "unit" method, all lots within the benefited area shall be assessed equally for the improvements.
  - i. The "cost per unit" shall be defined as a quotient of the "assessable cost" divided by the total assessable lots or parcels benefiting from the improvement. For the purpose of determining the "units" or "parcels", all parcels, including governmental agencies, shall be included in such calculations.
  - ii. When large lots can be subdivided into more than one lot, the number of assessable lots attributed to that parcel will be determined from the number of potential future lots that could be obtain using current subdivision regulations.
- b. *"Area" Method.* When it has been determined to assess by the "area" method, the area shall be defined as the number of square feet or acres within the boundaries of the appropriate property lines of the areas benefiting from the project.
  - i. The assessment rate (i.e. cost per square foot) shall be calculated by dividing the total assessable cost by the total assessable area.
  - ii. On large lots, the city engineer may determine that only a portion of the lot receives the benefit and may select a lot depth for the calculations equal to the benefit received.
  - iii. For purposes of defining assessable areas, all properties included in the benefited area, including other governmental areas, churches, etc. shall be included in the assessable areas.
  - iv. The following items may not be included in area calculations: public rights-of-way, natural waterways, swamps and lakes or other wetlands designated by the Mn/DNR. The city engineer will make the recommendation on the benefited area in the feasibility study.
- c. *"Adjusted Front Footage" Method.* When it has been determined to assess by the "Adjusted Front Footage" method, the "cost per adjusted front foot" shall be defined as the quotient of the "assessable cost" divided by the total assessable frontage benefiting from the improvement.

- i. For the purpose of determining the "assessable frontage", all properties, including governmental agencies, shall have their frontages included in such calculation.
- ii. The actual physical dimensions of a parcel abutting an improvement (i.e., street, sewer, water, etc.) shall NOT be construed as the frontage utilized to calculate the assessment for a particular parcel. Rather, an "adjusted front footage" will be determined.
- iii. Odd shaped lots are adjusted to an average footage that would be the equivalent to the frontage of a rectangular shaped lot of the same area and depth. The purpose of this method is to equalize assessment calculations for lots of similar size.

E. **Standards for public improvement projects.** The following standards are established by the City to provide a uniform guide for improvements within the city. These standards shall also be used by the City engineering in establishing "systems costs" as differentiated from "assessable costs" and "cCty costs."

- a. *Surface improvements.* Surface improvements shall normally be interpreted to include all improvements visible on or above the ground within the right-of-way, and includes, but is not limited to trees, lighting, sidewalks, signing, street and accessory improvements such as surfacing, curb and gutter, drainage facilities, grading, signalization, and other public improvements such as drainage ponds and facilities, parking lots, parks and playgrounds.
  - i. In all streets prior to street construction and surfacing, or prior to resurfacing, all utilities and utility service lines (including sanitary sewers, storm sewers, and water lines) shall be installed to serve each known or assumed building location when practicable.
  - ii. When practicable, no surface improvements to less than both sides of a full block of street shall be approved, except as necessary to complete the improvement of a block, which has previously been partially completed. Concrete curbing or curb and gutter shall be installed at the same time as street surfacing, except that where a permanent "rural" street design is approved by the cCty Council, curbs will not be required.
  - iii. Street improvements shall be constructed to meet the minimum cCty design standards unless the feasibility report identifies that the City standard is not practical for the area served, and an alternative design recommendation is reached.
- b. *Subsurface improvements.* Subsurface improvements shall normally include such items as water distribution, sanitary sewer and storm sewer lines. For purposes of definition, main lines are defined as the publicly owned and maintained lines such as trunk lines, interceptors, mains, laterals, etc. The service lines are those privately-owned service lines going from the main line to the property line.
  - i. Subsurface improvements shall be made to serve current and projected land use. All installations shall conform to city standards as established by those state and/or federal agencies having jurisdiction over the proposed installations.
  - ii. Service lines from the lateral or trunk to the property line for each known or assumed building location shall be installed in conjunction with the construction of the mains.

## **F. Financing of public improvements.**

- a. It is the general policy of the City to require future development in accordance with the City's Comprehensive Plan and for new areas of development in an orderly manner, typically contiguous to existing development areas.
- b. It is also the general policy of the City to require all new development areas to provide for adequate public infrastructure at the developer's sole expense, and in accordance with the City's Comprehensive Plan and design standards.
- c. The use of special assessments will typically be employed by the City to finance needed public improvements (e.g. parks, sidewalks, water, sewer, and street improvements) in certain areas that have previously been developed without all needed infrastructure, or to repair and/or replace aging infrastructure.
- d. The City may finance all or part of the improvement as a special assessment. Special assessments are generally accepted as a means by which areas can obtain improvements or services; however, the method of financing these is a critical factor to both the city and the property owner. Full project costs spread over a very short term can cause an undue hardship on the property owner and, likewise, City costs and systems costs spread over a long period of time can produce an undue hardship on the general public of the City.
- e. Financing improvements can be done with special assessments which are an indirect form of taxation. Assessments for improvements or services which benefit the owners of selected properties are compulsory and benefit the particular property. There is a distinct difference between taxes and special assessments. Although both are billed to the property owner along with real estate taxes, the real estate tax is a function of the value of the real estate as determined by the assessor, while special assessments are a direct function of the enhancement or benefit which a specific improvement gives to the property.
- f. Once the council has determined that a certain public improvement is necessary and desirable, the general success and acceptance of the special improvement is dependent upon the most equitable and consistent method of levying the cost.
- g. The city will not defer assessments except in cases where senior citizens are involved. The authorization for the senior citizen deferment and the criteria for establishing eligibility are set forth in the Victoria's City Code.
- h. The city council may elect to defer assessments on undeveloped lands for a specified length of time or until it develops. Terms and conditions of this deferral will be established in the resolution adopting the assessments.

## **G. Assessment practice and computations.**

- a. *Street and curb and gutter improvements.* Street and curb and gutter improvements assessments are levied over a 15-year period.
- i. *Low density residential properties.* Low density residential properties will be assessed if the property has direct access to the improvement.
  - ii. *High density residential, commercial, commercial business district (CBD) and industrial properties.* High density residential, commercial, commercial business district (CBD) and industrial properties will be assessed if the property abuts the improvement.
  - iii. *New construction.* All new streets will be assessed 100 percent (100%) to the benefited properties.
    1. Street and curb and gutter improvements will normally be assessed by the unit method; however, other methods may be utilized if conditions warrant it.
    2. Cost of construction of streets shall be assessed based on the minimum design of 28 feet wide, using the minimum city pavement section design standard.
    3. Oversizing costs which are incurred in excess of the above may be paid by: State Aid Funds, larger assessment rates to properties, general obligation funds, or any other method or combination of methods authorized by council.
  - iv. *Collector streets.* Collector streets will be assessed to the equivalent local street costs.
    1. All street-oversizing costs associated with collected streets will not be assessed.
    2. Street and curb and gutter improvements will normally be assessed by the “adjusted front foot” method; however other methods may be utilized if conditions warrant it.
  - v. *Reconstruction.*
    1. All residential street reconstructions shall be 50 percent (50%) assessed.
    2. Street reconstruction improvements in commercial, industrial, and CBD shall be assessed 100 percent (100%) of the total project costs or determined on a case-by-case basis.
  - vi. *Gravel streets.*
    1. Upgrading an existing gravel street by adding pavement and/or curb and gutter shall be assessed 50 percent (50%), including the costs to replace the existing gravel road base.
    2. The council may elect to revise the assessable areas to establish additional assessment credits for rural collector roads that have little or no direct driveway access.

- vii. *Overlay and seal coats.* Bituminous overlay projects, bituminous seal coats, patching, crack sealing, and filling potholes will not be assessed when completed as part of the street system's "life cycle" maintenance activities.
- b. *Sidewalks and trails.* Sidewalk and trail assessments are levied over a 10-year period, unless constructed and assessed in conjunction with street improvements. In the latter instance, sidewalk and trail assessments are levied over a 15- year period.
  - i. New construction.
    - 1. New sidewalks installed adjacent to collector or arterial streets will not be assessed.
    - 2. New sidewalks installed adjacent to local streets will be assessed 100 percent (100%) to the abutting properties.
  - ii. Reconstruction.
    - 1. Replacement sidewalks adjacent to local streets will be assessed 50 percent (50%) to the abutting property owners and will be 50% city funded.
    - 2. Sidewalks that are replaced next to collector or arterial streets will not be assessed.
  - iii. Trails.
    - 1. Bituminous walkways or bicycle trails to be installed as part of the city's Comprehensive Plan will not be assessed but funded 100 percent (100%) by the city.
    - 2. Bituminous walkways or bicycle trails requested by abutting properties will be assessed 100 percent (100%).
    - 3. Trail reconstruction improvements will be 100 percent (100%) city funded.
- c. *Storm sewer improvements.* Storm sewer assessments all normally be made by the "area" method unless assessed together with street improvements and are levied over a 15-year period.
  - i. New storm sewer construction.
    - 1. New storm sewer installed in conjunction with a new street construction where no storm sewer previously existed will be assessed 50 percent (50%) and be included in the street assessment to benefiting properties.
    - 2. If the facilities are oversized to accommodate drainage from areas outside the assessment area, the city will pay for the oversizing.
  - ii. Replacement.

1. Any replacement costs or reconstruction of existing storm sewers in conjunction with street reconstruction projects will be assessed as part of the street improvements.
  2. Stand alone storm sewer replacement costs will not be assessed, rather funded 100 percent (100%) as city costs, unless the improvements are being completed at the request of the benefiting properties to enhance drainage to private property.
- d. *Sanitary sewer assessments.* Assessments for sanitary sewer shall be based upon the cost of construction of eight-inch mains.
- i. Oversizing costs due to larger mains and larger appurtenances and/or extra depths required to service future development, and major trunk sewers or interceptors will not be assessed and will be "city costs."
  - ii. Normally, sanitary sewers will be assessed using the per lot method.
  - iii. Sanitary sewer system assessments are levied over a 15-year period.
  - iv. Replacement of existing sewers will not be assessed, rather paid for 100 percent (100%) by the city using either the Sanitary Sewer Enterprise Fund or other funding sources identified by the city council.
- e. *Interceptor sewer system.* The Metropolitan Council Environmental Services (MCES) is responsible for the construction of the interceptor sewer system and for the wastewater treatment facility to treat the sewage generated in the city.
- i. The sewer availability charge (SAC) is determined by the MCES for each unit connected to the sanitary sewer system. The current charge per residential equivalent unit (REC) is collected in full by the city at the time of connection or the issuance of the building permit. The city collects this charge and passes this fee on to MCES.
- f. *Trunk sanitary sewer system.* The trunk sanitary sewer system is constructed to serve the entire community or a larger service area and therefore is deemed to be of community-wide benefit.
- i. Trunk sanitary sewers, lift stations, and other trunk sewer system facilities shall be financed by a core facility charge to be paid at the time of connection to the city system.
  - ii. Core facility charges on units existing at the time of construction may be paid in not more than 15 annual installments of principal plus interest on the unpaid principal balance at the rate of eight percent (8%) per annum or at a rate otherwise set by the council. Core facility charges on units built after the sewer construction should be paid in full at the time the building permit is issued.
- g. *Lateral sanitary sewer system.* The costs for lateral sanitary sewers shall be fully assessed (100%) to the benefiting properties.

- i. Commercial, industrial and multiple land uses and undeveloped lands are converted into residential units for assessment purposes.
- ii. Any building unit which is served directly by an interceptor or trunk sewer and therefore requires no lateral sewer, is levied a lateral benefit assessment which is equal to the sewer lateral benefit charge as set in the council's most recently adopted city fee schedule.

H. **Watermain Assessments.** Assessments for new water mains shall be based upon the cost of construction of eight-inch mains.

- a. Oversizing costs due to larger mains and larger appurtenances will not be assessed and will be "city costs".
- b. Normally, water mains will be assessed using the "per lot" method.
- c. Water system assessments are levied over a 15-year period.
- d. The replacement of existing watermains will not be assessed but rather paid for 100 percent (100%) by the city using either Water Enterprise Funds or other funding sources identified by the city council.
- e. Individual services installed to specific properties will be fully assessed directly to the benefited property.
- f. *Trunk watermains, supply, storage and treatment facilities.* The trunk water system facilities are constructed to serve the entire community or a larger service area and are therefore deemed to be of a community-wide benefits.
  - i. Trunk watermains, pump stations, wells, storage tanks, and treatment facilities shall be financed by a core facility charge to be paid at the time of connection to the city system.
  - ii. Core facility charges on units existing at the time of construction may be paid in not more than 15 annual installments of principal plus interest on the unpaid principal balance at the rate of eight percent (8%) per annum or at a rate otherwise set by the council.
  - iii. Core facility charges on units built after the watermain construction should be paid in full at the time the building permit is issued.
  - iv. For new watermain, core facility charges may also be added into the overall projects costs and assessed.
- g. *Lateral watermains.* The costs for lateral watermains shall be fully assessed (100%) to the benefiting properties. Commercial, industrial, multiple land uses, and undeveloped lands are converted into residential units for assessment purposes.

- i. Any building unit which is served directly by a trunk watermain and therefore requires no lateral watermain is levied a lateral benefit assessment which is equal to the watermain lateral benefit charge as set in the most recently adopted city fee schedule.
- I. **Street boulevard trees.** All street boulevard trees installed as part of new street construction or in reconstruction existing streets shall be included as part of the overall project costs and included in the assessment calculations.
- J. **Streetlights.** All costs for new streetlights installed as part of constructing new streets or streetlights relocated as part of reconstructing streets will be included in the overall project costs and included in the assessment calculations.
- K. **Transportation improvements.** All costs associated with improvements constructed, such as widening of a roadway for turn lanes, additional driving lanes, diagonal parking, and traffic signalization shall be assessed 100 percent (100%) to the benefiting properties in commercial, industrial and institutional zoned areas.
- L. **Reassessment.** The City of Victoria in constructing or reconstructing any public improvement shall design such improvement to last for a definite period. The life expectancy or service life shall be as stated in the policy statement of this section, or if different, shall be as stated in the resolution ordering the improvement and preparation of plans. When such project needs renewing or replacement prematurely, the amount to be assessed against the property owner shall be limited to an amount determined by dividing the actual life of the original improvement by the expected service life of the original improvement.

The city establishes as the “life expectancies” or “service lives” of public improvements as follows unless otherwise stated in the resolution ordering improvement and preparation of plans, in which case, the life set forth in the resolution shall govern:

i. Sidewalks	15 years
ii. Street improvements, including surfacing and curb and gutter	20 years
iii. Ornamental street lighting	20 years
iv. Water mains	30 years
v. Sanitary sewers	30 years
vi. Storm sewer	30 years

## PROCEDURES

- A. The following general procedure will be followed by the city council for all public improvement projects from initiation of such project through certification of the assessment role to the county auditor. The city council reserves the right to alter the procedure on a case-by-case basis and within the context of Minn. Stat. Chapter 429.
- B. Improvements of different kinds anywhere in the city may be included in a proceeding and conducted as one or more improvements. Thus, a single proceeding may encompass sidewalk, curb and gutter, and water and sewer mains installed anywhere in the city.

- C. City staff review petition for local improvements from property owners and submit the petition to the city council, or the city council passes a resolution ordering a feasibility report on the improvement.
- D. City council accepts or rejects the petition. If accepted, the council orders the preparation of a feasibility report on the improvement.
- E. City staff prepare a feasibility report on the proposed improvements, or review the report submitted by another agency/representatives.
- F. City council accepts or rejects the feasibility report. If accepted, the council orders a public hearing on the improvements.
- G. City staff publish a hearing notice and mail notices to the affected property owners.<sup>1</sup>
- H. City council conducts improvement hearing and adopts or rejects a resolution ordering the improvement and the preparation of plans and specifications. Bonds to finance project costs may be issued at any time after the improvements are ordered.
- I. City staff prepare final plans for council approval. City council approves the plans and authorizes the advertisement of the improvements and the opening of bids.
- J. City staff receive bids, prepare a bid tabulation, and make a recommendation to the council for award. City council rejects the bids or awards a contract based on the bids received.
- K. Performance of the work under contract is completed. Staff supervise construction, prepare payments and complete the improvement project.
- L. City staff prepare an assessment roll and present the roll to council.
- M. Council reviews the assessment schedule and orders and assessment hearing.
- N. City staff publish a hearing notice, mail the notice of hearing data and the proposed assessments to the affected property owners.
- O. City council conducts assessment hearing, adopts, revises or rejects the resolution adopting the assessment roll. If adopted, the city council authorizes certification of the assessment to the county auditor.
- P. City staff certify the assessments to the county auditor.<sup>2</sup>

## SCOPE

This policy applies to all improvements/projects that meet special assessment criteria and are allowable under Minn. Stat. Chapter 429.

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<sup>1</sup> At the council's discretion, Item G may be carried out in advance of the improvement hearing.

<sup>2</sup> At the council's discretion, Items J-N may be carried out in advance to council award and constructing the improvements.

## **AUTHORITY**

Administrative implementation of this policy.

Effective Date: 2/24/2020

Original Policy Date: 12/5/2002

Submitted By: Dana Hardie

## PURPOSE

The purpose of this policy is to provide fair and uniform treatment of all requests for the placement of stop signs in residential areas. This policy enables City staff to review the unique conditions of an intersection and further evaluate if stop sign installation should be considered.

## POLICY

Stop signs can be an effective safety measure if properly warranted. However, they should not be installed inappropriately where they may be ignored by drivers, create a false sense of security, needlessly interrupt traffic flow, and negatively affect the environment, or cause needless noise.

The state grants cities authority to approve or deny requests for stop signs at residential street intersections within cities' corporate boundaries.

The City of Victoria recognizes that the Minnesota Manual on Uniform Traffic Control Devices (MUTCD) advises against the excessive use of warning signs, since the unnecessary use of a sign breeds disrespect and disregard for the intended purpose.

As such, the City acknowledges and adopts the following general policy statements with respect to the placement of residential stop signs:

- A. Residential stop signs shall not be installed to control speed.
- B. Residential stop signs shall not be installed to control traffic volume (cut-through traffic).
- C. It is intended for residential intersections to remain uncontrolled, unless the requirements of this policy are met, clearly indicating the need for a stop sign.
- D. If the presence of a sight obstruction is contributing to accidents at an intersection the removal of the sight obstruction should be pursued before considering the installation of a stop sign.
- E. A multiway stop control should only be considered at intersections where the volume of traffic on the intersecting streets is approximately equal.
- F. Once the decision has been made to install two-way stop control, the decision regarding the appropriate street to stop should be based on engineering judgment.

The provisions of the MUTCD shall be followed. Stop signs should be installed at each intersection where the conditions meet the MUTCD stop warrants, as summarized in Sections A-1 and A-2.

The City Council recognizes that there may be unique and local conditions, which may require the installation of stop signs even when the MUTCD warrants, are not met. In order to take such unique and local conditions into consideration in evaluating an intersection for stop signs, this policy operates in addition to MUTCD warrants and would be used to further analyze the intersection, in the event MUTCD warrants are not met.

It is the policy of the City of Victoria to review the streets in all new development proposals to determine the need for traffic control signs.

Further, it is the policy of the City of Victoria to handle resident requests for the installation of stop signs by conducting an objective study of the intersection or area.

## PROCEDURES

- A. All requests are to be directed to the Engineering Department.
- B. The City Engineer will evaluate each request using the Administrative Policy Stop Sign Justification Worksheet.
  - a. Section A-1 evaluates warrants for Multi-way Stop Control in accordance with the MUTCD.
  - b. Section A-2 evaluates warrants for two/one-way stop control in accordance with the MUTCD.
  - c. Section B evaluates accident and safety warrants for local residential street intersection control as established by the City of Victoria.
  - d. Section C evaluates petition warrants for local residential street intersection control as established by the City of Victoria.
- C. If the intersection evaluation meets the criteria set forth in the MUTCD or Section B accident and safety warrants for local residential street intersection control, the City Engineer will request that the city council approve a resolution that identifies the intersection as a “controlled intersection” and authorizes a stop sign installation.
- D. If the intersection evaluation does not meet the criteria set forth in the MUTCD or Section B accident and safety warrants for local residential street intersection control, the city engineer will respond to the requesting party providing the reasons why the stop signs are not recommended.
- E. Residents will be advised that they have the opportunity to petition the city for a stop sign installation. The request shall be in the form of a petition with signatures of over 50 percent (50%) of the property owners (one vote per property) whose property lies within a 600-foot radius from the intersecting street centerlines.
- F. If a petition is submitted which meets the above requirements the City Engineer will complete Section C petition warrants of the stop sign justification worksheet. The results of this worksheet will be used in the analysis of the stop sign installation request and will be presented to the City Council for a final determination.
- G. Any subsequent review of the same or similar request is at the discretion of the City Council.

## **SCOPE**

This policy applies to all streets and intersections in the city.

## **AUTHORITY**

Administrative implementation of this policy.

Effective Date: 2/24/2020

Original Policy Date: 10/27/2005

Submitted By: Dana Hardie

## PURPOSE

The City of Victoria has received requests from residents to install drain tile within their properties to enhance drainage of stormwater runoff. Typically, the requests have been made to enhance the drainage along rear and side lot lines, or within City easements. The requests normally include a direct connection of the drain tile system to a City storm sewer catch basin to provide a discharge point for the drain tile. The requests have come from both old and new neighborhoods in the City in areas with swales that do not drain even when positive slope does exist or when springs have been encountered in the area.

The primary concern associated with installation of the drain tile system in a City easement is the ongoing ownership and maintenance responsibilities for this added infrastructure. Ongoing maintenance includes ensuring the continued functionality of the system. In addition, ensuring that permanent structures (i.e. fences, landscaping, etc.) are not located in such a manner to be detriment to the drain tile system.

The other area of major concern is that under current regulations, if the City owns these systems, the City would be required to maintain detailed records of the system and to provide location information similar to what is required for City watermains and sanitary sewer lines.

One last concern relates to the connection of the drain tile to the City storm sewer system connections to the City system must be made in accordance with current ordinances and the design and construction manual. Additional costs will be incurred by the City any time storm sewer catch basins are reconstructed, as these drain tile connections will need to be restored.

The purpose of this policy is to provide guidance for responding to private drain tile requests.

## POLICY

It is vital that the City be notified of construction of drain tiles on City property and connection to the storm sewer system.

The City right-of-way ordinance requires City notification of such construction. This provides staff an opportunity to observe connections to the storm sewer system to ensure they are properly constructed.

To address ownership and maintenance concerns, the drain tile system must be owned and maintained by the property owner. The attached Ownership and Maintenance Agreement (Exhibit A) ensures that the system remains privately owned infrastructure. The agreement outlines responsibilities associated with the system and shall be signed by all abutting property owners. The agreement is set up such that it is recorded with the county and runs with the land. It is binding on all succeeding owners of the property.

## PROCEDURES

- A. Upon request to construct a private drain tile system on City property, the requestor is directed to submit detailed plans depicting the proposed construction in conjunction with the application for a right-of-way permit.
- B. Staff reviews plans and makes comments as necessary.
- C. The applicant is given a copy of the Ownership and Maintenance Agreement for signature and submission to the City.
- D. Upon completion of the agreement, City staff approve the right-of-way permit.

## SCOPE

This policy applies to all requests to construct a private drain tile system on City property.

## AUTHORITY

This policy applies to all requests to construct a private drain tile system on City property.

Effective Date: 1/24/2022  
Original Policy Date: 2/24/2020  
Submitted By: Dana Hardie

## PURPOSE

The purpose of this policy is to establish uniform policy and procedure for the acquisition of professional services for the City of Victoria by the most qualified, responsible and competent individuals and firms at fair, competitive and reasonable compensation. Selection and retention of professional service providers is deemed desirable to achieve the following goals:

- The best possible professional services by qualified individuals or firms at a reasonable cost
- Equal and open access to the selection process for qualified service providers
- A clearly prescribed process for selection and retention of qualified service providers
- Administrative convenience and flexibility
- A formalized annual performance review of all service providers

## POLICY

Professional service providers operate as independent contractors in accordance with the terms and condition of their contract that was individually negotiated with the City of Victoria. The City of Victoria will solicit, negotiate and continue agreements for professional services based on demonstrated qualifications, competent performance and reasonable compensation. One or more service providers may be selected to provide a given type of service.

Professional services include but are not limited to:

- City attorney
- Independent financial audit
- Financial advisor
- Bond counsel
- Architectural or design services
- Engineering services
- IT managed services
- Healthcare insurance broker services

While cities are not required to follow the competitive bidding process when contracting for professional services, the City of Victoria shall publicly solicit proposals for the provision of services when practicable or when new, or significantly changed requirements arise. Solicitations for professional services will be repeated every five years but also more or less frequently via recommendation of staff and approval of the city council.

Further, it is the policy of the City of Victoria to annually review the individual performance of each service provider as a predicate to renewal or continuation of the contract.

This policy and procedure do not apply to the following:

- Agreements signed by the city but administered by another party
- Emergency situations
- Agreements for non-typical services pursuant to specific solicitations with Council approval

## PROCEDURES

The following procedures are intended to implement the spirit of this policy and are not meant to be all inclusive:

- A. **Registration.** Professional service providers are encouraged to submit statements of interest, current qualifications and performance data for registration and reference purposes. These statements will be retained by the City and utilized in the solicitation process. City staff will periodically review and purge files of outdated information. City staff shall not be responsible for updating service provider submissions.
- B. **Selection.** The City Manager shall determine when there is a need to retain professional services. Once that determination is made, staff will review currently registered service providers and prepare the solicitation. Staff may also choose to publish solicitation for services on its website or through other resources such as the League of Minnesota Cities. Contract opportunities will be publicly advertised in accordance with existing laws and in other situations as the discretion and judgement of the City Manager.

As a general guideline, at least two prospective service providers should be considered in the selection process. At a minimum, selectees shall be asked to submit a detailed statement of qualifications for the specific project or service being considered, and a fee structure for the services to be provided. A ranking process and related criteria for evaluation purposes shall be developed and applied in the selection process. Relative weight for each factor shall be determined on a case-by-case basis. Factors may include but are not limited to the following:

- a. Expressed interested and availability for performing the desired services within time requirements
- b. Qualifications of the individual(s) assigned to perform desired services
- c. Individual or Firm's familiarity with the specific project or service under consideration
- d. Individual's past performance on City of Victoria projects
- e. Individual or Firm's past performance and reputation for similar projects or services
- f. Rate structure and reasonable costs for performing desired services
- g. Other factors pertinent to the specific proposed project or service and which is capable of objective measurement or evaluation

Negotiation of a service contract shall be initiative with the top ranked individual(s) or firm(s). If satisfactory terms are not reached, negotiations shall be terminated and initiated with the next highest ranked service provider, in descending order until a satisfactory agreement(s) are reached. Contract negotiations shall be

conducted regarding a specific scope of services, fee schedule and time period for performance of the scope of services. When required by law, contract awards shall be authorized by the City Council, upon recommendation of the City Manager, or when services provided for the duration of the contract term exceed \$20,000.

- C. **Annual Review and Renewal.** The performance of each individual service provider shall be evaluated annually with reference to standards and procedures developed by the City Manager. When feasible, the evaluation should be conducted by the department director most closely associated with the service provider's work and should occur prior to the close of the calendar year.

Evaluation information shall be retained for future reference and shall be available for public inspection. The service provider shall be provided with a copy of the evaluation information and the opportunity to comment or correct any errors or omissions.

Any new contract from the initial adoption of this policy will include language in the contract that permits an annual automatic renewal of the agreement provide that the annual performance evaluation is satisfactory; the terms and conditions are substantially similar; and the city manager assents to a continuation of the contract.

- D. **Annual Report to the City Council.** The City Manager shall annually prepare a report for the City Council which lists professional services provided under contract expected to be used by the City during the year. The report shall provide information deemed appropriate to adequately inform the City Council of the nature of the professional services used by the City of Victoria.

## SCOPE

This policy applies to all contracts for professional services for the City of Victoria, unless noted as an exception per this policy.

## AUTHORITY

Administrative implementation after Council approval.

Effective Date: 12/14/2020  
Original Policy Date: 12/14/2020  
Submitted By: Trisha Pollock

## PURPOSE

The Senior Affordable Housing Policy reflects the City Council's desire to preserve and expand affordable housing for seniors and ensure that Victoria is a community where individuals in all stages of life can find safe, desirable, and affordable housing.

## POLICY

The City of Victoria strives to achieve financial sustainability through:

- A. **Financial Stability.** The City will create financial stability to provide the community with consistent and adequate level of public services. The City will develop a long-term approach to its finances by developing and maintaining long-term plans, carefully weighing the cost and benefits of development opportunities, and adhering to sound debt, reserve, and investment policies.
- B. **Quality of Life and Economic Vitality.** The City will provide efficient and cost-effective services to ensure a safe and healthy community for its residents, businesses and visitors while preserving and enhancing the unique characteristics of the community.
- C. **Accountability and Financial Planning.** The City is committed to sound financial planning that ensures services are provided at the best value and are in alignment with the needs and wants of the community.
- D. **Economic Sustainability.** The City's financial strategy supports continued investment and maintenance of physical infrastructure, facilities and in policies and programs that support the desired levels of service.
- E. **Transparency and Engagement.** The City will be accountable for producing value for the community through reporting mechanisms that make it clear how the City intends to use resources to achieve the community vision. The City is committed to engaging the public as a partner in formulating plans and delivering services.

## PROCEDURES

Senior Affordable Housing spending proposals will generally be funded on the following priority basis:

- 1. Those projects necessary for contributing to the public health and welfare of seniors
- 2. Those projects which will help to maintain an existing senior affordable housing system
- 3. Those projects that will make an existing affordable housing system for seniors more efficient
- 4. Those projects representing the expansion of an existing senior affordable housing system

## **SCOPE**

This policy applies to all City spending.

## **AUTHORITY**

Administrative implementation of this policy.

Effective Date: 1/24/2022

Original Policy Date: 1/24/2022

Submitted By: Andrew Heger

## PURPOSE

The purpose of this policy is to establish guidelines for the use of unmanned aerial vehicles (UAV's), including retrieval and dissemination of images and data captured by the UAV.

## POLICY

It is the policy of the City of Victoria that Unmanned Aerial Vehicles may be utilized to enhance the City's ability to provide city services in the most cost and time efficient manner. Applications for a UAV span the breadth of city operations. Any application of the UAV will be in accordance with Federal, State and City laws, to include constitutional privacy rights, search and seizure regulations, and Federal Aviation Administration (FAA) regulations.

## PROCEDURES

The following procedures are intended to implement the spirit of this policy and are not meant to be all inclusive:

### A. Privacy Considerations

City personnel operating an UAV shall be mindful of privacy rights and shall adhere to FAA altitude regulations and shall not intentionally record or transmit images in any location where a person would have a reasonable expectation of privacy (e.g., inside house, fenced yard, enclosed area only visible from an elevated position). Operators and observers will take reasonable precautions to avoid inadvertently recording or transmitting images of areas where there is a reasonable expectation of privacy. Reasonable precautions may include, for example, deactivating or turning imaging devices away from such areas or persons during UAV operations. If these precautions fail to provide a reasonable expectation of privacy, the flight shall be suspended.

### B. Activity

This policy identifies likely applications across city departments that an UAV will be used for but is not all encompassing.

Public safety:

- The UAV may be used to conduct search and rescue operations of missing persons or objects. A UAV may be used to protect public safety staff from unnecessary exposure to danger and minimize the risk of injury to bystanders, firefighters, and other city staff.
- Use of vision enhancement technology (e.g., thermal, forward looking infrared radiometer (FLIR), or other imaging equipment not generally available to the public) is permissible in viewing areas only where there is no protectable privacy interest.
- Documenting incident scenes as part of a fire cause/origin investigation.
- Conducting pre-incident plans for targeted hazards within the community

- Conducting damage assessment reports related to natural disasters.
- Conducting site surveys related to hazardous materials incidents prior to placing responders within a hazardous environment.
- Mutual aid requests to other agencies that align with our own uses, at the discretion of the Fire Chief.
- Any public safety application of the UAV will be in accordance with Federal, State, and City policy.

#### Communications:

- Help promote and market the community by capturing via video and still images that highlight city services, programs, events, staff, and the city itself.

#### Community Development:

- Reviewing and document existing conditions, such as large tree stands, prior to development.
- Provide development updates through various stages (completion of grading, streets installed, etc.) Conduct field inspections of development projects, document construction projects, and create demonstration videos.
- Assist with marketing of city owned properties to help foster future development.

#### Public Works:

- Conduct inspections of city infrastructure that may be challenging or difficult for staff to reach. These may include the water tower, storm water ponds, wetlands, and to assist with locating obstructions in water flow systems.
- Assist with inspecting development projects for completion prior to final city acceptance.
- Conducting inspections of streets and street improvement projects.
- Conducting inspections of bridges.

### C. **Prohibited Uses.**

Under no circumstances will the city owned UAV be used for the following:

- To conduct random surveillance activities.
- To harass, intimidate or discriminate against any individual or group.
- To conduct code enforcement inspections or review complaints received.
- To assist law enforcement with any criminal investigations, execution of search warrants, or the apprehension of any criminal suspects.
- To conduct personal business of any type.

### D. **Authorized Operators**

Only City of Victoria personnel who have successfully completed the required Federal Aviation Administration Part 107 certification shall be permitted to operate the UAV.

### E. **Retention of UAV Data**

Each authorized UAV operator will maintain a flight log in accordance with FAA rules and regulations.

Operators will log the date, flight time and locations of all UAV deployments including training operations.

They will also note as applicable, case number, incident type, automated flight or manual flight, and whether

photo images or video were captured during the flight. Data collected by the UAV not being used for an ongoing project or related to an active investigation will be retained in accordance with the most current State of Minnesota Data Retention Schedule. Digital logs of aircraft mission profiles will be retained pursuant to FAA rules and regulations. Annually, a map displaying all flight paths, including training, will be posted to the city website. All required flight data and documentation will be transferred to the appropriate software for historical and reportable data. Any data collected on behalf of another government agency will be immediately turned over to that agency for appropriate management of the data. Release of any data associated with the UAV will follow the current City of Victoria Data Practices Request process.

#### **F. Program Coordination**

The City Manager will designate a staff person to coordinate the UAV program. The program coordinator will be responsible for the management of the UAV program. The program coordinator will be responsible for:

- Ensuring that policies and procedures conform to current laws, regulations, and best practices.
- Establishing a training standard for operators that meets FAA requirements.
- Maintaining and updating the Certificate of Authorization (COA) with the FAA, should the city elect to apply for a COA.
- Overseeing procurement and maintenance of UAV equipment
- Review of UAV deployments to ensure compliance with policies and operating procedures.
- Conducting audits of flights logs semiannually.
- Retention of Data.
- Maintain appropriate insurance requirements.

#### **SCOPE**

This policy applies to all city staff.

#### **AUTHORITY**

Administrative implementation after City Council approval.

COMPREHENSIVE POLICY MANUAL

# **SECTION 3: FINANCIAL OPERATIONS**

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Effective Date: 2/24/2020

Original Policy Date: 2/24/2020

Submitted By: Trisha Pollock

## PURPOSE

Pursuant to the statutes and laws of the State of Minnesota which permit and require the expenditure of public funds for public purposes, this policy is intended to provide guidance regarding which expenditures are for public purposes and authorized in accordance with the City's annual budget process, and which expenditures are not considered to fall within the public purpose definition and are therefore not allowed.

The definition on "public purpose" is constantly evolving. The Minnesota Supreme Court has followed a broad approach and has generally concluded that "public purpose" means an activity that meets all the following standards:

- Primarily benefits the community as a body.
- Directly relates to the functions of government.
- Does not have as its primary objective the benefit of a private interest whether profit or non-profit.

## POLICY

The City Manager is the responsible authority overseeing all city expenditures and as such is the chief purchasing agent for the City. Responsibility for administering this Public Purpose Expenditure policy has been delegated to the Finance Department. Further, all officers and employees authorized by their departments to make purchases for the benefit of their respective departments are responsible for complying with this policy and corresponding procedures.

## PROCEDURES

- A. The City will not purchase direct or indirectly any goods or services from a City employee, or a business owned partly or in whole by a City employee or City employee's spouse or relative, or from any business employing a City employee or City employee's spouse or relative, without the prior written authorization of the City Manager. It is the employee's responsibility to submit a written request for authorization to the City Manager outlining the nature of the business transaction and relationships involved.
- B. City employees will not participate in any aspect of the purchasing process in which they have, or may appear to have, a personal financial interest or any other interest that could reasonably be construed to negatively influence the impartiality of the process.
- C. City Employees must respect that any information received prior to bid or proposal cutoff date must be held in confidence and will never be divulged to unauthorized individuals. Only after the bids or proposals are properly opened and an award decision has been made, may the documents become public information.

- D. Any employee engaged in purchasing, specifications preparation, or reviewing quotes and bids, who has other outside business relationships which might involve a conflict of interest, must inform the city manager of their interest in writing stating:
  - a. Who the relationship is with and the nature of the relationship
  - b. When did/or will the involvement commence
  - c. What financial benefit could be derived from the relationship
- E. Employees who may have a conflict of interest will not participate in or have access to any bids or proposals prior to the award or participate in any other related vendor award decision.
- F. No employee may purchase or be given City property for his/her personal use unless it is obtained through the City's public auction or through sealed bid procedures of the City. This includes new and used equipment, materials, or supplies.
- G. No employee may use the purchasing power of the City to make private purchases.

#### **SCOPE**

This policy applies to all employees of the City of Victoria.

#### **AUTHORITY**

Administrative implementation of this policy.

Effective Date: 2/24/2020

Original Policy Date: 2/24/2020

Submitted By: Trisha Pollock

## PURPOSE

To establish ethical purchasing guidelines for use by City employees when obtaining quotations, proposals and bids.

## POLICY

It is the responsibility of each employee to maintain the highest standards of conduct with respect to managing City monies throughout the purchasing process. Employees must not only avoid actual financial conflict of interest but also the appearance of such a conflict. To this end, employees will not participate in any financial transaction on behalf of the City in which they have, or may appear to have, an undisclosed financial interest.

Examples of potential conflicts of interest include but are not limited to the following:

- Employees who are employed by businesses seeking or performing City contracts.
- Employees who have ownership interest in a business seeking or performing City contracts.
- An employee's relationship with an outside business or organization that could reasonably appear to inhibit the impartiality of the City in awarding contracts.
- Utilization of "inside information" not ordinarily available to the general public for personal gain or the unfair benefit of others.
- Distribution of any confidential information regarding City financial activities to unauthorized persons prior to an award recommendation being made.

## PROCEDURES

- A. The City will not purchase direct or indirectly any goods or services from a City employee, or a business owned partly or in whole by a City employee or City employee's spouse or relative, or from any business employing a City employee or city employee's spouse or relative, without the prior written authorization of the City Manager. It is the employee's responsibility to submit a written request for authorization to the City Manager outlining the nature of the business transaction and relationships involved.
- B. City employees will not participate in any aspect of the purchasing process in which they have, or may appear to have, a personal financial interest or any other interest that could reasonably be construed to negatively influence the impartiality of the process.
- C. Employees must respect that any information received prior to bid or proposal cutoff date must be held in confidence and will never be divulged to unauthorized individuals. Only after the bids or proposals are properly opened and an award decision has been made, may the documents become public information.

- D. Any employee engaged in purchasing, specifications preparation, or reviewing quotes and bids, who has other outside business relationships which might involve a conflict of interest, must inform the city manager of their interest in writing stating:
  - a. Who the relationship is with and what the nature of the relationship is
  - b. When did/or will the involvement commence
  - c. What financial benefit could be derived from the relationship
- E. Employees who may have a conflict of interest will not participate in or have access to any bids or proposals prior to the award or participate in any other related vendor award decision.
- F. No employee may purchase or take possession of City property for his/her personal use unless it is obtained through the City's public auction or through sealed bid procedures of the City. This includes new and used equipment, materials, or supplies.
- G. No employee may use the purchasing power of the City to make private purchases.

#### **SCOPE**

This policy applies to all employees of the City of Victoria.

#### **AUTHORITY**

Administrative implementation of this policy.

Effective Date: 1/24/2022

Original Policy Date: 2/24/2020

Submitted By: Trisha Pollock

## PURPOSE

The City Council adopts an annual operating budget setting forth the amounts budgeted by City departments. The City Manager is responsible for the administration and control of the budget. The purpose of this policy is to detail appropriate budget controls and procedures for modifying the budget when necessary.

## POLICY

The City Manager has the authority to amend the adopted budget by reallocating appropriating between departments within the same fund as needed throughout the year in order to achieve the policy directives and strategic goals of the City Council's adopted strategic plan.

The City Manager has the authority to increase appropriations following Council acceptance of gifts, grants, or other monies.

The City Manager is required to provide a detailed listing of all budget adjustments to City Council at year end for the Council to provide final approval to the modifications approved by the City Manager throughout the year.

The following restrictions are placed on the authority of the city manager to amend the adopted budget:

- A. The City Manager shall not cause total appropriation for any City fund to exceed the amount adopted by Council except for increases for Council-accepted gifts, grants, or other monies.
- B. The City Manager shall not reallocate resources to cause an increase in the Council-approved permanent full time equivalent (FTE) positions.
- C. Any increase in appropriation may not exceed the City Manager's expenditure authority under M.S. 412.691 or as otherwise provided by City Council.

## PROCEDURES

- A. The City Manager and Finance Director shall monitor the budget.
- B. The Council shall approve all city expenditures by approving the claims listings.
- C. Expenditures are tracked and reported through:
  - a. A monthly financial report on departmental and program budget performance
  - b. A detailed listing of all adjustments approved by the City Manager and/or the City Council
  - c. A detailed expenditure report for staff analysis of expenditures

- d. Staff reports prepared for the City Council for agenda items to indicate the financial impact of actions being considered by the Council
- e. The budget document for the following year as adopted by the City Council

#### **SCOPE**

This policy applies to all City funds.

#### **AUTHORITY**

Administrative implementation of this policy.

## Credit Cards

Policy No: 3.1.004

Questions? Contact the  
Assistant City Manager  
tpollock@ci.victoria.mn.us

Effective Date: 2/24/2020

Original Policy Date: 4/11/2011

Submitted By: Trisha Pollock

### PURPOSE

Minnesota State Statute 471.382 allows the City Council to authorize the use of a credit card by any City officer or employee otherwise authorized to make a purchase on behalf of the City. The purpose of this policy is to authorize the use of credit cards for City officials and employees for the convenience of purchasing goods and services efficient and cost-effectively.

### POLICY

The City Manager will identify and authorize employees to make purchases on behalf of the City. The City Manager and all department directors are authorized purchasers. A City department may request a credit card for a city employee in their department. demonstrated efficiency to be gained. The Finance Director will review and either approve or deny each. For approval to be granted the department director must be able to demonstrate an efficiency will be gained and the employee must complete purchasing training to become an "authorized purchaser." The Finance Department is responsible for managing process for adding and cancelling card holders.

The Finance Director will determine the authorized limit for each card holder. The maximum transaction dollar amount is \$5,000 and the maximum payment cycle dollar amount is \$20,000. Splitting a purchase into more than one transaction to avoid exceeding the established purchasing limit is prohibited.

It is the responsibility of the department director to notify the Finance Department when a change occurs to a card holder's status.

During the annual budgeting and auditing process, the sources of monies being collected by the City will be reviewed.

Before purchases can be made with a City-issued credit card, the individual must take the City's purchasing training, and must complete training at a minimum every other year after the initial purchasing authorization.-All purchases must be made by the card holder.

Personal purchases and cash advances are not allowed using a City-issued credit card.

All credit card purchases must by items with a budget allocation and comply with the City's purchasing guidelines for quotations and bidding.

Transactions must be for the exact amount of the purchase price from the vendor.

If a City officer or employee makes or directs an unauthorized and/or unbudgeted purchase, he/she is personally liable for the purchase.

City-issued credit cards must be returned to the City at the time of separation.

It is the responsibility of the card holder to protect the City-issued credit card from theft or unauthorized use. The card-holder shall immediately notify the Finance Department if the card is lost or stolen or if unauthorized use is suspected.

The Finance Department will administer the issuance of cards and compliance with this policy and procedures. Violations of this policy will lead to the cancellation of the credit card. Intentional or negligent misuse of a City-issued credit card will be subject to disciplinary action, up to and including dismissal and/or garnishment of wages, if necessary, to recover City funds.

### **Permissible Purchases**

- Travel-related services (airline travel, conference/training registration, hotel stay)
- Other business-related goods or services not otherwise prohibited by this policy.

### **Prohibited Purchases**

- Fuel (unless authorized in advance by the Finance Department and the employee's supervisor)
- Cash, cash advances or extensions of credit
- Explosives, weapons including firearms and ammunition
- Alcohol

## **PROCEDURES**

- A. City-authorized purchases must follow the City's purchasing guidelines when making purchases on behalf of the city.
- B. The approved card holder purchases good shall use his/her City-issued credit card.
- C. Finance receives the monthly bill and the cardholder will receive a monthly statement of their charges. The card holder shall:
  - a. Code his/her monthly purchases
  - b. Upload the itemized receipt with detailed descriptions and any supporting documentation of the purchase
  - c. Submit the statement and supporting documentation to his/her supervisory for review and approval by the designated due date
- D. Payment will be made if the billing matches all completed online credit card statements and receipts.
- E. The City officer or employee is responsible for interest charges accrued due to delayed submission of receipts and payment requests.

## **SCOPE**

This policy applies to all City authorized purchasers.

## **AUTHORITY**

Administrative implementation of this policy with reference to the City's purchasing guidelines.

**Credit Card Acknowledgement**

Policy No: 3.1.004.1

Questions? Contact the  
Assistant City Manager  
tpollock@ci.victoria.mn.us

Effective Date: 2/24/2020

Original Policy Date: 4/11/2011

Submitted By: Trisha Pollock

**CREDIT CARD ACKNOWLEDGEMENT**

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Employee Name

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Department

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Department Head Approval

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Date

The City of Victoria is authorizing you to use one of its credit cards on its behalf. It is important that you understand the policy and procedures regarding its use. If the policy and procedures are not followed the City may cancel the card and you may be personally liable for any misuse.

- A. Credit cards may only be used for City business. Personal use may be grounds for discipline.
- B. The credit card shall not be used to obtain a cash advance.
- C. The credit card must be protected from theft or unauthorized use.
- D. The Finance Department must be notified immediately if the card is lost, stolen or if you suspect unauthorized use.
- E. The credit card must be returned to the Finance Department immediately upon request or upon leaving employment with the City.
- F. You must be sure there are budgeted funds available to pay for credit card purchases.
- G. Receipts or invoices for each credit card use must be signed and submitted immediately to the Finance Department for processing.
- H. I understand I am responsible for interest charges accrued due to delayed submission of receipts and payment requests.
- I. I have completed the purchasing training and agree to complete training at a minimum, every other year, as required by the Credit Card Policy.

I have read and acknowledge the above statements and the attached Credit Card Use Policy and Procedures, and I hereby agree to abide by the policy.

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Employee Signature

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Date

## Identify Theft Protection

Policy No: 3.1.005

Questions? Contact the  
Assistant City Manager  
tpollock@ci.victoria.mn.us

Effective Date: 2/24/2020

Original Policy Date: 2/24/2020

Submitted By: Trisha Pollock

### PURPOSE

This policy establishes the methods for protecting customer information from identity theft pursuant to the Federal Trade Commission's Red Flag Rule, which implements Section 114 of the Fair and Accurate Credit Transaction Act of 2003. 16 C.F.R. 681.2

### POLICY

Under the Red Flag Rule, the City is required to establish an "Identity Theft Prevention Program" that contains reasonable policies and procedures to:

- Identify relevant Red Flags for protecting new and existing customer information.
- Detect Red Flags that have been incorporated into the program.
- Respond appropriately to any Red Flags that are detected to prevent and mitigate identity theft.
- Ensure the program is updated periodically to reflect changes in risk to ensure safety and soundness to customer and City information.

The Red Flag Rule defines "Identity Theft" as "fraud committed using the identifying information for another person" and a "Red Flag" as a pattern, practice, or specific activity that indicates the possible existence of identity theft.

The City is subject to the rule in utility billing services as the City is considered a creditor due to deferring the payment for goods and services. Identifying information is defined under the rule as "any name or number that may be used, along with or in conjunction with any other information, to identify a specific person". This may include name, address, telephone number, social security number, date of birth, driver's license number, state identification number, e-mail addresses, credit card numbers, insurance policy numbers, bank account numbers, or bank routing codes.

### PROCEDURES

Utility billing maintains information about utility customers; however, that information is not consistent for all accounts depending on the personal data provided by the customer. Information collected may include: name, address, phone numbers, email addresses, bank account numbers, and banking routing codes. Credit card numbers are not recorded or stored in the utility billing system. All credit card transactions are processed by a secure third-party provider that meets all Payment Card Industries (PCI) requirements. The provider may offer a recurring payment option where payment information is stored on their secure servers. Credit card payments may be accepted via an online portal or through a secure telephone payment option that is offered by the third-party vendor if those services are offered by that vendor.

Utility billing staff shall use the following criteria to identify Red Flags:

- Notice from a customer, identity theft victim or law enforcement to be aware of a person attempting to open an account who is engaged in identity theft.
- Call for a change of services that seems unusual
- Usage on an account that has water service shut off
- Notice from a customer not receiving mail sent by the City
- Breach in the City's computer system security
- Unauthorized access to or use of customer account information
- Verifying changes in banking information given for payment purposes by required customer to complete an auto pay form
- Requiring credit card payments to be processed through a secure third-party provider so credit card data is not stored on City systems.

In the event staff detect identified Red Flags, staff shall take one or more of the following steps, depending on the degree of risk posed by the Red Flag:

- Notify appropriate city staff to physically inspect the property
- Shut off water service
- Notify law enforcement
- Notify/contact the customer
- Monitor the customer information for evidence of identity theft
- Close the existing account

To assist in preventing identity theft from occurring to utility customers, the City shall take the following steps to protect identifying information:

- Ensure complete and secure destruction of paper documents and computer files containing customer information
- Ensure staff computers are password protected
- Make certain any customer identifying information is stored in the secured office area only
- Require third-party credit card payment providers that are Payment Card Industry (PCI) Data Security Certified
- Ensure staff computers are protected from viruses and malware and security protections for systems are up-to-date
- Require and maintain customer information that is necessary for City purposes only
- Never provide identifying customer information over the phone; only verify what the customer provides

## SCOPE

This policy applies to all City employees handling information/data that meets Red Flag criteria or contains personally identifying information.

## AUTHORITY

The City's IT Managed Services provider is responsible for ensuring all networked and non-networked infrastructure are maintained with necessary security precautions such as fire walls, virus/malware protection, mobile device security. City staff assigned to the oversight of software for their respective departments are responsible for ensuring software updates are applied and up-to-date. City staff with access to customer data and billing data

including utility billing staff shall be responsible for identifying Red Flags and taking necessary steps when an issue is detected.

Effective Date: 2/24/2020  
Original Policy Date: 2/24/2020  
Submitted By: Dana Hardie

## PURPOSE

The purpose of this policy is to encourage and increase purchasing that reflects the city's commitment to sustainability.

## POLICY

Environmentally preferable products are goods and services that have a lesser or reduce the effect on human health and the environment when compared with other goods and services that serve the same purpose.

This policy promotes:

- Conserving natural resources
- Minimizing environmental impacts (e.g. pollution)
- Supporting recycling
- Increasing the use and availability of environmentally preferable products

## PROCEDURES

Staff are encouraged to purchase environmentally preferable products when it is feasible to do so. Examples of items to be considered include the following:

- Erasable or electronic files as an alternative to paper charts and files
- Solar-powered calculators and other devices that do not require batteries
- Refillable pens, pencils, etc. to eliminate waste
- Reuse of file folders and binders and adhering new labels to extend usefulness
- Email – as an alternative to paper memos
- Doubles-sided copies
- Reusable (or compostable) kitchen dishware to reduce waste
- Recycled copy paper (e.g. 100% post-consumer paper)
- Chlorine-free paper (PCF)
- White and pastel paper – dark and fluorescent colors are harder to recycle

Staff are encouraged to consult the Solid Waste Management Coordinator Board website at [www.swmcb.org](http://www.swmcb.org) for additional guidance.

## SCOPE

This policy applies to all employees of the City of Victoria.

## AUTHORITY

Administrative implementation of this policy.

## Employee Out-Of-State Travel

Policy No: 3.1.007

Questions? Contact the  
Assistant City Manager  
tpollock@ci.victoria.mn.us

Effective Date: 1/24/2022

Original Policy Date: 1/25/2022

Submitted By: Trisha Pollock

### PURPOSE

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

### POLICY

- A. The event, workshop, conference or assignment must be approved in advance by the Department Director and the City Manager for out of country travel and any travel exceeding \$4,999.
- B. In evaluating the out-of-state travel request, the Department Director will consider the following:
  - a. Whether the employee will be receiving training on issues relevant to the City or his/her role.
  - b. Whether the employee will be meeting and networking with other professionals from around the country to exchange ideas on topics of relevance to the City or on the official role of the employee.
  - c. Whether the employee will be viewing a City facility or function that is similar in nature to one that is currently operating at, or under consideration by the City where the purpose for the trip is to study the facility or function to bring back ideas.
  - d. Whether the employee has been specifically assigned by the City Manager to testify on behalf of the City at the US Congress or to otherwise meet with federal officials on behalf of the City.
  - e. Whether the City has sufficient funding available in the budget to pay the cost of the trip.
- C. No reimbursements will be made for attendance at events sponsored by or affiliated with political parties.
- D. The City may make payments in advance for airfare, lodging and registration through a City issued credit card, otherwise all payments will be made as reimbursements to the employee.
- E. Airfare will be reimbursed at the coach rate.
- F. Mileage will be reimbursed at the IRS rate. If two or more employees travel together by car, only the driver will receive the reimbursement. The City will reimburse for the cost of renting a vehicle if necessary, to conduct City business.
- G. Lodging and meal costs are limited to those that are reasonable and necessary.

- H. Receipts are required for lodging, airfare, transportation and meals and should include an itemized list of the expenses. Tips must be for a reasonable amount. The expense report form shall be submitted to the Finance Department for payment.
- I. The City will not reimburse for alcoholic beverages, personal phone calls, costs associated with the attendance of a family member, rental of luxury vehicles, or meal expenses included in the cost of registration or recreation expenses.

## **SCOPE**

This policy applies to all City of Victoria employees.

## **AUTHORITY**

Administrative implementation of this policy.

## City Banking Services

Policy No: 3.2.001

Questions? Contact the  
Assistant City Manager  
tpollock@ci.victoria.mn.us

Effective Date: 2/24/2020

Original Policy Date: 2/24/2020

Submitted By: Trisha Pollock

### PURPOSE

The purpose of this policy is to provide a clearly prescribed identifiable process for selecting the depository for city funds in order to assure that the city will receive the best possible service for a reasonable cost.

### POLICY

The City of Victoria will seek proposals from banks for providing banking services at least every ten years. The contract for banking services is subject to annual evaluation and review of costs and services provided.

### PROCEDURES

- A. The city will seek proposals from banks at least every ten years for banking services.
- B. Proposals will consider factors such as: location of facilities, services provided, cost of services to the city, financial strength of the bank, customer services, and technical capabilities.
- C. Based on the recommendation of city staff, the official depository for all accounts is designated annually at the City Council's annual organizational meeting in January as required by Minnesota Statutes.
  - a. Staff will review rates prior the organization meeting for continuation of the depository designation.

### SCOPE

This policy applies to all banking services used by the City of Victoria.

### AUTHORITY

Administrative implementation of this policy.

## Cash Control

Policy No: 3.2.002

Questions? Contact the  
Assistant City Manager  
tpollock@ci.victoria.mn.us

Effective Date: 1/24/2022

Original Policy Date: 2/24/2020

Submitted By: Trisha Pollock

### PURPOSE

The purpose of this policy is to adequately safeguard monies collected by the city.

### POLICY

The city shall establish and maintain a system of internal control procedures to adequately safeguard monies collected by city employees.

### PROCEDURES

- A. During the budgeting and auditing process, the city will review annual the sources of monies being collected by the city.
- B. The finance director shall establish procedures necessary to provide reasonable controls and safeguards in each department where monies are received.
- C. A bond shall be maintained on all city employees to further protect the city.

### SCOPE

This policy applies to all city monies.

### AUTHORITY

Administrative implementation of this policy.

Effective Date: 2/24/2020  
Original Policy Date: 2/24/2020  
Submitted By: Dana Hardie

## PURPOSE

The purpose of this policy is to establish procedures for the orderly payment of claims.

## POLICY

Claims for payment by the City of Victoria shall be made pursuant to the authority of the city manager and finance manager, subject to the limitations of contractual and annual budgeted expenditures authorized by the city council. Procedures and controls are established to prevent fraudulent payments or transfers to employees, vendors, and contractors. All appropriate accounting and administrative controls shall be in place to ensure proper disbursements of public funds within statutory and city policy restrictions and administrative authority.

## PROCEDURES

- Appropriately approved departmental claims shall be paid at the frequency determined by the finance director.
- A summary list of all claims paid shall be presented to the council for information purposes only at the next regularly scheduled meeting after payment of the claim.
- A list of all claims shall be prepared and available for the council to review. This list shall become the official approval of the claims and is to be referenced in the official minutes. The list should clearly identify the claims that were paid prior to presentation of the report to the council.

### Accounts Payable

- a) At least two approvals required within the city for all disbursements of funds.
- b) City manager approval required on payments over \$5,000.
- c) Signed W-9 required from every new vendor in advance of making payments.
- d) Vendors are reviewed annually and closed or inactivated if not currently used.
- e) Verbal communication using trusted information on file is required regarding all changes to vendor information and a second employee is required to verify the information before changes are made.
- f) Wire transfers are required to have dual approvals with banking institution.

## Payroll

- a) Both verbal and written communication is required from the employee confirming any changes to direct deposit banking information
- b) Wages are only paid to employees that have filled out a timecard for hours worked, which has been approved by their supervisor.

### SCOPE

This policy applies to all claims paid by the city.

### AUTHORITY

Administrative implementation of this policy.

Effective Date: 2/24/2020

Original Policy Date: 2/24/2020

Submitted By: Dana Hardie

## PURPOSE

The purpose of this policy is to establish the methods for the disposal of surplus city property.

## POLICY

State statutes require the city council to approve the disposal of city surplus property. This policy defines the methods staff may use for the disposal of used vehicles, maintenance equipment, and used or obsolete office equipment.

## PROCEDURES

The method of disposal of city surplus property varies depending on the type of property and how the property was acquired. Disposal of property is usually offered to the general public with the intention of receiving proceeds for its sale. The following methods may be used for disposal of property:

### Public auctions or sales

This may include an auction by the city, a general sale offered to the public, participating in auctions held by other government units or the use of other public auction houses.

### Online auctions or sales

Various public auction and sales services are available on the internet and provide the opportunity of reaching many bidders.

### Trade-in

When replacing city vehicles or equipment, a trade-in offer may be requested from the vendors submitting quotes/bids on new vehicles or equipment. A trade-in may be utilized when the trade-in value is determined to be advantageous to the purchase price or a better value than other types of disposal.

### Quotations or bids

The city may request quotations or bids on used city equipment. This method will be used when an individual sale of specific equipment is determined to be advantageous to the sale price.

### Scrap or destroy

If property is determined to have only a scrap value, it may be held until a enough quantity exists to warrant sale to a scrap yard. If a department determines that an item has little or no value, the item may be discarded as trash or may be given to outside organization. The benefiting organization may use the item, obtain the item for parts, recycle components, or scrap the item in an environmentally friendly method.

Items that may be dangerous or hazardous may be disposed of without any public notice to expedite the removal of the items from city property. All disposal will be by an environmentally friendly method. All public auctions, sales, online auctions, quotations, or bids will be publicly advertised for at least ten (10) days prior to sale. Proceeds from the sale of surplus property will be used for funding vehicle and equipment purchases. Property will not be given directly or indirectly to employees unless purchased through a public auction.

#### **SCOPE**

This policy applies to all city surplus property.

#### **AUTHORITY**

Administrative implementation of this policy.

Effective Date: 2/22/2021  
Original Policy Date: 2/22/2021  
Submitted By: Alyssa Swanson

## PURPOSE

The purpose of this procedure is to comply with Policy #2.2.004 as it relates to non-public, private, and/or confidential data that may be found on electronic media, including computer and server hard drives; USB drives or flash drives; mobile tablets or laptops; and smartphones.

## POLICY

### Definition of Devices:

Devices include but are not limited to computers, servers, storage area networks, network-attached storage, tablets, smartphones, laptops, and other stationary or mobile devices that store data.

### Definition of Media:

Media includes but is not limited to computer hard drives, storage area networks (SAN) or network-attached storage (NAS) media, removable storage USB drives, backup tapes, DVDs, CDs, and floppy disks.

### Protection of Devices that contain protected data:

1. Mobile devices shall be handled with care to ensure they are not accessed by individuals not authorized to access the device/equipment or are not lost or stolen.
2. Any loss or theft of equipment or mobile devices shall be immediately reported to your supervisor.

### Encryption for Devices in Insecure Locations:

Any device that contains non-public, private, and/or confidential data must be encrypted if it is located in an insecure location (e.g. shared computer at reception counter; kiosk). Manners in which this can be accomplished:

- Fire Department MDC's shall use BitLocker or similar.
- Smartphones or mobile tablets should use mobile device management security programs, such as AirWatch or similar.

## PROCEDURES

The following procedures are intended to implement the spirit of this policy and are not meant to be all-inclusive:

1. Whenever a device is about to be disposed of, that device shall be collected by the City's IT representative.
2. The device shall be stored in the IT Storage Room at City Hall, which is a locked room.
3. The City's IT representative or contracted IT consultant shall remove the media or hard drives from the devices and store them in the IT Storage Room.

4. As needed, the City's IT representative shall prepare all stored hard drives for destruction by inventorying their serial numbers in a spreadsheet which shall be dated and document the individual doing the inventory.
5. IT disposal is a special case as all sensitive data must be removed during or prior to disposal. The City's IT representative should determine the level of sensitivity of the data stored on the device. The data erasure requirements for the device are based upon the sensitivity of the data as determined during the data assessment process:

<b>Unclassified or Public Data</b>
Unclassified or Public data is are widely available information, often open to the public.
Unclassified data has no formal requirements to erase the data. In the interest of cautiousness, Unclassified data can be erased through any available means such as physical destruction, or media sanitization methods.
<b>Low Confidential Data</b>
Low Confidential data is intended for internal user only but if compromised presents a mild risk to the City, or its affiliates. Examples of Low Confidential data include but are not limited to; personal phone numbers, internal emails and documents with no high confidential data.
Data is defined Low Confidential must be erased using approved methods as defined in the IT Equipment Disposal Procedure. Certificate of Destruction required upon disposal.
<b>High Confidential Data</b>
High Confidential data if released could cause a significant level of risk to the City or its affiliates. Examples of High Confidential data include data protected by state or federal privacy regulations, data protected by confidentiality agreements, and data protected under the City's records retention policy.
Data is defined High Confidential must be erased using approved methods as defined in the IT Equipment Disposal Procedure. Certificate of Destruction required upon disposal.

6. IT and data equipment should not leave the city's premises unless a chain of custody is established relating to the data contained within the device; this means establishing who is responsible for deleting the personal data contained on them.
7. The Certificate of Destruction and the inventory spreadsheet shall be attached to each other (or linked to each other if saved electronically) and retained by the City's IT representative for documentation. The retention period is as defined in the City's retention policy.

## SCOPE

Staff and managers in the organization are responsible for compliance with this policy.

## AUTHORITY

Administrative implementation of this policy.

## Comprehensive Purchasing Guideline Policy

Policy No: 3.2.005

Questions? Contact the  
Assistant City Manager  
tpollock@ci.victoria.mn.us

Effective Date: 2/24/2020

Original Policy Date: 2/24/2020

Submitted By: Trisha Pollock

### PURPOSE

The purpose of this policy is to provide guidance and procedures for the purchasing of goods and services for the City of Victoria.

### POLICY

See manual on following pages.

### PROCEDURES

This policy applies to all authorized purchasers in the City of Victoria.

### SCOPE

This policy applies to [list who the policy applies to – all staff, elected officials, authorized purchasers, etc.]

### AUTHORITY

Administrative implementation of this policy.

CITY OF VICTORIA

# **COMPREHENSIVE PURCHASING POLICY & GUIDELINES**

Policy No. 3.2.005.1



# Policy

All purchases must be approved as part of the annual budget or with the Capital Improvement Plan (CIP). The level of budgetary control is established at the department level. Expenditures for departments that exceed appropriations are not authorized unless additional revenue sources, unspent appropriations, or fund balances are identified and available.

The city manager is authorized to transfer up to \$20,000 between departments if an additional revenue source, unspent appropriations, or fund balance are identified. City Council approval is required for expenditures over \$20,000.

The city council has pre-approved payment for utility accounts and payroll transfers that occur in the normal course of business even though this may exceed \$20,000. These are contractual accounts for services that are approved as part of the budget process. This also applies to the following vendors:

- CenterPoint Energy
- Minnesota Valley Electric Cooperative (MVEC)
- Xcel Energy
- Metropolitan Council Environmental Services (MCES)
- United States Treasury
- State of Minnesota
- PERA
- The city's insurance and healthcare providers
- The city's IT managed services provider
- Lake Minnetonka Conversation District levy payment

Any payment outside the normal course of business shall be presented to the city council for individual approval.

Debt service payments are pre-approved as listed in the city's Debt Service Schedule in bond documents.

Independent contractors are required to provide proof of insurance before providing services.

# Process

The city has a decentralized purchasing program where individual departments are responsible for making their own purchases. There are a few exceptions including supplies maintaining in the office supply closet, paper, and stationery products, modular furniture and chairs. The administrative assistant will assist staff who need help with research or purchase of items in cases where staff are not familiar.

## Purchasing Guidelines

These guidelines are designed to:

- Clarify and reconcile the complex requirements of state purchasing law, departmental procedures and the finance department's processes
- Provide a comprehensive resource for staff to effectively and efficiently make purchases
- Standardize purchasing methods to expedite the purchase process

These guidelines identify procedures and best practices for obtaining goods and services under existing statutes, rules and regulations in a deliberate, fair and ethical manner. These guidelines are not intended to conflict with existing law. If any part of these guidelines conflict with the law, the law shall take precedence over these guidelines.

## Objectives

1. Provide guidelines for city staff to follow regarding purchasing goods and services.
2. Provide staff authorized to make purchases with a clear understanding of their roles, responsibilities, objectives and duties within the framework of the city's organization.
3. Ensure expenditures from public funds are made responsibly, and follow all applicable standards, Federal laws, state statutes and local ordinances.
4. Purchase proper goods and services to meet the needs of the city.
5. Procure best quality products and services in the most efficient, cost-effective, ethical, responsible, environmentally friendly and timely manner.
6. Allow responsible bidders, when applicable under the law, a fair opportunity to compete for the city's business.
7. Guard against unnecessary obligations and liability risks in all transactions.

# Ethics of Purchasing with Public Funds

City staff must act impartially when it comes to purchasing. Staff are expected to conduct themselves in a manner that fosters public confidence in the City of Victoria. Legally, cities may only spend money for authorized purposes. Criteria must be met:

- There must be a public purpose for the expenditure.
- There must be explicit or implicit authority in State statute for the expenditure.
- The city council must authorize the expenditure (Minn. Stat. § 412.201).
- The purchase must follow established procedures. Only staff authorized to make purchases for the city may do so. Thus, it is critical that authorized staff be familiar with and follow the city's purchasing procedures.

Staff must comply with all city purchasing-related policies including the Purchasing Ethics Policy (Policy No. 3.1.002) and Public Purpose Expenditure Policy (Policy No. 3.1.001).

# Before Making a Purchase

The first step in procurement is to determine the need for a particular good or service. Staff should consider the following before making any purchases:

- ✓ Research the market to determine proper purchasing alternative.
- ✓ Determine appropriate account coding and if sufficient funds are available.
- ✓ Obtain appropriate approvals.
- ✓ Contact our market cities or professional associations.
- ✓ Check the State's Cooperative purchasing vendor list and contracts.
- ✓ Be prepared to adjust based on market prices.

**Tip:** Purchasing in volume? Periodically review purchasing needs to identify the amount of supplies or services needed in order to help realize the benefits of volume purchasing. Considering combining like items or services into one contract where feasible. Explore collective purchasing with other jurisdictions.

# Purchasing Responsibilities

It is the responsibility of each individual employee to comply with the city's purchasing guidelines and all applicable laws, statutes and ordinances.

## Authorized Purchasers

The requesting department (e.g. authorized purchaser) has responsibility to ensure all purchases are made in accordance with city policy and procedures.

- ✓ Ensure funds are budgeted and available for the purchase.
- ✓ Prepare specifications when required (e.g. RFP, RFQ, contract, etc.).
- ✓ Obtain appropriate approvals in advance of the purchase.
- ✓ Ensure purchase will meet department's requirements prior to purchase.
- ✓ Inspect materials upon receipt.
- ✓ Process payments promptly and include all supporting documentation.

## Department Head

The department head also has responsibility to ensure all purchases are made in accordance with city policy and procedures.

- ✓ Review contract and route to city attorney for review when appropriate.
- ✓ Verify necessary documents are accurate and available (e.g. quotes, insurance certificates).
- ✓ Ensure proper filing and retention.

# Purchasing Alternatives

## Sealed Bids

State law requires a formal sealed bid procedure for all purchases expected to be \$175,000 or greater. A published notice of bid is at a minimum required in the official city newspaper at least seven days in advance of bid opening. The notice must state where the plans and specifications can be obtained by bidders and specifically where the bid opening will be held. Preparation of the specifications and all bid openings are administered by the originated department. The city council must formally approve the bid contract.

## Cooperative Purchasing Agreements

The city participates in the State of Minnesota Cooperative Purchasing Venture (CPV). This enables participants to buy goods and services at a reduced cost under the terms of contracts already negotiated by the State of Minnesota. If it is determined that a product/service is on the state contract, vendors should be told that the purchase will be made using that contract. When completing the purchase, the authorized purchaser must note the purchase is per state contract and indicate the contract number. Employees are encouraged to review the State contract for purchases of \$5,000-\$9,999 and state law requires employees to check the State contract for purchases of \$10,000 or more.

## Quotes

If a purchase is expected to be between \$3,000 and \$9,999 the purchase is to be made by direct negotiation based upon a minimum of two quotations. Although not required by law, it is the policy of the city to require employees to review the State of Minnesota Cooperative Purchasing contracts before making a purchase for purchases \$3,000-\$9,999 (State law requires this at \$10,000 or more). Quotes should be in writing. If the quotes are not written, the requestor who received the verbal quote must document the quote in writing. All quotes must be forwarded to the finance department with purchasing documents.

## Request for Proposals (RFP)

Requests for Proposals (RFPs) may be used to solicit proposals for professional services. Proposals should include an overview and scope of services to be provided. Proposal should also include requirements that provide adequate information for proper review and evaluation:

- Qualifications of firm(s) and any staff assigned to the project
- History to performing work/services in similar size cities or of similar scope
- Ability to meet timelines
- Cost breakdown/fee schedule

Proposals must also include:

- Description of the city's selection process and evaluation criteria
- Statement: "The city reserves the right to reject any and all proposals, waive all technicalities and accept any proposal deemed to be in the city's best interest
- Statement: "Proposers are solely responsible for delivery of their proposals to the city before the deadline. Any proposal received after the deadline will not be considered."
- Submittal information: deadline, addressee

## Lease Purchases

All operating and capital lease agreements require approval of the finance manager and must be reviewed by the city attorney prior to initiating or renegotiating a lease. Staff will conduct a "lease vs. buy" analysis to determine the most cost-effective approach.

## Understand Purchasing Limits

The following depicts final approval for budgeted purchases based on dollar amount:

	\$0 - \$2,999	\$3,000 - \$19,999	\$20,000 +
Department Head	X	X	X
City Manager		X	X
City Council			X

In addition to the approval requirements that follow, **all non-budgeted** purchases must also receive approval from the finance director and city manager.

### Purchases of \$0 - \$2,999

Purchasing up to \$2,999 are not subject to the competitive process. For budgeted items, after receiving approval from the department head, the authorized purchasers have the authority to proceed with these small dollar procurements.

The authorized purchaser is responsible from determining the frequency and total dollar expenditures for such goods and services. The department head is responsible for

**Tip:** An employee must not divide contracts or purchases in order to lower the amount to avoid the require bidding or approvals. These thresholds refer to annual purchasing amounts.

monitoring department expenditures to ensure invoices reflect actual goods and services received.

## Purchases of \$3,000 - \$9,999

At least two written quotes or selection of vendor off the State's Cooperative Purchasing contract are required for purchases ranging from \$3,000 to \$9,999. Approval by the department head **and** the city manager is also required. Employees are required to review the State of Minnesota Cooperative purchasing vendor list and contracts (<http://www.mmd.admin.state.mn.us/process/cpv/CPVMemberList.asp>) before making a purchase.

The following must be remitted to the finance department:

- ✓ Written quotes
- ✓ Purchase order or invoice
- ✓ Written approval (paper or electronic) from department head and city manager

## Purchases of \$10,000 to \$174,999

A minimum of two written quotes are required for purchases ranging from \$10,000 to \$174,999. Before making any purchases, City staff are also required by law to review the State of Minnesota's Cooperative Purchasing Contracts before purchasing through another source (<http://www.mmd.admin.state.mn.us/mn01005.htm>).

When reviewing the State's contracts, staff must consider the following:

- ✓ Availability
- ✓ Price
- ✓ Quality of supplies, materials or equipment

The following should be sent electronically to the Finance Department:

- ✓ Written Quotes
- ✓ Staff Report with city council's approval for purchases greater than \$20,000 – the report must include verbiage stating a review of the State's Cooperative Purchasing contracts has been conducted
- ✓ Purchase order or invoice
- ✓ Written approval (paper or electronic) from department head and city manager

For purchases greater than \$20,000, the city council must grant final approval prior to purchasing. This means the authorized purchaser or department head must prepare a staff report for a council meeting outlining the details of the purchase and recommending approval.

## **Purchases greater than \$25,000 but less than \$175,000 - Competitive Solicitation**

For purchases greater than \$25,000 but less than \$175,000, employees should consider a competitive solicitation process (e.g. RFP, RFQ or bidding). The exception is for contractors included in the consultant pool. Before a purchase can be made, approval must be secured from the department head and city manager. Under this process, the City Council must grant final approval prior to purchasing. This means the authorized purchaser or department head must prepare a staff report for a council meeting outlining the details of the purchase and recommending approval.

The following should be sent electronically to the Finance Department:

- ✓ Written Quotes
- ✓ Staff Report with city council's approval – the report must include verbiage stating a review of the State's Cooperative Purchasing contracts has been conducted
- ✓ Purchase order or invoice
- ✓ Written approval (paper or electronic) from department head and city manager

For purchases greater than \$20,000, the city council must grant final approval prior to purchasing. This means the authorized purchaser or department head must prepare a staff report for a council meeting outlining the details of the purchase and recommending approval.

## **Purchases of \$175,000+**

When the cost is expected to exceed \$175,000, a formal bid is required by state law. City staff are also required by law to review the State of Minnesota's Cooperative Purchasing Contracts before purchasing through another source (<http://www.mmd.admin.state.mn.us/mn01005.htm>).

When reviewing the State's contracts, staff must consider the following:

- ✓ Availability
- ✓ Price
- ✓ Quality of supplies, materials or equipment

Before a purchase can be made, approval must be secured from the department head and city manager.

The city council must grant final approval prior to purchasing. This means the authorized purchaser or department head must prepare a staff report for a council meeting outlining the details of the purchase and recommending approval.

The following should be sent electronically to the Finance Department:

- ✓ Written Quotes

- ✓ Staff Report with city council's approval – the report must include verbiage stating a review of the State's Cooperative Purchasing contracts has been conducted and the formal bid process has been followed
- ✓ Purchase order or invoice
- ✓ Written approval (paper or electronic) from department head and city manager

# Purchasing & Approval Summary Chart

\*\*\* All original executed agreements/contracts shall be given to the City Clerk for retention\*\*\*

**All non-budgeted purchases must follow the appropriate approval requirements AND receive approval from the finance director and city manager**

For Budgeted Purchase Amounts: Purchasing Approval Requirements	
<b>\$0 - \$2,999</b> Non-Federal Grant Purchases	<ul style="list-style-type: none"><li>• Open market – verbal quotes optional</li><li>• <b>Approval by department head</b></li></ul>
<b>\$3,000 - \$4,999</b> Federal Grant Purchases	<ul style="list-style-type: none"><li>• Minimum of two written quotes<ul style="list-style-type: none"><li>◦ Submit quotes to finance w/PO or invoice</li></ul></li><li>• <b>Approval by department head</b></li></ul>
<b>\$5,000 - \$9,999</b>	<ul style="list-style-type: none"><li>• Minimum of two written quotes<ul style="list-style-type: none"><li>◦ City requires review State of MN Cooperative purchasing contracts before purchase<sup>1</sup></li><li>◦ Submit quotes to finance w/PO or invoice</li></ul></li><li>• <b>Approval by department head and city manager</b></li></ul>
<b>\$10,000 – \$174,999</b>	<ul style="list-style-type: none"><li>• Minimum of two written quotes<ul style="list-style-type: none"><li>◦ State law requires review State of MN Cooperative purchasing contracts before purchase</li><li>◦ Purchases exceeding \$25,000 but under \$175,000 must give consider competitive solicitation</li><li>◦ Submit quotes to finance w/PO or invoice</li></ul></li></ul>

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<sup>1</sup> *Employees must consider the availability, price and quality of supplies, materials or equipment through the state's cooperative purchasing venture before purchasing through another source.*

- **Department head and city manager must approve the expenditure**
- **Authorization by city council (purchases > \$20,000)**
  - Council staff report submitted to finance w/PO or invoice

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**\$175,000 +**

- Formal bid required
  - Requires review of State of MN Cooperative purchasing contracts before purchase
  - **Department head and city manager must approve the expenditure**
  - **Authorization by city council**
    - Council staff report submitted to finance w/PO or invoice
-

# Unplanned & Emergency Expenditures

All unplanned expenditures must be approved by the department head and expenditures greater than \$2,000 must be approved by the department head *and* the city manager. Unplanned expenditures greater than \$20,000 must be approved by the city council. Budget amendments for unplanned expenditures greater than \$20,000 must be processed.

Exceptions to these guidelines may be used in the case of emergency with prior approval of the city manager. An emergency must be a situation arising suddenly and unexpectedly which requires prompt action essential to the health, safety and welfare of the community or to prevent significant revenue loss caused by interruption of city services. Approval for an emergency purchase greater than \$20,000 will be required to be ratified by the city council at the next available council meeting.

Minnesota Statute 12.29 gives the mayor the authority to declare a local emergency for up to three days. That period may be extended by the city council. During such an emergency, if authorized by the city council, the city is not required to use the typically mandated procedures for purchasing and contracts. During that time, the governing body may waive compliance with the prescribed purchasing guidelines including compliance with M.S. 471.345, Uniform Municipal Contracting Law.

When possible, the current purchasing policies and procedures should be followed even when an emergency is declared, but as describe above if the emergency requires speedy action essential to the health, safety and welfare of the community and if there has been an emergency declaration, the standard purchasing policies and procedures can be waived in accordance with M.S. 12.37.

Consultant agreements for firms with master contracts in place are authorized by city council as part of the project authorization and are not subject to the Uniform Municipal Contracting Law.

## Purchasing-Related Policies

### **PUBLIC PURPOSE EXPENDITURE POLICY (POLICY NO. 3.1.001)**

Pursuant to the statutes and laws of the State of Minnesota which permit and require the expenditure of public funds for public purposes, this policy is intended to provide guidance regarding which expenditures are for public purposes and authorized in accordance with the city's annual budget process, and which expenditures are not considered to fall within the public purpose definition and are therefore not allowed.

A public purpose means an activity that serves as a benefit to the community as a body and is directly related to the functions of government. Under no circumstances shall public funds be used to pay for alcohol.

### **PURCHASING ETHICS POLICY (POLICY NO. 3.1.002)**

This policy establishes ethical purchasing guidelines for use by employees when obtaining quotations, proposals and bids.

It is the responsibility of each employee to maintain the highest standards of conduct with respect to managing city monies throughout the purchasing process. Employees must not only avoid actual financial conflict of interest but also the appearance of such a conflict. To this end, employees will not participate in any financial transaction on behalf of the city in which they have, or may appear to have, an undisclosed financial interest.

Examples of potential conflicts of interest include but are not limited to the following:

- Employees who are employed by businesses seeking or performing city contracts.
- Employees who have ownership interest in a business seeking or performing city contracts.
- An employee's relationship with an outside business or organization that could reasonably appear to inhibit the impartiality of the city in awarding contracts.
- Utilization of "inside information" not ordinarily available to the general public for personal gain or the unfair benefit of others.
- Distribution of any confidential information regarding city financial activities to unauthorized persons prior to an award recommendation being made.

### **BUDGET CONTROL AND BUDGET ADJUSTMENTS (POLICY NO. 3.1.003)**

The city council adopts an annual operating budget setting forth the amounts budgeted by city departments. The city manager is responsible for the administration and control of the budget. The purpose of this policy is to detail appropriate budget controls and procedures for modifying the budget when necessary.

The city manager has the authority to amend the adopted budget by reallocating appropriating between departments within the same fund as needed throughout the year in order to achieve the policy directives and strategic goals of the city council's adopted strategic plan.

The city manager has the authority to increase appropriations following council acceptance of gifts, grants, or other monies.

The city manager is required to provide a detailed listing of all budget adjustments to city council at year end for the council to provide final approval to the modifications approved by the city manager throughout the year.

The following restrictions are placed on the authority of the city manager to amend the adopted budget:

- The city manager shall not cause total appropriation for any city fund to exceed the amount adopted by Council except for increases for council-accepted gifts, grants, or other monies.
- The city manager shall not reallocate resources to cause an increase in the council-approved permanent full time equivalent (FTE) positions.

#### **CASH CONTROL POLICY (POLICY NO. 3.2.002)**

This policy requires a system of internal control procedures to adequately safeguard monies collected by city employees be established and maintained by the finance manager and adhered to by city employees.

#### **USE OF CITY-ISSUED CREDIT CARDS (POLICY NO. 3.1.004)**

Minnesota State Statute 471.382 allows the city council to authorize the use of a credit card by any city officer or employee otherwise authorized to make a purchase on behalf of the city. The purpose of this policy is to provide credit cards to city departments for the convenience of purchasing goods and services efficient and cost-effectively.

This includes the following:

- A city department may request a credit card for city-authorized purchasers when there is a demonstrated efficiency to be gained
- The finance director will determine the authorized limit for each card holder.
- All purchases must be made by the card holder with itemized receipts, detailed description for the need of the purchase and supporting documentation submitted to finance for payment.
- Personal purchases and cash advances are not allowed using a city-issued credit card.
- All credit card purchases must be by items with a budget allocation and comply with the city's purchasing guidelines for quotations and bidding.
- It is the responsibility of the card holder to protect the city-issued credit card from theft or unauthorized use.

#### **PROCEDURE FOR PAYING CITY CLAIMS (POLICY NO. 3.2.003)**

Claims for payment by the city shall be made pursuant to the authority of the city manager, subject to the limitations of contractual and annual budgeted expenditures authorized by the council. All appropriate accounting and administrative controls shall be in place to ensure proper disbursement of public funds within statutory and city policy restrictions on administrative authority.

#### **SALES OF SURPLUS PROPERTY (POLICY NO. 3.2.004)**

The purpose of this policy is to establish the methods for the disposal of surplus city property. State statutes require the city council to approve the disposal of city surplus property. This policy defines the methods staff may use for the disposal of used vehicles, maintenance equipment, and used or obsolete office equipment.

#### **ENVIRONMENTALLY PREFERABLE PURCHASING (POLICY NO. 3.1.006)**

The purpose of this policy is to encourage and increase purchasing that reflects the city's commitment to sustainability.

Environmentally preferable products are good and services that have a lesser or reduce effect on the human health and the environment when compared with other goods and services that serve the same purpose.

This policy promotes:

- Conserving natural resources
- Minimizing environmental impacts (e.g. pollution)
- Supporting recycling
- Increasing the use and availability of environmentally preferable products

# Accepting Donations

The City of Victoria appreciates the generosity of donors who wish to enhance the community for all. Residents and businesses have a proven track record of volunteering, participating in many community initiatives and making generous donations that further enhance and quality of life in Victoria. Donations can also play an important role in keeping property taxes low and enhancing service value. These invaluable efforts make the difference between a good community and a great community. The following guidelines provide city staff with a tool to ensure the finance department can direct funds toward the intended purpose:

Donation Type	Donations Under \$500	Donations Over \$500
<b>One-Time Cash Donation</b>	<ul style="list-style-type: none"> <li>• Submit monetary donation with written instructions for purpose and any additional documentation</li> <li>• Finance will prepare staff report and place on city council agenda for quarterly acceptance</li> </ul>	<ul style="list-style-type: none"> <li>• Submit monetary donation with written instructions for purpose and any additional documentation</li> <li>• Finance will prepare staff report and place on city council agenda for quarterly acceptance</li> <li>• Finance will work with department head to determine need for coding and/or budget amendment (if unbudgeted)</li> </ul>
<b>Long-Term Cash Donations for Project</b>	<ul style="list-style-type: none"> <li>• Submit monetary donation or series of donations with written instructions for purpose and any additional documentation</li> <li>• Finance will prepare staff report and place on city council agenda for quarterly acceptance</li> </ul>	<ul style="list-style-type: none"> <li>• Submit monetary donation with written instructions for purpose and any additional documentation</li> <li>• Finance will prepare staff report and place on city council agenda for quarterly acceptance</li> <li>• Finance will work with department head to determine need for coding and/or budget amendment (if unbudgeted)</li> </ul>

		<ul style="list-style-type: none"> <li>• Carry forward balance of cash donations until project completion</li> </ul>
<b>In-Kind Donations</b>	<ul style="list-style-type: none"> <li>• Submit donation description to finance with estimated value</li> <li>• Finance will prepare staff report and place on city council agenda for quarterly acceptance</li> </ul>	<ul style="list-style-type: none"> <li>• Submit donation description to finance with estimated value</li> <li>• Finance will prepare staff report and place on city council agenda for quarterly acceptance</li> </ul>

Effective Date: 12/14/2020

Original Policy Date: 12/14/2020

Submitted By: Trisha Pollock

## PURPOSE

The purpose of this policy is to provide guidance and procedures for the administration of federal awards of city of Victoria (the "city"). In addition, this policy will ensure that city personnel seek and apply for federal assistance or grants-in-aid that address city's current policies and policy objectives and administers them in accordance with applicable federal and state laws and regulations, city policies and contractual obligations. This policy will also establish control to address the operational procedure in accordance with industry best practices and internal control objectives.

## POLICY

All Federal Awards are subject to the established requirements set forth by the federal government in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards [34 CFR Part 80, 2 CFR Part 213 and Part 6 of the Office of Management and Budget (OMB) Uniform Grant Guidance (UGG) Compliance Supplement] and other laws and regulations as required by the Federal Award Agreement and the granting agency. These policies and procedures are intended to be sufficiently comprehensive to adequately meet such requirements. However, in no case are these policies and procedures intended to supersede or limit federal or state laws or regulations, or the provisions of individual grant agreements.

The City Manager is the responsible authority ensuring compliance with the provisions of federal and state regulations and the provisions of grant agreements. Further, all officers and employees authorized by their departments to procure federal financial assistants for the benefits of their respective departments are responsible for complying with this policy and corresponding procedures.

## PROCEDURES

### Hierarchy of Authority

In the event that conflicting guidance on the administration of Federal awards is available, the city has deemed Federal guidance to be most authoritative, followed by other State or local agencies.

### Revisions

Guidance provided by the Federal government through the OMB UGG

Compliance Supplement are expected to be updated each year. Such updates are considered by the city as they become available and policies and procedures will be revised accordingly.

## Training

City finance personnel and its program administrators of Federal awards will be provided the necessary training through various mechanisms, such as: (1) reviewing monthly State Aid Financial Status Report Updates, accompanying State aid payments, (2) consulting with the city's auditors as needed for clarification, (3) participating in various training opportunities, such as those offered by appropriate professional organizations, (4) reviewing legislative updates from multiple sources, (5) membership and participation in meetings of the Governmental Finance Officers Association (GFOA), (6) certification of respective positions by the GFOA i.e.: Finance Director, (7) coordination and collaboration with individuals performing similar job functions at similar municipalities.

## Compliance Failures

Compliance failures, whether noted internally by management or through the external audit process, will be addressed immediately by reviewing the reason for the failure with responsible personnel and devising an improved process to encourage compliance in the future.

## General Accounting and Financial Management

It is the policy of the city to comply with all statutory, regulatory, and contractual requirements in the conduct of, and accounting for, its financial operations. The official books of record for the city will be maintained subject to the following provisions:

1. The city will account for its operations in accordance with the Generally Accepted Accounting Principles (GAAP) applicable to local units of government.
2. The city will comply with all applicable circulars issued by the Office of Management and Budget (OMB), including, but not limited to:
3. OMB Circular A-87 – Cost Principles for States, Local and Indian Tribal Governments.
4. OMB UGG - Uniform Grant Guidance – Audits of States, Local Governments, and Non-Profit Organizations (the Single Audit Act).
5. The city will comply with all contractual requirements detailed in its duly executed grant agreements with awarding agencies.
6. The city will contract annually with an independent CPA firm for the purposes of conducting the city's external financial audit. To the extent that the city has expended federal awards more than the applicable single audit limit (currently \$750,000), the city will have a single audit performed in accordance with OMB UGG - Uniform Grant Guidance (UGG).
7. To ensure continuing compliance with all applicable accounting requirements, the city may, at its discretion, contract with a CPA firm to provide internal auditing and/or consulting services.

8. The Finance Director shall be responsible for the maintenance of all accounting and financial records (including journals, timesheets, bank statements, audit reports, and similar documents). Such records shall be retained as required by contractual or regulatory requirements. The city has adopted the state's records retention schedule as its official guide for records storage, filing, and destruction.
9. The city and employees are required to comply with the city's conflict of interest policy and report any potential conflicts of interest to their managers. No employee, officer or agent may participate in the selection, award or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such violations may result in appropriate discipline
10. The city will request prior approval from federal agencies for program or budget changes.
11. The city reserves the right to delay the implementation of new federal purchasing procedures by two years which follow: Acquisitions for micro-purchases (below \$10,000 or below \$2,000 for construction subject to the Davis Bacon Act) may be awarded without soliciting bids if the city considers the price to be reasonable. Procurements for Small Purchases (less than \$175,000 - Minn. Stat. § 471.345), in which case quotations must be obtained from an adequate number of sources. Procurements made by sealed bid should be made to the lowest responsible (not necessarily the lowest) bidder. Procurements made by competitive proposal must have standards to evaluate the selected recipient. Procurement made by non-competitive proposals (to one vendor) may be used only if one of the following applies a) the item is available from a single source, b) an emergency exists c) the federal agency expressly authorizes non-competitive proposals, or d) competition is seen as inadequate after solicitation to a number of vendors.
12. Other procurement procedures include: Contractors who develop or draft specifications for bids are precluded from bidding on them. The city must maintain oversight so that contractors perform work as bid. Multiple provisions must be included in contracts (see Appendix II of grant procurement guidelines of super circular procedures). The city must verify to <http://www.sam.gov/> to review if on the suspended and debarred list for federal grants.
13. Procedures for inventory of federal capital purchases will be maintained by the Finance Department and all items will be tracked annually.
14. The Finance Director (or designee) or the City Manager are required to certify expenditures.

## Purchasing and Procurement

It is the policy of the city to ensure that all disbursements of city funds are properly reviewed and authorized, and consistent with sound financial management principles, and made in compliance with all applicable federal, state, and local laws. In order to meet these objectives, all disbursements of city funds shall be subject to the following provisions, to the extent that they do not conflict with or contradict with any specific federal, state or local law or Council policies (the most specific or restrictive law, policy or procedure will be followed):

1. Substantial state and federal requirements exist pertaining to standards of conduct and conflict of interest. It is the intent of the city for all employees, officers, or agents to conduct all activities associated with procurements in compliance with the highest ethical standards, including the avoidance of any real or

perceived conflict of interest. It is also the intent of the city to impose appropriate sanctions or disciplinary actions, including but not limited to termination and/or prosecution, for any employees or officers who violate any of these requirements.

2. The city avoids the acquisition of unnecessary or duplicative items. Additionally, the city considers consolidating or breaking out procurements to obtain a more economical purchase. And, where appropriate, the city makes an analysis of leases versus purchase alternatives, and other appropriate analyses to determine the most economical approach.
3. To foster greater economy and efficiency, the city enters into state and local intergovernmental agreements where appropriate for procurement or use of common or shared goods and services. This includes cooperative purchasing agreements where practical and beneficial. Depending on the purchase requested, the city may purchase it from a cooperative or inter-local agreement if the price is competitive and the goods or service are needed in a timely manner. The Finance Director and the City Manager will make this determination.
4. The city awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. The city considers such matters as contractor integrity and business ethics, compliance with public policy, ability to complete the project on time and in accordance with specifications, record of past performance, and the contractor's financial and technical resources.
5. The city will award a contract to a contractor who has the appropriate experience, expertise, qualifications, and any required certifications, necessary to perform the work. Contractors should also have the financial resources to sustain the project while the initial work is being completed and during each service period until he or she submits invoices for payment to the city as work is completed. Contractors should have the proper equipment or the capability to subcontract for the proper equipment necessary to complete the contracted work.
6. **Debarment and Suspension:** The city will not subcontract with or award subgrants to any person or company who is debarred or suspended from receiving federal funds. The Finance Director, or designee thereof, is required to check for excluded parties at the System for Award Management (SAM) website before any procurement transaction paid with federal funds. This list is located at: <http://www.sam.gov/>.
7. All procurement transactions paid with federal funds are conducted in a manner providing full and open competition. In an environment of full and open competition, no proposer or bidder has a competitive advantage over another. All potential proposers and bidders must be provided the same information and have the same opportunity to submit a bid or proposal. Providing a competitive advantage to one or more potential proposers or bidders over another can open the potential for disputes and lawsuits that can be costly and can significantly delay the completion of projects.
8. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals (RFPs) are excluded from competing for such procurements. The city does not engage in the following situations that may restrict full and open competition, including but not limited to:

9. Placing unreasonable requirements on firms for them to qualify to do business.
10. Requiring unnecessary experience and excessive bonding.
11. Noncompetitive pricing practices between firms or between affiliated companies.
12. Noncompetitive contracts to consultants that are on retainer contracts.
13. Organizational conflicts of interest.
14. Specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement.
15. Any arbitrary action in the procurement process.
16. The city conducts federal procurements in a manner that prohibits the use of statutorily or administratively imposed state or local geographical preferences in the evaluation of bids or proposals, except in those cases where applicable federal statutes expressly mandate or encourage geographic preference.
17. All solicitations will incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description will not, in competitive procurements, contain features which unduly restrict competition. The description will include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, will set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications will be avoided if possible.
18. The city will make independent estimates of the goods or services being procured before receiving bids or proposals to get an estimate of how much the goods and services are valued in the current market. To accomplish this, after bids and proposals are received, but before awarding a contract, the City conducts either a price analysis or a cost analysis, depending on the type of contract, in connection with every procurement with federal funds in excess of \$175,000.
19. The city takes all necessary affirmative steps to assure that minority businesses and women’s business enterprises, and labor surplus area firms are used when possible. To accomplish this, the City uses the following required affirmative steps:
20. Placing qualified small and minority businesses and women’s business enterprises on solicitation lists.
21. Assuring that small and minority business, and women’s business enterprises are solicited whenever they are potential sources.
22. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women’s business enterprises.
23. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women’s business enterprises.

24. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.
25. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed above.
26. Federal methods provide for procurement by micro-purchase. Micro-purchase is a purchase of supplies or services using simplified acquisition procedures, the aggregate amount of which does not exceed \$10,000. The micro-purchase method is used to expedite the completion of its lowest-dollar small purchase transactions and minimize the associated administrative burden and cost.
27. Small purchase procedures may be used in those relatively simple and informal procurement methods for securing nonprofessional services, supplies, or other property that do not cost more than \$175,000.
28. Sealed bids (\$175,000, formal advertising, price is a major factor). Requirements for sealed bids: The invitation for bids will be publicly advertised and bids must be selected from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids.
29. The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services for the bidder to properly respond.
30. All bids will be publicly opened at the time and place prescribed in the invitation for bid.
31. A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder.
32. Any or all bids may be rejected if there is a sound documented reason.
33. Competitive proposal (> \$175,000, fixed price or cost reimbursement, request for proposal (RFP) with evaluation methods).
34. Requests for proposals must be publicized requests and identify all evaluation factors and their relative importance.
35. Proposals must be solicited from an adequate number of qualified sources.
36. The organization must have a written method for conducting technical evaluations of the proposals received and for selecting recipients.
37. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program.
38. The organization may only use qualification-based methods, whereby competitors' qualifications are evaluated, and the most qualified competitor is selected, in the procurement of architectural/engineering professional services.
39. Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used when using federal funds only when one or more of the following circumstances apply:
40. The item is available only from a single source. This must be documented.

41. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation.
42. Any federal awarding agency expressly authorizes noncompetitive proposals in response to a written request from the city.
43. After solicitation of several sources, competition is determined inadequate.
44. Time and materials type contract is a contract whose cost to the city is the sum of: the actual costs of materials, and direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.
45. The city may use a time and materials type contract paid with federal funds in accordance with the above only (1) after a determination that no other contract is suitable; and (2) if the contract includes a ceiling price that the contractor exceeds at its own risk.
46. The city ensures that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. The city accomplishes this by conducting internet searches, including using vendor searches, and by using other less technologically advanced tools to locate and identify potential contractors. Federal guidelines are followed regarding the number of bids required.
47. The city requires that construction or facility improvement contracts, or subcontracts exceeding \$175,000, include a bid guarantee equivalent to 5% of the bid price from each bidder (such as bid bond or certified check), a performance bond on the part of the contractor for 100 percent of the contract price, and a payment bond on the part of the contractor for 100 percent of the contract price.

Note: The city's purchasing policy does not apply to procurement by contractors or subcontractors on projects, federally supported or otherwise.

## Payroll and Timekeeping

The following provisions apply to the payment of employees and recording of time and effort (as required) in accordance with Federal Cost Principles:

1. Hourly employees record time on an electronic timekeeping system each day, with the following information:
  - a. The total number of hours worked each day
  - b. The use of any holiday, personal, vacation, sick, or other approved time off with pay
  - c. The total number of hours to be paid
  - d. An allocation of those hours to each program or department for which work was performed, when necessary

- e. The dated signature of the employee and his/her supervisor for each payroll period

The allocation of hours between programs or departments should be based exclusively on the actual

hours worked, and not be based on available budgets, or predetermined allocation schedules. In the event that an after-the-fact correction is necessary to an employee's timesheet due to errors in the allocation of time worked, such corrections must be submitted to the Finance Director, and approved in writing by both the employee and his/her supervisor.

2. Salaried employees charged to a Federal grant will document time and effort as follows: the employee may document time and effort using a timesheet as described above. Timesheets must account for the total activity for which the employee is compensated and be signed by the employee. It will not be acceptable for timesheets to include the hours worked on Federal grants only.
  - a. It is the responsibility of the employee being charged to a Federal award(s) to clarify documentation requirements with the Finance Director, or designee and provide appropriate documentation as it becomes available. The employee should retain a copy of the documentation for his/her personal records. Certifications should never be signed prior to the end date of the payroll period being certified. Each certification should be provided to the Finance Department when available. Employees should retain a copy of the certifications for his/her personal records.

## Grant Administration

The following policies and procedures will also be applied, to the extent that they do not conflict with or contradict any existing Council policies:

1. Grant Development, Application, and Approval

**Legislative Approval** – The point at which legislative approval is required is determined by the requirements of the grant program. If the grant must be submitted by “an individual authorized by the legislative body”, then City Council approval is required prior to submitting the application. If such legislative approval is not specifically required by the written terms of the grant, then the City Manager or designee may, at his or her discretion, approve grant applications.

- a. *Matching Funds* – Grants that require cash local matches must be coordinated through the Finance Department. At a minimum, funds must be identified within the existing budget to provide the match, or a budget amendment will be required. Depending on the grant, there may also be some policy implications that will bear discussion. (For example, will the grant establish a level of service that cannot be sustained once the grant funds are depleted?) In all cases involving matching funds, the grant applicant should contact the Finance Department to determine the strategy for securing matching funds. Refer to the section within this policy titled “Matching, Level of Effort, and Earmarking” for additional information on compliance with the provisions of the OMB UGG - Uniform Grant Guidance Compliance Supplement.
- b. *Grant Budgets* – Most grants require the submission of an expenditure budget. The Finance Director will review this portion of the grant request prior to submission. Frequently, a technical review will

discover inconsistencies in the calculations, cost centers that might have been overlooked, or identify reimbursable expenses of which program staff may not be aware—particularly in the area of indirect costs.

## 2. Grant Program Implementation

3. **Notification and Acceptance of an Award** – Official notification of a grant award is typically sent by a funding agency to the program director and/or other official designated in the original grant proposal. However, the authorization to spend grant funds is derived from the City Council through the approval of a grant budget. Such notification should also be directed to the Finance Department. Adoption of the grant budget as a component of the city-wide operating budget is deemed to be sufficient approval.
- a. *Establishment of Accounts* – The department that obtained the grant will provide the Finance Director with information needed to establish revenue and expense accounts for the project, as well as a project code for tracking purposes. Ordinarily, this information will include a copy of a summary of the project and detail of the full project budget.
  - b. *Purchasing Guidelines* – All other city purchasing guidelines apply to the expenditure of grant funds. The use of grant funds does not exempt any purchase from normal purchasing requirements. All typical paperwork and bidding requirements as well as normal staff approvals apply. When in doubt, the program director should contact the Finance Director for further assistance.

## 3. Financial and Budgetary Compliance

- a. *Monitoring Grant Funds* – Departments may use some internal mechanism (such as a spreadsheet) to monitor grant revenues, expenditures, and budgetary compliance, at the grant level. The Finance Director maintains all this information in financial software system as well; this is the city's "official" accounting system by the granting agencies. Program Directors are strongly encouraged to use financial software reports provided by the Finance Department for their grant tracking. If any "off-system" accounting records are maintained, it is the responsibility of the Program Director to ensure that the program's internal records agree to the city's accounting system.
  - b. *Fiscal Years* – Occasionally, the fiscal year for the granting agency will not coincide with the city's fiscal year. This may require adjustments to the city's internal budget accounts an interim financial report as well as special handling during fiscal year-end close. It is the responsibility of the Program Director to bring such discrepancies to the attention of the Finance Department at the time the grant accounts are established.
  - c. *Grant Budgets* – The terms of each specific grant will dictate whether any budget transfers between budgeted line items will be permitted. In no case will the Program Director be authorized to exceed the total budget authority provided by the grant.
4. If grant funds have not been totally expended by fiscal year-end, it is the responsibility of the Program Director to notify the Finance Director that budget funds need to be carried forward to the new fiscal year, and to confirm the amounts of such carry-forwards. Carry-forwards of grant funds will be subjected to

maximum allowable amounts/percentages based on the grant award agreement and/or the OMB UGG - Uniform Grant Guidance Compliance Supplement.

5. **Capital Assets** – The city is responsible for maintaining an inventory of assets purchased with grant funds. The city is accountable for them and must make them physically available for inspection during any audit. The City Council must approve of any sale of these assets. Customarily, the proceeds of the sale can only be used on the grant program that purchased them. (Refer to the specific regulations governing the original grant).
6. The Finance Director will coordinate this grant requirement. All transactions that involve the acquisition or disposal of grant funded capital assets must be immediately brought to the attention of the Finance Director. Refer to the city's separate Capital Assets policy and the section of this policy titled "Equipment and Real Property Management" for additional information. [OMB Circular A-133; 34 CFR Sec. 74.34]
4. Record Keeping
  - a. *Audit Work-papers* – The city's external auditors audit all grants at the end of each fiscal year. The Finance Director will prepare the required audit work papers. Program Directors may be asked to assist in this process, if necessary.
  - b. *Record Keeping Requirements* – Grant record keeping requirements may vary substantially from one granting agency to another. Consequently, a clear understanding of these grant requirements at the beginning of the grant process is vital. The Finance Department will maintain copies of all grant draw requests and approved grant agreements (including budgets). The Program Director should maintain all other records.
5. Other Guidelines
6. Specific information on policies and procedures related to compliance with the provisions of the OMB UGG - Uniform Grant Guidance Compliance Supplement have been addressed later in this policy and should be considered along with the information in this section.

## Year-end Closing and Reporting

The following provisions will govern the year-end close-out process of the city for purposes of external financial reporting:

1. To the extent that the city is required to have a single audit completed in accordance with OMB UGG - Uniform Grant Guidance, the city will accumulate the information necessary to prepare a schedule of expenditures of federal awards ("SEFA") in accordance with Federal and State requirements. This schedule will be characterized as follows:
  - a. The schedule will include all federal financial assistance, including: grants, contracts, property, loans, loan guarantees, interest subsidies, cooperative agreements, insurance or direct appropriations. Amounts will be reported whether received directly from the Federal government or through a passthrough agency (if the city is determined to be a sub-recipient and not a vendor).

- b. The schedule will be prepared on the same basis of accounting as the related financial statements.
- c. Federal awards will be grouped based on Federal awarding agency. Each Federal award with current expenditures will be listed along with its CFDA number, pass-through grantor name (if applicable) and award/pass-through grantor number (if applicable). Such information will agree to the award documentation.
- d. If the CFDA number of a Federal award cannot be reasonably determined, it shall be reported in the schedule using the two-digit prefix for the related Federal agency, followed by "UNKNOWN".
- e. To the extent that amounts are passed through to sub-recipients, a schedule of federal awards provided to sub-recipients will be prepared.
- f. In addition to current year expenditures, the schedule will list approved award/grant amount, accrued/deferred revenue at the beginning of the year, current year cash received, current year actual expenditures, and accrued/deferred revenue at the end of the year. If expenditures were incurred relative to this award in the prior year(s), this amount should be disclosed as memorandum-only.
- g. Any adjustments to prior year awards, expenditures, and balances (including transfers between grants) will be disclosed in the footnotes to the schedule.
- h. Accrued/deferred revenue in the schedule shall agree to the amounts recorded as receivable/deferrals in the related financial statements.
- i. To the extent that a separate line item is included in the financial statements for Federal revenue, this amount shall agree to expenditures in the schedule. Any reconciling items will be disclosed in the footnotes to the schedule.

### Additional Federal Awards Compliance Requirements

Several Federal awards received by the city are passed-through the State of Minnesota. Management will consider both the OMB UGG - Uniform Grant Guidance Compliance Supplement and any applicable compliance requirements as set forth by the State of Minnesota.

### General Information

**Source of Information** – Each year the Federal government (Office of Management and Budget) issues a

comprehensive document on the compliance requirements each grant recipient is obligated to follow in general terms, along with program-specific guidance on various grant awards. There are 12 compliance requirements identified, each of which is considered individually in this policy.

The following pages document the remaining policies and procedures of the city related to compliance with such procedures, as applicable. In each year that the city is subject to a single audit, applicable compliance requirements are expected to be tested in detail by the city's independent auditors.

**Objectives** – The objectives of most compliance requirements are generic in nature. While the criteria for each program may vary, the main objective of the compliance requirement is relatively consistent across all programs. As such, the policies and procedures of the city have been based on the generic sense of the compliance requirement. For selected compliance requirements, this policy addresses the specific regulations applicable to individual grants. This is not intended to imply that a program is not subject to such policies if it is not specifically mentioned here. It is the intention of the city that all Federal awards are subject to the following policies and procedures.

**Controls over Compliance** – In addition to creating policies and procedures over compliance with provisions of Federal awards, the city has implemented internal controls over such compliance, generally in the form of administrative oversight and/or independent review and approval. To document these control activities, all independent reviews must be signed/initialed and dated.

**Documentation** – The city will maintain adequate documentation to support both the compliance with applicable requirements as well as internal controls over such compliance. This documentation will be provided to the city's independent auditors and/or pass-through grantor agencies, as requested, during the single audit and program audits.

#### Activities Allowed/Un-allowed and Allowable Costs/Cost Principles

**Source of Governing Requirements** – The requirements for activities allowed or un-allowed are contained in program legislation, Federal awarding agency regulations, and the terms and conditions of the award. The requirements for allowable costs/cost principles are contained in the A-102 Common Rule (§ .22), OMB Circular A-133 (2 CFR section 215.27), program legislation, Federal awarding agency regulations, and the terms and conditions of the award.

To ensure compliance with these requirements, the city has implemented the following policies and procedures:

1. All grant expenditures will be in compliance with OMB Circular 2 CFR 200, Subpart E, State law, city policy, and the provisions of the grant award agreement, which will also be considered in determining allowability. Grant funds will only be used for expenditures that are considered reasonable and necessary for the administration of the program.
2. Grant expenditures will be approved by department heads/program managers initially through the purchasing process and again when the bill or invoice is received. This will be evidenced by signature or initials and date on the invoice or by an approval documented via email. Accounts payable disbursements will not be processed for payment by the Finance Department until necessary approval has been obtained.
3. Payroll costs will be documented in accordance with OMB Circular A-87 as described in the section of this policy titled "Payroll and Timekeeping".
4. An indirect cost rate will only be charged to the grant to the extent that it was specifically approved through the grant budget/agreement.

## Cash Management

**Source of Governing Requirements** – The requirements for cash management are contained in the A-102 Common Rule (§ .21), OMB Circular A-133 (2 CFR section 215.22), program legislation, Federal awarding agency regulations, and the terms and conditions of the award.

To ensure compliance with these requirements, the city has implemented the following policies and procedures:

1. Substantially all the city's grants are awarded on a reimbursement basis. As such, program costs will be expended and disbursed prior to requesting reimbursement from the grantor agency.
2. Cash draws will be initiated by the Engineer who will determine the appropriate draw amount. Documentation of how this amount was determined will be retained and signed/dated.
3. The physical draw of cash will be processed through SWIFT (Minnesota's State-wide Integrated Financial Tools payment system) or through the means prescribed in the grant agreement.
4. Supporting documentation from SWIFT or a copy of the cash draw paperwork will be filed along with the approved paperwork described above and retained for audit purposes.

## Eligibility

**Source of Governing Requirements** – The requirements for eligibility are contained in program legislation, Federal awarding agency regulations, and the terms and conditions of the award.

1. Federal grants will only benefit those individuals and/or groups of participants that are deemed to be eligible.

## Equipment and Real Property Management

**Source of Governing Requirements** – The requirements for equipment are contained in the A-102 Common Rule (§.32), OMB Circular A-133 (2 CFR section 215.34), (34 CFR section 74.34), program legislation, Federal awarding agency regulations, and the terms and conditions of the award.

The following policies and procedures will also be applied, to the extent that they do not conflict with or contradict any existing Council policies:

1. All equipment will be used in the program for which it was acquired or, when appropriate and allowable, other Federal programs.
2. When required, purchases of equipment will be pre-approved by the grantor or pass-through agency. The Finance Director, or designee will be responsible for ensuring that equipment purchases have been previously approved, if required, and will retain evidence of this approval.

3. Equipment records will be maintained, and an appropriate system shall be used to safeguard equipment, as described in the city's separate Capital Asset policy. Equipment should be assigned to a program and physical location on the inventory. If such equipment is moved, it will be noted and adjusted in the city's capital assets records.
4. When equipment is no longer needed for a Federal program, it may be retained or sold with the Federal agency having a right to a proportionate amount of the current fair market value. Proper sales procedures shall be used that provide for competition to the extent practicable and result in the highest possible return.

Procedures for Disposition of Equipment:

- a. The city will keep, sell, or otherwise dispose of the equipment with no further obligation unless disposal requirements are specifically detailed in the grant.
- b. A record of the date, reason, and method of disposal or sale will be maintained with the equipment inventory.

Equipment purchased will be identified and kept in a capital asset listing. An equipment listing shall be maintained that includes the following:

1. Asset number and description of the equipment
2. Location of the equipment
3. Depreciation method & years of expected life
4. Acquisition date
5. Cost of the equipment
6. Equipment classification (land, building, equipment, etc.)
7. Make, Model, & Serial number or other identification number
8. Vendor and invoice number to purchase equipment
9. Disposition data including date and sale price of the equipment

A physical inventory of the property will be conducted periodically, and the results will be reconciled with the capital asset listing. A control system will be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft will be investigated.

Maintenance procedures are in place to keep the equipment in good condition.

### Matching, Level of Effort, Earmarking

**Source of Governing Requirements** – The requirements for matching are contained in the A-102 Common Rule (§.24), OMB Circular A-133 (2 CFR section 215.23), program legislation, Federal awarding agency regulations, and the terms and conditions of the award. The requirements for level of effort and earmarking are contained in program legislation, Federal awarding agency regulations, and the terms and conditions of the award.

The city defines “matching”, “level of effort”, and “earmarking” consistent with the definitions of the OMB UGG - Uniform Grant Guidance Compliance Supplement:

**Matching** or cost sharing includes requirements to provide contributions (usually non-Federal) or a specified amount or percentage of match Federal awards. Matching may be in the form of allowable costs incurred or in-kind contributions (including third-party in-kind contributions).

**Level of effort** includes requirements for (a) a specified level of service to be provided from period to period, (b) a specified level of expenditures from non-Federal or Federal sources for specified activities to be maintained from period to period, and (c) Federal funds to supplement and not supplant non-Federal funding of services.

**Earmarking** includes requirements that specify the minimum and/or maximum amount or percentage of the program's funding that must/may be used for specified activities, including funds provided to sub-recipients. Earmarking may also be specified in relation to the types of participants covered.

To ensure compliance with these requirements, the city has implemented the following policies and procedures:

1. Compliance with matching, level of effort, and earmarking requirements will be the responsibility of the Finance Director.
2. Adequate documentation will be maintained to support compliance with matching, level of effort, and earmarking requirements. Such information will be made available to city administration, auditors, and passthrough or grantor agencies, as requested.
3. Maintenance of effort for grants through the State Minnesota will be determined at the State level.

## Period of Performance

**Source of Governing Requirements** – The requirements for period of performance of Federal funds are contained in the A-102 Common Rule (§ .23), OMB Circular A-133 (2 CFR sections 215.28 and 215.71), program legislation, Federal awarding agency regulations, and the terms and conditions of the award.

To ensure compliance with these requirements, the city has implemented the following policies and procedures:

1. Costs will be charged to an award only if the obligation was incurred during the funding period (unless preapproved by the Federal awarding agency or pass-through grantor agency).
2. All obligations will be liquidated not later than 90 days after the end of the funding period (or as specified by program legislation).
3. Compliance with period of performance requirements will initially be assigned to the individual approving the allowability of the expense/payment. This will be subject to review and approval by the Finance Department as part of the payment processing.

## Procurement, Suspension and Debarment

**Source of Governing Requirements** – The requirements for procurement are contained in the A-102 Common Rule (§.36); OMB Circular A-133 (2 CFR sections 215.40 through 215.48), program legislation, Federal awarding agency regulations, and the terms and conditions of the award. The requirements for suspension and debarment are contained OMB guidance in 2 CFR part 180, which implements Executive Orders 12549 and 12689, Debarment and Suspension; Federal agency regulations in 2 CFR implementing the OMB guidance; the A-102 Common Rule (§.36); OMB Circular A-133 (2 CFR section 215.13); program legislation; Federal awarding agency regulations; and the terms and conditions of the award.

To ensure compliance with these requirements, the city has implemented the following policies and procedures:

1. Purchasing and procurement related to Federal grants will be subject to the general policies and procedures of the city (described in the section of this policy titled “Purchasing and Procurement”).
2. Contract files will document the significant history of the procurement, including the rationale for the method of procurement, selection of the contract type, contractor selection or rejection, and the basis of contract price.
3. The Finance Director will be responsible for determining whether the city is entering into a transaction that may be subject to suspension or debarment procedures and executing appropriate oversight and control activities at that time.

## Program Income

**Source of Governing Requirements** – The requirements for program income are found in the A-102 Common Rule (§.21 (payment) and §.25 (program income)); OMB Circular A-133 (2 CFR section 215.2 (program income definition), 2 CFR section 215.22 (payment), and 2 CFR section 215.24 (program income)), program legislation, Federal awarding agency regulations, and the terms and conditions of the award.

To ensure compliance with these requirements, the city has implemented the following policies and procedures:

1. Program income will include (but will not be limited to): income from fees for services performed, the use or rental of real or personal property acquired with grant funds, the sale of commodities or items fabricated under a grant agreement, and payments of principal and interest on loans made with grant funds. It will not include interest on grant funds unless otherwise provided in the Federal awarding agency regulations or terms and conditions of the award.
2. The city will allow program income to be used in one of three methods:
  - a. Deducted from outlays
  - b. Added to the project budget

- c. Used to meet matching requirements

In the absence of specific guidance in the Federal awarding agency regulations or the terms and conditions of the award, program income shall be deducted from program outlays.

- 3. Program income, when applicable, will be accounted for as a revenue source in the same project code as the Federal grant.

### Sub-recipient Monitoring

The city will ensure that every subaward is clearly identified to the subrecipient as a subaward and includes the following information at the time of the subaward and, if any of these data elements change, include the changes in subsequent subaward modification. Required information includes:

- 1. Federal Award Identification.
  - a. Subrecipient name (which must match the name associated with its unique entity identifier);
  - b. Subrecipient's unique entity identifier;
  - c. Federal Award Identification Number (FAIN);
  - d. Federal Award Date (see §200.39 Federal award date) to the recipient by the Federal agency;
  - e. Subaward Period of Performance Start and End Date;
  - f. Amount of Federal Funds Obligated by this action by the pass-through entity to the subrecipient;
  - g. Total Amount of Federal Funds Obligated to the subrecipient by the pass-through entity including the current obligation;
  - h. Total Amount of the Federal Award committed to the subrecipient by the pass-through entity;
  - i. Federal award project description, as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA);
  - j. Name of Federal awarding agency, pass-through entity, and contact information for awarding official of the Pass-through entity;
  - k. CFDA Number and Name; the pass-through entity must identify the dollar amount made available under each Federal award and the CFDA number at time of disbursement;
  - l. Identification of whether the award is R&D; and
  - m. Indirect cost rate for the Federal award (including if the de minimis rate is charged per §200.414 Indirect (F&A) costs).

## Special Tests and Provisions

To ensure compliance with these requirements, the city has implemented the following policies and procedures:

1. The Finance Director will be assigned the responsibility for identifying financial-related compliance requirements for special tests and provisions, determining approved methods for compliance, and retaining any necessary documentation. Program-related compliance requirements will be the responsibility of the department administering the grant.

### SCOPE

This policy applies to all city funds.

### AUTHORITY

Administrative implementation of this policy.

Effective Date: 1/9/2023  
Original Policy Date: 1/9/2023  
Submitted By: Trisha Pollock

## PURPOSE

The purpose of this policy is to establish strategic financial sustainability and resiliency principles for the City of Victoria, which may be used when developing the annual budget, long-term financial plans, and when making critical financial, economic development and community development decisions.

## POLICY

Financial sustainability is defined as the process that establishes a long-term vision, builds trust and cooperation through planning and transparency, sets rules, is fair, and establishes outcomes to monitor Victoria's progress in achieving the principles. It considers the risks, obligations, and opportunities of Council's critical decisions on the community, including the people, the environment and financial position of the City.

Financial resiliency is defined as the ability to maintain ongoing financial health when facing serious external challenges, including but not limited to economic adjustments, natural disasters, and important policy changes by other levels of government.

Financial sustainability is achieved when service and infrastructure levels and standards are delivered according to a Council adopted Long-Term Financial Plan without the need to significantly increase user rates or taxes or significantly reduce services or to issue debt in excess of the City's Debt Policy.

Long-term financial sustainability is important if the Council is to deliver the services and programs expected by the community. It is also important that community assets are maintained so that an unfunded liability does not build up and become a burden for future taxpayers and/or ratepayers.

### **Responsible long-term financial sustainability ensures:**

- Consistent delivery of essential community services and the efficient development of infrastructure
- Public resources and costs distributed fairly between current and future ratepayers and taxpayers, achieved with stability and predictability by having a balanced budget and maintaining a reasonable operating surplus
- Funding for the maintenance, replacement, and upgrade of assets
- The City maintains a healthy financial position and a strong level of credit quality in compliance with the Debt Policy
- Continued or enhanced stability and certainty of financial outcomes
- Sufficient reserves are available to address emergency situations (i.e. natural disasters, etc.)

## PROCEDURES

The Council will ensure the following plans are fully developed, articulating support of the concepts of financial sustainability and resiliency as overall goals (individually and in coordination with the other plans); and reviewed annually:

- Comprehensive Plan (2040)
- Infrastructure Plans:
  - Transportation Plan
  - Water Plan
  - Sanitary Sewer Plan
  - Water and Natural Resources Management Plan
  - Parks, Trails and Open Space Plan
- Economic Development Strategic Plan
- Asset Management Plan
- Long-term Financial Plan

Council will annually review and affirm the following financial sustainability principles to be included in the annual budget and Capital Improvement Plan: ensuring strategic financial sustainability, resiliency, and long-term financial viability for the City of Victoria.

### Policy Exceptions and Amendments

In the event that the Policy principles cannot be achieved within the parameters provided, the City Council will discuss and take action to call out the exception or deviation and approve a plan to cure the deviation within one year.

If the exception or deviation is going to take longer than one year to cure, the City Council will consider following the City's protocol for modifying this policy.

### Balanced Budget

Council is required by Minnesota State Statute 412.711 to adopt a balanced budget. The City's policy is to budget an underlying operating surplus each year to maintain the General Fund Balance Ratio, as of December 31, 30% of the next year's expenditures.

This percentage is calculated as:  $\text{Unrestricted Fund Balance} / \text{Next Year's Expenditures}$

The City will adopt and comply with additional fund balance ratios or financial management targets consistent with best practices established by the Government Finance Officers Association (GFOA) and / or the State of Minnesota Office of the State Auditor (OSA).

### Debt Limitations and Goals

It is appropriate for the City to invest in new infrastructure assets that are paid for by both current and future tax and rate payers. The level of borrowings should be consistent with the City's Debt Policy.

- The City will research and consider types of debt issuance that result in lower interest costs, offer maximum financial flexibility, and/or help achieve other goals.
- For selected asset classifications, the City will evaluate adopting a "Pay-As-You-Go" Strategy such that resources are set aside for the asset replacement at the appropriate future time.

### Funded Asset and Service Provision Costs

The full cost of providing services to the community will be included in the Annual Budget and Long-Term Financial Plan. The City will budget for the appropriate maintenance, replacement and upgrade of existing assets, as well as additional assets due to community growth or increased service levels and types of services.

- Existing assets will be maintained to a level that ensures their economic life is maximized. The City will utilize subject matter experts to establish overall condition indices (OCI), maintenance protocol, etc. The City will continue to maintain and/or replace needed assets (utilities, streets, trails, parks, vehicles, equipment, etc.) to ensure they can continue to provide benefit to the community.
- The City supports funding to maintain compliance with established OCI, maintenance protocols, etc.
- The City will utilize appropriate software resources to track the ongoing costs associated with maintaining its assets.
- Existing infrastructure will be maintained to a reasonable and serviceable level as a priority over building or acquiring additional infrastructure. Building or acquiring additional infrastructure will require Council to increase maintenance responsibilities, which may be funded by either additional rate/fee increases or reduced service levels.
- The City supports factoring in additional resources (personnel, vehicles/equipment, technology, etc.) when projecting long-term growth of the community.
- The City supports funding one hundred percent (100%) of depreciation of Pay-As-You-Go Strategy achieved by the following formula per the asset classification chart:

*Asset Replacement Cost / Useful Life of Asset*

<b>Asset Classification</b>	<b>Threshold</b>
Vehicles & Equipment	Useful life < 13 years; or Cost < \$500,000
Building Major Repair and Maintenance	Replace major building components
Street Infrastructure	City's share of mill and overlay
Water Infrastructure	Infrastructure Replacement

## Review of Assets

Existing assets will be reviewed to ensure their use is consistent with meeting the goals of the Strategic Plan, Comprehensive Plan and specific Infrastructure Plans.

When acquiring new assets, the following factors will be considered as part of a cost / benefit analysis to determine the net benefit or cost of new assets:

- City's current operating surplus/deficit position
- Any additional depreciation and maintenance cost
- Any relevant interest cost and the impact on the fund's net position
- The requirement to increase rates to fund acquisition and ongoing costs
- The age, life expectancy, suitability and service potential of any asset to be replaced
- Discounted cash flow analysis, where appropriate
- Inclusion as part of a long-term plan (i.e. Capital Improvement Plan, Equipment Plan, Facility Plan, Technology Plan, etc.)

City assets will be reviewed on a regular basis and those assets identified as surplus assets or those requiring excessive maintenance costs (which exceed their benefit) may be sold to raise funds for more desirable community assets. Asset sales proceeds will not be used to fund operations or the ongoing normal/customary maintenance of existing assets. Proceeds can be held in reserve until an appropriate use is identified.

Appropriate uses for asset sales proceeds include:

- Purchases of other capital assets or refurbishments
- Development of new capital assets
- Upgrade or expansion of existing capital assets

## Environmental Sustainability

Consistent with the principles outlined in the Metropolitan Council 2040 Plan and the City's Comprehensive Plan, the City will include the conservation of natural resources and protection of the environment as items for analysis when making financial, economic development and community development decisions. Components that may be included in the environmental sustainability analysis include:

- Maintain water quality consistent with or more stringent than Department of Natural Resources (DNR) standards.
- Analysis of integrating energy conservation options when acquiring new assets or upgrading existing assets. Over time, work toward achieving a carbon neutral position.
- When available on a cost-efficient basis, utilize:
  - Environmentally friendly products
  - Energy efficient products and
  - Energy conservation technology

- Investigate the option to purchase of renewable energy (solar, wind, etc.) to supplement or replace current energy sources
- Include exogenous costs in fiscal analysis or cost-benefit report prepared for future operations or Capital Project acquisitions.

## Funding

The City will work to implement funding operations and reserves that will efficiently enhance sustainability and resiliency to ensure the long-term financial viability of the City.

The City supports establishing and maintaining Capital Project Funds for the purpose of committing funds to acquire, replace, refurbish, and maintain its capital assets (i.e. vehicles, equipment, buildings, parks, infrastructure, technology, etc.).

For both operations and Capital Project Funds the City will strive to meet the goals of sustainability and resilience by including in the cost/benefit funding analysis, where practicable, estimates for exogenous costs, such as environmental remediation, accommodation of future unknown but reasonably anticipated costs due to changing future weather conditions, state or federal regulatory mandates or other factors outside City control.

The City will charge development fees to fund new infrastructure that is needed due to growth of the community (i.e. water towers, wells, water mains, sewer mains, etc.).

The City will strive to provide stable funding sources through property taxes and other appropriate sources to fund the acquisition, replacement, refurbishment and maintenance of its capital assets, recognizing that the expenditures will fluctuate from year to year. The City will minimize its reliance on one-time funds or operating surpluses to be used for recurring expenditures, including capital assets.

The City supports a philosophy that current and future users should pay for the depreciation of City assets; therefore, current taxation levels and fees and fund balance reserves should reflect the funds being collected to replace, refurbish and maintain its capital assets.

## User Rate/Fee Adjustments

City's Annual Budget will include a level of revenue that reflects the cost to continue providing existing services at the defined level of service and to fund the costs included in the Asset Management Plan and investment in new capital assets as included in the Long-Term Financial Plan.

If the Council is planning to provide new or additional services, then the cost of these may require an additional rate increase. A cost / benefit analysis should be conducted for any new or additional services, to ensure the service is provided in a cost-effective manner.

Rate adjustments (Development Fees, Miscellaneous Fees, Utility Rates) will be reviewed annually in conjunction with updates to long-term plans (i.e. Capital Improvement Plan, etc.), review of current costs to provide services, etc.

The City will strive to act proactively and incrementally with rate adjustments to provide stability and predictability for residents and businesses.

## **SCOPE**

This policy applies to the City of Victoria and those involved in planning and implementing its community vision plan.

## **AUTHORITY**

Administrative implementation after Council approval.

COMPREHENSIVE POLICY MANUAL

# **SECTION 4:**

# **PERSONNEL**

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Effective Date: 2/24/2020

Original Policy Date: 2/24/2020

Submitted By: Trisha Pollock

## **PURPOSE**

The purpose of this policy is to provide guidance and procedures for personnel policies for employees of the City of Victoria.

## **POLICY**

See manual on following pages.

## **SCOPE**

This policy applies to all employees of the City of Victoria unless where otherwise noted.

## **AUTHORITY**

Administrative implementation of this policy.

CITY OF VICTORIA

# PERSONNEL POLICY MANUAL



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# Introduction

## Purpose

These policies establish a consistent and equitable system of personnel administration. They state expectations and legal compliance, and they mitigate risk and create accountability for employees. These policies are guidelines. They do not establish terms of employment, and they do not create a contract between the city and employees. Violations of any of these policies may result in disciplinary action. These policies do not include all employment situations that may arise.

## Scope

These policies apply to all employees and voluntary on-call firefighters, unless specifically exempted. They do not apply to elected officials unless specifically stated. If there is a conflict between these policies and federal, state, or local law, the laws supersede these policies. Departments may adopt additional policies specific to their operations.

## At-Will Employment

We recognize that jobs do not always work out as hoped, and either you or the city may decide to terminate the employment relationship at any time. Employment at the city is “at-will,” meaning that the employment relationship may be ended at any time, with or without cause and with or without notice. These policies do not establish terms of employment, nor do they create a contract between the city and employees.

Under Minnesota law, qualified veterans may be removed from employment only for incompetence, misconduct or abolition of their position.

## Data Practices Advisory

The Minnesota Government Data Practices Act controls how government data are collected, created, received, stored, used, and released. The information we collect and maintain during the hiring process is “personnel data.” Personnel data are private data unless the statute specifically states the data is public. Employees have the right to know what personnel data is retained, where it is kept and how it is used.

The human resources manager or their designee collects and maintains data about the employment relationship, employee benefits and health information collected to support medical leave, disability benefits and worker’s compensation claims. Employee benefits and health-related information is stored in files separate from general employment records. Personnel data may be shared with designated city staff for a specific purpose, such as payroll, on a need-to-know basis.

## Health Insurance Portability and Accountability Act

The city is a covered entity under the Health Insurance Portability and Accountability Act and maintains health care and personal health information in compliance with this law. Breaches of privacy and confidentiality of these records are serious. Employee records governed by this policy are maintained for a period of no less than six years and are destroyed when the maximum retention period is satisfied.

## Personnel Record

The Minnesota Personnel Record Review and Access Act provides rights and remedies to employees regarding their personnel files. Current and former employees may review their personnel record when requested in writing. Current employees may review their record every six months, and former employees may review theirs annually for as long as the city maintains the record. The city must comply with a written request for record review within seven working days from the date of the request.

Current employees may review their record in the human resource manager's office, and the city will provide a copy of it at the employee's written request. The human resources manager will provide a copy of a former employee's record to them at their written request. There is no fee for this copy.

If you dispute specific information contained in your record, you and the city may agree to remove or revise the disputed information. If no agreement is reached, you may submit a written statement not exceeding five pages specifically identifying the disputed information and explaining your position. This statement becomes part of your personnel record. The city may not retaliate against an employee for asserting rights or remedies provided in this law.

# Workplace Environment

## 4.2.001 Americans with Disability Act

We are committed to the fair and equal employment of people with disabilities per the Americans with Disabilities Act and other laws. Reasonable accommodation is a key piece of this non-discrimination policy. Reasonable accommodations are provided to qualified individuals with disabilities when they are directly related to performing the essential functions of a job, competing for a job or enjoying equal benefits and privileges of city employment. Reasonable accommodations are provided unless they impose an undue hardship to the city or a threat to the health, safety or well-being of themselves or others.

It is the applicant or employee's responsibility to notify the city that they have a disability and seek reasonable accommodations.

## 4.2.002 Equal Employment Opportunity

We are committed to equal opportunity in all areas of employment, such as recruitment, hiring, compensation, training, transfer, lay-off, disciplinary action and termination. We do not discriminate against employees or job applicants on the basis of age, ancestry, color, creed, disability, gender or gender identification or expression, marital status, membership on a local human rights commission, national origin, public assistance status, race, religion, sexual orientation, veteran status or other rights that are protected under law.

Anyone who believes their equal opportunity rights are violated may file a complaint with the human resources manager. Specify the basis of your belief and all facts surrounding the alleged discriminatory action. If the complaint is against the human resources manager, file it with the city manager. All discrimination complaints are fully investigated, and the complainant may receive notice of the conclusion of the investigation.

You may submit a discrimination complaint to the Minnesota Department of Human Rights or the Equal Opportunity Commission at any time.

## 4.2.003 Code of Ethics

### 4.2.003.1 Conflict of Interest and Gifts

City employees are prohibited from participating in situations in which they have or appear to have a conflict of interest between private interests and city responsibilities. If you believe you may have a conflict, ask your supervisor.

Here are some examples of potential conflicts of interest.

- Employee may personally benefit from city purchase of goods or services.

- Employee uses information or personal contact obtained through their official position for personal gain.
- Employee accepts gifts or other items of value from people wanting to do business with the city. Employee refers city business to a family member or other person with whom they have a personal, business, or financial relationship, without the written pre-approval of the city manager.
- Employee's outside employment interferes with city operations.

#### **4.2.003.2 Employment of Family Members**

Employment and advancement are based on qualifications and merit. The city does not discriminate in favor of or in opposition to employing family members. For purposes of this policy, family members include spouse; domestic partner; parent or stepparent; child or stepchild; grandparent or grandchild; in-law; aunt, uncle, niece, or nephew; and first cousin.

Due to perceived or actual conflicts, however, the following limits apply.

- Employees cannot work directly for or supervise their family member.
- Employees cannot participate in disciplinary actions or audit the work of their family

The city may reassign or terminate one or more members of the same family if actual or potential workplace problems arise. This policy does not apply to marital status, as protected under the Minnesota Human Rights Act, except where the city determines that application of the policy is a bona fide occupational qualification.

#### **4.2.003.3 Political Activity**

City employees have the right to express their views and be involved in the political process. Employees are prohibited, however, from performing any political activity during their hours of employment or on city property, including city vehicles.

#### **4.2.003.4 Soliciting Sale and Donations**

Soliciting signatures, sales and donations for non-work-related causes or organizations is prohibited during work hours, on city property and through work email because it may interfere with city operations, be detrimental to efficiency, bothersome to employees or create pressure to participate. The city manager may allow certain fundraising activities sponsored by the city, such as sponsorships and donations for parks and recreation programs.

#### **4.2.004 Professional Appearance**

Employees are expected to represent the city in a professional manner, including appearance. Clothing, jewelry, or other items that may be a safety hazard are prohibited. Clothing with words or symbols expressing personal views or containing offensive language is prohibited.

Appearance standards may vary among departments and positions due to the work performed. Some positions may require a uniform or other standard attire; the city may or may not issue uniforms or provide an allowance to purchase standard attire. Supervisors are responsible for discussing this policy with employees at onboarding and additionally as needed.

Employees may want to wear attire specific to their religious beliefs. The city will work with employees to determine how such attire may be accommodated without jeopardizing workplace safety or creating an undue hardship for the city.

## **4.2.005 Respectful Workplace**

### **4.2.005.1 Definitions and Guidelines**

The city is committed to work environment where all employees are treated with respect. Employees are entitled to a productive work environment, which does not include verbal or physical conduct that harasses or disrupts them, interferes with their work performance, or creates an intimidating, offensive or hostile environment. We are all responsible for maintaining a respectful work environment, which respects everyone's dignity and rights. No harassment is tolerated.

The city has a strong commitment to customer service; however, this does not include harassing behavior from customers. In such situations, employees may ask any supervisor to intervene, or they may defuse the situation themselves, including ending contact with the customer.

If you are concerned about potential physical violence, contact a supervisor immediately. If you believe violence may be imminent, call 911, leave the area immediately, and notify a supervisor about the incident as soon as possible.

These are examples of disrespectful behaviors. Some of these behaviors may also be unlawful.

- Violence, including physical force, harassment, or intimidation.
- Discrimination, including inappropriate remarks about or conduct related to a person's age, color, creed, disability, ethnicity, marital status, national origin, public assistance status, race, religion,
- Offensive behavior, including rudeness, angry outbursts, inappropriate humor, obscenities, name.

It is not possible to anticipate every example of offensive behavior. Employees are encouraged to discuss with co-workers and supervisor what may be received as offensive, considering the sensibilities of employees and the possibility of public reaction. If you are unsure whether a particular behavior is appropriate, ask your supervisor, the human resources manager or the city manager.

Supervisors have a heightened responsibility to foster a workplace free of all harassment, including sexual harassment. Sexual harassment includes a wide range of unwanted and unwelcome sexually-directed behavior. This includes sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- Submitting to the conduct is made either explicitly or implicitly a term or condition of an individual's employment.

- Submitting to or rejecting the conduct is used as the basis for an employment decision affecting an individual's employment.
- Such conduct has the purpose or result of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

#### **4.2.005.2 Sexual Harassment**

The following actions are some examples of sexual harassment.

- Unwanted physical contact or conduct of any kind, including sexual flirtations, touching, advances or propositions.
- Verbal harassment of a sexual nature, such as lewd comments, sexual jokes or references and offensive personal references.
- Demeaning, insulting, intimidating or sexually suggestive comments about an individual.
- Displaying demeaning, insulting, intimidating, or sexually suggestive objects, pictures, or photographs in the workplace.
- Demeaning, insulting, intimidating, or sexually suggestive written, recorded or electronically transmitted messages.

#### **4.2.005.3 Resolution and Reporting**

If you believe that disrespectful behavior or sexual harassment is occurring, take one or more of these actions.

- Politely and firmly tell the perpetrator to stop the behavior because you feel intimidated, offended or uncomfortable. If practical, have a witness for this discussion.
- If you are uncomfortable with or fear adverse consequences from confronting the perpetrator or if the matter is not resolved by direct contact, tell your supervisor, the human resources manager or the city manager. This person must document the issues and give you a status report on the matter.
- If the behavior is violent, take immediate steps to protect yourself and report it as soon as possible to your supervisor, human resources manager, city manager or Carver County Sheriff's Office.
- Any employee who observes sexual harassment or discriminatory behavior, or receives reliable information about such conduct, must report it to a supervisor, the human resources manager or the city manager as soon as possible.
- If you believe inadequate action is being taken to resolve your complaint or concern within 30 days, report the incident to the city manager or the city attorney.

Reports of disrespectful workplace behavior are taken seriously. In the case of sexual harassment or discriminatory behavior, supervisors must immediately report the allegations, even if requested otherwise by the victim, to the human resources manager and city manager, who will determine whether an investigation is warranted.

In situations other than sexual harassment and discriminatory behavior, supervisors will use the following guidelines when an allegation is reported.

- If the allegations and wishes of the victim warrant a simple intervention, the supervisor may choose to handle the matter informally. The supervisor may conduct a coaching session with the offender, explaining the impact of their actions, and requiring that the conduct not reoccur.
- If you believe a formal investigation is warranted, notify the human resources manager. The alleged perpetrator will be interviewed and may have someone of their own choosing present during the interview. The investigator will obtain the following description of the incident, including date, time, and place.
  - Corroborating evidence
  - List of witnesses
  - Identification of the offender
- The alleged violator will have the opportunity to answer questions and respond to the allegations.
- After investigation and consultation with the appropriate personnel, a decision will be made regarding disciplinary action, including no finding for disciplinary action.
- The alleged violator and complainant will be advised of the findings and conclusions as soon as possible.

Employees may submit suspected violations in person or anonymously; reports are kept confidential to the extent possible. We will promptly investigate complaints and take corrective action as warranted.

Contact the human resources or city manager immediately if you believe you are the target of retaliation for submitting a complaint. An employee who retaliates against a whistleblower is subject to disciplinary action. An employee who makes an allegation in bad faith is also subject to disciplinary action.

#### **4.2.005.4 Special Reporting Requirements**

- When the supervisor is alleged to be engaging in disrespectful workplace behavior, the city manager is responsible for investigation and discipline.
- When the city manager is alleged to be engaging in disrespectful workplace behavior, the human resources manager will notify the city attorney who will confer with the mayor and council regarding appropriate investigation and action.
- When a council member is alleged to be engaging in disrespectful workplace behavior involving city personnel, the city manager will notify the city attorney who will do the investigation and report the findings to the city council, which will take the action it deems appropriate.
- Pending completion of an investigation, the city manager will take appropriate action to protect the alleged victim, other employees, or citizens.

#### **4.2.005.5 Confidentiality**

A person reporting or witnessing a violation of this policy cannot be guaranteed anonymity. The person's name and statements may have to be provided to the alleged offender. Complaints and investigative materials are contained in a file separate from the personnel record. If disciplinary action does result from the investigation, the results of the disciplinary action will then become a part of the personnel record.

#### **4.2.005.6 Retaliation**

It is prohibited to retaliate against a complainant. Examples of retaliation include any form of intimidation, reprisal, or harassment.

#### **4.2.006 Whistleblower**

The city is committed to high standards of ethical, moral and legal practices in all aspects of employment and services. Minnesota whistleblower law makes it illegal for an employer to discharge, discipline, threaten, or discriminate against or penalize an employee regarding the employee's compensation, terms, conditions, location or privileges of employment because the employee:

- Or a person acting on behalf of an employee, in good faith, reports a violation, suspected violation or planned violation of any federal or state law, or common law.
- Is requested by a public body or office to participate in an investigation, hearing or inquiry.
- Refuses an employer's order to perform an action that the employee has an objective basis in fact to believe violates any state or federal law or rule or regulation adopted pursuant to law, and the employee informs the employer that the order is being refused for that reason.
- In good faith, reports a situation in which the quality of health care services provided by a health care facility, organization or health care provider violates a standard established by federal or state law or a professionally recognized national clinical or ethical standard and potentially places the public at risk of harm.
- Communicates the findings of a scientific or technical study that the employee, in good faith, believes to be truthful and accurate, including reports to a governmental body or law enforcement official.

Employees may submit suspected violations in person or anonymously; reports are kept confidential to the extent possible. We will promptly investigate complaints and take corrective action as warranted.

Contact the human resources or city manager immediately if you believe you are the target of retaliation for submitting a complaint. An employee who retaliates against a whistleblower is subject to disciplinary action. An employee who makes an allegation in bad faith is also subject to disciplinary action.

# Workplace Safety

## 4.3.001 Workplace Accident Injury Reduction Program

The city is committed to a safe and healthy workplace and promotes a cooperative environment in which employer and employees work together to address workplace safety and health issues. A workplace accident injury reduction (AWAIR) program is designed to reduce unsafe acts that lead to on- the-job injuries. The city does the following to support this program.

- Assigns accountability for implementing safety and health related policies, programs, procedures, goals and objectives.
- Ensures that employees observe all safety and health related policies and procedures.
- Establishes and communicates policies, programs, procedures and practices necessary to protect employee safety and health, as well as the public.
- Identifies and communicates safety and health related goals and objectives. Provides human and material resources necessary to implement and manage safety and health related policies, programs, procedures, goals and objectives.
- Provides visible and financial support.

Employees are expected to keep work areas free from safety hazards and report unsafe conditions to their supervisor. Employees must observe safety rules and practices. Personal protective gear, such as safety boots or glasses, is provided to employees per applicable laws and best practices to maintain a safe workplace. Supervisors are authorized to send an employee home immediately when their behavior violates safety policies or creates a potential health or safety issue.

If a work-related illness or accident occurs, report it immediately to your supervisor, regardless of its severity. If it's an emergency, call 911 immediately for medical attention. If the employee or the supervisor believes that medical attention is prudent, go to the nearest available medical facility for treatment. Injured employees may be eligible for worker's compensation payment.

The AWAIR program provides incentives to employees to actively acknowledge and approach their job in a safe manner. Rewards are provided for every 90 days without a time loss accident, at intervals of 180, 270, and 365 days. Rewards may include items such as lunch, vacation hours or other non-monetary or monetary items; the rewards are determined by the city manager and may change from time to time. After the 365-day accident-free interval ends, the incentive schedule restarts. If there is a time-loss accident, the incentive schedule restarts the day after the accident.

The AWAIR program is monitored by the safety committee and the city manager. This program is subject to budgetary constraints and may be suspended at any time.

## 4.3.002 Adverse Weather Conditions

The city provides appropriate levels of services to the community during adverse weather conditions. Employee safety is paramount. The city manager may close certain city operations or facilities and excuse employees from work, and department directors may cancel programs in adverse weather. When

facilities are closed or programs cancelled, employees may use paid or unpaid time off. When facilities remain open, employees may leave work with approval from their supervisor.

#### **4.3.003 Drug and Alcohol-Free Workplace**

A drug and alcohol-free workplace is essential to a safe and productive work environment. The city conducts random and incident-related drug and alcohol testing for safety-sensitive positions. The Minnesota Drug and Alcohol Testing in the Workplace Act establishes the requirements for testing employees. See the appendix for our drug and alcohol testing policy and procedures. Following are requirements that support a drug and alcohol-free workplace.

- Employees must perform assigned duties free from the effects of alcohol and drugs.
- Employees are prohibited from unlawfully manufacturing, distributing, possessing or using a controlled substance on city property or while conducting city business.
- Employees must report any conviction under a criminal drug statute for violations while conducting city business within five days after the conviction.

Employees are prohibited from working while using prescription drugs that may negatively affect safety, work performance or vehicle or equipment operation. Employees are responsible for getting written information from their health care provider regarding potential effects of medication and report this to their supervisor if potential effects include job performance or safety issues.

Employees are prohibited from using alcohol during working hours, except at city-sponsored special events when alcoholic beverages are served. The city provides a confidential employee assistance plan for all benefits-eligible employees and firefighters: we encourage employees to use this resource as needed. See policy 4.8.002 Employee Assistance Plan for more information. This policy is nondiscriminatory in intent and application. Under Minnesota law, however, disability does not include conditions resulting from alcohol or other drug abuse which prevent an employee from performing the essential functions of their job or that present a direct threat to property or the safety of people.

#### **4.3.004 Drug and Alcohol Testing**

In January 2020, the U.S. Department of Transportation significantly revised its drug and alcohol testing requirements for safety-sensitive positions involving operations of a commercial motor vehicle, and it imposed new reporting requirements. The League of Minnesota Cities created a model policy that complies with both federal and state regulations. The city adopted this model policy, which is found in the appendix.

#### **4.3.005 Safe Driving**

Employees who are required to drive while conducting city business must drive safely and legally and maintain a good driving record. If you lose your driver's license or have restrictions on your license due to driving behavior, you must notify your supervisor immediately.

Minnesota's "hands-free" law prohibits drivers from having a phone in their hand while driving. "Onetouch functions" are allowed if the phone is accessed without holding it, typing or scrolling. As new vehicles are added to the city's fleet, they are equipped with hands-free connections; older vehicles are equipped with phone holders. Employees may choose to purchase ear buds at their own expense for their own use. The safest course of action is to safely pull to the side of the road if you need to make or receive a call.

Exception 3 in the hands-free law excludes emergency vehicles while operating under their official duty.

#### **4.3.006 Tobacco-Free Workplace**

Employees are prohibited from using tobacco and e-cigarette products on city property and vehicles or while performing city business.

# Employment Cycle

## 4.4.001 Hiring

Our commitment is to recruit and hire individuals presenting the best match of education and experience to successfully perform the job, consistent with all applicable laws. The city manager is the only employee with hiring authority, although they may delegate hiring activities to the human resources manager, other employees or a consultant.

Employment applicants must complete the city employment application in addition to other application materials required for specific positions. The applicant evaluation process will, at a minimum, include evaluating application materials. It may also include competitive written or oral examinations, training and experience ratings, physical abilities assessments and other valid candidate evaluation tools. All evaluation tools must be approved by the city manager or their designee.

Minnesota law requires cities to grant additional points to qualified veterans, as defined in the law, to assist them into the interview stage of hiring.

Some positions may require background check, professional references check, drug and alcohol test or pre-employment physical exam prior to hire. The city may review a candidate's LinkedIn social media account, if the candidate's privacy settings allow, but will not access other social media accounts.

## 4.4.002 Performance Evaluation

Supervisors are expected to provide regular, ongoing, informal feedback about performance expectations and job performance to their employees. They are also expected to have open lines of communication for employee questions and feedback. The city has a formal performance evaluation process, which augments, but does not replace, regular communications between supervisor and employee.

Performance feedback is especially critical in the first year of employment, transfer or promotion to a new position. During this time, in addition to regular job performance communications, supervisors will conduct a formal performance review with the employee (excluding seasonal, temporary and part-time benefits ineligible staff) at their six-month employment anniversary. Following that, performance appraisals are done annually during the employee's hiring anniversary month.

There is no formal probationary or orientation period for new, transferred or promoted employees because the employment at the city is "at-will" as described in the Introduction. However, the city wants employees to be successful in their job, and regular feedback from their supervisor supports success.

## 4.4.003 Personal Conduct

Employees represent the City of Victoria and are expected to serve city residents helpfully, efficiently and courteously. We are expected to perform our jobs to the best of our ability and ask for assistance or clarification when needed.

All illegal behaviors are prohibited on city property and while performing city business. Following are some examples of conduct that may not be illegal but are prohibited by city policy.

- Disclosing confidential information or using confidential information for personal gain.
- Failing to observe safety regulations or report unsafe working conditions. Making a false statement on a city document.
- Soliciting a loan or accepting money from a customer or resident. Speaking on behalf of the city without prior approval.
- Using city property or equipment for unauthorized non-city business.
- Willfully misrepresenting city policies, positions, or regulations.

Employees may be disciplined for violating any city policy or failing to meet job performance standards. This policy is not a contract and serves only as a guide for employment discipline; employment at the city is at-will.

Discipline will be administered in a non-discriminatory manner. The city may or may not do a formal investigation into the employee's conduct, depending upon the type of misconduct and its severity. The following actions are known as "progressive discipline" and may be used; however, the level and order of discipline will be at the discretion of the city, based upon the severity and frequency of the violation.

1. Verbal reprimand and warning
2. Written reprimand
3. Suspension without pay
4. Demotion
5. Termination

Suspension without pay or demotion requires department manager's authorization. Termination requires city manager's authorization. Minnesota law provides additional protection to qualified veterans.

#### **4.4.004 Separation — Involuntary**

The city manager is the only employee with the authority to terminate an employee's employment. The city does not routinely provide severance pay or other severance benefits; however, the city manager may determine that it is in the best interests of the city to provide some compensation or other benefit to the terminated employee.

#### **4.4.005 Separation — Voluntary**

Employees must provide a written resignation notice, including the effective date of resignation, to their supervisor at least ten working days before retiring or resigning their employment to be eligible for rehire. The city reserves the right to place the resigning employee on paid administrative leave until the effective date of their resignation.

# Hours of Work

## 4.5.001 Attendance

Regular attendance at work is essential for maintaining city operations and is an essential job function of all positions within the City. For purposes of this policy, the workweek for the City of Victoria employees is Sunday-Saturday. Employees are expected to work their assigned work schedules unless time off has been approved in advance by your supervisor. Based on job duties, some employees may be asked to work outside of their regular work schedules (e.g., snow plowing, water main break, city council meetings, special events). Failure to properly notify your supervisor is an unauthorized absence, and subject to corrective action up to and including dismissal.

## 4.5.002 Employee Classification

There are two job status classifications that apply to all employees: (1) the number of hours in their regular workweek and (2) eligibility for overtime compensation. The first classification is set by the city, and the second is set by the federal government under the Fair Labor Standards Act (FLSA).

### 4.5.002.1 Employee Classifications

<b>Full Time</b>	40 hours or more per week. Eligible for all benefits.
<b>Part-Time Benefits Eligible</b>	30-39 hours per week. Eligible for all benefits; paid time off is accrued at prorated rates based on regular workweek.
<b>Part-Time Benefit Ineligible</b>	29 hours or fewer per week. Not eligible for benefits, except those required by law.
<b>Seasonal</b>	180 days or fewer in a calendar year. Number of hours worked per week may vary depending on operational needs. Not eligible for benefits, except those required by law.
<b>Temporary</b>	Time-limited employment. Number of hours worked per week may vary depending on operational needs. Not eligible for benefits, except those required by law.
<b>Paid On-Call Firefighters</b>	Paid hourly for training, calls and officer status. Not eligible for benefits, except those required by law and others as may be specifically provided by the city.

#### **4.5.002.2 Employee Classifications per the Fair Labor Standards Act**

The Fair Labor Standards Act (FLSA) is a federal law that establishes job classifications based on wage level, duties performed, and education required. These job classifications, and by extension the employees in the job, are classified as either nonexempt or exempt from overtime compensation.

Nonexempt employees must be paid overtime, at one and one-half times their regular hourly wage, for hours worked in excess of 40 in a single workweek. The City offers up to 60 hours of compensatory (comp) time off annually for nonexempt employees (See Policy 4.6.002 Overtime Pay and Compensatory Time Off.)

Nonexempt staff must record and be paid for all time worked, both in and outside the office. (The Fair Labor Standards Act defines what time is compensable when traveling on city business.) Nonexempt employees must record all hours worked on their electronic time sheet. For hours worked outside of your regular workday, the employee must record the start and end time of actual time worked and include a brief description of the work performed in the notes section of the electronic timecard.

Nonexempt staff must not check or respond to business phone calls or email during non-working hours, unless they are on-call or have a specific arrangement with their supervisor to do so. Likewise, supervisors must not make calls or send emails to nonexempt staff during non-working hours unless the staff will be paid for that time. Failure to comply with these requirements may subject employees to discipline.

Exempt employees are not eligible for overtime compensation or compensatory time off. Exempt employees are expected to spend the time necessary to perform their job. The City Manager may award an exempt employee additional paid time off in recognition of exceptional efforts.

#### **4.5.003 Flexible Work Schedule**

A flexible work schedule is an employee benefit, which supports employees' desire to balance their work obligations with personal activities. Having a flexible work schedule is an employee benefit, not a right. Some positions allow greater work schedule flexibility than others due to the nature of the work.

Flexible work schedules must meet city service needs. In addition, there is a significant legal constraint--Fair Labor Standards Act--on types of flexible schedules for different job classifications.

The following are the principles of flexible work schedules.

- Flexible work schedules can be a mutually beneficial business strategy.
- Flexible work schedules can be a resource to improve employee productivity and morale.
- The operational and business needs of the city are the priority. Flexible work schedules must align with the department's goals, including productivity, cost effectiveness and service to internal and external customers.
- The job tasks must fit in the flexible schedule.

- Flexible work schedules cannot include overtime compensation.
- Flexible work schedules must be transparent and equitable. “Equitable” is not the same as “equal;” some jobs may not be suitable for a flexible work schedule.
- Flexible arrangements must be documented, regularly evaluated, and may be terminated at any time.

Eligible employees may be allowed to work a flexible schedule with the approval of their supervisor. Department directors are responsible for determining if flexible work schedules meet the business and customer service requirements of their department and specific positions.

Employees must satisfy all the following criteria to be eligible for flextime.

- Be a full-time employee.
- Be employed by the city for at least six months.
- Have a satisfactory attendance record.
- Meet job performance expectations.
- Demonstrate the ability to complete tasks and assignments by deadlines.
- A flexible work schedule is defined as follows.
- Nonexempt employees:
  - ✓ 40-hour workweek in 8-hour days with flexibility to establish consistent daily start and end times
  - ✓ 40-hour workweek in days of 0-10 hours with flexibility to establish consistent daily start and end times
- Exempt employees: Working Monday-Friday with flexibility to establish consistent daily start and end times and the option of working from home, sufficient to fulfill the responsibilities of their position; exempt employees may need to work additional hours to complete assigned work.
- All full-time employees have the option, with the approval of their supervisor, to combine their two 15-minutes breaks to create a paid meal break of 30 minutes as part of a flexible work schedule.

Following is the process for obtaining a flexible work schedule.

1. Employee completes flexible work schedule request form.
2. Supervisor approves or denies request.
3. City manager authorizes approved requests.
4. Flexible work schedules are resubmitted for evaluation and approval annually.

The City Manager may approve exceptions to this policy.

#### **4.5.004 Hours of Work**

The city's regular workweek is Sunday-Saturday. Department directors schedule employees' work hours to meet operational needs, which may be different among departments, job positions and seasons.

#### **4.5.005 Meals and Rest Breaks**

Employees are entitled to a 15-minute paid rest break for every four hours worked and a 30-minute unpaid meal break for every eight hours worked. Rest and meal breaks may be combined with supervisor approval.

The city will provide reasonable unpaid break time and a suitable location, for employees to express breast milk for their child. Minnesota law describes a suitable location as a private room, which is not a bathroom, in close proximity to the work area and free from intrusion (Policy 4.7.002.8.1 Reasonable Work Time for Nursing Mothers).

# Compensation

Every job classification is assigned a compensation level and wage range. Upon hire, employees are placed at an appropriate wage level within their job classification. Wage increases are considered at regular intervals.

There are several laws governing compensation practices in Minnesota: Equal Pay Act of 1963; Equal Pay for Equal Work Act; and Fair Labor Standards Act. Equal Pay Act of 1963 (federal law) prohibits employers from paying unequal wages to men and women who perform jobs requiring substantially equal skill, effort and responsibility, and performed under similar working conditions within the same workplace. Job duties, not job titles, determine whether two jobs are equal or not.

Equal Pay for Equal Work Act (state law) prohibits employers from discriminating against employees on the basis of gender by paying wages to employees at a rate less than the rate the employer pays to employees of the opposite sex for "equal work." Equal work is defined as that which requires equal skill, effort, and responsibility and is performed under similar working conditions, except where such payment is made in accordance with a seniority system, merit system, a system which measures performance on the basis of production or based on something other than gender.

Minnesota's Pay Equity requirement aims to eliminate discrimination against women who are paid less than men for jobs requiring comparable levels of expertise. This goes beyond the familiar idea of "equal pay for equal work" where men and women with the same jobs must be paid equally. The City of Victoria is required to file a public pay equity implementation report with the state every three years.

Both the federal and state Fair Labor Standards Acts establish a minimum wage, which may increase from time to time. The higher of the two minimum wages applies to city employees.

## 4.6.001 Job Classification

The city has a job classification system, in which positions are regularly evaluated and classified according to their comparable work value. Positions requiring substantially equivalent knowledge and skills, supervisory authority and working conditions are placed in the same classification level. Position descriptions should be reviewed annually in conjunction with performance evaluations and significant changes brought to the attention of the human resources manager. The city may redesign, restructure and create new jobs to meet operational needs.

## 4.6.002 Overtime Pay and Compensatory Time Off

Nonexempt employees must be paid overtime, at one and one-half times their regular hourly wage, for hours worked in excess of 40 in a single workweek (Sunday through Saturday). Under certain conditions, employees may choose compensatory time off ("comp time") instead of overtime compensation up to 60 hours each year; this irrevocable election must be made by filling out a comp time election form annually before any compensatory time is earned and must be approved by your supervisor and HR Director. Non-working hours, such as paid time off, paid holidays, paid volunteer time off, call-back pay and pager pay,

do not count as “hours worked” for the purpose of determining eligibility for overtime compensation or compensatory time off.

Comp time must be used in the same year in which it was accrued and must be used before an employee may use PTO. Comp time cannot be accrued during the month of December. Accrued but unused comp time is paid out with the last pay-period of the calendar year or when the employee leaves city employment.

Nonexempt employees are prohibited from “volunteering” their services to the city when the volunteer work is the same type of service the employee performs in their paid position.

Exempt employees are not eligible for overtime compensation or compensatory time off. They are paid on a salaried basis, receiving a set amount of pay each pay period, and receiving their full weekly salary for any week in which work is performed. Exempt employees must use paid time off when they conduct personal business for four hours or more in a single day.

The following are the limited conditions under which exempt employees may receive less than their full weekly salary. The employee is in a position that earns paid time off, receives a short-term disability benefit or workers' compensation wage loss benefit and is absent for a full day due to sickness or disability, but they are either not yet qualified to use the paid leave or they have exhausted all of their paid leave.

- The employee is absent for a full workweek, and, for a specific reason, the absence is not charged to paid leave.
- The very first workweek or the very last workweek of employment with the city, in which the employee does not work a full week; the employee's salary is prorated on time worked.
- The employee is suspended without pay for a full day or more for disciplinary reasons for violations of any written policy that is applied to all employees.
- The employee takes unpaid leave under the Family and Medical Leave Act.
- Garnishments, court levies, spousal maintenance and other legally required deductions from salary are taken.

If the city inadvertently makes an improper deduction to an exempt employee's salary, the city will reimburse the employee and make changes to ensure future compliance.

## **4.6.003 Callback Pay**

### **4.6.003.1 Administrative Callback**

Nonexempt Administrative staff who respond to calls outside their regular workday receive 0.25 hours of pay or pay for actual time worked, whichever is more. These hours must be recorded on employee's timesheet. They will be paid at the regular hourly wage rate or at the overtime rate, if the employee works more than 40 hours that week. Non-working hours, such as paid time off, paid holidays, paid volunteer time off, call-back pay and pager pay, do not count as “hours worked” for the purpose of determining eligibility for overtime compensation or compensatory time off.

#### **4.6.003.2 Public Works Callback**

Nonexempt public works staff who respond to calls outside of their regular workday will receive 0.25 hours of pay or pay for actual time worked, whichever more. The exception to this would be if you are carrying the Pager (see section 6.3.3). They will be paid at the regular hourly wage rate or at the overtime rate, if the employee works more than 40 hours that week. Non-working hours, such as paid time off, paid holidays, paid volunteer time off, call-back pay and pager pay, do not count as “hours worked” for the purpose of determining eligibility for overtime compensation or compensatory time off.

#### **4.6.003.3 Public Works Pager Callback**

The Public Works Director will assign one employee each day to carry the pager. The assigned employee may not be using compensatory time off or PTO on the same day that they are carrying the Pager. The assigned employee will receive one hour of their regular rate of pay for carrying the pager. Callbacks occur for emergencies and unforeseen events that happen outside of regularly scheduled work hours. Snow plowing is not defined as an unforeseen event. The actual time worked must be recorded on the employee's electronic time sheet with a description of work performed.

Nonexempt public works staff who respond to calls outside of their regular workday and are carrying the pager will receive:

- On-call pager pay for overtime hours worked as required under the FLSA
- One and one-half times the regular hourly wage rate
- Minimum of two hours wages or for actual time worked in excess of that for each callback

The Public Works Director or Utility Superintendent may call in and authorize additional staff to work during an emergency, those employees will receive pay for the actual time worked and will receive overtime pay if they work in excess of 40 hours in that work week.

### **4.6.004 Training and Career Development**

Staff training and development is essential to provide efficient, high-quality services and to support job succession and retain employees. Training focuses on maintaining or increasing skills required for job-related certifications or city operations. Development is an investment in employees for job enrichment and mobility. Training and development funds are budgeted annually.

All expenses related to training, including work time as defined by the Fair Labor Standards Act, are paid by the city, at rates established in finance policies, except as mutually agreed between city and employee prior to travel. Common expenses may include registration, meals, transportation, parking and lodging. Nonexempt employees will be paid for work time; this compensation cannot be waived, nor can staff be required to use paid time off to attend city-funded training.

The city pays for specific job-related license and certification fees if the license or certification is required to perform a job now or the city anticipates the need in the future. For jobs requiring driver's license endorsements, the city pays the endorsement fee, but not the basic driver's license fee. Study materials

and classes to obtain licenses and certifications may be eligible city-funded expenses per this policy with the approval of the city manager.

Professional associations provide valuable benefits, such as details about new legislation or professional requirements, technical reference materials and continuing education. Training and development funds may be used to pay membership dues. Upon separation of employment, city-funded memberships are transferred to another employee where possible.

The following general criteria is considered in allocating training and development funds.

- Required for employee to maintain required professional license needed for position.
- Provides a direct benefit to the city by keeping the employee abreast of current developments in their professional field or expanding knowledge to meet operational or business goals.
- Relevant to employee's current job or career development with the city.
- Required or recommended in employee's performance plan.

#### **4.6.005 Wage Disclosure Protection**

Minnesota wage disclosure protection requires the city to provide notice of employee's rate of pay, payroll deductions, pay dates and related information and to notify employees of changes in writing. If you have any questions about your paycheck, contact the human resources manager. Per this law, the city does not:

- Require nondisclosure by an employee of his or her wages as a condition of employment.
- Require an employee to sign a waiver or other document which purports to deny an employee the right to disclose the employee's wage.
- Take adverse employment action against an employee for disclosing the employee's own wages or discussing another employee's wages which have been disclosed voluntarily.

The city does not retaliate against an employee for asserting rights or remedies under this law. Employees may bring a civil action against an employer for violations of this law.

#### **4.6.006 Compensation Incentive for Water and Sewer License**

##### ***Background***

Full-time public works maintenance workers in the parks, streets and utility departments and the public works streets and parks lead workers are generally assigned responsibilities in the following areas: water and sewer; streets and storm water; and parks and downtown. All staff, however, rotate on-call responsibilities so everyone must have a general level of knowledge in all functional areas of public works.

Specific sewer and water licensure is required to operate the city's sewer and water systems. While not everyone needs a license(s), it is in the city's best interests to have multiple employees with these licenses.

### **Earning Licenses**

The city provides training opportunities for staff to gain the education and experience required to test for sewer and water licenses as operations scheduling and budget allows. The city pays for license testing as operations scheduling and budget allows.

### **Incentive Plan**

Public works maintenance workers and public works lead positions are eligible for this incentive plan.

- A. Licensure incentive pay is earned as follows.

License	Annual Incentive Pay
Class SD (Sewer)	\$350
Class SC (Sewer)	\$600
Class D (Water)	\$350
Class C (Water)	\$600
Class B (Water)	\$1,000
Class B (Sewer)	\$1,000

- B. Employees must work for the city for 12 months following licensure and be on the on-call rotation to be eligible for incentive pay. Incentive pay is paid in a lump sum on the last paycheck of each year. Incentive pay is not prorated upon separation from employment; it is paid only to qualifying employees employed by the city on the last payroll date of the year.
- C. Employees may receive incentive pay for both sewer and water licensure but only for the highest level of license earned in each utility operation. For example, an employee with class SD sewer and class C water licenses receives incentive pay of \$950 annually.
- D. As the city grows, the utility maintenance worker classification may become more specialized. At that time, this licensure incentive plan may phase out as the city may require a specific license for a specific job upon hire.

## **4.6.007 Recognition of Employees**

The City of Victoria encourages the recognition of employees who achieve longevity milestones in their careers with the City. This program provides recognition for length of service in five (5) year increments to the City of Victoria. This program is open to all full-time employees. Recognition awards may be presented on an annual basis during the All-Employee Staff Meeting for employees who have reached their service milestone the prior year. Recipients may receive a certificate and an item of recognition based on funding available.

# Leaves

## 4.7.001 Holidays

Benefits-eligible employees receive straight-time pay for the following holidays, as long as they are on paid status on their last workday prior to the holiday and first workday after the holiday. Part-time benefits-eligible employees receive prorated holiday pay based on the number of hours normally scheduled.

- New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Friday after Thanksgiving Day
- Christmas Eve Day
- Christmas Day

Holidays begin at 12:01 am on the observed holiday and continue for 24 hours. When a holiday falls on Sunday, the following Monday is the "observed" holiday. When a holiday falls on Saturday, the preceding Friday is the "observed" holiday. When Christmas Day falls on a Saturday, Christmas Eve Day and Christmas Day holidays are observed on the preceding Thursday and Friday. When Christmas Eve Day falls on a Sunday, Christmas Eve Day and Christmas Day holidays are observed on the following Monday and Tuesday.

Employees required to work on a holiday, whether it is the observed holiday or the actual holiday, are paid at their straight time rate for the eight hours of holiday time plus compensation for hours actually worked on the holiday. The holiday hours worked are paid at the overtime rate only if the employee works over 40 hours in that week.

Staff required to work on Thanksgiving Day, December 24 or December 25 are paid double-time for those hours regardless of the hours actually worked that week. All staff are compensated at their straight time rate for the eight hours of holiday time for the "observed" holiday.

Employees wanting to observe holidays other than those above may use paid time off or request unpaid leave.

## 4.7.002 Leaves Mandated by Federal or State Law

### 4.7.002.1 Bone Marrow and Organ Donation

Employees working an average of 20 or more hours per week may take paid leave of up to 40 hours for medical procedures to donate bone marrow or organs. This leave is in addition to accrued paid time off. A physician's verification of the purpose and length of the leave requested is required.

#### **4.7.002.2 Court Appearances**

Employees testifying in court on city-related business are paid their regular wage. Compensation received for court appearances, such as subpoena fees, minus mileage reimbursement, must be turned over to the city.

Employees subpoenaed or requested by the prosecutor to give testimony in a matter unrelated to city business is entitled to reasonable time off to do this. Also, victims of violent crime and victim's spouse or immediate family members are granted reasonable time off to attend criminal proceedings related to the case. In both situations, employees must use paid time off or unpaid time off if they lack accrued paid time off.

#### **4.7.002.3 Elections and Voting**

Employees are allowed paid time off to vote on election day in a city, state or federal general election, an election to fill a vacancy in the office of United States senator or representative, a special election or a presidential primary. Employees must communicate this with their supervisor to avoid staff coverage issues.

You are allowed time off to serve as an election judge if you provide your supervisor at least 20 days written notice. If you serve in another jurisdiction, you must use paid time off. If you serve as an election judge for the City of Victoria you receive your regular wage.

#### **4.7.002.4 Family and Medical Leave**

This policy covers family and medical leave under the Family and Medical Leave Act (FMLA). FMLA leave may be paid or unpaid, depending on available paid time off or catastrophic time off accrued. Employees must first use accrued paid time off compensatory time then use catastrophic time off prior to using unpaid leave, except that employee may retain up to 24 hours of accrued paid time off. All time off is counted as part of the 12 weeks allowed under FMLA.

Eligibility requirements are the following.

- The employee must have worked for the city for 12 months (or 52 weeks) prior to leave date.
- This time does not need to be consecutive; however, only service within the last seven years prior to the most recent hire date is counted.
- The employee must have completed at least 1,250 hours of work time during the 12-month period prior to leave date.

Eligible employees may take FMLA leave for the following reasons.

- Birth of a child, including prenatal care, or placement of a child with the employee for adoption or foster care.
- Care of a spouse, child or parent who has a serious health condition.
- Presence of a serious health condition that makes employee unable to perform the essential functions of their position.

- Covered military member's active duty or call to duty or to care for a covered military member (as detailed in policy 7.2.5 FMLA Military Caregiver and Qualified Exigency Leave).

The following definitions are specific to the FMLA

- "Spouse" does not include domestic partners or common-law spouses.
- "Caring for" a covered family member includes psychological as well as physical care. It also includes acquiring care and sharing care duties. An eligible "child," with some exceptions, is under 18 years of age.
- An eligible "parent" includes a biological parent or a person who stood in the place of a parent or was charged with parental rights, duties, and responsibilities over the employee when the employee was under the age of 18.
- "Serious Health Condition" is an illness, injury, impairment, or physical or mental condition that involves one of the following impairments or health care.
  - *Absence plus treatment:* A period of incapacity of more than three consecutive calendar days that also involves continuing treatment by or under the supervision of a healthcare provider.
  - *Chronic conditions requiring treatments:* An incapacity from a chronic condition which requires periodic visits for treatment by a health care provider, continues over an extended period of time, and may cause episodic rather than a continuing period of incapacity.
  - *Hospital care:* Any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility.
  - *Multiple treatments:* Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider.
  - *Permanent/long-term conditions requiring supervision*
  - *Pregnancy:* Any period of incapacity due to pregnancy, prenatal medical care or child birth.

### **Taking Leave**

Employees are entitled to 12 weeks of leave in a 12-month period. The 12-month period is calculated on a rolling basis, starting on the first day of leave. FMLA leave for birth or placement of child for adoption must be taken within 12 months of this event.

FMLA leave may be taken in consecutive days, intermittently as needed or used to reduce the regular workweek or workday. Intermittent leave may be taken when medically necessary for the employee's serious health condition or to care for a seriously ill family member. Intermittent leave must be documented in the medical certification form as medically necessary. Intermittent leave may be taken to care for a newborn or newly placed adopted or foster care child only with approval by the department director.

When an employee takes intermittent leave, they may be temporarily transferred to a different position with equivalent pay and benefits if this would better accommodate the intermittent work schedule.

Employees requesting FMLA leave must provide written notice to their supervisor and the human resources manager. When the need for the leave is foreseeable, the employee must give notice at least 30 days prior to the leave date or as much notice as possible. Failure to provide proper notice may result in a delay of leave approval.

While on leave, employees may not engage in activities which have the same or similar requirements and essential functions of an employee's current position or engage in activity that violates any city policy.

### ***Certification and Documentation Requirements***

For leave due to a serious health condition, employees must submit a medical certification form to the human resources manager within 15 calendar days after the leave request or provide a reasonable explanation for the delay. Failure to provide proper certification may result in a delay or denial of leave approval.

For leave due to an employee's own serious health condition, a fitness for duty certification is required prior to returning to work. Employees using intermittent leave may be required to recertify as frequently as every 30 days if there is concern about the employee's ability to do their job safely. Medical recertification of an employee's own serious health condition is required if the leave extends beyond one single leave year. The city may require recertification if a leave extension is requested or the leave circumstances change. Recertification may also be required if the validity of the certification is in doubt or the employee is unable to return to work. The city may request a second, and in certain cases, a third medical opinion. Failure to provide proper certification may result in a delay or denial of employee's right to reinstatement under the FMLA.

Employees on FMLA leave must report periodically to their supervisor about their status and intent to return to work.

### ***Reinstatement***

Employees returning from FMLA leave will be reinstated in the same position or a position equivalent in pay, benefits and other terms and conditions of employment. An employee on FMLA leave has no greater right to reinstatement or other benefits and conditions of employment than if the employee had been continuously employed during the FMLA leave period.

Employees on FMLA leave continue to be covered under the city's group health, dental and life insurance plan under the same conditions as if they were continuously employed during the leave period. Employees must continue payment of their portion of group insurance premiums. Changes in the city's contribution levels apply to employees on FMLA leave. Rights to additional continued benefits depend on whether leave is paid or unpaid.

All paid time off and disability leave, and worker's compensation benefits run concurrently with FMLA. No leave benefits, including parenting leave, can be used to extend FMLA or parental leave beyond 12 weeks.

### ***Failure to Return to Work***

Employees who do not return to work within 30 calendar days of the end of their FMLA leave are required to repay the city's portion of premiums for group health plan benefits. They may also be required to repay other amounts paid on their behalf to maintain other benefits.

Employees may be eligible for continuation of benefits under COBRA. If the employee does not pay their portion of the insurance premiums during their leave and they do not return to work, group health coverage may end. Loss of coverage due to failure to pay premiums is not a qualifying event for continuation coverage under COBRA. For COBRA to apply, the employee must have been covered on the day before the qualifying event. In this situation, the qualifying event would be at the time the employee did not return from the leave.

### ***Unpaid Medical Leave of Absence***

If an employee is ineligible for FMLA leave or has exhausted available FMLA leave benefits, the city may consider an employee's request for an unpaid medical leave of absence. Time granted would be determined on a cases-by-case basis, depending on staffing and business requirements and anticipated return to work date. The city does not guarantee return to employment or return to the same position after an unpaid medical leave of absence.

All the notification and certification requirements of FMLA leave apply to unpaid medical leaves of absence.

## **4.7.002.5 Family and Medical Leave — Qualified Exigency and Military Caregiver Leave**

These two leaves are covered under FMLA but only apply to families of covered service members.

### ***Qualified Exigency***

Eligible employees (described in 7.2.4 Family and Medical Leave) whose spouse, son, daughter, or parent is notified of an impending call to or already on covered active military duty may take up to 12 weeks of leave for reasons related to the family member's call-up or service.

The following are qualifying exigency events.

- Childcare and school activities
- Counseling
- Financial and legal arrangements
- Military events and activities
- Parental care
- Post-deployment activities
- Rest and recuperation
- Short-notice deployment
- Other activities arising from active duty, provided that the city and employee agree on timing and duration of leave

## **Military Caregiver Leave**

An employee eligible for FMLA leave who is the spouse, son, daughter, parent or next of kin of a covered servicemember may take up to 26 weeks in a single 12-month period to care for that servicemember. The employee is entitled to 26 weeks of leave during a “single 12-month period.” The “single 12-month period” begins on the first day of the leave and ends 12 months later.

All FMLA leave counts towards this 26-week entitlement. If less than 26 weeks of military caregiver leave is used during the “single 12-month period,” the remaining leave entitlement to care for the covered servicemember is forfeited.

The covered servicemember must be a current member of the armed forces who has a serious injury or illness incurred in the line of duty on active duty for which they are undergoing medical treatment, recuperation, therapy, on outpatient status or on the temporary disability retired list. For purposes of this policy, servicemembers on the permanent disability retired list are not “covered servicemembers.”

The following terms are defined in the FMLA.

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**“Son or daughter of a covered servicemember”** is the covered servicemember’s biological, adopted or foster child, stepchild, legal ward or child for whom the covered servicemember stood in loco parentis any age.

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**“Parent of a covered servicemember”** is a covered servicemember’s biological, adoptive, step, foster parent or who stood in loco parentis to the covered servicemember. This does not include parents “in law.”

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**“Next of kin of a covered servicemember”** is the nearest blood relative, other than the covered servicemember’s spouse, parent, son, or daughter, in the following order unless the covered servicemember has designated in writing another blood relative as their nearest blood relative for purposes of military caregiver leave under the FMLA.

- Blood relatives who have been granted legal custody of the servicemember by court decree or statutory provisions
  - Brothers and sisters
  - Grandparents
  - Aunts and uncles
  - First cousins
- 

When no special designation was made, and there are multiple family members with the same level of relationship to the covered servicemember, all family members are considered the covered servicemember’s next of kin and may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When special designation was made, the designated individual is the covered servicemember’s only next of kin.

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**"Covered active duty" means:**

- "Covered active duty" for members of a regular component of the Armed Forces means duty during deployment of the member with the Armed Forces to a foreign country.
- "Covered active duty" for members of the reserve components of the Armed Forces (members of the U.S. National Guard and Reserves) means duty during deployment of the member with the Armed Forces to a foreign country under a call or order to active duty in a contingency operation as defined in section 101(a)(13)(B) of Title 10 of the United States Code.

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**"Covered servicemember" means:**

- Armed Forces member (including the National Guard or Reserves) undergoing medical treatment, recuperation, or therapy or otherwise in outpatient status or on the temporary disability retired list, for a serious injury or illness.
- Veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

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**"Serious injury or illness" means:**

- In the case of a member of the Armed Forces (including a member of the National Guard or Reserves), means an injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating.
  - In the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during a period when the person was a covered servicemember, means a qualifying (as defined by the Secretary of Labor) injury or illness incurred by a covered servicemember in the line of duty on active duty that may render the servicemember medically unfit to perform the duties of his or her office, grade, rank or rating.
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***Certification of Qualifying Exigency for Military Family Leave***

Certification of the qualifying exigency for military family leave is required within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Provide the certification using the Department of Labor Certification of Qualifying Exigency for Military Family Leave form.

***Certification for Serious Injury or Illness of Covered Servicemember for Military Family Leave***

The City will require certification for the serious injury or illness of the covered servicemember. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

Provide the certification using the Department of Labor Certification for Serious Injury or Illness of Covered Servicemember form.

All other provisions of the FMLA policy, including use of paid leave, employee status and benefits during leave, procedure for requesting leave, and benefits during leave and reinstatement, are outlined above in the FMLA policy.

#### **4.7.002.6 Jury Duty**

Employees are entitled to time away from work for jury duty. Notify your supervisor as soon as possible after receiving your jury duty notice.

Benefits-eligible employees receive their regular pay as long as they reimburse the city for jury compensation; employees may keep reimbursement for parking and mileage cost. Employees must get a time and pay form from the court so the city can determine compensation due.

If you are excused from jury duty during your regular working hours, you must report to work as soon as reasonably possible. Nonexempt (under the Fair Labor Standards Act) employees must use paid time off for time not worked or not in jury service during their regular work week. Exempt employees are paid their regular weekly salary during jury service.

#### **4.7.002.7 Military Service**

State and federal laws regulate military leave for employees who are called to military service, both in the reserves and full-time service. Employees are entitled to a leave of absence without loss of pay, seniority status, efficiency rating or benefits when engaged in training activities or other service authorized or ordered by the proper authority, not exceeding 15 days per calendar year. The city compensates employees for the first 15 days of leave in the amount of the difference between their regular compensation and military service compensation.

Employees must notify the city at least 10 working days in advance of requested leave when possible. Employees are eligible for continuation of insurance coverage under the same terms as an unpaid leave of absence.

The unpaid leave of absence is valid only if the employee returns to city employment upon being relieved from service, is prevented from returning by physical or mental disability, another cause not the fault of the employee or is required to continue in military service beyond the 15-day paid leave of absence. Employees on extended unpaid military leave receive 15 days paid leave of absence per calendar year, to a maximum of five years.

Employees returning from military service must notify the city of their intent to return to work. They must submit a written application for reinstatement within 90 days following termination of military service. Employees returning from military service are reemployed in the job that they would have attained had they not been absent for military service and with the same seniority, status and pay, as well as other rights and benefits determined by seniority. Unpaid military leave is considered hours worked for the purpose of paid leave accrual; state law prohibits limiting the accrual of leave time.

The city does not compensate employees on active duty in the armed forces unless required by law. In this case, the city contributes to the cost of group medical, dental and life insurance at the same contribution level for service less than 31 days or 12 weeks as provided by the Family and Medical Leave Act. Continuation options under COBRA are available for longer leave periods. All changes to the city's contribution level or premium rates apply to employees on leave, too.

#### **4.7.002.8 Pregnancy and Parenting**

Employees who have worked for the city for at least an average of 20 hours per week for 12 months prior to the start of pregnancy and parenting leave may take 12 weeks unpaid leave. Biological and adoptive parents may take this leave in conjunction with the birth or adoption of a child; female employees may use it for prenatal care or incapacity due to pregnancy, childbirth or related health conditions. Parental leave must begin within 12 months after birth or adoption or within 12 months of child leaving the hospital, whichever is later.

Employees must provide written notice to their supervisor at least 14 days in advance of taking the leave, or a reasonable time based on the circumstances, and an estimated return to work date. Employees must use catastrophic account leave, compensatory time off and paid time off, in that order, prior to unpaid leave, although employees may retain up to 24 hours of accrued leave. Paid time off is not accrued nor are salary increases given during unpaid leave. Employees using a combination of paid and unpaid leave accrue prorated paid time off.

This leave runs concurrently with family and medical leave.

#### **4.7.002.9 Safety Leaves**

Employees may use paid time off for themselves or relatives who are providing or receiving assistance because they or a relative is a victim of sexual assault, domestic abuse or stalking. The city cannot penalize an employee for requesting or taking this time off. In this policy, "relative" includes only employee's adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent and stepparent.

#### **4.7.002.10 School Conferences**

Employees who work at least 20 hours a week may take up to 16 hours of unpaid leave during a 12-month period to attend their child's school conferences or classroom activities if the event cannot be scheduled during non-work hours. Employees must provide reasonable prior notice of the leave and make a reasonable effort to schedule it to avoid disruption of city operations. Employees may choose to use accrued paid time off for this absence.

#### **4.7.002.11 Reasonable Work Time for Nursing Mothers**

As part of our family-friendly work environment, the City of Victoria supports breastfeeding mothers by accommodating the mother who wishes to express breast milk during her workday when separated from her newborn child. Any employee who is breastfeeding her child will be provided reasonable break times

to express breast milk for her baby. Employees who wish to express milk during the work period shall keep supervisors informed of their needs so that appropriate accommodations can be made to satisfy the needs of both the employee and the city.

The City has designated the “wellness room” located at City Hall (1670 Stieger Lake Lane) for this purpose. A small refrigerator reserved for the specific storage of breast milk is available. Any breast milk stored in the refrigerator must be labeled with the name of the employee and the date of expressing the breast milk. Any nonconforming products stored in the refrigerator may be disposed of. Employees storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage, refrigeration, and tampering. Breastfeeding employees are responsible for keeping milk expression areas clean, using antimicrobial wipes to clean City provided breastfeeding equipment (such as, hospital-grade pump, surface, and refrigerator). Employees are also responsible for keeping the general room clean for the next user.

Nursing mothers wishing to use this room must request/reserve the room by reserving through the online calendar system. Users may reserve/request up to 120 minutes in the room. Additional rules for use of the room and refrigerator storage are posted in the room. Employees who work in other City locations facilities are welcome to reserve and use the “wellness room” at City Hall, or can make a request with the Human Resources Department to identify a private area in another City facility.

#### **4.7.002.12 Reasonable Accommodations to an Employee for Health Conditions Relating to Pregnancy**

The city will attempt to provide a female employee who requests reasonable accommodation with the following for her health conditions related to her pregnancy or childbirth without advice of a licensed health care provider or certified doula:

- More frequent restroom, food, and water breaks;
- Seating; and/or
- Limits on lifting over 20 pounds.

Additionally, an employer must provide reasonable accommodations to an employee for health conditions related to pregnancy or childbirth upon request, with the advice of a licensed health care provider or certified doula, unless the employer demonstrates that the accommodation would impose an undue hardship on the operation of the employer's business. In accordance with state law, no employee is required to take a leave of absence for a pregnancy nor accept a pregnancy accommodation.

#### **4.7.002.13 Earned Sick and Safe Leave (ESSL)**

“Earned Sick and Safe Leave” is paid time off earned at one hour of Earned Sick and Safe for every 30 hours worked by an employee, up to a maximum of 48 hours of sick and safe leave per year. The hourly rate of Earned Sick and Safe Leave is the same hourly rate an employee earns from employment with the city. This specific leave applies to all employees (including temporary and part-time employees) performing work for at least 80 hours in a calendar year for the city.

The leave may be used as it is accrued in the increments of 0.25 hours. Leave may be used in the same manner as paid-time off.

### **Advance Notice for use of Earned Sick and Safe Leave**

Employees must provide notice of the need for Earned Sick and Safe time in writing as soon as practicable. The city will not require an employee to disclose details related to domestic abuse, sexual assault, or stalking or the details of the employee's or the employee's family member's medical condition. In accordance with state law, the city will not require an employee using Earned Sick and Safe leave to find a replacement worker to cover the hours the employee will be absent.

### **Carry Over of Earned Sick and Safe Leave**

Employees are eligible for carry over accrued but unused Earned Sick and Safe time into the following year, but the total of Earned Sick and Safe Leave carry over hours shall not exceed 80 hours.

### **Retaliation prohibited**

The city shall not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting Earned Sick and Safe Leave rights, requesting an Earned Sick and Safe Leave absence, or pursuing remedies. Further, use of Earned Sick and Safe Leave will not be factored into any attendance point system the city may use. Additionally, it is unlawful to report or threaten to report a person or a family member's immigration status for exercising a right under Earned Sick and Safe Leave.

### **Benefits and return to work protections**

During an employee's use of Earned Sick and Safe Leave, benefits eligible employees will continue to receive the city's employer insurance contribution as if they were working, and the employee will be responsible for any share of their insurance premiums.

An employee returning from time off using accrued Earned Sick and Safe Leave is entitled to return to their city employment at the same rate of pay received when their leave began, plus any automatic pay adjustments that may have occurred during the employee's time off. Seniority during Earned Sick and Safe Leave absences will continue to accrue as if the employee has been continually employed.

When there is a separation from employment with the city and the employee is rehired again within 180 days of separation, previously accrued Earned Sick and Safe Leave that had not been used will be reinstated. An employee is entitled to use and accrue Earned Sick and Safe Leave at the commencement of reemployment.

An employee will not be paid out accrued balances of Earned Sick and Safe Leave upon separation of employment.

An employee will only accrue Earned Sick and Safe Leave for hours worked and will not accrue time while on short- or long-term disability.

## **4.7.003 Other Leaves**

### **4.7.003.1 Funeral**

Funeral leave of up to three consecutive paid working days is granted upon the death of an immediate family member. Immediate family includes spouse, domestic partner, parents, children, siblings, grandparents, grandchildren and the immediate family of an employee's spouse. One half-day funeral leave may be granted for the funeral of a close friend or distant relative. Paid funeral leave is in addition to paid time off employees have accrued; paid time off may be used to extend a funeral leave.

### **4.7.003.2 Without Pay**

This policy is independent of leave without pay that may be applicable under the Family and Medical Leave Act, pregnancy leave, military leaves or other leaves, paid or unpaid, as required by federal, state or local laws. Nothing in this policy limits employees' rights under applicable laws.

The city may grant an unpaid leave of absence, as approved by the city manager, for up to 90 days. All paid leave time must be used prior to receiving an unpaid leave of absence. If an employee does not return to work at the end of the leave, this is considered a voluntary resignation. Employees are not guaranteed return to their original position or another city position. Employees do not accrue paid time off. Employees may continue group insurance under the COBRA policy. The city may cancel an unpaid leave of absence at any time for any reason upon written notice to the employee.

### **4.7.003.3 Without Pay — Fire Department Members**

A leave of absence for personal reasons will be granted for a period of up to six months. Additional leave of up to six months may be given upon the approval of the fire chief. In no case shall any personal leave exceed 12 consecutive months. Any member unable to return after the leave shall be terminated. While on leave, a member may be requested to surrender all fire department property and keys to a chief officer or designee for the duration of their leave. No fire department functions shall be attended during the leave except social functions. All requests for leave must be submitted in writing with a specific starting date. No leave of absence is granted to a member on probation.

## **4.7.004 Paid Time Off**

Employees can use accrued paid time off (PTO) for any reason in minimum of 30-minute increments. Planned time off requires prior approval from their supervisor. Departments may establish time off scheduling procedures to meet operational needs. Employees must report unanticipated absences, such as illness, to their supervisor as soon as possible.

- Employees accrue PTO as follows. Employees must be in paid status; however, PTO is not accrued while employees are receiving short- or long-term disability benefits.
- Benefits-eligible part-time employees accrue PTO time on a prorated basis.
- Benefits-ineligible part-time, seasonal, and temporary employees do not accrue PTO.

- Years of service includes all continuous employment time, including authorized unpaid leave. Rehired employees do not receive credit for prior service.
- Full-time employees will accrue combined PTO and ESSL per the following accrual chart:

ACCRUAL RATES		
Years of Service	Hours per pay-period	Days per year
0-5 Years	5.846	19
After 5 <sup>th</sup> Anniversary	7.385	24
After 10 <sup>th</sup> Anniversary	8.308	27
After 15 <sup>th</sup> Anniversary & Department Directors	9.231	30
After 12 <sup>th</sup> Anniversary Applied to employees covered under union contract dated 12/31/2005 & City Manager	10.416	34

Employees may use or receive payment for PTO balance as follows.

