

**CITY OF LEXINGTON
WORKSHOP AGENDA
Thursday, June 16, 2016
Immediately following Council meeting
City Hall**

1. Call to Order: Mayor Kurth

2. Roll Call: DeVries – Hughes – Plasch - Payment

3. Discussion Items:

- A. Discuss Proposed Drug & Alcohol Abuse Policy and Employee Drug Screening
- B. Law Enforcement Performance Survey Process
- C. Discuss City Utilities

**pp. 1-9
pp. 10-15**

4. Staff Input

5. Council Input

6. Adjourn

The City's Drug and Alcohol Abuse Policy and Employee Drug Screening.

Section 1. Purpose and Overview of the Drug and Alcohol Policy. The City is concerned about the use of alcohol, illegal drugs or controlled substances as it affects the workplace. Use of these substances whether on or off the job can adversely affect an employee's work performance, efficiency, safety and health and therefore seriously impair the employee's value to the City. In addition, the use or possession of these substances on the job constitutes a potential danger to the welfare and safety of other employees and exposes the City to the risks of property loss or damage, or injury to other persons. The following rules and standards of conduct apply to all employees either on City property (including parking areas and grounds), during the workday (including meals and rest periods) or conducting city-related activities off premises.

Possessing, using, distributing, selling, attempting to sell or distribute, or being under the influence of alcohol or an illegal or controlled substance is not permitted. Employees are also prohibited from having any detectable amount of an illegal or unauthorized controlled substance in their system while at work, and from having excessive amounts of otherwise lawful controlled substances in their systems. If an employee is required to submit to a drug and/or alcohol test and confirmed test results indicate the presence of a detectable amount of an illegal or controlled substance or alcohol, such circumstance will be a violation of this policy.

The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger the employees or other individuals in the workplace. **Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment.** The City also may bring the matter to the attention of appropriate law enforcement authorities.

Other federal rules and statutes may have their own requirements with regard to drug and alcohol policies and testing. Employers of employees in positions regulated by the federal Department of Transportation (USDOT) must conduct certain mandatory drug and alcohol testing under rules issued by the USODT and its operating administrations. Those City Employees whose jobs requirement them to be subject to the USDOT rules and regulations are subject to such USDOT testing procedures, rules and regulations. The City reserves its right to outsource its USDOT drug and alcohol testing program function to a vendor known as a third party administrator that meets all federal regulations, and the City will keep a copy of that documentation on file.

All alcohol and drug testing procedures will conform to all local, state, and federal laws and regulations.

The City will implement the testing portion its Drug and Alcohol Policy with requiring alcohol and drug testing commencing _____, 2016 for:

1. **Post-Offer of Employment Testing.** Each applicant for employment will be required as a condition of employment to undergo a standard drug-screening test administered and evaluated by an authorized testing laboratory. Refusal to submit or a positive confirmed drug test may be a basis for refusal to hire the applicant. If the City withdraws the job offer based on a positive test, it must inform the applicant of the reason for its decision.

Section 2 below sets for the Drug and and Alcohol testing policy and procedures in more detail.

In the future, the City reserves its right under all local, state and federal laws and regulations, after

reasonable and timely notice to its employees (including its union employees by means of the parties next Collective Bargaining Agreement or in the interim a Memorandum of Understanding mutually agreed to by the Union and the City), to require, without limitation, alcohol and drug testing for each of the following:

1. **Random testing.** Random testing for employees who drive a City vehicle, which a safety-sensitive behavior.
2. **Routine Physical Examination Testing.** The City may require an employee to undergo drug and alcohol testing as part of a routine physical examination provided that the drug and alcohol test is required no more than once annually and the employee has been given at least two (2) week's written notice that a drug or alcohol test may be requested as a part of the examination.
3. **Post-Accident Testing.** Drug and/or alcohol screening will be required for any and all employees involved, promptly following any accident which requires medical treatment. Refusal to submit to such screening may result in summary discharge.
4. **Reasonable Suspicion Testing.** Drug and Alcohol testing of employees may be required by City management when there is a good faith and reasonable individualized suspicion that an employee is under the influence of drugs or alcohol. Reasonable suspicion may arise from, among other factors, supervisory observation, co-worker reports or complaints, performance decline, attendance or behavioral changes, results of drug searches or other detection methods, or involvement in a workplace or vehicular accident indicating a possible error in judgment or negligence.
5. **Follow-Up Testing for Treatment.** Testing will be used to monitor an employee's success in remaining drug free after a treatment program, although the City has no obligation to agree to or permit such programs versus termination of employment.

