



## Request for City Council Committee Action from the Department of Community Planning and Economic Development - CPED

**Date:** March 20, 2012

**To:** Council Member Sandy Colvin Roy, Transportation and Public Works

**Referral to:** Council Member Lisa Goodman, Community Development Committee  
Council Member Betsy Hodges, Ways & Means/Budget Committee

**Subject:** Seward Community Bike Walk Center (SCBWC)

### Recommendation:

- 1) Adopt the attached City Council Resolution authorizing the City to serve as fiscal agent pass-through for the Non-Motorized Transportation Pilot (NTP) Program funding award to the Seward Community Bike Walk Center and appointing MnDOT to serve as city agent to accept the federal funds;
- 2) Accept and appropriate the federal Non-motorized Transportation Pilot (NTP) funding award of \$380,000 for Seward Community Bike Walk project;
- 3) Increase the 2012 Revenue Budget for the Community Planning & Economic Development Agency Fund 01300–Other Grants - Federal (01300-8900900-321014) by \$380,000.
- 4) Amend the 2012 General Appropriation Resolution by increasing the Community Planning & Economic Development Agency Fund 01300–Other Grants-Federal (01300-890320) by \$380,000.
- 5) Authorize appropriate City staff to execute such Agency, Project Development and Funding Agreements with the State of Minnesota Department of Transportation and Seward Neighborhood Group, Inc. or a related entity, that are necessary to implement the Seward Community Bike Walk Center with federal Non-Motorized Transportation Pilot project funds.

**Previous Directives:** On August 4, 2006 the City Council authorized the original grant agreements and appropriations for the Non-Motorized Transportation Pilot Program, with supplemental approvals of annual program agreements, funding and program extensions in 2007 through 2011. On February 10, 2012 the City Council approved a Preliminary Planning Fund (PPF) allocation for the Seward Community Bike Walk Center Project.

### Department Information

Prepared by: Mark Garner, Senior Project Coordinator, CPED Business Development (673-5043)

Approved by: Charles T. Lutz, Interim Director, CPED \_\_\_\_\_  
Catherine A. Polasky, Economic Development Director \_\_\_\_\_  
Steve A. Kotke, P.E., City Engineer, Director of Public Works \_\_\_\_\_

Presenters in Committee: Mark Garner, Senior Project Coordinator

Funding Source and Appropriation Language Reviewed by Development Finance:

Jeff Streder, Director of Development Finance \_\_\_\_\_

### Reviews

- Permanent Review Committee (PRC): N/A
- Civil Rights Approval N/A
- Policy Review Group (PRG): N/A

### Financial Impact

- Action requires an appropriation increase to the Capital Budget or Operating Budget  
Dept Name: Community Planning and Economic Development (CPED) – (8900320)  
Fund Name: 01300 – Grants - Federal  
Amount: \$380,000
- Action provides increased revenue for appropriation increase  
Dept Name: Community Planning and Economic Development (CPED) – (8900900)  
Fund Name: 01300 – Grants - Federal  
Amount: \$380,000
- Action is within the Business Plan.
- Request provided to Finance Department.

### Community Impact

- Neighborhood Notification: The Seward Community Bike Walk Center is an initiative of the Seward Neighborhood Group, Inc. which will operate and manage the center. Seward Neighborhood Group has discussed the SCBWC project goals and programs with representatives of Ventura Village Neighborhood Association, East Phillips Improvement Coalition, West Bank Community Coalition, Cedar Riverside NRP, Longfellow Community Council, Native American Community Development Institute, Seward Civic and Commerce Association, Common Bond Communities, Midtown Greenway Coalition, Nice Ride, Cycles for Change, Hub Bicycle Coop, Quality Bike Products, and Venture North Bike Walk and Coffee.
- City Goals: Livable Communities, Healthy Lives; Eco-Focused; Many People, One Minneapolis; A City that Works.
- Sustainability Targets: Transportation Alternatives, Bicycling, Air Quality and Climate Change.
- Comprehensive Plan: 7.7.2 Integrate physical activity into everyday life of residents.
- Zoning Code: Will comply.

### Background

In 2005, the federal SAFETY-LU Transportation Act allocated funds for Minneapolis and adjoining communities under the Non-Motorized Transportation Pilot (NTP) Program designed to test how infrastructure improvements, combined with planning, public education and promotion, can increase the number of people bicycling and walking and reduce driving. The City of Minneapolis serves as fiscal agent to pass through federal funds to Transit for Livable Communities and Bike Walk Twin Cities (BWTC), which are administering the NTP Program in this region.