- PTO accrues to a maximum of 320 hours. Once this limit is reached, PTO stops accruing. There is no limit on the number of hours that may be carried over into the next calendar year.
- PTO balance is paid out to employee upon separation from service. ESSL balance is not paid out upon separation from service. Employees hired on or before January 1, 2018 have a catastrophic leave account (CAT). The catastrophic account is not replenishable or renewable. Once the account balance is used, the account is closed.
- Employees hired before August 25, 2014 receive 45% of their CAT balance upon their fifteenth employment anniversary; the remaining balance has no cash value. If employment is terminated prior to 15 years of service, they do not receive any compensation for their CAT
- Employees hired after August 25, 2014 do not receive any compensation for their CAT

Employees who have an illness covered under FMLA which requires an absence of more than 24 hours must apply for FMLA leave or other benefits, including catastrophic leave that may apply. Employees must first use a minimum of 24 hours of paid time off per condition; thereafter employees have the option of using catastrophic leave hours instead of paid time off hours.

Leave in this account may be used for a worker's compensation covered injury or to supplement short or long-term disability benefits.

PTO or catastrophic account time can be used to supplement income received from a worker's compensation claim or disability claim, up to 100% of income. Employees who have an illness requiring an absence of more than ten working days, must contact their immediate supervisor and the human resources manager to apply for family and medical leave or other benefits or conditions that may apply. Employees must first use 24 hours of PTO per condition for a paid FMLA leave; employees may use their

CAT bank instead of PTO for additional hours. The city may require a “fit for duty” release prior to returning to work.

#### **4.7.005 Paid Time Off — Donations**

Employees or immediate family member may have a medical emergency requiring more paid time off than they have in their leave bank. A “medical emergency” is a medical condition (e.g. heart attack, cancer, etc.) requiring a prolonged absence, including intermittent absences, from work and a significant loss of income. “Immediate family member” includes only spouse, domestic partner, child, parent, or other relationship in which the employee is the legal guardian. The maximum amount of donated paid leave time an employee may receive is 480 hours within a rolling 12-month period.

Employees who want to receive donated paid leave time submit a donation of paid leave time request to human resources. The employee’s supervisor must approve the request. The employee’s supervisor must approve the request. The human resources manager will verify that the medical reason for the request meets the criteria in this policy; the medical information provided remains confidential.

Employees working in a benefits-eligible status for at least one year may donate PTO hours to coworkers. The minimum leave donation is four hours, and the maximum is the lesser of 24 hours or not more than 50% of combined paid leave current balance. Hours are donated and received on an hour-for-hour basis regardless of wage differences.

The human resources manager notifies staff of the request for donated paid leave time but does not disclose the recipient or medical information. Staff wanting to donate paid leave hours submit a donation form to human resources; only the number of paid leave hours donated is disclosed to the recipients.

Recipients must exhaust their own paid leave hours prior to using the donated hours. Donated hours may only be used for the qualifying event for which they were approved; unused donated hours are restored to the donor. Recipients may not liquidate donated leave for a cash payout.

This policy neither limits nor extends available leave time under the FMLA and related policies.

#### **4.7.006 Volunteer Time-Off Program**

##### ***Purpose***

The purpose of our Volunteer Time-Off (VTO) Program is to support activities that enhance and serve communities in which we live and work. The intention is to participate in giving back and supporting the community and to allow our employees to share in that effort. At the same time, we recognize that participating in service activities enriches the lives of our employees.

##### ***Policy***

Employees may volunteer up to 8 hours (1 workday) per calendar year as a paid time off benefit. For the benefit to be granted, employees must meet the criteria identified in this policy.

The City of Victoria offers employees a “paid time off” volunteer program where employees may participate in volunteer work outside of the employee’s regularly scheduled workday up to 8 hours per calendar year. For this time to be considered as paid time off under the VTO program the following criteria must be met:

- Employees must be full-time regular employees to be able to participate in the VTO Program and use VTO time.
- Employees must be employed by the City of Victoria as a full-time regular employee for a minimum of 60 days with the City to be eligible to participate in the VTO Program.
- The employee must perform volunteer work for an organization (e.g., non-profit organization, school, government entity, etc.).
  - The organization or activity for which volunteer work is performed cannot be politically affiliated (e.g., participating in elections campaign activities, participating in a march or rally or other event or activity that has a political agenda).
  - The organization or activity for which volunteer work is performed cannot discriminate based on creed, race, religion, sexual orientation, or other class protected by the Minnesota Human Rights Act.
  - Attendance or participation in an event where no service is performed is not eligible for VTO pay (e.g. running in a 5K race organized by or for a charitable organization; coaching a team or individual sport or extracurricular activity). The employee, however, may elect to use paid time off (PTO) in accordance with City policy and with supervisor approval in advance.
- Volunteer work may be performed for one or more organizations.
- The pay rate will be the employee’s current base salary on the day(s) the time is taken.
- VTO time is not counted as time worked for overtime purposes.
- VTO time will not be granted during an employee’s personal time including weekends, holidays, non-scheduled workdays or before or after regularly scheduled work hours. VTO may only be granted during an employee’s regularly scheduled work day where the employee would otherwise be expected to be at work.
- VTO may be taken in two half-day increments or one full day.
- VTO must be approved in advance by your supervisor and City Manager. Every reasonable effort will be made to accommodate requests; however, approval is contingent upon the following:
  - City/department needs including adequate coverage of operations.
  - Requested time for VTO does not conflict with other employees’ schedules.
  - Requested time for VTO does not interfere with the employee’s work-related responsibilities.
  - Individual employee performance.
- VTO hours cannot be banked (e.g., carried over annually).

- Employees who do not use a portion or all of VTO time in a calendar year will *not* receive compensation for unused time.
- VTO hours will be refreshed annually at the beginning of each calendar year.
- Usage of VTO time does not affect paid time off (PTO) accrual.

The City of Victoria reserves the right to amend or terminate this program at any time without prior notice. The employee's supervisor may revoke approval and deem an individual employee ineligible for participation in the VTO Program if an employee is found to be misusing the program. The employee may appeal this decision to the City Manager.

### **Procedure**

- Employees must complete and submit the Volunteer Enrollment Form to their supervisor at least one week (5 business days) before the requested time off.
- Approval is at the discretion of the employee's supervisor and City Manager and will be considered based on the criteria identified in this policy.
- To receive VTO time as paid off time, employees must
  - Submit proof of volunteer work performed to their supervisor and HR Director prior to the end of the pay period.
    - The following are considered acceptable forms for demonstrating proof of volunteer work and at least one of these forms must be submitted to demonstrate proof of volunteer work performed:
      - a signed document provided by the organization that indicates the date and time volunteered and the type of volunteer work performed; or
      - a completed VTO Acknowledgement Form signed by an authorized representative of the organization for which the volunteer work was performed.
  - Submit a Volunteer Work Program Report prior to the end of the pay period to the employee's supervisor, City Manager and HR Director that provides an overview of the experience and what was learned/gained from the volunteer activity.
- Failure to submit acceptable form of proof of volunteer work performed and a Volunteer Work Program Report within the timeframe identified in this policy will result in forfeiture of VTO time and PTO time will be applied. In the event that an employee does not have an adequate PTO balance to cover the time off, the employee will not receive pay for the time not worked.

# Health and Welfare Benefits

## 4.8.001 Continuation of Coverage

Federal continuation of coverage (Consolidated Omnibus Budget Reconciliation Act “COBRA”) requires public sector employers to offer a temporary extension of group health coverage to qualified beneficiaries for up to 18-36 months, depending on the qualifying event. City employees are also covered under Minnesota’s continuation of coverage law.

Continuation of coverage includes the following benefits provided by the city.

- Dental, medical and vision insurance
- Employee assistance program
- Health flexible spending account
- Term life insurance

Qualifying events include the following.

- Death of employee
- Dependents who lose coverage because they are no longer a dependent
- Disability of employee
- Divorce or legal separation
- Medicare enrollment, in some situations
- Reduction in work hours
- Retirement
- Voluntary or involuntary termination for reasons other than gross misconduct

Employees receive written notice of their COBRA rights at time of hire, annually and when a qualifying event occurs. The employee or qualified beneficiary (such as a spouse or child) must notify the human resources department of a divorce, legal separation or child losing dependent status event.

## 4.8.002 Employee Assistance Program

All city staff and volunteer firefighters can use our employee assistance program (EAP). It is provided by Health Partners, but you do not need to be enrolled in Health Partners medical insurance plan to use the employee assistance program. EAPs are voluntary, work-based programs providing free confidential assessments, short-term counseling, referrals and follow-up services to employees who would like assistance with personal or work-related problems.

The EAP can help with emotional wellness, financial, legal, parenting and childcare, relationships, senior life, work and career and other issues. It is a confidential service. No information is shared with the city or

your health plan. Information is only released with employee's permission or when required by law. For detailed information, see Appendix 4.10.003 Employee Assistant Plan Brochure.

#### Access the Plan

Call 866-228-2809

TTY 866-228-2809

Text USHEAP with your concerns to 919-324-5523

Log on to HPEAP.com

Password: hpeap

Download the iConnectYou mobile application

Passcode: 111032

### 4.8.003 Insurance

The city provides a health and welfare benefits package to all benefits-eligible employees. Some benefits are provided at no cost to employees while other voluntary benefits require employee contributions. Specific benefits may change from year to year, depending on cost, employee interest, new laws or other reasons. Information about benefits is provided to employees at onboarding, annual open enrollment, when changes are made and other times as needed. Benefits information is always accessible in the city's shared computer files and from the human resources manager. Benefits information is provided in summary form while plan documents contain the legal details.

### 4.8.004 Retirement

The city participates in the Minnesota Public Employees Retirement Association, which provides pension benefits for eligible employees. Participation in this program is mandatory for most employees; both the city and employee contribute to your account in amounts determined by state law.

# Stewardship of Public Property and Information

## 4.9.001 City Property and Equipment

City property and equipment includes indoor and outdoor facilities, vehicles, machines, equipment, computers, and other city-funded materials used to perform jobs. City property is used for city business. Sometimes it may be available to the community for a specific purpose at a specific time with or without a fee. City staff may only use city property for personal use under the same conditions as it is available to the community. Employees are responsible for the safekeeping and care of city equipment assigned for their use; equipment may only be used for city business. The city reserves the right to inspect, at any time without notice, all items, data, documents, files, containers and related information stored in or within city property.

When city property or equipment is obsolete, damaged or no longer needed, it is disposed of per city policy. No property of value is given free to anyone.

Employees must return keys, equipment and other city property in their possession when they leave city employment.

## 4.9.002 Information Technology

### 4.9.002.1 Hardware and Software

The city provides all information technology hardware and software required to do one's job. Hardware and software may only be used by city employees. The city reserves the right to inspect, at any time without notice, all data, emails, files, settings and related information stored in city property.

Employees may not download, install or remove software without prior approval of their supervisor and information technology manager. Staff are notified when required to perform software updates.

Storing personal files, including audio and video files, on city property is prohibited.

### 4.9.002.2 Records Retention

Electronic data is subject to the city's records retention schedule. The city clerk is responsible for records retention policies and procedures; consult them if you have questions. Here are some basic requirements for electronic data retention.

- Store files on network drives in their assigned folder. Files may be temporarily stored on a laptop hard drive when an employee is offsite; transfer them to the network as soon as possible. Files stored on computer hard drives are not backed up.
- Electronic files, including emails and business-related materials created on an employee's personal computer, must be transferred to the city's network as soon as possible.
- Files containing private or confidential data must be stored on the • city's network only.

Occasional, limited personal use of city computers, such as email or internet search is allowed. This use must not interfere with work or violate any city policy. Remember that all city property is subject to inspection at any time without prior notice.

#### **4.9.002.3 Security**

Employees must properly use and care for computer equipment. Equipment must be secured while off city premises; do not leave it in an unlocked vehicle or unattended when offsite. Do not expose it to extreme temperature or humidity.

Use strong passwords and protect your password privacy. Do not share passwords or store them in an area or on a device that can be accessed by other people.

Do not connect personal computer equipment to the city's network without prior approval of the information technology manager. This includes peripheral tools such as cameras and external drives.

Some employees may have remote access to the city's network, based on job requirements. All information technology policies and use of city property apply to remote access use, too.

City staff are required to comply with the "Acceptable Use Policy" of our managed services provider, Atomic Data. Key elements include the following.

- "Transmission, distribution or storage of any material in violation of any applicable law or regulation is prohibited. This includes, without limitation, material protected by copyright, trademark, trade secret, license, or other intellectual property right used without proper authorization, and material that is obscene, defamatory, constitutes an illegal threat, or violates export control laws.
- "Atomic Data facilities may not be used in connection with attempts, whether or not successful, to violate the security of a network, service, or other system. Examples of prohibited activities include vulnerability scanning, monitoring, or using systems without authorization; scanning ports; conducting denial of service attacks; hacking; and distributing or propagating viruses, worms, or other harmful software.
- "Sending unsolicited mail messages, including, without limitation, commercial advertising and informational announcements, is explicitly prohibited." The full policy is included as Appendix 10.1 Atomic Data Acceptable Use.

#### **4.9.002.4 Email Communication Devices**

Employees are given a city email address for business use and are required to use it safely and appropriately. Safely includes not opening email attachments or links from unknown senders and using caution when communicating potentially confidential information. Appropriate use includes language and content. All employment policies, such as harassment and confidentiality, apply to email communications. Visualize your email on the front page of the newspaper and act accordingly.

The city email address identifies you as a city employee. Employees are prohibited from using city email to participate in electronic forums or mass communications unrelated to city business. Remember that city email accounts are subject to inspection at any time without notice.

It is prohibited to conduct any city business using a personal email account.

#### **4.9.002.5 Wireless Communication Devices**

Some employees are required to use wireless communications devices such as mobile phones or tablets to conduct city business. The city provides the device or reimburses these employees a set amount for using their personal device. If you choose to use your personal device for city business per this policy, it may be subject to court-ordered searches related to city business, which may expose personal data.

### **4.9.003 Public Communications**

#### **4.9.003.1 Media Contact**

Only designated employees are authorized to speak to media representatives on behalf of the city. If you are contacted by the media, immediately refer them to the communications manager, department director or city manager.

#### **4.9.003.2 Social Media**

The city does not regulate what employees say on their personal social media sites except that staff is prohibited from releasing personal, confidential or nonpublic information related to city employment or city business. Employees are prohibited from identifying themselves as city spokespeople and for access to personal social media accounts.

Designated social media managers that have been granted access to the City's social media accounts must comply with the official City Policy 1.1.014.

#### **4.9.003.3 Website**

The purpose of the city's website is to communicate and engage with our community, provide portals to city records and transact city business. Our website is part of an overall communications strategy administered by the communications manager.

The communications manager may delegate access to staff to administer certain pages or perform certain functions on the city website. In general, City Policy 1.1.014 also applies to the city website.

# Appendix

## 4.10.001 Atomic Data Acceptable Use

This Acceptable Use Policy is part of our overall effort to provide quality, reliable service to Atomic Data's customers; to protect the privacy and security of our customers, systems, and networks; to encourage responsible use of Atomic Data's and other providers' resources; and to comply with applicable laws. Atomic Data may in its sole discretion determine whether a use is a violation of this Policy. While it is not Atomic Data's intent to monitor, control, or censor communications on and over Atomic Data's facilities, when we become aware of a violation of this Policy, we may take such action as we deem appropriate to address the violation, as referenced below. This Policy applies to all customers and to all users of Atomic Data's facilities. This Policy supplements, but does not supersede, the contracts that customers have with Atomic Data; if such a contract restricts a use of Atomic Data that is not addressed in this Policy, the contract will govern with respect to such use. The Atomic Data customers, or other users, persons and organizations, who publish materials and information which are accessible through Atomic Data facilities are solely responsible for the content of such materials and information and to know and to comply with all laws applicable to the publication of such materials and information. Atomic Data does not accept responsibility for the content of the materials and information published by others that are accessible through our facilities and does not accept responsibility for the violation of any laws resulting from such publication.

### ***Illegal/Prohibited Uses***

Atomic Data facilities may be used only for lawful purposes. Transmission, distribution or storage of any material in violation of any applicable law or regulation is prohibited. This includes, without limitation, material protected by copyright, trademark, trade secret, license, or other intellectual property right used without proper authorization, and material that is obscene, defamatory, constitutes an illegal threat, or violates export control laws.

### ***Security Violations***

Atomic Data facilities may not be used in connection with attempts, whether or not successful, to violate the security of a network, service, or other system. Examples of prohibited activities include vulnerability scanning, monitoring, or using systems without authorization; scanning ports; conducting denial of service attacks; hacking; and distributing or propagating viruses, worms, or other harmful software. Atomic Data's customers are responsible for maintaining the basic security of their systems to prevent their use by others in a manner that violates this Policy. Examples include improperly securing a mail server so that it may be used by others to distribute spam, and improperly securing an FTP server so that it may be used by others to illegally distribute licensed software. Customers are responsible for taking corrective actions on vulnerable or exploited systems to prevent continued abuse.

### ***Email/Spam***

Sending unsolicited mail messages, including, without limitation, commercial advertising and informational announcements, is explicitly prohibited. A user shall not use another site's mail server to relay mail without the express permission of the site. Posting the same or similar message to one or more newsgroups (excessive cross-posting or multiple posting) is explicitly prohibited.

### ***Indirect Access***

A violation of this Policy by someone having only indirect access to the Atomic Data facilities through a customer or other user will be considered a violation by the customer or other user, whether or not with the knowledge or consent of the customer or other user. It is the responsibility of each Atomic Data customer to distribute, publicize, and enforce this Policy on their collocated equipment. Each customer shall provide this Policy to appropriate administrative authorities at all sites connected to theirs via connections not directly supported by Atomic Data.

### ***Enforcement***

Violations of this Policy may result in a demand for immediate removal of offending material, immediate temporary or permanent filtering, blocked access, suspension or termination of service, or other action appropriate to the violation, as determined by Atomic Data in its sole discretion. Atomic Data may involve, and will cooperate with, law enforcement if illegal or prohibited activity is suspected. Violators may also be subject to civil or criminal liability under applicable law. Refunds or credits are not issued in connection with actions taken for violations of this Policy.

### ***Incident Reporting***

Complaints regarding violations of this Policy, illegal use, system or security issues, or complaints regarding email abuse or USENET abuse or SPAM should be sent to: [abuse@atomicdata.com](mailto:abuse@atomicdata.com).

### ***Modifications***

Atomic Data reserves the right to modify this policy at any time, effective upon posting of the modified Policy to this URL: [atomicdata.com/aup](http://atomicdata.com/aup)

250 Marquette Ave, Suite 225, Minneapolis, MN 55401 | 612.466.2000 | 1.800.285.5179

## **4.10.002 Drug and Alcohol Testing for Commercial Driver**

The City of Victoria ("City") has a vital interest in maintaining safe, healthful, and efficient working conditions for employees, and recognizes that individuals who are impaired because of drugs and/or alcohol jeopardize the safety and health of other workers as well as themselves. The City is concerned about providing a safe workplace for its employees, and while the City does not intend to intrude into the private lives of its employees, it is the goal to provide a work environment conducive to maximum safety and optimum work standards. Alcohol and drug abuse can cause unsatisfactory job performance, increased tardiness and absenteeism, increased accidents and workers' compensation claims, higher insurance rates, and an increase in theft of city property. The use, possession, manufacture, sale, transportation, or other distribution of controlled substance or controlled substance paraphernalia and the unauthorized use, possession transportation, sale, or other distribution of alcohol is contrary to this policy and jeopardizes public safety.

In response to regulations issued by United States Department of Transportation ("DOT"), the City has adopted this Policy on Alcohol and Controlled Substances for employees who hold a commercial driver's license (CDL) to perform their duties.

Given the significant dangers of alcohol and controlled substance use, each applicant and driver must abide by this policy as a term and condition of hiring and continued employment. Moreover, federal law requires the City to implement such a policy.

To ensure this policy is clearly communicated to all drivers and applicants, and in order to comply with applicable federal law, drivers and applicants are required to review this policy and sign the “Certificate of Receipt” portion.

Because changes in applicable law and the City’s practices and procedures may occur from time to time, this policy may change in the future, and nothing in this policy is intended to be a contract, promise, or guarantee the City will follow any particular course of action, disciplinary, rehabilitative or otherwise, except as required by law. This policy does not in any way affect or change the status of any at-will employee.

Any revisions to the Federal Omnibus Transportation Employee Testing Act and Federal Motor Carrier Safety Administration (FMCSA) regulations will take precedent over this policy to the extent the policy has not incorporated those revisions.

#### Persons Subject to Testing & Types of Tests

All employees are subject to testing whose job duties include performing “safety-sensitive duties” on City vehicles that:

- Have a gross combination weight rating or gross combination weight of 26,001 pounds or more, whichever is greater, inclusive of a towed unit(s) with a gross vehicle weight rating or gross vehicle weight of more than 10,000 pounds, whichever is greater; or
- Have a gross vehicle weight rating or gross vehicle weight of 26,0001 or more pounds whichever is greater; or
- Are designed to transport 16 or more passengers, including the driver; or
- Are of any size and are used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act (49 U.S.C. 5103(b)) and which require the motor vehicle to be placarded under the Hazardous Materials Regulations (49 CFR part 172, subpart F).

The Federal Highway Administration (FHWA) has granted states the option of waiving CDL requirements for firefighters. Since the state of Minnesota is one that gives firefighters the option of obtaining either a CDL or a non-commercial license, the state has exercised the option not to require CDLs. Therefore, 49 CFR Part 382 is not applicable to City firefighters.

The following functions are considered safety-sensitive:

- all time waiting to be dispatched to drive a commercial motor vehicle
- all time inspecting, servicing, or conditioning a commercial motor vehicle
- all time driving at the controls of the commercial motor vehicle
- all other time in or upon a commercial motor vehicle (except time spent resting in a sleeper berth)

- all time loading or unloading a commercial motor vehicle, attending the same, giving or receiving receipts for shipments being loaded or unloaded, or remaining in readiness to operate the vehicle
- all time repairing, obtaining assistance, or attending to a disabled commercial motor vehicle.

The City may test any applicant to whom a conditional offer of employment has been made and any driver for controlled substance and alcohol under any of the following circumstances:

***Pre-Employment Testing.***

All applicants, including current employees seeking a transfer, applying for a position where duties include performing safety-sensitive duties described above, will be required to take a drug test prior to the first time a driver performs a safety-sensitive function for the City. A driver may not perform safety sensitive functions unless the driver has received a controlled substance test result from the Medical Review Officer ("MRO") indicating a verified negative test result. In addition to pre-employment controlled substance testing, applicants will be required to authorize in writing former employers to release alcohol test results of .04 or greater, positive controlled substance test results, refusals to test, other violations of drug and alcohol testing regulations, and completion of return to duty requirements within the preceding three years.

All applicants, including current employees seeking a transfer, applying for a position where duties include performing safety-sensitive duties described above, will be required to take an alcohol test prior to the first time a driver performs a safety-sensitive function for the City, but only after a conditional offer of employment has been made. No applicant, including current employees seeking a transfer, will perform safety-sensitive functions unless the driver has received an alcohol test result from the MRO indicating a test result of .04 or less Blood Alcohol Content ("BAC").

The City will contact the candidate's DOT regulated previous and current employers within the last three years for drug and alcohol test results as referenced above and review the testing history if feasible before the employee first performs safety-sensitive functions for the city. Beginning in 2020, an applicant must provide consent to the city, and successfully pass a full query of the Federal Motor Carrier Safety Administration's Clearinghouse.

In addition, at least once a year, the City will conduct a limited query of the Clearinghouse for each currently employed CDL driver. If the limited query reveals that the Clearinghouse has information about resolved or unresolved drug and alcohol program violations by a candidate or current employee, he or she will be asked to provide electronic consent to a full query of the Clearinghouse (unless he or she has previously provided electronic consent).

In the event a full query of the Clearinghouse reveals unresolved violation information for a candidate or current employee, the driver will not be permitted to perform safety-sensitive functions, including the operation of a Commercial Motor Vehicle and, in the case of a candidate, may have their conditional offer of employment rescinded or, in the case of a current employee, may be subject to discipline.

***Post-Accident Testing.***

As soon as practicable following an accident involving a commercial motor vehicle operating on a public road, the City will test each surviving driver for controlled substances and alcohol when the following occurs:

- The accident involves a fatality or
- The driver receives a citation for a moving traffic violation from the accident and an injury is treated away from the accident scene or
- The driver receives a citation for a traffic violation from the accident and a vehicle is required to be towed from the accident scene.

The following chart summarizes when DOT post-accident testing needs to be conducted:

Type of accident involved	Citation issued to the DOT covered CDL drivers	Test must be performed by the City
i. Human Fatality	Yes	Yes
	No	Yes
ii. Bodily injury with immediate medical treatment away from the scene	Yes	Yes
	No	No
iii. Disabling damage to any motor vehicle requiring tow away	Yes	Yes
	No	No

A driver subject to post-accident testing must remain readily available or the driver will be deemed to have refused to submit to testing. This requirement to remain ready for testing does not preclude a driver from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary medical care.

### ***Post – Accident Controlled Substance Testing***

Drivers are required to submit a urine sample for post-accident controlled substance testing as soon as possible. If the driver is not tested within thirty-two (32) hours after the accident, the City will cease its attempts to test the driver and prepare and maintain on file a record stating why the test was not promptly administered.

Drivers are required to submit to post-accident alcohol testing as soon as possible. After an accident, consuming alcohol is prohibited until the driver is tested. If the driver is not tested within two (2) hours after the accident, the City will prepare and maintain on file a record stating why the test was not administered within that time. If eight hours have elapsed since the accident and the driver has not submitted to an alcohol test, the City will cease its attempts to test the driver and prepare and maintain on file a record stating why the test was not administered.

The City may accept the results of a blood or breath test in place of an alcohol test and urine test for the use of controlled substances if:

- The tests are conducted by federal, state, or local officials having independent authority for the test, and
- The tests conform to applicable federal, state, or local testing requirements, and

- The test results can be obtained by the City.

Whenever such a test is conducted by a law enforcement officer, the driver must contact the City and immediately report the existence of the test, providing the name, badge number, and telephone number of the law enforcement officer who conducted the test.

### ***Random Testing***

Every driver will be subject to unannounced alcohol and controlled substance testing on a random selection basis. Drivers will be selected for testing by use of a scientifically valid method under which each driver has an equal chance of being selected each time selections are made. These random tests will be conducted throughout the calendar year. Each driver who is notified of selection for random testing must cease performing safety-sensitive functions and report to the designated test site immediately. It is mathematically possible drivers may be selected be picked and tested more than once, and others not at all.

If a driver is selected for a random test while he or she is absent, on leave or away from work, that driver may be required to undergo the test when he or she returns to work.

For 2020, federal law requires the City to test at a rate of at least fifty percent (50%) of its average number of drivers for controlled substance each year, and to test at a rate of at least ten percent (10%) of its average number of drivers for alcohol each year. These minimum testing rates are subject to change by the DOT.

### ***Reasonable Suspicion Testing***

When a supervisor has reasonable suspicion to believe a driver has engaged in conduct prohibited by federal law or this policy, the City will require the driver to submit to an alcohol and/or controlled substance test.

The City's determination that reasonable suspicion exists to require the driver to undergo an alcohol test will be based on "specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the driver." In the case of controlled substance, the observations may include indications of the chronic and withdrawal effects of a controlled substance.

The required observations for reasonable suspicion testing will be made by a supervisor or other person designated by the City who has received appropriate training in identification of actions, appearance and conduct of a driver which are indicative of the use of alcohol or controlled substance. These observations leading to an alcohol or controlled substance test, will be reflected in writing and signed by the supervisor who made the observations. The record will be retained by the City. The person who makes the determination that reasonable suspicion exists to conduct testing, will not be the person conducting the testing, which shall instead be conducted by another qualified person.

Alcohol testing is authorized only if the observations are made during, just before, or just after the driver has ceased performing such functions. If a reasonable suspicion alcohol test is not administered within two (2) hours following the determination of reasonable suspicion, the City will prepare and maintain on file a record stating the reasons the alcohol test was not promptly administered. If a reasonable suspicion alcohol test is not administered within eight (8) hours following the determination of reasonable suspicion, the City will prepare and maintain on file a record stating the reasons the alcohol test was not administered and will cease attempts to conduct the alcohol test.

Notwithstanding the absence of a reasonable suspicion test, no driver may report for duty or remain on duty requiring the performance of safety-sensitive functions while the driver is under the influence of or impaired by alcohol, as shown by the behavioral, speech, and performance indicators of alcohol use, nor will the City permit the driver to perform or continue to perform safety-sensitive functions until (1) an alcohol test is administered and the driver's alcohol concentration is less than .02; or (2) twenty-four (24) hours have elapsed following the determination of reasonable suspicion.

### ***Return-to-Duty Testing***

The City reserves the right to impose discipline against drivers who violate applicable FMCSA or DOT rules or this policy, subject to applicable personnel policy and collective bargaining agreements. Except as otherwise required by law, the City is not obligated to reinstate or requalify such drivers for a first positive test result.

Should the City consider reinstatement of a DOT covered driver, the driver must undergo a Substance Abuse Professional ("SAP") evaluation and participate in any prescribed education/treatment, and successfully complete return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02 and/or or a controlled substance test with a verified negative result, before the driver returns to duty requiring the performance of a safety-sensitive function. The SAP determines if the driver has completed the education/treatment as prescribed.

The employee is responsible for paying for all costs associated with the return-to-duty test. The controlled substance test will be conducted under direct observation.

### ***Follow-Up Testing***

The City reserves the right to impose discipline against drivers who violate applicable FMCSA or DOT rules or this policy, subject to applicable personnel policies and collective bargaining agreements. Except as otherwise required by law, the City is not obligated to reinstate or requalify such drivers.

Should the City reinstate a driver following a determination by a Substance Abuse Professional (SAP) that the driver is in need of assistance in resolving problems associated with alcohol use and/or use of controlled substance, the City will ensure that the driver is subject to unannounced follow-up alcohol and/or controlled substance testing. The number and frequency of such follow-up testing will be directed by the SAP and will consist of at least six (6) tests in the first twelve (12) months following the driver's return to duty. Follow-up testing will not exceed sixty (60) months from the date of the driver's return to duty. The SAP may terminate the requirement for follow-up testing at any time after the first six tests have been administered, if the SAP determines such test is no longer necessary. The employee is responsible for paying for all costs associated with follow-up tests.

Follow-up alcohol testing will be conducted only when the driver is performing safety-sensitive functions, or immediately prior to or after performing safety-sensitive functions.

### ***Cost of Required Testing***

The City will pay for the cost of pre-employment, post-accident, random, and reasonable substance and alcohol testing requested or required of all job applicants and employees. The driver must pay for the cost of all requested confirmatory re-tests, return-to-duty, and follow-up testing.

### ***Prohibited Conduct***

The following conduct is explicitly prohibited by applicable DOT and FMCSA regulations and therefore constitutes violation of City policy.

Under the influence of alcohol when reporting for duty or while on duty. No driver may report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater. Drivers reporting for duty or remaining on duty to perform safety-sensitive functions while having an alcohol concentration of 0.02, but less than 0.04, will be removed from duty for 24 hours, escorted home and placed on paid time off or unpaid leave for hours missed from work.

### ***On-Duty Use of Alcohol***

No driver may use alcohol while performing safety-sensitive functions.

### ***Pre-Duty Use of Alcohol***

No driver may perform safety-sensitive functions within four (4) hours after using alcohol. If an employee has had alcohol within four hours they are to notify their supervisors before performing any safety-sensitive functions.

### ***Alcohol Use Following an Accident***

No driver required to take a post-accident alcohol test may use alcohol for eight (8) hours following the accident, or until the driver undergoes a post-accident alcohol test, whichever occurs first.

### ***Refusal to Submit to a Required Alcohol or Controlled Substance Test***

No applicant or driver may refuse to submit to pre-employment, post-accident, random, reasonable suspicion or follow-up alcohol or controlled substance testing.

In the event an applicant or driver does in fact refuse to submit to required alcohol or controlled substance testing, no test will be conducted. Refusal by a driver to submit to controlled substance or alcohol testing will be considered a positive test result, will cause disqualification from performing safety-sensitive functions, and may appear on the driver's permanent record. Drivers who refuse to submit to testing will be subject to discipline, up to and including termination.

In accordance with the Federal Motor Carrier Safety Administration's (FMCSA) Commercial Driver's License (CDL) Drug and Alcohol Clearinghouse reporting requirements, beginning January 6, 2020, the City will report a driver's refusal to submit to a DOT test for drug or alcohol use to the Clearinghouse within three business days. If an applicant refuses to submit to pre-employment controlled substance testing, any applicable conditional offer will be withdrawn.

For purposes of this section, a driver is considered to have refused to submit to an alcohol or controlled substance test when the driver:

- Fails to provide adequate breath for alcohol testing without a valid medical explanation after he or she has received notice of the requirement for breath testing.

- Fails to provide adequate urine for controlled substance testing without a genuine inability to provide a specimen (as determined by a medical evaluation), after he or she has received notice of the requirement for urine testing.
- Fails to report for testing within a reasonable period of time, as determined by the City.
- Fails to remain at a testing site until testing is complete.
- In the case of directly observed or monitored collection, fails to permit observation or monitoring.
- Fails or declines to take a second test as required by the City and/or collector.
- Fails to undergo a medical examination as directed by the City pursuant to federal law.
- Refuses to complete and sign the alcohol testing form, to provide a breath or saliva sample, to provide an adequate amount of breath, or otherwise cooperate in any way that prevents the completion of the testing process.
- Engages in conduct that clearly obstructs the test process.

### ***Altering or attempting to alter a urine sample or breath test***

A driver altering or attempting to alter a urine sample or controlled substance test, or substituting or attempting to substitute a urine sample, will be subject to providing a specimen under direct observation. Both specimens will be subject to laboratory testing. In such case, the employee may be subject to immediate termination of employment and any job offer made to an applicant will be immediately withdrawn.

### ***Controlled Substance Use***

No driver may report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance, except when the use is pursuant to the instructions of a licensed medical practitioner who has advised the driver in writing the substance does not adversely affect the driver's ability to safely operate a commercial motor vehicle. Drivers must forward this information regarding therapeutic controlled substance use to the City immediately after receiving any such advice.

Having a medical marijuana card and/or a cannabis prescription from a physician does not allow anyone to use or possess that drug in the city's workplace. The federal government still classifies cannabis as an illegal drug. There is no acceptable concentration of marijuana metabolites in the urine or blood of an employee who performs safety-sensitive duties for the City. Employees are still subject to being tested under our policies, as well as for being disciplined, suspended or terminated after testing positive for cannabis while at work.

### ***Controlled Substance Testing***

No driver may report for duty, remain on-duty or perform a safety-sensitive function if the driver tests positive for controlled substance.

## ***Collection and Testing Procedures***

Drivers are required to report immediately upon notification to the collection site. For random tests conducted off site, employees may use a City vehicle to drive to the collection site. Drivers will be expected to provide a photo ID card for identification to the collection staff. All drivers will be expected to cooperate with collection site personnel request to remove any unnecessary outer garments such as coats, sweaters or jackets and will be required to empty their pockets. Collection personnel will complete a Federal Custody and Control Form ("CCF") which drivers providing a sample will sign as well.

## ***Alcohol Testing***

Employees will be tested for alcohol just before, during, or immediately following performance of a safety-sensitive function. If a driver is also taking a DOT controlled substance test, generally speaking, the alcohol test is completed before the urine collection process begins. Screening tests for alcohol concentration will be performed utilizing a non-evidential screening device included by the National Highway Traffic Safety Administration on its conforming products list (e.g., a saliva screening device) or an evidential breath testing device ("EBT") operated by a trained breath alcohol technician ("BAT") at a collection site. An alcohol test usually takes approximately 15 minutes if the result is negative. If a driver's first attempt is positive (with an alcohol concentration of .02 or greater), the driver will be asked to wait at least 15 minutes and then be tested again. The driver may not eat, drink or place anything in his/her mouth (e.g., cigarette, chewing gum) during this time. All confirmation tests will be conducted in a location that affords privacy to the driver being tested, unless unusual circumstances (e.g., when it is essential to conduct a test outdoors at the scene of an accident) make it impracticable to provide such privacy. Any results less than 0.02 alcohol concentration is considered a "negative" test result.

If the driver attempts and fails to provide an adequate amount of breath, he/she will be referred to a physician to determine if the driver's inability to provide a specimen is genuine or constitutes a refusal to test. Alcohol test results are reported directly to the City by the collection site staff.

## ***Controlled Substance Testing***

The City will use a "split urine specimen" collection procedure for controlled substance testing. Collection of urine specimens for controlled substance testing will be conducted by an approved collector and will be conducted in a setting and manner to ensure the driver's privacy. Controlled substance testing generally takes about 15 minutes. At the collection site, the driver will be given a sealed container and must provide at least 45 ml of urine for testing. Once the sample is provided the collection personnel will check the temperature and color and look for signs of contamination. The urine is then split into two separate specimen containers (A, or "primary," and B, or "split") with identifying labels and security seals affixed to both. The collection facility will be responsible for maintaining a proper chain of custody for delivery of the sample to a DHHS-certified laboratory for analysis. The laboratory will retain a sufficient portion of any positive sample for testing and store that portion in a scientifically acceptable manner for a minimum 365-day period.

If an employee fails to provide a sufficient amount of urine to permit a controlled substance test (45 milliliters of urine), the collector will discard the insufficient specimen, unless there is evidence of tampering with that specimen. The collector will urge the driver to drink up to 40 ounces of fluid, distributed reasonably over a period of up to three hours, or until the driver has provided a sufficient urine specimen, whichever occurs first. If the driver has not provided a sufficient specimen within three hours of the first unsuccessful attempt, the collector will cease efforts to attempt to obtain a specimen.

The driver must then obtain, within five calendar days, an evaluation from a licensed physician, acceptable to the MRO, who has expertise in the medical issues raised by the employee's failure to provide a sufficient specimen. If the licensed physician concludes the driver has a medical condition, or with a high degree of probability could have, precluded the driver from providing a sufficient amount of urine, the City will consider the test to have been canceled. If a licensed physician cannot make such a determination, the City will consider the driver to have engaged in a refusal to test and will take appropriate disciplinary action under this policy.

The primary specimen is used for the first test. If the test is negative, it is reported to the MRO who then reports the result, following a review of the CCF Form for compliance, to the City. If the initial result is positive or non-negative, a "confirmatory retest" will be conducted on the primary specimen. If the confirmatory re-test is also positive, the result will be sent to the MRO. The MRO will contact the driver to verify the positive result. If the MRO is unable to reach the driver directly, the MRO must contact the City who will direct the driver to contact the MRO.

### ***Review of Test Results***

The MRO is a licensed physician with knowledge and clinical experience in substance abuse disorders and is responsible for receiving and reviewing laboratory results of the controlled substances test as well as evaluating medical explanations for certain drug test results. Prior to making a final decision to verify a positive test result, the MRO will give the driver or the job applicant an opportunity to discuss the test result, typically through a phone call. The MRO, or a staff person under the MRO's supervision, will contact the individual directly, on a confidential basis, to determine whether the individual wishes to discuss the test result. If the employee or job applicant wishes to discuss the test result:

- The individual may be required to speak and/or meet with the MRO, who will review the individual's medical history, including any medical records provided.
- The individual will be afforded the opportunity to discuss the test results and to offer any additional or clarifying information which may explain the positive test result. If the employee or job applicant, believes a mistake was made at the collection site, at the labor, on a chain-of custody form, or that the drug test results are caused by lawful substance use, the employee should tell the MRO.
- If there is some new information which may affect the original finding, the MRO may request the laboratory to perform additional testing on the original specimen in order to further clarify the results; and
- A final determination will be made by the MRO that the test is either positive or negative, and the individual will be so advised.

If the MRO upholds the positive, adulterated or substituted drug determination, that test result will be provided to the City. There is no opportunity to explain a positive alcohol test provided in the DOT regulations.

The driver can request the MRO to have the split specimen (the second "B" container) tested at the driver's expense. This includes all costs that may be associated with the re-test. There is no split specimen testing for an invalid result. The driver has 72 hours after they have been notified of the positive

result to make this request. If the employee requests an analysis of the split specimen, the MRO will direct the laboratory to send the split specimen to another certified laboratory for analysis.

If an employee has not contacted the MRO within 72 hours, the employee may present information documenting that serious injury, illness, lack of actual notice of the verified test result, inability to contact the MRO, or other circumstances unavoidably prevented the employee from making timely contact. If the MRO concludes there is legitimate explanation for the employee's failure to contact within 72 hours, the MRO will direct the analysis of the split specimen.

If the results of the split specimen are negative, the City may pay for all costs associated with the test and there will be no adverse action taken against the employee or job applicant.

### ***Notification of Test Results***

The City will notify a driver of the results of random, reasonable suspicion, and post-accident tests for controlled substance if the test results are verified positive and will inform the driver which controlled substance or substances were verified as positive. Results of alcohol tests will be immediately available from the collection agent.

### ***Right to Confirmatory Retest***

Within seventy-two (72) hours after receiving notice of a positive controlled substance test result, an applicant or driver may request through the MRO a re-analysis (confirmatory retest) of the driver's split specimen. Action required by federal regulation as a result of a positive controlled substance test (e.g., removal from safety-sensitive functions) will not be stayed during retesting of the split specimen. If the result of the confirmatory retest fails to reconfirm the presence of the controlled substance(s) or controlled substance metabolite(s) found in the primary specimen, or if the split specimen is unavailable, inadequate for testing or untestable, the MRO will cancel the test.

### ***Dilute Specimens***

Dilute Negatives Creatinine concentration of specimen is equal to or greater than 2 mg/dL, but less than or equal to 5 mg/dL. If the City receives information that a driver has provided a dilute negative specimen, the City will direct a recollection, pursuant to the MRO's direction, under direct observation.

### ***Consequences for Drivers Engaging in Prohibited Conduct***

- Job Applicants. Any applicable conditional offer of employment will be withdrawn from a job applicant or employee seeking a transfer who refuses to be tested or tests positive for controlled substance pursuant to this policy.
- Employees. Drivers who are known to have engaged in prohibited behavior with regard to alcohol misuse or use of controlled substance, as defined earlier in this policy, are subject to the following consequences:

### ***Removal from Safety-Sensitive Functions***

No driver may perform safety-sensitive functions, including driving a commercial motor vehicle, if the driver has engaged in conduct prohibited by federal law.

No driver who is found to have an alcohol concentration of 0.02 or greater but less than 0.04 may perform or continue to perform safety-sensitive functions for the City, including driving a commercial motor vehicle, until the start of the driver's next regularly scheduled duty, but not less than twenty-four

If a driver tests positive under this policy or is found to have an alcohol concentration of .02 or greater but less than .04, the driver will be removed from safety sensitive duties and escorted home; the driver should not drive home but be escorted to his or her home. The driver will then be placed on paid time off or unpaid leave, for hours missed from work.

### ***Notification of Resources Available***

The City will advise each driver who has engaged in conduct prohibited by federal law or who has a positive alcohol or controlled substance test of the resources available to the driver, in evaluating and resolving problems associated with the misuse of alcohol and use of a controlled substance, including the names, addresses, and telephone numbers of Substance Abuse Professionals and counseling and treatment programs. The City will provide this SAP listing in writing at no cost to the driver.

- Discipline. The City reserves the right to impose whatever discipline the City deems appropriate in its sole discretion, up to and including termination for a first occurrence, against drivers who violate applicable FMCSA or DOT rules or this policy, subject to applicable personnel policies and collective bargaining agreements. Except as otherwise required by law, the City is not obligated to reinstate or requalify such drivers following a first positive confirmed controlled substance or alcohol test result.
- Evaluation, and Return to Duty Testing. Should the City wish to consider reinstatement of a driver who engaged in conduct prohibited by federal law and/or who had a positive alcohol or controlled substance test, the driver must undergo a SAP evaluation, participate in any prescribed education/treatment, and successfully complete return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02 and/or or a controlled substance test with a verified negative result, before the driver returns to duty requiring the performance of a safety-sensitive function. The SAP will determine what assistance, if any, the driver needs in resolving problems associated with alcohol misuse and controlled substance use and will ensure the driver properly follows any rehabilitation program and submits to unannounced follow-up alcohol and controlled substance testing.
- Follow-Up Testing. If the driver passes the return-to-duty test, he/she will be subject to unannounced follow-up alcohol and/or controlled substance testing. The number and frequency for such follow-up testing will be as directed by the SAP and will consist of at least six tests in the first twelve months. These tests will be conducted under direct observation.
- Responsibility for Cost of Evaluation and Rehabilitation. Drivers will be responsible for paying the cost of evaluation and rehabilitation (including services provided by a Substance Abuse Professional) recommended or required by the City or FMCSA or DOT rules, except to the extent that such expense is covered by an applicable employee benefit plan or imposed on the City pursuant to a collective bargaining agreement.
- Reporting to the FMCSA's CDL Drug and Alcohol Clearinghouse. In accordance with the Federal Motor Carrier Safety Administration's (FMCSA) Commercial Driver's License (CDL) Drug and Alcohol Clearinghouse reporting requirements beginning January 6, 2020, the City will report the following information to the Clearinghouse within three business days:

- A DOT alcohol confirmation test result with an alcohol concentration of 0.04 or
- A negative DOT return-to-duty test result;
- The driver's refusal to submit to a DOT test for drug or alcohol use;
- Actual knowledge a driver has used alcohol or controlled substances, based on the employer's direct observation, information provided by the driver's previous employer(s), a traffic citation for driving a CMV while under the influence of alcohol or controlled substances, or an employee's admission of alcohol or controlled substance abuse except as provided in § 382.121) of:
  - On duty alcohol use pursuant to § 382.205;
  - Pre-duty alcohol use pursuant to § 382.207;
  - Alcohol use following an accident pursuant to § 382.209;
  - Controlled substance use pursuant to § 382.213;
- Employers will also report negative return-to-duty (RTD) test results and the successful completion of a driver's follow-up testing plan as ordered by a SAP.

### ***Loss of CDL License for Traffic Violations in Commercial and Personal Vehicles***

Effective August 1, 2005, the FMCSA established strict rules impacting when CDL license holders can lose their CDL for certain traffic offenses in a commercial or personal vehicle. Employees are required to notify their supervisor immediately if the status of their CDL license changes in anyway.

### ***Maintenance and Disclosure of Records***

Except as required or authorized by law, the City will not release driver's information that is contained in records required to be maintained by this policy or FMCSA and DOT regulations. Beginning in 2020, the city will be required to query and report to the agency's Commercial Driver's License (CDL) Drug and Alcohol Clearinghouse prior to hiring new drivers, will conduct annual checks of existing CDL-drivers, and will report certain violations of the DOT drug and alcohol testing program for holders of CDLs. In addition, a driver is entitled, upon written request, to obtain copies of any records pertaining to the driver's use of alcohol or a controlled substance, including any records pertaining to his or her alcohol or controlled substance tests.

### ***Policy Contact for Additional Information***

If you have any questions about this policy or the City's controlled substance and alcohol testing procedures, you may contact the public works director or human resources manager to obtain additional information.

### ***Definitions***

- **Accident:** Means an occurrence involving a commercial motor vehicle operating on a public road which results in a fatality; bodily injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or one or more motor vehicles incurring disabling damage as a result of the accident, requiring the vehicle to be transported away from the scene by a tow truck or other vehicle. The term "accident" does not include an occurrence involving only boarding and alighting from a stationary motor vehicle; an occurrence

involving only the loading or unloading of cargo; or an occurrence in the course of the operation of a passenger car or a multipurpose passenger vehicle unless the vehicle is transporting passengers for hire or hazardous materials of a type and quantity that require the motor vehicle to be marked or placarded in accordance with 49 C.F.R. § 177.823; 49 C.F.R. § 382.303(a); 49 C.F.R. § 382.303(f).

- Alcohol Concentration (or Content): Means the alcohol on a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test. 49 C.F.R. § 382.107.
- Alcohol Use: Means the consumption of any beverage, mixture, or preparation, including any medication, containing alcohol. 49 C.F.R. § 382.107.
- Applicant: Means a person applying to drive a commercial motor vehicle. 49 C.F.R. § 382.107  
Breath Alcohol Technician or BAT: Means an individual who instructs and assists individuals in the alcohol testing process and operates an evidential breath testing device (EBT). 49 C.F.R. § 40.3.
- City: Means City of Victoria.
- City Premises: Means all job sites, facilities, offices, buildings, structures, equipment, vehicles and parking areas, whether owned, leased, used or under the control of the City.
- Collection Site: Means a place designated by the City where drivers present themselves for the purpose of providing a specimen of their urine or breath to be analyzed for the presence of alcohol or controlled substances. 49 C.F.R. § 40.3.
- Commercial Motor Vehicle: Means a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle (1) has a gross combination weight rating or gross combination weight of 26,001 or more pounds, whichever is greater, inclusive of a towed unit(s) with a gross vehicle weight rating or gross vehicle weight of more than 10,000 pounds, whichever is greater; or (2) has a gross vehicle weight rating or gross vehicle weight of 26,001 or more pounds, whichever is greater; or (3) is designed to transport sixteen (16) or more passengers, including the driver; or (4) is of any size and is used in the transportation of materials found to be in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act (49 U.S.C. 5103(b)) and which require the motor vehicle to be placarded under the Hazardous Materials Regulation. (49 C.F.R. part 172, subpart F) § 382.107.

Fire trucks and other emergency fire equipment are not considered to be commercial vehicles under this policy.

- Confirmation (or Confirmatory) Test: For alcohol testing means a second test, following a positive non-evidential test, following a positive non-evidential (e.g., saliva) screening test or a breath alcohol screening test with the result of 0.02 or greater, that provides quantitative data of alcohol concentration. For controlled substance testing, "Confirmation (or Confirmatory) Test" means a second analytical procedure to identify the presence of a specific controlled substance or metabolite which is independent of the screen test and which uses a different technique and chemical principal from that of the screen test in order to ensure reliability and accuracy. 49 C.F.R. § 382.107.

- Controlled Substance: Means those substances identified in 49 C.F.R. § 40.85. Marijuana, amphetamines, opioids, (including heroin), phencyclidine (PCP), cocaine, and any of their metabolites are included within this definition. 49 C.F.R. § 382.107; 49 C.F.R. § 40.85.
- Department of Transportation or DOT: Means the United States Department of Transportation
- DHHS: Means the Department of Health & Human Services or any designee of the Secretary, Department of Health & Human Services. 49 C.F.R. § 40.3.
- Disabling Damage: Means damage which precludes departure of a motor vehicle from the scene of the accident in its usual manner in daylight after simple repairs, including damage to motor vehicles that could have been driven, but would have been further damaged if so driven. Disabling damage does not include damage which can be remedied temporarily at the scene of the accident without special tools or parts, tire disablement without other damage even if no spare tire is available, headlight or tail light damage or damage to turn signals, horn or windshield wipers which make them inoperative. 49 C.F.R. § 382.107.
- Driver: Means any person who operates a commercial motor vehicle. This includes, but is not limited to fulltime, regularly employed drivers; casual, intermittent or occasional drivers; leased drivers and independent owner-operator contractors who are either directly employed by or under lease to the City or who operate a commercial motor vehicle at the direction of or with the consent of the City. For purposes of pre-employment testing, the term driver includes a person applying to drive a commercial motor vehicle. 49 C.F.R. § 382.107.
- Drug: Has the same meaning as “controlled substance.”
- Employee seeking a transfer: Refers to an employee who is not subject to DOT regulations seeking a transfer to a position that will subject them to DOT regulations in the sought after position.
- Evidential Breath Testing Device or EBT: Means a device approved by the National Highway Traffic Safety Administration (“NHTSA”) for the evidential testing of breath and placed on NHTSA’s “Conforming Products List of Evidential Breath Measurement Devices.” 49 C.F.R. § 40.3.
- Federal Motor Carrier Safety Administration or FMCSA: Means the Federal Motor Carrier Safety Administration of the United States Department of Transportation.
- Medical Review Officer or MRO: Means a licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by a controlled substance testing program who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual’s confirmed positive test result together with his or her medical history and any other relevant biomedical information. 49 C.F.R. § 40.3
- Performing (a Safety-Sensitive Function): Means any period in which a driver is actually performing, ready to perform, or immediately available to perform any safety-sensitive functions. 49 C.F.R. § 382.107.
- Positive Test Result: Means a finding of the presence of alcohol or controlled substance, or their metabolites, in the sample tested in levels at or above the threshold detection levels established by applicable law.

- Reasonable Suspicion: Means a belief a driver has engaged in conduct prohibited by the FMCSA controlled substance and alcohol testing regulations, except when related solely to the possession of alcohol, based on specific contemporaneous, articulable observations made by a supervisor or City official who has received appropriate training concerning the appearance, behavior, speech or body odors of the driver. The determination of reasonable suspicion will be made in writing on a Reasonable Suspicion Record Form during, just preceding, or just after the period of the work day that the driver is required to be in compliance with this policy. In the case of a controlled substance, the observations may include indications of the chronic and withdrawal effects of a controlled substance.
- Safety-Sensitive Function: Means all time from the time a driver begins to work or is required to be in readiness to work until the time he or she is relieved from work and all responsibility for performing work. Safety-sensitive functions include:
  - All time at a city plant, terminal, facility, or other property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the employer;
  - All time inspecting equipment as required by 49 C.F.R. § 392.7 and 392.8 or otherwise inspecting, servicing, or conditioning any commercial motor vehicle at any time;
  - All time spent at the driving controls of a commercial motor vehicle in operation;
  - All time, other than driving time, in or upon any commercial motor vehicle except time spent resting in a sleeper berth (a berth conforming to the requirements of 49 C.F.R. § 393.76);
  - All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded; and
  - All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle. 49 C.F.R. § 382.107.
- Screening Test (also known as Initial Test): In alcohol testing, mean an analytical procedure to determine whether a driver may have a prohibited concentration of alcohol in her or her system. Screening tests may be conducted by utilizing a nonevidential screening device included by the National Highway Traffic Administration on its conforming products list (e.g., a saliva screening device) or an evidential breath testing device (“EBT”) operated by a trained breath alcohol technician (“BAT”). In controlled substance testing, “Screening Test” means an immunoassay screen to eliminate “negative” urine specimens form further consideration. 49 C.F.R. §382.107.
- Substance Abuse Professional” or “SAP”: Means a licensed physician (medical doctor or doctor of osteopathy), licensed or certified psychologist, licensed or certified social worker, licensed or certified employee assistance professional, or licensed or certified addiction counselor (certified by the National Association of Alcoholism and Controlled Substance Abuse Counselors Certification Commission) with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substance-related disorders. 49 C.F.R. § 40.281.

#### 4.10.003 Employee Assistance Plan Brochure

## Helping you with life's obstacles

### EMPLOYEE ASSISTANCE PROGRAM



## Find balance with everyday support

Life doesn't always go as planned. Imagine you just found out your mom has Alzheimer's. Or you're struggling to pay some credit card debt. Or you're having a hard time balancing your busy work life and your family.

No matter what your situation is, HealthPartners Employee Assistance Program (EAP) can help. Your EAP is available anytime for you and anyone in your household. Get help with almost anything you can think of, all at no extra cost.

#### 24/7 help with:

- Making a budget
- Finding child care
- Managing stress on the job
- Parenting tips and resources
- Grieving
- Adopting a new baby
- Knowing what your legal options are
- And more!

#### Connect how it's best for you:

- Call **866-326-7194**
- Log on to **hpeap.com** using the password **hpeap**
- Text **US HPEAP** and the question to **919-324-5523**
- Download the iConnectYou mobile app and use passcode **111032**

Your privacy is important. Everything you do with HealthPartners EAP is confidential. Nothing is shared with your employer or health plan. Information will only be released with your permission or when required by law.



HealthPartners Employee Assistance Program (EAP) services are provided by Workplace Options. The HealthPartners family of health plans is underwritten and/or administered by HealthPartners, Inc., Group Health, Inc., HealthPartners Insurance Company or HealthPartners Administrators, Inc. Fully insured Wisconsin plans are underwritten by HealthPartners Insurance Company.

### ACKNOWLEDGEMENT

I acknowledge that I have received, read, and understand the City of Victoria's personnel policies. I understand that I am an employee at-will, which means that both I and the city may terminate my employment with the city at any time, with or without cause and with or without notice at any time. I agree that nothing in the personnel policies creates an employment contract between the City of Victoria and me. I understand that these personnel policies supersede all previous personnel policies. I understand and agree that I am responsible for abiding by these personnel policies and that a copy of this acknowledgement will be placed in my personnel file.

---

Employee Name (Print Name)

---

Employee Signature

---

Date

COMPREHENSIVE POLICY MANUAL

# **SECTION 5: VICTORIA RECREATION CENTER**

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## Lost & Found Policy

Policy No: 5.1.001

Questions? Contact the  
Assistant City Manager  
aswanson@ci.victoria.mn.us

Effective Date: 1/8/2024

Original Policy Date: 1/8/2024

Submitted By: Holly Kaufhold

### POLICY

The Victoria Recreation Center (VRC) is not responsible for lost or stolen items within or neighboring the facility. It is the responsibility of individuals to manage and keep track of their personal belongings.

The VRC offer a short-term Lost & Found bin within the facility, near the gymnasium for individuals to place unidentified and missing items. This bin is not secured or managed by the VRC. Patrons and guests are able to review the container any time the facility is open.

Any items left unclaimed after two weeks in the Lost & Found bin are removed.

### SCOPE

This policy applies to the Victoria Recreation Center (VRC), city staff and VRC guests and patrons.

### AUTHORITY

Administrative implementation after Council approval.

COMPREHENSIVE POLICY MANUAL

# **SECTION 6: PUBLIC WORKS & ENGINEERING**

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Effective Date: 2/24/2019  
Original Policy Date: 3/1/2017  
Submitted By: Dave Shoger

## **PURPOSE**

The purpose of this policy is to provide guidance, criteria, procedures and standards for engineering design and construction for private developments.

## **POLICY**

See manual on following pages.

## **SCOPE**

This policy applies to all requests to all private development in the City of Victoria.

## **AUTHORITY**

Administrative implementation of this policy.

**CITY OF VICTORIA  
ENGINEERING DEPARTMENT**



**ENGINEERING DESIGN AND  
CONSTRUCTION STANDARDS MANUAL  
FOR PRIVATE DEVELOPMENTS**

REVISION DATE: FEBRUARY, 2022

CITY OF VICTORIA, MN.

[www.FOCUSengineeringinc.com](http://www.FOCUSengineeringinc.com)

**FOCUS** ENGINEERING, inc.



## **ENGINEERING DESIGN AND CONSTRUCTION STANDARDS MANUAL FOR PRIVATE DEVELOPMENTS**

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### **I. ENGINEERING DESIGN STANDARDS AND GUIDELINES**

- A summary of acceptable products and minimum design requirements for proposed City infrastructure. This list is not all inclusive and shall be used as a design guide. Exceptions to these design standards will be allowed only upon City Engineer approval. To expedite City Plan reviews, exceptions shall be clearly identified in writing with the Plan submittal.

### **II. PLAN SHEET FORMAT REQUIREMENTS**

- A summary of minimum requirements for plan sheets developed for each project. The minimum criteria shall be followed for all projects. Failure to follow these requirements may delay the City's Plan review.

### **III. CITY STANDARD SPECIFICATIONS FOR PUBLIC INFRASTRUCTURE**

- The City Standard Specifications shall be included in the contract documents for all development projects. The specifications shall be bound with the project manual or project specifications book, and shall not be edited. Project specific requirement sections shall be inserted where specific requirements or changes are needed. Entire sections not pertaining to the specific project shall be excluded.

### **IV. STANDARD DETAILS FOR PUBLIC INFRASTRUCTURE**

- The City Standard Details are specific requirements for the construction of public infrastructure. All drawings which apply to the specific project shall be included in the plan drawings. Details which do not pertain to the project shall not be included. City Standard Plan Notes shall be placed on the stated plan sheets of the construction drawings.

### **V. ELECTRONIC COPY OF THE ENCLOSED MATERIALS**

- Electronic files of the City Standard Specifications and City Standard Details have been provided for your use. These files shall be used for insertion into the proposed plans and specifications for Development work to be completed in the City of Victoria. No changes or edits of these documents shall be made.

# ENGINEERING DESIGN STANDARDS

for

## CITY OF VICTORIA

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### STREET DESIGN AND GEOMETRICS

- **Geometric Design, Local Residential Street**

-Minimum Street Width, back of curb to back of curb.....	28-feet
-Center Crown.....	3.0%
-Minimum Longitudinal Grade.....	0.5%
-Maximum Longitudinal Grade.....	8%
-Maximum Intersection Approach Grade, First 100-feet.....	2.0%
-Minimum Vertical Curve Length, Crest.....	K=19
-Minimum Vertical Curve Length, Sag.....	K=37
-Minimum Horizontal Curve Radius.....	100-feet
-Intersection Angles.....	90 degrees
-Minimum Intersecting Street Offset, from Centerlines.....	150-feet
-Curb Radius, Minimum Local to Local.....	20-feet
-Curb Radius, Minimum Local to Collector.....	25-feet
-Minimum Diameter of Cul-de-sac.....	90-feet
-Minimum Grade around Cul-de-sac.....	0.5%
-Maximum Cul-de-sac Street Length.....	1000-feet
-Temporary Cul-de-sac at plat line.....	Required
-Pedestrian Ramps.....	Per Current MnDOT Standards

- **Geometric Design, Collector Street**

-Design Standards.....	Meeting State-Aid for minimum design speed
-Minimum Street Width, back of curb to back of curb.....	Varies (32-feet min)
-Maximum Longitudinal Grade.....	6%
-Intersection Angles.....	90 degrees
-Tangent Length at Intersection from Curb Line, Local Streets.....	50 feet
-Tangent Length at Intersection from Curb Line, Higher Class Streets.....	100 feet
-Tangent Minimum between curves.....	50 feet
-Minimum Vertical Curve Length, Crest.....	Meeting State-Aid for minimum design speed
-Minimum Vertical Curve Length, Sag.....	Meeting State-Aid for minimum design speed
-Minimum Horizontal Curve Radius.....	Meeting State-Aid for minimum design speed
-Minimum Intersecting Street Offset, if allowed, from Centerlines.....	250-feet
-Street/Roadway Access.....	Per City Access Management Spacing Guidelines
-Driveway Access, Residential.....	Prohibited
-Driveway Access, Commercial.....	Per City Access Management Spacing Guidelines
-Curb Radius.....	25-feet

- **Pavement Section Design**
  - Subbase, Select Granular Borrow (SPEC 3149.2B)..... 24-inches
  - Subsurface Drainage System.....Required
  - Base, Aggregate Base, Cl. 5 100% Stone Aggregate.....8-inches
    - *Note: Class 5 Recycled Material Substitute must meet Section 3210 requirements*
  - Non-Wearing Course, MnDOT 2360 Type SP 12.5, Mixture 2B.....2-inches
  - Wearing Course, MnDOT 2360 Type SP 9.5, Mixture 2A.....1½-inches
  - Asphalt Binder, MnDOT 2360.....PG 58H-34
  
- **Draintile/Street Subsurface Drainage**
  - Type.....SCH 40 PVC Perforated
  - Size.....6-inch
  - Sock.....MnDOT SPEC 3733
  - Location.....Full Length of Street
  - Placement per the following criteria:
    - Connect DT into the side of all curb inlet storm structures.
    - Clean-outs are not necessary at storm structures.
    - Add 2 cleanouts (one in each direction) such that the maximum distance between structures and cleanouts is approximately 200 ft.
    - Add 2 cleanouts (one for each direction at high points.
    - For high point radius at intersections, run draintile through the radius and place high point clean-outs outside of ped ramps/sidewalk/trail. They may be spaced out along the radius on each side of the ped ramp/sidewalk.
    - Sump Pump services that connect to the street draintile shall be installed per city details 712 & 713.
  
- **Curb and Gutter**
  - Material, All Purposes.....Concrete
  - Strength, Minimum Requirements.....3,900 PSI
  - Type, New Developments, Single Family Residential.....Surmountable
  - Type, New Developments, Multifamily, Commercial.....B618
  - Type, Collector Roads, Reconstruction.....B618
  
- **Utility Conduit**
  - Type.....PVC Schedule 40
  - Location/Depth.....Perpendicular to Street and 6-inches below Street Subgrade and Draintile
  
- **Entrances/Driveways**
  - Maximum Driveway Width at Right-of-way.....24-feet
  - Bituminous Driveway Minimum Thickness, Section.....See detail
  - Residential Concrete Driveway Minimum Thickness.....6-inches
  - Commercial Concrete Driveway Minimum Thickness.....8-inches

- **Signing**
  - Design Standards.....MN MUTCD
  - Sheathing Type.....High Intensity Diamond Grade DG3
  - Sign Posts, unpainted galvanized metal.....3.0 LBS./ft.

## RIGHT-OF-WAY AND BOULEVARD LAYOUT

- **Right of Way Widths**
  - Local Residential Street Minimum Width.....60-feet
  - Cul-de-sacs.....60-foot radius
  - Collector Street Minimum Width.....Varies (77 feet Minimum)
- **Boulevard, Local Residential Street**
  - Width.....16-feet
  - Slope, Typical and Maximum.....4% and 4:1
  - Topsoil Minimum.....6-inch
  - Turf Treatment.....Reference Section 3292 and Standard Detail 805
  - Turf Treatment (Boulevards along City owned property).....Lawn Sod
  - Tree Location .....As Directed - No trees in sight triangle at intersections
  - Root Barrier .....Adjacent to walkway and/or back of curb within ROW, and as directed by City
  - Street Light Location.....5-feet back of curb
  - Hydrant Location.....5-feet back of curb
- **Sidewalks**
  - Collector Street.....As directed
  - Local Residential Street.....Required on one side
  - Cul-de-sac Street.....Required for trail connection
  - Width.....6-feet
  - Sidewalk Maximum Longitudinal Grade.....5%
  - Pavement Section.....5-inch Concrete; 5-inch Class 5
- **Trails**
  - Locations.....Per City trail plan and as directed
  - Width, Local Trail.....8-feet
  - Pavement Section, Local Trail.....2.25-inch Bituminous; 8-inch minimum Class 5
- **Berm Construction in Boulevard**
  - Maximum Side Slope .....3:1
  - Maximum Side Slope with Natural Vegetation.....2:1

## SANITARY SEWER

- **Force Main**

-Material.....	PVC or HDPE
-PVC, 2-inch–24-inch.....	C900/C905
-HDPE Class, 1-inch.....	SDR 9
-HDPE Class, 2-inch–24-inch.....	SDR 11
-Minimum Cover.....	7½-Feet
-Location of main in Street.....	Project Specific
-Tracer Wire.....	Copperhead SoloShot Xtreme PBX-50-LLS 4700lb Breakload
-Air Relief Valve and Manhole Locations.....	All High Points

- **Gravity main**

-Material.....	PVC
-Minimum Diameter.....	8-inch
-Class, up to 20-feet in depth.....	SDR 35
-Class, 20-25 feet in depth.....	SDR 26
-Class and Material, over 25 feet in depth.....	Project Specific
-Minimum cover over pipe.....	5.5-feet
-Maximum depth of pipe.....	30-feet
-Location of main in Street.....	Centerline
-Slope.....	Ten States Standards
-Tracer Wire.....	Copperhead #12 High Strength part #1230G-HS

- **Sanitary Sewer Manholes**

-Type.....	Precast Concrete
-Maximum inlet/outlet elevation difference.....	2-feet
-Minimum depth of Manhole.....	6-feet
-Type of Casting.....	R-1642-B (see detail No. 107)
-Joints and Assembly.....	Per City Details
-Location.....	Street Centerline
-Maximum Spacing.....	400-feet
-Flow Line Match Required.....	8/10ths Rule
-Drop Across All Manholes Required.....	0.1-feet
-Connections to Existing Manholes.....	Core Drill with Boot
-Outside drop minimum.....	2-feet
-Outside drop Material.....	Ductile Iron

- **Service Pipe**

-Material.....	PVC
-Minimum Diameter.....	4-inch
-Class.....	Schedule 40
-Location.....	Downstream of water service

## WATERMAIN

- **City Water System Adequate Service Pressure Zone (2-story residential, 50 psi static)**
  - First Floor Elevation (FFE) below 1,021 and above 970.....Adequate
  - FFE at 970 or below.....Pressure Reducer
  - FFE at 1,021 up to 1,030.....Booster Pump
  - FFE at 1,030 or above.....Eng. Analysis
- **Main Pipe**
  - Material.....PVC
  - Class.....C900, DR-18
  - Minimum Diameter – Mainline.....8-inch
  - Minimum Diameter – Residential Hydrant Lead.....6-inch
  - Minimum Diameter – Commercial/Industrial Hydrant Lead.....8-inch
  - Minimum Cover.....7½-feet
  - Location of main in Street.....North or West
  - Tracer Wire.....Copperhead #12 High Strength part #1230B-HS
  - Maximum Length of Dead Ends.....600-feet
  - Air Release measures.....At highpoints via MH or Hydrant
  - Temporary Dead End Lines.....Hydrant/Bleed Valve Required
- **Hydrants**
  - Type.....Waterous Pacer WB-67
  - Depth of Bury.....8½-feet
  - Spacing Radius from Building.....250-feet
  - Gate valve on Hydrant leads.....Yes
- **Valves**
  - Resilient Seat Gate Valve, for 12-inch pipe & smaller.....American Flow Control 2500 Series
  - Butterfly Valve, for pipe over 12-inch.....Mueller Linesal III
  - Valve Box.....Tyler G-Box6860
  - Maximum area isolated by valving.....20 services
  - Maximum distance between valves on Trunk Mains.....800-feet
- **Service Pipe**
  - Service Material.....SIDR 7 IPS PE
  - Corporation Stop.....A.Y. McDonald 74701B
  - Curb Stop .....A.Y. McDonald 76104
  - Curb Box .....A.Y. McDonald 75614 w/rod & Mpls. Top
  - Tracer Wire.....Copperhead #12 High Strength part #1230B-HS

## STORM SEWER

- **Design**

- Design Frequency for Storm Sewer.....10-year
- Minimum storm sewer design velocity.....3-fps
- Maximum storm sewer design velocity.....15-fps
- Maximum storm sewer outlet velocity.....5-fps
- Minimum Pipe Slope.....0.5%
- Minimum Outfall Pipe Slope.....verify positive grade at completion (no reverse grade)

- **Main Pipe**

- Storm Sewer Pipe Material.....RCP
- Minimum Cover Depth, street.....4-foot
- Minimum Cover Depth, green areas.....3½-foot
- Minimum Pipe Diameter, Main.....15-inch
- Minimum Catch Basin Lead.....12-inch
- Location of main in Street.....South or East

- **Culvert pipe**

- Culvert Material .....RCP
- Minimum Culvert Size.....15-inch
- Apron and Trash Guard Required.....Yes

- **Manholes**

- Type.....Precast Concrete
- Sump Depth and Location.....Prior to stormwater BMP
- Minimum Structure Depth.....4½-foot
- Casting.....R-1642-B (see detail no. 107)
- Minimum Adjustment Rings.....4-inches
- Maximum Adjustment Rings.....1-foot

- **Catch Basins**

- Type.....Precast Concrete
- Minimum Structure Depth.....4½-foot
- Maximum run to Catch Basin.....350-foot
- Casting, Curb & Gutter, B Style Curb.....R-3067V
- Casting, Area Drain.....R-4342

## STORMWATER MANAGEMENT AND STORMWATER BMPs

*Note: Stormwater facilities shall be in accordance with the Requirements listed herein; in accordance with the Requirements of the Minnehaha Creek Watershed District (MCWD) or Carver County Water Management Organization (CCWMO); and in accordance with the Minnesota Stormwater Manual if not otherwise addressed. When referencing the Minnesota Stormwater Manual, all “Recommended” and “Highly Recommended” provisions shall be considered requirements by the City of Victoria unless specifically approved otherwise by the City Engineer.*

- **Site Design**

- Facility location (Including wetlands and buffers).....Outlots deeded to City
- Location.....above 100-year HWL
- Building Lowest Opening above 100-year HWL.....2-feet
- Building Lowest Opening above EOF.....1-foot
- Minimum access road easement width.....20-feet
- Maximum grade for maintenance access roads.....10%
- Setback from building foundations.....35-feet
- HSG D Soil Classification .....Soil Borings Required
- Wetland Buffer Signs.....Installed per MCWD
- Minimum slopes.....3%
- Maximum slopes.....3H:1V
- Sump Structures.....Prior to All Stormwater BMPs

- **Stormwater Ponds (Detention Basins)**

- Design Frequency (DF), SCS Type II.....2, 10, and 100-year
- DF, Landlocked Basins (Requires Volume Control).....Back to Back 100-year
- Minimum Basin Depth to NWL.....4-feet
- Maximum Pond Depth to NWL.....10-feet
- Average Permanent Pool Depth.....4-feet to 6-feet
- Permanent Pool Length-to-Width Ratio.....3:1 or greater
- Maintenance Bench Maximum side slope, first ten feet above Permanent Pool.....10:1
- Aquatic Bench Maximum side slope, first ten feet into Permanent Pool.....10:1
- Maximum side slope, beyond first ten feet.....3:1
- Pretreatment Sediment Forebay.....Required 10% Pond Area
- Required freeboard.....2 feet above HWL

- **Drainage Swales**

- Maximum side slopes on Swales.....3:1
- Maximum side slopes on Right-of-Way Swales.....4:1
- Minimum longitudinal Swale grade.....3%
- Minimum Swale depth within Right-of-Way.....18-inches
- Minimum Bottom Width.....4-feet

- **Infiltration Facilities (Bioretention Areas and Rain Gardens)**

- Inlet control from Streets.....Use Neenah R-3067-V casting on Catch Basin (no curb cuts)
- Maintenance Agreement for public right-of-way.....Required
- Maintenance Access Easement.....Required

-Minimum distance from septic system or drainfield.....	35-feet
-Minimum distance from public or private well.....	50-feet
-Maximum Site Slope.....	5%
-Minimum depth to Bedrock.....	3-feet
-Minimum depth to Seasonally High Water Table.....	3-feet
-Located in “hotspot” drainage shed (i.e. gas stations).....	Prohibited
-Located in Hydrologic Soil Group D Soils.....	Prohibited
-Underdrain, .....	6” PVC Schedule 40
-Soil infiltration rates.....	*By Field Testing at Facility Location
-Minimum In-situ Permeability.....	1-inch per hour
-Maximum side slope.....	4:1
-Maximum drain dry time.....	48 hours
-Soil medium.....	MnDOT 3877 E Rooting Topsoil Borrow
-Plantings.....	Seed per MnDOT 3876 Specifications with Type 33-261
.....	Seed to be enhanced with 1 plug per 4 Square Feet
.....	Infiltration areas 10,000 sqft or greater requires 3 grass mixes for variety
.....	Native Shrubs to be planted in conformance with City approved landscape plan

*\* Soil borings are required to verify infiltration rates. Borings must be taken to a depth of 20 feet below proposed infiltration basin elevation.*

- **Other Stormwater BMPs:** *The City of Victoria has adopted the following additional BMPs and Low Impact Development practices for the City and promotes their use in accordance with these Engineering Design Standards and MCWD or CCWMO Requirements.*

- **Filtration Basin and Underground Infiltration Trench.**

- Underdrain requirements:

- 6” PVC SCH40 Pipe with 3/8” perforations with tracer wire
    - Minimum draintile grade shall be 0.5%
    - 45-degree maximum bends
    - Cleanouts at pipe ends cut 2’ above finished grade with watertight removable caps.
    - Connections shall be wye fittings.
    - Lateral spacing less than 25 feet.
    - Underdrain must drain through access structure and outlet through RCP pipe with RCP flared end section.
    - Underdrain bedding: When bed in sand, use circular knit fabric around pipe, otherwise, 3-inches of #57 stone on side and top of pipe.

- **Vegetated Swales.**

- **Tree Preservation and Planting.**

- **Soil Amendments.**

- **Capture and Reuse of Stormwater.**

# DETAIL PLATE NUMBERS AND PLAN NOTES

• Pipe Installation	101,103,105
• Watermain	200A,201,203,204,206,207,208,210,211
• Sanitary Sewer	300A,301,302,303,305,306,313,314,315
• Storm Sewer	400A,402,404,405,406,407,408,409,410, 411,412,416,417,419,420,421,423A,423B,424
• Pavements, Curbs, Walks	500A,501,502,503,504,505A,505B,505C, 505D,505E,505F,506,507,508,509, 510,511,512,513
• Erosion Control	600A,600B,600C,600D,601,603,604,605
• Miscellaneous	700A,705,712,713
• Typical Sections and Right-of-Way	801,804,805,806,807A,807B
• Landscaping	900A, 901A, 901B, 902A, 902B, 903A, 903B, 904

# PLAN SHEET FORMAT REQUIREMENTS

for

## CITY OF VICTORIA

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This document outlines the required plan format and minimum acceptable plan sheet requirements for each development project within the City of Victoria. The minimum requirements shall be met for all projects before approval may be granted by the City Engineer.

### GENERAL REQUIREMENTS:

1. Plan sheet size shall be 22" x 34".
2. All electronic files must be accompanied by a "layer description list" that clearly identifies the elements of each layer or level.
3. Vertical control of Construction Record Drawings must be on the City's Benchmark System.

**CONSTRUCTION PLANS:** The following plan sheets shall be bound together in one plan set and distributed to the City in the number and plan size as required.

- I. Title Sheet
  - A. Location Map with Section, Range and Township provided.
  - B. Sheet Index.
  - C. Plan Date with all Revision Dates.
  - D. Preparer's Name and Contact Information.
  - E. Owner's Name and Contact Information.
- II. Legend and Typical Sections
  - A. Plan Legend for all Applicable Symbols.
  - B. City of Victoria Typical Sections as Applicable to the Project.
  - C. Additional Typical Sections as Deemed Appropriate by the Design Engineer.
- III. Standard Details and Storm Sewer Construction Chart
  - A. City of Victoria Standard Details as Applicable to the Project.
  - B. Additional Standard Details as Deemed Appropriate by the Design Engineer.
  - C. Storm Sewer Construction Chart.
- IV. Grading, Drainage, and Erosion Control Plans
  - A. North Arrow (Up or to the right on all sheets).
  - B. Scale: 1"=50' horizontal.
  - C. Maximum plan sheet size 22" x 34".
  - D. Street names and right-of-way lines
  - E. Building pads with first floor elevation, low floor elevation, garage floor elevation, low opening elevation, and building type.
  - F. Wetland delineations, creeks, streams, lakes & other water bodies.
  - G. Normal water level (NWL) and high water level (100-year HWL) for all water bodies within and adjacent to the property.

- H. All emergency overflow elevations, placed in **BOLD** on the plans.
- I. All erosion control measures, permanent and temporary.
- J. Grading and erosion control city standard plan notes.
- K. Tree protection fencing.
- L. Retaining Walls (wall heights and elevations).
- M. Existing storm sewer, drainage and culvert structures to a distance of 150 feet beyond plat boundary with pipe material, size and inverts.
- N. Topographical features to a distance of 150 feet beyond plat boundary (fences, trails, sidewalks, streets, driveways, etc.)
- O. Property, right-of-way and easement lines.
- P. Existing street and driveway widths with type of surface identified.
- Q. Lot corner elevations.
- R. Spot elevations along trails not adjacent to primary development streets.
- S. Proposed driveway slopes.
- T. Proposed drainage swale locations, elevations, and grades.

V. Sanitary Sewer and Watermain Plan Sheets

- A. Plan and Profiles for Sanitary Sewer and Watermain shall be placed on the same sheet(s).
- B. The following information shall be shown:
  - 1. North Arrow (Up or to the right on all sheets).
  - 2. Scale: 1"=50' horizontal and 1"=10' or 1"=5' vertical (Maximum sheet size 22" x 34")
  - 3. Street names and right-of-way lines.
  - 4. Lot and block numbers.
  - 5. Location of all existing utilities with pipe material and size within 150 feet beyond plat boundary.
  - 6. Existing and proposed easements.
  - 7. Size of mains.
  - 8. Material and Class of pipe.
  - 9. Length of mains and each sanitary sewer pipe segment.
  - 10. Size, type, casting type and build of manholes.
  - 11. Proposed grade of each sanitary sewer pipe segment.
  - 12. Elevation of inverts of all sanitary sewer lines, at MH and at stub ends.
  - 13. Arrows indicating the direction of flow on the sanitary sewer plan views.
  - 14. Number each sanitary sewer structure on both plan and profile views.
  - 15. Stationing of sanitary sewer structures on profile view.
  - 16. Proposed main line pipe crossings on the profile views.
  - 17. Proposed storm sewer shown in plan and profile views (background view).
  - 18. Service locations and wye stationing on the plan view (from the main line to the utility easement line).
  - 19. Proposed invert elevations at the utility easement line. Risers must be listed for each lot if needed.
  - 20. Elevation of the top of the water service stop box at the utility easement line.
  - 21. Hydrant, valve and fitting locations on the plan view (gate valve or butterfly valve noted as applicable).
  - 22. Proposed and existing pump or lift stations.
  - 23. Proposed and existing Well Pumphouses.
  - 24. Existing grade profile over main line pipe.

25. Finished grade profile over main line pipe.
26. Centerline stationing at 100 foot minimum intervals.
27. Sanitary Sewer City Standard Plan Notes.
28. Watermain City Standard Plan Notes.

VI. Street and Storm Sewer Plan Sheets

A. Plan and Profile shall be shown on the same sheet.

B. The following information shall be shown:

1. North Arrow (Up or to the right on all sheets).
2. Scale: 1"=50' horizontal and 1"=10' or 1"=5' vertical (Maximum sheet size 22" x 34")
3. Street names and right-of-way lines.
4. Lot and block numbers.
5. Existing and proposed easements/right-of-ways within 150 feet beyond plat boundary.
6. Show concrete walks and bituminous paths.
7. Sizes of storm sewer pipe.
8. Material and Class of storm sewer pipe.
9. Length of each storm sewer pipe segment.
10. Proposed grades of each storm sewer pipe segment.
11. Size, type and build of manholes and catchbasins.
12. Proposed drainage swale locations.
13. Elevations on all inverts and castings of all storm sewer structures.
14. Arrows indicating the direction of flow on the storm sewer plan views.
15. Number of each storm sewer structure on both plan and profile views.
16. Proposed watermain and sanitary sewer shown in plan and profile views.
17. Proposed pipe crossings on the storm sewer profile views.
18. Existing grade profile over storm sewer pipe.
19. Finished grade profile over storm sewer pipe including beyond the end of outlet pipe.
20. Finished centerline street elevations every 50 feet minimum.
21. Centerline stationing.
22. Street grades on profile.
23. Vertical curve data on profile.
24. Horizontal alignment and curve data on plan view.
25. Flow line elevations at the beginning, mid-point and end of all radii and at all intersections where drainage is a concern, at maximum or at minimum grades.
26. Drainage flow arrows at street intersections.
27. Proposed driveway slopes.
28. Finished profile for centerline of trails (plan and profiles for trails may be on separate sheets from street and storm sewer plans).
29. Storm Sewer City Standard Plan Notes.
30. Sidewalk and Trail City Standard Plan Notes.

C. Drainage Information to be Shown

1. Size, type and location of pipe and location of sump pump service on plan view.
2. Locations of service wyes and clean-outs.

VII. Cross Sections

- A. Cross sections shall be provided for all street reconstruction work, turn lanes, or when interfacing new streets along existing streets and roadways.
- B. Cross sections shall be provided for all trails, except when the trail is placed in the boulevard in accordance with a typical standard street section.
- C. At a minimum, each cross section shall show the following:
  - 1. Finished ground to the match points of existing grade.
  - 2. Existing ground.
  - 3. Right-of-way and easement locations.
  - 4. Centerline of proposed improvement.
  - 5. Full depth proposed section.
  - 6. Label all slopes proposed at maximum grades.
- D. When provided, cross sections shall be shown a minimum of every fifty (50) feet, at all low points, critical drainage locations, driveways, and at intersections.

VIII. Street Signage, Lighting, and Pavement Marking Plan

- A. Signing, Pavement Markings, and Lighting City Standard Plan Notes.

IX. Landscape Plan Sheets

- A. Irrigation Systems.
- B. Include tree removals, planting schedule, and tree replacement plan.
- C. Include City Standard Landscaping Plan Notes
- D. Include BMP/utility access routes
- E. Include location of all utility services (sewer, water, sump pump)

**RECORD DRAWINGS:** Record drawings must be completed and submitted to the City Engineer to assist the city in the review, verification and acceptance of the work completed. The submittal information outlined below is considered the minimum documentation requirements. The City Engineer may request additional information specific to the improvements as deemed reasonably necessary to verify the work conforms to the approved grading and construction plans.

I. Submittal Requirements

- A. As-built Construction Plans shall be certified by the engineer and prepared in accordance with the Plan Sheet Format Requirements.
- B. All changes from the as-bid plans should be indicated on the as-built Construction Record Drawings. All changes shall be lined out and corrections shall be shown in ***bold italics***.
- C. Each Record Drawing shall list Contractor's name, Developer Engineer's name, City Project Number, Construction Completion Date, and Record Plan Drawing Number (provided by City).
- D. Final record drawings shall be submitted as one (1) set of full size plans (22" x 34"), two 11" x 17" paper copies, and submitted in electronic form DWG files and PDF files that are printable to scale on 11"x17".
- E. As-built surveyed information shall tie out to benchmarks as indicated on the plans.
- F. GIS shape files must be provided to include all as-built public infrastructure data, as requested.

II. Certified Record "As-built" Grading Plan shall include [Note: As-built elevation shot locations must match the same location as shown on the construction plans.]

- A. Location and as-built elevations at lot corners and house pads.
- B. Location and as-built elevations along all swales, berms, slopes and ditches.
- C. Location and as-built elevations at all emergency overflow (EOF) points.
- D. Location, as-built and/or cross section(s) for pond bottom, aquatic bench, maintenance bench, NWL and HWL elevations and provide as-built volume calculation.
- E. Location and as-built elevations at low points.
- F. Location and as-built for all storm sewer structures and overflows.
- G. Location and as-built elevations at all retaining walls, including top and bottom of wall at maximum wall height locations, and each end of the wall.
- H. Location and as-built elevations for any private wells or wastewater systems.
- I. Location and as-built elevations for other features critical to drainage performance.
- J. Indicate all property lines, easements and access points.
- K. Indicate location of all existing utilities.
- L. As-built grading plan must conform to the approved final grading plan. Elevation shots must be within +/- 0.2 feet.

III. Certified Record "As-built" Construction Plans shall include

- A. As-built surveyed elevations for sanitary and storm sewer manhole and catch basin casting/inlet tops and inverts, flared end section inverts, and any other structure elevations shown on the as-bid drawings. Actual elevations must be recorded to the nearest 0.01 foot, and the actual pipe grades recorded to the nearest .01%.
- B. Sanitary and storm sewer lines must be field measured from center of casting to center of casting or from center of casting to end of flared end. Record lengths to nearest 0.5 foot.
- C. Indicate and record all changes from planned pipe, structure, or hydrant locations.
- D. Measured distances from center of casting to end of stubs for sanitary and storm sewer.

- E. Ties from ends of watermain stubs to permanent structures.
- F. Ties from ends of sump pump service stubs to permanent structures (hydrant, watermain valve, catch basin, or manhole).
- G. Service ties for the curb box for each lot. Including pipe quantity, size and type on plans.
- H. All sewer services shall be shown on the plans with stationing from downstream manhole to wye location. Pipe quantity, type and invert elevation at utility easement line shall be shown on the property served.
- I. Location of watermain fittings (i.e. bends, tees, valves, etc.).
- J. Top nut of hydrant elevations.
- K. Type, size, and class of piping.
- L. All pipe insulation.
- M. All lots shall have address numbers shown on street record plans.



# **CITY STANDARD SPECIFICATIONS FOR PUBLIC INFRASTRUCTURE**

## **CITY OF VICTORIA, MINNESOTA**

Revision Date: February 2022

It is the intent that these Engineering Standards supersede any prior standards adopted by the City of Victoria.



## SECTION 0010

### CITY OF VICTORIA, MINNESOTA CITY STANDARD SPECIFICATIONS FOR PUBLIC INFRASTRUCTURE

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## **SECTION 1100 – SUMMARY OF WORK**

### **SCOPE:**

Under this Section of the Specifications shall be general Project definitions and requirements applicable to the Work to be completed.

### **DEFINITIONS:**

Wherever used in these specifications, the following terms have the meanings indicated which are applicable to both the singular and plural thereof:

1. CITY. The City of Victoria acting through its legally constituted officials, officers or employees, or duly designated assigns, executors, or representatives.
2. CONTRACTOR. The individual, firm or corporation contracting for and undertaking prosecution of the prescribed Work; the party of the second part to the Contract, acting directly or through a duly authorized representative.
3. ENGINEER. The City Engineer, including duly authorized assistants and representatives, who represents the City during construction activities.
4. WORK. The entire completed construction or the various separately identifiable parts thereof required to be furnished under the Contract Documents. Work includes and is the result of performing or furnishing labor and furnishing and incorporating materials and equipment into the construction, and performing or furnishing services and furnishing documents, all as required by the Contract Documents.

### **GENERAL REQUIREMENTS:**

1. Construction Limits. The Contractor's operations shall be confined to the plat and areas covered in right-of-way and easements granted to the Developer. Any procedures by the Contractor of any sort beyond the limits indicated shall be the sole responsibility of the Contractor who shall save the City harmless from any claim for damages due to trespassing.
2. City Standard Specifications and Details. All Work on this Project is governed by the standard Specifications and details of the City. No deviation from the Specifications and details is permitted without written permission of the Engineer.

Except as amended in the standard Specifications and details of the City, the 2018 Edition of the MnDOT Standard Specifications for Construction shall govern all work on this project.

3. Acceptance and Approval of Improvements. All construction and installations must be inspected and accepted by the Engineer, prior to starting subsequent phases of construction or installation.
4. Non-compliance. Non-compliance with the Specifications and details may result in discontinuance of inspections, non-acceptance of Work, and subject to the default provisions of the Developer's Agreement with the City.
5. Plans and Specifications Coordination. The drawings, specifications and other parts of the Plans are all essential and complementary. A requirement occurring in one is binding as though occurring in all. The Contractor shall provide all work and materials clearly implied in the contract documents, even if they are not mentioned specifically. The Contractor shall immediately notify the Engineer in writing upon the discovery of any discrepancies, errors or omissions in the Contract documents. The Contractor shall not proceed with any work affected by such discrepancies, errors or omissions until receiving direction to do so from the Engineer.

In any case of ambiguity or dispute over the interpretation of the provisions of the Contract, Plans or Specifications, the decision of the Engineer shall be final and binding on all parties concerned.

**END OF SECTION**

## **SECTION 1310 – PROJECT MEETING REQUIREMENTS**

### **SCOPE**

Under this Section of the Specifications shall list the minimum Project meeting requirements and related tasks.

### **GENERAL REQUIREMENTS**

1. **SUMMARY.** A preconstruction meeting shall be conducted prior to the start of construction. Regular progress meetings shall be conducted throughout the progress of the Work to provide coordination and direction necessary for efficient and timely execution, and to minimize and mitigate the burdens that construction activity places upon its surroundings.
2. **REPRESENTATION.** Representatives of the Contractor, Subcontractors, and Suppliers attending the meetings shall be qualified and authorized to act on behalf of the entity being represented. An Engineer's representative may attend meetings to receive progress reports and to understand proposed scheduling of Work, but does not have the authority of the Engineer or the City. The Engineer may attend meetings.

### **EXECUTION**

1. **PRECONSTRUCTION MEETING:**
  - A. **REQUIRED:** A preconstruction meeting must be conducted before any work on the project is allowed.
  - B. **SCHEDULE:** The City Engineer will schedule the preconstruction meeting upon written request of the Developer, or Developer's representative, and upon receipt of the following documentation;
    1. Complete sets of the City approved Plans and Specifications on file at the City.
    2. Copies of all applicable permits necessary for the execution of the proposed Work.
    3. Fully executed Developer's Agreement with the City.
    4. Proof of fully established security requirements as provided in the Developer's Agreement.
  - C. **LOCATION.** The preconstruction meeting location will be as determined by City staff.
  - D. **ATTENDANCE.** Attendance is required by the following representatives:
    1. Developer's Engineer
    2. Contractor's Project Manager
    3. Contractor's Resident Superintendent
    4. Subcontractors' or Suppliers' representatives that Contractor may invite or the Engineer may request
    5. Engineer's representatives
    6. City's representatives

7. Local utility representatives, as applicable
  8. Regulatory Permit Authorities representatives, as applicable
- E. NOTICE. Notice of the preconstruction meeting shall be sent out by the Developer or Developer's representative to each required Attendee with a minimum advance notification of seven days. Notice shall not be sent out without the Engineer's approval.
- F. REQUIRED INFORMATION. The Developer, Developer's Engineer and Contractor shall provide the following minimum information at the preconstruction meeting:
1. Project Schedule with estimated number of working days to complete each major Project phase and providing the proposed sequence of operations.
  2. Submittals and Shop Drawings called for in these Specifications, as well as those listed below, including a copy to the City Engineer after they have been reviewed and certified by both the Contractor and Design Engineer. No manufacturing or shipping of materials shall occur prior to City Engineer review.
    - a. List of subcontractors with phone numbers
    - b. List of material suppliers with phone numbers
    - c. Contractor's traffic control and dust control implementation plans
    - d. Contractor's erosion control and SWPPP plans
    - e. Contractor's staging and materials storage plan
    - f. Contractor's emergency telephone numbers including the responsible party for Erosion and Sedimentation Control. Include numbers for all subcontractors.
2. REGULAR PROGRESS MEETINGS:
- A. Regular Progress meetings will be held throughout the progress of the Work.
  - B. The schedule, location, and attendance requirements will be identified for each Project as determined necessary by the Engineer.

**END OF SECTION**

## **SECTION 1330 – SUBMITTALS**

### **GENERAL REQUIREMENTS**

1. **SUBMITTALS.** To assist the Contractor, the following summary of submittals is given. This list is not necessarily complete and items specified elsewhere shall be submitted as required even though not listed hereinafter. If not otherwise specified in the referenced Specification or paragraph or article, or if not otherwise directed, make all submittals to the Engineer.

<b>Item</b>	<b>Specification Reference</b>	<b>When Required</b>
Subcontractor List		At Preconstruction Meeting
Project Construction Schedule		At Preconstruction Meeting
Shop Drawings	All Applicable	One Copy, PDF File, stamped reviewed by Contractor, to meet construction schedule
Permits	Section 1410	One Copy, PDF File, prior to scheduling Preconstruction meeting
Stormwater Pollution Prevention Plan (SWPPP)	Section 1570	One Copy, PDF File, prior to scheduling Preconstruction meeting
Weekly NPDES Inspection Reports	Section 1570	Immediately Upon Completion
Geotextile Certificate of Compliance	Section 3132	One Copy, PDF File, stamped reviewed by Contractor, to meet construction schedule
Select Granular Borrow Gradation and Pit Location	Section 3210	At Preconstruction Meeting
Aggregate Base Class 5 Gradation and Pit Location	Section 3210	At Preconstruction Meeting
Aggregate Base Class 5 Recycled Aggregate %	Section 3210	At Preconstruction Meeting
Aggregate Base Class 5 Bitumen Extraction Results	Section 3210	At Preconstruction Meeting
Retaining Wall Plans - Walls over 4-feet	Section 3232	At Preconstruction Meeting
Retaining Wall Material Submittal – All Walls	Section 3232	At Preconstruction Meeting
Watermain and Appurtenances Shop Drawings	Section 3310	One Copy, PDF File, stamped reviewed by Contractor, to meet construction schedule
Sanitary Sewer Manhole Detail Book	Section 3330	One Copy, PDF File, stamped reviewed by Contractor, to meet construction schedule
Storm Sewer Manhole and Catch Basin	Section 3340	One Copy, PDF File, stamped reviewed by Contractor, to meet construction schedule

**END OF SECTION**

## **SECTION 1410 – REGULATORY REQUIREMENTS**

### **SCOPE:**

Under this Section of the Specifications shall be listed all permits that are applicable and required to complete the Work under this Project and as provided in the Plans and Specifications.