It shall be the responsibility of each employee who observes or has knowledge of another employee in a condition which impairs the employee to perform their job duties, or who presents a hazard to the safety and welfare of others, or is otherwise in violation of this policy, to promptly report that fact to their immediate supervisor or other management personnel.

In order to enforce this policy and subject to any additional terms and conditions set forth in any Collective Bargaining Agreement for any union employee, the City reserves the right to conduct searches of City property or employees and/or their personal property and to implement other measures necessary to deter and detect abuse of this policy. An employee's conviction on a charge of illegal sale or possession of any controlled substance while off City property will not be tolerated because such conduct, even though off duty, reflects adversely on the City, including being harmful to the reputation of the City. In addition, the City must keep people who sell or possess controlled substances off the City's premises in order to keep the controlled substances themselves off the premises.

The City will not, and may not under Minnesota law, discipline or discharge an employee for off-duty use or enjoyment of 'lawful consumable products,' including alcohol and tobacco.

The City will encourage and reasonably accommodate employees with chemical dependencies (alcohol or drug) to seek treatment and/or rehabilitation. To this end, employees desiring such assistance should request a treatment or rehabilitation leave. The City is not obligated, however, to continue to employ any person whose performance of essential job duties is impaired because of drug or alcohol use, or who cannot perform the duties in a manner which would not endanger his or her health or safety or the health

or safety of others. Nor is the City obligated to re-employ any person who has participated in treatment and/or rehabilitation if that person's job performance remains impaired as a result of dependency. Additionally, employees who are given the opportunity to seek treatment and/or rehabilitation, but fail to successfully overcome their dependency or problem, will not automatically be given a second opportunity to seek treatment and/or rehabilitation. This policy on treatment and rehabilitation is not intended to affect the City's treatment of employees who violate the regulations described above. Rather, rehabilitation is an option for an employee who acknowledges a chemical dependency and voluntarily seeks treatment to end that dependency. The City reserves the right to amend any or all of this drug/alcohol policy or to terminate it in its entirety at any time should either action be deemed necessary.

Section 2. The Drug and Alcohol Testing & Screening Policy and Procedure. This policy is intended to conform to the requirements of state law and, where conflicts between state law and this policy exist, state law is intended to govern.

1 DEFINITIONS.

- A. “Confirmatory Test” and “Confirmatory Re-test” mean a drug or alcohol test that uses a method of analysis allowed under one of the programs listed in Minn. Stat. § 181.953 Subd. 1.
- B. “Drug” means a controlled substance as defined in Minn. Stat. § 152.02, Subd. 1, 2, 3, 4, or 5.
- C. “Drug And Alcohol Testing” and “Drug Or Alcohol Test” mean the analysis of a body component sample including blood, breath or urine, for the purpose of measuring the presence or absence of drugs, alcohol, or their metabolites, according to the standards established under one of the programs listed in Minn. Stat. § 181.953, Subd. 1, for the purpose of measuring the presence or absence of drugs, alcohol or their metabolites in the sample tested.
- D. “Employee” means a person who performs services for the Department for compensation, in whatever form. For purposes of this policy, voluntary Reserves and Explorers shall be considered employees.
- E. “Employer” means the City as that term is defined in chapter 7 and the department’s supervisors and above.
- F. “Initial Screening Test” means a drug or alcohol test that uses a method of analysis under one of the programs listed in Minn. Stat. § 181.953, subd. 1.
- G. “Job Applicant” means a person who applies to become an employee of this City.
- H. “Positive Test Result” means a finding of the presence of alcohol, drugs, or their metabolites in a sample tested in levels at or above the threshold detection levels contained in the standards of one of the programs listed in Minn. Stat. § 181.952, subd. 1.
- I. “Under the Influence” means any condition that would result in a positive test result.
- J. “Reasonable Suspicion Testing.” An employer may request or require an employee to undergo drug and alcohol testing if the employer has a reasonable suspicion that the employee:
 - 1. Is under the influence of drugs or alcohol while the employee is working on the employer’s premises or operating the employer’s vehicles, machinery, or equipment.