### **GENERAL REQUIREMENTS:**

1. **ACQUISITION.** As may be required, the Contractor, Developer, and/or Developer's Engineer shall submit applications and pay filing fees for all required permits, and shall be responsible for governmental charges and inspection fees. All permits must be acquired with copies on file at the City before any work may begin. The Contractor shall procure copies of all permits and licenses, appropriately display them on the Project site, and give all notices necessary and incidental as directed by the permit.
2. **BONDS.** The Contractor shall furnish the respective permit authorities with any required performance bonds and proof of insurance.

### **WORK REQUIREMENTS:**

1. **WORKING HOURS.** All Work shall be done between the hours 7:00 a.m. and 7:00 p.m. Monday through Friday, and between 8:00 a.m. and 5:00 p.m. on Saturdays, including starting and warming up equipment, loading and unloading equipment, and material delivery operations. Work outside of these hours and on holidays is permitted only with prior written authorization by the Engineer.
2. **PERMITS.** All Work shall be constructed under the following permits and the Contractor shall comply with all conditions and limitations of the permit.

#### **A. Right-of-Way Excavations and Obstructions**

City of Victoria, Right-of-Way Utility Installation(s)

City of Victoria, Right-of-Way Obstruction(s)

Carver County, Utility Installation(s)

Carver County, Street or Driveway Access(s)

Minnesota Department of Transportation, Utility Installation

Minnesota Department of Transportation, Right-of-Way Permit

#### **B. Watermain Extensions**

Minnesota Department of Health

#### **C. Sanitary Sewer Extensions**

Minnesota Pollution Control Agency

Metropolitan Council Environmental Services

D. Stormwater Management

Minnehaha Creek Watershed District or Carver Country Water Management Organization

E. Erosion, Sedimentation Control

Minnehaha Creek Watershed District or Carver Country Water Management Organization

Minnesota Pollution Control Agency, General NPDES Stormwater Permit  
SWPPP (Stormwater Pollution Prevention Plan)

F. Wetland Protection

Minnehaha Creek Watershed District or Carver Country Water Management Organization

Board of Water and Soil Resources, WCA

G. Construction Dewatering

Minnesota Department of Natural Resources

H. Floodplain Alteration

Minnehaha Creek Watershed District or Carver Country Water Management Organization

I. Waterbody Crossing

Minnehaha Creek Watershed District or Carver Country Water Management Organization

**END OF SECTION**

## **SECTION 1450 – TESTING**

### **GENERAL REQUIREMENTS**

1. **TESTING:** To assist the Contractor, the following summary of testing requirements is provided. This list is not necessarily complete and tests specified elsewhere in these Specifications shall be performed as required even though not listed hereinafter. If not otherwise stated in the referenced Specification or paragraph or article, or not otherwise directed, signed copies of all test reports from independent testing services shall be sent at once to the City and Engineer. Verbal test results shall be provided on-site to the Engineer, when applicable.

Test samples and locations shall be selected by the Contractor and approved by the Engineer, however, it is the Contractor's responsibility to coordinate, plan and schedule all testing operations to ensure sufficient testing is completed in accordance with the requirements herein. Test samples shall be delivered to the testing laboratory as soon as is practicable and within the specified requirements. Should any of the specified tests fail to meet the requirements of the Specifications, the Contractor shall take such additional tests as may be required to satisfy the Engineer that the specified test requirements have been obtained.

Test	Reference	Requirements	Frequency
Subgrade Compaction	Section 3122 Subgrade Preparation	100% Standard Proctor Density in Upper three feet	1/500 Feet, or fraction thereof
		Test roll - yielding of one inch or less driven over with fully loaded aggregate truck	Prior to placement granular sub-base
Pipe Zone Bedding and Backfill		95% Standard Proctor Density in pipe zone	1/500 Feet, or fraction thereof per lift
Type "B" Backfill	Section 3123 Trench Excavation and Backfilling	95% Standard Proctor Density from pipe encasement zone to three feet below surface	1/500 Feet, or fraction thereof per lift
		100% Standard Proctor Density in upper three feet	1/500 Feet, or fraction thereof per lift
Type "D" Backfill	Section 3123 Trench Excavation and Backfilling	95% Standard Proctor Density above pipe encasement zone	1/500 Feet, or fraction thereof per lift

Test	Reference	Requirements	Frequency
Subgrade Compaction	Section 3124 Excavation and Embankment	95% of Standard Proctor Density below the upper three feet	1/500 Feet, or fraction thereof
		100% Standard Proctor Density below the upper three feet	1/500 Feet, or fraction thereof
		Test roll – no yielding when driven over with fully loaded aggregate truck	Prior to aggregate base placement
Bituminous Trail Design Mixture	Section 3218 Bituminous Trails	ASTM D-1559	1/Project
Select Granular Borrow	Section 3210 Street Grading, Select Granular and Gravel Base and Bituminous Surface Construction	MnDOT Gradation Requirements	1/500 Tons, or fraction thereof
Aggregate Gradation	Section 3210 Street Grading, Select Granular and Gravel Base and Bituminous Surface Construction	MnDOT Gradation Requirements	1/500 Tons, or fraction thereof
<p>Note: If recycled substitute aggregate base materials are selected such as recycled concrete, but not limited to, the Contractor shall provide the Engineer with a gradation report following MnDOT 3138 prior to construction commencement. Companion testing may be required by an independent testing company if so determined by the Engineer.</p>			
Aggregate Base Compaction	Section 3210 Street Grading, Select Granular and Gravel Base and Bituminous Surface Construction	100% Standard Proctor Density	1/500 Feet, or fraction thereof
		Test roll – no yielding when driven over with fully loaded aggregate truck	Prior to curb and gutter/ bituminous paving
Bituminous Mixture	Section 3210 Street Grading, Select Granular and Gravel Base and Bituminous Surface Construction	Asphalt Content and Aggregate Gradation	1/500 Ton, or fraction thereof

Test	Reference	Requirements	Frequency
Bituminous Paving Sample	Section 3210 Street Grading, Select Granular and Gravel Base and Bituminous Surface Construction	Maximum Density Method MnDOT 2360	1/1,000 Feet, or fraction thereof
Bituminous Non Wearing Compaction	Section 3210 Street Grading, Select Granular and Gravel Base and Bituminous Surface Construction	MnDOT 2360 Maximum Density Method	1/1,000 Feet, or fraction thereof
Bituminous Wearing Compaction	Section 3210 Street Grading, Select Granular and Gravel Base and Bituminous Surface Construction	ASTM D2950 Nuclear Density Gauge	1/500 Feet, or fraction thereof
Concrete Tests	Section 3216 Concrete Curb & Gutter, Sidewalks and Driveways	MnDOT 2461 Cylinders, Air Tests & Slump Tests	1/1500 Feet, or fraction thereof (three cyl./ test area)
Chlorination and Disinfection	Section 3310 Water Utility Distribution System and CEAM Standard Watermain Specifications	AWWA C651 and as specified 2 samples, 24 hrs apart, taken & tested by MDH Accredited Lab	All New Pipe Every 1200 feet, end of the line, and each branch
Pressure and Leakage Test	CEAM Standard Watermain Specifications	150 psi for two hours Max. drop of 2 psi within last hour of test not below 150 psi.	All New Pipe
Air Test	Section 3330 Sanitary Sewer Utility System and CEAM Standard Sanitary Specifications	3.5 psig with 1 psig pressure drop in specified time period per CEAM spec based on pipe diameter and length.	All New Pipe
Tracer Wire Continuity Test	Section 3310 Water Utility Distribution System Specifications	Locate piping and appurtenances to within 2 feet of installed locations prior to subgrade roll test. City must be present during testing.	All New PVC and HDPE Pipe

Test	Reference	Requirements	Frequency
Deflection Test	Section 3330 Sanitary Sewer Utility System and CEAM Standard Sanitary Specifications	5% Maximum	All New PVC Pipe
	Note: The test shall be performed without using mechanical pulling devices.		
Forcemain Pressure	Section 3330 Sanitary Sewer Utility System	100 psi for one hour	All New Pipe
Televising	Section 3330 Sanitary Sewer Utility System	Completed after flushing of all main line pipe	All New Pipe
	Section 3340 Storm Drainage Utilities	Completed after flushing of all main line pipe	All New Pipe

**END OF SECTION**

## **SECTION 1550 – TRAFFIC CONTROL**

### **SCOPE:**

Under this Section of the Specifications shall be included the regulation of traffic within and around the construction site.

### **GENERAL REQUIREMENTS:**

#### **1. PROJECT REQUIREMENTS:**

- A. MAINTAIN TRAFFIC: The Contractor is required to maintain traffic flow and access, keeping all public street right-of-ways, trails, and sidewalks open to pedestrian and vehicular traffic, including safe passage of said traffic and continuous access of emergency vehicles, except as specifically allowed by formal permit.
- B. RIGHT-OF-WAY OBSTRUCTION PERMIT REQUIRED: The Contractor must apply for and obtain all necessary State, County, and City permits prior to obstructing public right-of-ways, with copies of any required permits provided to the City and Engineer.
- C. TRAFFIC CONTROL PLAN: The Contractor must provide a traffic control plan for any street, trail or sidewalk closing, partial closing, and detour, with said plan and schedule subject to Engineer approval and City issuance of a Right-of-Way Obstruction Permit.

### **PRODUCTS:**

- 1. MATERIAL: All traffic control materials shall conform to the Minnesota Manual on Uniform Traffic Control Devices (MnMUTCD), latest revision thereof, and applicable provisions of the Occupational Safety and Health Act (OSHA).

### **EXECUTION:**

- 1. PERMITTED RIGHT-OF-WAY OBSTRUCTIONS: The Contractor shall provide 24-hour advance notification for all permitted street right-of-way closures, partial closures, or detours. Notification shall be made to the City of Victoria (952) 443-4210.
- 2. DEVELOPMENT RIGHT-OF-WAY: If the Development streets and right-of-way is open to public access for any reason, the Contractor shall install and maintain traffic flow and access in accordance with MnMUTCD requirements even if the City has not yet accepted the improvements and the right-of-way has not yet been turned over to the City.
- 3. SEQUENCING: Installation of traffic control devices shall be placed just prior to initiating the construction Work in order to minimize the obstruction period of the right-of-way. Also, Work shall be planned and coordinated in a manner to minimize the right-of-way obstruction period.

The Contractor shall inspect, on a daily basis, all traffic control devices, which the Contractor has furnished and installed, and verify that the devices are placed in accordance with the Traffic Control Layouts and/or the MN MUTCD. Any discrepancy between the placement and the required placement shall be immediately corrected.

The Contractor shall be responsible for the immediate repair or replacement of all traffic control devices that become damaged, moved or destroyed, of all lights that cease to function properly, and of all barricade weights that are damaged, destroyed, or otherwise fail to stabilize the barricades. The

Contractor shall further provide sufficient surveillance of all traffic control devices at least once every 24 hours.

The Contractor shall furnish names, addresses, and phone numbers of at least two (2) individuals responsible for the placement and maintenance of traffic control devices. These individuals shall be "on call" 24 hours per day, seven days per week during the times any traffic control devices, furnished and installed by the Contractor, are in place. The required information shall be submitted to the Engineer at the Pre-construction Meeting.

**END OF SECTION**

## **SECTION 1570 – EROSION, SEDIMENTATION AND POLLUTION CONTROL**

### **SCOPE:**

Under this Section of the Specifications shall be included the furnishing and installation of all temporary erosion, sedimentation and pollution control measures and Work incidental in connection therewith as shown on the Plans.

The Contractor, in executing the Work, shall maintain the Work areas and areas adjacent to the site free from environmental pollution that would in any way violate Federal, State, or Local regulations.

1. Related Sections. See Section 3111 for protection of existing trees indicated to remain and Section 3292 for turf establishment requirements including topsoil, seeding and sodding.

### **GENERAL REQUIREMENTS:**

#### **1. SUBMITTALS:**

- A. Permits. Submit copies of approved permits required by State, County, Watershed and Local Authorities.
- B. SWPPP. Submit copies of the Project Storm Water Pollution Prevention Plan as required by NPDES/SDS Stormwater Construction permit.

### **PRODUCTS:**

1. SILT FENCE shall conform to MnDOT 2573.3, Type MS or HI adjacent to vehicle/construction traffic and Type PA at other locations. Materials shall conform to MnDOT 3886. The color of all silt fencing shall be in accordance with Watershed District rules.
2. SILT FENCE POST shall be T-shaped metal post, five feet in length placed at six-foot maximum intervals when adjacent to vehicle/construction traffic. Posts may be two inch-by-two inch wood posts at all other locations.
3. STORM SEWER INLET PROTECTION shall be WIMCO road drain inlet protection system, Ess Brothers Infrasafer debris collection device, or approved equal. A seven day notice is required for requests for approval of any alternate product. Inlet protection devices shall be in accordance with MnDOT 2573.3M.
4. ROCK CONSTRUCTION ENTRANCE shall be one inch to two inches washed rock placed to a depth of 12 inches over a geotextile fabric. The entrance shall be constructed to the dimensions shown on the Plans and City Standard Details.
5. DITCH CHECK (BIOROLL BLANKET SYSTEM) shall conform to MnDOT 2573.3 (F.3), Sediment Control Log/Erosion Control Blanket System. Bioroll or filter log products shall be in accordance with MnDOT 2573.F.1, Type Wood Fiber Sediment Control Log. Blanket products shall be in accordance with Section 3292 of these specifications.
6. FLOTATION SILT CURTAIN shall conform to MnDOT 2573.3I. Material shall conform to the requirements of MnDOT 3887, Type Light Duty or Type Heavy Duty.

### **EXECUTION:**

1. EROSION, SEDIMENTATION CONTROL MEASURES. The Contractor shall conduct operations and implement Minnesota Pollution Control Agency Best Management Practices (BMP) to control site siltation and erosion into drainage ways. The Contractor shall comply with all conditions and completion dates relative to all permits issued for the Work to be completed. The Engineer may issue a stop Work order for

all development Work and building construction for noncompliance with these measures.

- A. Sequencing. All silt fence and other erosion control measures shall be in place and approved by the Engineer prior to any removals, excavation or construction and shall be maintained until viable turf or ground cover has been established and approved by the Engineer.
- B. Silt Fence. The Contractor shall install silt fence at the locations shown on the Plans and in accordance with the City Standard Details. Silt fence dams and interim sumps shall be placed to intercept silt from concentrated runoff from open graded areas. Additional silt fence shall be required as directed by the Engineer.
- C. Stockpiles. All stockpile areas shall have silt fence or sediment trapping systems placed around the entire perimeter.
- D. Inlet Protection. The Contractor shall install inlet protection on all existing storm sewer inlets in accordance with the City Standard Details. Inlet protection shall also be provided on all proposed storm sewer inlets immediately following construction of the inlet. Inlet Protection must be installed in a manner that will not impound water for extended periods of time or in a manner that presents a hazard to vehicular or pedestrian traffic. Inlet protection removed for winter must be reinstalled prior to thaw.
- E. Temporary Sediment Basins. The Contractor shall incorporate temporary sediment basins throughout the construction site to capture runoff and slow the flow of water and allow sediment to settle out. Temporary sediment basins shall be installed as directed by the City Engineer.
- F. Rock Construction Entrance. A rock construction entrance shall be constructed and maintained as shown on the Plans to reduce tracking of silt and dirt onto the public streets. A geotextile fabric shall be placed underneath the rock. The rock shall be periodically replenished to maintain the intended performance. Mud and debris shall be removed or scrapped from tires and vehicle undercarriage prior to leaving the site.
- G. Street Sweeping. All streets used for access to the site and haul routes used for construction equipment and material supplies shall be cleaned at the end of each working day. The City or Engineer may order additional sweeping of the streets as deemed required. The City has the right to have this work completed by others at the Developer/Contractor's expense if the work is not completed in a timely manner per the City Engineer.
- H. Dewatering. Each excavation shall be kept dry during the course of all work herein, including subgrade correction, pipe installation, structure construction and backfilling, to the extent that no damage from hydrostatic pressure, flotation or other damage results. All excavations shall be dewatered to a depth of at least 3 inches below the bottom of the concrete slab or pipe to be installed therein. The Contractor may use any method or combination of methods for dewatering he chooses; however, all dewatering methods and equipment which, in the opinion of the Engineer, are ineffective shall be abandoned, improved, replaced or otherwise altered to obtain effective dewatering. The Contractor shall provide all power, pumps, materials and apparatus necessary, and shall be responsible for disposing of the water pumped from the excavation in a manner which will not interfere with other work within the area and not to damage public or private property. The Contractor will be held responsible for the condition of any pipe, conduit, ditch, channel or natural watercourse utilized for drainage purposes, and all erosion, sediment or other adverse results of their use shall be repaired.
- I. Positive Drainage and Protection. The Contractor shall maintain positive drainage throughout the site at all times. Low points within and along roadways are expressly prohibited. The Contractor shall be responsible for temporary ditches, piping or other means to facilitate proper

drainage during construction. To protect previously graded areas from erosion, wood fiber blanket shall be placed immediately on steep slopes and embankments, permanent and temporary ponds, and outlets and overflows to protect the completed grade and minimize silt in the runoff.

- J. Drainage Ditches. The normal wetted perimeter of any temporary or permanent drainage ditch or swale that drains water from any portion of the construction site, or diverts water around the site, must be stabilized within 200 lineal feet from the property edge, or from the point of discharge into any surface water. Stabilization of the last 200 lineal feet must be completed within 24 hours after connecting to a surface water. Stabilization of the remaining portions of any temporary or permanent ditches or swales must be complete within 14 days after connecting to a surface water and construction in that portion of the ditch has temporarily or permanently ceased. Temporary or permanent ditches or swales that are being used as a sediment containment system (with properly designed rock ditch checks, bio rolls, silt dikes etc.) do not need to be stabilized. These areas must be stabilized within 24 hours after no longer being used as a sediment containment system.
  - K. Turf Establishment. All exposed soil areas must be stabilized as soon as possible to limit soil erosion but in no case later than 14 days after the construction activity in that portion of the site has temporarily or permanently ceased. Turf establishment shall be in accordance with Section 3292 of these specifications.
  - L. Maintenance and Inspection. Erosion control measures shall be maintained throughout the construction and until satisfactory establishment of permanent ground cover is obtained. All erosion and sedimentation control measures, and stormwater outfalls shall be inspected weekly, and within 24 hours of the site receiving 0.5 inches of rain. Repairs shall be made on the same day or following day of the inspection. Unsatisfactory conditions not repaired or cleaned up within 48 hours of notification shall result in a stop Work order, and/or said Work shall be completed at Contractor's expense.
  - M. Removal. The Contractor shall remove and dispose of all temporary erosion control measures, structures and devices only after receiving Engineer approval. All debris, stakes, and silts along silt fences shall be removed and disposed off site. The Contractor shall hand rake silted areas along the fence locations to provide a smooth final grade and shall restore the ground surface with seed or sod, as required, to match the finished grade to the adjacent area.
  - N. Final Storm Sewer System. At the completion of the Work and before the final walk through, the Contractor shall remove storm sewer inlet protection measures and thoroughly flush the storm sewer system. Sediment and debris shall be completely removed and cleaned at the inlets, outlets and downstream of each outlet. Riprap and geotextile fabric may require replacement as directed by the Engineer to obtain a like new storm outlet installation acceptable to the City.
  - O. Ditch Check (Bioroll Blanket System). Bioroll and blanket systems shall be installed as ditch checks only in specified locations as approved by the City Engineer. Biorolls are not to be utilized in areas where vehicle and construction traffic occur.
  - P. Flotation Silt Curtain. Flotation Silt Curtain shall be utilized when construction activities occur directly adjacent to lakes, streams or wetlands in order to contain sediments near the banks of working areas. The installation of flotation silt curtains will be required as directed by the City Engineer.
2. POLLUTION CONTROL MEASURES. The Contractor shall conduct operations and implement Minnesota Pollution Control Agency Best Management Practices (BMP) to minimize or prevent noise, dust, spillage, air emissions and other pollutants generated from the construction activities related to the Project, and shall schedule operations whenever possible to cause the least disturbance to neighboring residents and

businesses. The Engineer may issue a stop Work order for all development work and building construction for noncompliance with these measures.

- A. Noise Control and Working Hours. Work site operations are restricted to the days and times specified in Section 1410 of these Specifications. No Work is allowed outside of these working hours except with prior written approval by the Engineer. This restriction applies to the loading, delivery and routing of equipment and materials on site and on public streets. Working hours may be further restricted during winter months unless City approval is granted for use of artificial lighting for construction operations for outdoor use.
  - B. Dust Control. The Contractor shall take special care in providing and maintaining dust control operations appropriate for the proximity and geographic location of the site to residential homes and other nearby developed and active facilities. The Engineer may require Contractor to take additional dust control measures if considered inadequate.
  - C. Disposal of Waste Materials. Excess excavated materials not suitable for backfill, and other waste materials shall be disposed of in accordance with local regulatory requirements. Watertight conveyance shall be provided for liquid, semi-liquid or saturated materials to prevent liquid loss or bleeding along transport routes.
  - D. Protection of Air Quality. The Contractor shall conduct operations to minimize air pollution by requiring the use of properly operating combustion emission control devices on construction equipment and encourage the shut-down of motorized equipment not in use. No burning operations are allowed on site without permit from the Fire Chief.
  - E. Chemicals, Fuels, and Lubricants. The Contractor shall comply with all Federal, State, and Local regulations concerning the transportation, storage and handling of chemicals, fuels and lubricants. No dumping of waste materials is permitted on the Project site. Leaks and spills must be immediately reported to the Engineer and appropriate government agency.
  - F. Concrete Washout. All liquid and solid wastes generated by concrete washout operations must be contained in a leak-proof containment facility or impermeable liner. A compacted clay liner that does not allow washout liquids to enter ground water is considered an impermeable liner. The liquid and solid wastes must not contact the ground, and there must not be runoff from the concrete washout operations or areas. Liquid and solid wastes must be disposed of properly and in compliance with MPCA regulations. A sign must be installed adjacent to each washout facility to inform concrete equipment operators to utilize the proper facilities.
3. MAINTENANCE AND RECORD KEEPING. The Contractor shall maintain erosion, sedimentation and pollution control measures throughout the duration of the Work being completed and until City has issued final acceptance of the improvements and turf has been established over all disturbed areas. The Contractor shall also maintain all weather logs and daily inspection reports required by applicable permitting authorities. Said records and logs shall be maintained at the site, with copies provided to Engineer immediately.
4. DEWATERING. Dewatering or basin draining (e.g., pumped discharges, trench/ditch cuts for drainage) related to the construction activity that may have turbid or sediment laden discharge water must be discharged to a temporary or permanent sedimentation basin on the project site whenever possible. Discharge from the temporary or permanent sedimentation basin must be visually checked to ensure adequate treatment is obtained in the basin and that nuisance conditions (see Minn. R. 7050.0210, subp. 2) will not result from the discharge. If the water cannot be discharged to a sedimentation basin prior to entering the surface water, it must be treated with the appropriate BMPs, such that the discharge does not adversely affect the receiving water or downstream landowners. The Permittee(s) must ensure that discharge points are adequately protected from erosion and scour. The discharge must be dispersed over natural rock riprap, sand bags, plastic sheeting, or other accepted energy dissipation measures. Adequate

sedimentation control measures are required for discharge water that contains suspended solids.

All water from dewatering or basin draining activities must be discharged in a manner that does not cause nuisance conditions, erosion in receiving channels or on downslope properties, or inundation in wetlands causing significant adverse impact to the wetland.

**END OF SECTION**

## **SECTION 1700 – CLOSEOUT REQUIREMENTS**

### **SCOPE:**

Under this Section shall be included the administrative procedure for final completion of the Project.

### **GENERAL REQUIREMENTS:**

1. **RECORD GRADING PLANS:** Upon completion of the grading work, the Developer or Developer's Engineer shall submit record grading plans in accordance with the Developer Agreement.
2. **RECORD DRAWINGS:** Upon completion of Work, prior to final acceptance, the Contractor shall deliver to the Engineer Record Construction Drawings in accordance with the Developer Agreement and the requirements of the Engineering Design and Construction Standard Manual, which have been annotated to show changes made during construction. The Contractor shall also provide maintenance and operating instructions for any equipment installed as part of the public improvements.
3. **SUBSTANTIAL COMPLETION INSPECTION:** Upon written notice from the Contractor that all punch-list items are complete in accordance with the Developer Agreement, including a final clean-up of all construction debris and flushing and televising of the storm sewer system, and that the entire project is complete for its intended use with the exception of the bituminous wear course, the Engineer and City will schedule and make an inspection of the Work. If the Work is found to be complete, the Engineer will issue a letter of substantial completion of the Work with the exception of the bituminous wear course.
4. **FINAL INSPECTION AND ACCEPTANCE, INCLUDING BITUMINOUS WEAR COURSE:** Upon written notice from the Contractor that all punch-list items are complete in accordance with the Developer agreement, including a final clean-up of all construction debris, and that the entire Project is complete for its intended use, the Engineer and City will schedule and make an inspection of the Work. If the Work is found to be complete, the Engineer will issue a letter of acceptance of the entire Work and the public improvements will become the property of the City.
5. **PARTIAL CITY ACCEPTANCE AND APPROVALS:** With the exception of City, Acceptance issued under Sections 3 and 4 above, no additional partial acceptance of the public improvements will be issued.
6. **DELIVERY OF WATERMAIN EXTRA ITEMS:** Per Engineering Specifications Section 3310 – Water Distribution, Products, Article 20, extra watermain items must be delivered the City of Victoria Public Works.

**END OF SECTION**

## **SECTION 3111 – CLEARING AND GRUBBING**

### **SCOPE:**

Under this Section of the Specifications shall be included the Clearing and Grubbing operation within the construction limits and areas for excavation and grading.

### **EXECUTION:**

1. **CLEARING.** The clearing operation shall consist of cutting and removing the trees, shrubs, bushes, windfalls, and other vegetation designated for removal and within the construction limits. Trees not designated for removal shall be protected and saved from damage. Tree removal shall be only allowed in accordance with the City approved Tree Preservation and Replacement Plans. Any stumps permitted to remain, must be cut not more than six inches above ground and painted with a labeled herbicide to prohibit growth.
2. **GRUBBING.** The grubbing operation shall consist of removing and disposing of the stumps, roots, and other remains. Unless otherwise permitted, stumps shall be removed completely.
3. **TREE PRESERVATION.** Trees not designated for removal shall be protected and saved from damage during construction. All trees shall be protected by placing brightly colored high density polyethylene safety fence around or along the trees. The protective fencing must be placed to protect the critical root zone of the trees. Should any damage happen to occur to the trunks or branches of trees along the project, the damage shall be treated in accordance with nursery approved methods. Any broken branches shall be trimmed as per Engineer's direction. All bruise and cut wounds shall be treated with asphalt base tree paint. Removal of tree fence may result in a Stop Work Order.
4. **DISPOSAL OPERATIONS.** All timber, stumps, roots, and other debris or byproducts resulting from the clearing and grubbing operations shall be disposed of by the Contractor in accordance with the provisions of MnDOT Specification 2101.3 as applied to combustible materials, subject to the additional requirements and limitations set forth herein.

All Elmwood timber, stumps, roots, and debris, together with the bark and any byproducts with adhering bark of Elm tree origin, that are not disposed of within the right-of-way by burning or burying shall be disposed of in accordance with MnDOT Specification 2101.3D2. All timber, stumps, roots, and debris from oak wilt infested trees of the Red Oak family shall be disposed of in accordance with MnDOT Specification 2101.3D2.

If any wood is run through a chipping machine, the wood chips shall be recovered, removed, and disposed of properly. Materials shall not be left on-site unless otherwise approved by Engineer.

**END OF SECTION**

## **SECTION 3114 – SUBGRADE CORRECTION**

### **SCOPE:**

Under this Section of the Specifications shall be included the furnishing of all labor and equipment necessary for the excavation, embankment, and disposal of excess unsuitable materials from the roadbed, replacing such material with sand, gravel, or crushed rock, together with any other work necessary to provide drainage for the excavation.

### **PRODUCTS:**

1. MATERIALS. The granular backfill material shall be MnDOT 3149.2B - Granular Borrow.

### **EXECUTION:**

1. SUBGRADE EXCAVATION. The excavation shall be made to the grade and cross sections shown on the Plans or as directed by the Engineer. Subgrade soil must be scarified and recompacted to testing requirements in Section 3122 prior to backfilling. If unsuitable subgrade soil is encountered, additional excavation must be made as directed by the Engineer prior to backfilling.

Sand, gravel, or crushed rock encountered in the excavation shall, to the extent directed by the Engineer, be salvaged and placed in the bottom of the excavation. All materials which the Engineer considers unsuitable for backfill shall be used for other embankment construction on site, with any surplus material to be disposed of at designated disposal sites on the Project, or, if none is designated, outside of the Project limits in accordance with a satisfactory Disposal Plan. The Disposal Plan shall constitute the Contractor's proposal for acceptable disposition of surplus materials outside of the Project limits in compliance with applicable environmental regulations, permit requirements, and any requirements or limitations imposed by the Contract. A satisfactory Disposal Plan shall be submitted to the Engineer prior to starting the disposal operations.

2. DRAINAGE. If so indicated on the Plans or directed by the Engineer, seepage trenches shall be excavated to provide drainage, and those trench excavations shall be backfilled with the same kind of material as that used for backfilling the subgrade excavations.
3. BACKFILLING OPERATIONS IN THE ROADBED. All materials used for backfill shall be placed in layers not more than six inches thick, except that if the depth of the excavation is more than 18 inches, and the bottom of the excavation is, in the opinion of the Engineer, so unstable that there would be intrusion or displacement of the underlying material into the lower layer of backfill constructed six inches in thickness, the bottom layer may be increased to 12 inches in thickness.

Backfill and compaction shall be so done that there will be no displacement of any in place drainage pipe.

The top layer shall be shaped to the cross section shown on the Plans.

**END OF SECTION**

## **SECTION 3122 – SUBGRADE PREPARATION**

### **SCOPE:**

Under this Section shall be included the furnishing of all equipment, labor, and skill necessary for shaping and compacting the subgrade prior to placing of the select granular subbase and/or aggregate base course in accordance with MnDOT Section 2112.

### **EXECUTION:**

1. **CONSTRUCTION.** This Work shall be done after any unstable sections of the subgrade have been repaired and after any existing base or surface courses required to be removed have been removed.
2. **SUBGRADE COMPACTION AND STABILITY TESTS.** The streets on which select granular and/or aggregate base is to be constructed shall be tested for density in the subgrade. Compaction shall be by the MnDOT Specified Density Method where 100% of the Standard Proctor Density is required in the upper three feet of the roadway. One test for each block or 500 feet of street, or fraction thereof, is required. A minimum of one test daily when preparing roadway.

Prior to placement of the select granular subbase or aggregate base, the Contractor shall perform a test roll on the prepared subgrade in the presence of the Engineer. An independent soils engineer, provided and paid for by the Contractor, shall also be present for all test rolls. The Contractor shall provide a fully loaded tandem axle truck. The Contractor shall provide a weight ticket for the test roll vehicle to the Engineer prior to the test roll. The test rolling shall be at the direction of the Engineer and shall be completed in areas as directed by the Engineer. The Engineer shall determine which sections of the roadway are unstable. In general, a one inch maximum deflection will be allowed. All road sections determined to be unstable shall be reworked (including farming of the subgrade) until a test roll is passed.

3. **CONDITIONS.** No subgrade preparation or roll testing shall occur when frost is present. Wheeled vehicles shall not be permitted on the subgrade following a passing roll test.

**END OF SECTION**

## **SECTION 3123 – TRENCH EXCAVATION AND BACKFILLING**

### **SCOPE:**

This Section of the Specifications shall include the excavation, trenching, and backfill required for the underground utility systems.

### **EXECUTION:**

#### **1. CONSTRUCTION REQUIREMENTS.**

- A. Trench Preparation. The sewer or watermain excavation and trench preparation shall be in accordance with Article 2600.3B, Excavation and Preparation of Trench in the City Engineer Association of Minnesota Standard Specifications. The Earth Foundation Bedding Method as shown in the Standard Detail Drawings shall be used for all pipe installation (excluding PVC sanitary sewer) where groundwater or unstable material does not create a problem. PVC sanitary sewer shall be installed in accordance with the Granular Material Bedding Method Standard Detail. Where unstable material prevents use of standard bedding methods, the Contractor shall install Granular Bedding or Trench Stabilization Rock as directed by the Engineer.
- B. Backfilling. Backfill of the utility trenches shall be in accordance with the following methods. Utilize Type “B” backfilling methods within any street or roadway and shoulders and also within all driveways. Utilize Type “D” backfilling methods in the ditches or open areas where roadways or proposed housepads will not be affected.

Mixtures of gravel meeting the Granular Material Gradation Classifications for those zones as outlined in the Standard Utility Specification shall be spread in three-inch layers and hand tamped or compacted by approved mechanical methods to a density of 95% of Standard Proctor Density by the MnDOT “Specified Density Method.” Care shall be taken to deposit the material simultaneously on both sides of the pipe for the full width of the trench. At the top of the encasement zone, the backfill shall be well compacted by using mechanical tamping equipment in such manner so as not to damage the pipe joints or shift the pipe alignment. The Contractor may not use water to obtain compaction at the pipe zone.

All surplus and unusable or waste material shall be disposed of in conformance with MnDOT 2106. Backfilling shall not be done in freezing weather except by permission of the Engineer, and it shall not be made with frozen material nor where the material already in the trench is frozen. After backfilling has been accomplished, the Contractor shall be responsible for furnishing backfill or surfacing material as necessary and filling settlement depressions resulting from inadequate compaction or any other construction defect until the acceptance of the Work.

In areas receiving Type “B” backfilling, settlement after one year of one inch or more from finish grade shall be considered evidence of inadequate compaction and the area shall be restored at the Contractor’s expense.

1. Type "B" Backfilling. Type "B" backfilling consists of placing suitable materials excavated from the trench in succeeding 12 inch thick layers from a point 12 inch from the top of the pipe. Each 12 inch thick layer shall be compacted before additional backfill material is placed in the excavation.

The top 12 inch of this backfill shall be compacted with the use of a sheepsfoot roller or approved similar compaction equipment. Only approved mechanical tamping or compacting will be allowed. Use of bucket compaction or wheel rolling will not be permitted.

The density of the backfilled material after compaction shall be 95% of Standard Proctor Density from the encasement zone to three feet below the surface and 100% of Standard Proctor Density in the upper three feet. One test for each 500 feet, or fraction thereof, of pipe installed is required. A minimum of one test daily when backfilling is required. The testing shall be repeated for each three-foot vertical lift. Additional testing may be required where deemed necessary in the opinion of the Engineer.

If the existing moisture content of the backfill material below three feet of subgrade is greater than 3 percentage points above the optimum moisture content, the soil shall be compacted to a minimum density of 3 pounds per cubic feet less than the standard Proctor curve at that moisture content. At no time shall the density be less than 90 percent of the standard Proctor density. This modification of the compaction specification shall at no time be used or applied to the upper 3 feet of the subgrade or the aggregate base. This modification of the compaction specification may not be used without prior written approval from the City Engineer. This modification of the compaction specification will not be allowed to be used if the contractor does not implement appropriate construction techniques to dry or keep dry all backfill material prior to the written request.

Suitable backfill material may contain any mixture of loam, clay, sand, or coarse gravel, but shall be free of stones, boulders, chunks, or lumps with any dimension greater than eight inches and shall contain no ashes, refuse, rubbish, roots, frozen material, or vegetation or organic material that would cause settlement. In any case, where rocks are present in the backfill material, adequate sand shall also be present and mixed in to fill all voids.

2. Type "D" Backfilling. The backfill material shall be free from boulders, rock, concrete and bituminous chunks, and clay lumps more than one-foot in any dimension and shall contain no stumps, rubbish, decayed vegetation, or frozen materials and other similar articles where presence in the backfill would cause excessive settlement. The backfill may be placed in three-foot layers and compacted by wheel type equipment weighing not less than six tons.

If the compaction of the backfill material is specifically authorized by the Engineer to be done by flooding the trench, the Contractor shall exercise due precautions so as not to float the pipe or permit water to enter the pipe, causing mud to be deposited in the pipe. The Contractor shall be wholly responsible for neglect of his workmen in carrying out the proper precautions.

If the existing moisture content of the backfill material below three feet of subgrade is greater than 3 percentage points above the optimum moisture content, the soil shall be compacted to a minimum density of 3 pounds per cubic feet less than the standard Proctor curve at that moisture content. At no time shall the density be less than 90 percent of the standard Proctor density. This modification of the compaction specification may not be used without prior written approval from the City Engineer. This modification of the compaction specification will not be allowed to be used if the contractor does not implement appropriate construction techniques to dry or keep dry all backfill material prior to the written request.

The density obtained in Type "D" trench backfilling shall be 95% of Standard Proctor Density above the pipe encasement zone. One test for each 500 feet, or fraction thereof, of pipe

installed is required. The testing shall be repeated for each three-foot vertical lift.

- C. Trench Limits. When the trench excavation limits exceed the right-of-way/easement boundaries and/or there are obstructions (trees, private/public utilities, etc.) that need to be left in place undamaged, the contractor will be responsible for adjusting the trench limits accordingly to protect these items shown on the plans, or as directed by the Engineer.
- D. Trench Safety. The Contractor shall be responsible for trench/stockpiling safety at all times during the construction process. Further, the Contractor shall backfill all trench excavations at the end of the work day and for weekends. If the Engineer concurs that a trench location may be left unbackfilled overnight or on weekends, then the Contractor shall be responsible for securing the trench area in accordance with OSHA regulations and guidelines (e.g., safety fencing, etc.).

**END OF SECTION**

## **SECTION 3124 – EXCAVATION AND EMBANKMENT**

### **SCOPE:**

This Work shall consist of constructing roadway excavations and embankments as shown on the Plans, and in accordance with MnDOT Specification 2106.

### **PRODUCTS:**

1. MATERIALS. Granular embankment material shall be in accordance with the requirements of MnDOT Specification 2106.

### **EXECUTION**

1. EXCAVATION shall conform to the planned grades and cross sections. All topsoil and organic material shall be removed below the typical section.
2. EMBANKMENTS shall be constructed from approved excess excavation material. Compaction shall be as follows:
  - A. 100% Standard Proctor Density in the upper three feet of the planned subgrade. One test for each 500 feet, or fraction thereof, of roadway prepared is required with a minimum of one test each work day.
  - B. 95% Standard Proctor Density below three feet from the planned subgrade. One test for each 500 feet, or fraction thereof, of roadway prepared is required with a minimum of one test each work day. The testing shall be repeated for each three-foot vertical lift.
3. TOPSOIL shall be salvaged and placed to a six inch minimum depth on all disturbed areas outside the finished roadway.

**END OF SECTION**

## **SECTION 3132 – GEOTEXTILE MATERIALS**

### **SCOPE:**

Under this Section shall be included the installation of geotextile for separating materials in light/medium basic roadway construction.

### **PRODUCTS:**

1. **GEOTEXTILE.** Geotextile for use in separating materials (stabilization) shall be MnDOT Type V, woven, and shall be furnished in accordance with all requirements of MnDOT Specification 3733. A Certificate of Compliance shall be furnished by the supplier in accordance with MnDOT Specification 1603 and shall be delivered to the Engineer prior to any fabric installation.

### **EXECUTION:**

1. **FABRIC PLACEMENT.** Fabric shall be placed on a smooth graded surface. Fabric seams shall be overlapped from 18 inches to 36 inches, as directed by the Engineer. Fabric shall be pulled flat with no wrinkles, folds or creases. Fabric shall be free from tension and stress. Aggregate shall be backdumped and spread in a uniform lift maintaining the required aggregate thickness at all times. At no time shall equipment be driven directly on the fabric.

**END OF SECTION**

## **SECTION 3210 – STREET GRADING, SELECT GRANULAR AND GRAVEL BASE, AND BITUMINOUS SURFACE CONSTRUCTION**

### **SCOPE:**

Under this Section of the Specifications shall be included the furnishing of all material, equipment, labor, and skill necessary to construct a pavement course of hot plant-mixed bituminous aggregate mixture on an aggregate base.

### **PRODUCTS:**

1. GRANULAR BORROW. The material shall be a sand subbase suitable as a subsurface drainage layer and shall be "Select Granular Borrow" per MnDOT Specification 3149.2B, except that no recycled materials shall be allowed.
2. AGGREGATE BASE CLASS 5. The material shall be in accordance with MnDOT 2020 Spec 3138, Class 5 Aggregate, except as modified below:
  - A. The Contractor shall submit the composition breakdown of the proposed material by percent.
  - B. The maximum percentage of recycled concrete shall be 40%.
  - C. Contractor shall submit gradation and bituminous extraction reports per Section 1330 and receive approval from the Engineer prior to placement of any material. The gradations shall be in conformance with MnDOT Spec 1503.
3. NON-WEARING COURSE MIXTURES. The non-wearing course mixtures shall be in accordance with MnDOT Specification 2360, Type SP, Maximum Aggregate Size B, Traffic Level 2 for Local Roads, and Traffic Level 3 for Collector Roads.
4. WEARING COURSE MIXTURES. The wearing course mixtures shall be in accordance with MnDOT Specification 2360, Type SP, Maximum Aggregate Size A, Traffic Level 2 for all driveways, trails, and street wear course(s), and Traffic Level 3 for Collector Roads.
5. BITUMINOUS MATERIAL FOR TACK COAT. The material to be used shall be Tack Coat SS-1, applied at 0.07 gallons per square yard.
6. BITUMINOUS MATERIAL. Asphalt binder shall be performance grade (PG) 58H-34 for both Local and Collector Roads, except where modified for RAP mixtures in MnDOT 2360.2 (E7), and shall meet MnDOT 3151.

### **EXECUTION:**

1. TESTING. All bituminous testing shall be in accordance with MnDOT 2360. The test procedure shall be the Quality Assurance (QA) method for streets, and the Quality Control (QC) method for patching, driveways, parking lots, and trails. The Contractor shall provide an independent, MnDOT trained and certified, testing company to provide QA testing for the Engineer.

Aggregate gradation testing shall be as specified in MnDOT 2211 and MnDOT 3138. One test for gradation for each 500 tons, or fraction thereof, of material delivered.

Select granular gradation testing shall be as specified in MnDOT 3149.2. One test for gradation for each 500

tons, or fraction thereof, of material delivered.

- A. Compaction - Bituminous. Pavement density for streets shall be by the Maximum Density Method. Test samples and locations shall be selected or approved by the Engineer. Cores shall be taken in the non-wearing course and the asphalt repaired within 48 hours of the paving. Nuclear Density Gauge testing per ASTM D2950 shall be completed in the wearing course.

Compaction for a bituminous patch, driveway, parking lot, or trail shall be by the Ordinary Compaction Method.

For finish wear courses on streets, trails and parking lots shall be compacted by initial rolling with a tandem steel wheel roller, followed by pneumatic-tired rollers until there is no further sign of consolidation; and finally, finish rolling with a tandem steel wheel roller until all marks are eliminated.

- B. Compaction - Aggregate. Quality Compaction Method is specified. Testing shall be performed by driving a fully loaded aggregate truck over the street and areas which deflect shall be reworked.

Water shall be applied at such times and in such amounts as necessary for proper aggregate compaction.

2. BITUMINOUS SURFACE REMOVAL. The limits of bituminous removal shall be marked in the field. In areas where new bituminous construction meets the existing surfacing, the cutting of the existing roadway surface shall be done in a manner as to provide a straight vertical edge such that the new bituminous surface will properly match the in-place surfacing.
3. GRANULAR DRAINAGE. The Contractor shall take all precautions to assure the prepared subgrade is not rutted or otherwise disturbed during placement of granular drainage material. In the event subgrade is disturbed, the Contractor will stop placement of granular material and restore subgrade to required density and cross-section prior to resuming placement of granular material.

Granular material shall be placed on prepared and approved subgrade with track equipment. Wheeled equipment shall not be driven on prepared subgrade.

4. AGGREGATE BASE. The Contractor shall take all precautions to assure that the granular drainage section is not rutted or otherwise disturbed while aggregate base is being placed. In the event that the granular drainage section is disturbed, the Contractor shall restore it to the required density and cross-section prior to placing additional aggregate base thereon.

Aggregate base material shall be placed on granular drainage material with track equipment. Wheeled equipment shall not be driven on granular material.

If during fine grading, excess rock or coarse aggregate appears at the surface of the aggregate base, the coarse rock shall be removed from the Project and be replaced with aggregate base material conforming to the specified gradation.

5. BITUMINOUS BASE COURSE. No bituminous base course shall be placed on a new roadway until all concrete curb is completely backfilled with suitable material. No bituminous base course shall be placed when frost is present or when ambient temperatures are below 32°F.
6. BITUMINOUS WEARING COURSE. If wearing course is to be installed one year following non-wearing course installation, a transitional ramp (winter ramp) of non-wearing course shall be provided at juncture with existing bituminous surface.

Wearing course shall not be placed after October 31 or when ambient temperatures are below 50°F.

A minimum of 18-inches milled overlap joint shall be provided at juncture with existing bituminous surface.

Wearing course shall be 1/4 inch above concrete curb and cross gutters and overlap them by 1/2 inch.

**END OF SECTION**

## **SECTION 3216 – CONCRETE CURB AND GUTTER, DRIVEWAYS AND WALKS**

### **SCOPE:**

Under this Section shall be included the furnishing of all equipment, labor, and skill necessary for placing of concrete curb and gutter, driveways, and walks.

### **PRODUCTS:**

1. CONCRETE CURB AND GUTTER shall be in accordance with the requirements of MnDOT Specification 2531, with a minimum 28-day compressive strength of 4,500 psi.
2. CONCRETE DRIVEWAYS shall be in accordance with the requirements of MnDOT Specification 2531, with a minimum 28-day compressive strength of 4,500 psi.
3. CONCRETE WALKS shall be in accordance with the requirements of MnDOT Specification 2521, with a minimum 28-day compressive strength of 4,500 psi.

### **EXECUTION:**

1. CONCRETE CURB AND GUTTER. All curb and gutter materials and construction will be as specified in MnDOT Specification 2531 except that contraction joints shall be placed at 10-foot intervals and expansion joints shall be placed at 200-foot intervals, at curb radius points, at each catch basin, at points where curb face starts to taper from standard height, and at all existing concrete surfaces. Joints need not be sealed.

When surmountable curb is specified, the Contractor shall transition to B618 curb and gutter at all intersection radius and catch basins. B618 curb and gutter shall be installed from end radius to end radius with a 10-foot transition back to surmountable curb and gutter on each end. A 10-foot transition shall be used on each side of catch basins to change from surmountable to B618 style curb and gutter.

The Contractor shall construct depressions in or modify curb to accommodate ramps for handicapped persons at locations and in accordance with details shown on Drawings. Depressed curb sections and pedestrian ramps must meet Americans with Disabilities Act (ADA) requirements.

Where curb ends, taper curb face from its standard height to zero inches in height in the last three feet.

The Contractor shall imprint freshly poured curb and gutter with a City provided iron marking stamp "SP" for sump pump lead, "W" for water service, "CO" for drain tile cleanout, and "S" for sanitary service.

2. CONCRETE DRIVEWAYS. Driveway materials and construction will be as specified in MnDOT Specification 2531. Contraction and expansion joints shall match existing construction where feasible.
3. CONCRETE WALKS. Concrete walk materials and construction will be as specified in MnDOT Specification 2521.
  - A. Contraction and Expansion Joints shall match existing construction where feasible.
  - B. Contraction Joints shall be constructed as follows:
    - a. Slot or groove minimum depth of 1/3 walk thickness one inch deep and 1/4 inch wide formed by inserting metal parting strip in concrete after it has been struck off and consolidated and while concrete is still plastic. Remove parting strip when concrete will retain its shape and finish joint edge. Scoring tool shall leave minimum two inch smooth border on each side.

- b. Construct transverse joints at right angles to centerline of sidewalk and longitudinal joints parallel to sidewalk centerline.
  - c. Divide sidewalk into sections with contraction joints. Spacing shall not be less than three feet nor greater than 12 feet in any dimension, or as shown on Drawings.
  - d. On slabs constructed in partial widths, place transverse joints in line with like joints in previously constructed slabs.
- C. Expansion Joints shall be constructed as follows:
- a. Hand tool concrete with edging tool with 1/4 inch radius and two inch smooth border.
  - b. Place 1/2 inch expansion joint filler between sidewalk and back of parallel curb and gutter.
  - c. Place 1/2 inch expansion joint filler at 50 foot (maximum) intervals.
  - d. Place 1/2 inch expansion joint filler where new sidewalk meets existing sidewalks and driveways.
  - e. Place one inch expansion joint filler between sidewalk and building or other rigid structure.
  - f. Place one inch expansion joint filler between sidewalk approach and back of curb and gutter or edge of pavement.
  - g. Extend expansion joint filler full depth of sidewalk with top slightly below finished surface of sidewalk.
  - h. Install joint filler. Abut expansion material tightly against existing concrete surfaces taking care to ensure that the expansion material remains tightly compressed to prevent the migration of water into the joint.
4. CONDITIONS. No concrete curb and gutter, driveways, or walks shall be poured when frost is present or when ambient temperatures are below 32°F and rising. Contractor shall follow MnDOT 2531.3 and 2521.3 for cold-weather measures.
5. POLY-ALPHA METHYLSTYRENE (AMS) MEMBRANE CURING COMPOUND. All concrete curb and gutter, driveways, and walks shall be completely coated on all exposed surfaces with white pigmented curing compound immediately after finishing is complete in accordance with MnDOT Specification 3754.
6. BACKFILLING. As soon as the concrete (including, but not limited to, curb and gutter and sidewalk) has attained sufficient strength, the area around and adjacent to the concrete shall be backfilled immediately with suitable material.
7. TESTS. Compression strength testing shall be completed by molding three cylinders according to ASTM C-31. One set of three cylinders shall be taken for every 1500 feet, or fraction thereof, of curb and gutter constructed. One set of three cylinders shall be taken for every 100 cubic yards, or fraction thereof, of concrete placed. A minimum of one set of three is required daily and per source of concrete.

Air testing and slump testing shall be completed with each cylinder set that is molded.

In the event that the 28-day compressive strength does not meet or exceed the required strength of 3,900 psi, all concrete that was placed as represented by the failed cylinder shall be considered defective concrete and shall be removed and replaced at the Contractor's expense.

8. PROTECTION. The Contractor shall erect and maintain barricades to exclude traffic from newly constructed curb and gutter. Curb and gutter damaged prior to acceptance shall be repaired or replaced by and at expense of Contractor.

9. ACCEPTANCE. A walk through will take place one year after final acceptance of the Project by the City. At that time all curb and gutter, concrete walks, and concrete drives that are damaged or cracked shall be replaced prior to City acceptance of the Work.

The City will deem concrete aggregate popouts exceeding 7 occurrences per square yard on concrete flatwork as excessive and require the section be removed and replaced prior to the City acceptance of the work. Full panel removal and replacement is required.

The City will deem mortar flaking as excessive and require the section identified in the field by the Engineer to be removed and replaced prior to the City acceptance of the work. Full panel removal and replacement is required.

10. ADA COMPLIANCE SUPERVISOR. The Contractor shall designate a responsible person familiar with PROWAG and ADA requirements. This person shall be responsible for fulfilling the requirements and guidelines outlined in the PROWAG standards.

11. PROWAG AND ADA REQUIREMENTS. All pedestrian facilities and shared trails must be constructed according to Public Rights-of-Way Accessibility Guidelines (PROWAG) and MNDOT ADA Standard Plans and Details. The Engineer may provide additional details to those provided in the Plan that meet the guidelines as the need arises and field conditions dictate.

If the Contractor constructs any pedestrian or shared-use trail facilities that are not per Plan, do not meet ADA requirements, or do not follow the agreed upon resolution, the Contractor shall be responsible for correcting the deficient facilities.

**END OF SECTION**

## **SECTION 3217 – PAVEMENT MARKINGS**

### **SCOPE:**

This Work shall consist of furnishing and applying pavement markings for control and guidance of traffic in accordance with these Specifications, at locations shown in the Plans, and as directed by the Engineer.

### **PRODUCTS:**

1. EPOXY RESIN. Epoxy resin for pavement markings shall meet the requirements of MnDOT Standard Specifications for Construction, 2018 Edition.
2. DROP-ON GLASS BEADS: Drop-on glass beads for pavement markings shall meet the requirements of MnDOT Standard Specifications for Construction, 2018 Edition.
3. POLYMER PREFORMED MATERIAL:
  - A. Crosswalk and Stop Bar pavement markings shall be 3M Stamark Intersection Grade Tape, Series A420, or approved equal.
  - B. All other pavement marking symbols shall be 3M Stamark High Performance Pavement Marking Tape, Series 380, or approved equal.
4. ACRYLIC WATERBORNE TRAFFIC MARKING PAINT. Acrylic latex waterborne traffic marking paint for pavement markings shall conform to MNDOT 3591 Water-based Traffic Paint or approved equal.

### **EXECUTION:**

1. TRAFFIC CONTROLS: The Contractor shall provide Traffic Control for the pavement marking operations in conformance with the Minnesota Manual of Uniform Traffic Control Devices. Suitable warning signs shall be placed near the beginning of the worksite and well ahead of the worksite for alerting approaching traffic from both directions. Small markers shall be placed along newly marked lines to control traffic and prevent damage to newly marked surfaces. Pavement marking equipment shall be identified with large warning signs indicating slow-moving equipment in operation.
2. SURFACE PREPARATION: All surfaces to be marked shall be thoroughly cleaned immediately prior to an application of pavement marking. Dust, dirt, and other granular surface deposits shall be removed by sweeping, blowing with compressed air, rinsing with water, or a combination of these methods as required. Rubber deposits, surface laitance, existing paint markings, and other coatings adhering to the pavement shall be completely removed with scrapers, wire brushes, sandblasting, approved chemicals, or mechanical abrasion as directed. Where oil or grease is present, affected areas shall be scrubbed with several applications of trisodium phosphate solution or other approved detergent or degreaser, and rinsed thoroughly after each application. After cleaning, oil-soaked areas shall be sealed with cut shellac to prevent bleeding. Pavement surfaces shall be allowed to dry when water is used for cleaning. Surfaces shall be recleaned when work has been stopped due to rain.
  - A. Cleaning Existing Pavement Markings. In general, markings shall not be placed over existing pavement marking patterns. Existing pavement markings shall be removed that are in good condition but interfere or conflict with the newly applied markings. Deteriorated or obscured markings that are not misleading or confusing or interfere with the adhesion of the new marking material do not require removal. New preformed and thermoplastic pavement markings shall not be applied over existing preformed or thermoplastic markings. Whenever grinding, scraping, sandblasting, or other operations are performed, the Work must be conducted in such a manner

that the finished pavement surface is not damaged or left in a pattern that is misleading or confusing.

- B. When surface preparation operations are completed, the pavement surface shall be blown-off with compressed air to remove residue resulting from the cleaning work.
3. APPLICATION: Pavement markings shall be placed in accordance with the details shown in the Plans and as directed by the Engineer. The Contractor shall place spotting at appropriate points to provide horizontal control for striping, and determine necessary starting and cutoff points. The Contractor must request Engineer review and approval prior to proceeding with striping operations. Material shall not be applied over a longitudinal joint.
- A. Epoxy. The epoxy material application shall immediately follow the pavement cleaning and shall be applied in accordance with MnDOT specifications. When epoxy pavement is applied to a MnDOT 2360 SUPERPAVE wearing course surface, the epoxy pavement marking wet film thicknesses shall be increased from a 15 mil to a 20 mil minimum wet film thickness.  
  
Placement of epoxy materials shall be permitted only on a clean, dry pavement surface and air and pavement temperatures must be at least 50 degrees F. Markings shall not be applied when the wind or other conditions cause a film of dust to be deposited on the pavement surface before the material can be applied. Permanent pavement markings shall not be placed over temporary tape markings.
  - B. Glass Beads. Glass beads shall be applied immediately after application of the epoxy resin line to provide an immediate no-track system. For 20 mil applications, glass beads shall be applied at a rate of at least 25 LB/GAL.
  - C. Polymer Preformed Material. 3M Stamark Pavement Marking Tape shall be inlaid in the newly paved asphalt surfaces by a compaction roller during the pavement operation and while the pavement is still above 140 degrees F. Installation shall be in accordance with 3M Informational folder 2000. Compaction shall be accomplished with at least a five ton compaction roller with no turning allowed over the marking.
  - D. Acrylic Waterborne Traffic Marking Paint. The paint application shall immediately follow the pavement cleaning and shall be applied in accordance with the Manufacturer's specifications. Placement shall be permitted only on a clean, dry pavement surface and air and pavement temperatures must be at least 50 degrees F. Markings shall not be applied when the wind or other conditions cause a film of dust to be deposited on the pavement surface before the material can be applied.
  - E. Tolerances. A tolerance of ¼-inch under or ¼-inch over the specified width will be allowed for striping provided the variation is gradual and does not detract from the general appearance. Broken line segments may vary up to ½-foot from the specified lengths provided the over and under variations are reasonably compensatory. Alignment deviations from the specified lane widths shall not exceed 1-inch. Establishment of application tolerances shall not relieve the Contractor of their responsibility to comply closely with the planned dimensions.
4. PROTECTION OF PAVEMENT MARKINGS: The Contractor shall furnish and install all necessary warning and directional signs and devices in order to maintain traffic while pavement markings are being applied in the presence of traffic, and to protect uncured markings as needed until traffic can cross markings without damaging markings. When necessary, a pilot car and flaggers shall be used to provide adequate control and direction of traffic. Warning signs and barricades shall be placed only where marking operations are in progress, shall be relocated as often as necessary, and shall not be left in place over night. Unless approved by the Engineer, traffic shall be allowed to keep moving at all times and the striping equipment shall be operated in a manner that will not make it necessary for traffic to cross

uncured markings.

5. CLEANING: Waste materials shall be removed or destroyed at the end of each work day. Upon completion of the Work, all containers and debris shall be removed from the site. Epoxy/paint spots upon adjacent surfaces shall be carefully removed by approved procedures which will not damage the surfaces and the entire job shall be left clean and acceptable to the City.
6. CERTIFICATION: The Contractor shall furnish a certified report on the quality of materials shipped to the Project. This report shall not be interpreted as a basis for final acceptance. When required, all emptied containers shall be returned to the epoxy material storage area or made available for checking by the Engineer. The Contractor shall make accurate accounting of the epoxy materials used in the Work.
7. CORRECTION OF DEFECTS: All pavement markings not conforming to the requirements of the Contract shall be removed and replaced or otherwise repaired to the satisfaction of the Engineer. Removal of unacceptable work shall be accomplished with suitable blasting or grinding equipment unless other means are authorized by the Engineer.

If the Engineer requires removal and replacement, the Contractor shall remove, by an approved process, at least 90% of the deficient line, with no excessive scarring of the existing pavement. The removal width shall be one inch wider all around the nominal width of the pavement marking to be removed.

#### **END OF SECTION**

## **SECTION 3218 – BITUMINOUS TRAILS**

### **SCOPE:**

Under this Section shall be included the furnishing of all materials, equipment, labor, and skills necessary for constructing a bituminous surfaced pathway.

### **PRODUCTS:**

1. AGGREGATE BASE CLASS 5. The material shall be in accordance with MnDOT Spec 3138, Class 5 Aggregate, except as modified below:
  - A. The Contractor shall submit the composition breakdown of the proposed material by percent.
  - B. The maximum percentage of recycled concrete shall be 40%.
  - C. Contractor shall submit gradation and bituminous extraction reports per Section 1330 and receive approval from the Engineer prior to placement of any material. The gradations shall be in conformance with MnDOT Spec 1503.
2. BITUMINOUS MIXTURE. Bituminous mixture for surface shall conform to MnDOT Specification 2360, gradation Mixture No. A, Type SP, Maximum Aggregate Size A, and Traffic Level 2.
3. BITUMINOUS MATERIAL. Asphalt binder shall be performance grade (PG) 58H-34, except where modified for RAP mixtures in MnDOT 2360.2 (E7), and shall meet MnDOT 3151.

### **EXECUTION:**

1. GENERAL. The Contractor shall prepare the location of the proposed pathway by clearing and grubbing trees, performing common excavation, placing embankment (borrow), shaping, and compacting subgrade prior to placing aggregate base course. The Contractor shall not proceed to the next phase of construction until the current phase has been inspected and accepted by the Engineer. Failure to schedule inspection or proceed without approval will result in non-acceptance of Work.
2. EXCAVATION shall conform to the planned grades and cross sections. All topsoil and organic material shall be removed below the typical section. Pathway construction in wooded areas and other areas NOT adjacent to mass grading shall have all excess materials removed to the mass grading areas or removed from the development site. Disposal of excess materials along the pathway in these areas is prohibited.
3. SUBGRADE PREPARATION. The Contractor shall prepare the subgrade in accordance with Section 3122, Subgrade Preparation, of these Specifications, prior to placement of the aggregate base. Roll testing of the subgrade will be required prior to placement of the aggregate base and shall conform to Section 3122 of these Specifications.
4. AGGREGATE BASE. The Contractor shall construct a one course aggregate base on the prepared subgrade. The aggregate base material shall be spread and compacted in accordance with MnDOT Specification 2211. Roll testing of the aggregate base will be required prior to placement of concrete curb and gutter or bituminous surface. No aggregate base shall be placed when frost is present.
5. BITUMINOUS SURFACE. The Contractor shall construct a single course of hot plant-mixed compacted bituminous surface on a prepared aggregate base. Bituminous surface shall not be placed after October 31 or when ambient temperatures are below 50°F.

6. TURF ESTABLISHMENT. The Contractor shall spread topsoil on the designated areas outside of the pathway, till, fertilize, seed, mulch, and water in accordance with MnDOT Specification 2575 and Sections 3290 and 3292 of these Specifications. Sod restoration shall be placed in street boulevard areas, adjacent to private lawn areas and as designated on the Restoration Plans.
7. DRAINAGE. Storm water runoff should be directed around or under pathways and sidewalks, placing culverts when appropriate. No channeled drainage will be allowed to flow over or across the pathways. Sheet flow drainage runoff may cross the pathways but may not be directed to flow along the pathway or pathway edge.
8. PROTECTION. Use of construction equipment on pathways must be kept to a minimum. The Contractor must take every precaution to avoid pathway damage when completing final restoration work. Track equipment is not allowed. No quick or excessive turns should be made by equipment on the bituminous surface. The Contractor must repair all damage to pathways prior to final acceptance of the Project.

**END OF SECTION**

## **SECTION 3232 – RETAINING WALLS**

### **SCOPE:**

This Work shall consist of constructing retaining walls.

### **PRODUCTS**

- A. City Owned Walls shall be ReCon “Series 50” retaining wall units in Le Sueur County Limestone color/texture with stain, or approved equal, per manufacturer’s specifications.
- B. Other Wall Systems shall be of a material approved by City Engineer.
- C. Fences installed on retaining walls shall be Ameristar Montage 3-R Majestic or approved equal.

### **EXECUTION**

- 1. RETAINING WALLS exceeding four feet in height, including stage walls which cumulatively exceed four feet, must be constructed in accordance with Plans prepared by a Professional Engineer experienced in retaining wall design who is registered in the State of Minnesota. The design computations and plans (three copies) shall be submitted to the City.
  - A. The Detailed Drawings shall contain all the necessary information for the construction of the wall. Included shall be a typical section detailing excavation limits, geotextile locations, block embedments, leveling pad dimensions, backfill, etc. Include as many sections and other views necessary for the construction and inspection of the wall. The information on embedment, geotextile locations, and geotextile lengths as they relate to wall heights may be shown in tabular form. Also included shall be the pertinent information on the individual blocks, the geotextile material, and compaction requirements.
  - B. All Plan Sheets shall clearly identify the name of the responsible engineering firm and the name of the person certifying the Plan. Each sheet shall be certified.
- 2. FENCES shall be installed on retaining walls as directed by Engineer in accordance with the Manufacturer’s specifications.
  - A. FENCE TYPE: Fence shall be Ameristar Montage Residential Ornamental Steel Fence or City approved equal. Posts must bolted to concrete foundation. Fence must be installed with a 6” wide concrete maintenance strip beneath the fence.
- 3. FIELD CHANGES. No deviations or changes in the wall construction are allowed without a Plan resubmittal. Revised Plans reflecting proposed field changes must be submitted to the City for approval. The plans must contain revision dates and be prepared and signed by a Professional Engineer experienced in retaining wall design who is registered in the State of Minnesota.
- 4. ACCEPTANCE OF WORK. The Design Engineer of Record for the wall shall observe construction to verify that the intent of their design is met and will be required to provide a certified letter to the City stating that the wall has been constructed in accordance with the approved Plans on file at the City with reference made to the specific date of the Plans.

### **END OF SECTION**

## **SECTION 3290 – LANDSCAPING**

### **SCOPE:**

1. Under this Section of the Specifications shall be included the furnishing and installation of landscape plant materials and native prairie style turf establishment.
  - A. This Section covers tree and shrub planting materials for berms, center islands, medians, boulevards, monument and sign area plantings, development entrances, and other landscaping work incidental in connection therewith as shown on the Landscape Plans.
  - B. Native prairie style turf establishment as designated on the Plans and for natural berm areas is addressed in this Specification.
  - C. Related Sections. See Section 3292 for topsoil requirements and turf establishment including seeding and sodding for right-of-way boulevards and general restoration areas as shown on the Grading Plans.

### **GENERAL REQUIREMENTS:**

1. REFERENCES.
  - A. American National Standards Institute (ANSI)
    1. Z60.1 American Standard for Nursery Stock, Latest Addition
  - B. American Society for Testing and Materials (ASTM)
  - C. Minnesota Department of Transportation (MnDOT) Standard Specifications for Construction, Latest Addition thereof.
    1. 2571 Plant Installation and Establishment
    2. 3149 Granular Material
    3. 3861 Plant Stock
    4. 3877 Topsoil Material
    5. 3882 Mulch Material
2. TREE PRESERVATION AND REPLACEMENT. Tree removal and replacement shall be determined in accordance with City of Victoria Municipal Code, Article 105-III.
  - A. The following tree species shall be excluded from the designation as significant trees: Box Elder, Poplar, Willow, Silver Maple, Black Locust, Mulberry, and Cottonwood.
3. SUBMITTALS. As a condition for delivery and approval of the plant stock, the Contractor shall furnish the following documentation:
  - A. Copies of a valid nursery stock certificate registered with the Minnesota Department of Agriculture.
  - B. A Certificate of Compliance stating the species, sizes and quantities furnished, and the name and location of the original nursery growing operation.
  - C. Bills of lading for all plant stock delivered to the project site.

- D. Copies of permits required by State, County and Local Authorities approving transportation, handling and use of plant materials and chemicals.
4. QUALITY ASSURANCE. Contractor shall be responsible for all inspection of plant material required by the Public Authorities having jurisdiction, and shall secure required permits.
- For the prairie style turf, the seed mix design, seed preparation, and the turf establishment shall be performed by a company and personnel with a minimum of ten years of experience in the specialty field of prairie restoration and establishment.
5. DELIVERY, STORAGE AND HANDLING. Plant stock shall be installed on the day of delivery to the Project site unless properly stored as approved by the City.
- A. Fertilizer shall be delivered to the job in manufacturer's original, unopened containers, with labels intact and legible.
- B. Seed shall be delivered in suitable sealed containers labeled in accordance with applicable laws and regulations and including name and location of the producer.
6. MAINTENANCE. The Contractor shall maintain all plantings and turf covered by this Specification until final acceptance by the City, including mulching, mowing, watering, and pruning. Maintenance shall immediately follow planting operations and shall continue, as applicable, except that no maintenance will be required between November 15 or freeze-up, whichever is earlier, and April 15. The Contractor shall consult with material suppliers, if erosion or extremely dry or wet conditions jeopardize the turf or plantings.
- A. Trees, Shrubs, and Other Plantings shall be kept in a healthy, growing condition by watering, weeding, cultivating, pruning, spraying and trimming, as applicable or recommended by the nursery supplying the materials.
- B. Seeded or Sodded Prairie Style Turf is designed to be resistant to marginal climatic conditions, however, the Contractor shall take precautions necessary to assure proper establishment.
7. WARRANTY. Turf and plantings shall be subject to warranty in accordance with the Developer Agreement beginning upon final written acceptance of the total Project by the City. Defective workmanship or materials as identified by the following procedures and within the two year warranty shall be repaired or replaced. The City shall inspect dead plant materials and determine if planting was the cause of death. Trees not watered will void all warranty.
- A. Seeded Turf. At the conclusion of the first growing season after planting, an inspection of turf will be made to determine its condition. Bare patches in excess of one square foot, and other defects, as determined by the City, will be noted. During the next available planting season, the Contractor shall overseed as may be necessary to obtain a satisfactory stand of grass.
- B. Trees, Shrubs and Other Plantings. At the conclusion of the warranty period, an inspection of plantings will be made to determine the condition of trees, shrubs and ground cover. All materials not evidencing new growth and sound health, as determined by the City will be noted. This material shall be removed, and new material shall be supplied and planted within the first 30 days of the next growing season. At any point during the warranty period prior to the scheduled inspection, the City reserves the right to order all plant material exhibiting more than 10% crown death at any point during the warranty period and during the growing season shall be replaced within 30 days.

Trees shall further be warranted to remain upright for the full two year warranty period. Trees that are found to be objectionably out of plumb, during the acceptance inspection, shall be replanted. The two year warranty shall be extended for such specimens, to include the next growing season after replanting.

## **PRODUCTS:**

1. ROOT BARRIER. Root Barrier shall be DeepRoot Tree Root Barrier or approved equal. 48" install depth.
2. SEED. Prairie Seed Mixtures shall meet MnDOT Specification 3876, for the applicable area to be restored. Turf Seed Mixtures shall meet City Specification 3292, for the applicable area to be restored. Unless otherwise called for on the Plans, the grass seed shall meet MnDOT Specification 3876, Native Grass and Forb Mixtures (mixtures beginning with the number 3, except 32-241 which is only allowed for temporary seeding with City approval). The various kinds of seeds shall conform to the purity and germination percentages of MnDOT Spec 3876, as applicable. Provide grass seed mixture and flower seed mixture in separate packages.
3. TREES, SHRUBS AND PLANTINGS.
  - A. General. Plant materials shall conform to the requirements of American Standard for Nursery Stock ANSI Z60.1 and to requirements elsewhere in this Section. Plant materials not satisfying all requirements of this specification shall be removed by the Contractor and replaced with material as specified.
  - B. Purchasing. Trees of all species specified on the landscape plan shall be purchased at a Minnesota Department of Agriculture licensed nursery. The contractor shall purchase trees in the exact variety, grade and size as specified in the landscape plan. Substitutions may only be made if the plant stock is unavailable and is approved in writing by the City.
  - C. Quality. The City may inspect all tree stock at the nursery prior to delivery. All trees, shrubs and the like shall be sound, healthy, free from disease and shall have healthy normal root systems. The tree shall have good branch structure and have a good bud set in the fall or full set of green leaves relatively free of damage. Approved plant stock shall have no more than 4 inches of soil over the first order root at the root flare. All plant material shall have been grown under climatic conditions similar to those in the locality of the project site. All specimens shall be compact, true to form.
  - D. Delivery. Plants shall not be pruned prior to delivery and planting. All trees shall have been transplanted or root pruned at least once in the past three years. The Contractor shall establish a holding area near or on the site as all plant material delivered to the site must be planted that day.
4. PLANTING SOIL shall be topsoil in conformance with the requirements of MnDOT 3877-A Common Topsoil Borrow, with 6.0% organic material.
5. WATER shall be potable (or as otherwise approved) and shall be suitable for plant growth.
6. FERTILIZER shall be MnDOT Specification 3881, Type 4 – Natural Based Fertilizer.
7. MULCH
  - A. Gravel Mulch shall only be used with written City approval
  - B. Bark Mulch shall be commercial grade shredded bark material, 100% natural dye and color free with shredded material, shreds measuring 3 inches in length. Sample to be provided to City for approval.
  - C. Mulch for Seeding shall conform to the requirements of MnDOT 3882, Types 3. Mulch materials shall not contain weed seeds.
8. LANDSCAPE FABRIC shall only be used with written permission of the City.
9. EDGING shall be stone edger (4" x 4" by various lengths), commercial grade steel edging, or PVC edging..

## **EXECUTION:**

1. PREPARATION AND SEEDING FOR TURF GRASS SEEDING. Shall be in accordance with City Specifications 3292.
2. PREPARATION FOR PRAIRIE STYLE TURF SEEDING. Clear the areas indicated for prairie style turf of existing vegetation, except for trees indicated to remain. Trees indicated to remain shall be protected from clearing operations. Disk the areas with less than 4:1 slope. Seeding shall begin after seven days from the clearing and preparation operations, but not more than 21 days. Trees shall be protected from spraying and burning operations.

Burn operations must be conducted with the applicable permits and the local fire authority. Burn only when prevailing winds are away from the buildings, parking and pedestrian areas. Keep the size of the fire and smoke developed to a minimum. Use backfire (fire progresses into the wind) to completely burn area, do not use headfire (fire progresses in same direction as wind). If burning cannot be performed in a timely manner to accomplish this Work, mowing may be used in lieu of burning.

- A. Spring Clearing Procedure. Spray full area with herbicide to kill existing vegetation. Repeat if necessary. Burn off stubble and thatch.
  - B. Fall Clearing Procedure. Burn off existing vegetation. Wait for area to "green up" then spray with herbicide. Repeat if necessary
3. SEEDING FOR PRAIRIE STYLE TURF. Seeding shall be done between May 15 and July 15 for spring seeding and between October 1 and freeze-up for fall seeding. Seeded areas shall be moist when seeding. Grass seed shall be planted by drill-in type seeder wherever the slope permits. A hand operated mechanical broadcast spreader shall be used elsewhere. Flower seed shall be placed by hand operated broadcast spreader. All seeding equipment shall continuously mix the seeds to prevent segregation. Sow seed uniformly at the rates per MnDOT 3876.2.

In areas seeded by drill-in planter, use harrow following the planting operations to break up the row effect and yield a more natural appearance. Seeding by hand shall be performed in two passes at approximately right angles, each pass placing approximately half of the seed. Grass seed and flower seeds shall be placed in separate operations, with the grass seed being placed first. After the grass seed has been placed and harrowed if applicable, broadcast the flower seeds into the appropriate micro habitats, directly on top of the soil. Do not cover flower seeds.

Newly seeded areas on steep slopes (4:1 or greater) shall be mulched or covered to control erosion. Secure written approval of materials and methods, and have material on hand prior to seeding operations. Apply uniformly at a rate which will provide adequate cover to protect seeds and prevent washing but will not hinder the growth of the grass.

4. PLANTING TREES, SHRUBS AND OTHER PLANTINGS. Plant trees, shrubs and other landscape plant materials in the locations shown on the Plans. The City shall inspect tree stock as it is planted by the Contractor.
  - A. Planting holes, when dug, shall be in the shape of a saucer, circular in form, and be twice as wide as the root ball of the tree. Excess and poor soil from planting areas shall be removed and disposed of from the site.
  - B. Tree planting holes within City right-of-way, and as directed by City staff, shall be lined with root barrier at least 4-feet deep on sides adjacent to bituminous or concrete walkways and curb. The bottom 2-inches of the root barrier trench shall consist of a bentonite seal. The remainder of the root barrier trench shall be backfilled with native material. Trees and root barriers shall be installed in a location that avoids sump pump service stubs.

- C. Trees shall be placed straight and plumb in the hole so the first root and root collar (the bulge right above the root system) are right at ground level or slightly higher. Trees shall be lifted by the container or root ball to prevent damage to the root ball or stem. To determine how deep to dig the hole, excess soil from the root ball or the top of the burlap may have to be removed to locate the first major root coming out of the root collar.
- D. The burlap, twine and wire shall be removed and discarded. If containerized stock is used, the pot shall be removed before placing the root ball in the hole and the root ball scored so circling roots are stopped.
- E. The hole shall be backfilled with the original soil if it meets or exceeds the MnDOT 3877 Topsoil Borrow Requirements. As the soil is added to the hole, the shovel end shall be lightly pushed into the soil around the root ball to eliminate air pockets. The hole shall be filled to the level of the root collar. No soil in a frozen or muddy condition shall be used for planting or backfilling
- F. The planting hole shall be covered with a minimum of 4-inches of mulch. Pull the mulch a few inches away from the trunk so that the mulch extends to the edge of the root ball, but is not piled on top.
- G. The tree shall be watered after planting using a slow trickle to remove any air pockets in the soil.

The planting shall be done within the periods of May 1 to June 1, and September 15 to November 1 when practicable. The preparation of plant areas may begin at any time after the subgrade has been established.

Upon completion of landscape planting the grounds shall be cleared of debris, materials, and equipment, which shall be removed from the grounds.

5. AFTER PLANTING CARE.

- A. Pruning shall only be done at the time of planting or directly after planting if there are broken branches at the time of delivery or planting. ANSI A300 shall be followed for any pruning that is required.
- B. Trees shall be watered on an as needed basis to provide the healthy growth during the growing season for the establishment and warranty period.
- C. If staking is required due to high winds or vandalism, staking approach and methods to be approved in writing by City. Use smooth materials that will not cut into the bark. Take the staking materials off the tree after one season.

6. PLANTING BED EDGING. Edging shall be installed to provide a termination between the gravel/wood chip mulch and the adjacent finish (turf, walkway, etc.). Provide and install PVC Edging as indicated for in the Plans. Edging shall be continuous around each planting area. The PVC Edging shall be set flush with the finished grade and secured in place with stakes (if an edging system). Stakes shall be fastened to the Edging System at the edge conditions and at 48 inches O.C. maximum. Stakes shall be non-corrosive and shall have 12 inch minimum embedment. The finished work shall be neatly installed, well anchored and shall follow the finished contours of the land.

**END OF SECTION**

## **SECTION 3292 – TURF ESTABLISHMENT AND RESTORATION**

### **SCOPE:**

Under this Section of the Specifications shall be included the general clean-up and restoration of areas disturbed by construction, and the temporary and permanent turf establishment measures for seeding and sodding.

### **GENERAL REQUIREMENTS:**

1. RESTORATION OF PAVED SURFACES. If the Project requires cutting through a sidewalk, trail, street or private property, the Contractor will be required to restore these areas within five working days after completing the work or installation.

### **PRODUCTS:**

1. FERTILIZER. Commercial fertilizer, analysis 23-0-30, MnDOT Specification 3881, shall be spread at the rate of 350 pounds per acre.
2. TOPSOIL. The topsoil shall meet MnDOT Specification 3877, for the applicable area to be restored. Unless otherwise called for on the Plans, the topsoil shall meet MnDOT Specification 3877-A Common Topsoil Borrow.
3. SEED. The grass seed mixtures shall meet MnDOT Specification 3876, for the applicable area to be restored. Unless otherwise called for on the Plans, the grass seed shall meet MnDOT Specification 3876, Seed Mixture 25-141, Mesic General Roadside, applied at a Pure Live Seed (PLS) rate of 59 pounds per acre. In high maintained areas such as residential and commercial lawns, Seed Mixture 25-131, low maintenance turf mix shall be applied at a PLS rate of 220 pounds per acre. The seed mixture for City owned property/outlots shall be MNDOT 3876, Category 25, Mix 131, low maintenance turf mix with PLS rate of 220 pounds/acre. The seed mixture for temporary erosion control shall comply with MnDOT Specification 3876, Seed Mixture series 21-112 as applicable and only with prior approval by the Engineer.
4. SOD. All sod shall meet the requirements of MnDOT Specification 3878 for the applicable area to be restored. Unless otherwise called for on the Plans, the sod shall meet MnDOT Specification 3878.2A Lawn Sod, a premium quality sod for use in high maintained areas, such as lawns. Native Sod, MnDOT Specification 3878.2E, an average to high density sod with low maintenance requirements, may be used in ditch bottoms and at pipe inlets or outlets.
5. WOOD FIBER BLANKET.
  - A. Permanent Erosion Control Blanket: Erosion Control Blanket placed within City owned and maintained property/outlots shall be one sided with natural netting and stitching, and shall be made of wood fiber material (Former 2018 MnDOT 3885-1 Category 3N Type 1S (natural netting & stitching)). Straw fiber material will not be allowed without prior approval by the Engineer.
  - B. Temporary Erosion Control Blanket: Erosion control blanket material may be at installer discretion provided that the material meets all permitting requirements.
6. MULCH. Type 3 Mulch meeting the requirements of MnDOT Specification 3882.
7. HYDRAULIC EROSION CONTROL PRODUCTS. Type Bonded Fiber Matrix (BFM) meeting the requirements of MnDOT Specification 3884, dyed green.

## **EXECUTION:**

1. **TURF ESTABLISHMENT.** The requirements and operations for tilling, fertilizing, seeding, sodding and mulching shall be in accordance with MnDOT Specification 2575. Seed or sod restoration shall be applied as designated on the Plans.

Boulevards shall be graded upon completion of curb work and graded to allow for placement of six inches of topsoil. The Contractor shall place hand installed silt fence along each lot line and seed the boulevard and disturbed areas. When a platted lot is not adjacent to the boulevard the entire boulevard shall be restored with quality lawn sod. Seeding shall be completed beyond designated sod limits.

Rear yard drainage swales shall be protected with silt fence (or similar delineator) until adjacent areas are permanently and fully established.

Permanent Turf establishment within and adjacent to City owned property/outlots:

- A. Boulevards adjacent to City owned property/outlots shall be permanently established with 6-inches of topsoil and sod. This includes the entire area between the back of curb and sidewalk, or between back of curb and right of way line where sidewalks do not exist.
  - B. All other areas where sod is not required shall be established with 6-inches topsoil, graded to a smooth mowable condition and seeded per Part 3 above
  - C. Erosion Control blanket shall be as noted in Part 5A above.
2. **SOIL PREPARATION.** Finished grades shall slope uniformly between elevations shown and shall meet flush with walks and pavement. Allow for the thickness of sod, as applicable. The finished Work shall be true, smooth and sightly.

Topsoil shall be spread smooth but shall not be compacted. Topsoil shall be raked or disked free of lumps and rocks to provide a smooth, mowable surface. Sticks and trash over one inch, and all stones shall be removed. The surface shall be finished to the designated slope and contour. The topsoil shall be loosened and thoroughly pulverized by discing to a depth of six inches.

Fertilizer shall be spread and worked into the soil during preparation. Apply fertilizer in two passes at approximately right angles to each other, each pass placing approximately half of the fertilizer.

3. **SEEDING.** Seeding shall be done between April 1 and June 1 or between July 20 and September 20, except as otherwise may be allowed by the Engineer. Reseeding will be required as may be necessary to obtain a satisfactory stand of grass. Sow seed (for lawn areas) uniformly at the seed mixture specified application rate, adjusting for the certified purity and germination.

Seeds are to be sown by hand operated or machine operated mechanical seeder, which shall continuously mix the seeds to prevent segregation. Seeding shall be performed in two passes at approximately right angles, each pass placing approximately half of the seed. Immediately after the seed has been sown, the entire area shall be raked lightly and rolled lightly to pack the soil firmly around the seed.

4. **WOOD FIBER BLANKET.** Erosion control fabric shall be placed on all slopes at 3:1 or greater, where indicated on the plans, and in ditches. Erosion control fabric shall be placed over newly seeded areas within 24 hours of seeding. Install in accordance with the manufacturer's instructions, including spacing anchors.
5. **MULCH.** Seeded areas shall be mulched and disc-anchored with the specified mulch type, except where plastic netting or hydraulic erosion control products for stabilization is specified. Mulch shall be spread by mechanical means to provide a uniform distribution at the target application rate. When poor mulch

distribution occurs The Contractor will be required to remulch areas where coverage is too light and remove excess where coverage is too heavy, as determined by the Engineer.

6. SODDING. Sod operations shall not be started until all necessary equipment, supplies, and labor forces are available to sufficiently place the sod without avoidable delays. Immediately before the sod is laid, the prepared bed shall be sprinkled until all of the loose material is moist. Sodding shall be done only when soil and weather conditions are favorable. The sod strips shall be carefully placed by hand beginning at the toes of the slopes and progressing upwards, the length of the strips as nearly as practical at right angles to the direction of the flow of the surface water. All joints shall be tightly butted and the end joints shall be staggered at least 12 inches. After sod has been placed, the sod shall be pressed into the underlying soil by rolling or tamping. The sod shall be pegged with suitable wood stakes as necessary to keep it in place.
7. MAINTENANCE. The Contractor shall water and maintain seeded and sodded areas on a timely basis as the need arises and without the Engineer having to so order. Seed, Mulch, Erosion Control Fabric and Sod shall be maintained until final acceptance of the public improvements by the City. The Contractor shall promptly replace all sod that dries out, or is damaged, displaced, or weakened, or is heavily infected by weed growth. Seeded areas shall be reseeded as necessary to establish a permanent vegetative cover acceptable to the City.

**END OF SECTION**

## **SECTION 3301 – CASE PIPE JACKING**

### **SCOPE:**

This Section of the Specifications shall include, but is not limited to, construction of the jacking pit, furnishing and installing the casing pipe and carrier pipe, sand fill, end seal, and all appurtenances as shown on the Drawings.

1. **PERMITS BONDS AND INSURANCE.** It shall be the responsibility of the Contractor to obtain and provide any required permits, bonds, and insurance before beginning construction of the crossing. The Contractor shall contact the permitting agency prior to bidding to ascertain the amount required for the bond.

### **PRODUCTS:**

1. **MATERIALS.** Casing pipe shall be welded or seamless steel pipe. Steel pipe shall be minimum 35,000 psi yield strength and shall have a wall thickness as listed below:

Nominal Pipe Diameter (Inches)	Minimum Wall Thickness (Inches)
Under 14	0.250
14 and 16	0.282
18	0.312
20	0.344
22	0.375
24	0.406
26	0.438
28 and 30	0.469
32	0.500
34 and 36	0.531

### **EXECUTION:**

1. **GENERAL.** The casing pipe shall be placed as shown on the Plan sheets and as staked by the Engineer. The method of jacking or augering shall be approved by the Engineer and the agency issuing the permit.

All crossings of roadbeds or railroads shall be made by boring inside a casing pipe, or by jacking. The auger shall not lead the casing pipe by more than one inch. Open trenching shall be restricted to the area from five feet beyond the shoulder to the right-of-way line (10 feet for interstate crossings).

All voids caused by jacking or boring shall be filled by grouting. A simultaneous grouting and jacking or boring procedure shall be used. The jacking system shall be provided with an integral grouting and casing tube with positive piston pressure on the grout throughout the jacking operations. The grout material shall consist of a sand-cement slurry of at least two sacks of cement per cubic yard and a minimum of water to assure satisfactory placement.

The annular space between the casing pipe and the carried pipe shall be filled with sand and the end sealed with cement grout. The sand filler pipe shall be cut off below grade and capped with a watertight cap.

It shall be the Contractor's responsibility to maintain the proper grade and elevation of the carrier pipe.

The Contractor shall inspect and verify soil conditions as necessary in order to determine the type of construction to employ. Natural and/or manmade obstructions may be encountered in the soil. These contract documents do not warrant the nature or condition of the soils, and do not warrant that natural or manmade obstructions will not be encountered, nor guarantee the extent to which rocks, boulders, or

other obstructions, regardless of size, may be encountered during boring operations. The Contractor shall not be entitled to additional compensation for any natural or manmade obstructions encountered during trenchless construction.

The Contractor shall be responsible for protecting all existing utilities within the construction limits.

2. SPACING IN CASING PIPE. The carrier pipe shall be supported within the casing pipe to the proper grade by means of commercially available spacers. The spacing of such supports should be in accordance with the pipe manufacturer's recommendations. Special care should be taken to ensure that spacers are correctly assembled and evenly tightened. Treated lumber spacers with metal bands are not allowed.

**END OF SECTION**

## **SECTION 3307 – HORIZONTAL DIRECTIONAL DRILLING**

### **SCOPE:**

Under this Section shall be included the furnishing and installation of pipe to be installed by Horizontal Directional Drilling (HDD) as shown on the plans, and all other Work associated with the Horizontal Directional Drilling operation. This Section amends or supplements Section 3310 (Water Distribution System), Section 3330 (Sanitary Sewer Utility System) and Section 3340 (Storm Drainage Utilities). All provisions which are not so amended or supplemented remain in full force and effect.

### **MATERIALS TO BE FURNISHED:**

All materials required for the complete construction of the specified Work shall be furnished by the Contractor and all materials shall be new, of first grade and shall be products of reputable manufacturers known to the trade.

All of the Standards and Specifications of the American Society for Testing and Materials (ASTM), the American National Standard Institute (ANSI) and all other similar societies and associations for testing, materials, dimensions, methods of construction, etc., are intended in all cases to refer to and should be understood to mean the latest revisions thereto at the time Work is bid unless definitely specified otherwise in the Special Provisions.

### **PRODUCTS:**

1. POLYETHYLENE WATERMAIN. Polyethylene watermain pipe shall be High Density (HDPE) SDR 11 for use for potable water distribution, in accordance with AWWA C-906. Materials used for the manufacture of polyethylene pipe and fittings shall be extra high molecular weight, high density PE 3408/4710 polyethylene resin.

HDPE pipe shall have a nominal DIPS (Ductile Iron Pipe Size) OD unless otherwise specified. Pipe having a diameter 3 inches and larger will be made to the dimensions and tolerances specified in ASTM F 714. The pipe shall contain no recycled compound except that generated in the manufacturer's own plant. The pipe shall be homogeneous throughout and free of visible cracks, holes, voids, foreign inclusions, or other defects that may affect the wall integrity. The material shall be listed by the Plastics Pipe Institute (PPI), a division of the Society of the Plastics Industry in PPI TR-4 with a 73°F hydrostatic design basis of 1,600 psi and a 140°F hydrostatic design basis of 800 psi. The PPI listing shall be in the name of the pipe manufacturer and shall be based on ASTM D 2837 testing.

- A. Butt Fusion Fittings. HDPE fittings shall be PE 3408/4710 HDPE, Cell Classification of 345464C as determined by ASTM D3350-99, and approved for AWWA use. Butt fusion fittings shall have a manufacturing standard of ASTM D3261. Molded & fabricated fittings shall have a pressure rating equal to the pipe unless otherwise specified in the plans. Fabricated fittings are to be manufactured using Data Loggers. Temperature, fusion pressure and a graphic representation of the fusion cycle shall be part of the Quality Control records. All fittings shall be suitable for use as pressure conduits, and per AWWA C906, have nominal burst values of three and one-half times the Working Pressure Rating (WPR) of the fitting.
  - B. Flanged and Mechanical Joint Adapters. Flanged and Mechanical Joint Adapters shall be PE 3408/4710 HDPE, Cell Classification of 345464C as determined by ASTM D3350-99. Flanged and Mechanical Joint Adapters shall have a manufacturing standard of ASTM D3261. Fittings shall have a pressure rating equal to or greater than the pipe unless otherwise specified on the plans. Backer rings for flanged and mechanical joint adaptors shall be ductile iron, and bolts for fasteners shall be Cor-Blue T-Bolts with matching nuts.
2. POLYETHYLENE FORCEMAIN & SANITARY SEWER. Polyethylene forcemain & sanitary sewer pipe shall be High Density (HDPE) and conform to the latest edition of ASTM D1248, ASTM D3350, and ASTM F714. The pipe dimension ratio shall be designed for the conditions of each pipe run. Materials used for the manufacture of polyethylene pipe and fittings shall be extra high molecular weight, high density PE 3408/4710 polyethylene

resin.

HDPE pipe shall have DIPS (Ductile Iron Pipe Size) OD unless otherwise specified. Pipe having a diameter 3 inches and larger will be made to the dimensions and tolerances specified in ASTM F 714. The pipe shall contain no recycled compound except that generated in the manufacturer's own plant. The pipe shall be homogeneous throughout and free of visible cracks, holes, voids, foreign inclusions, or other defects that may affect the wall integrity. The material shall be listed by the Plastics Pipe Institute (PPI), a division of the Society of the Plastics Industry in PPI TR-4 with a 73°F hydrostatic design basis of 1,600 psi and a 140°F hydrostatic design basis of 800 psi. The PPI listing shall be in the name of the pipe manufacturer and shall be based on ASTM D 2837 testing.

- A. Butt Fusion Fittings. HDPE fittings shall be PE 3408/4710 HDPE, Cell Classification of 345464C as determined by ASTM D3350-99, and approved for AWWA use. Butt fusion fittings shall have a manufacturing standard of ASTM D3261. Molded & fabricated fittings shall have a pressure rating equal to the pipe unless otherwise specified in the plans. Fabricated fittings are to be manufactured using Data Loggers. Temperature, fusion pressure and a graphic representation of the fusion cycle shall be part of the Quality Control records. All fittings shall be suitable for use as pressure conduits, and per AWWA C906, have nominal burst values of three and one-half times the Working Pressure Rating (WPR) of the fitting.
  - B. Flanged and Mechanical Joint Adapters. Flanged and Mechanical Joint Adapters shall be PE 3408/4710 HDPE, Cell Classification of 345464C as determined by ASTM D3350-99. Flanged and Mechanical Joint Adapters shall have a manufacturing standard of ASTM D3261. Fittings shall have a pressure rating equal to or greater than the pipe unless otherwise specified on the plans. Backer rings for flanged and mechanical joint adaptors shall be ductile iron, and bolts for fasteners shall be Cor-Blue T-Bolts with matching nuts.
3. POLYETHYLENE STORM SEWER. Polyethylene storm sewer pipe shall be High Density (HDPE) and conform to the latest edition of ASTM D1248, ASTM D3350, and ASTM F714. The pipe dimension ratio shall be designed for the conditions of each pipe run. Materials used for the manufacture of polyethylene pipe and fittings shall be extra high molecular weight, high density PE 3408/4710 polyethylene resin.

HDPE pipe shall have DIPS (Ductile Iron Pipe Size) OD unless otherwise specified. Pipe having a diameter 3 inches and larger will be made to the dimensions and tolerances specified in ASTM F 714. The pipe shall contain no recycled compound except that generated in the manufacturer's own plant. The pipe shall be homogeneous throughout and free of visible cracks, holes, voids, foreign inclusions, or other defects that may affect the wall integrity. The material shall be listed by the Plastics Pipe Institute (PPI), a division of the Society of the Plastics Industry in PPI TR-4 with a 73°F hydrostatic design basis of 1,600 psi and a 140°F hydrostatic design basis of 800 psi. The PPI listing shall be in the name of the pipe manufacturer and shall be based on ASTM D 2837 testing.

- A. Butt Fusion Fittings. HDPE fittings shall be PE 3408/4710 HDPE, Cell Classification of 345464C as determined by ASTM D3350-99, and approved for AWWA use. Butt fusion fittings shall have a manufacturing standard of ASTM D3261. Molded & fabricated fittings shall have a pressure rating equal to the pipe unless otherwise specified in the plans. Fabricated fittings are to be manufactured using Data Loggers. Temperature, fusion pressure and a graphic representation of the fusion cycle shall be part of the Quality Control records. All fittings shall be suitable for use as pressure conduits, and per AWWA C906, have nominal burst values of three and one-half times the Working Pressure Rating (WPR) of the fitting.
- B. Flanged and Mechanical Joint Adapters. Flanged and Mechanical Joint Adapters shall be PE 3408/4710 HDPE, Cell Classification of 345464C as determined by ASTM D3350-99. Flanged and Mechanical Joint Adapters shall have a manufacturing standard of ASTM D3261. Fittings shall have a pressure rating equal to or greater than the pipe unless otherwise specified on the plans. Backer rings for flanged and mechanical joint adaptors shall be ductile iron, and bolts for fasteners shall be Cor-Blue T-Bolts with matching nuts.