2. Has violated the employer's written work rules prohibiting the use, possession, sale, or transfer of drugs or alcohol while the employee is working on the employer's premises, or is operating the employer's vehicles, machinery, or equipment, provided that the work rules are set forth in writing in the employer's drug and alcohol testing policy.

3. Has sustained a personal injury, as that term is defined in Minn. Stat. §176.011, subd. 16, or has caused another employee to sustain personal injury.

4. Has caused a work-related accident, or was operating or helping to operate machinery, equipment, or vehicles that were involved in a work-related accident.

K. "Drug Paraphernalia" has the meaning set forth in Minn. Stat. § 152.092.

L. "Treatment Program Testing" – An employer may request or require an employee to undergo drug and alcohol testing if the employee has been referred by the employer for chemical dependency treatment or evaluation, or is participating in a chemical dependency treatment program under an employee benefits plan, in which case the employee may be requested or required to undergo drug or alcohol testing without prior notice during the evaluation or treatment period, and for a period of up to two (2) years following completion of any prescribed chemical dependency treatment program.

2.2 RULES.

A. No employee shall be under the influence of any drug or have a detectable level of alcohol while the employee is working or operating the employer's vehicles, machinery, or equipment, except to the extent authorized by a valid medical prescription.

B. No employee shall use, possess, sell or transfer drugs, alcohol or drug paraphernalia while the employee is working or while the employee is on the employer's premises, or is operating the employer's vehicles, machinery or equipment, except pursuant to a valid medical prescription or when engaged in approved law enforcement activity.

2.3 PERSONS SUBJECT TO TESTING.

No person will be tested for drugs or alcohol under this policy without the person's consent. However, refusal to test under the following circumstances may result in discipline and/or discharge. The employer will request or require an individual to undergo drug or alcohol testing only under the circumstances described in this policy.

2.4 CIRCUMSTANCES FOR DRUG OR ALCOHOL TESTING.

A. **JOB APPLICANTS** – Job applicants will be required to undergo drug and alcohol testing after a job offer has been conditionally made and before commencing employment.

B. **REASONABLE SUSPICION TESTING** – The employer may require an employee to undergo drug and alcohol testing if the employee is engaged in the course of this/her duties as that term is defined above and the employer or any supervisor of the employee has reasonable suspicion that the employee:

1. Is under the influence of drugs or alcohol while the employee is working, is on the employer's premises, or is operating the employer's vehicles, machinery, or equipment; or

2. Used, possessed, sold or transferred drugs, alcohol or drug paraphernalia while the

employee is working, is on the employer's premises, or is operating the employer's vehicles, machinery or equipment, or;

3. Has sustained a personal injury as that term is defined in Minn. Stat. § 176.011, subd. 16, or has caused another person or employee to die or sustain a personal injury; or

4. Has caused a work-related accident or was operating or helping to operate machinery, equipment, or vehicles involved in a work-related accident; or

5. Has engaged in an act or omission related to the performance of the job, whether committed on or off duty, that logically requires or justifies such testing.

C. **RANDOM TESTING** - Random testing may be for employees who drive a City vehicle.

D. **ROUTINE PHYSICAL EXAMINATION TESTING.** The City may require an employee to undergo drug and alcohol testing as part of a routine physical examination provided that the drug and alcohol test is required no more than once annually and the employee has been given at least two (2) week's written notice that a drug or alcohol test may be requested as a part of the examination.

2.5 REFUSAL TO UNDERGO TESTING.

A. **JOB APPLICANTS** - If a job applicant refuses to undergo drug or alcohol testing required by the employer, no such test shall be given, and the job applicant shall be deemed to have withdrawn his/her application for employment.