4. TRACER WIRE. Tracer wire shall be installed with all new Horizontal Directionally Drilled pipe. Wire connectors shall be lockable, 3-way, and dielectric silicon filled to seal out moisture and corrosion. Non-locking friction fit, twist on or taped connectors are prohibited.
  - A. Directional Drilling Installation. Tracer wire for directional drilling installation shall be Copperhead SoloShot Xtreme PBX-50-LLS, with a minimum 4700 lb. break load and 50 mil HDPE insulation thickness or approved equal. Color shall be blue for watermain and green for sanitary sewer. Connectors shall be Copperhead 3-way locking connector part #3WB-01 or approved equal.
5. CORPORATION STOPS. A heat fused saddle shall be used for all corporation stops. The saddle/corporation stop shall be tested at 150 psi along with the rest of the watermain.
6. POLYETHYLENE ENCASEMENT. Polyethylene encasement material shall conform to the requirements of AWWA C-105 for tube type installation and 8 mil nominal film thickness.
7. AIR RELEASE VALVE: H-TEC Model 986-00 with shut-off for manhole installation. 0-250 psi operating range.

#### **EXECUTION:**

1. ALIGNMENT AND GRADE. All pipe shall be laid and maintained to the required lines and grades, with manholes, fittings and special structures at the required locations.

No deviation from line or grade shall be made without the consent of the Engineer.

2. HDPE PIPE DEPTH. Pipe shall be installed to such depth as indicated on the plans. The depth shall be measured from top of the pipe vertically to the finished grade of the street or the ditch line. The minimum depth shall be 7-1/2 feet for all watermain and forcemain.
3. REACTION BACKING. Reaction backing shall be provided at all fittings and at hydrants in accordance with the Standard Details. In any instance where the Engineer determines that solid backing against undisturbed earth is not obtainable for fittings or hydrants, the Contractor shall use steel tie rods or mechanical joint retainer glands as directed by the Engineer. Valves on branch lines or on hydrant leads shall in all cases be tied to an adjacent tee or cross fitting or back one full length of pipe.
4. HDPE PIPE PACKAGING, HANDLING, AND STORAGE. The manufacturer shall package the pipe in a manner designed to deliver the pipe to the project neatly, intact, and without physical damage. The transportation carrier shall use appropriate methods and intermittent checks to insure the pipe is properly supported, stacked, and restrained during transport such that the pipe is not nicked, gouged, or physically damaged.

Pipe shall be stored on clean, level ground to prevent undue scratching or gouging. If the pipe must be stacked for storage, such stacking shall be done in accordance with the pipe manufacturer's recommendations. The pipe shall be handled in such a manner that it is not pulled over sharp objects or cut by chokers or lifting equipment.

Sections of pipe having been discovered with cuts or gouges in excess of 10% of the pipe wall thickness shall be cut out and removed. The undamaged portions of the pipe shall be rejoined using the butt fusion joining method.

Fused segments of pipe shall be handled so as to avoid damage to the pipe. Chains or cable type chokers must be avoided when lifting fused sections of pipe. Nylon slings are preferred. Spreader bars are recommended when lifting long fused sections.

5. HORIZONTAL DIRECTIONAL BORING. Direction boring/drilling installation shall be accomplished where required on the Plans or in the Supplementary Conditions to minimize disturbance of existing surface

improvements. The Contractor shall be compensated for restoration work only within the areas at the connection points, or other locations as may be approved by the Engineer. The Contractor shall be responsible for repairs, without compensation, for any other repair areas, including pit/boring points and areas above the drilled pipe where underground pressures may cause heaving or damages to pavement and ground surfaces.

The Contractor must submit boring/drilling pit locations to the City and the Engineer for approval before beginning construction. Boring pits may be located within roadway right-of-way and easements as authorized by the City of Victoria. Any other locations that may be desired by the Contractor for boring pits or other uses shall be the responsibility of the Contractor to attain authorization, including County and private property as may be required.

The drilling equipment shall be capable of placing the pipe as shown on the plans. The installation shall be by a steerable drilling tool capable of installing continuous runs of pipe without intermediate pits, at a minimum distance and radius requirements per the manufacturer's specifications and recommendations. The guidance system shall be capable of installing pipe within 2-inches of the plan vertical dimensions and 6-inches of the plan horizontal dimensions for watermain and forcemain. The Contractor shall be required to remove and reinstall pipes, which vary in depth and alignment from these tolerances.

A single continuous wire shall be pulled along with the HDPE pipe in order to locate it in the future. Conductivity between HDPE and ductile iron pipe shall be continuous.

Pull back forces shall not exceed the allowable pulling forces for the pipe being installed. The Contractor shall be responsible, without compensation, for replacement of pipe damaged during pull back and any additional connection points required to do the repairs, as directed by the Engineer. The minimum radius of the pipe shall be per the manufacturer's specifications and recommendations. Drilling fluid shall be a mixture of water and bentonite clay. Disposal of excess fluid and spoils shall be the responsibility of the Contractor.

Pull back through wetland areas shall proceed so that buoyancy does not cause a change in grade. This may require the Contractor to fill the pipe with water during pull back to achieve neutral buoyancy.

The Contractor shall be responsible for protecting all existing utilities within the construction limits.

6. CONNECTIONS TO EXISTING UTILITIES. Connections between existing and new watermains and existing and new forcemains shall be as directed by the Engineer.

- A. The Contractor shall arrange his Work for a minimum number of shutdowns to the existing water and sewer service and shall schedule the shutdowns so that all present water and customers will have water and service from 6 a.m. to 9 a.m. and from 2 p.m. to 9 p.m. every day. When this is not possible, temporary service supplies may be ordered by the Engineer and shall be furnished and installed by the Contractor. Water and sewer service interruptions must have prior approval by the Engineer.
- B. The Contractor will be required to schedule shutdown of the watermain or forcemain with the City 48 hours in advance of interruption of water service.
- C. The Contractor will notify residents affected by shutdown in writing 24 hours in advance. Notice will inform residents what day and expected times water or sewer will be off. Notice is not required for emergency situations.
- D. All Fittings and Piping used for making connection shall be thoroughly cleaned using a solution of chlorine mixed with water.
- E. Loading and flushing of watermain is allowed between the hours of 9:00 AM and 2:00 PM, Monday through Friday.

7. JOINING OF HDPE PIPE. Sections of polyethylene pipe shall be joined by the butt fusion process into continuous lengths at the job site. Butt fusion shall be performed only by a certified thermal fusion Contractor. The Contractor's certification shall be submitted to the Engineer, for review and approval consideration, prior to

the start of construction. The joining method shall be the butt fusion method and shall be performed in strict accordance with the pipe manufacturer's recommendations. The butt fusion equipment used in the joining procedures should be capable of meeting all conditions recommended by the pipe manufacturer. The Contractor shall be responsible to verify that the fusion equipment is in good operating condition and that the operator has been trained within the past twelve months. All welds will be made using a Data Logger to record temperature, fusion pressure, with a graphic representation of the fusion cycle shall be part of the Quality Control records.

Flanges/MJ adapters shall be attached to pipe and fittings using butt fusion. The flanges/MJ adapters shall be aligned and centered relative to the pipe. Flanges/MJ adapters should be square with the valve or other flange before tightening of bolts. Bolts should not be used to draw flanges into alignment. Bolt threads shall be lubricated, and flat washers shall be used under flange nuts. Bolts shall be tightened using a "star tightening pattern." See manufacturer's recommendations. Twenty-four hours after first tightening the flange bolts, they must be re-tightened using the same "star tightening pattern" used above. The final tightening torque shall be as indicated by the manufacturer.

Polyethylene pipe and fittings may be joined using approved electrofusion couplings where the butt fusion method cannot be used. Fittings shall be PE 3408/4710 HDPE, Cell Classification of 345464C as determined by ASTM D3350-99. Electrofusion Fittings shall have a manufacturing standard of ASTM F1055. Fittings shall have a pressure rating equal to the pipe unless otherwise specified on the plans. All electrofusion fittings shall be suitable for use as pressure conduits, and per AWWA C906, have nominal burst values of three and one-half times the Working Pressure Rating (WPR) of the fitting.

Mechanical joining may be used where the butt fusion or electrofusion methods cannot be used. Mechanical joining will be accomplished by either using a HDPE flange adapter with a Ductile Iron back-up ring or HDPE Mechanical Joint adapter with a Ductile Iron back-up ring. Refer to the manufacturer's recommendations.

Pipe stiffeners shall be used where stiffening of the pipe is necessary for proper gasket seal. Pipe Stiffeners shall be ASTM - 240 - TP 304 Stainless Steel or 316 Stainless Steel.

Extrusion welding or hot gas welding of HDPE shall not be used.

8. TRANSITION FITTINGS. Transition fittings from HDPE to other types of pipe shall be made with Polycam transition fittings or approved equal.
9. MAINTAIN TRAFFIC. The Contractor shall ensure that continuous lengths of fused polyethylene pipe remain in the public right-of-way or utility easement and do not block access to any streets, driveways, sidewalks or trails.
10. TRACER WIRE CONTINUITY TEST. Prior to approval to build the street section, the Contractor shall coordinate a tracer wire continuity test of the entire tracer wire system with the Engineer and City Public Works department. The test shall be conducted with a locator, using a low voltage circuit. The test shall consist of a continuous above ground trace of the piping and appurtenances installed to within 2 feet of installed locations. All areas failing the location test shall be corrected at the Contractor's expense.
11. POLYETHYLENE ENCASEMENT. Valves, fittings, hydrants, and appurtenances shall be fully encased in polyethylene film in accordance with the latest version of the Standard Utility Specification for Watermain and Service Installation and Sanitary and Storm Sewer Installation published by the City Engineer's Association of Minnesota.
12. TESTING. Testing shall be in accordance with Section 3310 for watermain and Section 3330 for sanitary sewer. Deflection testing shall not be required.
13. TELEVISIONING. Televisioning shall not be required for directionally drilled pipe.

#### END OF SECTION

## **SECTION 3310 – WATER UTILITY DISTRIBUTION SYSTEM**

### **SCOPE:**

Under this Section shall be included the complete construction of watermain within street right-of-way and easements. The watermain will be laid as shown on the Plans, including all necessary excavation and backfilling.

### **GENERAL REQUIREMENTS:**

1. **MATERIALS TO BE FURNISHED.** All materials required for the complete construction of the specified Work shall be furnished by the Contractor and all materials shall be new, of first grade and shall be products of reputable manufacturers known to the trade.

Prior to ordering watermain and appurtenances, the Contractor shall submit for review drawings on gate valves, valve boxes, hydrants, corporation stops, curb stops, curb boxes, and all other watermain appurtenances in order that verification can be made that the supplied materials are compatible to those specified or the approved equals.

All the Standards and Specifications of the American Society for Testing and Materials (ASTM), the American National Standard Institute (ANSI) and all other similar societies and associations for testing, materials, dimensions, methods of construction, etc., are intended in all cases to refer to and should be understood to mean the latest revisions thereto at the time Work is bid unless definitely specified otherwise in the Special Provisions.

### **PRODUCTS:**

1. **WATERMAIN.** Watermain pipe shall be of the kind, size, and class indicated for each particular line segment as shown on the Plans. When PVC pipe is specified, metallic tracer wire, Copperhead #12 High Strength part #1230B-HS, shall be furnished and installed throughout the pipe length, buried directly underneath the pipe. Joints shall be push-on type except that mechanical joints shall be used at all valves, fittings, and hydrants. Fittings shall be ductile iron, bolts and nuts shall be Cor-Blue T-Bolts with matching nuts.
2. **FLEXIBLE JOINT PIPE** shall meet all applicable requirements of AWWA C151.
3. **SERVICES.** Watermain service pipe shall be SDR 7 IPS PE pipe conforming to ASTM D3350, except that carbon black content should not exceed 3.0%.
4. **HYDRANTS.** Hydrants shall be mechanical joint Waterous Company Pacer, Model WB-67, or approved equal and shall conform to AWWA Specifications C502. The hydrants shall be furnished for 8'-6" bury (for watermain with 7-1/2 feet of cover) or 9'-0" bury (for watermain with eight feet of cover) with heavy duty operating rod. Six inch or 12 inch extensions will be added as required to match existing ground.

The hydrants shall have two 2-1/2 inch hose connections (thread size 3-2/32 inch O.D., 7-1/2 T.P.I.) and one 4-1/2 inch pumper connection (thread size 5-24/32 inch O.D., 4 T.P.I.). Threads shall be National Standard. The cap nuts shall be pentagon, 1-1/2 inch point to flat, counter clockwise opening. The hydrants shall be furnished with a 16 inch traffic section (24 inches from ground line to centerline of nozzle). Valve opening shall be 5-1/4 inch.

Hydrants shall be painted one coat of red primer paint and two finish coats of an approved paint of red color. Hydrants shall be touched up at the end of construction. Each hydrant shall be furnished with a spring-mounted snow flag, E-Z Guide Fire Hydrant Safety Marker & Locator (Premium Fiberglass Rod), to be mounted on the top flange of the hydrant.

Drain holes shall be plugged when placed below the water table. A tag shall be attached to the hydrant

stating "Drain Holes Plugged" and the hydrant pumper nozzle shall be painted per the Standard Plates.

5. VALVES. Gate valves shall be resilient wedge American Flow Control Series 2500, or approved equal, with mechanical joint ends, meeting AWWA Specification C515. All bolts shall be stainless steel. All gate valves shall be left in the open position except as directed by the Engineer. Valves shall have "O-Ring" construction and be designed for 250 psi working pressure. Valves larger than 12 inches in size shall be butterfly valves, equal to Mueller Line Seal 111, meeting AWWA Specification C504. All bolts shall be stainless steel. All valves shall be equipped with an extension stem manufactured for the valve to within 1 foot of the finished valve box height.
6. VALVE BOXES. Valve boxes shall be Tyler G-Box 6860, or approved equal, and furnished with VB2600 drop lid marked water. Valve boxes shall be designed for 7'-6" depth of cover over watermain (minimum).
7. GATE VALVE ADAPTORS shall be 1/4 inch steel with protective coating manufactured by Adaptor, Inc., or approved equal.
8. CORPORATION STOPS. Corporation stops shall be A.Y. McDonald 74701B, or approved equal for one inch and two inch diameter PE tubing.
9. WET TAP SLEEVE. Shall be Smith-Blair 663 Stainless Steel Tapping Sleeve or approved equal and installed per manufacturers recommendations for DIP, PVC and HDPE watermain pipe.
10. SERVICE TAPPING SADDLES. Shall be Smith-Blair 372 or approved equal. Saddles shall be double studded tapping saddles, stainless steel of the wraparound kind with rubber gasket and used for corporation connections. Saddles shall be installed per manufacturers recommendations for DIP, PVC and HDPE watermain pipe.
11. CURB STOPS. Curb stops shall be A.Y. McDonald 76104 with stationary rod, or equal, Minneapolis thread and pattern, with inlet and outlet each one inch or two inches in diameter for flared connections.
12. CURB BOXES. Curb boxes shall be A.Y. McDonald 5614 or equal, with rods and with Minneapolis top, for one inch and two inch size. Boxes shall be 7'-0" - 8'-0" adjustable.
13. CURB BOX CASTING. Neenah R-1914-A with "WATER" stamped on lid.
14. POLYETHYLENE ENCASEMENT. Polyethylene encasement material shall conform to the requirements of AWWA C-105 for tube type installation and 8 mil nominal film thickness.
15. TRACER WIRE. Tracer wire shall be installed with all watermain pipe (including all services). Wire connectors shall be, lockable, 3-way, and dielectric silicon filled to seal out moisture and corrosion. Non-locking friction fit, twist on or taped connectors are prohibited.
  - A. Open-Trench Installation. Tracer wire for open-trench installation shall be #12 AWG Copper Clad Steel, High Strength, with a minimum 450 lb. break load and 30 mil HDPE insulation thickness. (Copperhead #12 High Strength part #1230B-HS or approved equal)
  - B. Horizontal Directional Drilling. Tracer wire for horizontal directional drilling installation shall be Copperhead SoloShot Xtreme PBX-50-LLS, with a minimum 4700 lb. break load and 50 mil HDPE insulation thickness or approved equal. Color shall be blue for watermain.
16. HYDRANT TRACER WIRE ACCESS BOX. Tracer wire shall be connected to hydrants with an above ground tracer wire access box per City Detail 201. (Copperhead part #T2R-FLPKG-5/8 or approved equal.)
17. NON-ROADWAY TRACER WIRE ACCESS BOX (Snakepit). Copperhead grade level adjustable, Light duty, Product Number LD14GTP-ADJ or approved equal.

18. TRACER WIRE GROUNDING ROD. Tracer wire grounding rod shall be a drive-in magnesium anode and connected to approved tracer wire access boxes. (Copperhead part #ANO-12, 1.5 lb or approved equal)
19. PIPE INSULATION. Insulation must be used when a minimum of 2 feet of separation from a closed storm sewer section cannot be met and whenever crossing an open ended storm pipe section. Insulation shall be extruded rigid board material having a thermal conductivity of 0.23 BTU/hour/square foot/degree Fahrenheit/per inch thickness, maximum at 40°F mean, a compressive strength of 35 psi minimum, and water absorption of 0.25 percent by volume minimum. Board dimensions shall be measured 8 feet long, 2 or 4 feet wide, and 2 inches thick.
20. EXTRA WATERMAIN ITEMS. Prior to City acceptance of public improvements, the following items must be supplied and delivered to City of Victoria Public Works, as directed by the Engineer:
  - A. One extra, new, 6 inch hydrant extension or one gate valve rod extension, per Project.
  - B. One extra, new, hydrant flag shall be provided for each five hydrants; minimum one per Project.
  - C. One, new, hydrant wrench or hydrant repair kit, per Project.
  - D. One 4 foot gate valve key or one extra curb stop stand pipe, per Project.

EXECUTION:

1. DEPTH. Watermain shall be laid to such depth as indicated on the plans. The depth shall be measured from top of the pipe vertically to the finished grade of the street or the ditch line. The minimum depth shall be 7-1/2 feet for all watermain.
2. REACTION BACKING. Reaction backing shall be provided at all watermain fittings and at hydrants in accordance with the Standard Details. In any instance where the Engineer determines that solid backing against undisturbed earth is not obtainable for fittings or hydrants, the Contractor shall use steel tie rods or mechanical joint retainer glands as directed by the Engineer. Valves on branch lines or on hydrant leads shall in all cases be tied to an adjacent tee or cross fitting or back one full length of pipe.
3. WATER SERVICES. All services shall be tapped with the watermain under working pressure. Curb boxes shall be installed fully extended with tops extending six inches above finished grade. Casting to be installed when curb stop is located in a hard surface.
4. ALIGNING AND FITTING OF PIPE. Alignment and fitting of the pipe shall conform to the following AWWA table:

AWWA C-600  
TABLE FOR  
MAXIMUM DEFLECTION FOR DUCTILE IRON WATER PIPE

Nominal Pipe Diameter	Push-On Joints, Deflection- Inches/Length			Mechanical Joints, Deflection- Inches/Length		
	6	18	20	16	18	20
6	17	19	21	24	27	--
8	17	19	21	18	20	--
10	17	19	21	18	20	--
12	17	19	21	18	20	22

5. TRENCH PREPARATION. Trench Preparation shall be completed in accordance with Section 3123 of these

Specifications. Compaction of pipe zone backfill in all areas shall meet requirements of MnDOT Specification 2105.3F1, 95% Specified Density method.

6. VALVE BOXES. The Contractor shall be responsible for keeping all new and existing valve boxes clean and free of dirt at all times.

The Contractor shall adjust all castings located within the street section including existing castings. Adjustments shall be as follows:

Valve Boxes: .04 feet below finished grade

Valve boxes located in the bituminous section shall be coated with a material which allows removal of bituminous material applied to the casting lid. Valve boxes shall have a wooden cut-out or other approved material placed over the structure during the paving operation. The cut-out shall allow pavement to be placed around the structure causing a uniform lip after rolling conforming to the information given above. The top of the castings shall be adjusted to the finished elevation just prior to paving.

Upon completion of compacting bituminous pavement, all valve box covers shall be removed and surfaces and casting lips cleaned of all bituminous materials.

Interim adjustment of castings to the surface will be required to allow for access during lengthy periods of work suspension. Cuts in the bituminous pavement resulting from interim adjustments shall be restored with a minimum compacted thickness of three inches of bituminous mixture. In conjunction with final adjustments, patches from interim adjustments shall be removed in their entirety and the roadway structure restored to the plan thicknesses.

7. CONNECTIONS TO EXISTING UTILITIES. Connections between existing and new watermains shall be as directed by the Engineer.

- A. The Contractor shall arrange his Work for a minimum number of shutdowns to the existing water service and shall schedule the shutdowns so that all present water customers will have water service from 6 a.m. to 9 a.m. and from 2 p.m. to 9 p.m. every day. When this is not possible, temporary service supplies may be ordered by the Engineer and shall be furnished and installed by the Contractor. Water service interruptions must have prior approval by the Engineer.
- B. The Contractor will be required to schedule shutdown of the watermain with the City 48 hours in advance of interruption of water service.
- C. All Fittings and Piping used for making connection shall be thoroughly cleaned using a solution of chlorine mixed with water.
- D. Loading and flushing of watermain is allowed between the hours of 9 a.m. and 2 p.m., Monday through Friday.

8. SEPARATION OF WATERMAINS AND SEWERS.

- A. Parallel Installation. Watermains shall be laid at least 10 feet horizontally from any existing or proposed sewer. The distance shall be measured edge to edge. In cases where it is not practical to maintain a 10-foot separation, the reviewing authority may allow deviation on a case by case basis, if supported by data from the design Engineer. Such deviation may allow installation of the watermain closer to a sewer, provided that the watermain is laid in a separate trench or on an undisturbed earth shelf located on one side of the sewer at such an elevation that the bottom of the watermain is at least 18 inches above the top of the sewer.
- B. Crossings. Watermains crossing sewers shall be laid to provide a minimum vertical distance of 18

inches between the outside of the watermain and the outside of the sewer. This shall be the case where the watermain is either above or below the sewer. At crossings, one full length of water pipe shall be located so both joints will be as far from the sewer as possible. In addition, if the sanitary sewer crosses over the watermain, the pipes shall be centered at the crossing so that the joints will be equidistant and as far from the crossing as possible. Special structural support for the water and sewer pipes may be required.

- C. Exception. Where sewers are being installed and the above requirements cannot be met, the sewer materials shall be watermain pipe or equivalent and shall be pressure tested to ensure water tightness.
  - D. Forcemains. There shall be at least a 10-foot horizontal separation between watermains and sanitary sewer forcemains. There shall be an 18 inch vertical separation at crossings as required above.
9. TRACER WIRE SYSTEM. Tracer wire shall be installed with all PVC and HDPE watermain (including all services). Tracer wire must be installed as a single continuous wire, except were using approved connectors. No looping or coiling of wire is allowed. Tracer wire shall be installed at the bottom half of the pipe to prevent damage. At tees, wires shall be joined using a single 3-way connector. At 4-way intersections, use of a 4-way connector or two 3-way connectors with a short jumper wire between is acceptable.
- Tracer wire shall be connected to hydrants with an above ground tracer wire access box and grounded by use of approved magnesium anode grounding rod.
- Tracer wire shall be grounded at all mainline stubs by use of a drive-in magnesium grounding anode rod, and brought up in a "snake-pit" adjacent to above ground post.
- An extra 2'-0" of tracer wire shall be furnished above ground at each curb stop for future connection by others.
10. METHODS OF CHLORINATION (AWWA C651). Chlorination shall be performed in accordance with AWWA C651.
11. PRESSURE TEST. A hydrostatic pressure of not less than 150 pounds per square inch (psi) shall be held for a minimum duration of two hours. Testings shall not occur until all underground utilities are installed.
12. BACTERIOLOGICAL TEST. After final flushing and before the new (or repaired) main is connected to the distribution system, two consecutive sets of acceptable samples, taken 24 hours apart, shall be collected from the new main by a Minnesota Department of Health accredited laboratory, under the observation of the City. One set of samples every 1200 ft of new main, one set from the end of the line, and one set from each branch. All testing must be in compliance with AWWA C651.
13. TRACER WIRE CONTINUITY TEST. Prior to approval to build the street section, the Contractor shall coordinate a tracer wire continuity test of the entire tracer wire system with the Engineer and City Public Works department. The test shall be conducted with a locator, using a low voltage circuit. The test shall consist of a continuous above ground trace of the piping and appurtenances installed to within 2 feet of installed locations. All areas failing the location test shall be corrected at the Contractor's expense.
14. WATERMAIN STUBS. The end of any watermain stub shall be marked with a treated four inch by four inch hardwood post with metal spike. The post should be placed in the ground deep enough to withstand normal construction traffic, but extend one inch to two inches above the ground with the top painted blue. A six-foot T-shaped metal fence post shall be tied to the 4 inch by 4 inch hardwood post, painted blue and extended 48 inches above finished grade.
15. POLYETHYLENE ENCASEMENT. Valves, fittings, hydrants, and appurtenances shall be fully encased in polyethylene film in accordance with the latest version of the Standard Utility Specification for Watermain

and Service Installation and Sanitary and Storm Sewer Installation published by the City Engineer's Association of Minnesota.

16. WATERMAIN MARKER

- A. A Steel Post, "T-shaped" style, painted blue shall be placed by each curb box. The post must extend 48 inches above surrounding ground.
- B. The Above-Referenced Steel Posts shall be placed by all valve boxes in off-road areas, except for hydrant valves.

**END OF SECTION**

## **SECTION 3330 – SANITARY SEWER UTILITY SYSTEM**

### **SCOPE:**

Under this Section of the Specifications shall be included the complete construction of sanitary sewer extension within street right-of-way and easements. The sewers are to be laid as shown on the Plans, including manholes, all necessary excavation, backfilling and dewatering of trench, and trench shoring as required.

### **GENERAL REQUIREMENTS:**

1. **MATERIALS TO BE FURNISHED.** All materials required for the complete construction of the specified Work shall be furnished by the Contractor and all materials shall be new, of first grade, and shall be products of reputable manufacturers known to the trade.

Prior to ordering precast manhole components, Contractor shall submit for review a manhole detail book in order that verification can be made that the materials to be supplied are in conformance with the design concept of the Project and in compliance with the information given in the Contract Documents.

### **PRODUCTS:**

1. **SANITARY SEWER.**

- A. **PVC SDR 35** shall conform to ASTM D3034 for 4"-15" sizes and ASTM F679 for 18"-27" sizes with gasketed joint and the following:

<u>Nominal Size</u>	<u>Outside Diameter</u>	<u>Min. Wall Thickness</u>
4"	4.215"	0.120"
6"	6.275"	0.180"
8"	8.400"	0.240"
10"	10.500"	0.300"
12"	12.500"	0.360"
15"	15.300"	0.437"
18"	18.701"	0.536"
21"	22.047"	0.632"
24"	24.803"	0.711"
27"	27.953"	0.801"

- B. **PVC SDR 26** shall conform to ASTM D2241 or ASTM D3034 with gasketed joints and the following:

<u>Nominal Size</u>	<u>Outside Diameter</u>	<u>Min. Wall Thickness</u>
4"	4.215"	0.162"
6"	6.275"	0.241"
8"	8.400"	0.323"
10"	10.500"	0.404"
12"	12.500"	0.481"
15"	15.300"	0.588"

- C. PVC Sewer Services, Risers and All Related Fittings shall be PVC Schedule 40.
  - D. Ductile Iron. Conform to the requirements of SJDIP watermain class 50.
  - E. Reinforced Concrete Pipe. Joints shall be Bureau of Reclamation Type R-4 or equal with molded rubber gasket meeting the requirements of ASTM C443.
2. SANITARY SEWER MANHOLES shall be constructed of precast concrete sections with O-ring, press seal, Type 1, joints. Joints shall be sealed with one strip of mastic between each joint and a 12-inch wide Infi-Shield Gator Wrap external rubber sleeve as manufactured by Sealing Systems, Inc. or approved equal. A 1'-0" or 1'-6" manhole section shall be installed under the cone section on all manholes to allow for height adjustment.

Pipe connections to manholes shall be made with a flexible watertight connection and underground utility mortar.

3. MANHOLE STEPS. Manholes shall be furnished with aluminum, polypropylene plastic reinforced, or approved equal, steps and shall be in accordance with MnDOT Standard Plate No. 4180 Steps shall be located over the downstream pipe.
4. MANHOLE CASTINGS. Manhole casting shall be Neenah Catalog No. R-1642 Specialized solid cover with concealed pickholes, or equal. Casting covers shall have no positioning lugs. See Standard Detail #107.

Sanitary sewer manholes shall have lids furnished with "SANITARY SEWER" cast in two inch high letters.

Full bearing surfaces of frame and cover shall be machined to provide true bearing surfaces.

5. TRACER WIRE. Tracer wire shall be installed with all sanitary sewer mainline pipe (not including sewer service stubs). Wire connectors shall be, lockable, 3-way, and dielectric silicon filled to seal out moisture and corrosion. Non-locking friction fit, twist on or taped connectors are prohibited.
- A. Open-Trench Installation. Tracer wire for open-trench installation shall be #12 AWG Copper Clad Steel, High Strength with minimum 450 lb. break load, with 30 mil HDPE insulation thickness. (Copperhead #12 High Strength part #1230G-HS or approved equal)
  - B. Horizontal Directional Drilling. Tracer wire for horizontal directional drilling installation shall be Copperhead SoloShot Xtreme PBX-50-LLS, with a minimum 4700 lb. break load and 50 mil HDPE insulation thickness or approved equal. Color shall be green for sanitary sewer.
6. NON-ROADWAY TRACER WIRE ACCESS BOX (Snake-pit). Copperhead grade level adjustable, Light duty, Product Number LD14GTP-ADJ or approved equal.
7. TRACER WIRE GROUNDING ROD. Tracer wire grounding rod shall be a drive-in magnesium anode and connected to approved tracer wire access boxes. (Copperhead part #ANO-12, 1.5 lb or approved equal)
8. PIPE INSULATION. Insulation shall be 2-1/2 inch thick boards of expanded polystyrene specifically designed for use in highway construction equal to "Styrofoam Hi 35" as manufactured by Dow Chemical Company. Special note is to be taken that this type is different than the type used in ordinary building construction. The insulation board shall comply with MnDOT Specification 3760.
9. UNDERGROUND UTILITY MORTAR. Shall be SPEC MIX Underground Utility Mortar or approved equal for the jointing of all types of underground pre-cast concrete utility construction, laying of concrete brick, and casting adjustment rings in manholes and catch basins. Utility Mortar shall meet ASTM C270 and ASTM C1714 with portland cement and minimum 8% air entrainment.

## **EXECUTION:**

1. **ALIGNMENT AND GRADE.** All pipe shall be laid and maintained to the required lines and grades, with manholes, fittings and special structures at the required locations.

No deviation from line or grade shall be made without the consent of the Engineer.

2. **PIPELAYING.** The alignment of pipe between manholes shall be such as to permit the entire inside circumference being seen from any manhole to the next adjacent manhole. Piping that does not conform to line and grade shall be relaid at the Contractor's expense.

Pipe shall be laid against the grade of the sewer. The spigot end of the pipe shall be inserted full depth into the bell and, when completed, each line of pipe shall have a uniform and smooth invert.

The Contractor shall assume total responsibility for assuring that segments of the pipe which have been bypassed during construction shall be installed to match the line and grade as shown on the Plans.

Laser Beam Grade Control: When the Contractor uses laser beam control for grade and alignment, the Contractor shall verify grades using provided grade stakes. Any discrepancies found between the laser beam elevation and grade stake elevation shall be immediately brought to the Engineer's attention before continuing pipe installation. If the Contractor fails to follow these steps, the Contractor shall be responsible for any removal and reinstallation of pipe as necessary to conform to the line and grade shown on the plans.

Joints for all sewers shall be made watertight. As soon as the joint is made, the bell depression shall be filled with granular bedding material which shall be pressed under and around the joint, by hand, in such a way as to protect it from sagging or being disturbed. The interior of all pipe shall, as the work progresses, be cleaned of all dirt and superfluous materials. The exposed end of the pipes shall be protected with suitable temporary covers. Pipe laid in place shall be protected from injury and disturbance.

Compaction of pipe zone backfill in all areas shall meet requirements of MnDOT Specification 2015.3F1, 95% Specified Density method.

3. **TRACER WIRE.** A single continuous wire shall be installed with all new sanitary sewer pipe. Tracer wire must be installed as a single continuous wire, except were using approved connectors. No looping or coiling of wire is allowed. Tracer wire shall be installed at the bottom half of the pipe to prevent damage. At tees, wires shall be joined using a single 3-way connector. At 4-way intersections, two 3-way connectors with a short jumper wire between is acceptable.

Tracer wire located shall be grounded by use of an approved drive-in magnesium grounding anode rod and shall terminate at the surface as follows:

- A. Inside the manhole structure through the adjusting rings when a sewer run ends in a paved surface.
  - B. At an approved tracer wire access box ("snake-pit") located adjacent to manhole and structure marker for manholes in a pervious surface.
  - C. At an approved tracer wire access box ("snake-pit") located adjacent to above ground post for mainline stubs in a pervious surface.
4. **SANITARY SEWER AND WATERMAIN CROSSING CONFLICTS.** Watermain crossings shall be constructed to provide a vertical separation of at least 18 inches between the outside of the watermain and the outside of the sewer. When conditions prevent a vertical separation as described, the following construction shall be used:
    - A. Sewers passing over or under watermain shall be constructed of materials equal to watermain

standards of construction for a distance of 10' from the watermain as measured perpendicular to the watermain.

- B. A length of the watermain pipe shall be centered at the point of crossing so that the joints will be equidistant and as far as possible from the sewer.

- 5. MANHOLE INSTALLATION. Manholes shall be constructed as detailed and set plumb with a maximum deviation of  $\pm 0.1$ -foot from vertical. All rows of steps shall be set vertical through the height of the manholes.

Manholes shall be constructed on a minimum 6-inch thickness of granular bedding material. If additional stabilization is required, a minimum 6-inch thickness of 1 1/2" crushed rock or washed rock shall be used as directed by the Engineer.

Channels for the flow of sewage through the manholes shall be formed in the floor and grouted smooth to conform to the inverts of the sewers as shown. All lift holes, and any manhole joints which indicate infiltration, shall be filled with expanding grout.

The adjusting rights and the castings shall be set in a bed of mortar, and the exterior of the adjusting rings shall be given a mortar covering. The joints of the adjusting rings shall be completely filled with mortar and the interior joints struck smooth.

The Contractor shall adjust all castings located within the street section, including existing castings. Adjustments shall be as follows:

Non-Inlet Castings: .04 feet below finished grade

Castings located in the bituminous section shall be coated with a material which allows removal of bituminous material applied to the casting lid. Castings shall have a wooden cut-out or other approved material placed over the structure during the paving operation. The cut-out shall allow pavement to be placed around the structure causing a uniform lip after rolling conforming to the information given above. The top of the castings shall be adjusted to the finished elevation just prior to paving.

Upon completion of compacting bituminous pavement, all manhole covers shall be removed and surfaces, lift holes, and casting lips cleaned of all bituminous materials.

Interim adjustment of castings to the surface will be required to allow for access during lengthy periods of work suspension. Cuts in the bituminous pavement resulting from interim adjustments shall be restored with a minimum compacted thickness of three inches of bituminous mixture. In conjunction with final adjustments, patches from interim adjustments shall be removed in their entirety and the roadway structure restored to the plan thicknesses.

The Contractor shall be responsible for keeping all new and existing manholes clean and free of dirt at all times.

Infi-shield external seals shall be installed on the outside surface adjustment ring area covering all rings. Installation shall be in accordance with manufacturer recommendations. Primer shall be applied to areas where attaching non-hardening butyl mastic to casting flange and cone section inspection tabs shall be attached to manhole lid before backfilling.

Infi-shield external seals, or approved equal, shall be installed on the outside surface at each barrel joint.

- 6. SERVICE LINES. Sewer service lines may be constructed in a common trench with water service lines. If the sewer service elevation, as staked by the Engineer in the field, has a 1'-10" vertical clearance between pipes with the top of the sewer laid 1'-6" below the bottom of the water service, the sewer service may be PVC

Schedule 40. If the sewer service cannot be laid below the water service with 1'-6" clearance between pipes, then a 10-foot horizontal separation must be maintained or the sewer service shall be constructed of watermain type materials.

Each new service shall be laid from the wye branch to the property line at a minimum of 1% slope. Each service shall be inspected and the invert elevation at the end of the service shall be determined by the Engineer prior to backfill. A vertical riser shall be installed at the end of the service as detailed. Fitting at the end of service shall be solvent weld.

Sanitary sewer service lines shall not be connected into a manhole.

The end of each service line stub shall be marked with a two inch by two inch hardwood marker with metal spike, extending from the end of the pipe to finished grade elevation. A six-foot T-shaped metal fence post shall be tied to the two inch by two inch hardwood marker, painted green and extend 48 inches above finished grade.

7. SEWER LINE TEST. All testing shall be scheduled with the Engineer a minimum of 48 hours prior to testing. Leakage tests and PVC deflection tests for sanitary sewer pipelines are detailed in the Standard Utilities Specifications bound with these documents. Testing shall not commence until all utilities are installed. In addition to those tests, the following test shall be required:
  - A. Forcemain Test. Forcemain testing shall be in accordance with Section 2611.3, Hydrostatic Testing of Watermains, in the Standard Utilities Specifications, bound with these documents. A pressure of not less than 100 pounds per square inch shall be held for a minimum of one hour with 0 (zero) pounds allowable pressure loss. Gauge to be used shall have a dial diameter of 4-1/2" with one psi increments
8. TRACER WIRE CONTINUITY TEST. Prior to approval to build the street section, the Contractor shall coordinate a tracer wire continuity test of the entire tracer wire system with the Engineer and City Public Works department. The test shall be conducted with a locator, using a low voltage circuit. The test shall consist of a continuous above ground trace of the piping and appurtenances installed to within 2 feet of installed locations. All areas failing the location test shall be corrected at the Contractor's expense.
9. SANITARY SEWER STUBS. The end of any main line sanitary sewer stubs shall be marked with a treated four inch by four inch hardwood post with metal spike. The post should be placed in the ground deep enough to withstand normal construction traffic, but extend one inch to two inches above the ground and shall be painted green. A six-foot T-shaped metal fence post, painted green, shall be tied to the four inch by four inch hardwood post and extend 48 inches above the ground.
10. TELEVISIONING.
  - A. After Completion of all sanitary sewer construction, the Contractor shall flush and televise each sanitary sewer pipe section. If the system is not adequately flushed prior to televising, the Contractor may be required to re-flush the line at no expense to the Owner. The Contractor shall give the Engineer a minimum of 24 hour notice prior to flushing.
  - B. The Television Camera shall be mounted on a skid so that it is centered in the pipe.
  - C. The Camera shall have a cross-hair to maintain a constant reference on the image.
  - D. The Camera Lens shall be contained in an articulating housing that will permit direct viewing of the pipe interior on the entire 360° perimeter.
  - E. The Camera shall be equipped with sufficient lights to completely illuminate the interior of the pipe with the range of the camera.

- F. A Monitor shall be provided with seating facilities to allow three or more persons to view the picture continuously.
- G. The Television Camera, transmitting equipment, and monitoring equipment shall combine to provide a picture on the monitor screen which is free from distortion and clear enough to distinguish between hairline cracks, "pipe marks," etc.
- H. A USB DRIVE shall be made of the entire footage of pipe televised. A linear footage of pipe shall be integrated into the video tape for ease of identification of pipe being viewed.
- I. One Printed Copy and One Electronic Copy of a Report of televising results, including a diagram of the project with all televising indexed in it shall be provided within five working days following the last day of televising on the Project.

**END OF SECTION**

## **SECTION 3340 – STORM DRAINAGE UTILITIES**

### **SCOPE:**

Under this Section shall be included the complete construction of a storm sewer extension within the street right-of-way or easement. The sewer shall be laid as shown on the Plans, including manholes and all necessary excavation and backfilling, as required.

### **GENERAL REQUIREMENTS:**

1. **MATERIALS TO BE FURNISHED.** All material required for the construction shall be furnished by the Contractor and all materials shall be new, of first grade, and shall be products of reputable manufacturers known to the trade.

Prior to ordering precast manhole or catch basin components, the Contractor shall submit for review manhole and catch basin detail books in order that verification can be made that the materials to be supplied are in conformance with the design concept of the Project and in compliance with the information given in the Contract Documents.

### **PRODUCTS:**

1. **STORM SEWER PIPE.** Reinforced Concrete Pipe shall conform to ASTM Specification C76 with Bureau of Reclamation R-4 joint.
2. **CORRUGATED METAL PIPE CULVERT** shall have 2-2/3 inch by 1/2 inch corrugations and shall conform to the applicable requirements of AASHTO M36, as shown on the MnDOT Standard Plate No. 3040F.

Coupling bands shall be the same base metal and coating as the pipe. Bands shall have the same thickness as the pipe. Bands shall be 10-1/2 inch minimum width.

Corrugated metal aprons shall conform to the requirements shown on MnDOT Standard Plate No. 3123J.

3. **MANHOLE AND CATCH BASIN STRUCTURES.** The Contractor shall use precast sections whenever possible.

If the Contractor must construct the manholes and catch basins using segmental block, the following shall apply:

Block work shall be laid up in good workmanlike manner to the dimensions shown. All block shall be wetted thoroughly with water just before laying, and headers and vertical joints shall be broken from course to course. Each horizontal course shall be completed before starting the next course above. Horizontal joints shall be not more than 1/2 inch thick and vertical joints on inside face not more than 3/8 inch thick. All joints shall be completely filled with mortar. All joints on inside shall be plastered smooth with mortar, thickness to be not less than 1/4 inch at any point.

All Work shall be covered when not being worked upon. Masonry shall be kept at a temperature above freezing until mortar has attained sufficient strength and set so that it will not be damaged by freezing. In freezing weather, all materials shall be heated before laying and shall be protected as necessary to prevent damage after laying. No Work shall be done in unsuitable weather, unless suitable protection is provided.

The blocks shall be radial blocks and shall conform to the radius of the manhole as detailed. The blocks shall have a vertical groove with one inch radius on both ends. The batter blocks for the tapered tops shall be a minimum of five inches in thickness and the blocks used in the four-foot diameter manhole section shall be a minimum of six inches in thickness.

The manhole depth to which the six inch thickness blocks may be used shall not exceed 12 feet. Below this point, the block thickness shall be increased to 10 inch for manholes up to 20 feet in depth, and for manholes deeper than 20 feet, the block thickness shall be not less than 12 inches. A flat slab top may be required instead of a tapered top. Precast adjusting rings shall be used to form the upper eight inches of the structure.

4. MANHOLE/CATCH BASIN STEPS. Manholes and catch basins shall be furnished with aluminum steps, polypropylene plastic reinforced, or approved equal, and shall be in accordance with MnDOT Standard Plate No. 4180. Steps shall be located over the downstream pipe.
5. MANHOLE CASTINGS. Manhole casting shall be Neenah Catalog No. R-1642 Specialized solid cover with concealed pickholes, or equal. Casting covers shall have no positioning lugs. See standard detail #107
6. CATCH BASIN CASTINGS. Catch basin casting and grate shall be as follows:  
  
Surmountable or B618 Concrete Curb and Gutter - Neenah Catalog No. R-3067-V  
Ditch or Yard Area Inlet - Neenah Catalog No. R-4342
7. UNDERGROUND UTILITY MORTAR. SPEC MIX Underground Utility Mortar or approved equal shall be used for the jointing of all types of underground pre-cast concrete utility construction, laying of concrete brick, and casting adjustment rings in manholes and catch basins. Utility Mortar shall meet ASTM C270 and ASTM C1714 with portland cement and minimum 8% air entrainment.

#### **EXECUTION:**

1. ALIGNMENT AND GRADE. All pipe shall be laid and maintained to the required lines and grades, with manholes, catch basins, and special structures at the required locations. No deviation from line or grade shall be made without the written consent of the Engineer.
2. PIPELAYING. The alignment of pipe between manholes shall be such as to permit the entire inside circumference being seen from any manhole to the next adjacent manhole. Piping that does not conform to line and grade shall be re-laid at the Contractor's expense.

Laser Beam Grade Control: When the Contractor uses laser beam control for grade and alignment, the Contractor shall verify grades using provided grade stakes. Any discrepancies found between the laser beam elevation and grade stake elevation shall be immediately brought to the Engineer's attention before continuing pipe installation. If the Contractor fails to follow these steps, the Contractor shall be responsible for any removal and reinstallation of pipe as necessary to conform to the line and grade shown on the plans.

Pipe shall be laid against the grade of the sewer. The spigot end of the pipe shall be inserted full depth into the bell, and when completed, each line of pipe shall have a uniform and smooth invert.

Joints for all sewers shall be made watertight. As soon as the joint is made, the bell depression shall be filled with granular bedding material which shall be pressured under and around the joint, by hand, in such a way as to protect it from sagging or being disturbed.

Joint ties shall be installed on the last three joints at all end section locations.

The interior of all pipe shall, as the work progresses, be cleaned of all dirt and superfluous materials. The exposed end of the pipe shall be protected with suitable temporary covers. Pipe laid in place shall be protected from injury and disturbance.

Compaction of pipe zone backfill in all areas shall meet requirements of MnDOT Specification 2105.3F1, 95% Specified Density method.

3. MANHOLE AND CATCH BASIN INSTALLATION. Manholes and catch basins shall be constructed as detailed and set plumb with a maximum deviation of  $\pm 0.1$ -foot from vertical.

Catch basins and manholes shall be constructed on a minimum 6-inch thickness of granular bedding material. If additional stabilization is required, a minimum 6-inch thickness of 1 1/2" crushed rock or washed rock shall be used as directed by the Engineer.

The adjusting rings and the castings shall be set in a bed of mortar, and the exterior of the adjusting rings shall be given a 1/2-inch mortar covering. The joints of the adjusting rings shall be completely filled with mortar and the interior joints struck smooth. Infi-Shield external watertight gasket shall be installed on all manholes and catch basins.

All rows of steps shall be set vertical through the height of the manholes.

Precast manholes over seven feet deep shall have a 1'-0" or 1'-6" manhole section installed under the cone section to allow for height adjustment.

4. MANHOLES AND CATCH BASINS. The Contractor shall be responsible for keeping all new and existing manholes and catch basins clean and free of dirt at all times.

The Contractor shall adjust all castings located within the street section including existing castings. Adjustments shall be as follows:

Non-Inlet Castings: .04 feet below finished grade

Inlet Castings: .10 feet below gutter line grade

Castings located in the bituminous section shall be coated with a material which allows removal of bituminous material applied to the casting lid. Castings shall have a wooden cut-out or other approved material placed over the structure during the paving operation. The cut-out shall allow pavement to be placed around the structure causing a uniform lip after rolling conforming to the information given above. The top of the castings shall be adjusted to the finished elevation just prior to paving.

Upon completion of compacting bituminous pavement, all manhole and valve box covers shall be removed and surfaces, lift holes, and casting lips cleaned of all bituminous materials.

Interim adjustment of castings to the surface will be required to allow for access during lengthy periods of work suspension. Cuts in the bituminous pavement resulting from interim adjustments shall be restored with a minimum compacted thickness of three inches of bituminous mixture. In conjunction with final adjustments, patches from interim adjustments shall be removed in their entirety and the roadway structure restored to the plan thicknesses.

Infi-shield external seals shall be installed on the outside surface adjustment ring area covering all rings. Installation shall be in accordance with manufacturer recommendations. Primer shall be applied to areas where attaching non-hardening butyl mastic to casting flanges and cone section. Inspection tab shall be attached to manhole lid before backfilling.

Storm structures within 10' of watermain are to have water tight connections per MDH requirements.

5. RIP RAP. Rip Rap shall be hand placed and conform to MnDOT 3601, Class III. The Contractor shall hand place Class III rip rap at the locations as shown on the Plans and as directed by the Engineer.

6. GEOTEXTILE FILTER. Contractor shall place MnDOT Type IV (Specification 3733) geotextile filter under all rip rap and extend three feet under the culvert apron.

7. TRASHGUARDS. Trashguards shall be installed on all flared end sections.
8. TELEVISIONING.
- A. After Completion of all storm sewer construction, the Contractor shall flush and televise each storm sewer pipe section. If the system is not adequately flushed prior to televising, the Contractor may be required to re-flush the line at no expense to the Owner. The Contractor shall give the Engineer a minimum of 24-hour notice prior to flushing.
  - B. The Television Camera shall be mounted on a skid so that it is centered in the pipe.
  - C. The Camera shall have a cross-hair to maintain a constant reference on the image.
  - D. The Camera Lens shall be contained in an articulating housing that will permit direct viewing of the pipe interior on the entire 360° perimeter.
  - E. The Camera shall be equipped with sufficient lights to completely illuminate the interior of the pipe with the range of the camera.
  - F. A Monitor shall be provided with seating facilities to allow three or more persons to view the picture continuously.
  - G. The Television Camera, transmitting equipment, and monitoring equipment shall combine to provide a picture on the monitor screen which is free from distortion and clear enough to distinguish between hairline cracks, "pipe marks," etc.
  - H. A USB DRIVE shall be made of the entire footage of pipe televised. A linear footage of pipe shall be integrated into the video tape for ease of identification of pipe being viewed.
  - I. One Printed Copy and One Electronic Copy of a Report of televising results, including a diagram of the project with all televising indexed in it shall be provided within five working days following the last day of televising on the Project.

**END OF SECTION**

## **SECTION 3346 – SUBSURFACE DRAINAGE SYSTEM**

### **SCOPE:**

Under this Section shall be included the installation of perforated pipe, coarse filter aggregate, and geotextile for subsurface drainage systems.

### **PRODUCTS:**

1. PIPE. Pipe size and type shall be six inch Schedule 40 PVC perforated pipe with holes at ten and two o'clock positions and shall meet the requirements of MnDOT Specification 3245 for street subsurface drainage installations. Pipe size and type shall be a minimum six inch PVC perforated pipe and shall meet the requirements of MnDOT Specification 3245 for non-street subsurface drainage installations.
2. COARSE FILTER AGGREGATE. Coarse filter aggregate shall be washed and shall meet the requirements of MnDOT Specification 3149.2H.
3. GEOTEXTILE. Geotextile pipe wrap or coarse aggregate filter wrap, as specified or detailed, shall be MnDOT Type I and shall be furnished in accordance with all requirements of MnDOT Specification 3733. A Certificate of Compliance shall be furnished by the supplier in accordance with MnDOT Specification 1603 and shall be delivered to the Engineer prior to any drain tile installation.
4. CLEANOUTS. Pipe used for cleanouts shall be of the same size as the main line pipe and shall be PVC non-perforated per MnDOT Specification 3245. Castings shall be installed in accordance with the Standard Details and are only to be installed when the cleanout is surrounded by a hard surface area or as directed by the Engineer. Castings shall be Neenah R-1914-A and shall have the word "Storm" cast on the lid.

### **EXECUTION:**

1. ALIGNMENT AND GRADE. Continuous edge drains shall be installed directly under the curb and gutter according to the typical details. Positive grade shall be maintained along the entire length of drain tile. Edge drains shall outlet into the storm sewer system at catch basins and manholes. Where connections are made to catch basins or manholes, care shall be taken to ensure positive drainage through the pipe into the structure. At connection points, the invert of the edge drain shall be above the top of the effluent storm pipe. No 90-degree bends shall be used. Changes in pipe direction must be made using no greater than 45-bends in combination.
2. DRAIN TILE SERVICE STUB. For each platted Lot, a four inch DIP non-perforated draitile service pipe shall be extended to the utility easement line beyond the right-of-way. Joints between DIP pipes shall be gasketed. The depths and locations of the service pipe shall be placed according to the Plans and Standard Details 712 and 713.
3. DRAIN TILE SERVICE MARKER. A six-foot T-shaped metal fence post marker shall be placed by each service stub. The post must extend 48 inches above surrounding ground and be painted pink.
4. CLEANOUTS. Cleanouts shall be placed per the requirements below:
  - A. At the end of each run of pipe and every 200-feet.
  - B. When a drain tile length exceeds 200 feet, 2 clean outs shall be installed, 1 in each direction, equidistant between either the next set of cleanouts or a manhole connection.
  - C. Clean outs are not necessary at storm structures.

- D. For high points in drain tile, 2 cleanouts must be installed at the crest, 1 in each direction.
- E. When high point cleanouts are located at an intersection radius, run drain tile through the radius and ensure cleanout locations are outside of pedestrian ramps.

**END OF SECTION**

## **SECTION 3380 – UTILITY CONDUIT**

### **SCOPE:**

Under this Section of the Specifications shall be included the complete furnishing and installation of utility conduits within the street right-of-way or public easement. The conduit shall be placed as shown on the Plans, per the City Standard Details and at the locations as directed by the utility companies.

### **GENERAL REQUIREMENTS:**

1. MATERIALS. All materials shall be furnished by the Contractor or the utility company and shall be new materials, of first grade, and shall be products of reputable manufacturers known to the trade.

### **PRODUCTS:**

1. UTILITY CONDUITS. All conduits shall be minimum four inch diameter, PVC schedule 40 pipe with push-on caps at both ends with solvent welded joint.

### **EXECUTION:**

1. LOCATION. Utility conduit pipe shall be installed at locations as directed by the Engineer or as requested by the utility companies under City permit. The Contractor, Developer and/or Developer's Engineer must coordinate with each utility company to identify utility conduit requirements, with locations to be verified at the preconstruction meeting and during regular progress meetings.
2. ALIGNMENT AND GRADE. Utility conduit shall be placed from right-of-way line to right-of-way line, perpendicular to the right-of-way or public easement. Conduits shall be installed in the street subgrade prior to constructing the granular drainage section and daintile. Neither laying the conduits on the top of the subgrade nor placing them in the granular drainage section will be allowed. Utility Conduit shall be placed below street daintile with 6 inches of separation between pipes.
3. CONDUIT END MARKERS. A six-foot T-shaped metal fence post marker shall be placed at each conduit end. The post must extend 48 inches above surrounding ground and be painted yellow.

**END OF SECTION**

## **SECTION 3440 – TRAFFIC SIGNS AND DEVICES**

### **SCOPE:**

This Work shall consist of furnishing and installing traffic sign panels, posts, and other devices for traffic control and street identification; including the relocation of in-place sign panels, posts and mounting hardware, and the salvage and reinstall of in-place sign panels, posts, and mounting hardware. The Work shall be in accordance with these Specifications, applicable MnDOT Specifications and Minnesota Uniform Traffic Control Devices (MnMUTCD) guidelines, at locations shown in the Plans, and as directed by the Engineer.

### **PRODUCTS:**

1. **SIGN PANELS:** Sign panels shall be in accordance with the latest version of the MnDOT Standard Signs Manual, the Minnesota Traffic Engineering Manual, the Minnesota Manual on Uniform Traffic Control Devices (MMUTCD), and MnDOT Specifications 2564 and 3352.
  - A. All regulatory and custom signs to be HIP 3M Material.
  - B. Pedestrian signs and arrows to be DG3 FYG Sheeting.
  - C. Private signs to have white lettering on blue background.
  - D. Stop signs to be S3030R11(X)A.
  - E. Speed Limit signs to be 24-inch X 30-inch.
  - F. All sign panels shall be new. Sign face material shall be reflective sign sheeting meeting 3M Diamond Grade DG3, or approved equal. Sign Panels shall be of the Type and quantities as shown in the Plans.
2. **STREET NAME SIGNS:** All Street sign panels to be manufactured shall be approved by the Victoria Department of Public Works prior to fabrication.
  - A. Reflective Sheeting: Hi-Intensity, Single face.
  - B. Plate Length: Minimum 24-inches, Maximum 48-inches.
  - C. Size: 9" flat with E-Series Punching and Border.
  - D. Letter Format: B-series 6" white lettering with Green background in upper/lower case format.
  - E. Sign Mounting and Hardware:
    1. 1/4" Stainless hardware nuts/bolts and nylon washers for street name blades.
    2. E650, E450, E250, triple, double and single stack sign brackets for U-Channel posts with adaptors.
  - F. All street sign posts shall be green in color.
    1. All posts to be bolted using 3/8-inch bolts with 9/16-inch heads with locking nuts.
    2. For light post mounting, 3/4-inch X .030-inch stainless steel strapping shall be used.
3. **TRAFFIC AND STREET SIGN POSTS:**
  - A. Top posts shall be 7' high, 2 lbs/ft or 2.5 lbs/ft. Galvanized U-Channel posts.
  - B. Base posts shall be 7' high 3lbs./ft. galvanized U-Channel posts installed a minimum of 3-feet deep.
  - C. Posts shall be provided in the quantity called for in the Plans or as required to facilitate a complete installation for all signs shown in the Plans.

## **EXECUTION:**

1. **INSTALLATION:** The Contractor shall install sign panels as shown in the Plans and/or as staked by Victoria Public Works Department. Post shall be mounted vertically and plumb. All sign panels shall be mounted on new 3 lb/ft galvanized flanged channel posts with new mounting hardware. The edge of the sign panel shall be mounted a minimum of 24-inches from the curb face or adjacent traveled roadway. Any post bent or damaged during post driving operations shall be removed from the site and replaced at no expense to the City. After installation of the post in the post hole, void areas shall be filled with select backfill material free from rocks and organic materials. Backfill material shall be moistened and thoroughly compacted.
2. **SIGN ACCEPTANCE:** Signs and posts installed by the developer to be inspected for any damage at warranty walkthrough. Any damaged signage shall be the responsibility of the developer.
3. **SALVAGE AND REINSTALL SIGN PANELS:** No in-place sign panel or materials shall be removed unless called for on the Plans; construction deems it necessary; or as approved or directed by the Engineer. Remove in-place sign panels and posts, including the stub post, and mounting hardware in a manner so as not to damage sign panels. If Contractor damages a sign panel, a deduction of the salvage value of the sign panel will be made. If a sign panel exhibits damage prior to removal it must be brought to the attention of the Engineer prior to Contractor removal to avoid a damage deduction.

Salvaged sign panels, posts and mounting hardware shall be delivered to the Victoria Department of Public Works for salvage or for storage until the materials are ready for reinstall. Materials deemed non-salvageable by the engineer shall be removed completely from the site and disposed of. Any damage to the salvaged materials during the removal and hauling operations shall be repaired or replaced at no expense to the City.

Install salvaged sign panels with new posts and new mounting hardware at the locations shown in the Plans and in accordance with the Specifications above for sign panel installation.

## **END OF SECTION**



# CITY OF VICTORIA

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# CITY OF VICTORIA

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904	TREE PROTECTION – MAINTENANCE ROAD & BORING UNDER CROWN/DRIPLINE

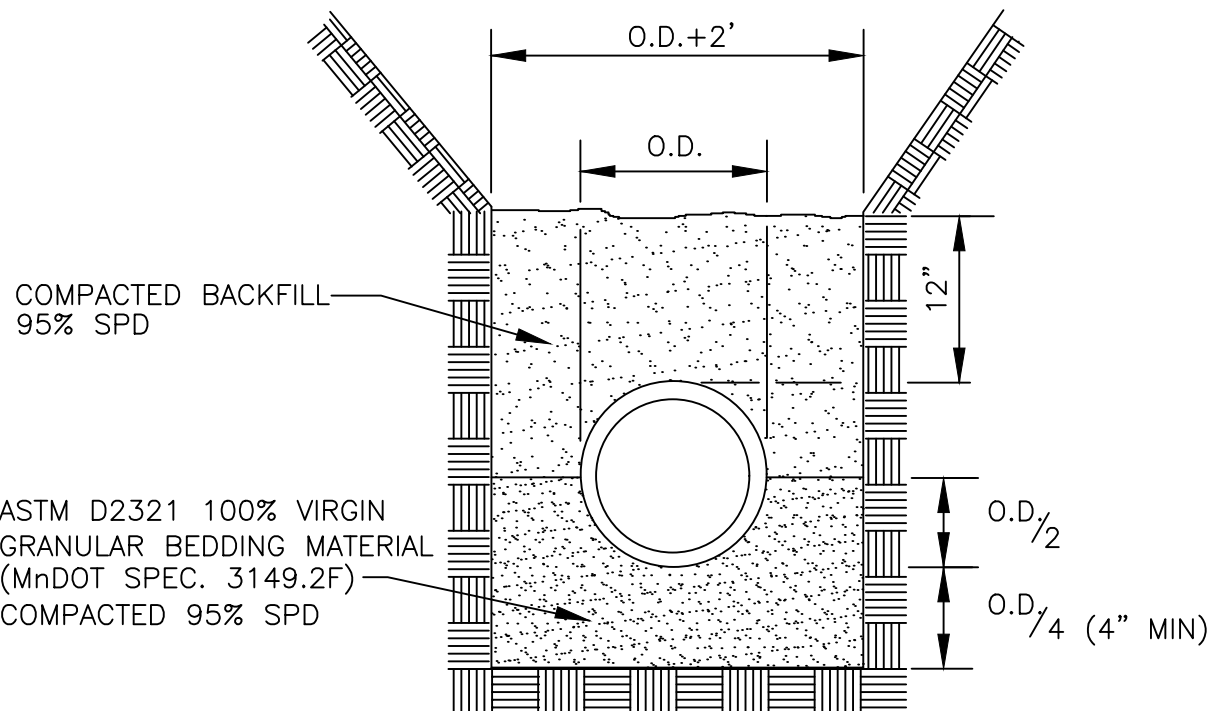
FEBRUARY 2022



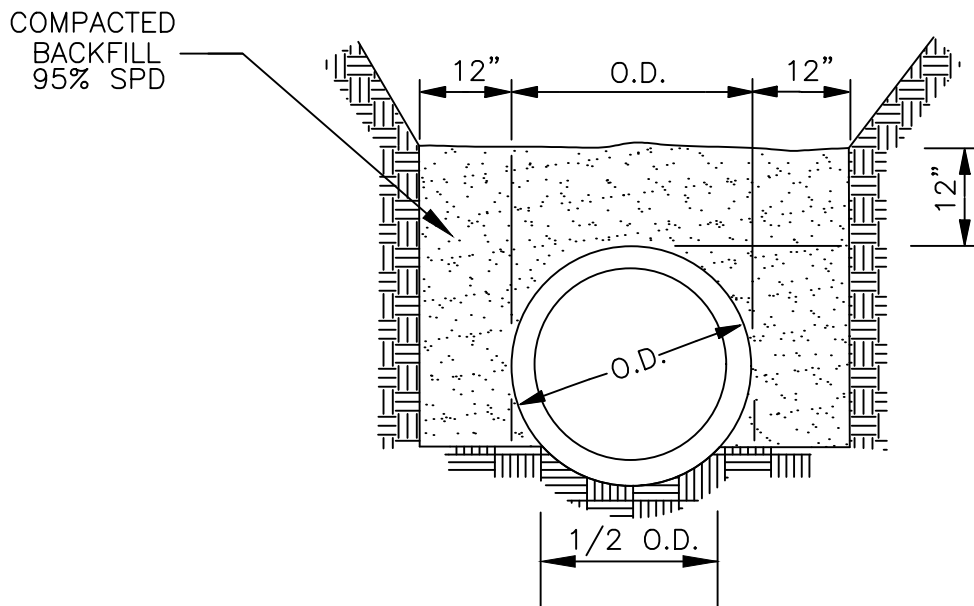
CITY OF VICTORIA

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DETAILS





GRANULAR MATERIAL BEDDING  
(TO BE USED WHERE, IN THE OPINION OF THE ENGINEER, UNSTABLE  
MATERIAL PREVENTS USE OF THE "EARTH FOUNDATION" DETAIL)



EARTH FOUNDATION  
(EXCEPT PLASTIC PIPE)  
PIPE FOUNDATION DETAILS

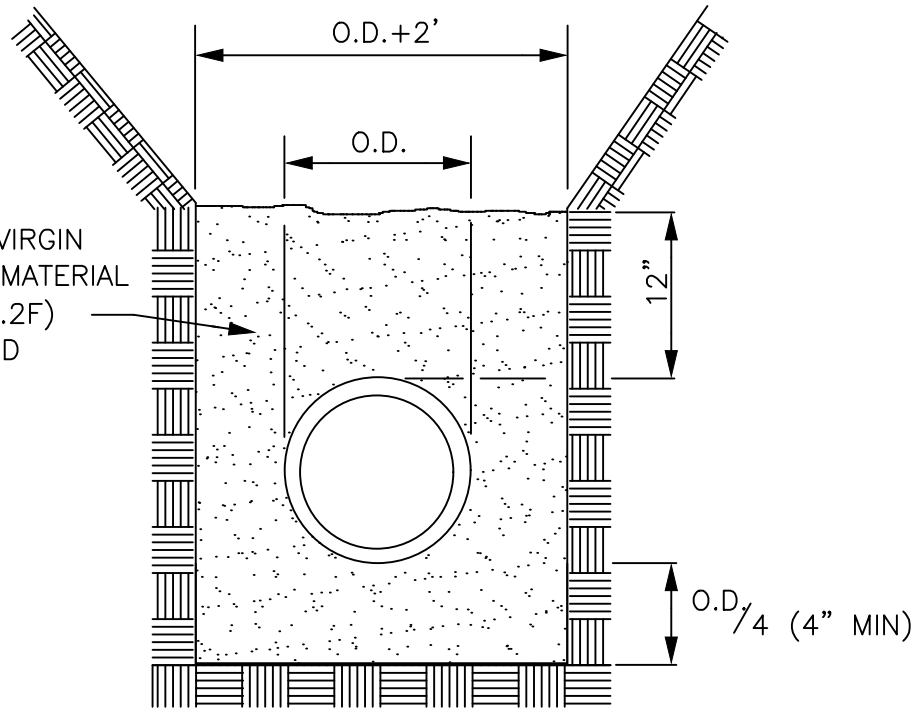
FEBRUARY 2022



CITY OF VICTORIA

STANDARD DRAWING  
NO.  
**101**  
Victoria

ASTM D2321 100% VIRGIN  
 GRANULAR BEDDING MATERIAL  
 (MnDOT SPEC. 3149.2F)  
 COMPACTED 95% SPD



NOTE: PIPE ZONE COMPACTION PER  
 MNDOT 2105.3F1 SPECIFIED DENSITY  
 METHOD. 95% SPD MINIMUM.

## GRANULAR MATERIAL BEDDING METHOD (FOR PLASTIC PIPE)

FEBRUARY 2022

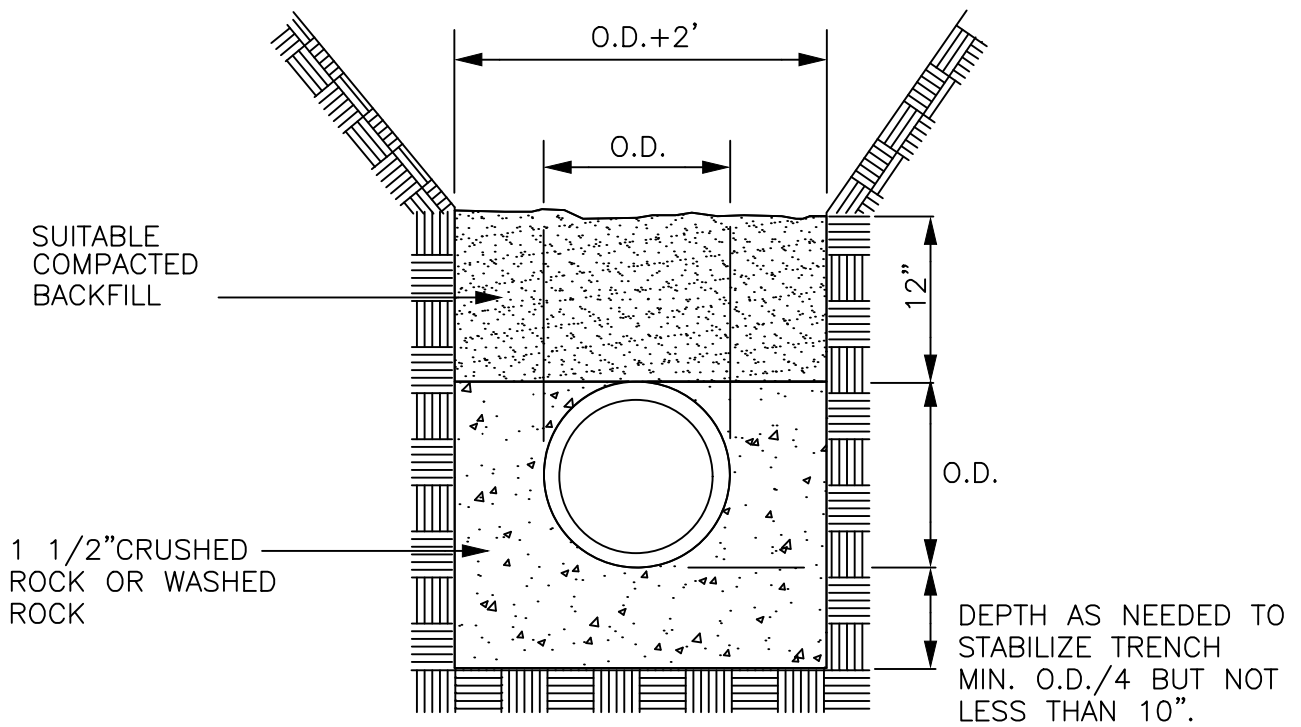


CITY OF VICTORIA

STANDARD DRAWING  
 NO.

103

Victoria



SPECIAL FOUNDATION FOR  
STABILIZING OF TRENCH  
(AS DIRECTED BY ENGINEER)

FEBRUARY 2022

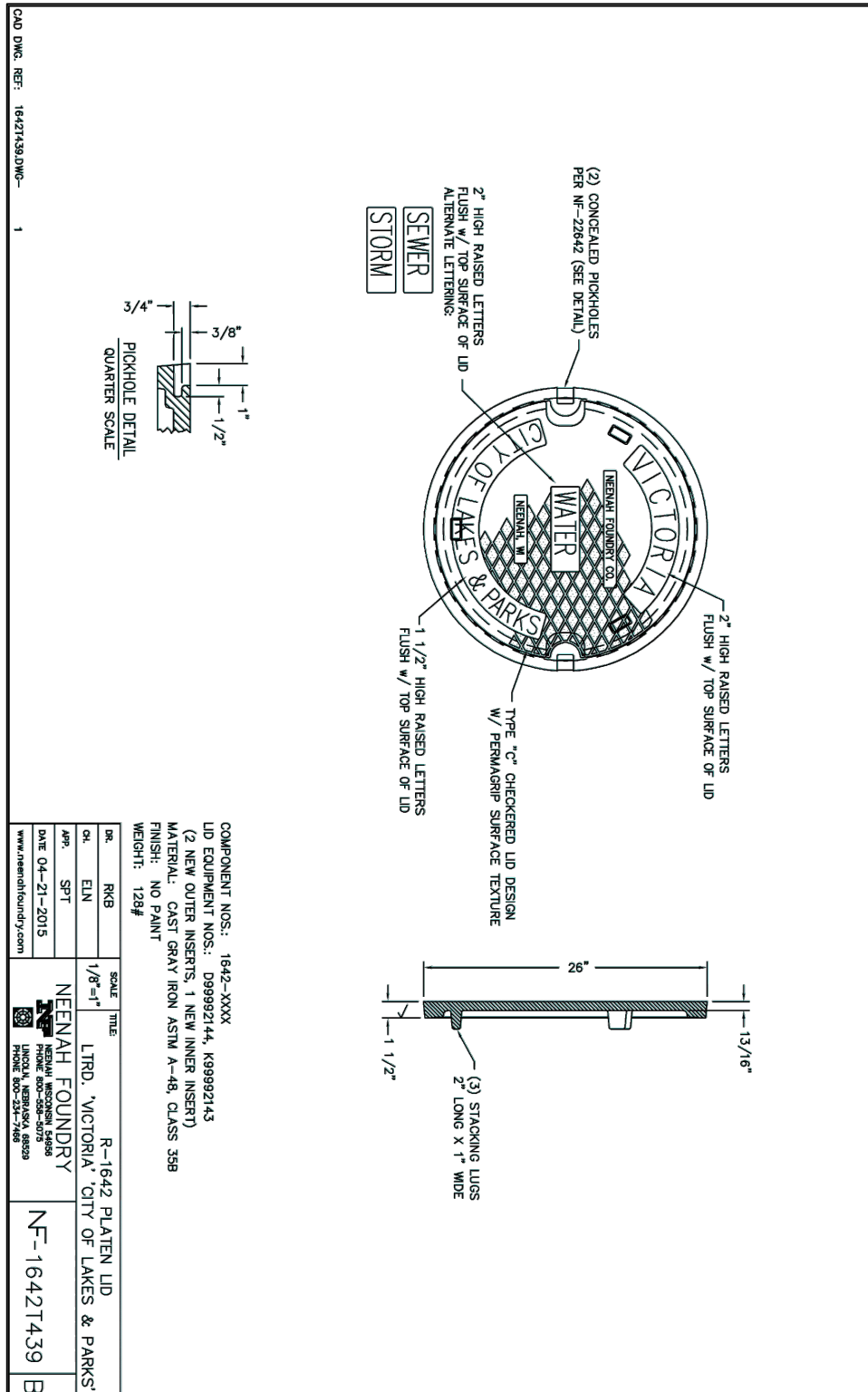


CITY OF VICTORIA

STANDARD DRAWING  
NO.

105

Victoria



# R-1642 SPECIALIZED MANHOLE COVER

FEBRUARY 2022



CITY OF VICTORIA

STANDARD DRAWING  
 NO.  
**107**  
 Victoria

1. ALL WATERMAIN AND ACCESSORIES MUST BE CONSTRUCTED IN ACCORDANCE WITH THE CITY OF VICTORIA STANDARD SPECIFICATIONS AND DETAILS.
2. MANIPULATION OF EXISTING VALVES SHALL BE PERFORMED ONLY BY CITY PERSONNEL.
3. WATERMAIN SHALL BE PVC C-900 DR18 WITH #12 AWG COPPER CLAD STEEL HIGH STRENGTH TRACER WIRE, COPPERHEAD PART #1230B-HS, FURNISHED AND INSTALLED THROUGHOUT THE PIPE LENGTH. METALLIC TRACER SHALL BE ATTACHED TO ALL HYDRANTS WITH COPPERHEAD PART #T2R-FLPKG-5/8 OR APPROVED EQUAL.
4. ALL FITTINGS SHALL COMPLY WITH CEAM SPEC. 2611.2.A.1. ALL FITTINGS SHALL BE DUCTILE IRON PIPE WITH POLYETHYLENE ENCASEMENT. ALL CONNECTIONS SHALL BE INSTALLED UTILIZING COR-BLUE NUTS & BOLTS.
5. NO BENDING OF PVC WATER MAIN SHALL BE ALLOWED, FITTINGS MUST BE USED TO FACILITATE ANY CHANGES IN DEPTH OR HORIZONTAL ALIGNMENT.
6. USE GATE VALVES FOR ALL APPLICATIONS UP THROUGH 12 INCHES.
7. GATE VALVES SHALL BE RESILIENT WEDGE, AMERICAN FLOW CONTROL SERIES 2500 OR APPROVED EQUAL. GATE VALVES MUST COMPLY WITH CEAM SPEC 2611.2, C.2.
8. USE BUTTERFLY VALVES FOR ALL APPLICATIONS GREATER THAN 12 INCHES.
9. BUTTERFLY VALVES SHALL BE MUELLER LINESEAL III, OR APPROVED EQUAL. BUTTERFLY VALVES SHALL COMPLY WITH CEAM SPEC. 2611.2, C.3.
10. BOLTS AND NUTS ON ALL VALVES AND HYDRANTS SHALL BE STAINLESS STEEL.
11. USE GATE VALVE NUT ROD EXTENDER TO BRING OPERATING NUT TO WITHIN 12 INCHES OF SURFACE.
12. ALL HYDRANTS SHALL BE INSTALLED 5.0 FEET BACK OF CURB.
13. HYDRANTS SHALL BE WATEROUS "PACER," MODEL WB-67 OR APPROVED EQUAL, FITTED WITH E-Z GUIDE HYDRANT SAFETY MARKER & LOCATOR WITH PREMIUM FIBERGLASS ROD AND PAINTED RED.
14. HYDRANTS SHALL HAVE A 5-1/4-IN VALVE OPENING, TWO OUTLET NOZZLES FOR 2-1/2-IN D. HOSE CONNECTIONS AND ONE 4-1/2-IN D. PUMPER CONNECTION.
15. THE CURB STOP SERVICE ASSEMBLY SHALL HAVE A MINIMUM 1-FT ADJUSTMENT RANGE AND SHALL EXTEND 6 INCHES ABOVE FINISHED GRADE FULLY EXTENDED AND SHALL INCLUDE EXTENSION ROD.
16. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING WATER TO HOMES AND BUSINESSES WHOSE WATER SUPPLY IS DISRUPTED DURING THE COURSE OF THE PROJECT.
17. PER ENGINEERING SPECIFICATIONS SECTION 3310 - WATER DISTRIBUTION, PRODUCTS, ARTICLE 19, EXTRA WATERMAIN ITEMS SHALL BE SUPPLIED AND DELIVERED TO PUBLIC WORKS, AS DIRECTED BY THE ENGINEER.

## STANDARD PLAN NOTES

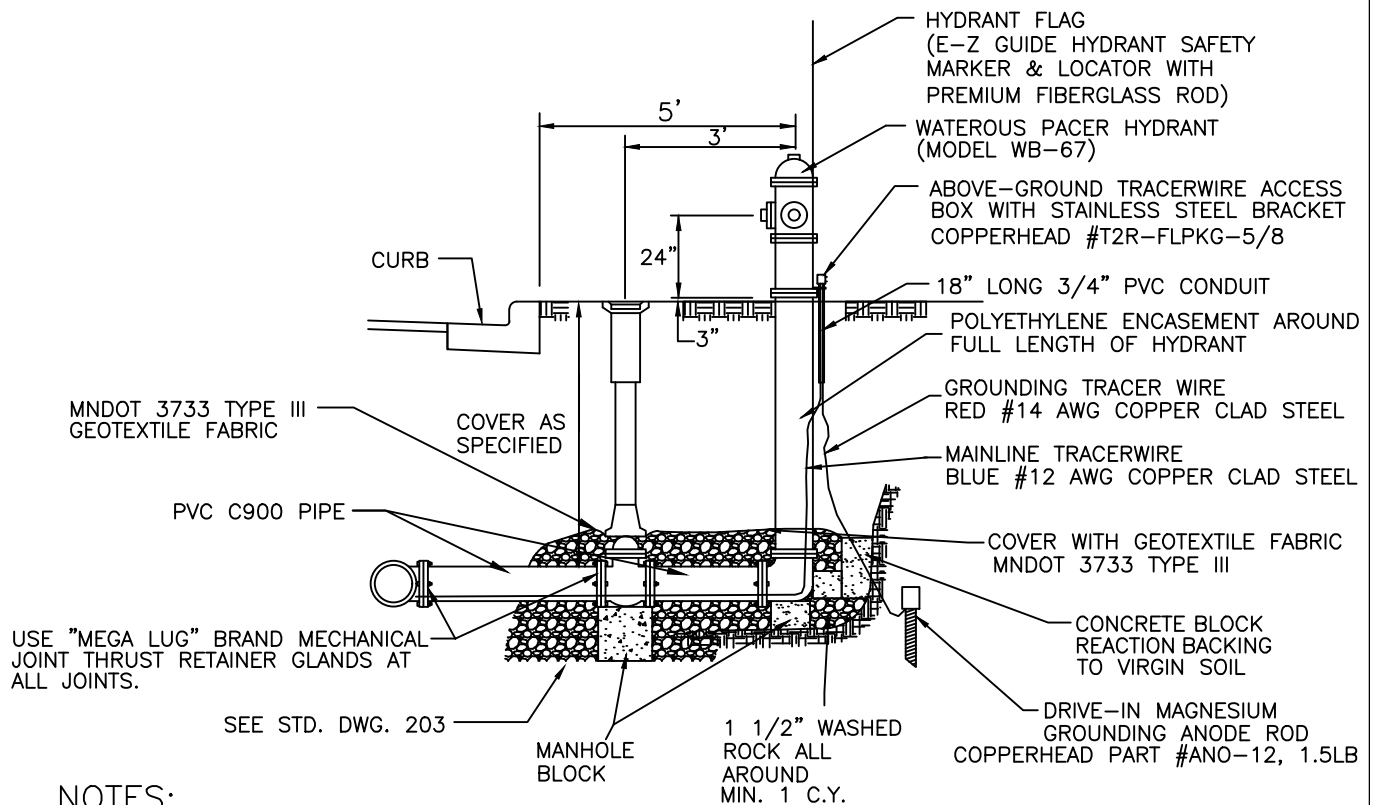
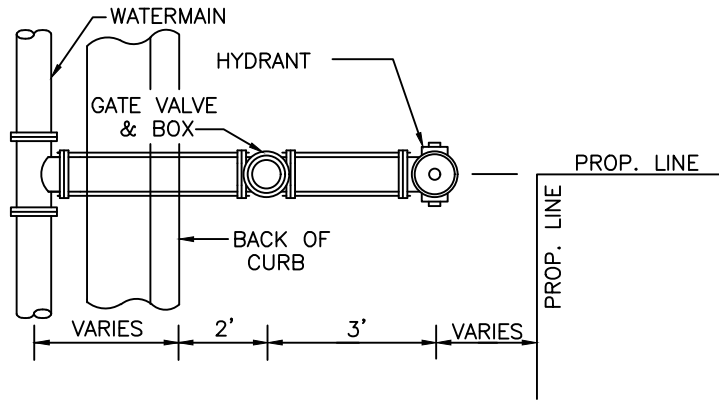
### WATERMAIN PLANS

FEBRUARY 2022



**CITY OF VICTORIA**

STANDARD DRAWING  
NO.  
**200A**  
Victoria



## NOTES:

1. USE MEGA LUGS ON ALL JOINTS. PROVIDE CONCRETE BLOCKING BEHIND HYDRANT AND TEE. USE COR-BLUE T BOLTS ON ALL FITTINGS.
2. PLUG WEEP HOLES IF GROUNDWATER IS PRESENT.
3. IF WEEP HOLES ARE PLUGGED, PUMPER NOZZLE CAP MUST BE PAINTED BLUE AND A TAG SHALL BE ATTACHED TO THE HYDRANT STATING "DRAIN HOLES PLUGGED".
4. SUPPLY 1 EXTRA FLAG FOR EVERY 5 HYDRANTS INSTALLED. MINIMUM ONE PER PROJECT.
5. SUPPLY 1 HYDRANT WRENCH OR HYDRANT REPAIR KIT PER PROJECT, AS DIRECTED BY THE ENGINEER.
6. SUPPLY 1 6" HYDRANT EXTENSION OR 1 EXTRA GATE VALVE NUT ROD EXTENDER PER PROJECT, AS DIRECTED BY THE ENGINEER.
7. ALL HYDRANTS NOT IN SERVICE SHALL BE COVERED WITH BLACK POLY PLASTIC.

\*\*EXTRA FLAGS AND REPAIR KITS ARE TO BE DELIVERED TO THE PUBLIC WORKS BUILDING.

## TYPICAL HYDRANT LAYOUT (VALVE IN BOULEVARD)

FEBRUARY 2022

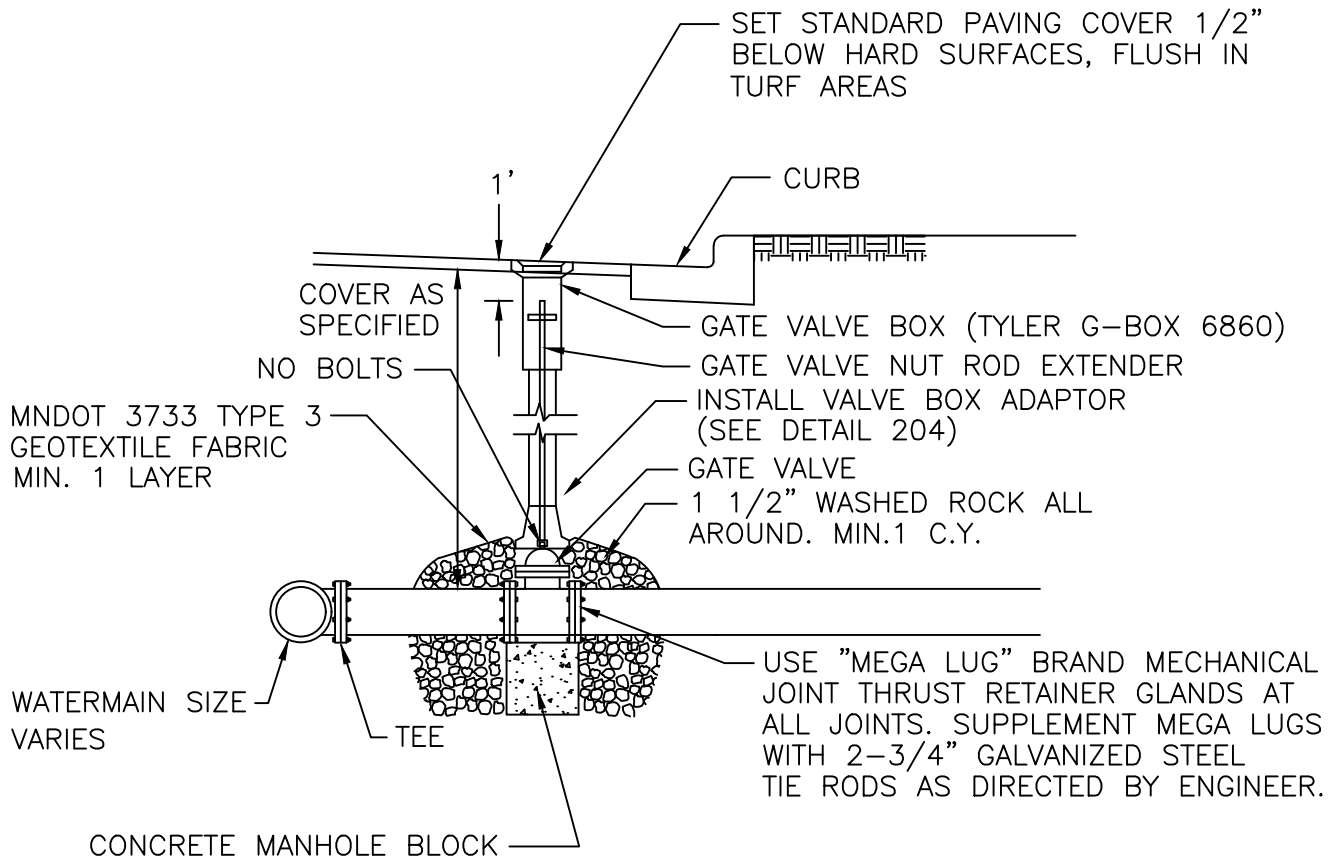


CITY OF VICTORIA

STANDARD DRAWING  
NO.

201

Victoria



#### NOTES:

SUPPLY ONE EXTRA 4' GATE VALVE KEY OR ONE EXTRA CURB STOP STAND PIPE PER PROJECT, AS DIRECTED BY THE ENGINEER.

EXTRA KEYS AND EXTENSIONS SHALL BE DELIVERED TO THE PUBLIC WORKS BUILDING.

## GATE VALVE INSTALLATION

FEBRUARY 2022



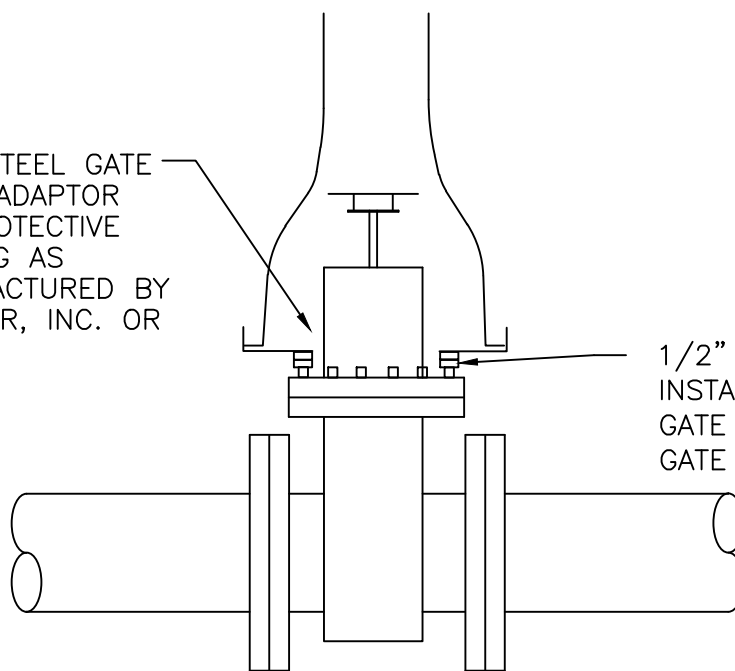
CITY OF VICTORIA

STANDARD DRAWING  
NO.

203

Victoria

1/4" STEEL GATE  
VALVE ADAPTOR  
W/ PROTECTIVE  
COATING AS  
MANUFACTURED BY  
ADAPTOR, INC. OR  
EQUAL



1/2" RUBBER GASKET  
INSTALLED BETWEEN THE  
GATE VALVE AND  
GATE VALVE ADAPTOR.

## GATE VALVE ADAPTOR

FEBRUARY 2022



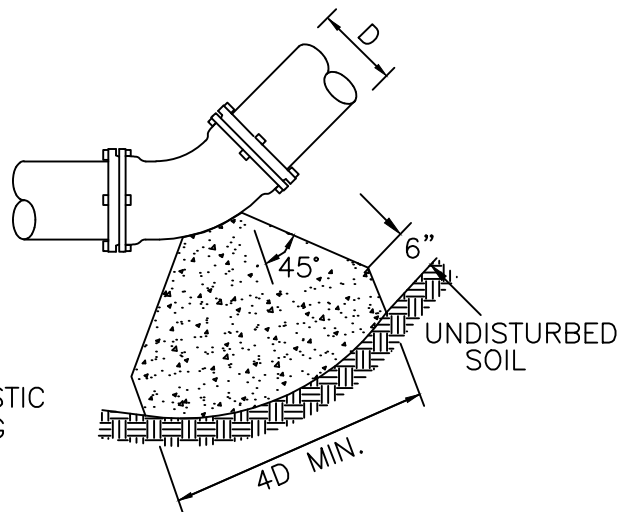
CITY OF VICTORIA

STANDARD DRAWING  
NO.

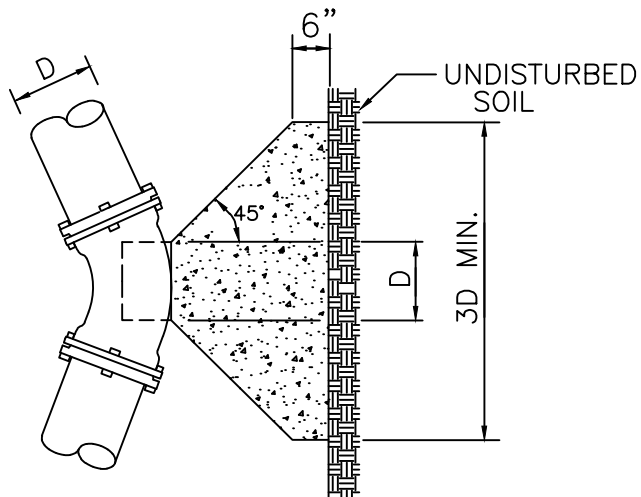
204

Victoria

NOTE:  
COVER FITTINGS WITH PLASTIC  
(8MIL.) PRIOR TO POURING  
CONCRETE

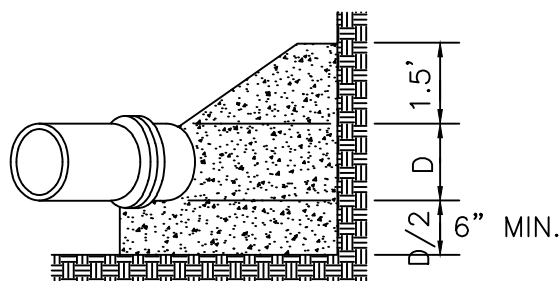


ELEVATION



PLAN

2500 PSI CONCRETE  
28 DAY STRENGTH



SECTION

## CONCRETE REACTION BACKING (FOR BENDS)

FEBRUARY 2022

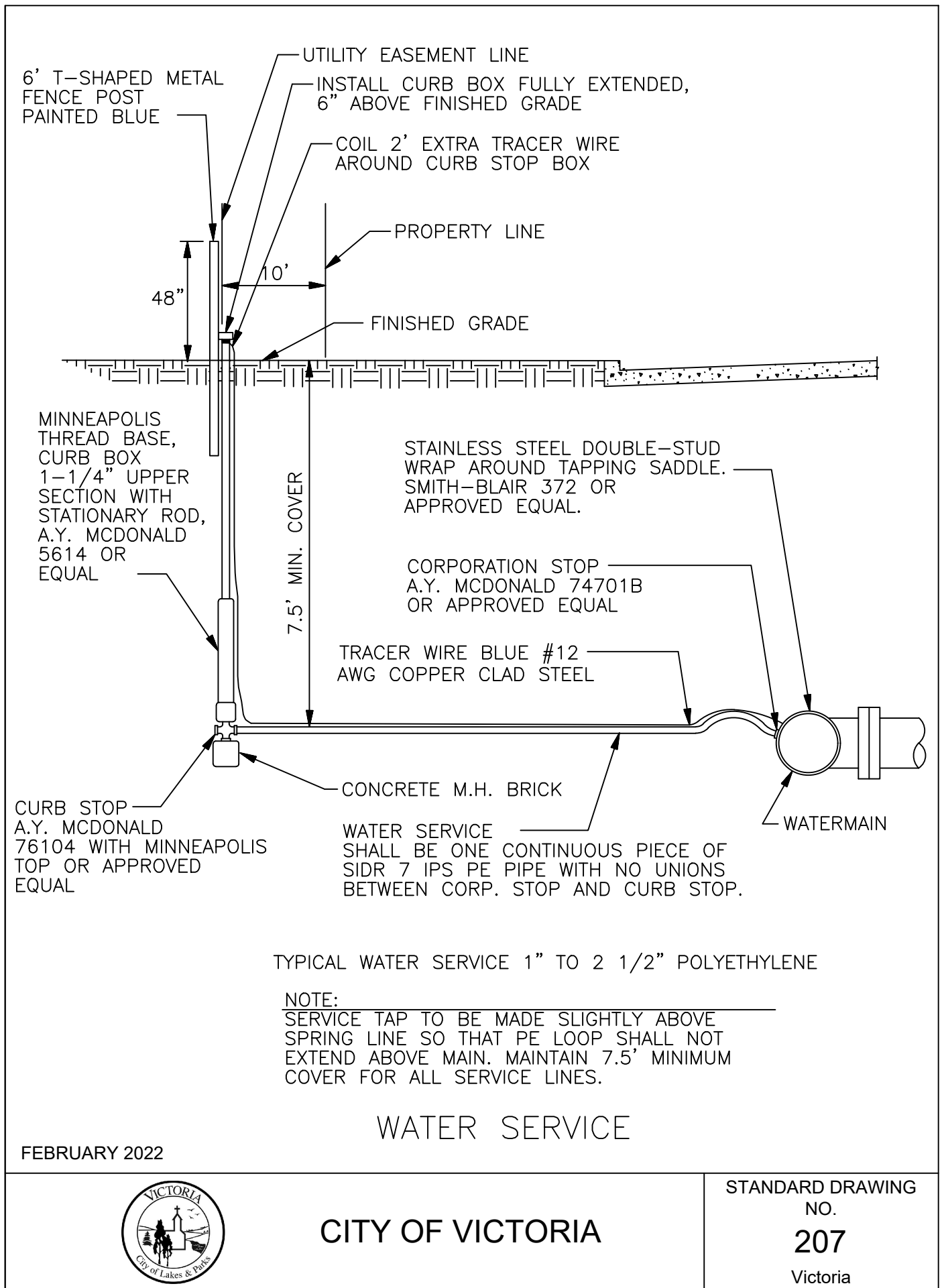


CITY OF VICTORIA

STANDARD DRAWING  
NO.

206

Victoria

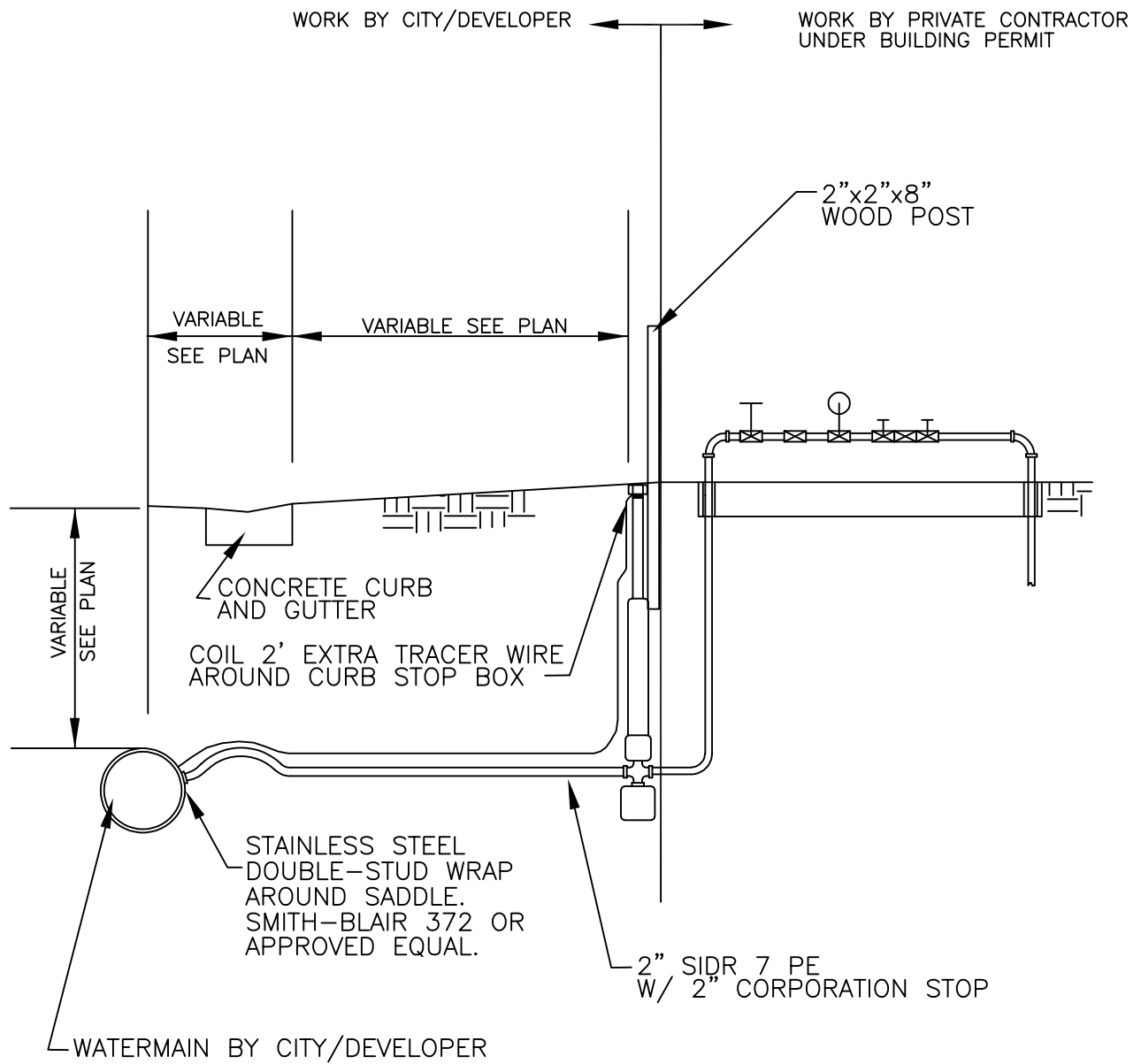


FEBRUARY 2022



CITY OF VICTORIA

STANDARD DRAWING  
NO.  
**207**  
Victoria



NOTE:

INSTALL 2" CURB STOP WITH COMPRESSION FITTING AT THE END.

## IRRIGATION SERVICE

FEBRUARY 2022

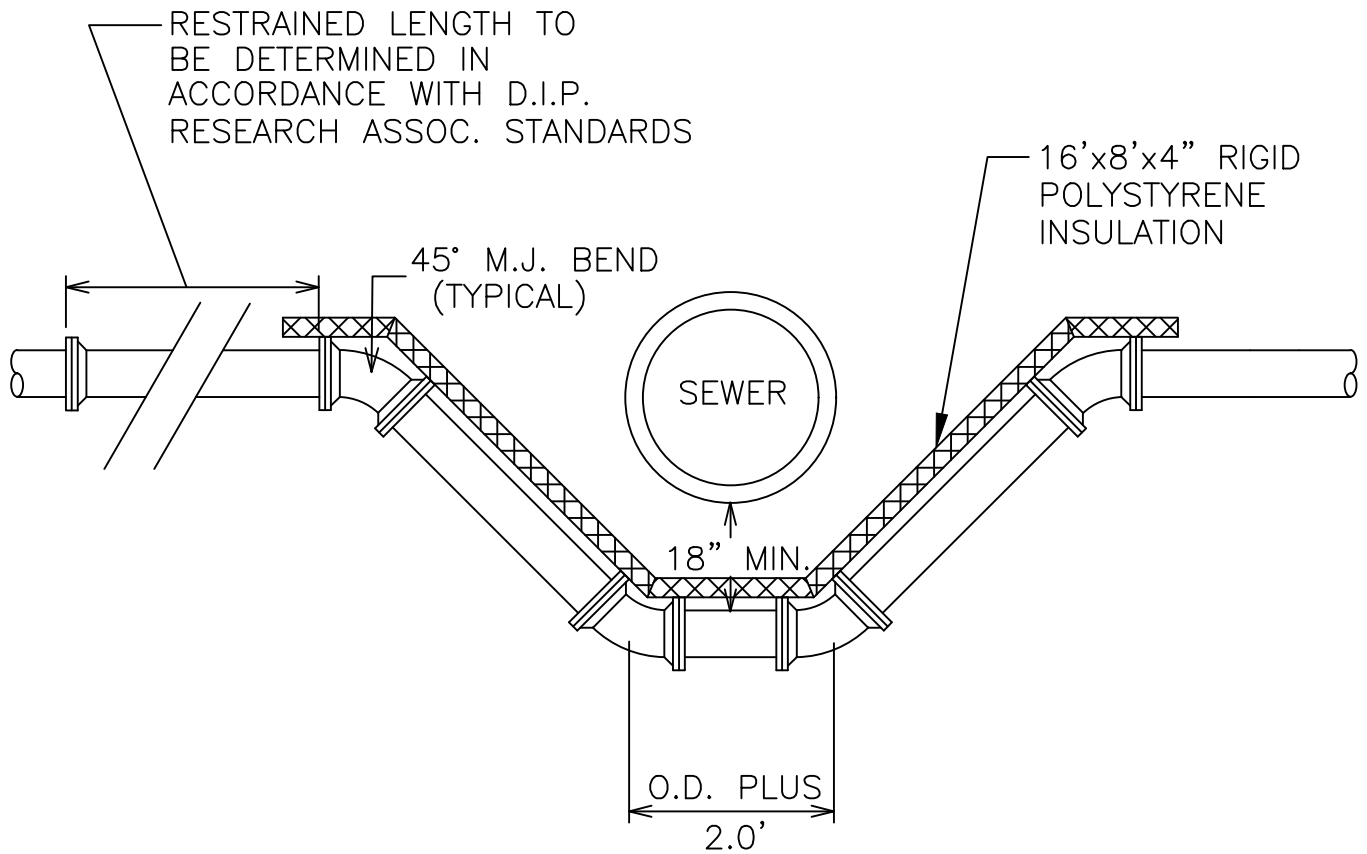


**CITY OF VICTORIA**

STANDARD DRAWING  
NO.

**208**

Victoria



NOTE: FITTINGS SHALL BE RESTRAINED WITH THE USE OF APPROVED MECHANICAL JOINT RESTRAINING GLANDS.

## WATERMAIN OFFSET

FEBRUARY 2022

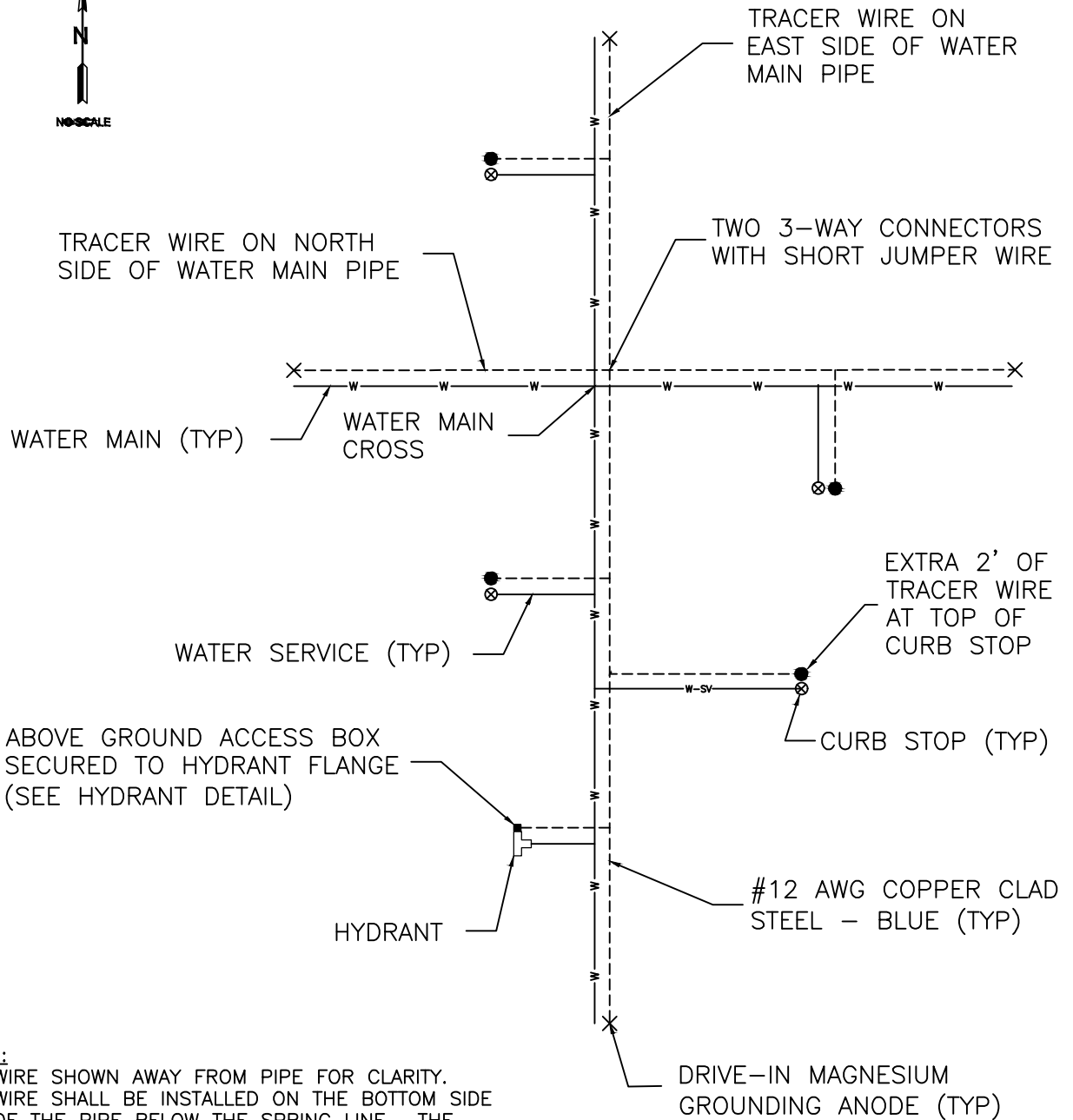
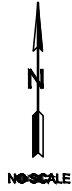


CITY OF VICTORIA

STANDARD DRAWING  
NO.

210

Victoria



**NOTES:**

1. WIRE SHOWN AWAY FROM PIPE FOR CLARITY. WIRE SHALL BE INSTALLED ON THE BOTTOM SIDE OF THE PIPE BELOW THE SPRING LINE. THE WIRE SHALL BE FASTENED TO THE PIPE WITH TAPE OR PLASTIC TIES AT 5' INTERVALS.

## TRACER WIRE PLAN (WATER)

FEBRUARY 2022



**CITY OF VICTORIA**

STANDARD DRAWING  
NO.

**211**

Victoria

1. ALL SANITARY SEWER AND ACCESSORIES MUST BE CONSTRUCTED IN ACCORDANCE WITH THE CITY OF VICTORIA STANDARD SPECIFICATIONS AND DETAILS.
2. ALL SANITARY SEWER PVC PIPE SHALL BE INSTALLED ACCORDING TO CITY STANDARD DRAWING 103 "GRANULAR MATERIAL BEDDING METHOD" (FOR PVC SANITARY SEWER PIPE).
3. UNLESS NOTED OTHERWISE, ALL SMOOTH WALLED SANITARY SEWER PVC PIPE AND FITTINGS SHALL BE SDR 35 UP TO 20 FT IN DEPTH; SDR 26 FOR DEPTH BETWEEN 20 FT AND 25 FT; AND WILL BE PROJECT SPECIFIC FOR DEPTHS OVER 25 FT, WITH ELASTOMERIC GASKETED JOINTS.
4. ALL SANITARY SEWER SERVICES SHALL BE 4-INCH PVC, SCH. 40.
5. SMOOTH WALLED PVC PIPE AND FITTINGS SHALL CONFORM WITH THE REQUIREMENTS OF ASTM D-3034 FOR THE SIZE, STANDARD DIMENSION RATIO (SDR), AND STRENGTH REQUIREMENTS INDICATED ON THE PLANS, SPECIFICATIONS, AND SPECIAL PROVISIONS.
6. REINFORCED CONCRETE PIPE AND FITTINGS SHALL CONFORM WITH THE REQUIREMENTS OF MnDOT SPEC 3236 (REINFORCED CONCRETE PIPE) FOR THE TYPE, SIZE, AND STRENGTH CLASS SPECIFIED HEREIN.
7. JOINTS OF MANHOLE RISER SECTIONS SHALL BE TONGUE AND GROOVE WITH RUBBER "O" RING JOINTS PROVIDED ON ALL SANITARY SEWER MANHOLES, AND SHALL BE SEALED WITH MASTIC AND "INFI-SHIELD" 12" WIDE EXTERNAL SEAL WRAP OR APPROVED EQUAL.
8. SANITARY SEWER INLET AND OUTLET PIPES SHALL BE JOINED TO THE MANHOLE WITH A GASKETED, FLEXIBLE, WATERTIGHT CONNECTION TO ALLOW DIFFERENTIAL SETTLEMENT OF THE PIPE AND MANHOLE TO TAKE PLACE.
9. A 1'-0" TO 1'-6" MANHOLE SECTION SHALL BE INSTALLED UNDER THE CONE SECTION TO ALLOW FOR HEIGHT ADJUSTMENT WHENEVER POSSIBLE.
10. ALL SERVICE LINE STUBS MUST HAVE A 2"x2" HARDWOOD MARKER WITH METAL SPIKE RUNNING FROM THE END OF PIPE TO FINISHED GRADE ELEVATION.
11. UPON MAKING A CONNECTION TO AN EXISTING SANITARY SEWER STUB OR MANHOLE, DIRT AND DEBRIS SHALL BE PREVENTED FROM ENTERING THE EXISTING SEWER BY IMMEDIATELY INSTALLING WATERTIGHT PLUGS AS NEEDED IN THE EXISTING MANHOLE.
12. ALL NEW SANITARY SEWER PIPE SHALL BE FLUSHED AND TELEVISED PRIOR TO SUBSTANTIAL COMPLETION – SEE SPECIFICATION SECTION 1700 – CLOSEOUT REQUIREMENTS.
13. ANY UTILITY MORTAR SHALL MEET ASTM C270 AND C1714. SPEC MIX UNDERGROUND UTILITY MORTAR OR APPROVED EQUAL

## STANDARD PLAN NOTES

### SANITARY SEWER PLANS

FEBRUARY 2022



CITY OF VICTORIA

STANDARD DRAWING  
NO.  
**300A**  
Victoria

NEENAH CASTING R-1642  
SEE CITY DETAIL 107

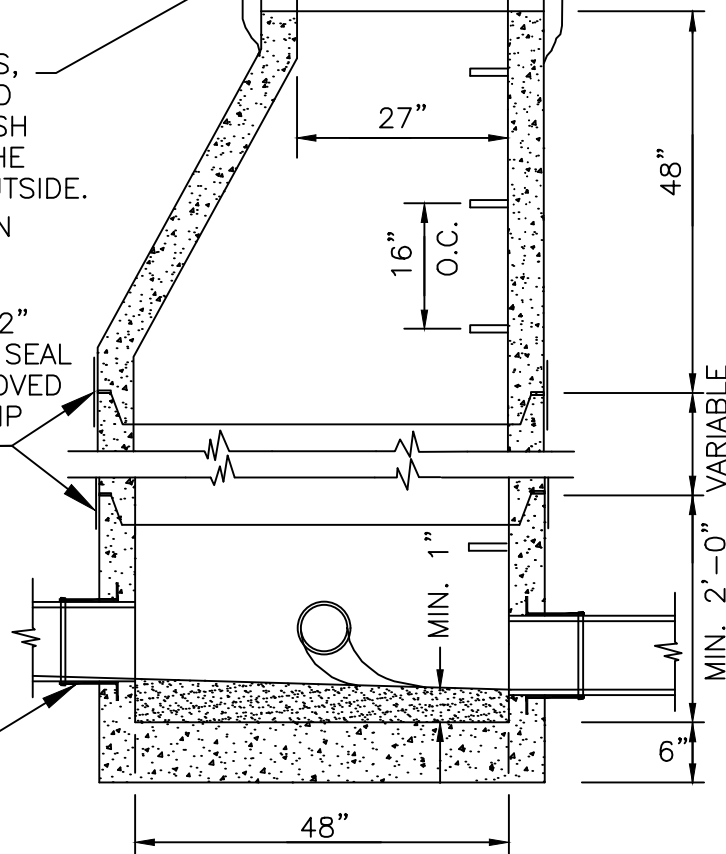
"INFI-SHIELD"  
SEAL OR EQUAL.

1/2" MORTAR  
BETWEEN RINGS,  
CASTING & AND  
MANHOLE. FINISH  
SMOOTH ON THE  
INSIDE AND OUTSIDE.  
NO MORTAR ON  
INSIDE.

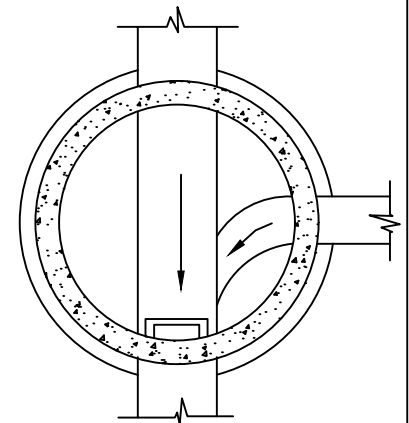
"INFI-SHIELD" 12"  
WIDE EXTERNAL SEAL  
WRAP OR APPROVED  
EQUAL AND STRIP  
MASTIC SEAL

FLEXIBLE  
WATERTIGHT  
CONNECTION

RINGS (4" MIN.,  
1' MAX OF  
RINGS &  
MORTAR).



SECTION A-A



PLAN

NO WOOD SHALL BE USED FOR ADJUSTING CASTING; CEMENT MORTAR ONLY.

CAST IRON MANHOLE FRAME & COVER AS PER SPECIFICATIONS.

MANHOLE STEPS SHALL BE CAST IRON, ALUMINUM OR STEEL REINFORCED PLASTIC, PER ASTM C478. STEP LOCATION SHALL BE AS NOTED IN THE SPECIFICATIONS.

PRECAST REINFORCED CONCRETE MANHOLE SECTIONS PER ASTM C478, FURNISHED WITH O-RING GASKETS AND LUBRICANT EXCEPT AS OTHERWISE SPECIFIED.

A 12" OR 18" BARREL SECTION SHALL BE INSTALLED UNDER THE CONE WHENEVER POSSIBLE.

PIPE CONNECTIONS TO MANHOLE SHALL BE MADE WITH A FLEXIBLE WATER TIGHT CONNECTION AND CEMENT MORTAR. INSIDE SURFACE SHALL BE FINISHED SMOOTH.

COPPERHEAD LD14GTP-ADJ SNAKE PIT SHALL BE USED FOR OFF ROAD STRUCTURES.

ANY UTILITY MORTAR SHALL MEET ASTM C270 AND C1714. SPEC MIX UNDERGROUND UTILITY MORTAR OR APPROVED EQUAL

## SANITARY SEWER MANHOLE, TYPE 301 (PIPES 27" OR LESS)

FEBRUARY 2022

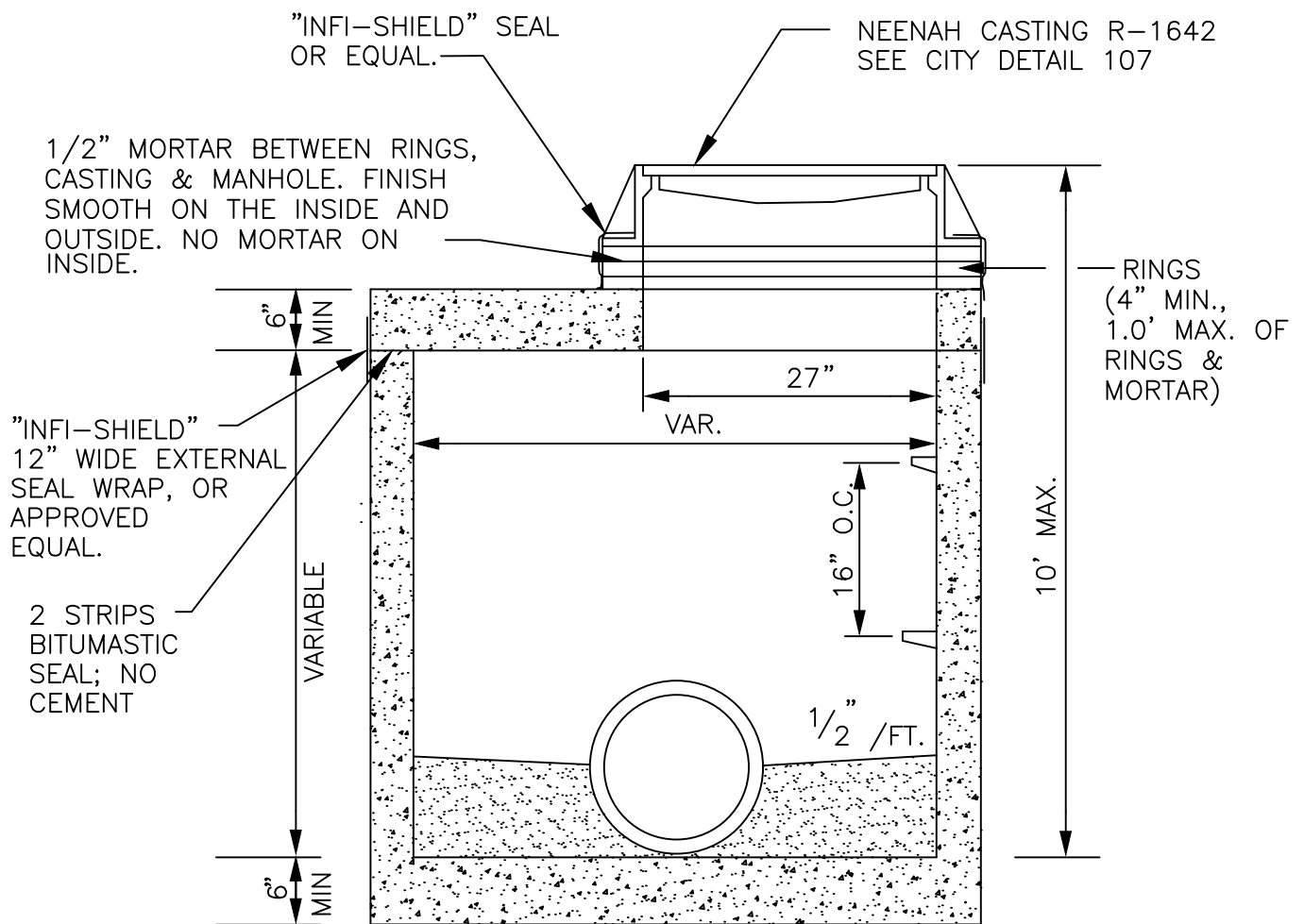


CITY OF VICTORIA

STANDARD DRAWING  
NO.

301

Victoria



NO WOOD SHALL BE USED FOR ADJUSTING CASTING; CEMENT MORTAR ONLY.

CAST IRON MANHOLE FRAME & COVER AS PER SPECIFICATIONS.

MANHOLE STEPS SHALL BE CAST IRON, ALUMINUM OR STEEL REINFORCED PLASTIC, PER ASTM C478. STEP LOCATION SHALL BE AS NOTED IN THE SPECIFICATIONS.

PRECAST REINFORCED CONCRETE MANHOLE SECTIONS & PRECAST BASE PER ASTM C478, FURNISHED WITH O-RING GASKETS AND LUBRICANT EXCEPT AS OTHERWISE SPECIFIED.

PRECAST REINFORCED CONCRETE COVER SLAB (TYPE 2), PER ASTM C478.

PIPE CONNECTIONS TO MANHOLE SHALL BE MADE WITH A FLEXIBLE WATER TIGHT CONNECTION AND CEMENT MORTAR. INSIDE SURFACE SHALL BE FINISHED SMOOTH.

ANY UTILITY MORTAR SHALL MEET ASTM C270 AND C1714. SPEC MIX UNDERGROUND UTILITY MORTAR OR APPROVED EQUAL

## SANITARY SEWER MANHOLE, TYPE 302 (PIPES 30" & LARGER)

FEBRUARY 2022



CITY OF VICTORIA

STANDARD DRAWING  
NO.  
**302**  
Victoria

NEENAH CASTING R-1642  
SEE CITY DETAIL 107

"INFI-SHIELD" SEAL  
OR EQUAL.

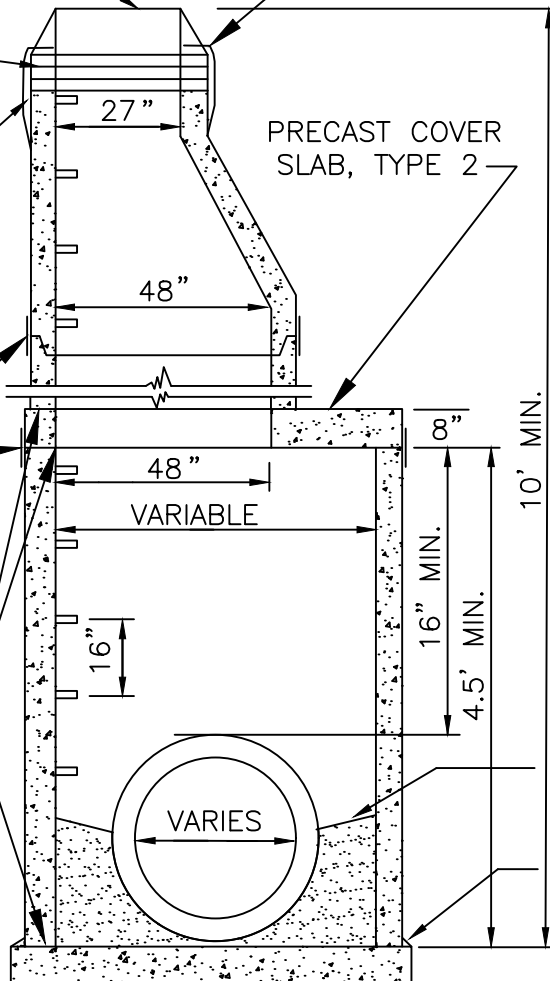
RINGS (4" MIN.,  
1.0' MAX. OF  
RINGS & MORTAR).

1/2" MORTAR BETWEEN  
RINGS, CASTING &  
MANHOLE. FINISH SMOOTH  
ON INSIDE AND OUTSIDE.  
NO MORTAR ON INSIDE.

"INFI-SHIELD" 12"  
WIDE EXTERNAL SEAL  
WRAP OR APPROVED  
EQUAL AND STRIP  
MASTIC SEAL

2 STRIPS BITUMASTIC  
SEAL; NO CEMENT

PRECAST BASE	
MH DIA.	SLAB THICKNESS
48"	6"
54"-102"	8"
108"	10"
120"	12"



SLOPE BENCHES  
1/2" PER FOOT  
CEMENT MORTAR

NO WOOD SHALL BE USED FOR ADJUSTING CASTING; CEMENT MORTAR ONLY.

CAST IRON MANHOLE FRAME & COVER AS PER SPECIFICATIONS.

MANHOLE STEPS SHALL BE CAST IRON, ALUMINUM OR STEEL REINFORCED PLASTIC PER ASTM C478. STEP LOCATION SHALL BE AS NOTED IN THE SPECIFICATIONS.

PRECAST REINFORCED CONCRETE MANHOLE SECTIONS PER ASTM C478, FURNISHED WITH O-RING GASKETS AND LUBRICANT EXCEPT AS OTHERWISE SPECIFIED. A 12" OR 18" BARREL SECTION SHALL BE INSTALLED UNDER THE CONE WHENEVER POSSIBLE.

PIPE CONNECTIONS TO MANHOLE SHALL BE MADE WITH A FLEXIBLE WATER TIGHT CONNECTION AND CEMENT MORTAR. INSIDE SURFACE SHALL BE FINISHED SMOOTH.

ANY UTILITY MORTAR SHALL MEET ASTM C270 AND C1714. SPEC MIX UNDERGROUND UTILITY MORTAR OR APPROVED EQUAL

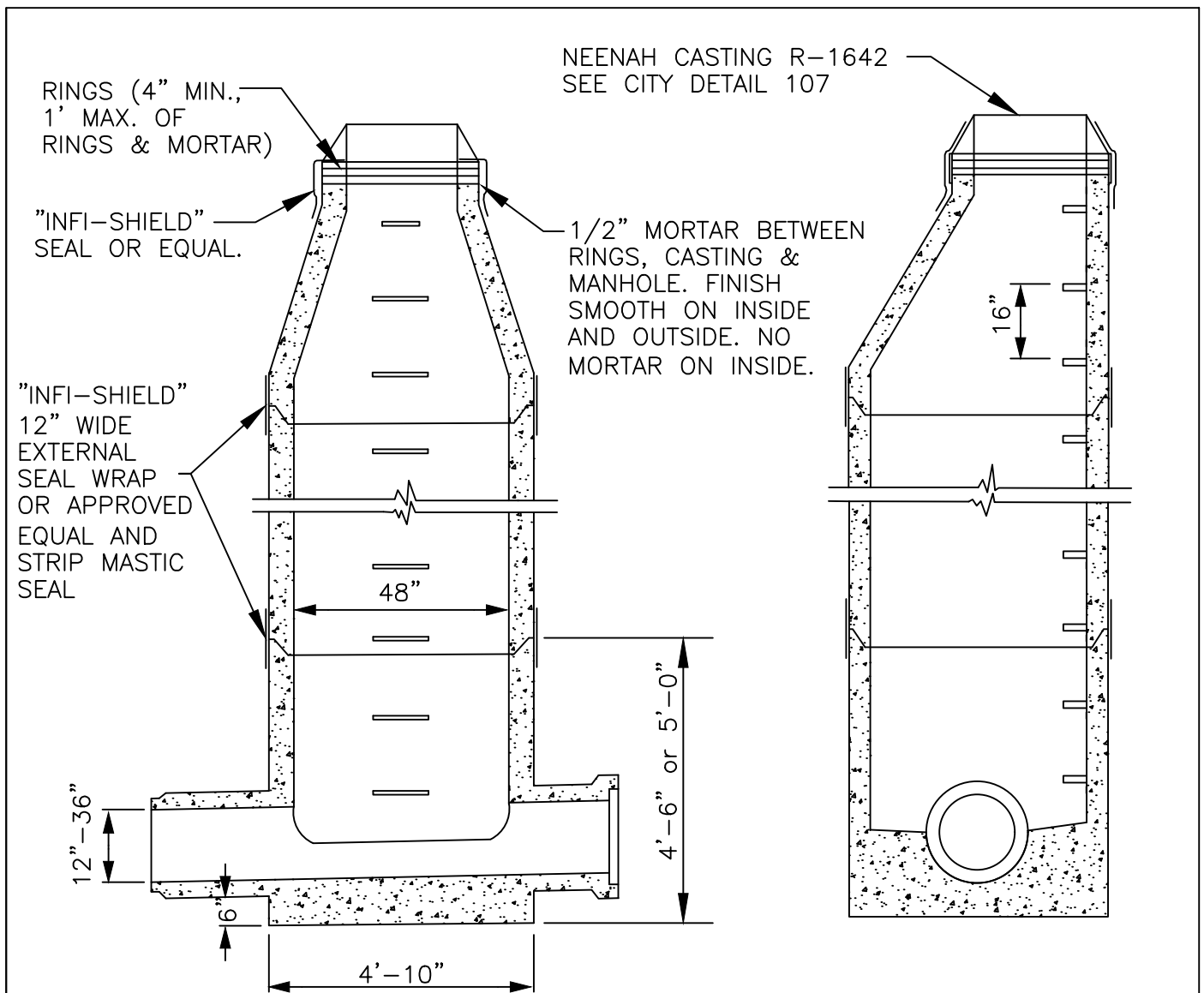
## SANITARY SEWER MANHOLE, TYPE 303 (PIPES 30" & LARGER)

FEBRUARY 2022



CITY OF VICTORIA

STANDARD DRAWING  
NO.  
**303**  
Victoria



NO WOOD SHALL BE USED FOR ADJUSTING CASTING; CEMENT MORTAR ONLY.

CAST IRON MANHOLE FRAME & COVER AS PER SPECIFICATIONS.

MANHOLE STEPS SHALL BE CAST IRON, ALUMINUM OR STEEL REINFORCED PLASTIC PER ASTM C478. STEP LOCATION SHALL BE AS NOTED IN THE SPECIFICATIONS.

PRECAST REINFORCED CONCRETE MANHOLE SECTIONS PER ASTM C478, FURNISHED WITH O-RING GASKETS AND LUBRICANT EXCEPT AS OTHERWISE SPECIFIED.

A 12" OR 18" BARREL SECTION SHALL BE INSTALLED UNDER THE CONE WHENEVER POSSIBLE.

PIPE CONNECTIONS TO MANHOLE SHALL BE MADE WITH A FLEXIBLE WATER TIGHT CONNECTION AND CEMENT MORTAR. INSIDE SURFACE SHALL BE FINISHED SMOOTH.

ANY UTILITY MORTAR SHALL MEET ASTM C270 AND C1714. SPEC MIX UNDERGROUND UTILITY MORTAR OR APPROVED EQUAL

## SANITARY SEWER MANHOLE, TYPE 305

FEBRUARY 2022



CITY OF VICTORIA

STANDARD DRAWING  
NO.

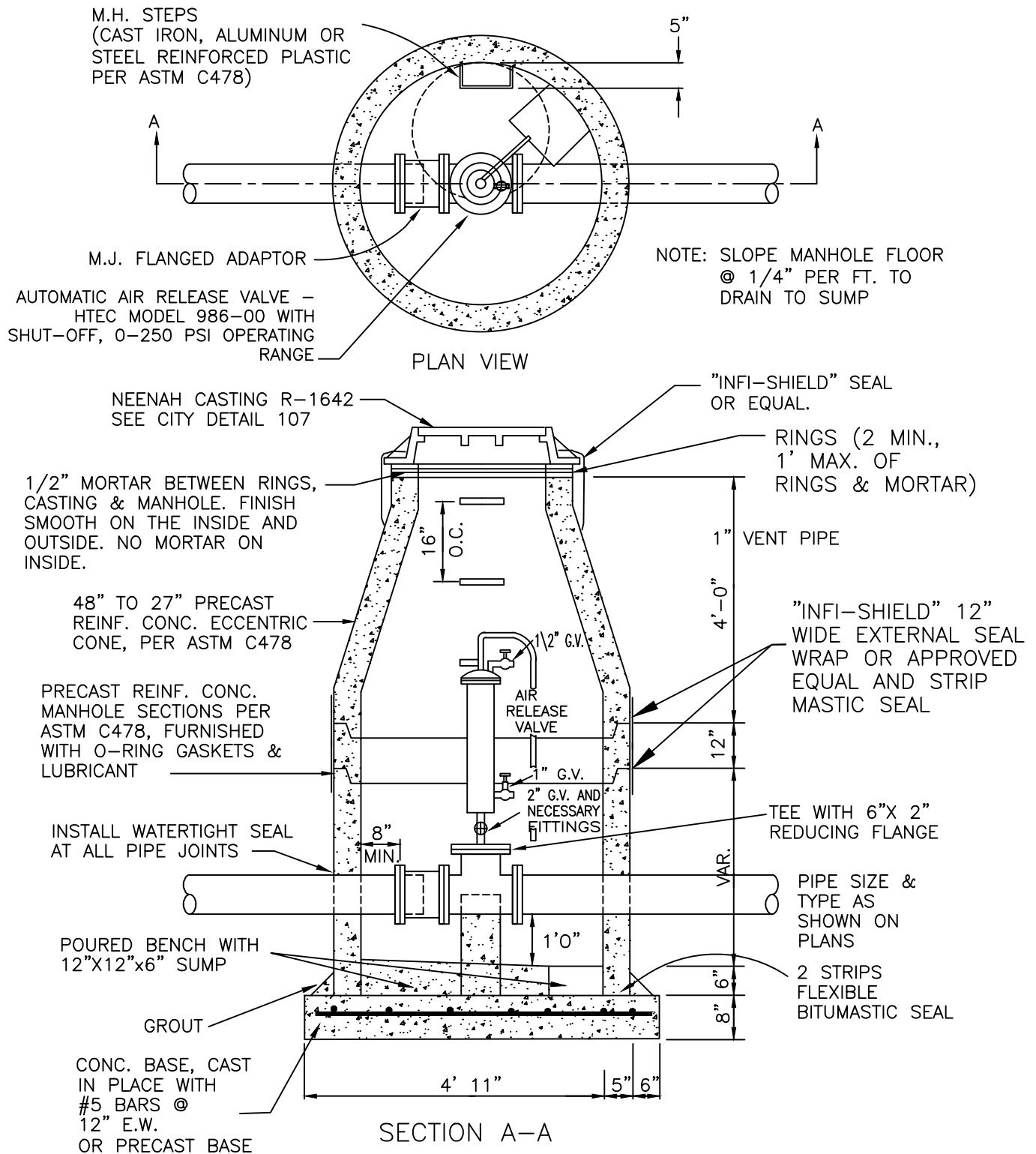
305

Victoria



STANDARD DRAWING  
NO.  
**306**  
Victoria





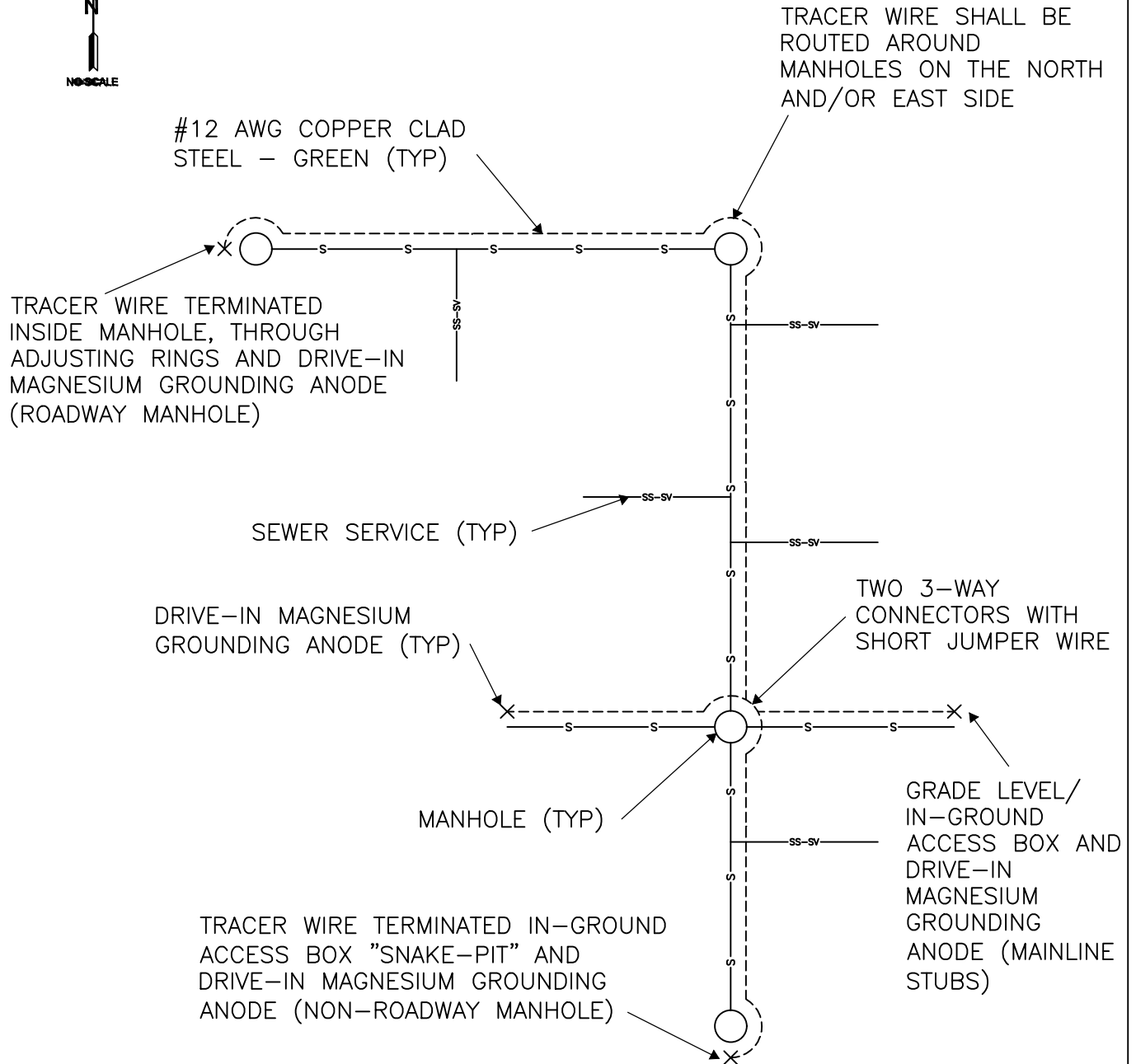
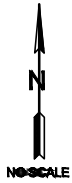
# AIR RELEASE MANHOLE (FOR SEWAGE FORCEMAINS)

FEBRUARY 2022



CITY OF VICTORIA

STANDARD DRAWING  
NO.  
**314**  
Victoria



**NOTES:**

1. WIRE SHOWN AWAY FROM PIPE FOR CLARITY. WIRE SHALL BE INSTALLED ON THE BOTTOM SIDE OF THE PIPE BELOW THE SPRING LINE. THE WIRE SHALL BE FASTENED TO THE PIPE WITH TAPE OR PLASTIC TIES AT 5' INTERVALS.

## TRACER WIRE PLAN (SEWER)

FEBRUARY 2022



**CITY OF VICTORIA**

STANDARD DRAWING  
NO.  
**315**  
Victoria

1. ALL STORM SEWER AND ACCESSORIES MUST BE CONSTRUCTED IN ACCORDANCE WITH THE CITY OF VICTORIA STANDARD SPECIFICATIONS AND DETAILS.
2. REINFORCED CONCRETE PIPE AND FITTINGS SHALL CONFORM WITH THE REQUIREMENTS OF MnDOT SPEC 3236 (REINFORCED CONCRETE PIPE) FOR THE TYPE, SIZE, AND STRENGTH CLASS SPECIFIED HEREIN.
3. PRECAST CONCRETE MANHOLE AND CATCH BASIN SECTIONS SHALL CONFORM TO THE REQUIREMENTS OF ASTM C-477.
4. A 1'-0" TO 1'-6" MANHOLE SECTION SHALL BE INSTALLED UNDER THE CONE SECTION TO ALLOW FOR HEIGHT ADJUSTMENT WHENEVER POSSIBLE.
5. JOINTS OF MANHOLE RISER SECTIONS SHALL BE TONGUE AND GROOVE WITH RUBBER "O" RING JOINTS PROVIDED ON ALL STORM SEWER MANHOLES, AND SHALL BE WRAPPED WITH "INFI-SHIELD" 12" WIDE EXTERNAL SEAL WRAP OR APPROVED EQUAL.
6. RIP-RAP SHALL BE HAND-PLACED OVER GEOTEXTILE FABRIC AND CONFORM TO MnDOT SPEC. 3601, CLASS III, OR AS SPECIFIED HEREIN.
7. THE GEOTEXTILE FABRIC USED UNDER RIP-RAP SHALL EXTEND 3 FT UNDER THE APRON.
8. FURNISH & INSTALL TRASH GUARDS ON ALL FLARED END SECTIONS.
9. ALL SILT SHALL BE CLEANED OUT FROM THE STORM SEWER SYSTEM, INCLUDING THE RIP-RAP AT THE END OF THE PROJECT.
10. CB/MH WITH SUMP, TYPE 405, REQUIRED AS FIRST STRUCTURE UPSTREAM FROM ANY STORMWATER BMP.
11. ALL NEW STORM SEWER PIPE SHALL BE FLUSHED AND TELEVISED PRIOR TO SUBSTANTIAL COMPLETION – SEE SPECIFICATION SECTION 1700 – CLOSEOUT REQUIREMENTS.
13. ANY UTILITY MORTAR SHALL MEET ASTM C270 AND C1714. SPEC MIX UNDERGROUND UTILITY MORTAR OR APPROVED EQUAL

## STANDARD PLAN NOTES

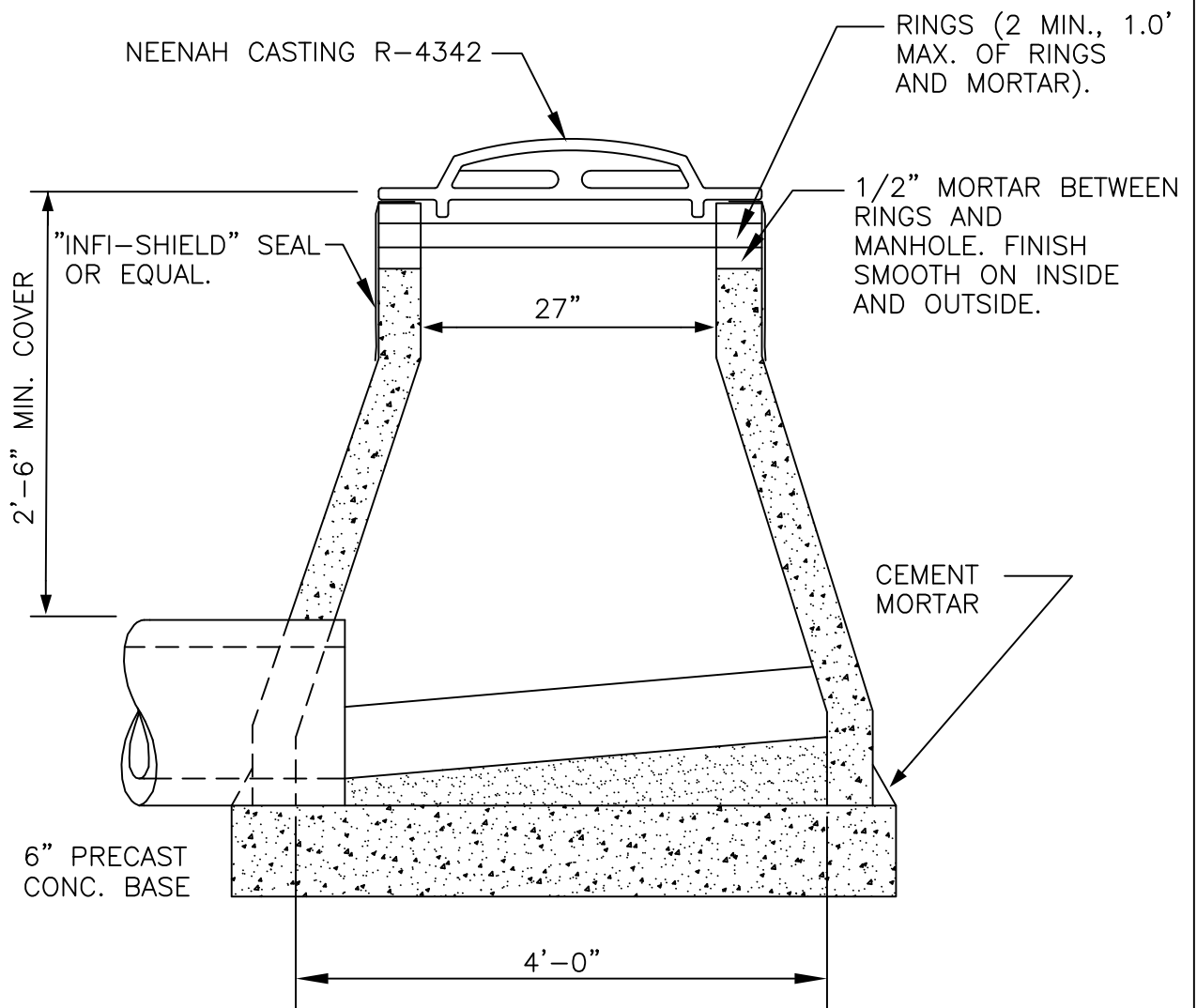
### STORM SEWER PLANS

FEBRUARY 2022



**CITY OF VICTORIA**

STANDARD DRAWING  
NO.  
**400A**  
Victoria



NO WOOD SHALL BE USED FOR ADJUSTING CASTING; CEMENT MORTAR ONLY.

CAST IRON CATCH BASIN FRAME & COVER CASTINGS PER SPECIFICATIONS.

PRECAST REINFORCED CONCRETE CONE SECTION & PRECAST BASE PER ASTM C478.

FILL OPENING BETWEEN PIPE AND MANHOLE WALL WITH CEMENT MORTAR  
INSIDE SURFACE SHALL BE FINISHED SMOOTH.

ANY UTILITY MORTAR SHALL MEET ASTM C270 AND C1714. SPEC MIX UNDERGROUND  
UTILITY MORTAR OR APPROVED EQUAL

## CATCH BASIN, TYPE 402

FEBRUARY 2022



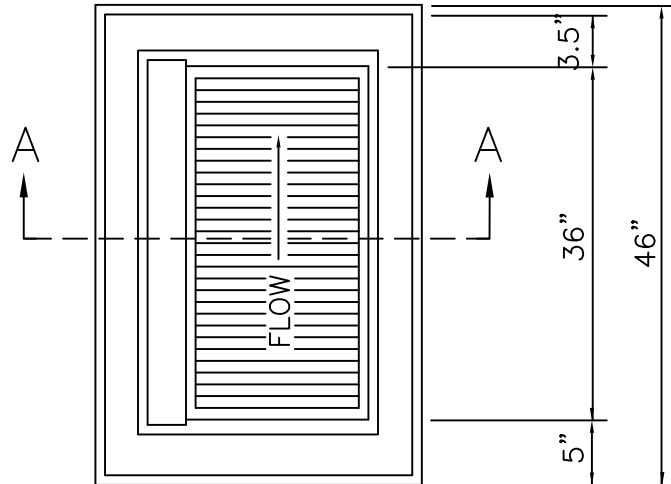
CITY OF VICTORIA

STANDARD DRAWING  
NO.

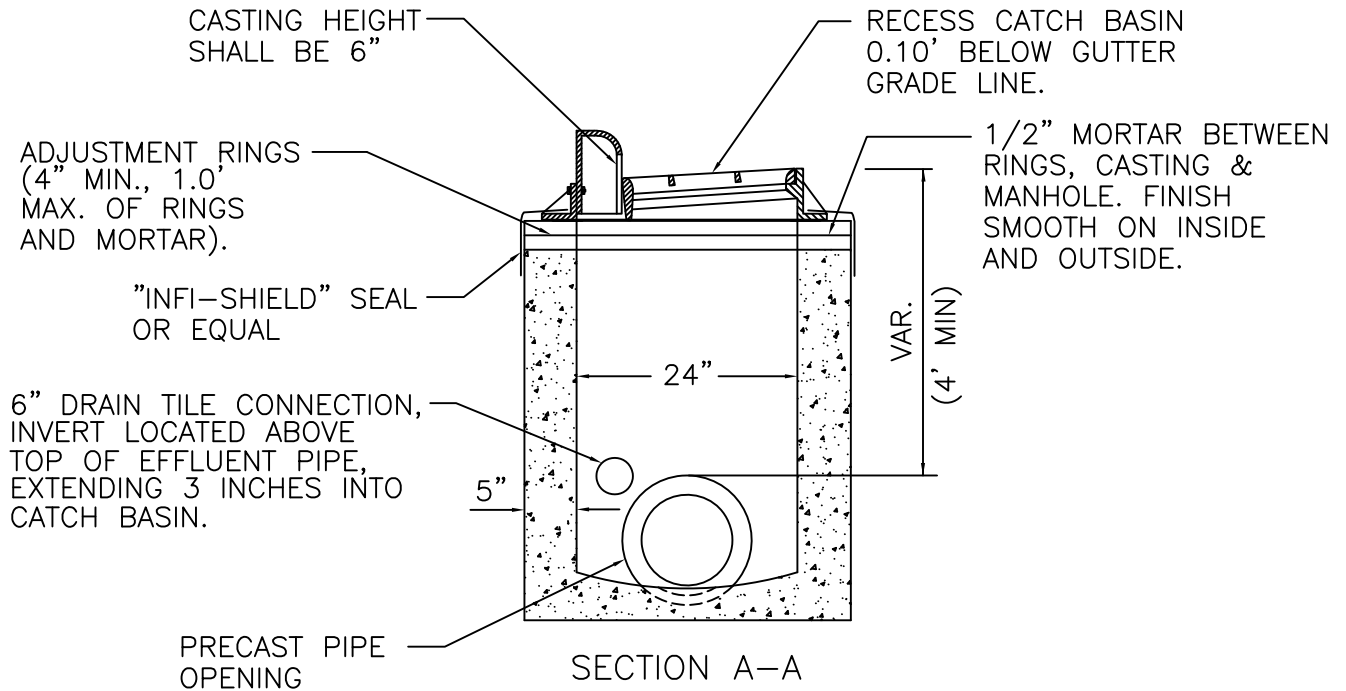
402

Victoria

CURB INLET FRAME AND  
CURB BOX NEENAH  
NO. R-3067 V



PLAN



SECTION A-A

PRECAST REINFORCED CONCRETE CATCH BASIN & BASE SLAB  
PER ASTM C478

ANY UTILITY MORTAR SHALL MEET ASTM C270 AND C1714. SPEC  
MIX UNDERGROUND UTILITY MORTAR OR APPROVED EQUAL

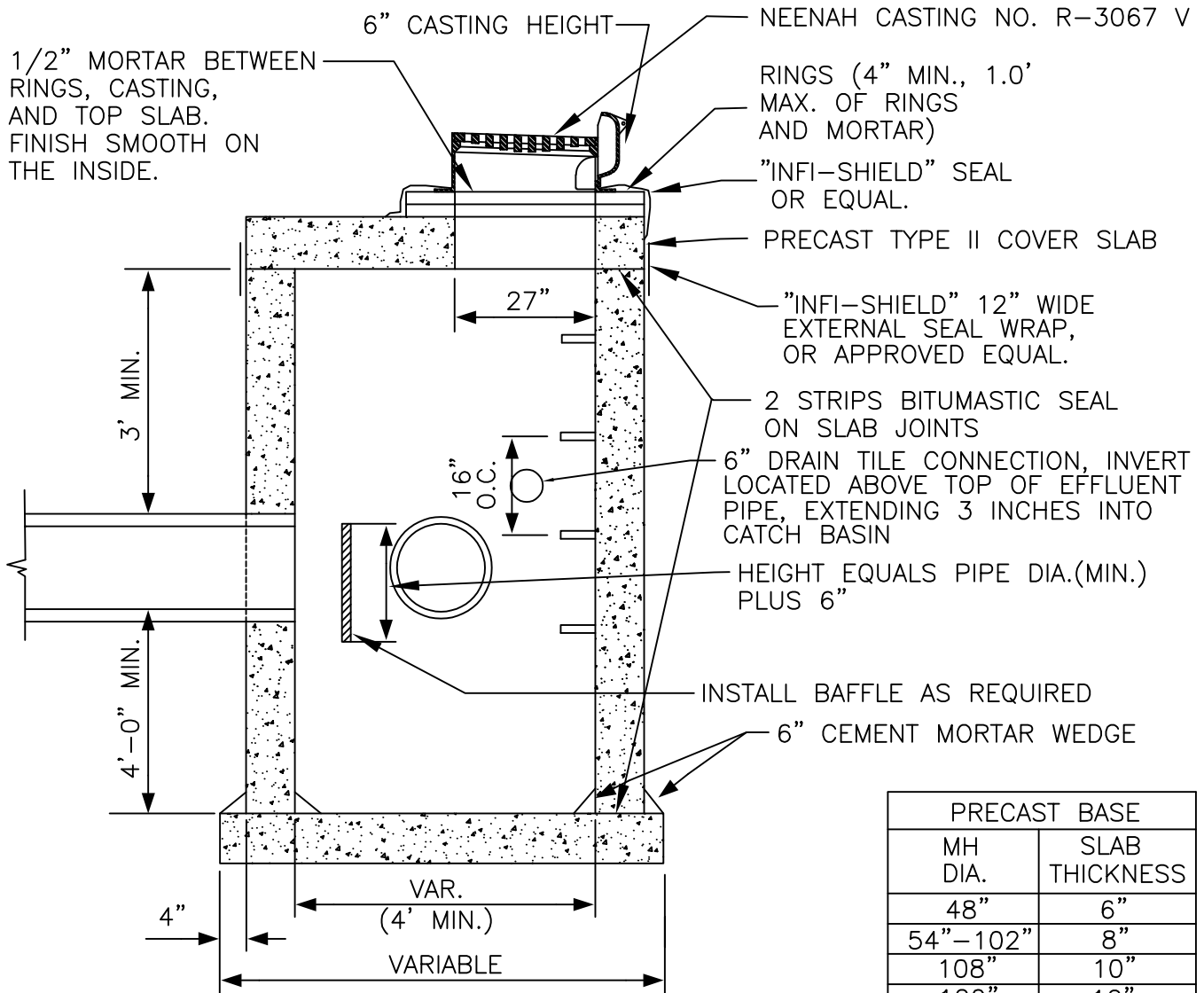
## CATCH BASIN, TYPE 404

FEBRUARY 2022



CITY OF VICTORIA

STANDARD DRAWING  
NO.  
**404**  
Victoria



NOTES: NO WOOD SHALL BE USED FOR ADJUSTING CASTING; CEMENT MORTAR ONLY.

CAST IRON FRAME & GRATE CASTINGS PER SPECIFICATIONS.

MANHOLE STEPS SHALL BE CAST IRON, ALUMINUM, OR STEEL REINFORCED PLASTIC PER ASTM C478. LOCATION SHALL BE AS NOTED IN THE SPECIFICATIONS.

PRECAST REINFORCED CONCRETE BASE SLAB & COVER SLAB PER ASTM C478.

PRECAST REINFORCED CONCRETE MANHOLE SECTIONS PER ASTM C478, FURNISHED WITH O-RING GASKETS & LUBRICANT, OR 8" CONCRETE MANHOLE BLOCK MANHOLE SECTION WITH 1/2" MORTARED EXTERIOR

FILL OPENING BETWEEN PIPE AND MANHOLE WALL WITH CEMENT MORTAR. INSIDE SURFACE SHALL BE FINISHED SMOOTH.

A 12" OR 18" BARREL SECTION SHALL BE INSTALLED UNDER TOP SLAB WHENEVER POSSIBLE

ANY UTILITY MORTAR SHALL MEET ASTM C270 AND C1714. SPEC MIX UNDERGROUND UTILITY MORTAR OR APPROVED EQUAL

## CATCH BASIN/MANHOLE WITH SUMP, TYPE 405

FEBRUARY 2022

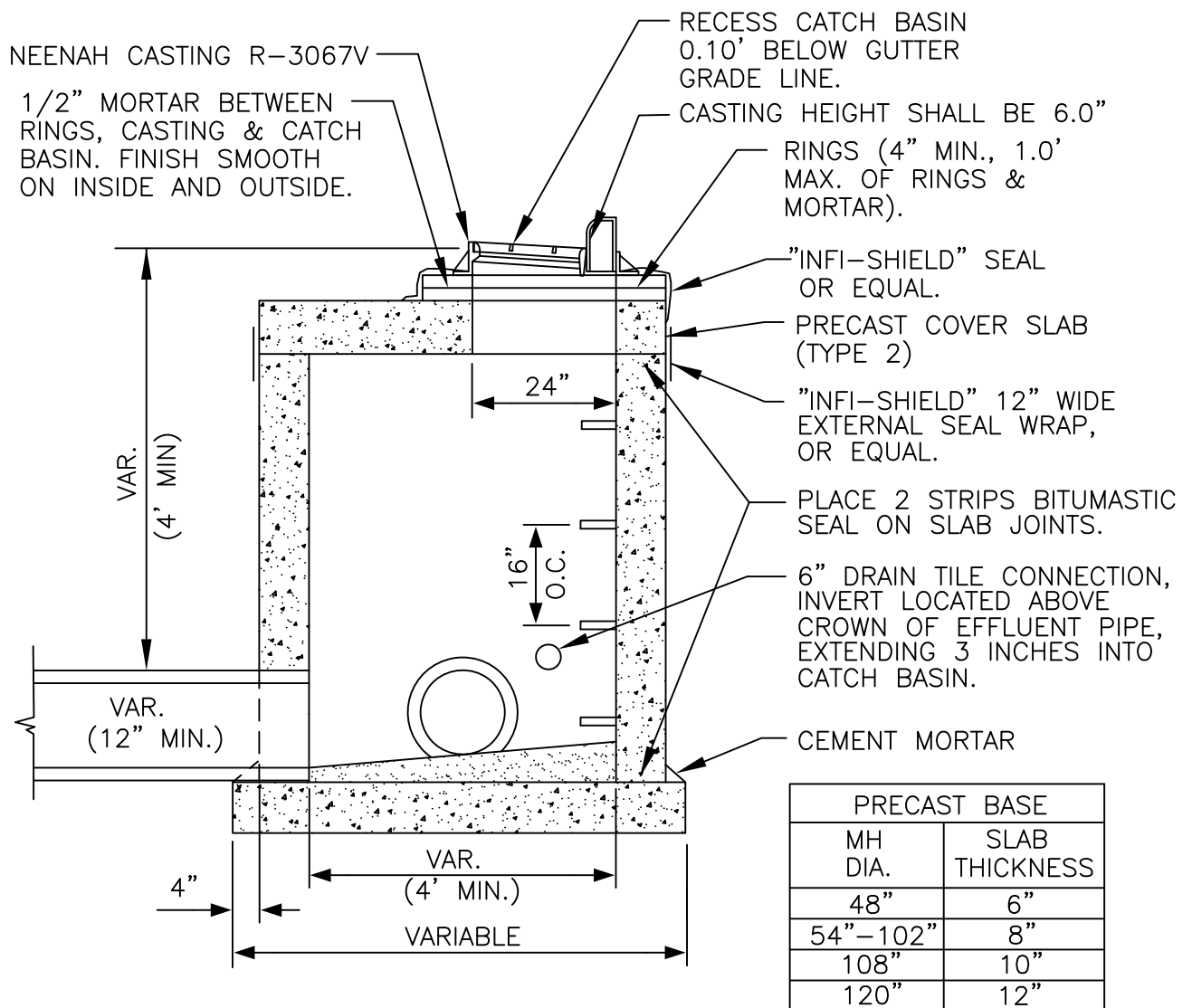


CITY OF VICTORIA

STANDARD DRAWING  
NO.

405

Victoria



NO WOOD SHALL BE USED FOR ADJUSTING CASTING; CEMENT MORTAR ONLY.  
CAST IRON FRAME & GRATE CASTINGS PER SPECIFICATIONS.

MANHOLE STEPS SHALL BE CAST IRON, ALUMINUM OR STEEL REINFORCED PLASTIC PER ASTM C478. LOCATION SHALL BE AS NOTED IN THE SPECIFICATIONS.

PRECAST REINFORCED CONCRETE BASE SLAB & COVER SLAB PER ASTM C478,

PRECAST REINFORCED CONCRETE MANHOLE SECTIONS PER ASTM C478,  
OR 8" CONCRETE MANHOLE BLOCK WITH 1/2" MORTARED EXTERIOR.

FURNISH PRECAST CONCRETE MANHOLE SECTIONS WITH O-RING GASKETS &  
LUBRICANT EXCEPT AS OTHERWISE SPECIFIED.

FILL OPENING BETWEEN PIPE AND MANHOLE WALL WITH CEMENT MORTAR.  
INSIDE SURFACE SHALL BE FINISHED SMOOTH.

A 12" OR 18" BARREL SECTION SHALL BE INSTALLED UNDER TOP SLAB  
WHENEVER POSSIBLE

ANY UTILITY MORTAR SHALL MEET ASTM C270 AND C1714. SPEC MIX UNDERGROUND  
UTILITY MORTAR OR APPROVED EQUAL

## CATCH BASIN/MANHOLE, TYPE 406

FEBRUARY 2022

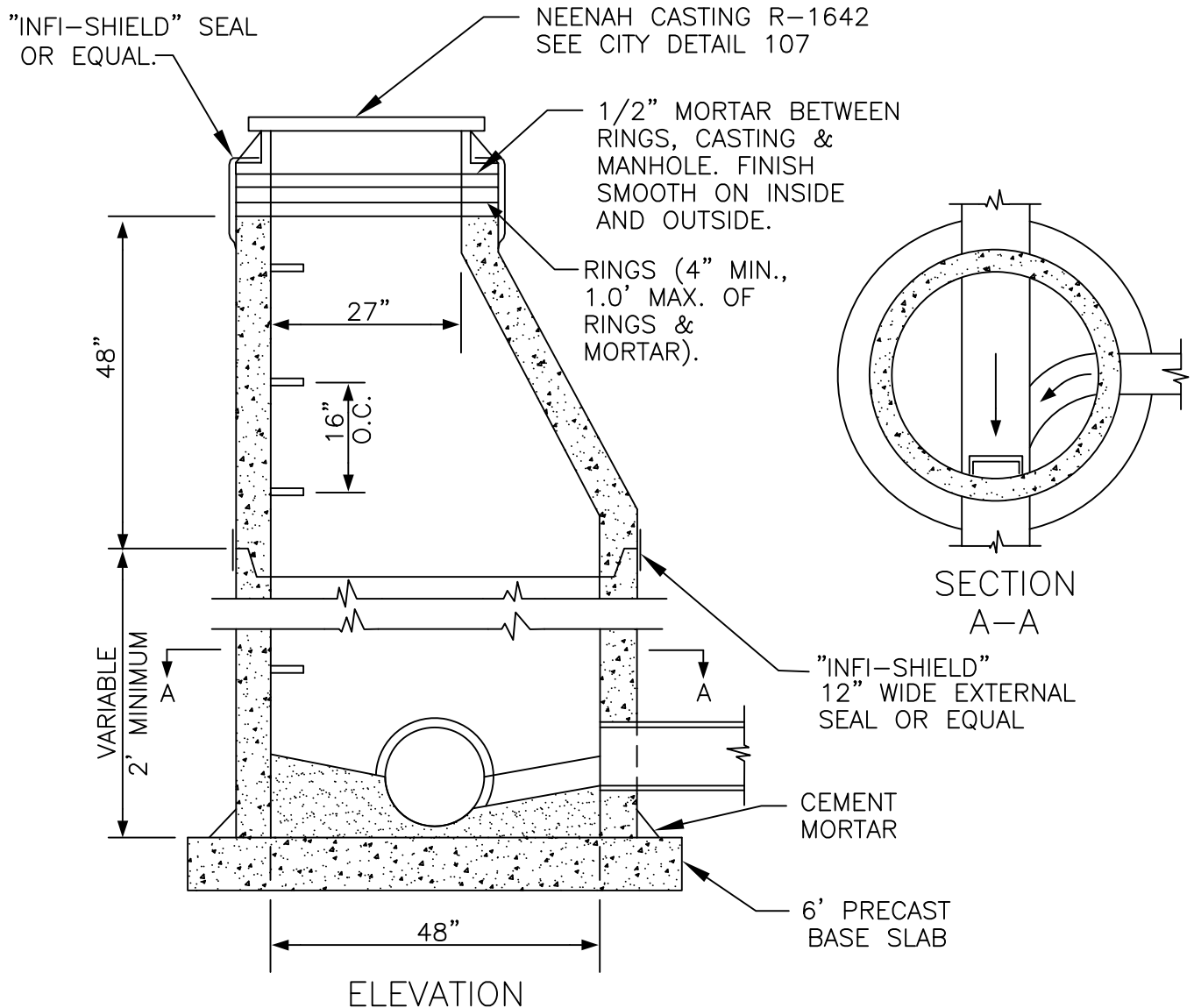


CITY OF VICTORIA

STANDARD DRAWING  
NO.

406

Victoria



NO WOOD SHALL BE USED FOR ADJUSTING CASTING; CEMENT MORTAR ONLY.

CAST IRON MANHOLE FRAME & COVER AS PER SPECIFICATIONS.

MANHOLE STEPS SHALL BE CAST IRON, ALUMINUM OR STEEL REINFORCED PLASTIC PER ASTM C478. LOCATION SHALL BE AS NOTED IN THE SPECIFICATIONS.

PRECAST REINFORCED CONCRETE MANHOLE SECTIONS & BASE SLAB PER ASTM C478.

FURNISH PRECAST MANHOLE SECTIONS WITH O-RING GASKETS & LUBRICANT EXCEPT AS OTHERWISE SPECIFIED.

A 12" OR 18" BARREL SECTION SHALL BE INSTALLED UNDER THE CONE WHENEVER POSSIBLE.

FILL OPENING BETWEEN PIPE & MH WALL WITH CEMENT MORTAR.  
INSIDE SURFACE SHALL BE FINISHED SMOOTH.

ANY UTILITY MORTAR SHALL MEET ASTM C270 AND C1714. SPEC MIX UNDERGROUND UTILITY MORTAR OR APPROVED EQUAL

## STORM SEWER MANHOLE, TYPE 407 (PIPES 27" OR LESS)

FEBRUARY 2022

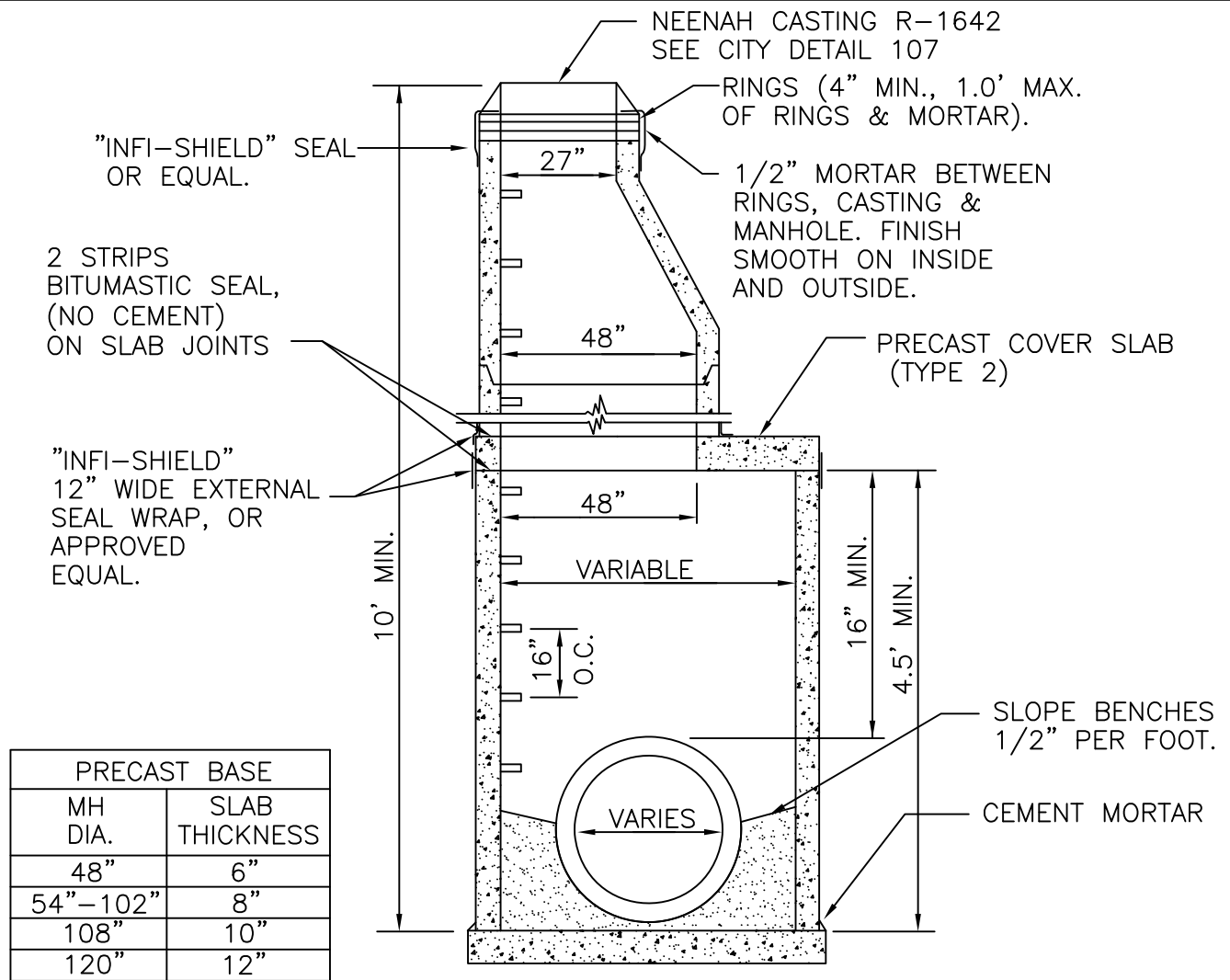


CITY OF VICTORIA

STANDARD DRAWING  
NO.

407

Victoria



NO WOOD SHALL BE USED FOR ADJUSTING CASTING; CEMENT MORTAR ONLY.

CAST IRON MANHOLE FRAME & COVER AS PER SPECIFICATIONS.

MANHOLE STEPS SHALL BE CAST IRON, ALUMINUM OR STEEL REINFORCED PLASTIC PER ASTM C478. LOCATION SHALL BE AS NOTED IN THE SPECIFICATIONS.

PRECAST REINFORCED CONCRETE MANHOLE SECTIONS & BASE SLAB PER ASTM C478.

FURNISH PRECAST MANHOLE SECTIONS WITH O-RING GASKETS & LUBRICANT EXCEPT AS OTHERWISE SPECIFIED.

A 12" OR 18" BARREL SECTION SHALL BE INSTALLED UNDER THE CONE WHENEVER POSSIBLE.

FILL OPENING BETWEEN PIPE & MH WALL WITH CEMENT MORTAR. INSIDE SURFACE SHALL BE FINISHED SMOOTH.

ANY UTILITY MORTAR SHALL MEET ASTM C270 AND C1714. SPEC MIX UNDERGROUND UTILITY MORTAR OR APPROVED EQUAL

## STORM SEWER MANHOLE, TYPE 408 (PIPES 30" & LARGER)

FEBRUARY 2022

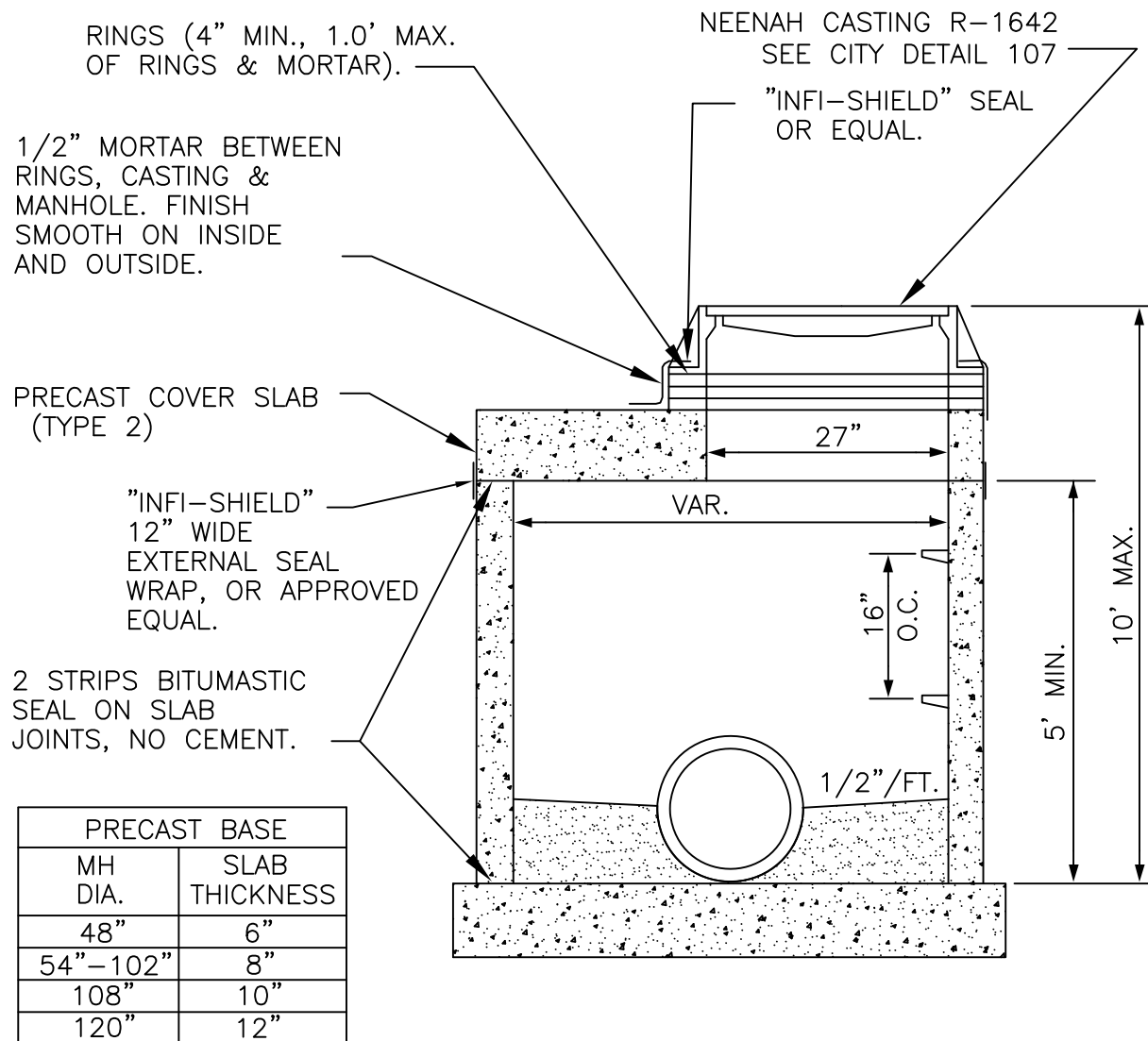


CITY OF VICTORIA

STANDARD DRAWING  
NO.

408

Victoria



NO WOOD SHALL BE USED FOR ADJUSTING CASTING; CEMENT MORTAR ONLY.

CAST IRON MANHOLE FRAME & COVER AS PER SPECIFICATIONS.

MANHOLE STEPS SHALL BE CAST IRON, ALUMINUM OR STEEL REINFORCED PLASTIC PER ASTM C478. LOCATION SHALL BE AS NOTED IN THE SPECIFICATIONS.

PRECAST REINFORCED CONCRETE MANHOLE SECTIONS & BASE SLAB PER ASTM C478.

FURNISH PRECAST MANHOLE SECTIONS WITH O-RING GASKETS & LUBRICANT EXCEPT AS OTHERWISE SPECIFIED.

FILL OPENING BETWEEN PIPE & MH WALL WITH CEMENT MORTAR. INSIDE SURFACE SHALL BE FINISHED SMOOTH.

A 12" OR 18" BARREL SECTION SHALL BE INSTALLED UNDER TOP SLAB WHENEVER POSSIBLE ANY UTILITY MORTAR SHALL MEET ASTM C270 AND C1714. SPEC MIX UNDERGROUND UTILITY MORTAR OR APPROVED EQUAL

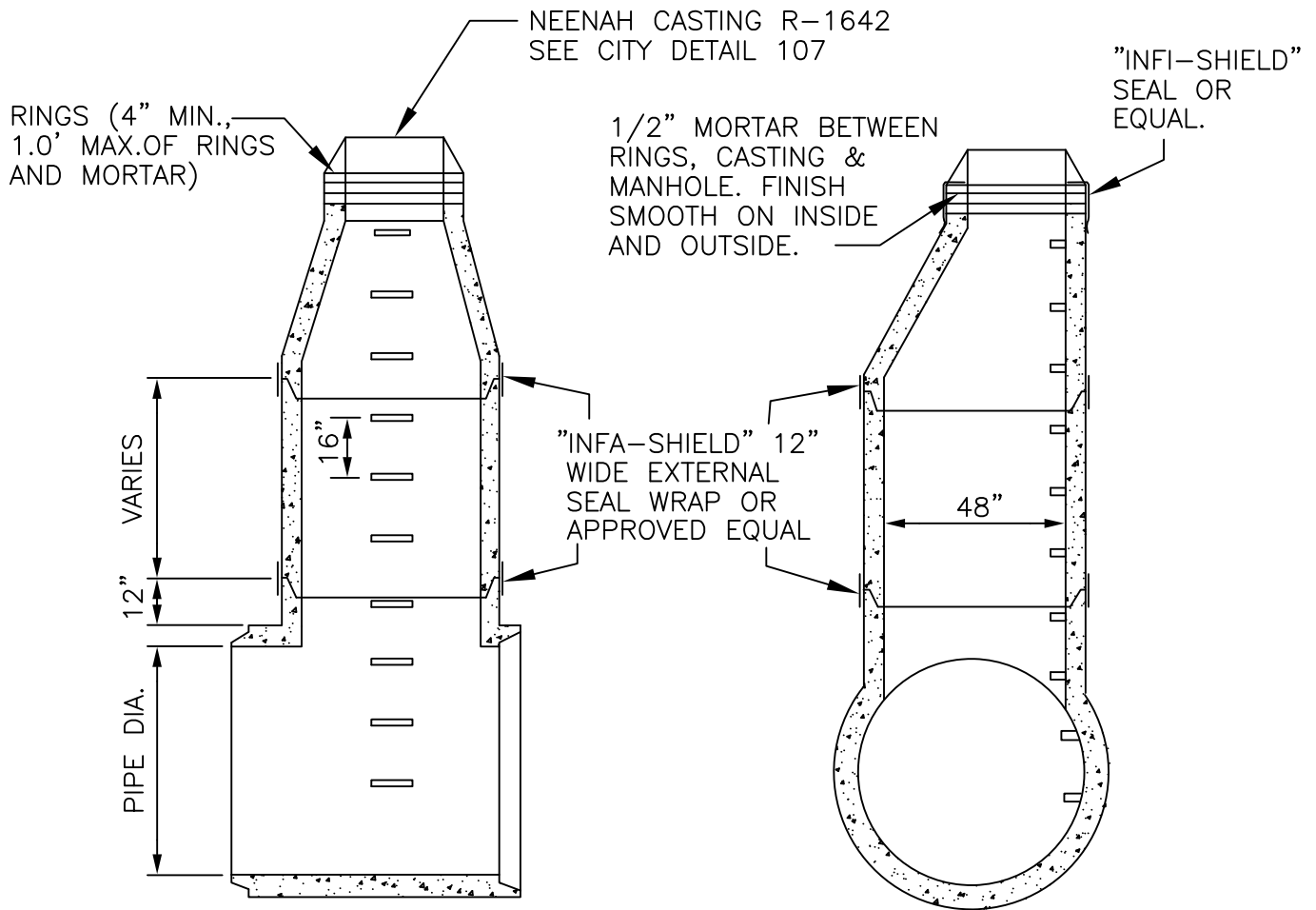
## STORM SEWER MANHOLE, TYPE 409

FEBRUARY 2022



CITY OF VICTORIA

STANDARD DRAWING  
NO.  
**409**  
Victoria



NO WOOD SHALL BE USED FOR ADJUSTING CASTING; CEMENT MORTAR ONLY.

CAST IRON MANHOLE FRAME & COVER AS PER SPECIFICATIONS.

MANHOLE STEPS SHALL BE CAST IRON, ALUMINUM OR STEEL REINFORCED PLASTIC PER ASTM C478. LOCATION SHALL BE AS NOTED IN THE SPECIFICATIONS.

PRECAST REINFORCED CONCRETE MANHOLE SECTIONS & BASE SLAB PER ASTM C478.

FURNISH PRECAST MANHOLE SECTIONS WITH O-RING GASKETS & LUBRICANT EXCEPT AS OTHERWISE SPECIFIED.

A 12" OR 18" BARREL SECTION SHALL BE INSTALLED UNDER THE CONE WHENEVER POSSIBLE.

FILL OPENING BETWEEN PIPE & MH WALL WITH CEMENT MORTAR. INSIDE SURFACE SHALL BE FINISHED SMOOTH.

ANY UTILITY MORTAR SHALL MEET ASTM C270 AND C1714. SPEC MIX UNDERGROUND UTILITY MORTAR OR APPROVED EQUAL

## "T" SECTION STORM SEWER MANHOLE, TYPE 410

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STANDARD DRAWING  
NO.

410

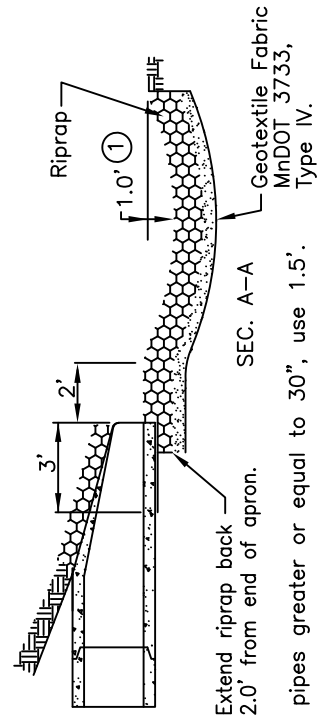
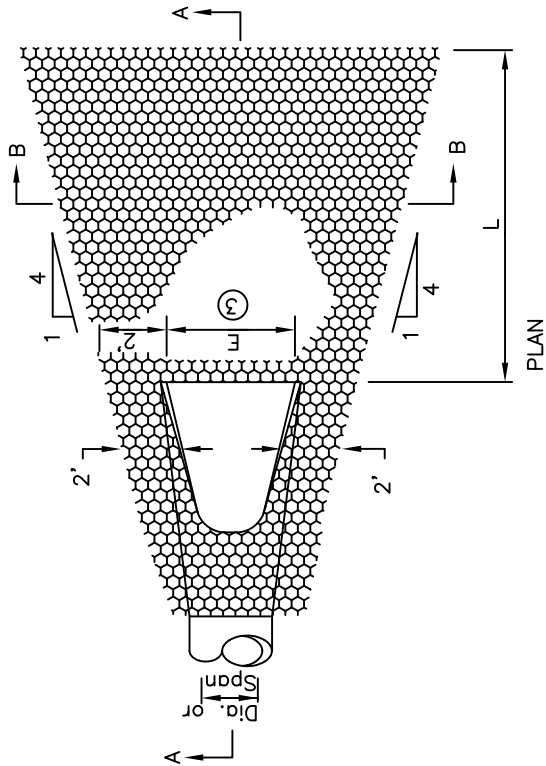
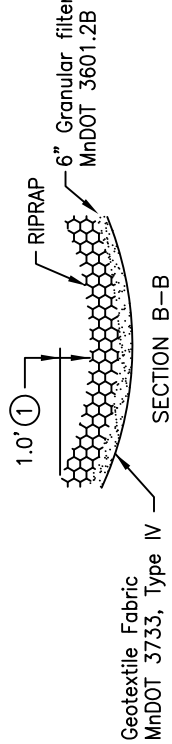
Victoria

FEBRUARY 2022



## CITY OF VICTORIA

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NO.  
**411**  
Victoria



① For pipes greater or equal to 30", use 1.5'.

② The contractor shall place rip rap, pulverized topsoil, seed and wood fiber blanket immediately after pipe is installed, extend area to match undisturbed soil.

③ Dimension "E" equals inside width of apron.

④ Rip Rap shall be class 3 size unless otherwise noted on plans.

TABLE OF QUANTITIES  
RIPRAP AT RCP OUTLETS

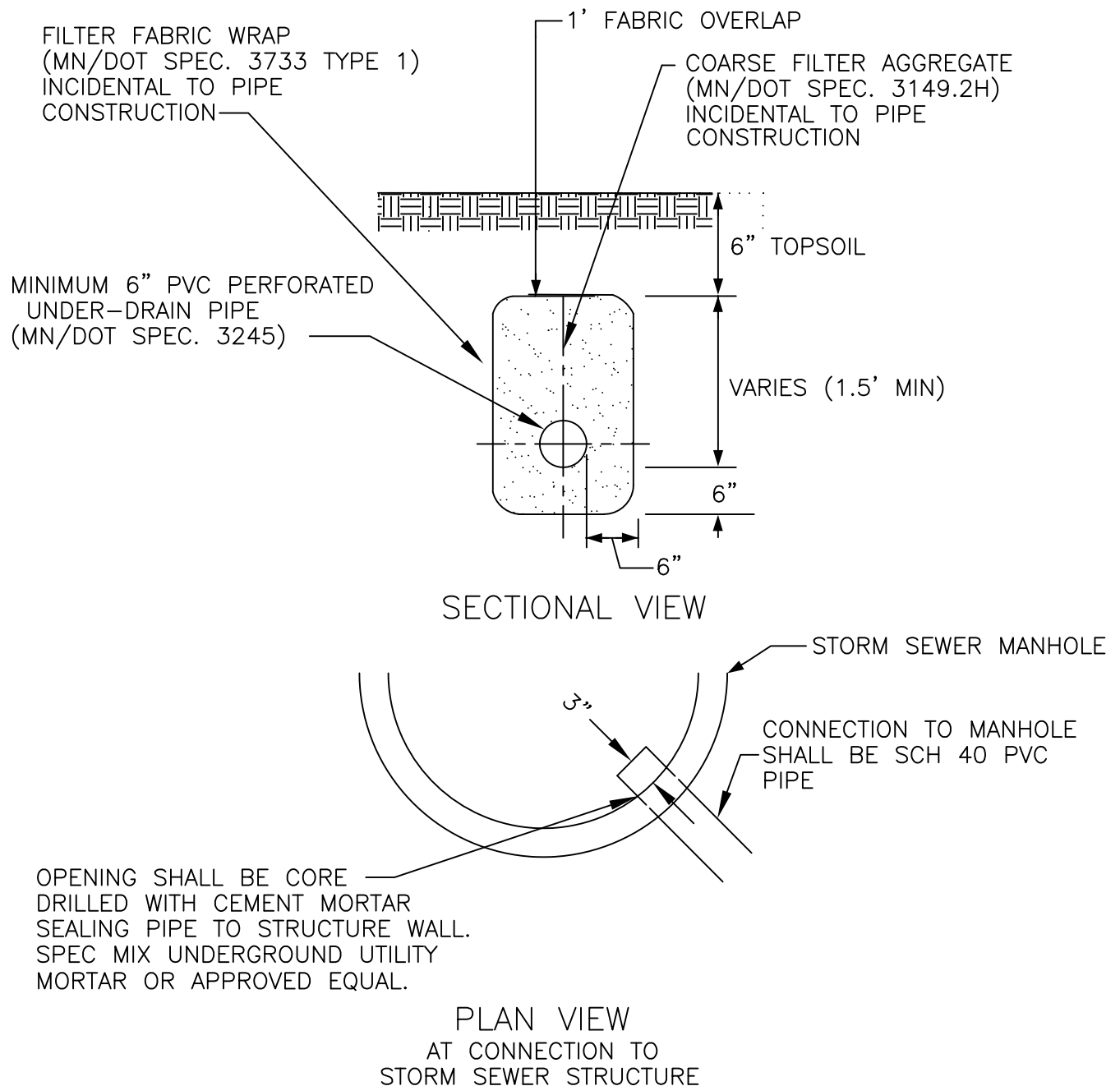
Dia. Round Pipe (in.)	L (Ft.)	CLASS II d 50=6"		CLASS III d 50=9"		CLASS IV d 50=12"	
		12" Depth Riprap (Cu. Yd.)	6" Depth Granular Filter (Cu. Yd.)	18" Depth Riprap (Cu. Yd.)	9" Depth Granular Filter (Cu. Yd.)	24" Depth Riprap (Cu. Yd.)	12" Depth Granular Filter (Cu. Yd.)
12	8	2.8	1.4	4.1	2.1	5.5	2.8
15	8	2.9	1.5	4.4	2.2	5.8	2.9
18	10	3.9	2.0	5.9	3.0	7.8	3.9
21	10	4.2	2.1	6.3	3.2	8.4	4.2
24	12	5.5	2.8	8.3	4.2	11.0	5.5
27	12	5.8	2.9	8.7	4.4	11.6	5.8
30	14	7.3	3.7	10.9	5.5	14.5	7.3
36	16	9.2	4.6	13.8	6.9	18.3	9.2
42	18	10.9	5.5	16.3	8.2	21.7	10.9
48	20	12.9	6.5	19.4	9.7	25.8	12.9

TABLE OF QUANTITIES  
RIPRAP AT RCP-A OUTLETS or BOXES OF EQUIVALENT SPAN WIDTH

Span Pipe Arch (in.)	L (Ft.)	Class II d 50=6"		Class III d 50=9"		Class IV d 50=12"	
		9" Depth Riprap (Cu. Yd.)	4.5" Depth GRANULAR Filter (Cu. Yd.)	15" Depth Riprap (Cu. Yd.)	7.5" Depth GRANULAR Filter (Cu. Yd.)	18" Depth Riprap (Cu. Yd.)	9" Depth GRANULAR Filter (Cu. Yd.)
22	10	3.9	2.0	5.9	3.0	7.8	3.9
28	12	5.5	2.8	8.2	4.1	10.9	5.5
36	14	7.2	3.6	10.8	5.4	14.3	7.2
43	16	9.2	4.6	13.7	6.9	18.3	9.2
51	18	10.9	5.5	16.3	8.2	21.7	10.9
58	20	12.7	6.4	19.0	9.5	25.4	12.7

Note: Requirements for riprap size and thickness and filter blanket will be designated in the plans.