B. **EMPLOYEES** - If any employee refuses to undergo drug or alcohol testing required by the employer, no such test shall be given, and the City Administrator shall discharge the employee from employment. If the employee is the City Administrator, then the City Council or its designee shall discharge the employee.

C. **REFUSAL ON RELIGIOUS GROUNDS** - No employee or job applicant who refuses to undergo drug or alcohol testing of a blood sample upon religious grounds shall be deemed to have refused unless the employee or job applicant also refuses to undergo drug or alcohol testing of a sample of his/her urine.

2.6 PROCEDURE FOR TESTING.

A. **NOTIFICATION FORM** - Before requesting an employee or job applicant to undergo drug or alcohol testing, the employer shall provide the individual with a form on which to (1) acknowledge that the individual has been given a copy of the employer's drug and alcohol testing policy, and (2) indicate consent to undergo drug or alcohol testing.

B. **TEST SAMPLE** - The test sample shall be obtained in a private setting, and the procedures for taking the sample shall ensure privacy to employees and job applicants to the extent practicable, consistent with preventing tampering with the sample. The sample shall be taken consistent with prevailing accepted rules and practices for the taking of such samples.

C. **IDENTIFICATION OF SAMPLES** - Each sample shall be sealed in a suitable container free of any contamination that might affect the test results, and be immediately labeled with the subject's social security number. The sample shall be initialed by the subject and be signed and dated by the person witnessing the sample.

D. **CHAIN OF CUSTODY** – The employer or the drug testing agency responsible for collecting the sample shall maintain a written record of the chain of custody of the sample and ensure proper handling thereof. The following procedures are hereby adopted for the proper handling of any samples:

1. Possession of the sample must be traceable to the employee from whom the sample is collected from the time the sample is collected to the time the sample is delivered to the laboratory.
2. The sample must always be in possession of, must always be in view of, or must be placed in a secured area by a person authorized to handle the sample.
3. A sample must be accompanied by a written chain-of-custody record.
4. All individuals relinquishing or accepting possession of the sample must record the time the possession was transferred and must sign and date the chain-of-custody record at the time of transfer.

E. **LABORATORY** - All drug or alcohol testing shall be performed by a testing laboratory licensed under the transitional laboratory requirements set forth in Minnesota Statutes (“Testing Laboratory”). The City and employee being tested agree to follow the instructions provided by the Testing Laboratory to ensure proper testing, maintenance, analysis, retention and storage as required under law.

F. **METHODS OF ANALYSIS** – The testing laboratory shall use methods of analysis and procedures to ensure reliable drug and alcohol testing results, including standards for initial screening tests and confirmatory tests.

G. **RETENTION AND STORAGE** – Retention and storage procedures shall be in accordance with this chapter, and all samples, except breath samples from an initial screening test, that produce a positive test result shall be retained and properly stored for at least six (6) months.

H. **TEST REPORT** – The testing laboratory shall prepare a written report indicating the drugs, alcohol, or their metabolites tested for, the types of tests conducted, and whether the test produced negative or positive test results. The testing laboratory shall disclose the report to the employer within three working days after obtaining the final test results.

I. **NOTICE OF TEST RESULTS** – Within three (3) working days after receipt of the test report from the testing laboratory, the employer shall inform an employee or job applicant who has undergone drug or alcohol testing of the results of such test in writing as follows:

1. A negative test result on an initial screening test or a negative or positive result on a confirmatory test.
2. If an employee or job applicant tests positive for drug use, the employee must be given written notice of the right to explain the positive test and the employer may request that the employee or job applicant indicate any over-the-counter or prescription medication that the individual is currently taking or has recently taken or any other information relevant to the reliability of, or explanation for, the positive test result. The Employer shall not request information regarding the individual’s prescription medications until after a positive test.
3. Within three (3) working days after notice of a positive test result on a confirmatory test, the employee or job applicant may submit information to the employer, in addition to any information

already submitted under paragraph (b), to explain the result, or may request a confirmatory re-test of the original sample at the employee's or job applicant's own expense as provided under Section 2.9.