IN UNSTABLE SOILS, TYPE OF  
FILTER FABRIC WRAP SHALL BE  
DETERMINED BY ENGINEER.



## REAR YARD DRAIN TILE

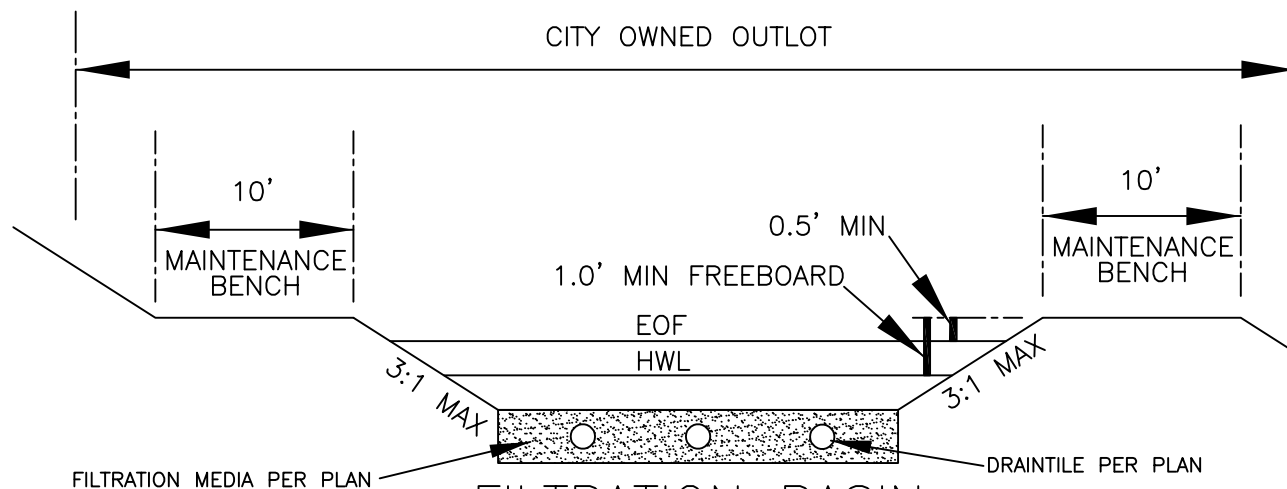
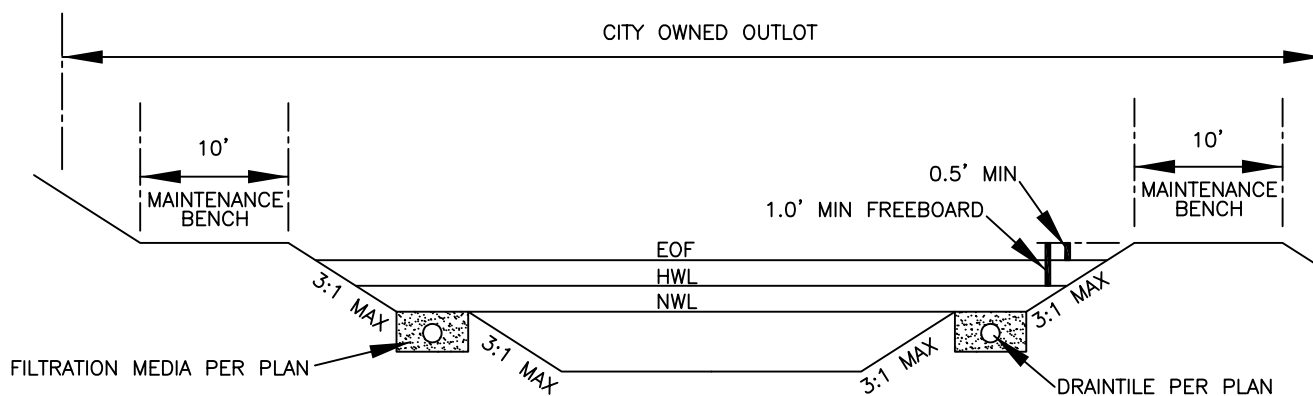
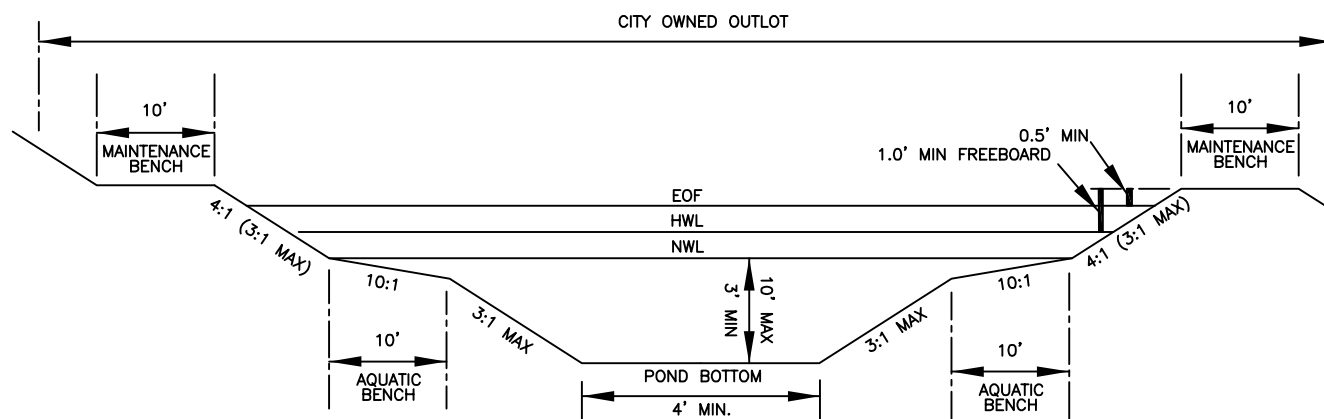
USED BY DIRECTION OF CITY ENGINEER ONLY

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NO.  
**412**  
Victoria



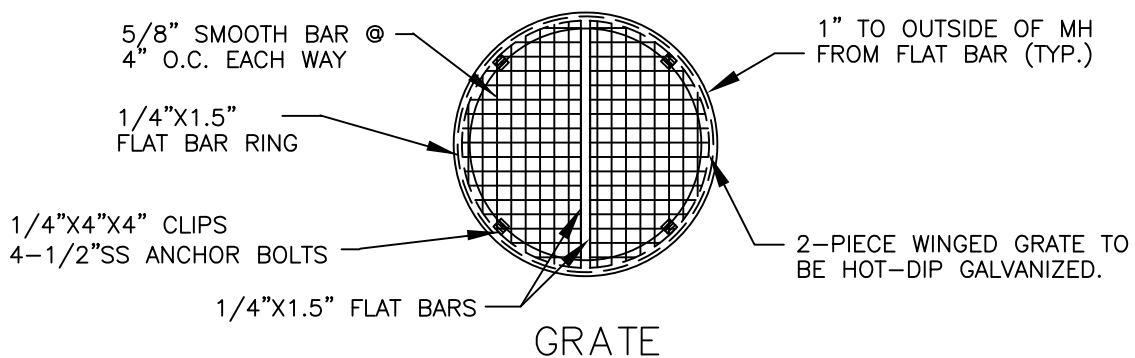
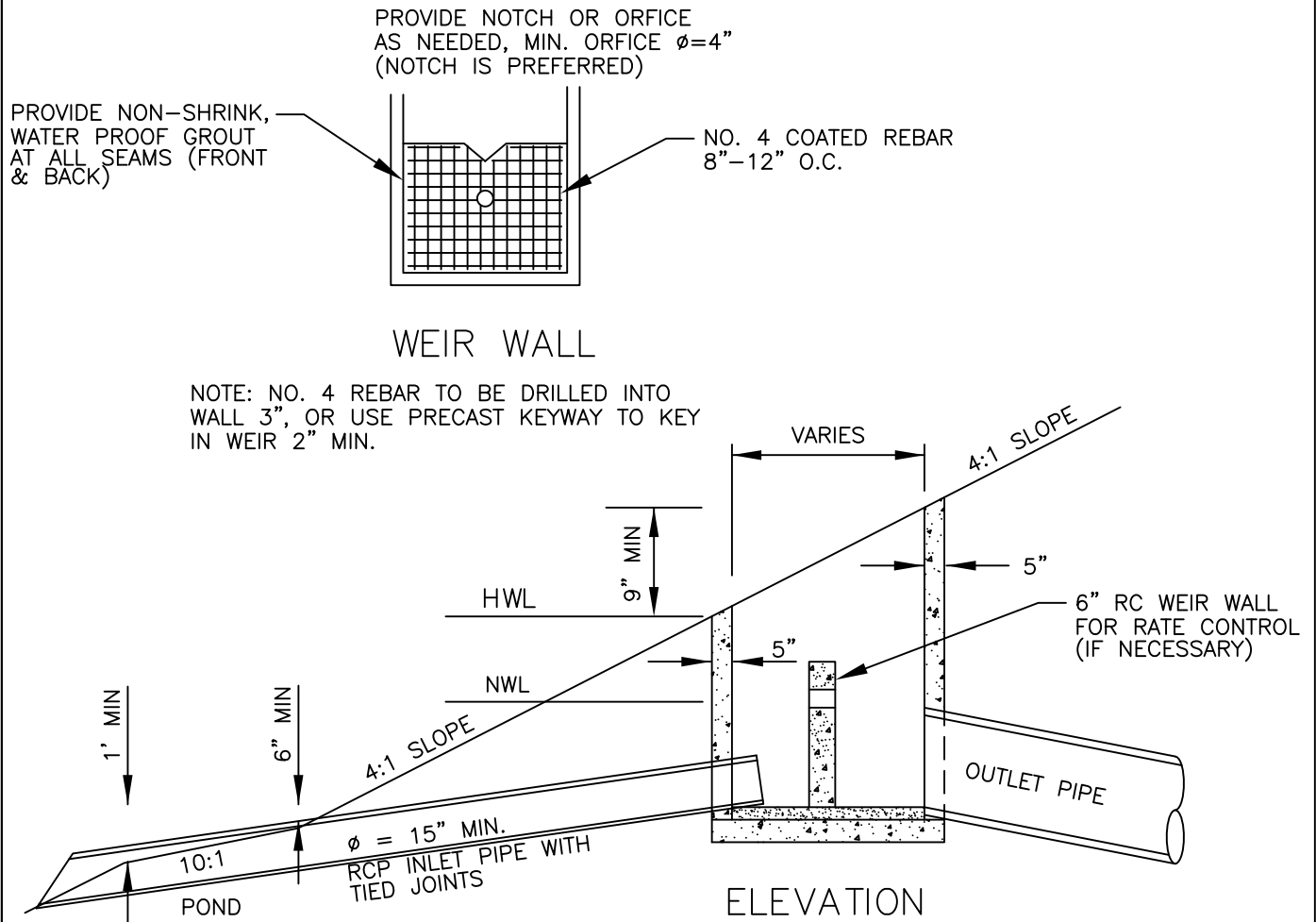
## TYPICAL POND SECTIONS

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**416**  
Victoria



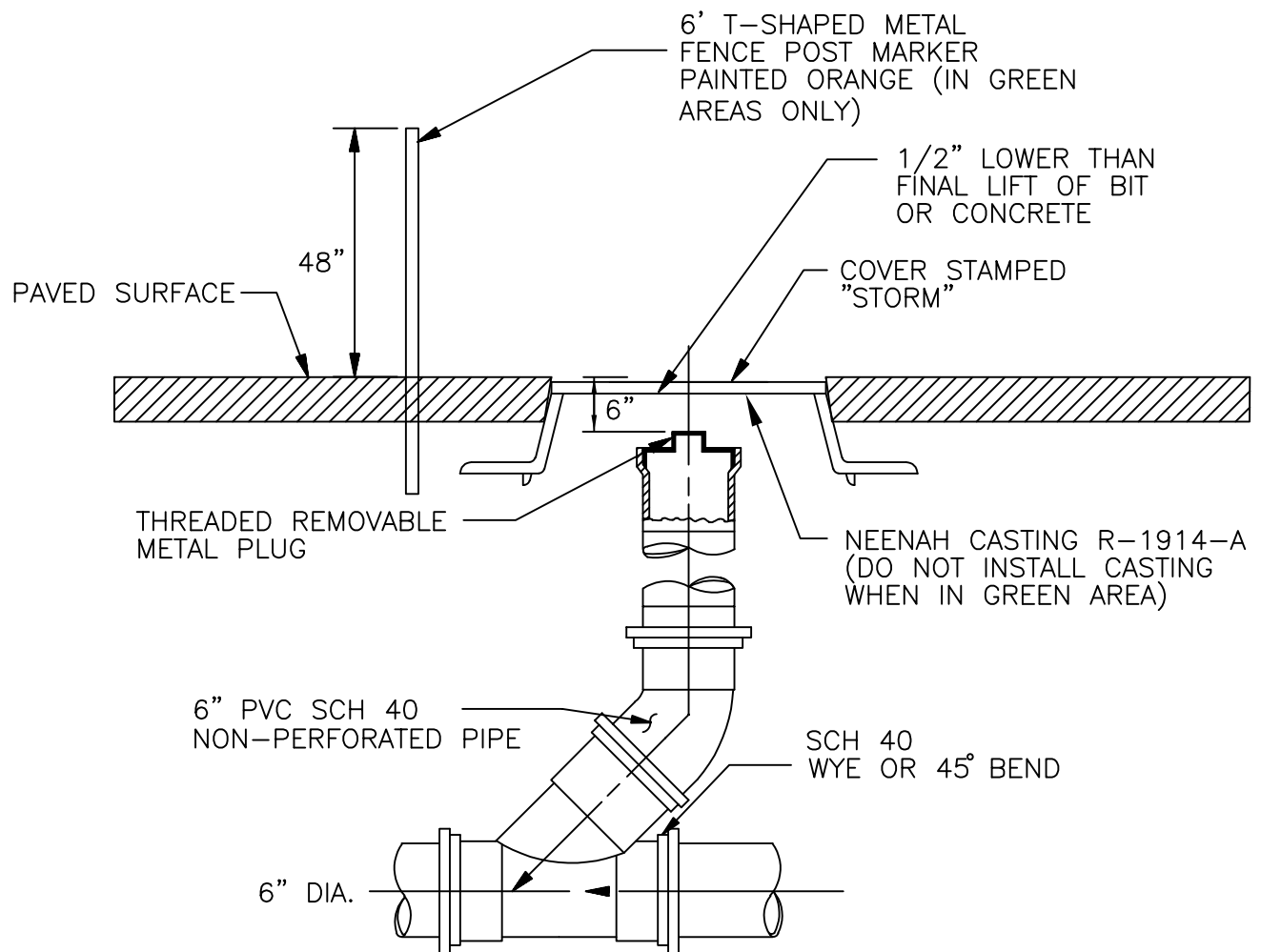
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## OUTLET CONTROL STRUCTURE



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**417**  
Victoria



**NOTE:**

INSTALL CLEANOUTS AT A PROPERTY LINE WHENEVER POSSIBLE.

## DRAINTILE CLEANOUT (WITHIN HARD SURFACES)

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**419**

Victoria

GEOTEXTILE SOCK

CONNECTION

FILL OPENING BETWEEN  
PIPE AND STRUCTURE WALL  
WITH CEMENT MORTAR,  
FINISHED SMOOTH.

3"

DRAINTILE CONNECTIONS TO SIDE  
OF MANHOLE SHALL BE MADE  
STRAIGHT, NO BENDS USED  
WHENEVER POSSIBLE

STORM SEWER MANHOLE

3"

OPENING SHALL BE PRECAST OR  
CORE DRILLED WITH CEMENT MORTAR  
SEALING PIPE TO STRUCTURE WALL.  
SPEC MIX UNDERGROUND UTILITY  
MORTAR OR APPROVED EQUAL.

PLAN VIEW  
AT CONNECTION TO  
STORM SEWER STRUCTURE

## DRAIN TILE CONNECTIONS

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NO.

420

Victoria

48" ORANGE CONSTRUCTION FENCE  
AROUND WATER SHUT-OFF AND  
SERVICE MARKERS, HELD IN POSITION  
BY 3 T-SHAPED METAL FENCE POSTS

UTILITY  
ROW ESMT.

6' T-SHAPED METAL  
FENCE POST MARKER  
PAINTED PINK

GENERAL FILL

4.0%

2" x 2" HARDWOOD  
MARKER.

1.0%

SERVICE  
WYE

8"

CUT OFF BELL  
END OF DIP.

ONE FULL PIPE LENGTH 4"  
DIP CL. 52 PIPE WITH  
FERNCO RUBBER CAP.

CONNECT TO MAINLINE USING  
DIP OR PVC SCH 40.

6"x4" REDUCER

NOTE:

JOINTS BETWEEN DIP PIPES MUST BE GASKETED.  
IF PVC PIPE IS USED TO CONNECT TO THE MAINLINE  
DRAINTILE, CONNECT TO DIP PIPE WITH A "FERNCO"  
FLEXIBLE COUPLING.

EDGE DRAIN/SUMP PUMP SERVICE  
(AS DIRECTED BY ENGINEER)

FEBRUARY 2022

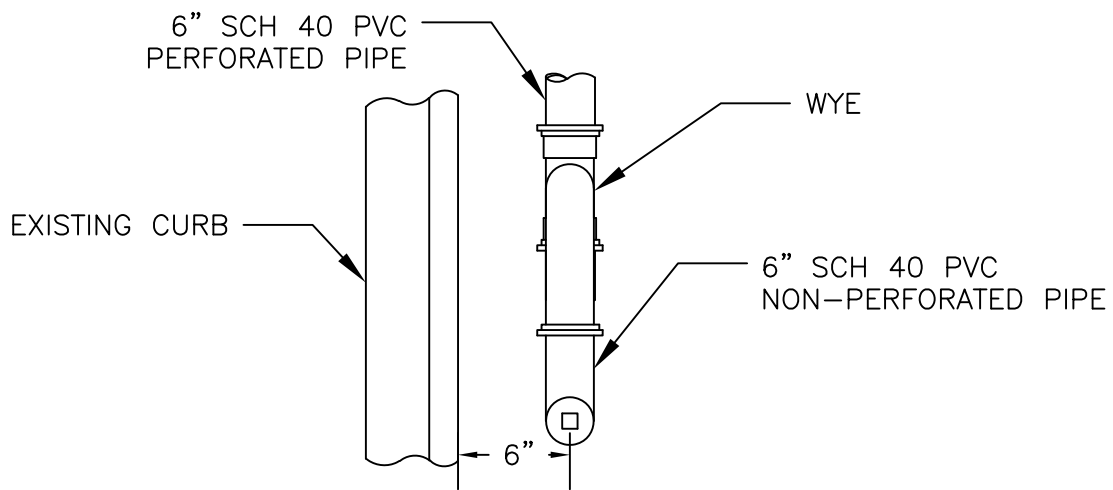


CITY OF VICTORIA

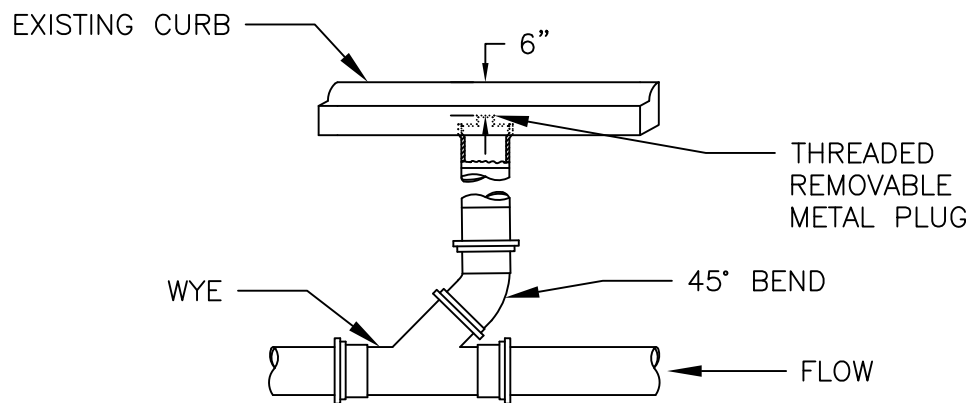
STANDARD DRAWING  
NO.

421

Victoria



PLAN VIEW



PROFILE VIEW

# DRAINTILE CLEANOUT (FOR DRAINTILE AND CLEANOUT BEHIND CURB)

FEBRUARY 2022

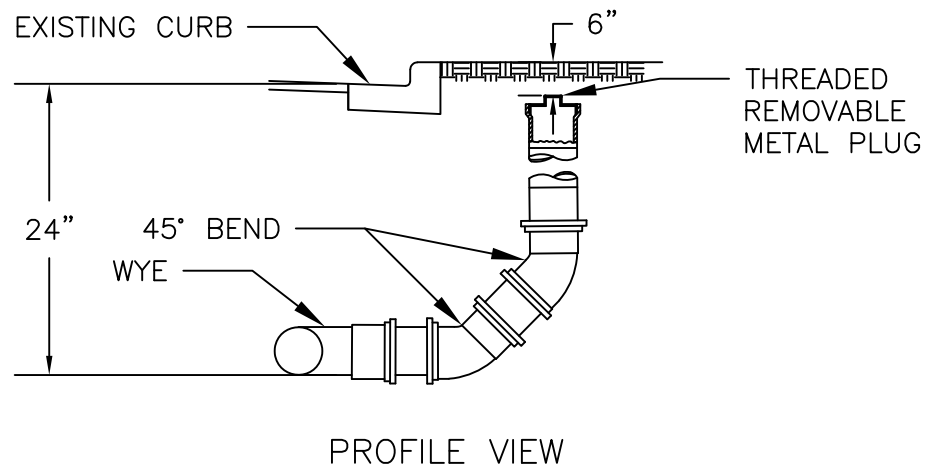
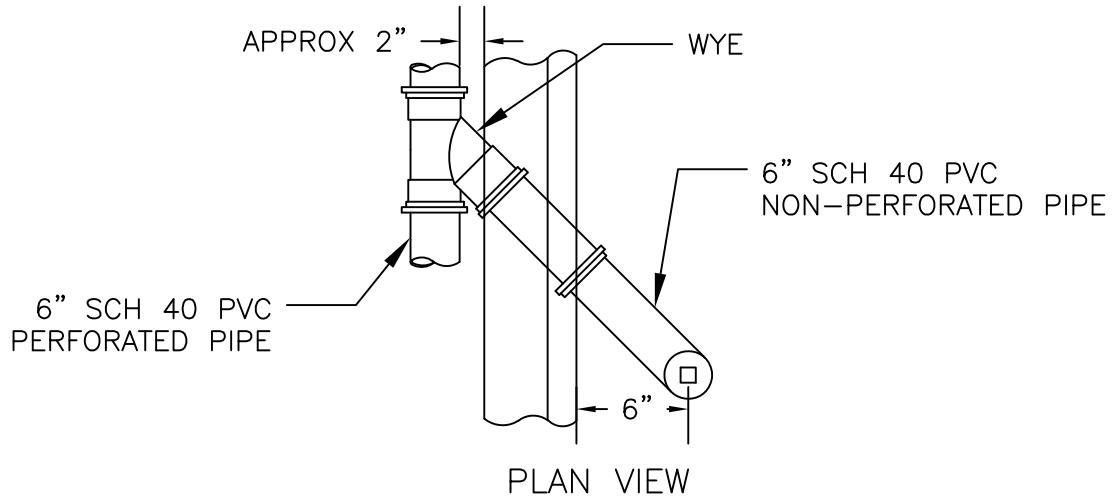


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STANDARD DRAWING  
NO.

**423A**

Victoria



## DRAINTILE CLEANOUT

(FOR DRAINTILE IN FRONT OF CURB AND CLEANOUT BEHIND)

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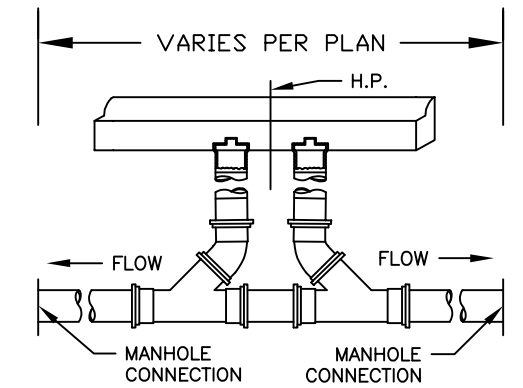


**CITY OF VICTORIA**

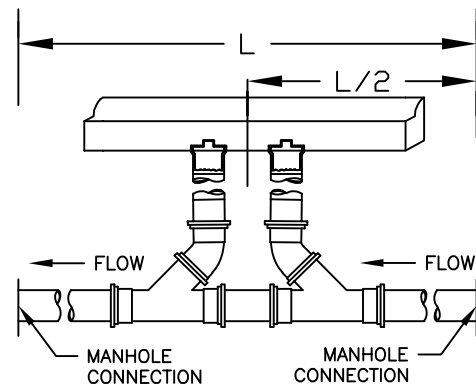
STANDARD DRAWING  
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**423B**

Victoria

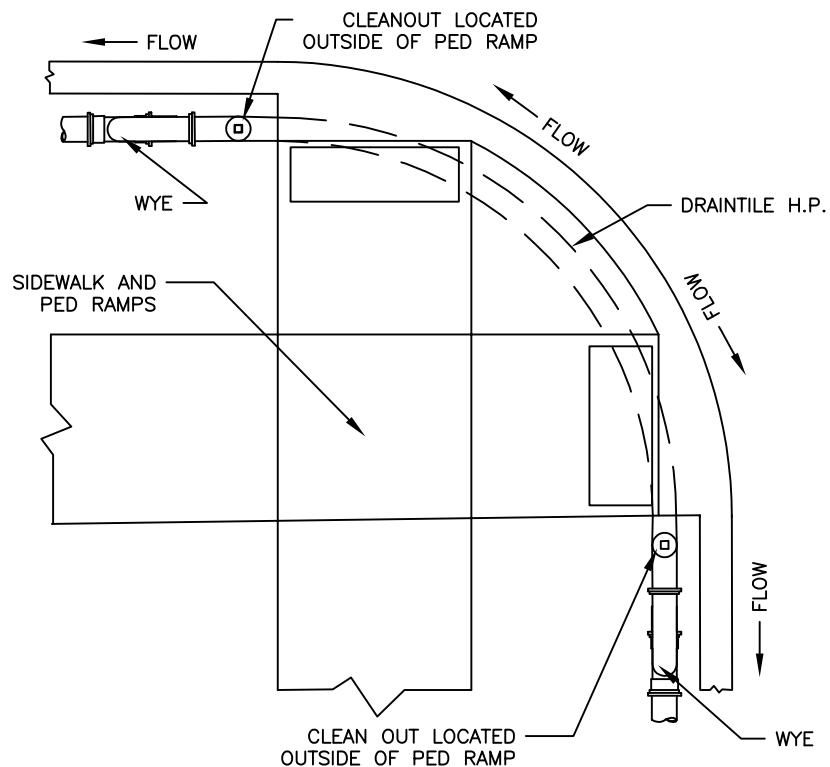


HIGH POINT LOCATION  
PROFILE VIEW



MIDPOINT LOCATION  
PROFILE VIEW

NOTE: USE MIDPOINT LOCATION DETAIL WHEN EXCEEDING THE 200' MAXIMUM DISTANCE BETWEEN CLEANOUTS OR MANHOLE CONNECTIONS.



HIGH POINT AT RADIUS  
PLAN VIEW

## DRAINTILE CLEANOUT APPLICATIONS (FOR HIGH POINT AND MID POINT LOCATIONS)

FEBRUARY 2022



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STANDARD DRAWING  
NO.  
**424**  
Victoria

1. BITUMINOUS TRAILS AND SIDEWALKS MUST BE CONSTRUCTED TO MAINTAIN POSITIVE DRAINAGE AWAY FROM THE PATHWAYS THROUGHOUT THE ENTIRE LENGTH.
2. TOPSOIL AND BACKFILLING OPERATIONS MUST BE COMPLETED TO AVOID DAMAGE TO THE BITUMINOUS TRAILS AND SIDEWALKS. FINAL GRADE OF BACKFILL AND TOPSOIL MUST BE FLUSH WITH THE PATH EDGE TO AVOID TRAPPING WATER.
3. DIVIDE SIDEWALK INTO SECTIONS WITH CONTRACTION JOINTS. SPACING SHALL NOT BE LESS THAN 3 FT NOR GREATER THAN 12 FT IN ANY DIMENSION.
4. CONCRETE PEDESTRIAN RAMPS MUST BE CONSTRUCTED AT ALL INTERSECTIONS UNDER THE SUPERVISION OF A CERTIFIED ADA SUPERVISOR.

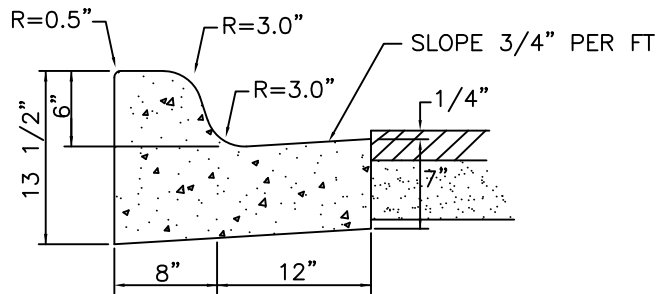
STANDARD PLAN NOTES  
SIDEWALKS AND TRAILS

FEBRUARY 2022

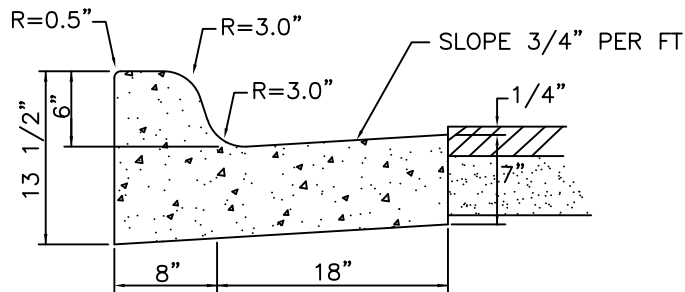


CITY OF VICTORIA

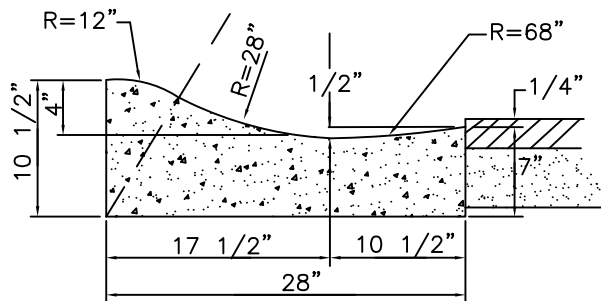
STANDARD DRAWING  
NO.  
**500A**  
Victoria



MnDOT B612  
CONCRETE CURB AND GUTTER

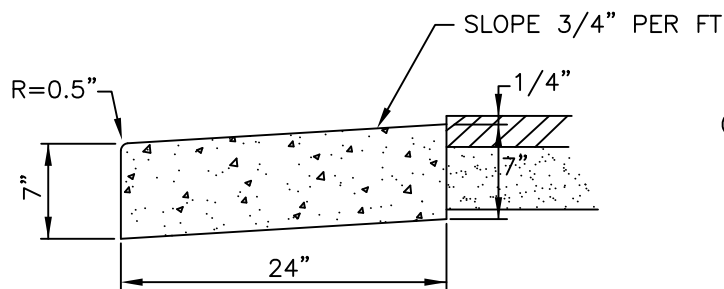


MnDOT B618  
CONCRETE CURB AND GUTTER



SURMOUNTABLE  
CONCRETE CURB AND GUTTER

NOTE:  
CONSTRUCT B618 CURB & GUTTER AT  
INTERSECTION RADII FROM P.C. TO P.T. PROVIDE  
10-FOOT TRANSITION FROM SURMOUNTABLE  
CURB & GUTTER TO B618 CURB & GUTTER AT  
INTERSECTIONS AND CATCH BASINS.



RIBBON CURB  
CONCRETE CURB AND GUTTER

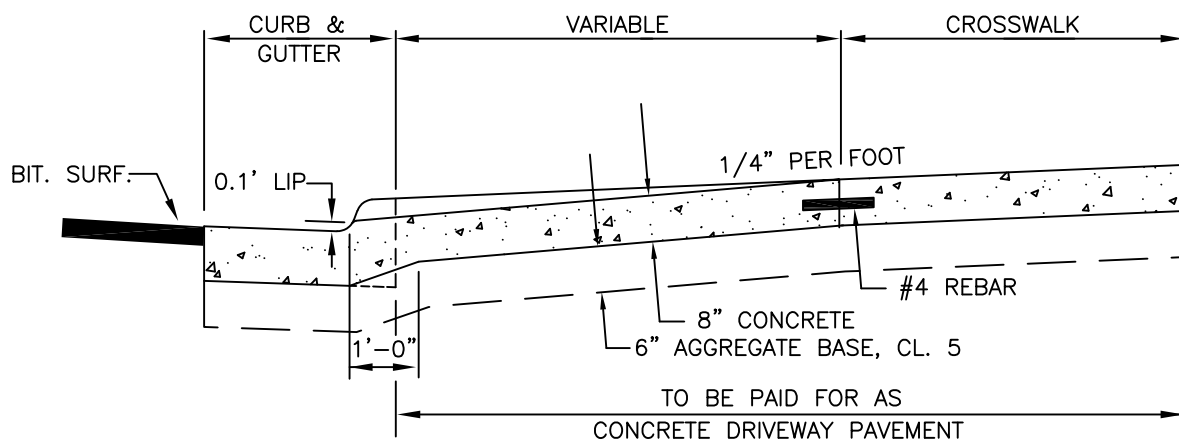
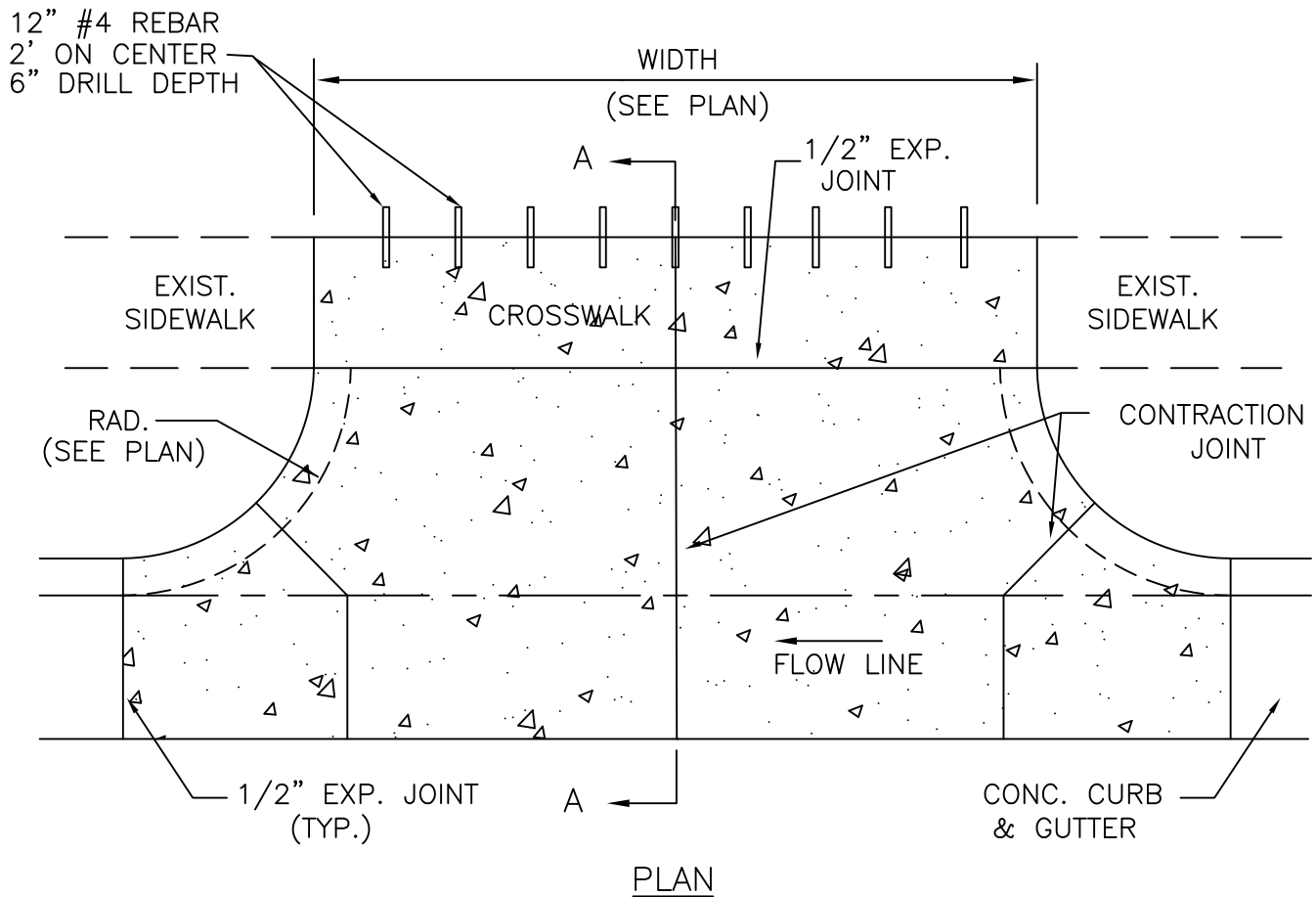
## CONCRETE CURB & GUTTER

FEBRUARY 2022



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STANDARD DRAWING  
NO.  
**501**  
Victoria



NOTES :

1. PANEL WIDTH SHALL NOT EXCEED 10' WITHOUT € CONTR. JOINT.
2. WHERE SIDEWALK EXISTS OR IS PROPOSED, CROSSWALK SHALL BE SAME THICKNESS AS DRIVEWAY.
3. 12" #4 REBAR REQUIRED WITH CONNECTING TO EXISTING CONCRETE, 2' ON CENTER, 6" DRILL DEPTH

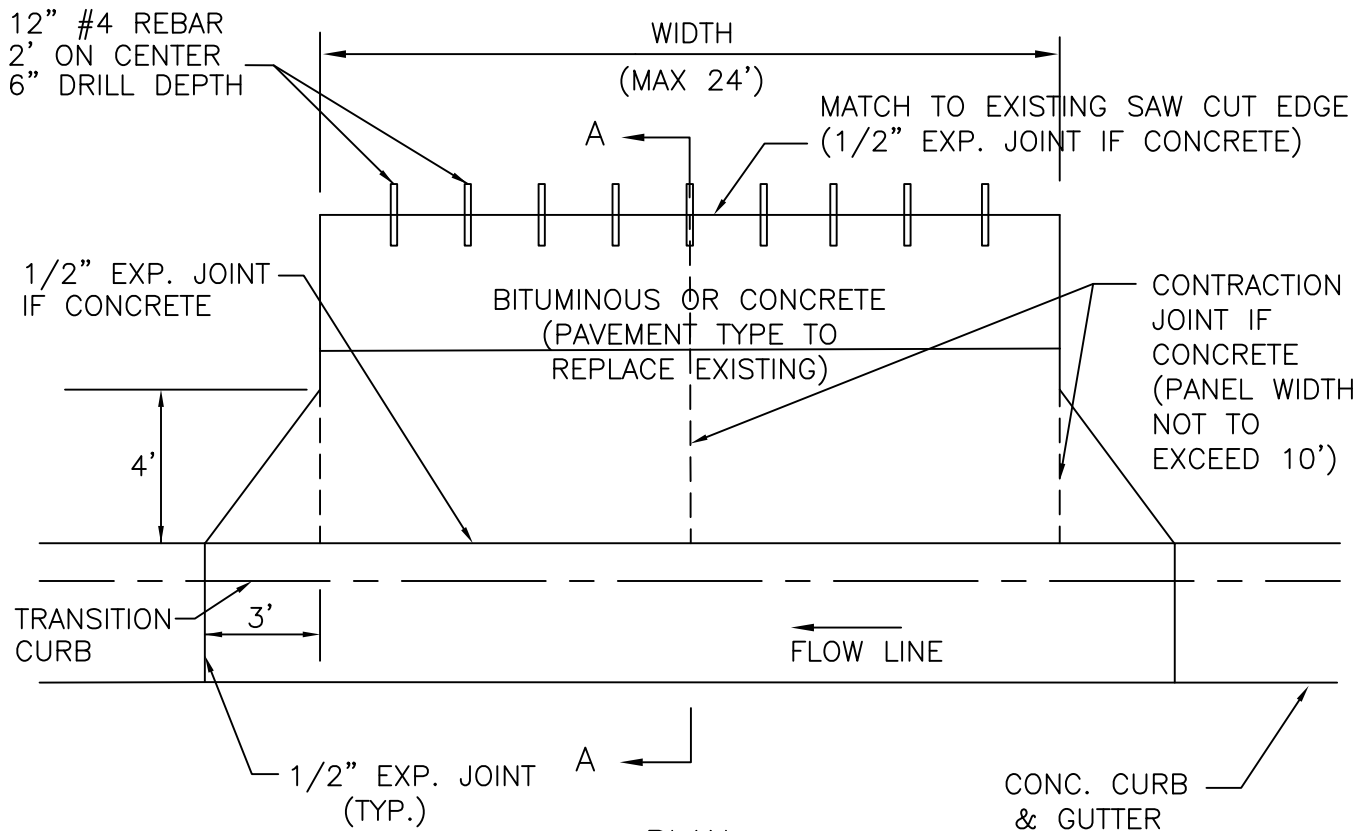
## COMMERCIAL CONCRETE DRIVEWAY

FEBRUARY 2022

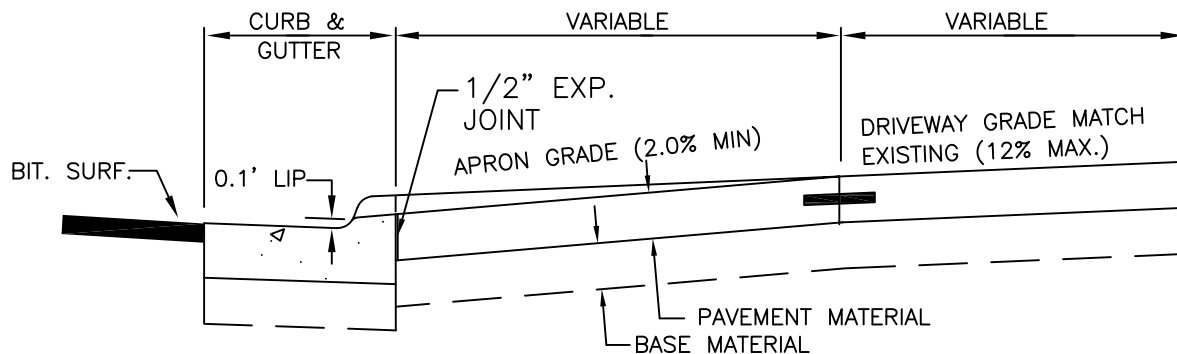


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NO.  
**502**  
Victoria



PLAN



SECTION A-A

DRIVEWAY TYPE	SURFACE THICKNESS	BASE THICKNESS
BITUMINOUS	3 INCHES	6 INCHES
CONCRETE	6 INCHES	4 INCHES

NOTES :

1. BITUMINOUS AND AGGREGATE BASE MATERIALS MUST BE ACCORDING TO STREET TYPICAL SECTIONS.
2. BITUMINOUS SHALL BE MnDOT 2360 TYPE SP, GRADATION MIXTURE NO. A WEARING COURSE.
3. AGGREGATE BASE SHALL BE MnDOT 3138 CL. 5, 100% CRUSHED STONE.
4. 12" #4 REBAR REQUIRED WITH CONNECTING TO EXISTING CONCRETE, 2' ON CENTER, 6" DRILL DEPTH

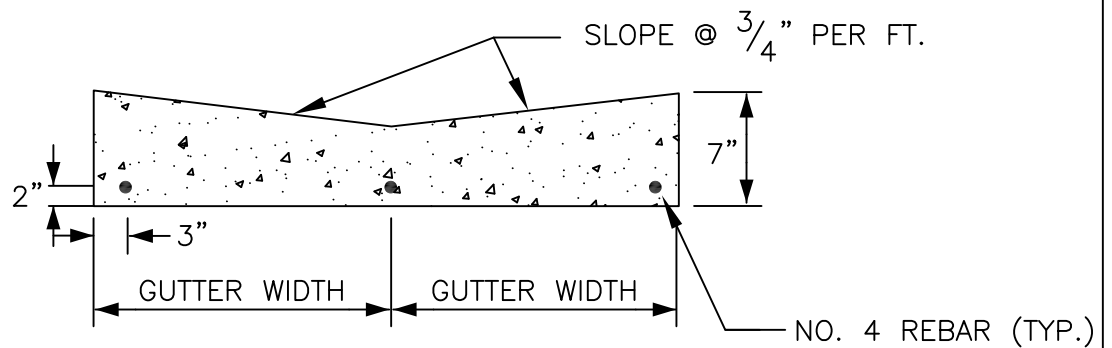
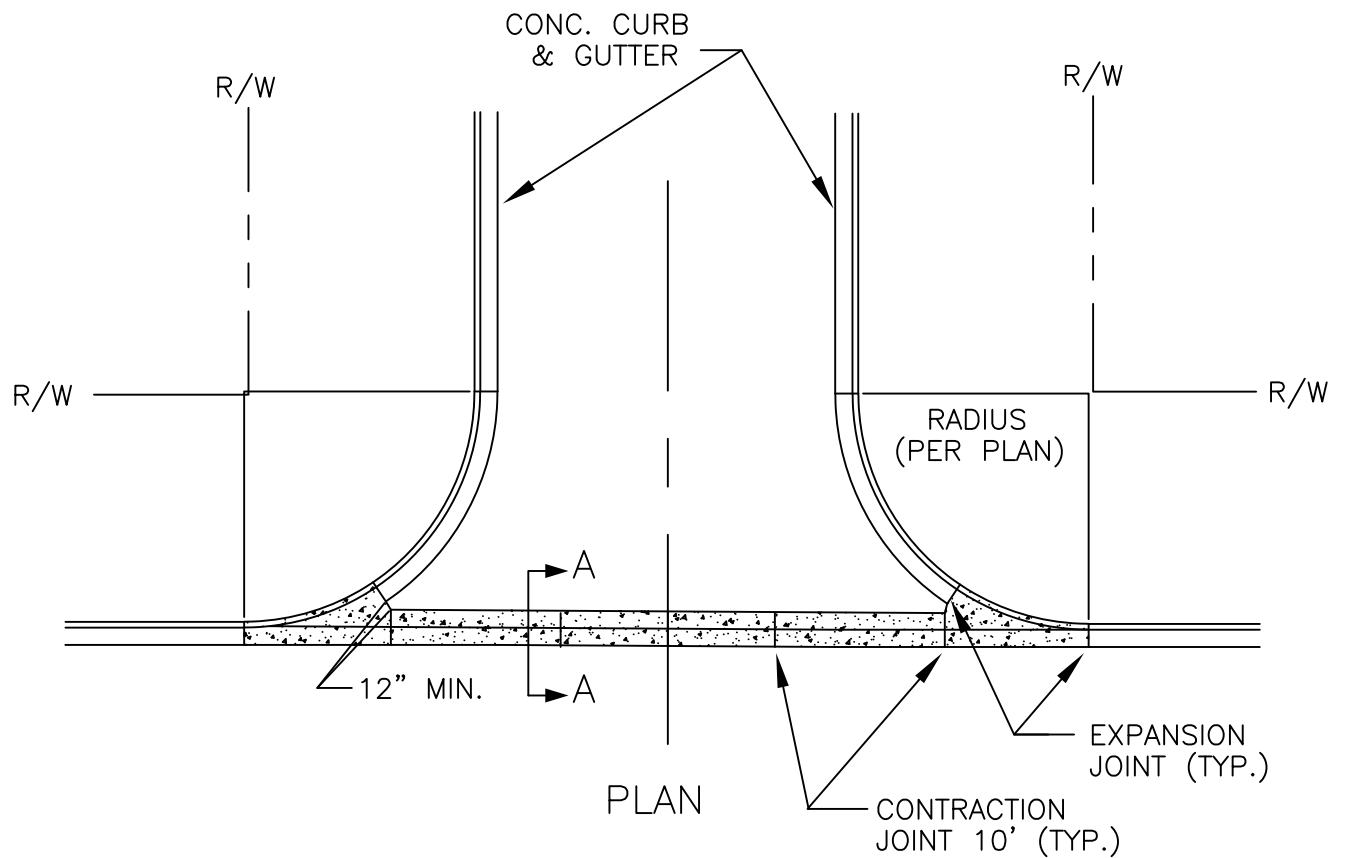
## RESIDENTIAL DRIVEWAY

FEBRUARY 2022



CITY OF VICTORIA

STANDARD DRAWING  
NO.  
**503**  
Victoria



SECTION A-A

# CONCRETE VALLEY GUTTER

FEBRUARY 2022



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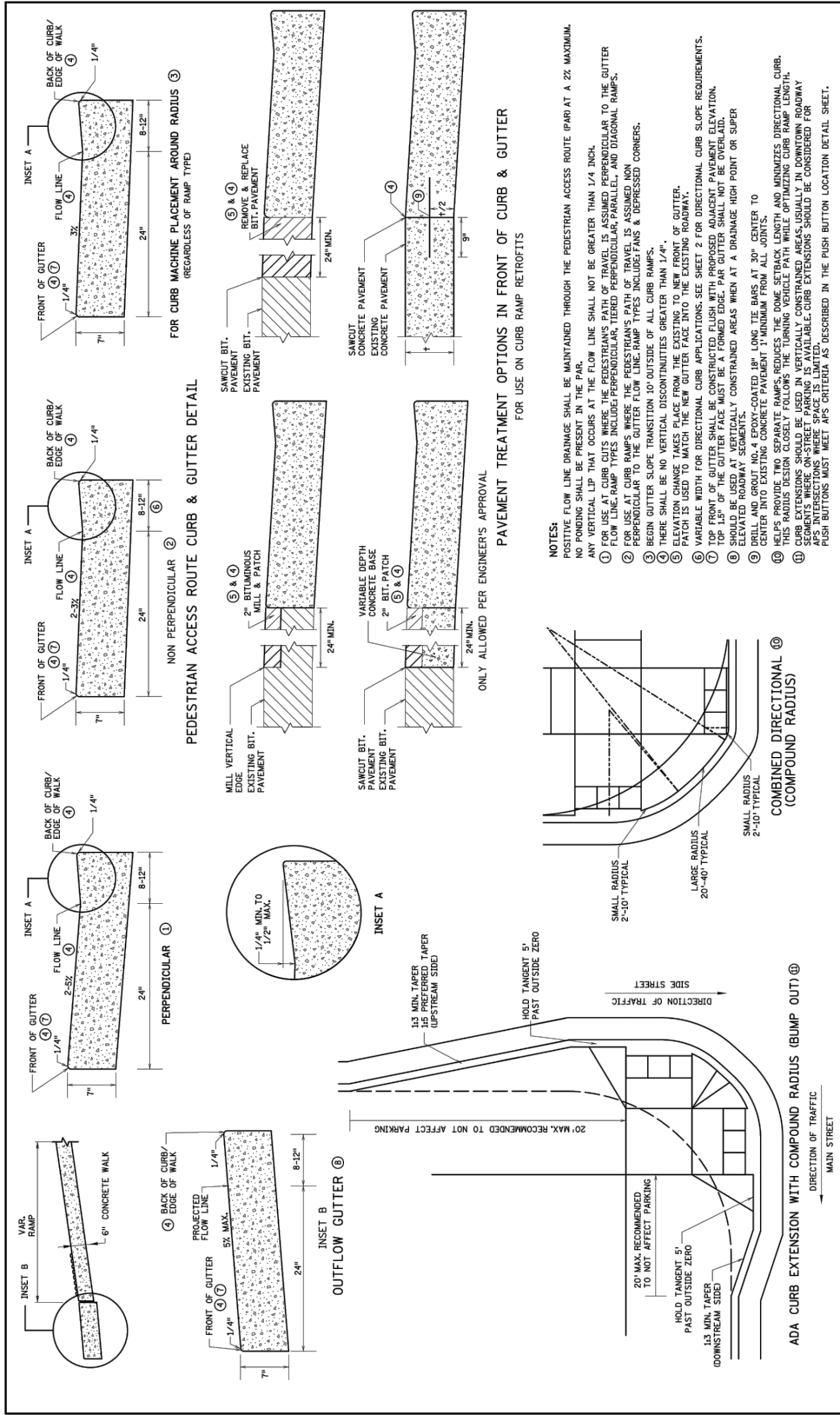
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504

Victoria



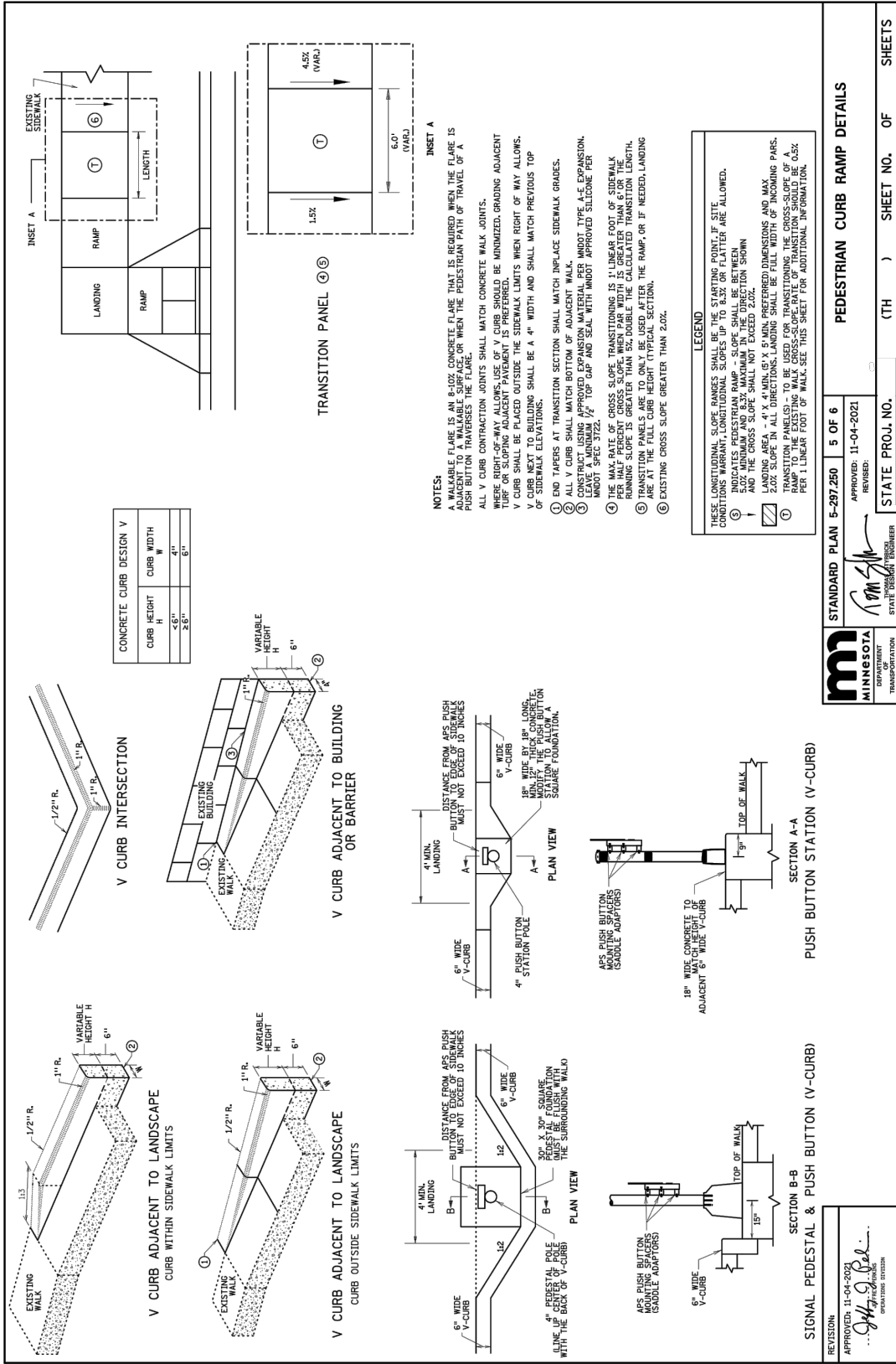




	STANDARD PLAN 5-297.250	3 OF 6	PEDESTRIAN CURB RAMP DETAILS	
	APPROVED: 11-04-2021	REVISED: 11-04-2021	(TH )	SHEET NO. OF SHEETS
		STATE PROJ. NO.		
		STATE DESIGN NUMBER		



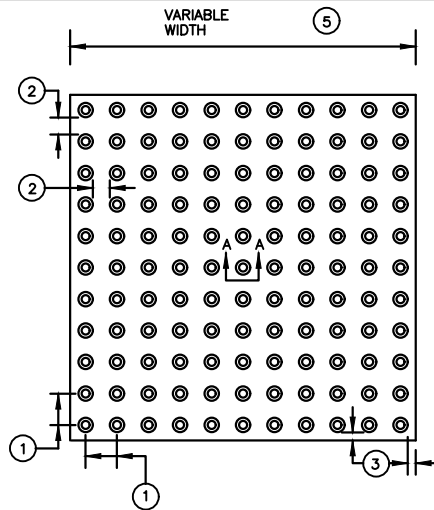
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**505D**  
Victoria



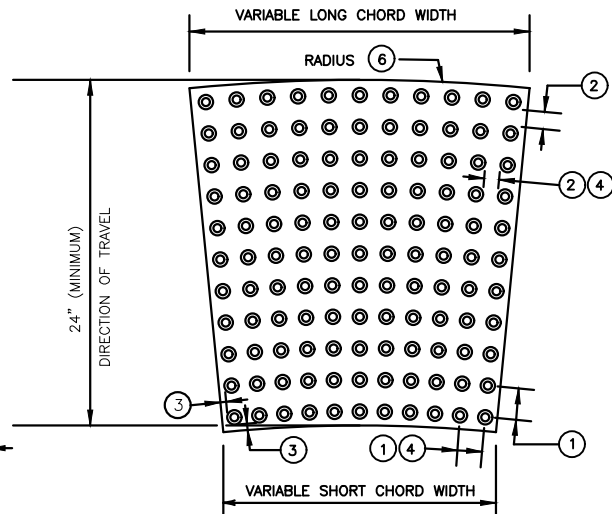
CITY OF VICTORIA

STANDARD DRAWING  
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**505E**  
Victoria

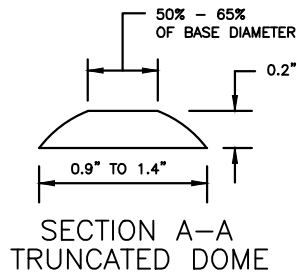
STANDARD DRAWING  
NO.  
**505F**  
Victoria



RECTANGULAR PLATES



RADIAL PLATES



TYPICAL RADIAL TRUNCATED DOME PLATES			
RADIUS (FEET) 7	LONG CHORD WIDTH (INCHES)	SQ. FT. PER PLATE	PLATES REQUIRED FOR 90 DEGREE TURN
10	23-1/2	3.53	8
15	18-13/16	2.93	15
15	23-1/2	3.67	12
20	18-13/16	3.00	20
20	18-7/8	2.98	20
25	20-1/2	3.28	23
25	23-9/16	3.77	20
30	22-5/8	3.65	25
35	22	3.56	30

## NOTES:

DETECTABLE WARNING SURFACES SHALL FOLLOW THE PUBLIC RIGHTS-OF-WAY ACCESSIBILITY GUIDELINES (PROWAG).  
DETECTABLE WARNINGS CONSIST OF TRUNCATED DOMES ALIGNED IN A SQUARE OR RADIAL GRID PATTERN.

### DETECTABLE WARNINGS ARE REQUIRED:

- WHERE RAMPS, LANDINGS, OR BLENDED TRANSITIONS PROVIDE A FLUSH PEDESTRIAN CONNECTION TO THE ROADWAY.
- WHERE PEDESTRIAN ACCESS ROUTES CROSS COMMERCIAL DRIVEWAYS THAT ARE PROVIDED WITH TRAFFIC CONTROL DEVICES OR OTHERWISE PERMITTED TO OPERATE LIKE A PUBLIC ROADWAY.
- AT PEDESTRIAN RAILWAY CROSSINGS.
- ON RAIL PLATFORMS WHERE BOARDING EDGES ARE NOT PROTECTED.

### DETECTABLE WARNINGS SHALL EXTEND:

- A MINIMUM OF 24" IN THE DIRECTION OF TRAVEL.
- THE FULL WIDTH OF THE RAMP, LANDING, OR BLENDED TRANSITION, WITHIN 3" OF FULL WIDTH ON EITHER END.
- THE FULL LENGTH OF THE PUBLIC USE AREA OF A RAIL PLATFORM.

DETECTABLE WARNING SURFACES SHALL CONTRAST VISUALLY WITH ADJACENT GUTTER, ROADWAY, OR WALKWAY, EITHER A LIGHT-ON-DARK OR DARK-ON-LIGHT. CONTRAST MAY BE PROVIDED ON THE FULL RAMP SURFACE, EXCLUDING THE FLARED SIDES.

TRUNCATED DOME PANELS SHALL BE FROM MNDOT'S APPROVED/ QUALIFIED PRODUCT LISTS. PANELS SHALL BE CAST IRON AND NATURAL / RUSTY / UNFINISHED IN COLOR.

DETECTABLE WARNING SURFACE SHALL BE PAID FOR AS TRUNCATED DOMES BY THE SQUARE FOOT.

ALL TRUNCATED DOME SYSTEMS SHALL BE PLACED IN STRICT ACCORDANCE WITH THE RECOMMENDATIONS OF THE MANUFACTURER.

- 1 CENTER TO CENTER DOME SPACING: 1.6" MINIMUM, 2.4" MAXIMUM.
- 2 BASE TO BASE DOME SPACING: 0.65" MINIMUM.
- 3 DOME BASE TO PLATE EDGE SPACING: 0.35" MINIMUM, 0.75" MAXIMUM.
- 4 SPACING VARIES ON RADIAL PLATES.
- 5 TYPICAL WIDTHS AVAILABLE: 12", 18", 24", 30", 36". CHECK WITH MANUFACTURERS FOR AVAILABLE WIDTHS.
- 6 ON RADIAL PLATE, RADIUS DEFINED AT BACK OF CURB.
- 7 TYPICAL RADII. CHECK WITH MANUFACTURERS FOR AVAILABLE RADII.

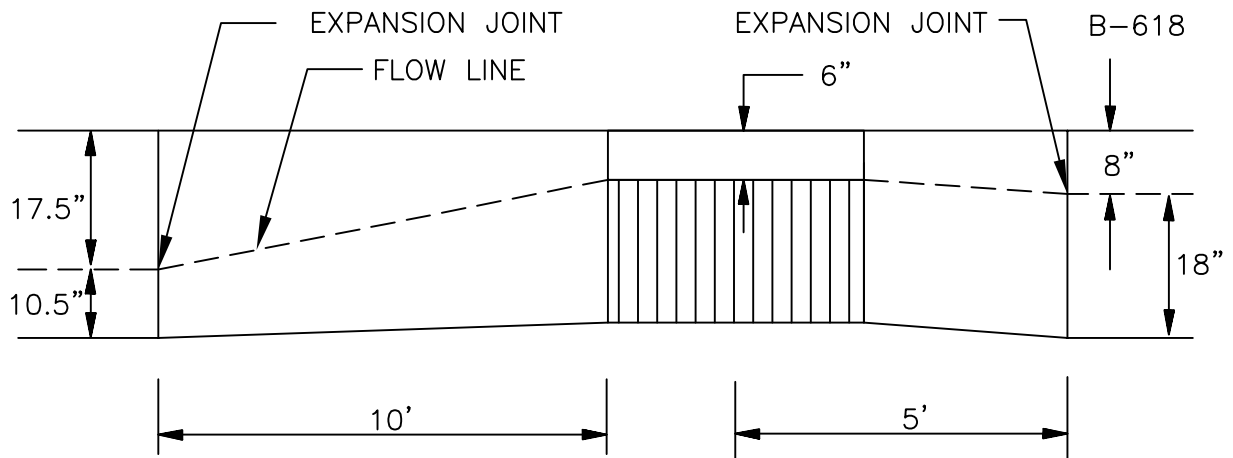
# DETECTABLE WARNING SURFACE— TRUNCATED DOMES

FEBRUARY 2022

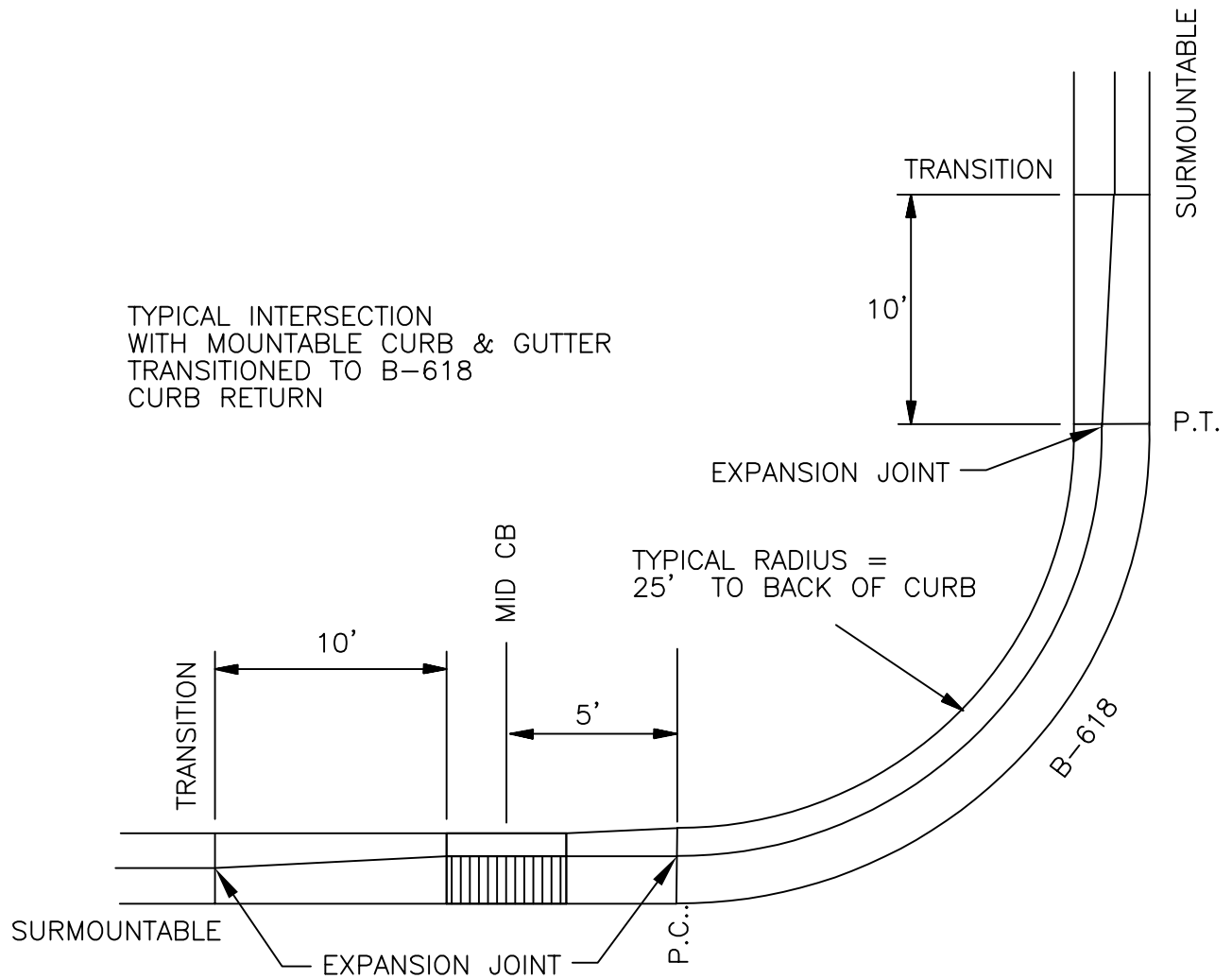


CITY OF VICTORIA

STANDARD DRAWING  
NO.  
**506**  
Victoria



TYPICAL INTERSECTION  
WITH MOUNTABLE CURB & GUTTER  
TRANSITIONED TO B-618  
CURB RETURN



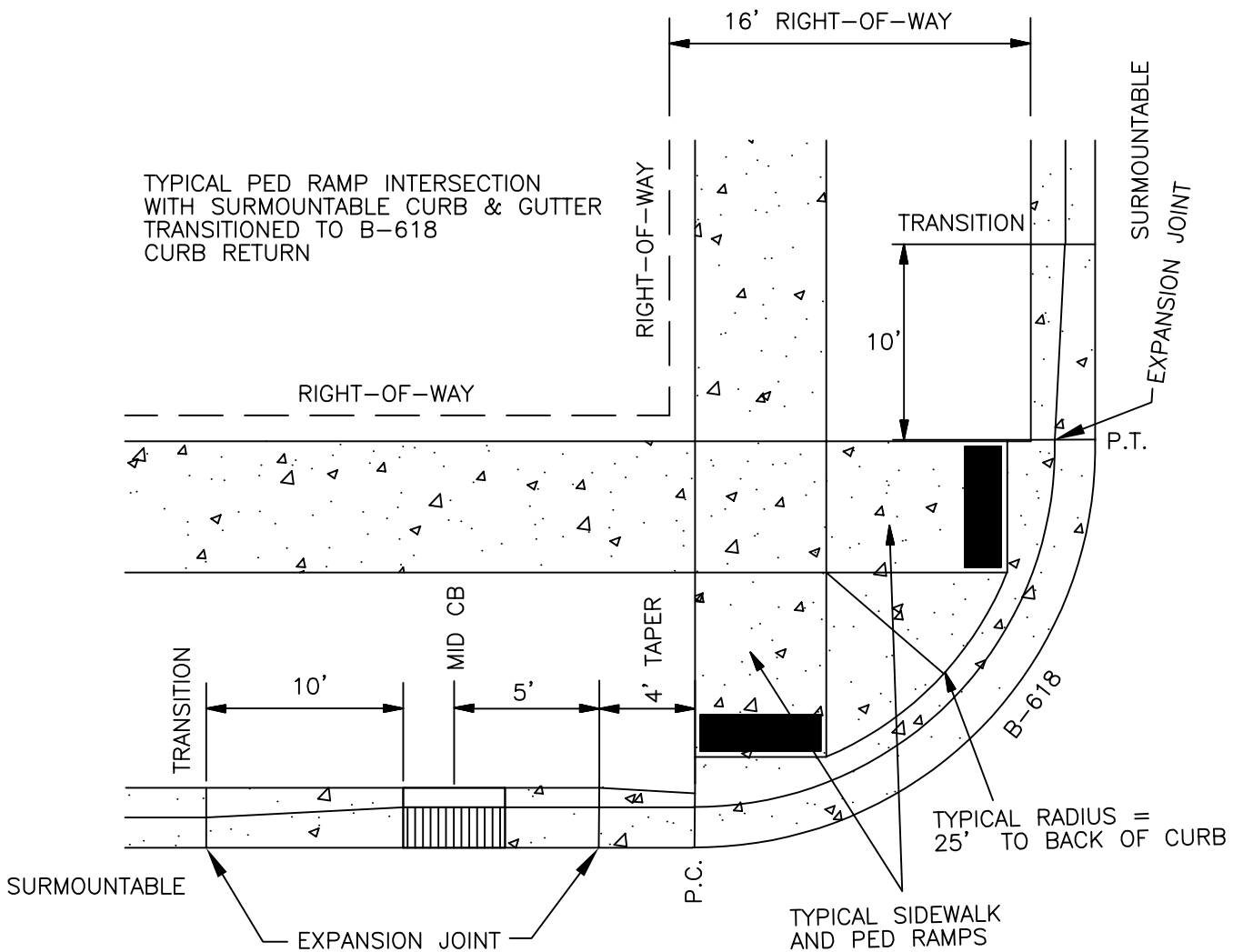
## CATCH BASIN PLACEMENT AND CURB & GUTTER TRANSITION AT INTERSECTIONS

FEBRUARY 2022



CITY OF VICTORIA

STANDARD DRAWING  
NO.  
**507**  
Victoria



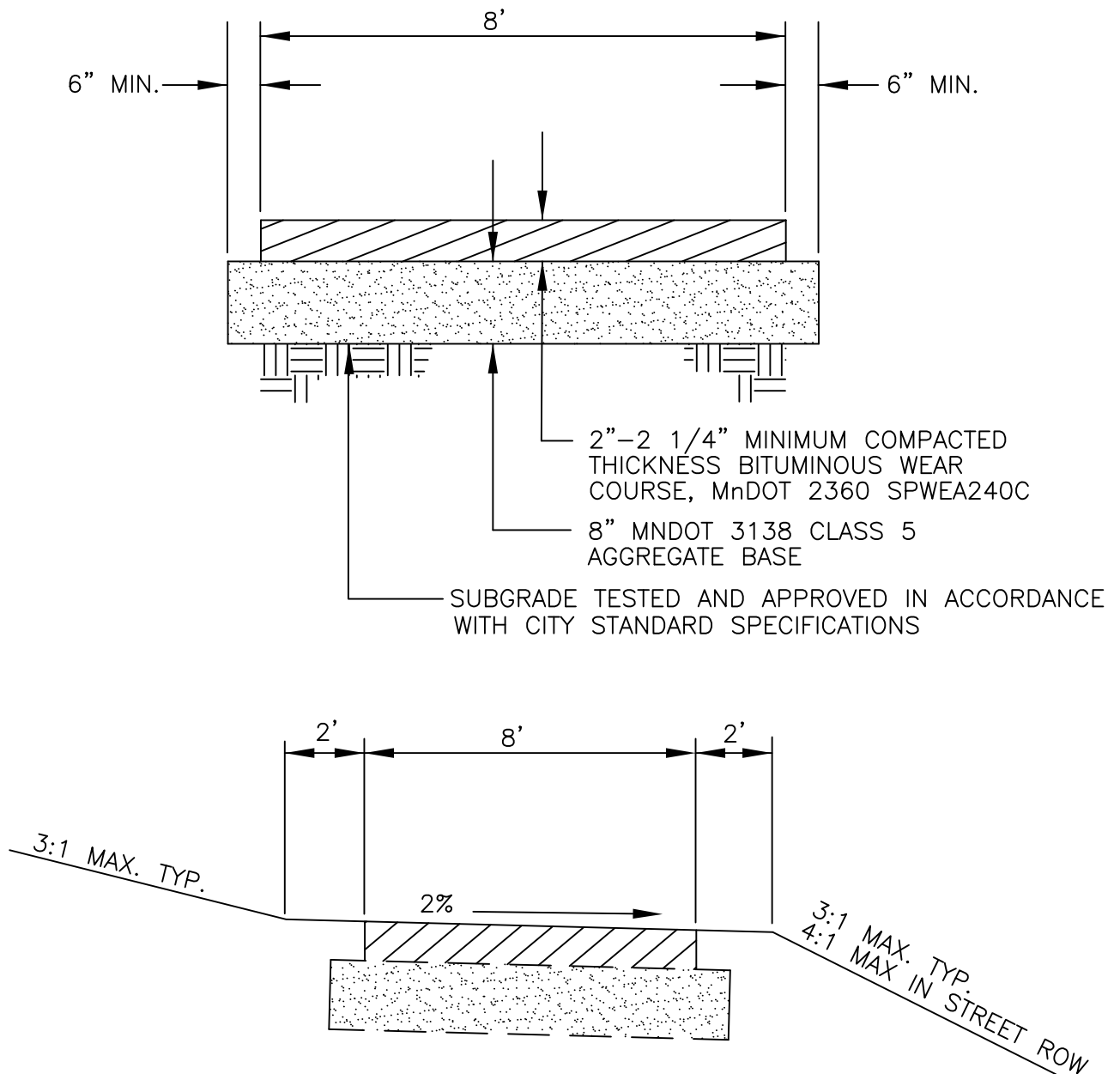
# CATCH BASIN PLACEMENT AND CURB & GUTTER TRANSITION AT INTERSECTIONS WITH PEDESTRIAN RAMPS

FEBRUARY 2022



CITY OF VICTORIA

STANDARD DRAWING  
NO.  
**508**  
Victoria



NOTE

1. BITUMINOUS TRAILS SHALL HAVE CONCRETE PED RAMPS AT ALL STREET INTERSECTIONS.
2. PROVIDE 2% CROSS-SLOPE TO MAINTAIN POSITIVE DRAINAGE AWAY FROM TRAIL SURFACE THROUGHOUT LENGTH OF TRAIL.

## BICYCLE-PEDESTRIAN PATH

FEBRUARY 2022

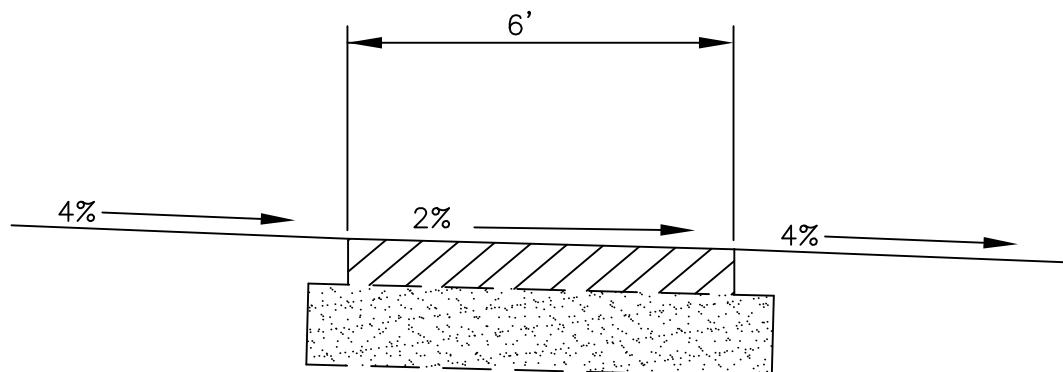
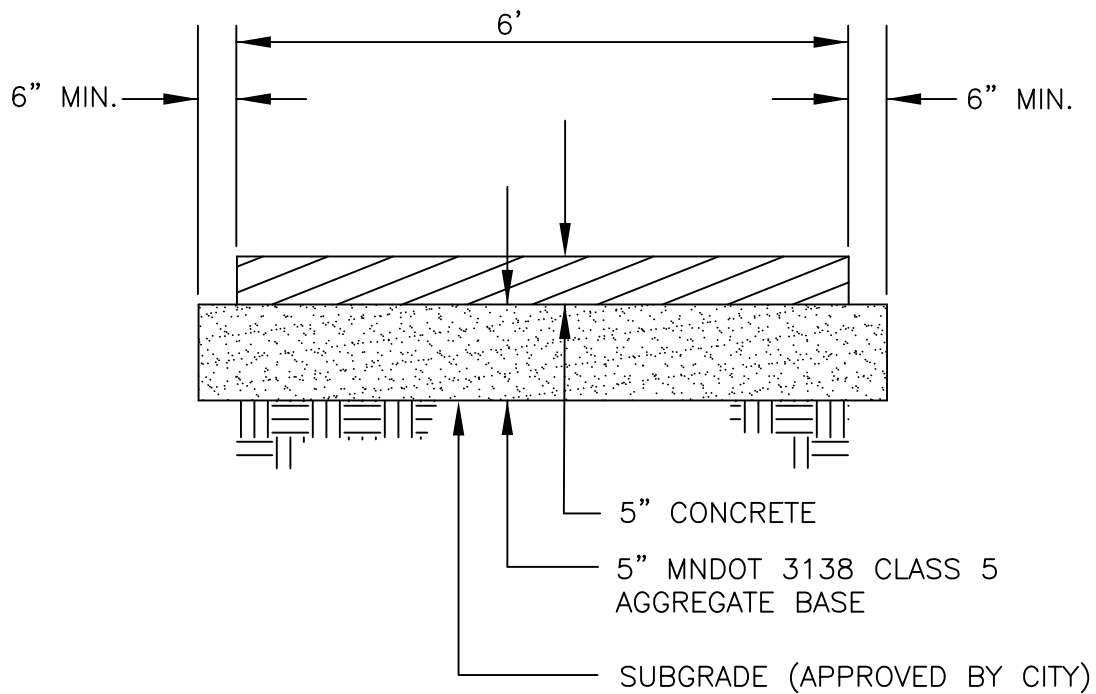


CITY OF VICTORIA

STANDARD DRAWING  
NO.

509

Victoria



#### NOTE

1. SIDEWALKS SHALL HAVE CONCRETE PED RAMPS AT ALL STREET INTERSECTIONS.
2. PROVIDE 2% CROSS-SLOPE TO MAINTAIN POSITIVE DRAINAGE AWAY FROM SIDEWALK THROUGHOUT LENGTH OF WALK.
3. NO RECYCLED MATERIALS ALLOWED.

## CONCRETE SIDEWALK

FEBRUARY 2022

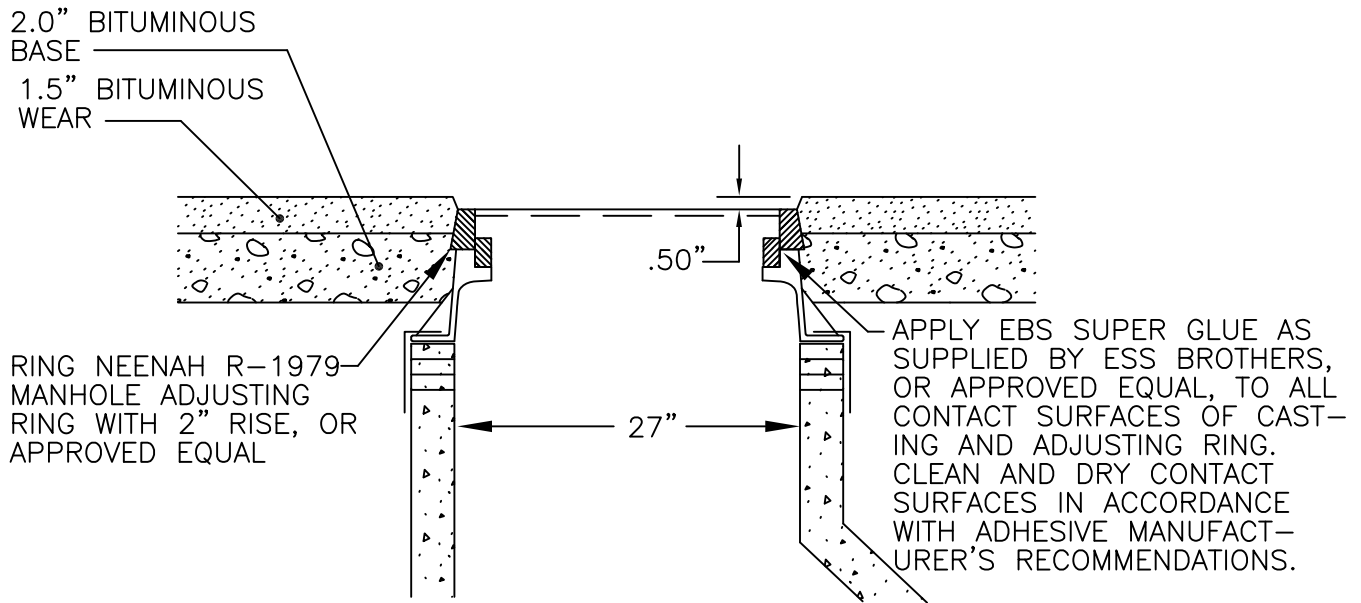


CITY OF VICTORIA

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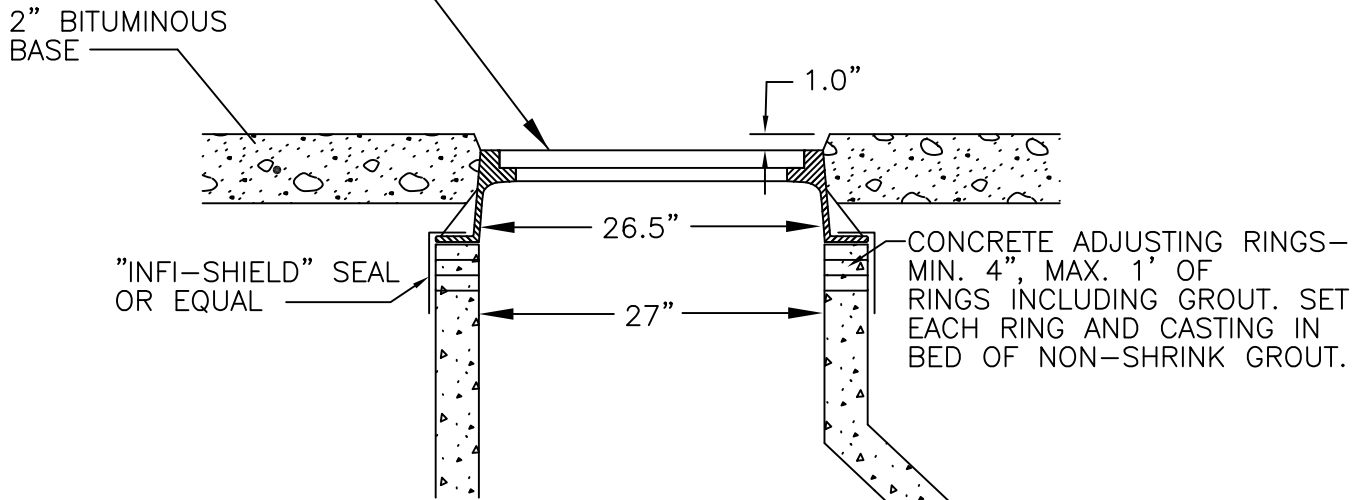
510

Victoria



BITUMINOUS WEAR COURSE ADJACENT DETAIL  
NOT TO SCALE

CASTING SHALL BE NEENAH R1642.  
SEE CITY DETAIL 107



BITUMINOUS BASE COURSE ADJACENT DETAIL  
NOT TO SCALE

ANY UTILITY MORTAR SHALL MEET ASTM C270 AND C1714. SPEC MIX UNDERGROUND UTILITY MORTAR OR APPROVED EQUAL

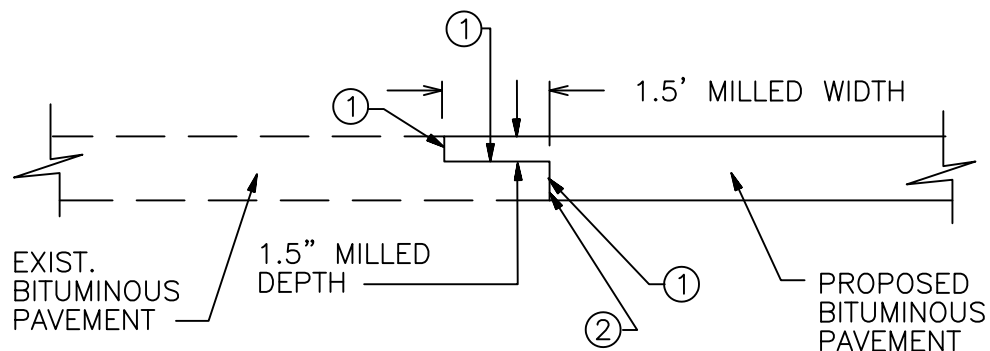
FEBRUARY 2022

## MANHOLE CASTING ADJUSTMENT



**CITY OF VICTORIA**

STANDARD DRAWING  
NO.  
**511**  
Victoria



MILLED LAP JOINT SHALL BE CONSTRUCTED WHERE MATCHING INTO EXISTING BITUMINOUS PAVEMENT. MILL IMMEDIATELY PRIOR TO CONSTRUCTING BITUMINOUS WEARING COURSE.

#### NOTES:

- ① APPLY BITUMINOUS TACK COAT, MnDOT SPEC. 2357.
- ② SAW BITUMINOUS PAVEMENT FULL DEPTH TO ESTABLISH A NEAT LINE FROM WHICH TO EXTEND THE NEW WORK.

## MILLED LAP JOINT

FEBRUARY 2022

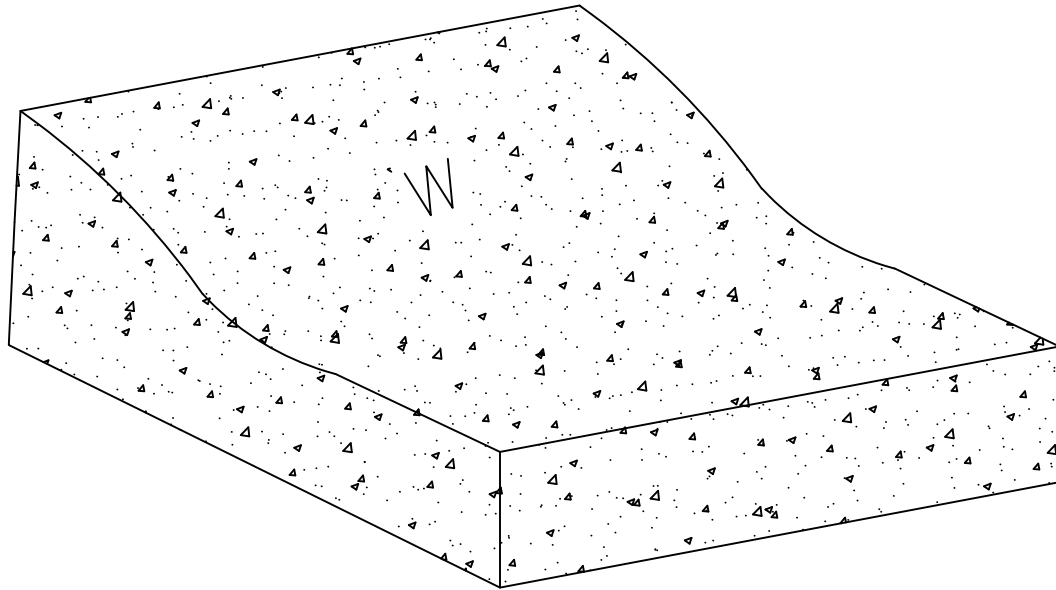


**CITY OF VICTORIA**

STANDARD DRAWING  
NO.

**512**

Victoria



- W — RELATIVE CURB STOP LOCATION  
 C — RELATIVE DRAINTILE CLEANOUT LOCATION  
 S — RELATIVE SUMP PUMP STUB LOCATION  
 S — RELATIVE SANITARY SEWER SERVICE STUB LOCATION

NOTES:

1. CURB MARKERS ARE AVAILABLE FROM CITY HALL.
2. CURB MARKINGS SHALL BE POSITIONED IN THE FACE OF THE CURB, WHILE THE CONCRETE IS IN A PLASTIC STATE, PERPENDICULAR TO THE LOCATION OF CURB STOPS AND DRAINTILE CLEAN OUTS.
3. WHERE B6 CURB IS USED, PLACE CURB MARKING ON FACE OF CURB.

## CONCRETE CURB MARKING

FEBRUARY 2022



**CITY OF VICTORIA**

STANDARD DRAWING  
NO.

**513**

Victoria

1. THE CONTRACTOR SHALL CONDUCT OPERATIONS AND IMPLEMENT MINNESOTA POLLUTION CONTROL AGENCY (MPCA) BEST MANAGEMENT PRACTICES (BMP) TO CONTROL SITE SILTATION AND EROSION INTO DRAINAGE WAYS. THE CONTRACTOR SHALL COMPLY WITH ALL CONDITIONS AND COMPLETION DATES RELATIVE TO ALL PERMITS ISSUED FOR THE WORK TO BE COMPLETED. THE ENGINEER MAY ISSUE A STOP WORK ORDER FOR ALL DEVELOPMENT WORK AND BUILDING CONSTRUCTION FOR NONCOMPLIANCE WITH THESE MEASURES.
2. SEQUENCING. ALL SILT FENCE AND OTHER EROSION CONTROL MEASURES SHALL BE IN PLACE AND APPROVED BY ENGINEER PRIOR TO ANY REMOVALS, EXCAVATION OR CONSTRUCTION AND SHALL BE MAINTAINED UNTIL VIABLE TURF OR GROUND COVER HAS BEEN ESTABLISHED AND APPROVED BY THE ENGINEER.
3. SILT FENCE. THE CONTRACTOR SHALL INSTALL SILT FENCE AT THE LOCATIONS SHOWN ON THE PLANS AND IN ACCORDANCE WITH THE CITY STANDARD DETAILS. SILT FENCE DAMS AND INTERIM SUMPS SHALL BE PLACED TO INTERCEPT SILT FROM CONCENTRATED RUNOFF FROM OPEN GRADED AREAS. ADDITIONAL SILT FENCE SHALL BE REQUIRED AS DIRECTED BY THE ENGINEER.
4. STOCKPILES. ALL STOCKPILE AREAS SHALL HAVE SILT FENCE OR SEDIMENT TRAPPING SYSTEMS PLACED AROUND THE ENTIRE PERIMETER.
5. INLET PROTECTION. THE CONTRACTOR SHALL INSTALL INLET PROTECTION ON ALL EXISTING STORM SEWER INLETS IN ACCORDANCE WITH THE CITY STANDARD DETAILS. INLET PROTECTION SHALL ALSO BE PROVIDED ON ALL PROPOSED STORM SEWER INLETS IMMEDIATELY FOLLOWING CONSTRUCTION OF THE INLET. INLET PROTECTION MUST BE INSTALLED IN A MANNER THAT WILL NOT IMPOUND WATER FOR EXTENDED PERIODS OF TIME OR IN A MANNER THAT PRESENTS A HAZARD TO VEHICULAR OR PEDESTRIAN TRAFFIC.
6. TEMPORARY SEDIMENT BASINS. THE CONTRACTOR SHALL INCORPORATE TEMPORARY SEDIMENT BASINS THROUGHOUT THE CONSTRUCTION SITE TO CAPTURE RUNOFF AND SLOW THE FLOW OF WATER AND ALLOW SEDIMENT TO SETTLE OUT. TEMPORARY SEDIMENT BASINS SHALL BE INSTALLED AS DIRECTED BY THE CITY ENGINEER.
7. ROCK CONSTRUCTION ENTRANCE. A ROCK ENTRANCE SHALL BE CONSTRUCTED AND MAINTAINED AS SHOWN ON THE PLAN TO REDUCE TRACKING OF SILT AND DIRT ONTO THE PUBLIC STREETS. A GEOTEXTILE FABRIC SHALL BE PLACED UNDERNEATH THE ROCK. THE ROCK SHALL BE PERIODICALLY REPLENISHED TO MAINTAIN THE INTENDED PERFORMANCE. MUD AND DEBRIS SHALL BE REMOVED OR SCRAPPED FROM TIRES AND VEHICLE UNDERCARRIAGE PRIOR TO LEAVING THE SITE.
8. STREET SWEEPING. ALL STREETS USED FOR ACCESS TO THE SITE AND HAUL ROUTES USED FOR CONSTRUCTION EQUIPMENT AND MATERIAL SUPPLIES SHALL BE CLEANED AT THE END OF EACH WORKING DAY. THE CITY OR ENGINEER MAY ORDER ADDITIONAL SWEEPING OF THE STREETS AS DEEMED REQUIRED AT DEVELOPER/CONTRACTOR EXPENSE.

## STANDARD PLAN NOTES

### GRADING AND EROSION CONTROL PLANS

FEBRUARY 2022



**CITY OF VICTORIA**

STANDARD DRAWING  
NO.  
**600A**  
Victoria

9. DEWATERING. EACH EXCAVATION SHALL BE KEPT DRY DURING THE COURSE OF ALL WORK HEREIN, INCLUDING SUBGRADE CORRECTION, PIPE INSTALLATION, STRUCTURE CONSTRUCTION AND BACKFILLING, TO THE EXTENT THAT NO DAMAGE FROM HYDROSTATIC PRESSURE, FLOTATION OR OTHER DAMAGE RESULTS. ALL EXCAVATIONS SHALL BE DEWATERED TO A DEPTH OF AT LEAST 3 INCHES BELOW THE BOTTOM OF THE CONCRETE SLAB OR PIPE TO BE INSTALLED THEREIN. THE CONTRACTOR MAY USE ANY METHOD OR COMBINATION OF METHODS FOR DEWATERING HE CHOOSES; HOWEVER, ALL DEWATERING METHODS AND EQUIPMENT WHICH, IN THE OPINION OF THE ENGINEER, ARE INEFFECTIVE SHALL BE ABANDONED, IMPROVED, REPLACED OR OTHERWISE ALTERED TO OBTAIN EFFECTIVE DEWATERING. THE CONTRACTOR SHALL PROVIDE ALL POWER, PUMPS, MATERIALS AND APPARATUS NECESSARY, AND SHALL BE RESPONSIBLE FOR DISPOSING OF THE WATER PUMPED FROM THE EXCAVATION IN A MANNER WHICH WILL NOT INTERFERE WITH OTHER WORK WITHIN THE AREA AND NOT TO DAMAGE PUBLIC OR PRIVATE PROPERTY. THE CONTRACTOR WILL BE HELD RESPONSIBLE FOR THE CONDITION OF ANY PIPE, CONDUIT, DITCH, CHANNEL OR NATURAL WATERCOURSE UTILIZED FOR DRAINAGE PURPOSES, AND ALL EROSION, SEDIMENT OR OTHER ADVERSE RESULTS OF THEIR USE SHALL BE REPAIRED.
10. POSITIVE DRAINAGE AND PROTECTION. THE CONTRACTOR SHALL MAINTAIN POSITIVE DRAINAGE THROUGHOUT THE SITE AT ALL TIMES. LOW POINTS WITHIN AND ALONG ROADWAYS ARE EXPRESSLY PROHIBITED. THE CONTRACTOR SHALL BE RESPONSIBLE FOR TEMPORARY DITCHES, PIPING OR OTHER MEANS TO FACILITATE PROPER DRAINAGE DURING CONSTRUCTION. TO PROTECT PREVIOUSLY GRADED AREAS FROM EROSION, WOOD FIBER BLANKET SHALL BE PLACED IMMEDIATELY ON STEEP SLOPES (1:3 OR GREATER) AND EMBANKMENTS, PERMANENT AND TEMPORARY PONDS, AND OUTLETS AND OVERFLOWS TO PROTECT THE COMPLETED GRADE AND MINIMIZE SILT IN THE RUNOFF.
11. DRAINAGE DITCHES. THE NORMAL WETTED PERIMETER OF ANY TEMPORARY OR PERMANENT DRAINAGE DITCH OR SWALE THAT DRAINS WATER FROM ANY PORTION OF THE CONSTRUCTION SITE, OR DIVERTS WATER AROUND THE SITE, MUST BE STABILIZED WITHIN 200 LINEAL FEET FROM THE PROPERTY EDGE, OR FROM THE POINT OF DISCHARGE INTO ANY SURFACE WATER. STABILIZATION OF THE LAST 200 LINEAL FEET MUST BE COMPLETED WITHIN 24 HOURS AFTER CONNECTING TO A SURFACE WATER. STABILIZATION OF THE REMAINING PORTIONS OF ANY TEMPORARY OR PERMANENT DITCHES OR SWALES MUST BE COMPLETE WITHIN 14 DAYS AFTER CONNECTING TO A SURFACE WATER AND CONSTRUCTION IN THAT PORTION OF THE DITCH HAS TEMPORARILY OR PERMANENTLY CEASED. TEMPORARY OR PERMANENT DITCHES OR SWALES THAT ARE BEING USED AS A SEDIMENT CONTAINMENT SYSTEM (WITH PROPERLY DESIGNED ROCK DITCH CHECKS, BIO ROLLS, SILT DIKES, ETC.) DO NOT NEED TO BE STABILIZED. THESE AREAS MUST BE STABILIZED WITHIN 24 HOURS AFTER NO LONGER BEING USED AS A SEDIMENT CONTAINMENT SYSTEM.
12. TURF ESTABLISHMENT. ALL EXPOSED SOIL AREAS MUST BE STABILIZED AS SOON AS POSSIBLE TO LIMIT SOIL EROSION BUT IN NO CASE LATER THAN 14 DAYS AFTER THE CONSTRUCTION ACTIVITY IN THAT PORTION OF THE SITE HAS TEMPORARILY OR PERMANENTLY CEASED.

## STANDARD PLAN NOTES

FEBRUARY 2022

### GRADING AND EROSION CONTROL PLANS



**CITY OF VICTORIA**

STANDARD DRAWING  
NO.  
**600B**  
Victoria

13. MAINTENANCE AND INSPECTION. EROSION CONTROL MEASURES SHALL BE MAINTAINED THROUGHOUT THE CONSTRUCTION AND UNTIL SATISFACTORY ESTABLISHMENT OF PERMANENT GROUND COVER IS OBTAINED. ALL EROSION AND SEDIMENTATION CONTROL MEASURES, AND STORMWATER OUTFALLS MUST BE INSPECTED WEEKLY, AND WITHIN 24 HOURS OF THE SITE RECEIVING 0.5 INCHES OF RAIN. REPAIRS MUST BE MADE ON THE SAME DAY OR FOLLOWING DAY OF THE INSPECTION. UNSATISFACTORY CONDITIONS NOT REPAIRED OR CLEANED UP WITHIN 48-HOURS OF NOTIFICATION SHALL RESULT IN A STOP WORK ORDER, AND/OR SAID WORK SHALL BE COMPLETED AT CONTRACTOR'S EXPENSE.
14. REMOVAL. THE CONTRACTOR SHALL REMOVE AND DISPOSE OF ALL TEMPORARY EROSION CONTROL MEASURES, STRUCTURES AND DEVICES ONLY AFTER RECEIVING ENGINEER APPROVAL. ALL DEBRIS, STAKES, AND SILTS ALONG SILT FENCES SHALL BE REMOVED AND DISPOSED OFF SITE. THE CONTRACTOR SHALL HAND RAKE SILTED AREAS ALONG THE FENCE LOCATIONS TO PROVIDE A SMOOTH FINAL GRADE AND SHALL RESTORE THE GROUND SURFACE WITH SEED OR SOD, AS REQUIRED, TO MATCH THE FINISHED GRADE TO THE ADJACENT AREA.
15. FINAL STORM SEWER SYSTEM. AT THE COMPLETION OF THE WORK AND BEFORE THE FINAL WALK THROUGH, THE CONTRACTOR SHALL REMOVE STORM SEWER INLET PROTECTION MEASURES AND THOROUGHLY FLUSH THE STORM SEWER SYSTEM. SEDIMENT AND DEBRIS SHALL BE COMPLETELY REMOVED AND CLEANED AT THE INLETS, OUTLETS, AND DOWNSTREAM OF EACH OUTLET. RIPRAP AND GEOTEXTILE FABRIC MAY REQUIRE REPLACEMENT AS DIRECTED BY THE ENGINEER TO OBTAIN A LIKE NEW INSTALLATION ACCEPTABLE TO THE CITY.
16. DITCH CHECK (BIOROLL BLANKET SYSTEM). BIOROLL AND BLANKET SYSTEMS SHALL BE INSTALLED AS DITCH CHECKS ONLY IN SPECIFIED LOCATIONS AS APPROVED BY THE CITY ENGINEER. BIOROLLS ARE NOT TO BE UTILIZED IN AREAS WHERE VEHICLE AND CONSTRUCTION TRAFFIC OCCUR.
17. FLOTATION SILT CURTAIN. FLOTATION SILT CURTAIN SHALL BE UTILIZED WHEN CONSTRUCTION ACTIVITIES OCCUR DIRECTLY ADJACENT TO LAKES, STREAMS OR WETLANDS IN ORDER TO CONTAIN SEDIMENTS NEAR THE BANKS OF WORKING AREAS. THE INSTALLATION OF FLOTATION SILT CURTAINS WILL BE REQUIRED AS DIRECTED BY THE CITY ENGINEER.
18. CONCRETE WASHOUT ONSITE. ALL LIQUID AND SOLID WASTES GENERATED BY CONCRETE WASHOUT OPERATIONS MUST BE CONTAINED IN A LEAK-PROOF CONTAINMENT FACILITY OR IMPERMEABLE LINER. A COMPACTED CLAY LINER THAT DOES NOT ALLOW WASHOUT LIQUIDS TO ENTER GROUND WATER IS CONSIDERED AN IMPERMEABLE LINER. THE LIQUID AND SOLID WASTES MUST NOT CONTACT THE GROUND, AND THERE MUST NOT BE RUNOFF FROM THE CONCRETE WASHOUT OPERATIONS OR AREAS. LIQUID AND SOLID WASTES MUST BE DISPOSED OF PROPERLY AND IN COMPLIANCE WITH MPCA REGULATIONS. A SIGN MUST BE INSTALLED ADJACENT TO EACH WASHOUT FACILITY TO INFORM CONCRETE EQUIPMENT OPERATORS TO UTILIZE THE PROPER FACILITIES.

## STANDARD PLAN NOTES

FEBRUARY 2022

### GRADING AND EROSION CONTROL PLANS



**CITY OF VICTORIA**

STANDARD DRAWING  
NO.  
**600C**  
Victoria

1. RESTORE ALL DISTURBED AREAS WITH 6 INCHES OF TOPSOIL CONFORMING TO MNDOT 3877.
2. PROTECT ALL STORM SEWER INLETS AS SPECIFIED HEREIN AND MAINTAIN UNTIL STREET CONSTRUCTION IS COMPLETED.
3. MAINTAIN ALL SILT FENCE AND REPAIR OR REPLACE AS NEEDED OR REQUIRED UNTIL TURF HAS BEEN ESTABLISHED.
4. RESTORATION WORK SHALL BEGIN WITHIN 7 DAYS OF FINAL GRADING.
5. PLACE 1 ROW OF MNDOT 3885 CATEGORY 3, TYPE 2S (NATURAL NETTING ON BOTH SIDES) EROSION CONTROL BLANKET (8' MIN) BEHIND BACK OF CURB WITH SEED IN ACCORDANCE WITH THE CITY STANDARD SPECIFICATIONS. PLACE HEAVY DUTY SILT FENCE (SPEC. 2573.3, TYPE MS/HI) DIRECTLY BEHIND BLANKET. IN AREAS WITH SIDEWALK/TRAIL, INSTALL SILT FENCE ON BACKSIDE OF WALKWAY.
6. BOULEVARD AND DITCH RESTORATION INCLUDES FINE GRADING, WHICH INCLUDES THE REMOVAL OF ROCKS, DEBRIS AND SOIL CHUNKS, WHILE MAINTAINING POSITIVE DRAINAGE.
7. UPON COMPLETION OF MASS GRADING, ALL DRAINAGE EASEMENTS SHALL BE PROTECTED BY SILT FENCE (OR SIMILAR BARRIER) UNTIL ADJACENT AREAS ARE PERMANENTLY AND FULLY ESTABLISHED.
8. CITY OWNED AND MAINTAINED PROPERTY/OUTLOTS PERMANENT RESTORATION:
  - A. BOULEVARDS ADJACENT TO CITY OWNED PROPERTY SHALL BE PERMANENTLY ESTABLISHED WITH 6" TOPSOIL AND SOD. THIS INCLUDES THE ENTIRE AREA BETWEEN BACK OF CURB AND RIGHT OF WAY LINE.
  - B. ALL OTHER AREAS WHERE SOD IS NOT REQUIRED SHALL BE ESTABLISHED WITH 6" TOPSOIL, GRADED TO A SMOOTH MOWABLE CONDITION AND SEEDED WITH MnDOT 3876, CAT 25, MIX 151, HIGH MAINTENANCE TURF MIX, WITH PLS (PURE LIVE SEED) RATE OF 200 LB/ACRE
  - C. EROSION CONTROL BLANKET SHALL BE MnDOT 3885-1, CAT 3N (NATURAL NETTING AND STITCHING)

## STANDARD PLAN NOTES

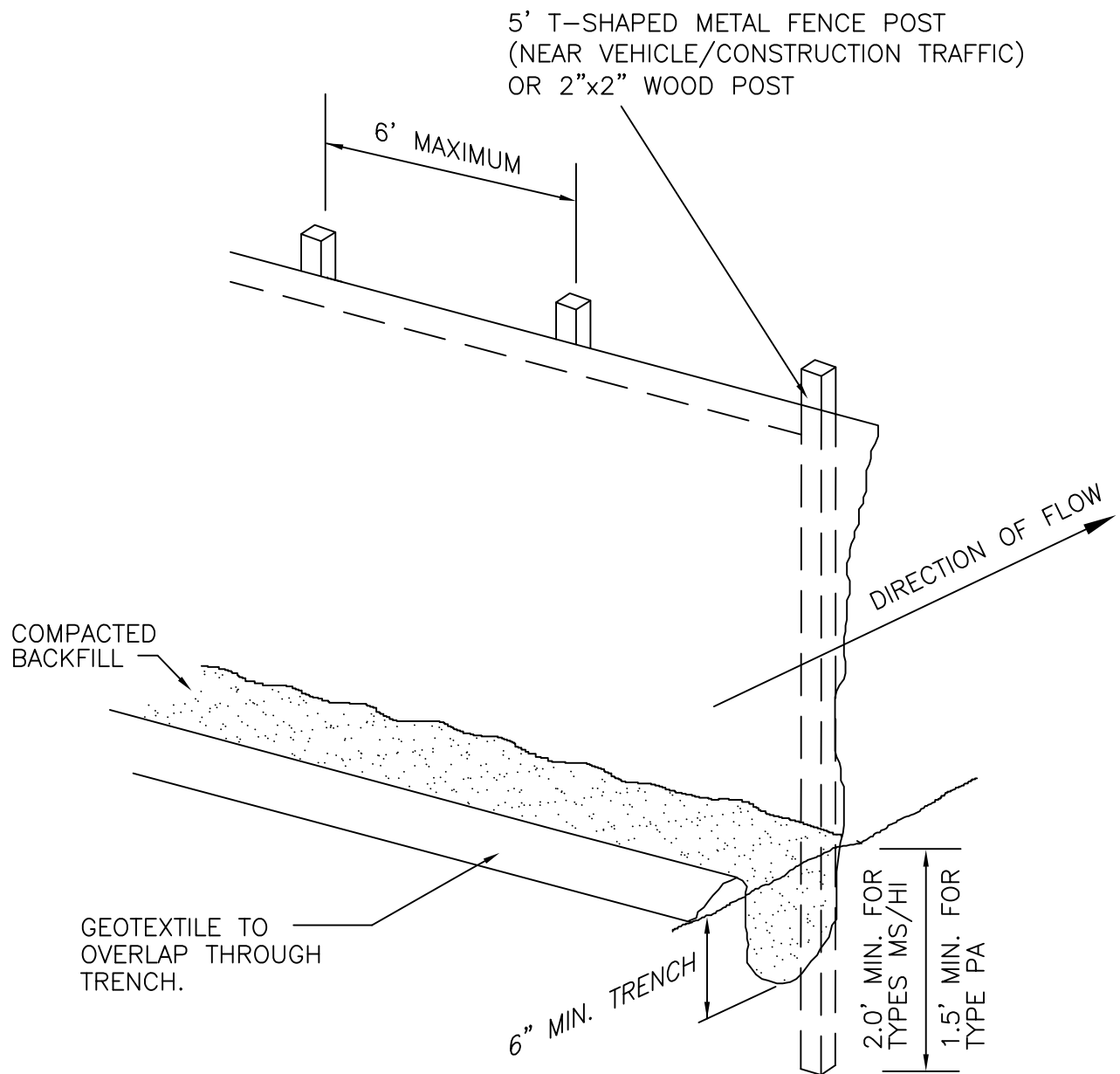
### SITE RESTORATION PLANS

FEBRUARY 2022



**CITY OF VICTORIA**

STANDARD DRAWING  
NO.  
**600D**  
Victoria



NOTE : -SILT FENCE INSTALLATION SHALL CONFORM TO MNDOT2573.3, TYPE MS/HI NEAR VEHICLE/CONSTRUCTION TRAFFIC, TYPE PA AT ALL OTHER LOCATIONS.  
-MATERIALS SHALL CONFORM TO MNDOT 3886.

## SILT FENCE

FEBRUARY 2022

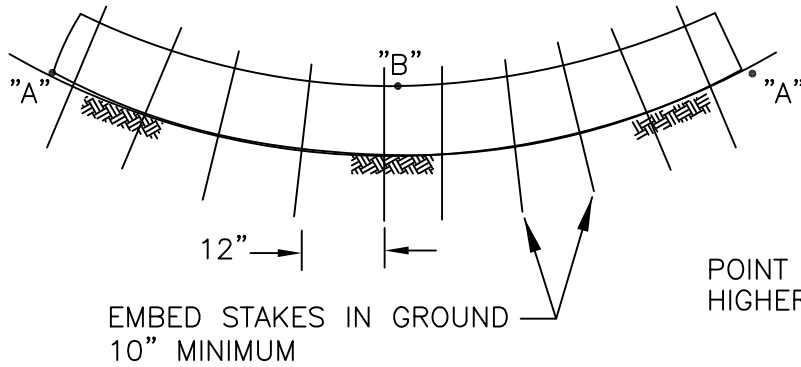


CITY OF VICTORIA

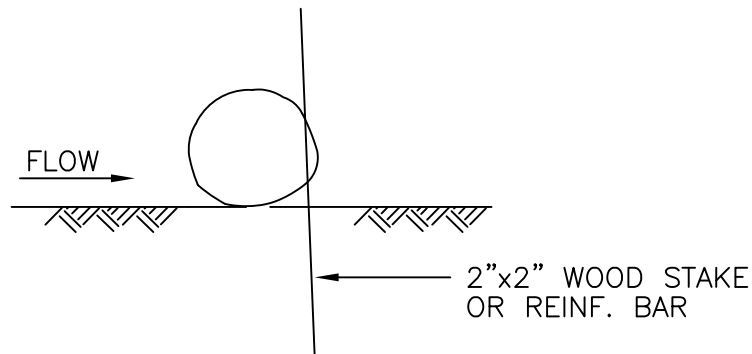
STANDARD DRAWING  
NO.

601

Victoria



DITCH SECTION



FIBER ROLL SECTION

NOTE:  
 STAKE TO BE INSTALLED AT AN ANGLE OF APPROXIMATELY  
 45° ON THE DOWNSTREAM SIDE OF THE FIBER ROLL.  
 ENSURE THAT STAKE DOES NOT PUSH DOWN  
 THE FIBER ROLL FROM ITS FULL HEIGHT.

DITCH CHECK (FIBER ROLL)

FEBRUARY 2022



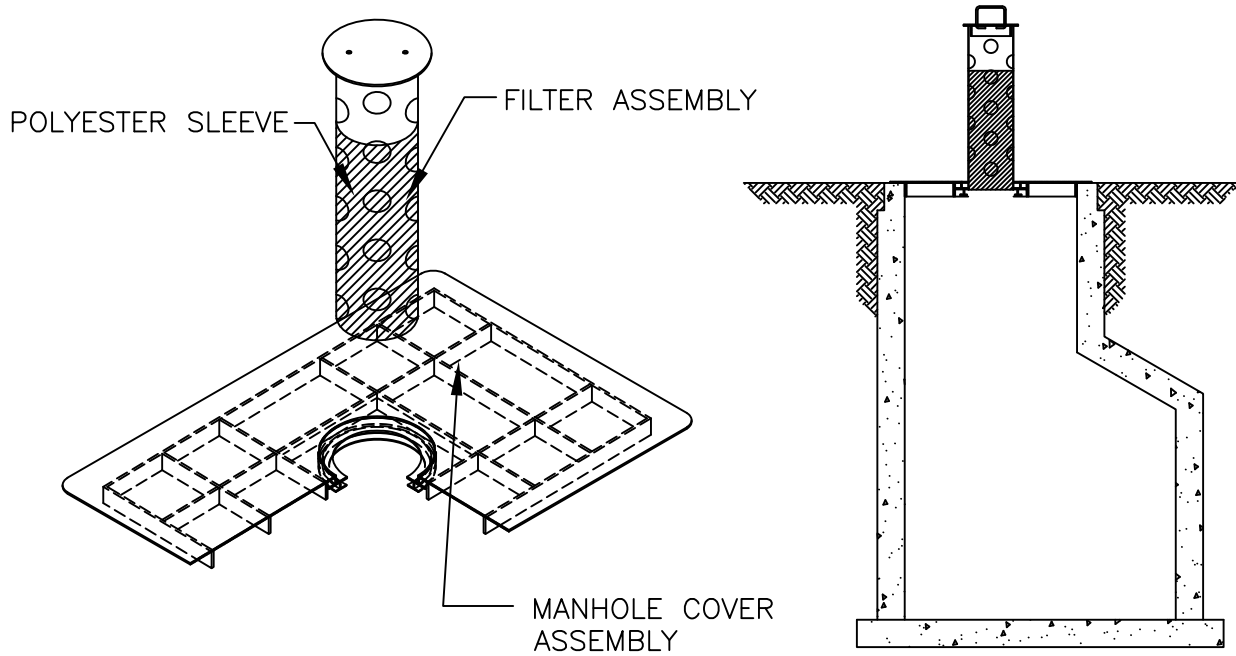
CITY OF VICTORIA

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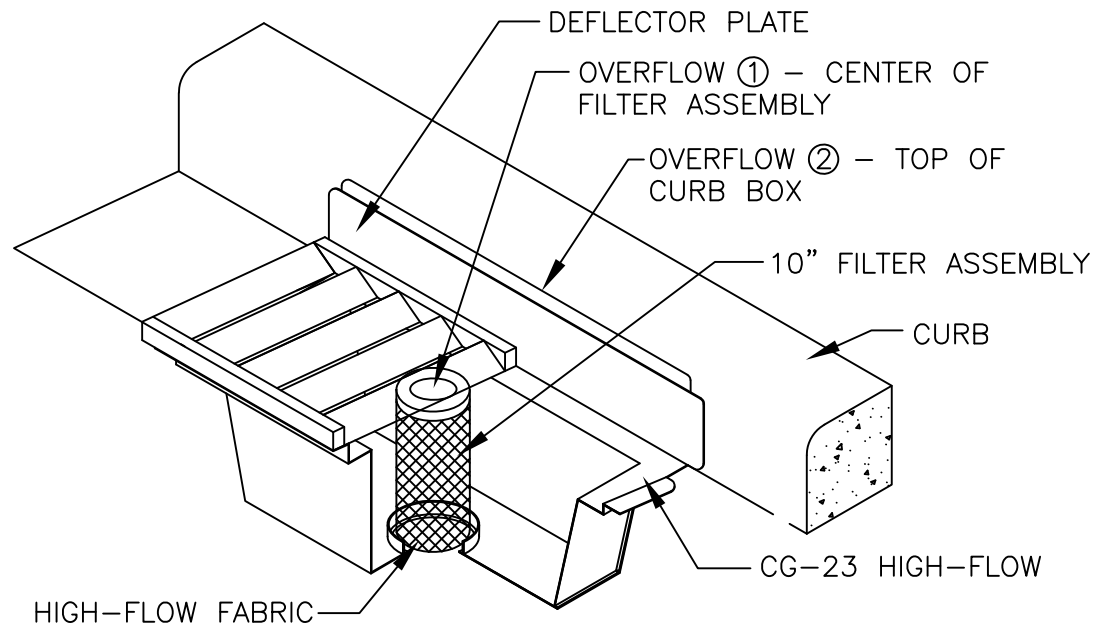
603

Victoria

NOTE: MAINTAIN AND CLEAN OUT DEVICES AS NECESSARY TO ACHIEVE PROPER FLOW OF STORM WATER INTO STORM SYSTEM.



WIMCO RD-23 OR APPROVED EQUAL



WIMCO CG-23 HIGH-FLOW OR APPROVED EQUAL

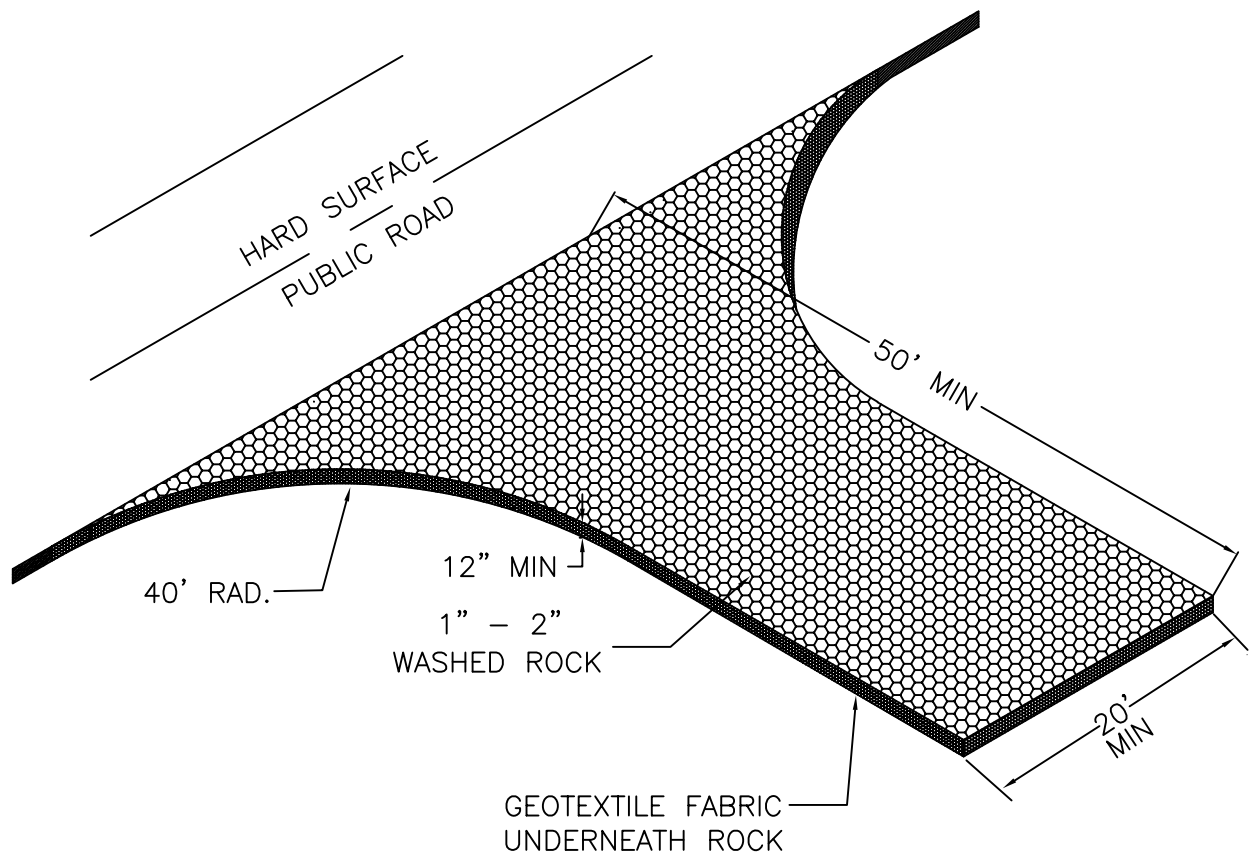
SEDIMENT CONTROL AROUND STORM SEWER INLET

FEBRUARY 2022



CITY OF VICTORIA

STANDARD DRAWING  
NO.  
**604**  
Victoria



NOTES:

1. MAXIMUM WIDTH OF CONSTRUCTION ENTRANCE IS 24 FEET.
2. A MNDOT 3733 TYPE V GEOTEXTILE FABRIC SHALL BE USED UNDER THE ROCK TO PREVENT MIGRATION OF THE UNDERLYING SOIL INTO THE STONE.
3. CONSTRUCTION ENTRANCE IS REQUIRED FOR ALL NEW HOME CONSTRUCTION AND NEW STREET CONSTRUCTION.
4. CONSTRUCTION ENTRANCE SHALL BE MAINTAINED TO PREVENT TRACKING OF MUD ONTO ROADWAYS THAT ADJOIN THE PROJECT. THIS WILL REQUIRE PERIODIC TOP DRESSING WITH ADDITIONAL ROCK OR REMOVAL AND REINSTALLATION OF THE ROCK ENTRANCE.
5. REMOVE MUD AND DEBRIS FROM TIRES AND VEHICLE UNDERCARRIAGE PRIOR TO LEAVING THE SITE.

## ROCK CONSTRUCTION ENTRANCE

FEBRUARY 2022



**CITY OF VICTORIA**

STANDARD DRAWING  
NO.  
**605**  
Victoria

1. STREET LIGHTING SHALL BE INSTALLED PER CITY STANDARDS 5 FEET BACK OF CURB IN LOCATIONS SHOWN ON PLAN.
2. ALL SIGNS MUST MEET MMUTCD.
3. ALL SIGN SHEATHING TO BE HIGH INTENSITY DIAMOND GRADE DG3.
4. SIGN POSTS TO BE UNPAINTED GALVANIZED METAL, 3.0 LBS/FT.
5. CITY TO FURNISH AND INSTALL STREET SIGNS.
6. POLY PREFORMED PAVEMENT MATERIAL SHALL BE USED FOR ALL PAVEMENT SYMBOLS.
7. EPOXY RESIN AND DROP-ON GLASS BEADS FOR PAVEMENT MARKINGS SHALL MEET THE REQUIREMENTS OF MnDOT "SPECIFICATIONS FOR CONSTRUCTION, 2018 EDITION".
8. ACRYLIC LATEX WATERBORNE TRAFFIC MARKING PAINT FOR PAVEMENT MARKINGS SHALL CONFORM TO MnDOT 3591 WATER-BASED TRAFFIC PAINT OR APPROVED EQUAL.

## STANDARD PLAN NOTES

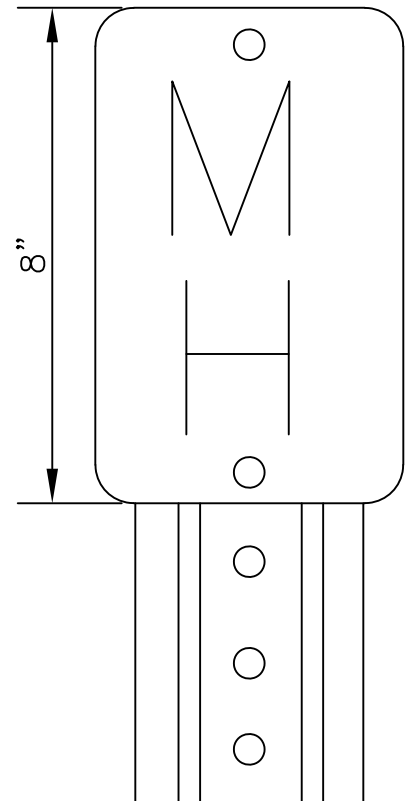
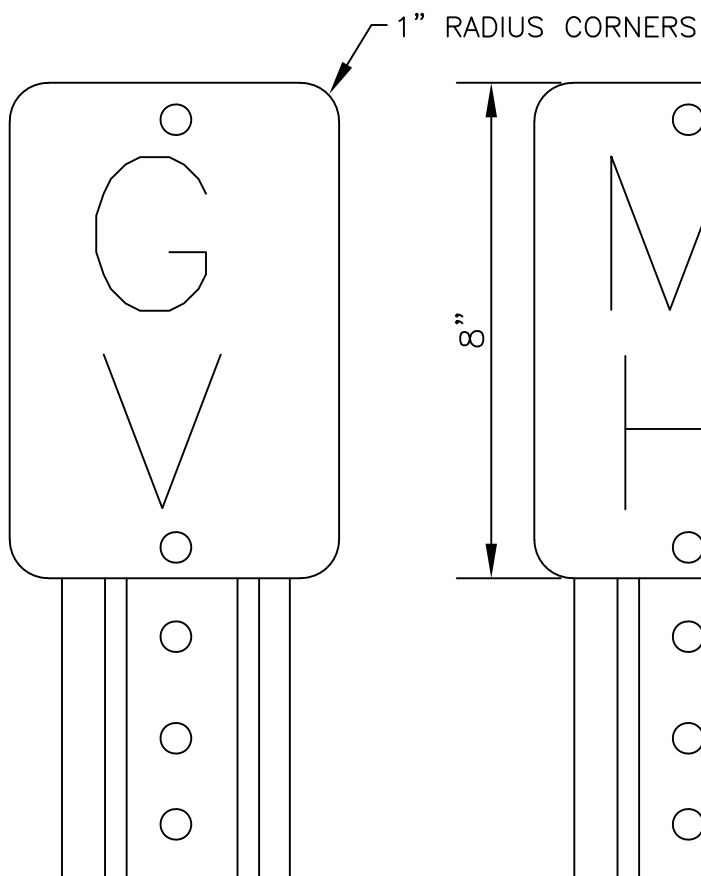
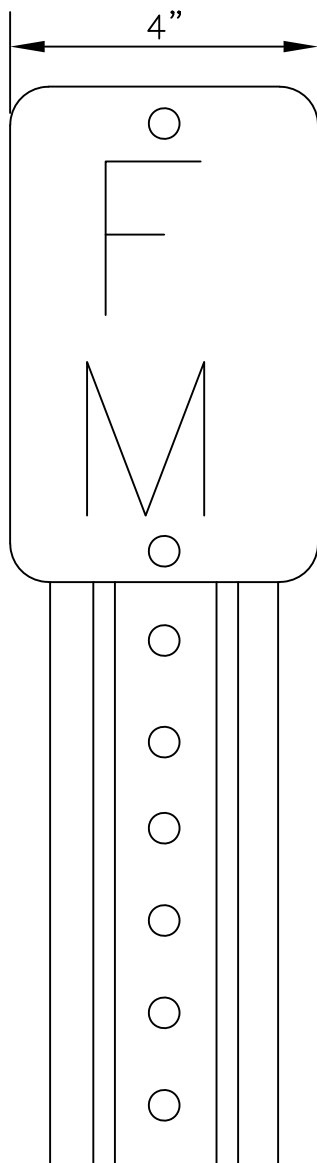
### SIGNING/PAVEMENT MARKINGS/LIGHTING PLANS

FEBRUARY 2022



**CITY OF VICTORIA**

STANDARD DRAWING  
NO.  
**700A**  
Victoria



NOTE:

- 0.063" THICK ALUMINUM HIGH INTENSITY RETRO-REFLECTORIZED FOR ALL SIGNS.
- BLACK LETTERS ON WHITE BACKGROUND FOR MANHOLE.
- WHITE LETTERS ON BLUE BACKGROUND FOR GATE VALVE.
- WHITE LETTERS ON GREEN BACKGROUND FOR FORCEMAIN – "FM".
- U-CHANNEL POST, MINIMUM 3.0 LB./FT., 7.5' LONG, GALVANIZED & BURIED 2.5'.
- PLACE MARKERS AT ALL OFF ROAD MANHOLES AND GATE VALVES.

## OFF ROAD STRUCTURE MARKERS

FEBRUARY 2022

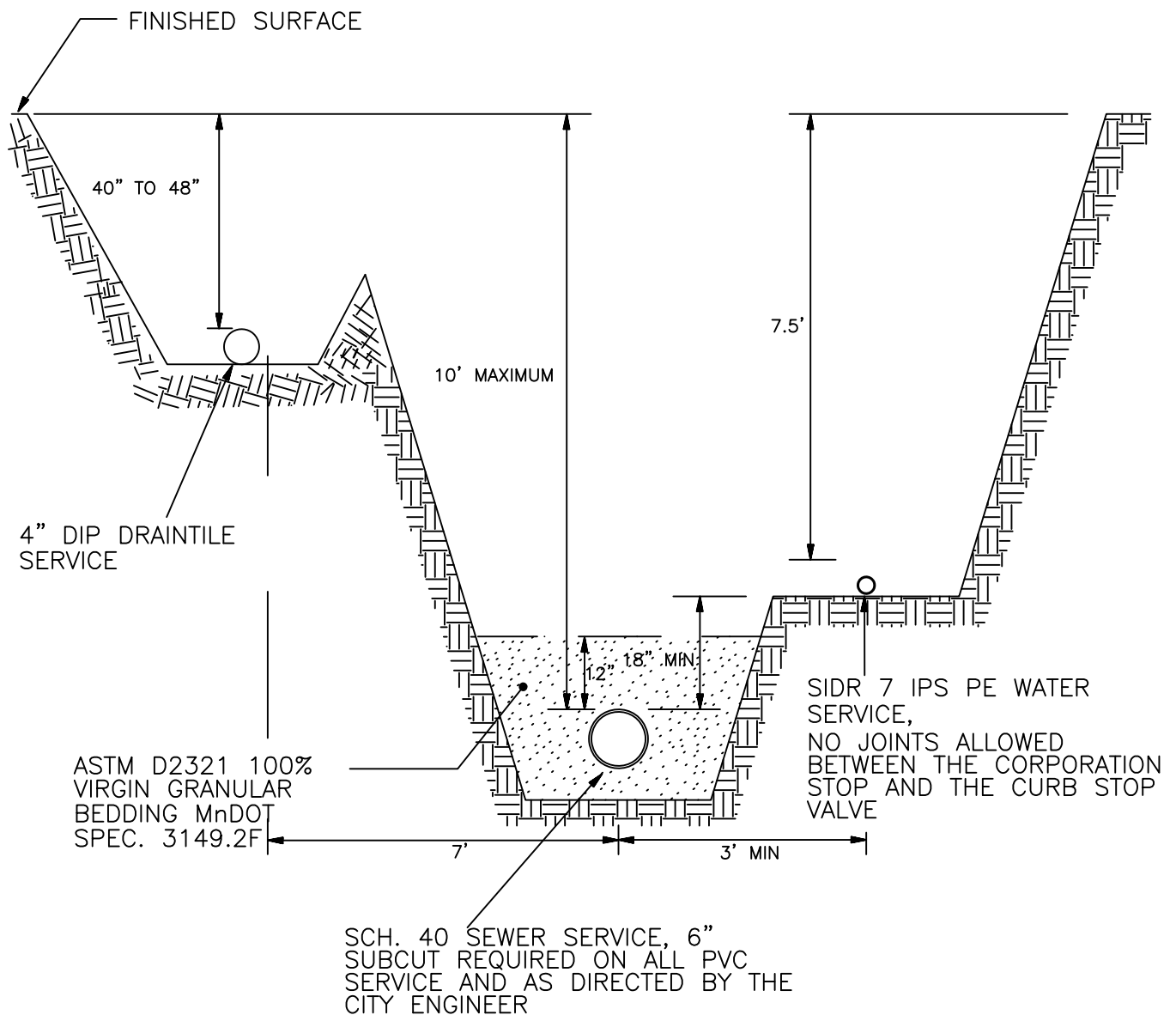


**CITY OF VICTORIA**

STANDARD DRAWING  
NO.

**705**

Victoria



NOTE: IF 18" OF VERTICAL SEPARATION BETWEEN THE SANITARY SERVICE AND WATER SERVICE CAN NOT BE MAINTAINED 10' OF HORIZONTAL SEPARATION IS REQUIRED.

## SANITARY, WATER & DRAINTILE SERVICE INSTALLATION

FEBRUARY 2022

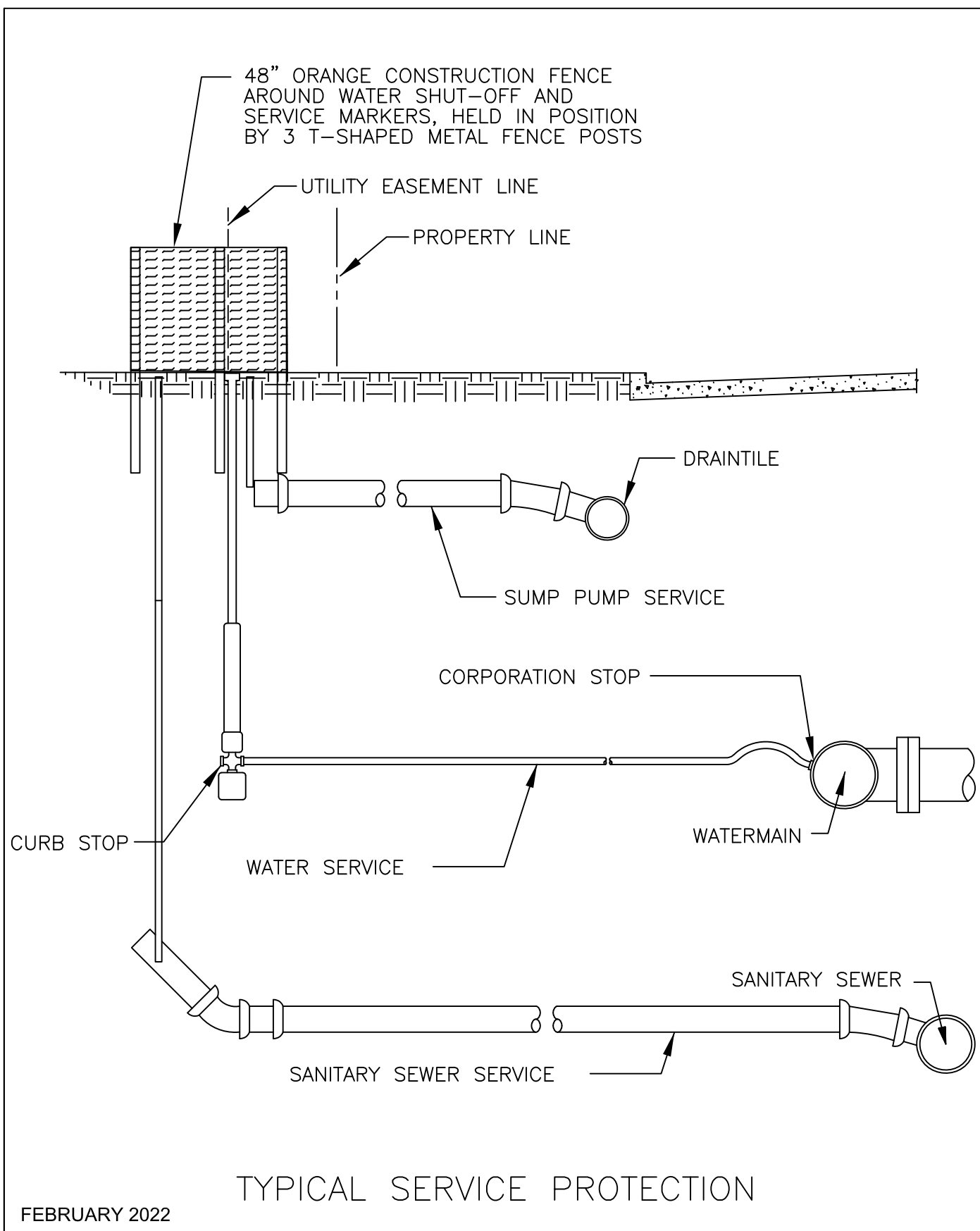


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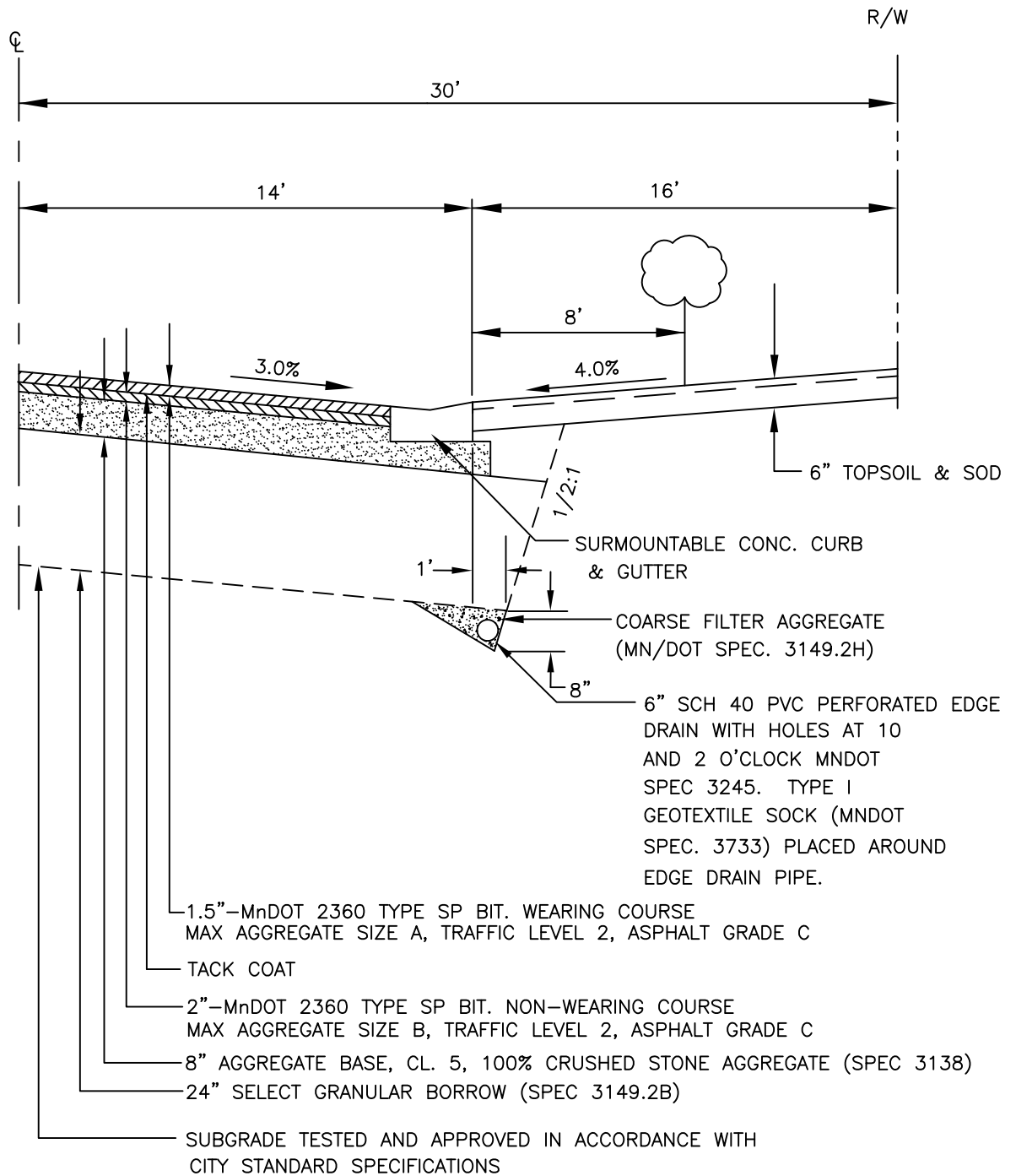
712

Victoria



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NO.  
**713**  
Victoria



NOTE:  
TACK FACE OF GUTTER PRIOR TO  
BOTH LIFTS OF BITUMINOUS

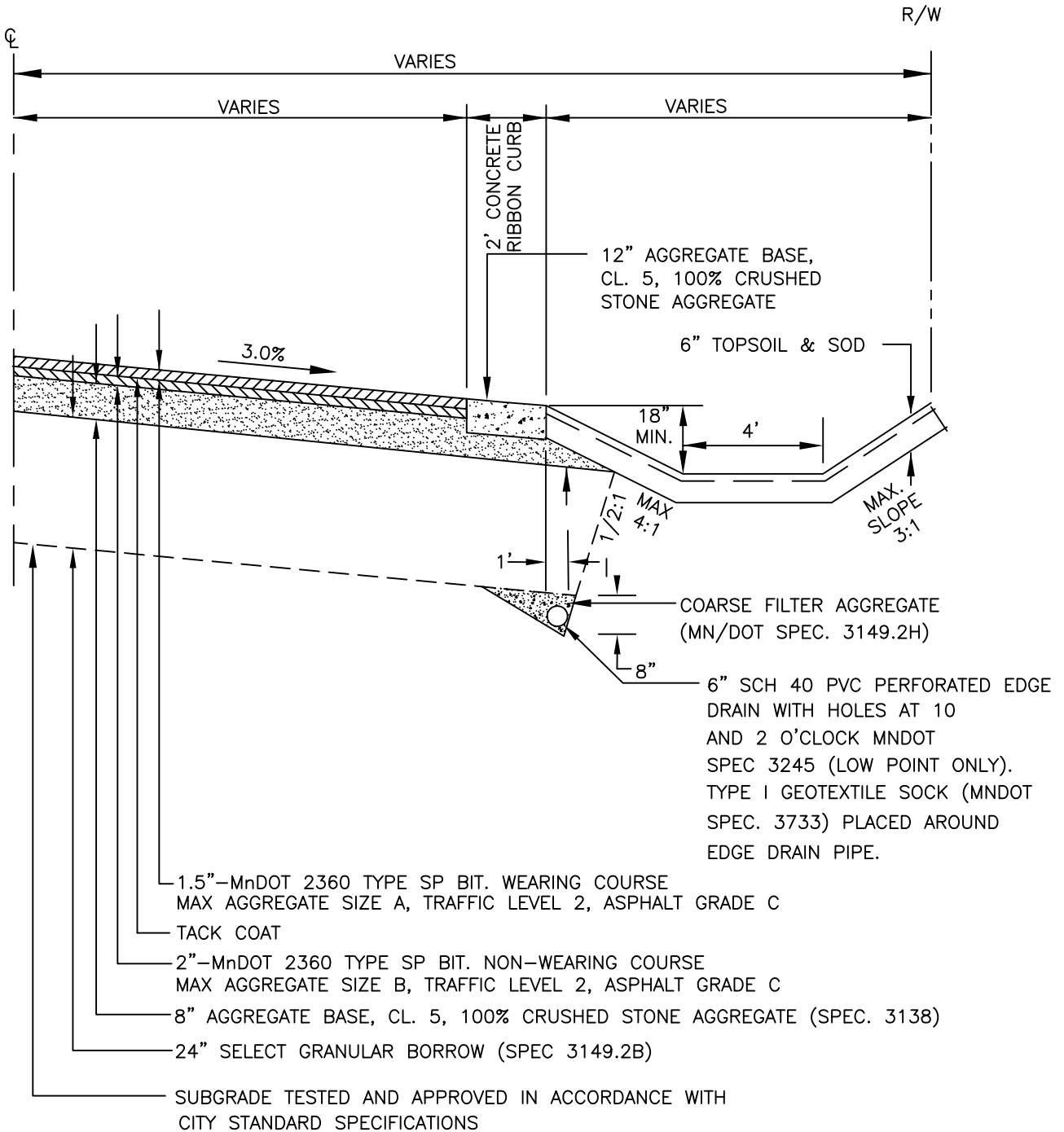
## TYPICAL RESIDENTIAL STREET SECTION

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**801**  
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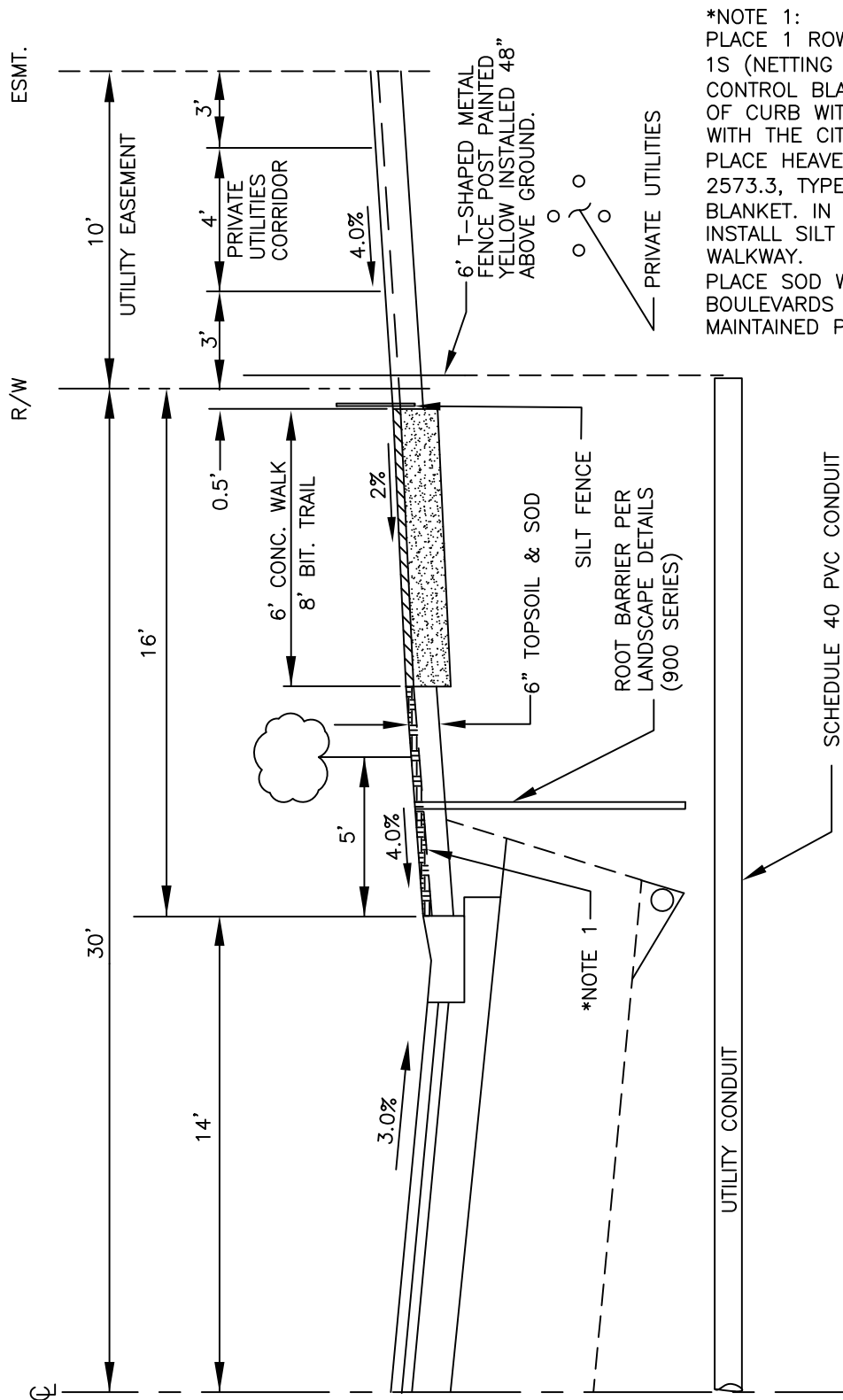
## TYPICAL RURAL SECTION

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\*NOTE 1:  
 PLACE 1 ROW OF MnDOT 3885-1 CATO, 1S (NETTING ONE SIDE) EROSION CONTROL BLANKET (8' MIN) BEHIND BACK OF CURB WITH SEED IN ACCORDANCE WITH THE CITY STANDARD SPECIFICATIONS. PLACE HEAVE DUTY SILT FENCE (SPEC. 2573.3, TYPE MS/HI) DIRECTLY BEHIND BLANKET. IN AREAS WITH SIDEWALK/TRAIL, INSTALL SILT FENCE ON BACKSIDE OF WALKWAY. PLACE SOD WITH 6" TOPSOIL ON ALL BOULEVARDS ADJACENT TO CITY OWNED, MAINTAINED PROPERTY

NOTE:  
 1. STREET LIGHTS SHALL BE LOCATED 5 FEET BACK OF CURB.

## TYPICAL RIGHT OF WAY LAYOUT

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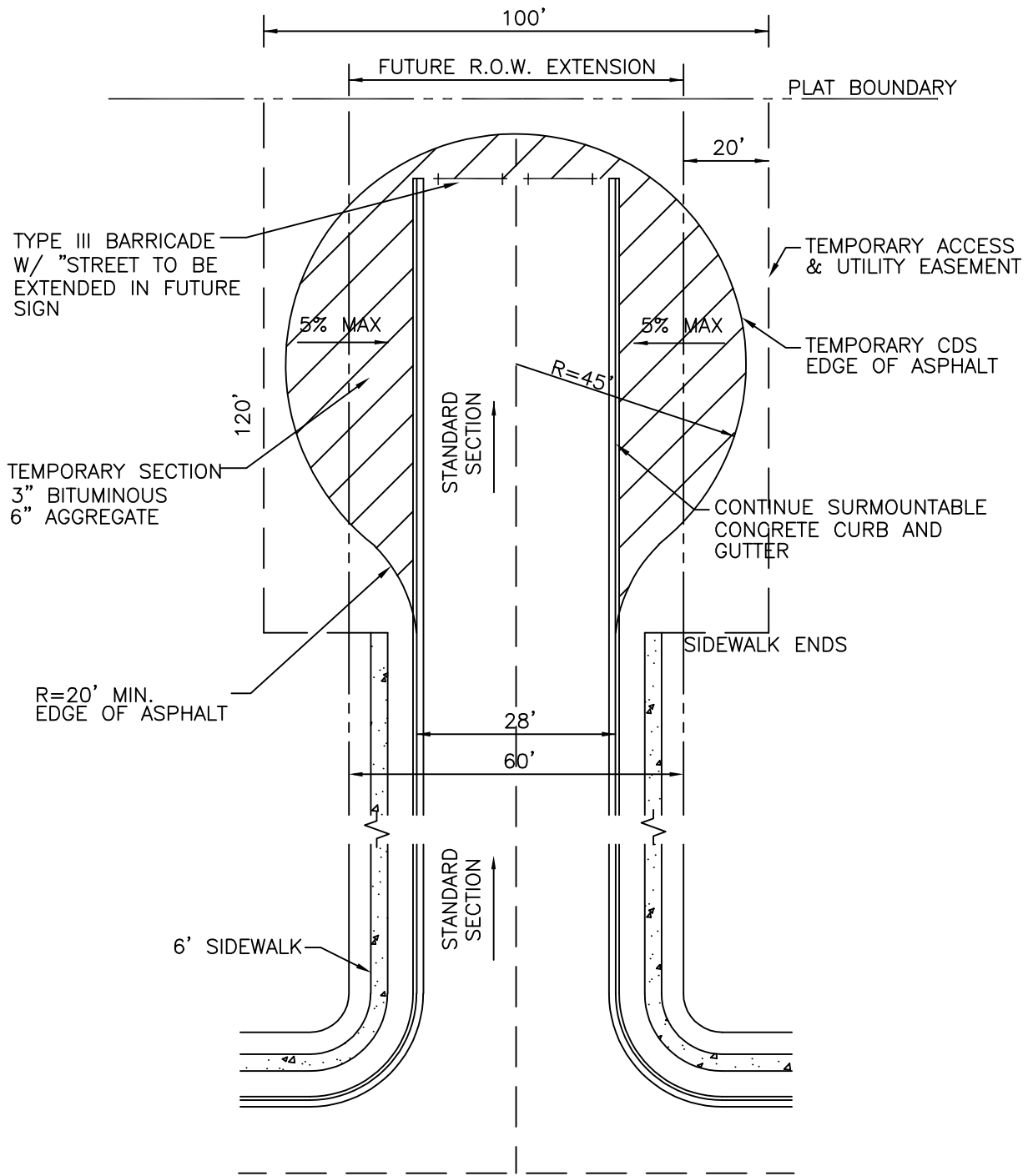
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TEMPORARY CUL-DE-SAC TYPE A

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807A

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NOTE: POSITIVE  
DRAINAGE MUST BE  
MAINTAINED, BITUMINOUS  
CURB MAY BE USED  
AS NECESSARY.

TYPE III BARRICADE  
W/ "STREET TO BE  
EXTENDED IN FUTURE  
SIGN

TEMPORARY  
SECTION  
↑  
3" BITUMINOUS  
6" AGGREGATE BASE

R=20' MIN.  
EDGE OF BITUMINOUS

6' SIDEWALK

100'

R=45'

TEMPORARY ACCESS  
& UTILITY EASEMENT

TEMPORARY CDS  
EDGE OF BITUMINOUS

PLAT BOUNDARY  
CURB & SIDEWALK END

28'

60'

STANDARD  
SECTION  
↓

## TEMPORARY CUL-DE-SAC TYPE B

FEBRUARY 2022



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807B

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1. PRIOR TO TREE STAKING AND PLANTING OPERATIONS CONTRACTOR MUST CONTACT GOPHER STATE ONE CALL ([www.gopherstateonecall.org](http://www.gopherstateonecall.org) or 811) TO VERIFY UNDERGROUND UTILITIES. WHERE PRIVATE UTILITIES EXIST ON-SITE THE CONTRACTOR IS REQUIRED TO HAVE THOSE LOCATED AS WELL.
2. PLANT MATERIALS SHALL MEET AMERICAN STANDARD FOR NURSERY STOCK: ANSI Z60.1 LATEST EDITION.  
[http://americanhort.org/documents/ANSI Nursery Stock Standards AmericanHort 2014.pdf](http://americanhort.org/documents/ANSI_Nursery_Stock_Standards_AmericanHort_2014.pdf)
3. NO PLANT SUBSTITUTIONS SHALL BE MADE WITHOUT THE PRIOR WRITTEN AUTHORIZATION FROM THE CITY.
4. ALL TREE PROTECTION MEASURES TO BE FIELD STAKED PRIOR TO INSTALLATION. CONTRACTOR TO COORDINATE FIELD REVIEW OF PROPOSED TREE PROTECTION LOCATIONS WITH THE CITY AND PROJECT LANDSCAPE ARCHITECT PRIOR TO ANY TREE PROTECTION INSTALLATION.
5. ALL TREE LOCATIONS TO BE FIELD STAKED PRIOR TO INSTALLATION. CONTRACTOR TO COORDINATE FIELD REVIEW OF PROPOSED TREE LOCATIONS WITH THE CITY AND PROJECT LANDSCAPE ARCHITECT PRIOR TO ANY TREE INSTALLATION.
6. ALL PLANTS SHALL BE PLANTED IMMEDIATELY UPON ARRIVAL TO PROJECT SITE. NO PLANT MATERIAL IS TO BE LEFT OVERNIGHT ON THE PROJECT SITE WITHOUT BEING INSTALLED UNLESS WRITTEN APPROVAL BY CITY.
7. ALL TREES, SHRUBS, PERENNIALS AND TURF LAWN TO HAVE A ONE YEAR WARRANTY BEGINNING UPON WRITTEN ACCEPTANCE BY THE CITY. DEFECTIVE PLANTS AS DETERMINED BY THE CITY SHALL BE REPLACED WITHIN 30 DAYS OF NOTICE DURING THE GROWING SEASON, AND REPLACEMENT MATERIALS SHALL RECEIVE THE SAME ONE YEAR WARRANTY UNTIL PLANTS ARE SUCCESSFULLY ESTABLISHED.
8. CONTRACTOR TO PROTECT AND MAINTAIN ALL PLANTINGS AND PLANT BEDS, INCLUDING PROTECTION FROM WILDLIFE, WEEDING, RE-MULCHING, FERTILIZATION, IRRIGATION AND ALL OTHER TYPICAL FORMS OF HORTICULTURAL CARE UNTIL THE END OF THE WARRANTY PERIOD AS DETERMINED AND APPROVED BY CITY.
9. ALL AREAS DISTURBED ADJACENT TO THE PROJECT SITE INCLUDING BOULEVARDS SHALL BE REPAIRED AND MAINTAINED PER CITY DIRECTION.
10. PROVIDE A THREE YEAR MAINTENANCE PLAN FOR ALL SEEDING OF PLANT MATERIALS/AREAS WITHIN ALL COMMERCIAL PROPERTIES, COMMONLY HELD HOA AREAS, CITY OUTLOTS AND R.O.W. AREAS.
11. ALL TREE PLANTING HOLES WITHIN THE RIGHT-OF-WAY, AND AS DIRECTED BY CITY STAFF, SHALL BE LINED WITH A LINEAR ROOT BARRIER 4- FEET DEEP WHEN ADJACENT TO BACK OF CURB AND/OR WALKWAY. TREES AND ROOT BARRIERS SHALL BE INSTALLED IN LOCATIONS TO AVOID SUMP PUMP SERVICE STUBS.

## STANDARD PLAN NOTES

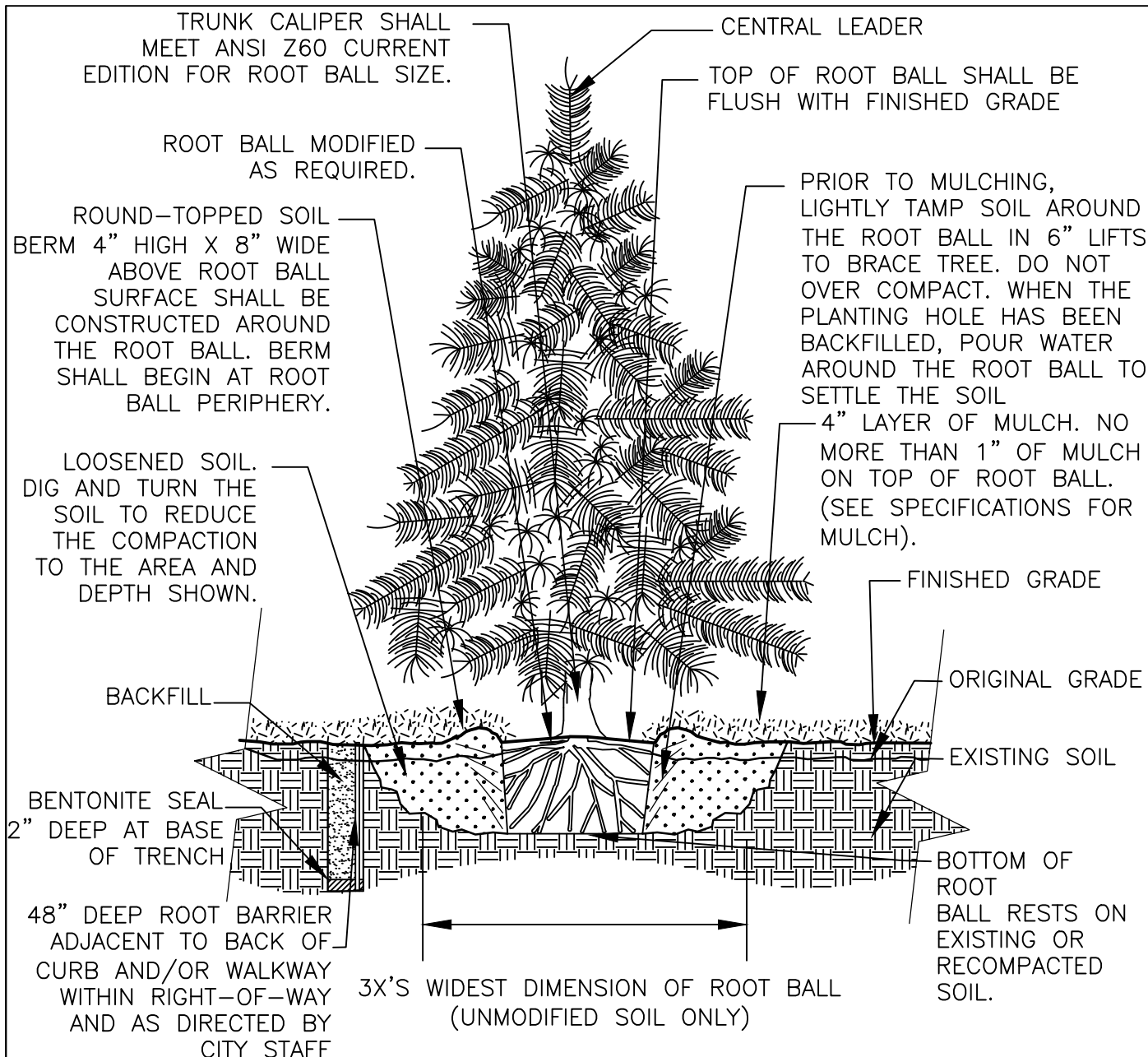
### LANDSCAPE PLANS

FEBRUARY 2022



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NO.  
**900A**  
Victoria



NOTES:

1. MODIFIED SOIL – DEPTH OF SOIL VARIES (SEE SPECIFICATIONS FOR SOIL MODIFICATION).
2. TREES SHALL BE OF QUALITY PRESCRIBED IN CROWN OBSERVATIONS AND ROOT OBSERVATIONS DETAILS AND SPECIFICATIONS.
3. SEE SPECIFICATIONS FOR FURTHER REQUIREMENTS RELATED TO THIS DETAIL.

POORLY DRAINED SOIL NOTES:

1. ROOT BALL SURFACE SHALL BE POSITIONED TO BE ONE – QUARTER ABOVE FINISHED GRADE.
2. EXISTING SITE SOIL SHALL BE ADDED TO CREATE A SMOOTH TRANSITION FROM THE TOP OF THE RAISED ROOT BALL TO THE FINISHED GRADE AT A 15% MAX. SLOPE.

## CONIFEROUS TREE – MODIFIED/UNMODIFIED SOIL & POORLY DRAINED SOIL

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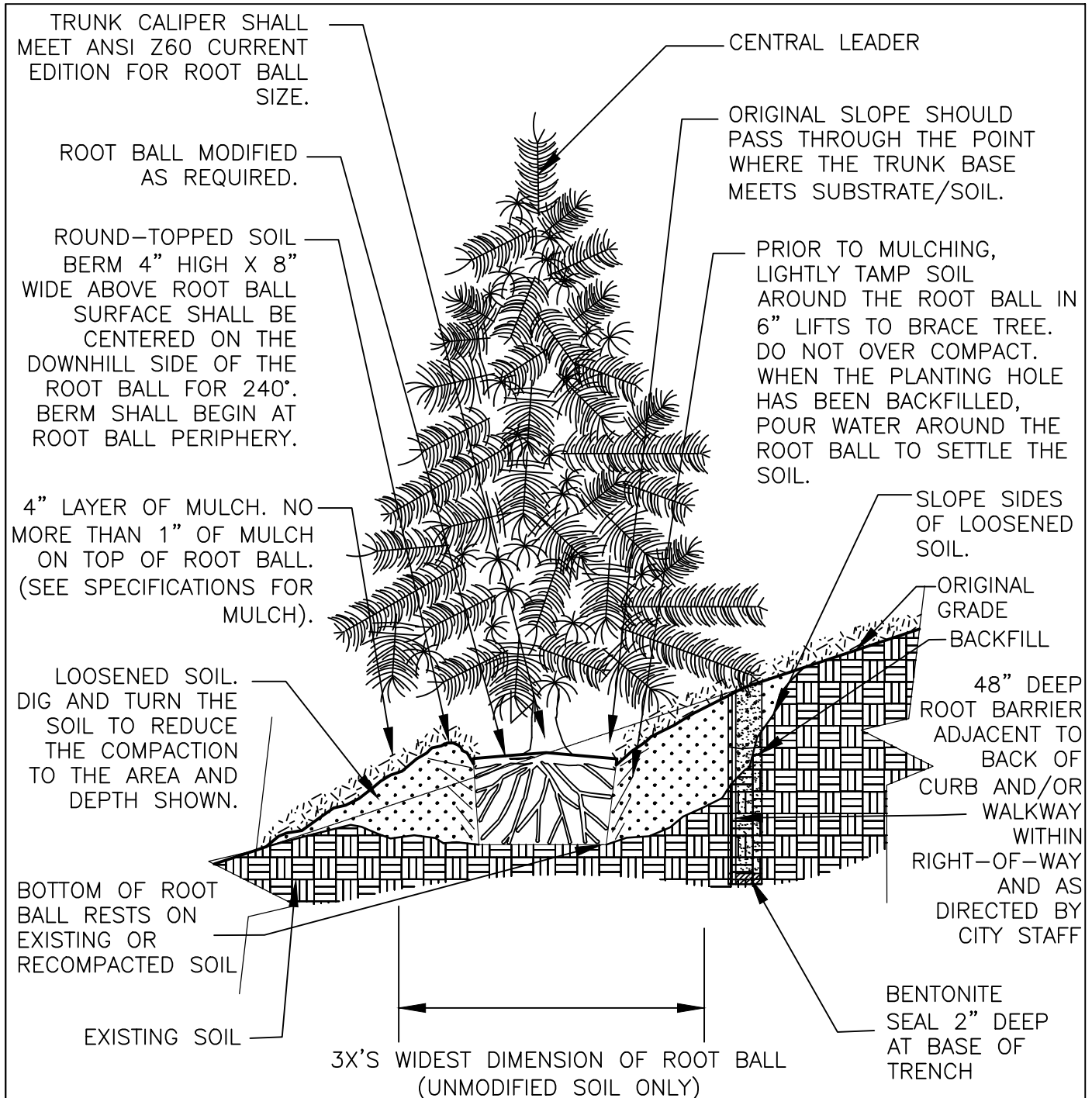


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NOTES:

1. MODIFIED SOIL – DEPTH OF SOIL VARIES (SEE SPECIFICATIONS FOR SOIL MODIFICATION).
2. TREES SHALL BE OF QUALITY PRESCRIBED IN CROWN OBSERVATIONS AND ROOT OBSERVATIONS DETAILS AND SPECIFICATIONS.
3. SEE SPECIFICATIONS FOR FURTHER REQUIREMENTS RELATED TO THIS DETAIL.

## CONIFEROUS TREE ON SLOPE 5% TO 50%: MODIFIED AND UNMODIFIED SOIL

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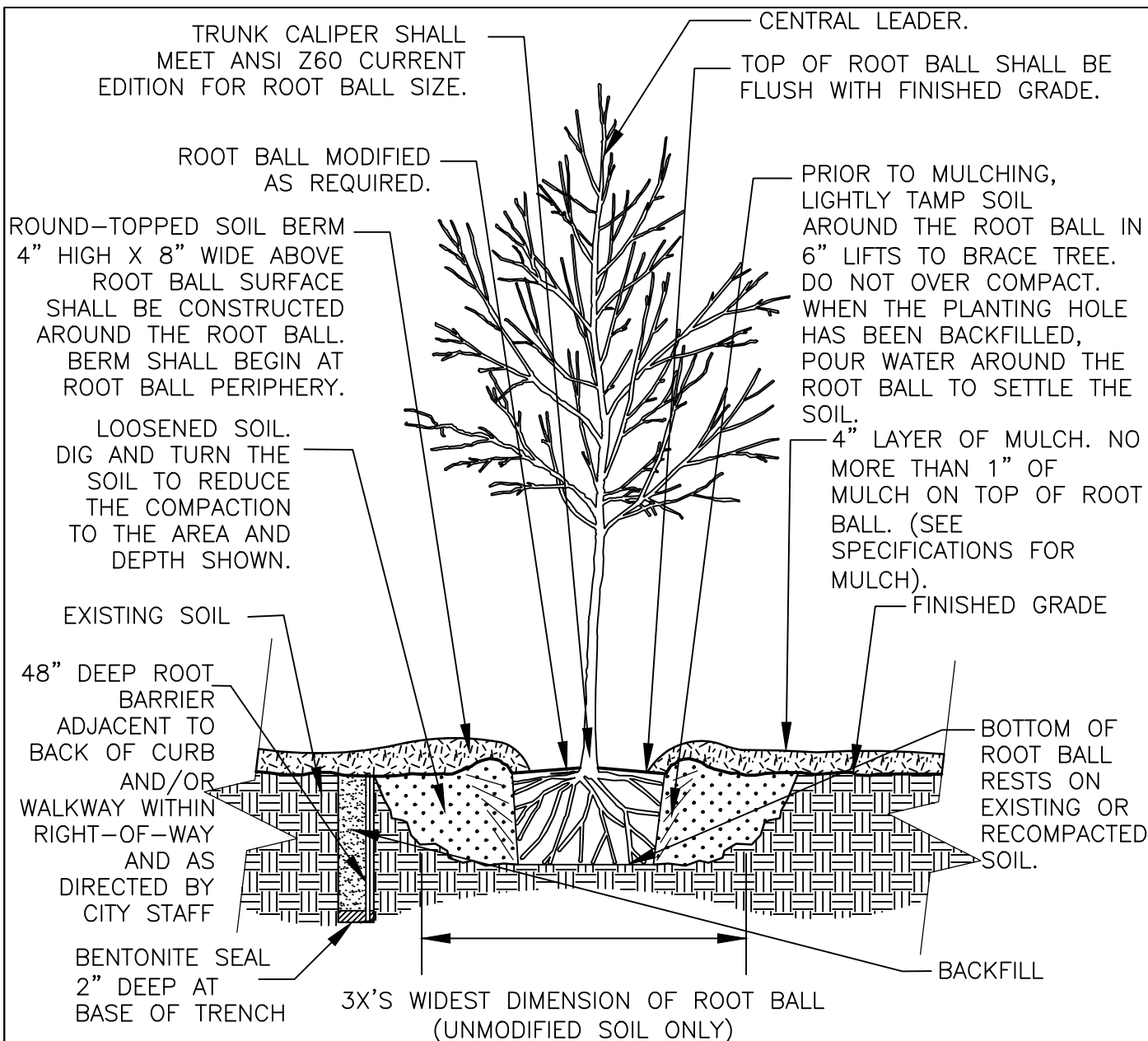


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#### NOTES:

1. MODIFIED SOIL – DEPTH OF SOIL VARIES (SEE SPECIFICATIONS FOR SOIL MODIFICATION).
2. TREES SHALL BE OF QUALITY PRESCRIBED IN CROWN OBSERVATIONS AND ROOT OBSERVATIONS DETAILS AND SPECIFICATIONS.
3. SEE SPECIFICATIONS FOR FURTHER REQUIREMENTS RELATED TO THIS DETAIL.

#### POORLY DRAINED SOIL NOTES:

1. ROOT BALL SURFACE SHALL BE POSITIONED TO BE ONE – QUARTER ABOVE FINISHED GRADE.
2. EXISTING SITE SOIL SHALL BE ADDED TO CREATE A SMOOTH TRANSITION FROM THE TOP OF THE RAISED ROOT BALL TO THE FINISHED GRADE AT A 15% MAX. SLOPE.

## DECIDUOUS TREE – MODIFIED/UNMODIFIED SOIL & POORLY DRAINED SOIL

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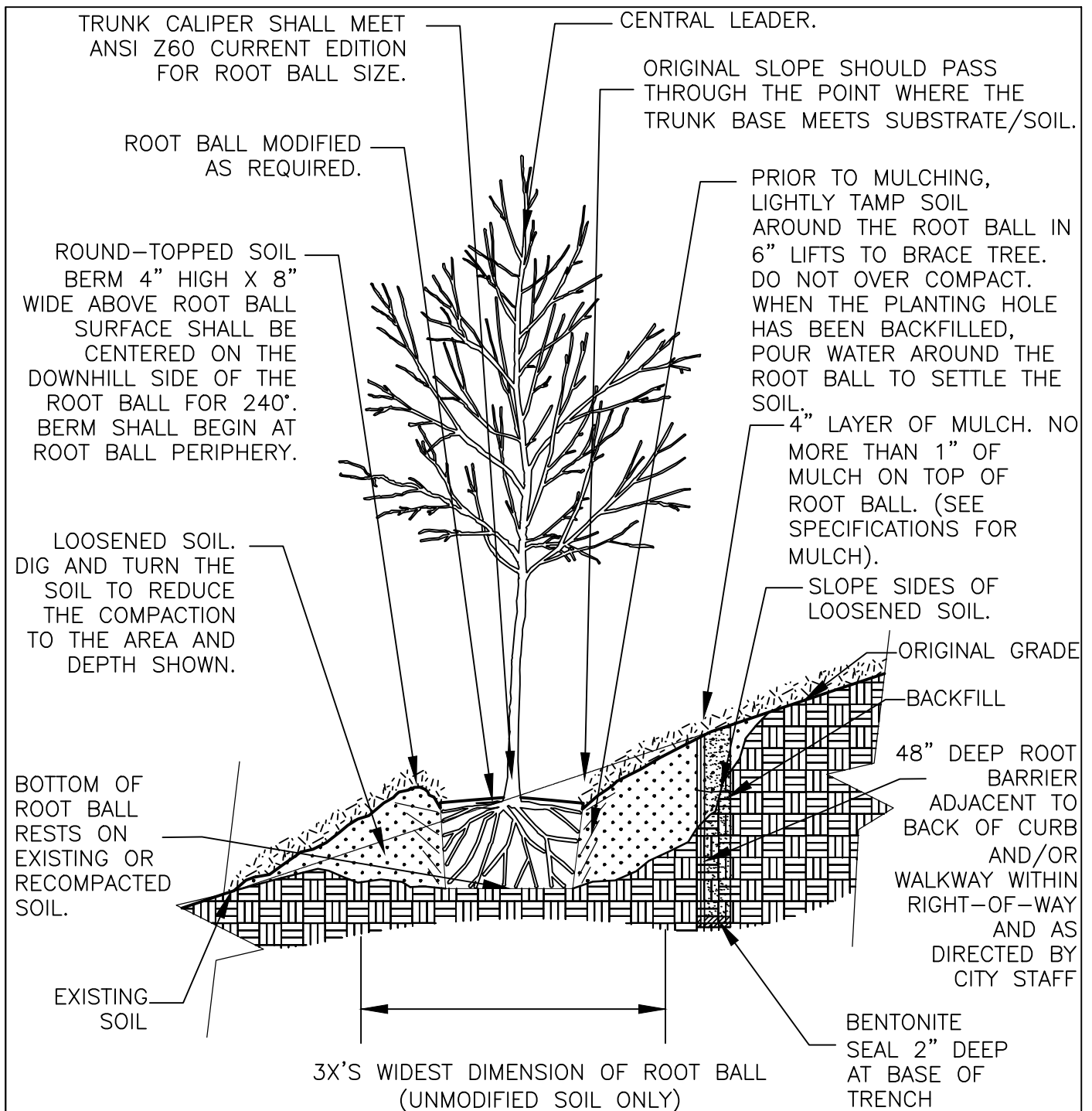


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NOTES:

1. MODIFIED SOIL – DEPTH OF SOIL VARIES (SEE SPECIFICATIONS FOR SOIL MODIFICATION).
2. TREES SHALL BE OF QUALITY PRESCRIBED IN CROWN OBSERVATIONS AND ROOT OBSERVATIONS DETAILS AND SPECIFICATIONS.
3. SEE SPECIFICATIONS FOR FURTHER REQUIREMENTS RELATED TO THIS DETAIL.

DECIDUOUS TREE ON SLOPE 5% TO 50%  
MODIFIED AND UNMODIFIED SOIL

FEBRUARY 2022

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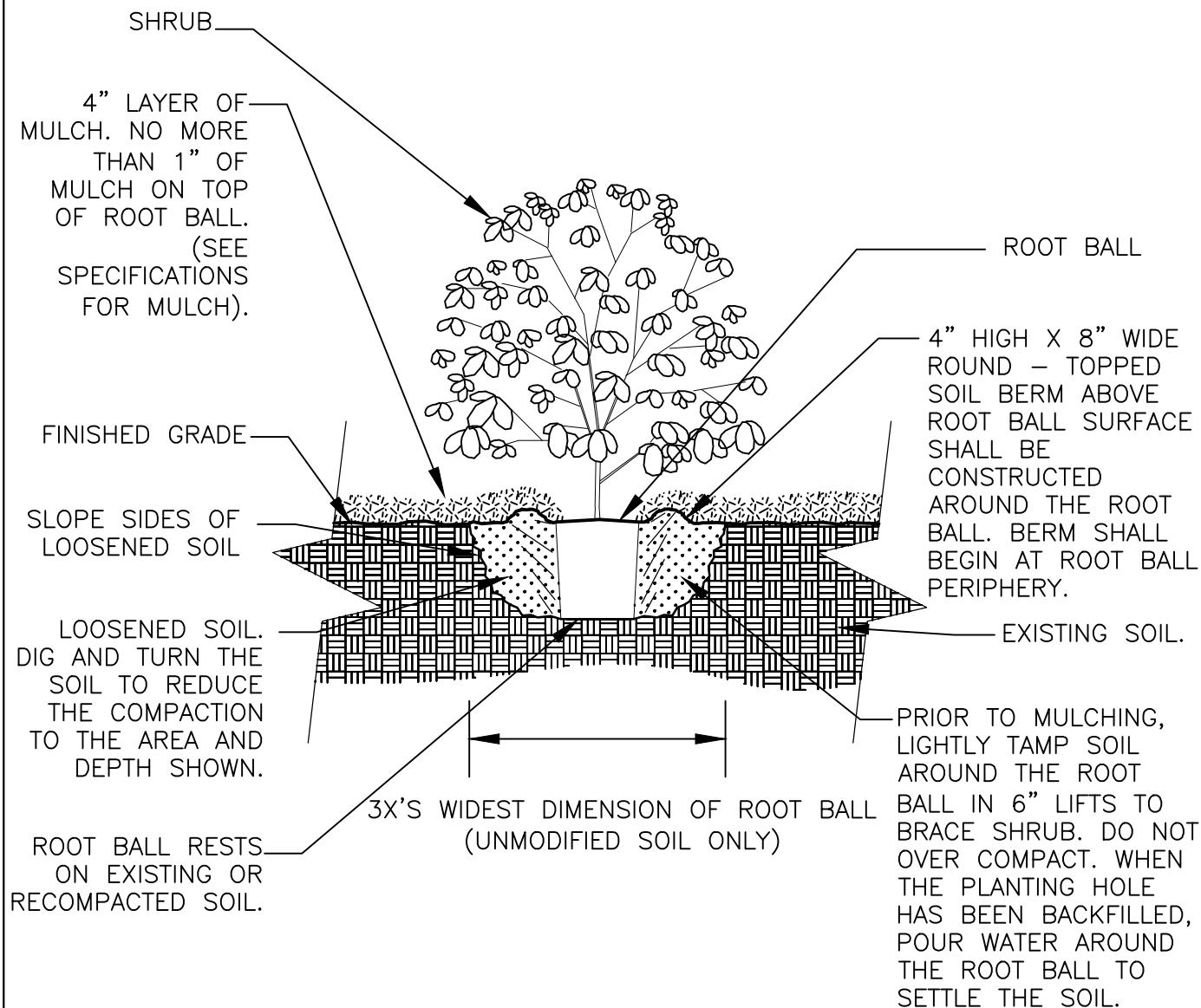


CITY OF VICTORIA

STANDARD DRAWING  
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902B

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NOTES:

1. MODIFIED SOIL – DEPTH OF SOIL VARIES (SEE SPECIFICATIONS FOR SOIL MODIFICATION).
2. SHRUBS SHALL BE OF QUALITY PRESCRIBED IN THE ROOT OBSERVATIONS DETAIL AND SPECIFICATIONS.
3. SEE SPECIFICATIONS FOR FURTHER REQUIREMENTS RELATED TO THIS DETAIL.

## SHRUB – MODIFIED AND UNMODIFIED SOIL

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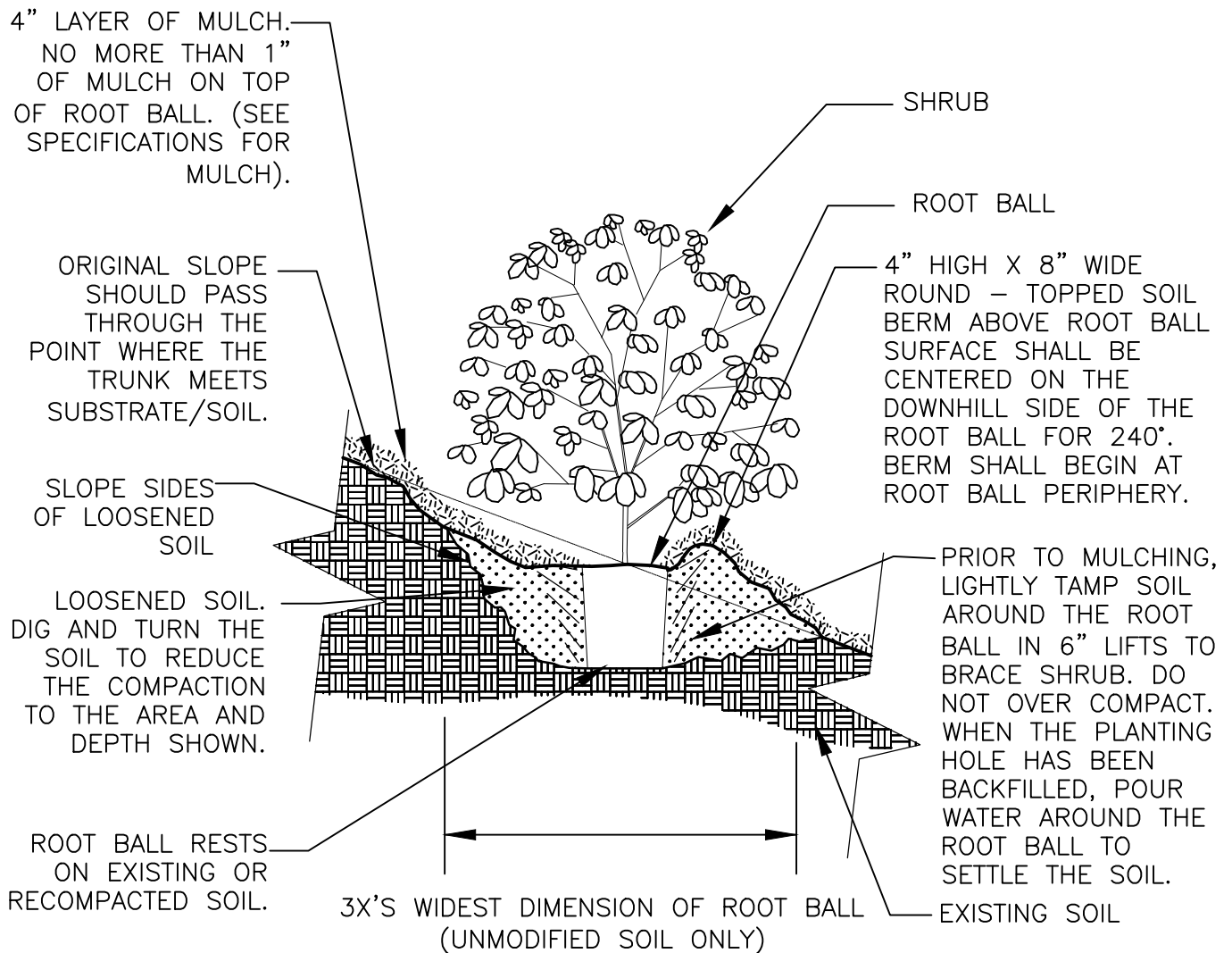


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NOTES:

1. MODIFIED SOIL – DEPTH OF SOIL VARIES (SEE SPECIFICATIONS FOR SOIL MODIFICATION).
2. SHRUBS SHALL BE OF QUALITY PRESCRIBED IN THE ROOT OBSERVATIONS DETAIL AND SPECIFICATIONS.
3. SEE SPECIFICATIONS FOR FURTHER REQUIREMENTS RELATED TO THIS DETAIL.

SHRUB ON SLOPE 5% TO 50%:  
MODIFIED AND UNMODIFIED SOIL

FEBRUARY 2022

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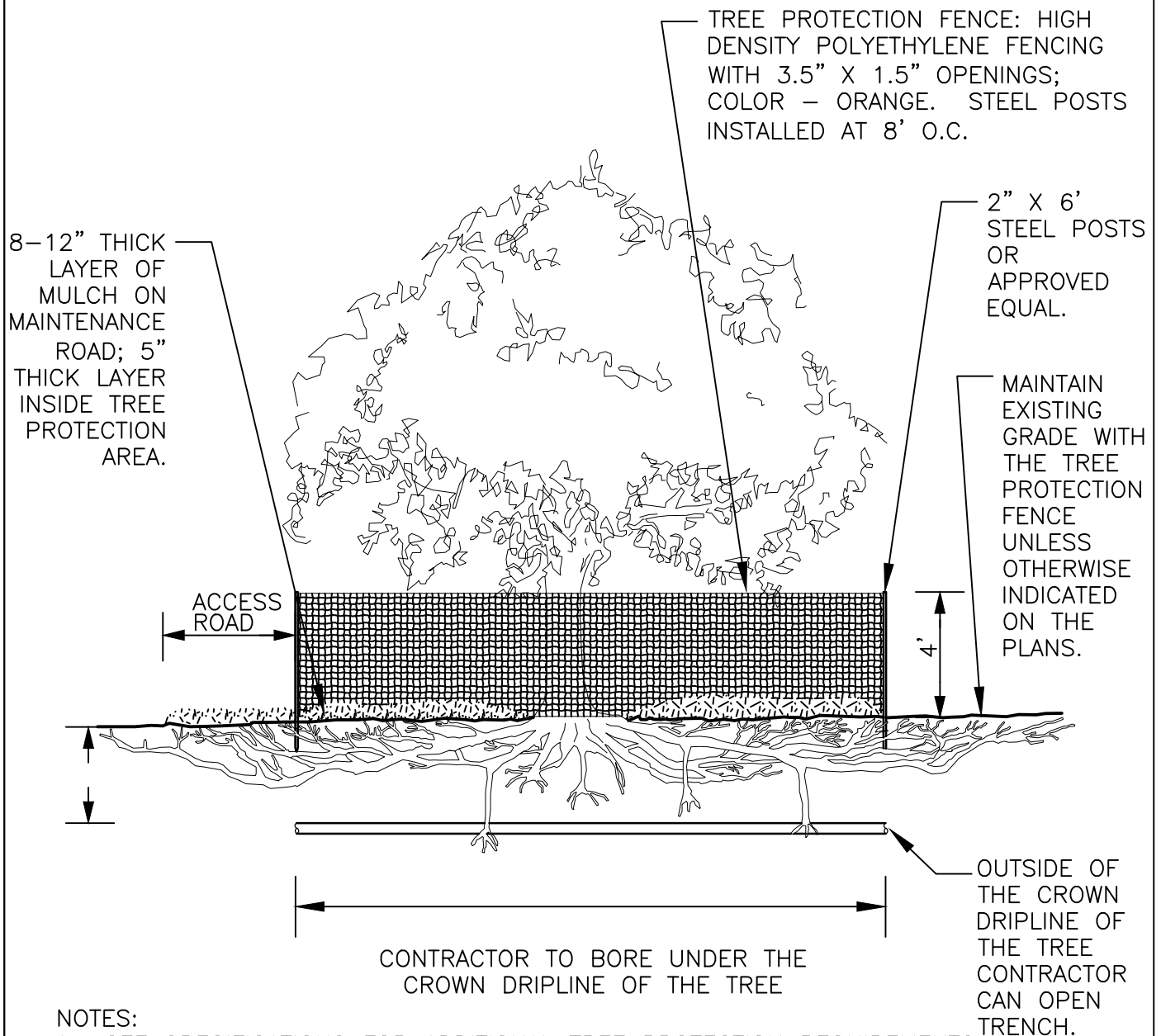


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NOTES:

1. SEE SPECIFICATIONS FOR ADDITIONAL TREE PROTECTION REQUIREMENTS.
2. IF THERE IS NO EXISTING IRRIGATION, SEE SPECIFICATIONS FOR WATERING REQUIREMENTS.
3. NO PRUNING SHALL BE PERFORMED EXCEPT BY APPROVED ARBORIST.
4. NO EQUIPMENT SHALL OPERATE INSIDE THE PROTECTIVE FENCING INCLUDING DURING FENCE INSTALLATION AND REMOVAL.
5. SEE SITE PREPARATION PLAN FOR ANY MODIFICATIONS WITH THE TREE PROTECTION AREA.
6. SEE TREE PRESERVATION PLAN FOR FENCE ALIGNMENT. AT A MINIMUM FENCE SHALL EXTEND TO THE CROWN DRIP LINE.

## TREE PROTECTION – MAINTENANCE ROAD & BORING UNDER CROWN/DRIPLINE

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