2.7 ACTION AFTER TEST.

A. **JOB APPLICANTS** - The employer will not withdraw an offer of employment made contingent on the job applicant's passing drug and alcohol testing based on a positive test result from an initial screening test that has not been verified by a confirmatory test.

B. **EMPLOYEES** - The employer will not discharge, discipline, discriminate against, or request or require rehabilitation of an employee solely on the basis of a positive test result from an initial screening test that has not been verified by a confirmatory test. Where there has been a positive test result after a confirmatory test or in any re-confirmatory re-test, the employer will do the following:

1. **First Offense** – Give the employee an opportunity to participate in, at the employee's own expense, or pursuant to coverage under an employee benefits plan, either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the employer after consultation with a certified chemical use counselor or physician trained in the diagnosis and treatment of chemical dependency. If the employee either refuses to participate in the counseling or rehabilitation program or fails to successfully complete the program, as evidenced by withdrawal from the program before its completion or by a positive test result on a confirmatory test after completion of the program, and alcohol or drug abuse prevents the employee from performing the essential functions of the job in question or constitutes a direct threat to property or the safety of others, or otherwise constitutes a bona fide occupational qualification, the the City Administrator shall discharge the employee from employment. If the employee is the City Administrator, then the City Council or its designee shall discharge the employee.

2. **Second Offense** – Where alcohol or drug abuse prevents the employee from performing the essential functions of the job in question or constitutes a direct threat to property or the safety of others, or otherwise constitutes a bona fide occupation hazard, the City Administrator shall discharge the employee from employment. If the employee is the City Administrator, then the City Council or its designee shall discharge the employee.

3. **Suspensions**– Notwithstanding any other provisions herein, if the City Administrator reasonably believes that the City employee must be temporarily suspended to protect the health and safety of the employee, co-workers or the public, the employer may temporarily suspend the tested employee without pay for up to thirty (30) days pending the outcome of the Confirmatory Test and if requested and paid for by the employee the Confirmatory Re-test. If the Confirmatory Test or Confirmatory Re-test does not demonstrate a Positive Test Result, then the employee shall be entitled to all back pay for wages for any temporarily suspended period of time.

4. **Other Misconduct** – Nothing in this policy limits the right of the employer to discipline or discharge an employee on grounds other than a positive test result in a confirmatory test.

2.8 DATA PRIVACY. The employer will not disclose the test result reports and other information acquired in the drug or alcohol testing process to another employer or to a third party individual, governmental agency, or private organization without the written consent of the employee tested, unless permitted by law or required by court order.

2.9 RIGHTS OF EMPLOYEES. An employee has a right to offer the employer a written

explanation of a positive test result on a confirmatory test within three (3) working days after notice of the positive test result and has a right to request within five (5) working days after notice of a positive test result a confirmatory re-test of the original sample at the same or at another licensed testing laboratory at the employee's expense. Within three (3) working days after receipt of the employee notification of his or her request for a re-test, the employee shall notify the original testing laboratory that the employee has requested the laboratory to conduct the confirmatory re-test or transfer the sample to another properly licensed laboratory per the employee's request.

2.10 APPEALS PROCEDURE.

A. Concerning disciplinary actions taken pursuant to this drug and alcohol testing policy, available appeal procedures are as follows:

1. **Job Applicants** – A job applicant has the right to appeal to the City Council if the applicant submits a notice of appeal within fifteen calendar days of the action.

2. **Non-Veteran Employees** – An employee who is not a veteran has a right to appeal to the City Council only a suspension of over thirty (30) days, a permanent demotion (including salary decreases), or a discharge, if the employee submits a notice of appeal within ten (10) calendar days of the action.

3. **Veteran Employees** – An employee who is a veteran has the right to appeal to the City Council a permanent demotion (including salary decreases), or a discharge, if the employee submits a notice of appeal within sixty (60) calendar days of the action, regardless of status with respect to the probationary period. An employee who is a veteran has a right to appeal to the City Council a suspension of over thirty (30) days if the employee submits a notice of appeal within ten (10) calendar days of the action. An employee who is a veteran may have additional rights under the Veterans Preference Act, Minn. Stat. § 197.46.

B. All notices of appeal must be submitted in writing to the City Council. The City Council shall provide for an appropriate hearing.

C. An employee who is covered by a Collective Bargaining Agreement with the City may elect to seek relief under the terms of that agreement by initiating grievance procedures in lieu of taking an appeal to the City Council.

CONSENT FOR DRUG AND ALCOHOL TESTING

I acknowledge that I have been given and have read the Drug and Alcohol Testing & Screening Policy of the City of Lexington.

Initial

I hereby consent to undergo drug and/or alcohol testing pursuant to this policy, and authorize the City of Lexington or its agent to collect a blood or urine sample for those purposes.

Initial

I understand that the results of this testing may be discussed with and/or made available to my potential employer. I further understand that the results of this testing may affect my employment status.

Initial

Signature _____ Date _____

Witness _____ Date _____

To: Mayor Kurth & City Council
From: Bill Petracek, City Administrator
Date: June 10, 2016
Re: Law Enforcement Performance Survey



I wanted to have a discussion with you folks about the survey process that former Finance Director, Tina Meyer, had proposed to use as a tool to gather information from our citizens on how Centennial Lakes Police Department performs within our community.

I have enclosed some items for discussion about the survey process that I received from the League of Minnesota Cities and the State Auditor's office. After my review of how this process is conducted, I would not recommend the City of Lexington moving forward with evaluating your public safety services via this approach to surveying your citizens. This survey is more about achieving the performance measurements that have been set by the State Auditor's office, not about determining how your citizens view the performance of your City services – police, fire, building inspections.

In conclusion, I think you need a more direct approach to surveying your citizens, than what this process offers, as well more flexibility to the types of questions you want to ask your citizens about the overall performance of your public safety departments.

Bill Petracek

From: Walker, Rachel [RWalker@lmc.org]
Sent: Monday, May 16, 2016 1:08 PM
To: 'bplexington@comcast.net'
Subject: city surveys

Follow Up Flag: Follow up
Due By: Thursday, June 09, 2016 11:30 AM
Flag Status: Flagged

Hello Bill,

Laura Zenz forwarded me your email about doing a city survey.

The League can administer a brief citizen survey for use in the Auditor's performance measurement program.

The survey has 8-12 questions. The first set of questions are standard and are required as part of the program. We tell cities that they can add a few city-specific questions if they want to do so.

The surveys are electronic only and hosted by SurveyMonkey. When the data collection period ends, I compile the data and send it to the city.

See the link below for more information on the measurement program and please let me know if you have any other questions.

<https://www.auditor.state.mn.us/default.aspx?page=20150910.000>

Best,
Rachel Walker
LMC

The Program

In 2010, the Legislature created the Council on Local Results and Innovation. In February 2011, the Council released a standard set of ten performance measures for counties and ten performance measures for cities to aid residents, taxpayers, and state and local officials in determining the efficacy of counties and cities in providing services and measure the residents' opinions of those services. In February of 2012, the Council created a comprehensive performance measurement system for cities and counties to implement. In 2013, the Council revised the performance measures and clarified the performance measurement system to decrease confusion and to increase participation in the program.

Cities and counties that choose to participate in [the performance measurement program](#) may be eligible for a reimbursement in Local Government Aid (LGA) and exemption from levy limits under Minnesota Statutes, sections 275.70 to 275.74, if such levy limits are in effect.

Benefits and Reporting Requirements

A county or city that elects to participate in the performance measurement program in 2015 is eligible for a reimbursement of \$0.14 per capita, not to exceed \$25,000, and is also exempt from levy limits under Minnesota Statutes, sections 275.70 to 275.74 for taxes payable in the following calendar year, if such levy limits are in effect. In order to receive the per capita reimbursement and levy limit exemption if applicable, counties and cities must file a report with the Office of the State Auditor by July 1. This report consists of:

1) A resolution approved by the city council or county board declaring that:

- The city/county has adopted and implemented the minimum 10 performance measures from each applicable service category and the system developed by the Council on Local Results and Innovation.
- The city/county will report the results of the measures to its residents before the end of the calendar year through publication, direct mailing, posting on the entity's website, or through a public hearing at which the budget and levy will be discussed and public input allowed.

2) The actual results of the performance measures adopted by the city/county.

Participating Cities and Counties

In 2015, 29 cities (3%) and 20 counties (23%) were certified by the Office of the State Auditor to the Minnesota Department of Revenue to receive additional local government aid. In contrast, 30 cities (4%) and 19 counties (22%) were certified by the Office of the State Auditor to the Minnesota Department of Revenue in 2014.

The following cities and counties were successfully certified in 2015.

By clicking on a city or county name, a pdf file will open with a copy of the entity's resolution and survey results.

Cities:

[Austin](#)
[Burnsville](#)
[Crystal](#)
[Elko New Market](#)
[Madison Lake](#)
[Mora](#)
[New Hope](#)
[Rogers](#)
[Saint Michael](#)
[Waconia](#)

[Bemidji](#)
[Chaska](#)
[Eagan](#)
[Forest Lake](#)
[Maplewood](#)
[Mounds View](#)
[New Ulm](#)
[Saint Cloud](#)
[Sartell](#)
[Woodbury](#)

[Bloomington](#)
[Coon Rapids](#)
[Eden Prairie](#)
[Little Canada](#)
[Minneapolis](#)
[New Brighton](#)
[Ramsey](#)
[Saint Joseph](#)
[Shorewood](#)

Counties:

2015 Performance Measurement Report

Anoka	Carver	Clay
Dakota	Chippewa	Crow Wing
Hennepin	Jackson	Kandiyohi
Murray	Olmsted	Ramsey
Renville	Rice	Saint Louis
Scott	Sherburne	Washington
Winona	Yellow Medicine	

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Bill Petracek

From: GID OSA [GID.OSA@osa.state.mn.us]
Sent: Wednesday, May 25, 2016 5:02 PM
To: bplexington@comcast.net
Subject: Performance Measures Program due by July 1, 2016

Mr. William Petracek, City Administrator City of Lexington

Dear City Administrator Petracek:

Participation in the Performance Measurement Program by a city or a county is voluntary. Counties and cities that choose to participate in the standard measures program must officially adopt and implement the ten minimum performance measures and system developed by the Council on Local Results and Innovation (Council). For more information on the Performance Measurement Program, please go to www.auditor.state.mn.us/default.aspx?page=20130214.000

A county or city that elects to participate in the standard measures/performance measurement program is eligible for a reimbursement of \$0.14 per capita in local government aid, not to exceed \$25,000. A participating entity is also exempt from levy limits under Minnesota statutes sections 275.70 to 275.74 for taxes payable in the following calendar year, if levy limits are in effect.

In order to receive the per capita reimbursement and levy limit exemption in 2016, counties and cities must:

File a report (in a PDF format) with the Office of the State Auditor by July 1, 2016. This report will consist of:

- 1) A resolution approved by the city council or county board declaring that: A) The city/county has adopted and implemented the minimum 10 performance measures from each applicable service category and the system developed by the Council. B) The city/county will report the results of the measures to its residents before the end of the calendar year through publication, direct mailing, posting on the entity's website, or through a public hearing at which the budget and levy will be discussed and public input allowed. A copy of the resolution should be submitted as a single PDF and emailed to: performancemeasures@osa.state.mn.us.
- 2) A document showing the actual results of the performance measures adopted by the city/county. For those entities certified for the program last year, please also include the results of the measures in a PDF format attached to the same e-mail.

The reporting is due by July 1, 2016. There will be no extensions to the reporting deadline. If you have any questions, please contact Christy John at (651) 297-3681 or e-mail performancemeasures@osa.state.mn.us.

Thank you.

Sincerely,

Kathy Docter, CPA, CFE
Director
Government Information Division
Office of the State Auditor

Caution: This e-mail may contain CONFIDENTIAL information or information protected by state or federal law. If you have received this e-mail by mistake, please do not read, distribute, or reproduce it (including any attachments). Please notify us immediately by return e-mail, and then delete it from your system. Thank you.