### Seward Community Bike Walk Center Project

In December 2010, Bike Walk Twin Cities issued a competitive request for proposals for community initiatives that would increase biking and walking. Seward Neighborhood Group, Inc. (SNG) submitted a proposal to create, manage and operate the Seward Community

Bike Walk Center (SCBWC). The SCBWC will operate community-based transportation programming and educational services designed to increase bicycling and walking among populations in Seward and the surrounding neighborhoods that are under-represented in non-motorized transportation activities; especially low-income, minority and immigrant youth and women populations. The proposal builds upon experience by Seward Neighborhood Group that includes community organizing at Seward Towers and with the East African Community in Seward, as well as several demonstration biking and walking programs tested in the community.

In September 2011 the Transit for Livable Communities Board approved the award of \$380,000 in NTP funding, to provide partial funding for Seward Neighborhood Group to operate the center for the first two years of operation. In the first year, \$213,000 in Non-motorized Transportation Pilot Program funding will be available; with \$167,000 available in the second year. The total project cost for the first two years is budgeted at \$504,300, with additional funding provided from the Neighborhood Revitalization Program (NRP), SCBWC memberships, individual and foundation donations, in-kind contributions from the bike industry, and program income. After two-years, the goal is for the center to be self-sustaining from these revenue sources without additional NTP funding.

The Seward Community Bike Walk Center will be located in Seward Neighborhood in a leased space near the Hiawatha LRT Bike Trail that is accessible from several surrounding neighborhoods. Seward Neighborhood Group's project schedule anticipates that staff and curriculum will be assembled by May, with off-site classes beginning in June, and the opening of the Seward Community Bike Walk Center proposed for July, 2012.

### **City Role and Recommended Actions**

The federal Non-Motorized Transportation Pilot Program requires that a local taxing authority serve as fiscal agent pass-through for the Seward Community Bike Walk Center, and that the Minnesota Department of Transportation (Mn/DOT) serve as the agent of the City of Minneapolis to accept the federal aid funds awarded to the project.

This report recommends that Minneapolis serve as fiscal agent for the project; and pass through funds, management and responsibilities to Seward Neighborhood Group, Inc.. Seward Neighborhood Group, Inc. is a Minnesota Nonprofit Corporation and will operate this community-based transportation program and facility. Seward Neighborhood Group will be required to furnish the personnel, services, supplies and equipment necessary to supervise, implement, and document project activities and outcomes.

The Department of Community Planning and Economic Development will utilize its grant management capacity to review and submit project documentation and invoices to Mn/DOT for reimbursement, pass through federal funds to Seward Neighborhood Group for eligible project costs, and participate in periodic project team meetings. CPED will continue to coordinate with staff from Public Works, which administers the City's oversight role for the Non-Motorized Transportation Pilot program.

Upon approval of this report, City staff will sign and submit the Project Memorandum and a Public Interest Finding for this project to the Minnesota Department of Transportation. The Project Memorandum memorializes the agreed upon scope of the project between the Minnesota Department of Transportation (Mn/DOT), Federal Highway Administration (FHWA), Seward Neighborhood Group, and Minneapolis. The project memorandum identifies the project activities and costs that will be eligible for reimbursement by the federal NTP funds, documents applicable environmental review standards, and establishes the project definition for Agency and Funding Agreements.

Following final FHWA and MnDOT review of the Project Memorandum and project authorization, this report authorizes the appropriate City officers to execute an Agency Agreement with MnDOT for the Seward Community Bike Walk Center project, and a Project Development and Sub-recipient Funding Agreement with Seward Neighborhood Group, Inc.

Seward Neighborhood Group has amended its Neighborhood Revitalization Program Plan to allocate NRP funds for the Bike Walk Center. SNG has agreed to pay CPED's established 3% grant management fee for fiscal agent and project development services in two annual installments. A portion of the NRP funds will be used to pay the City grant administration fee for the first year. The fee for the second year will be collected from other, non-federal, project funds. The 3% program administration fees that will be initially received in fund 01CNR and then transferred to 01CPP to reimburse the Preliminary Planning Fund project created for the Seward Community Bike Walk Center.

This report recommends acceptance of the Non-Motorized Transportation Pilot Program funding award for the Seward Community Bike Walk Center, approval for staff to execute funding and project development agreements with the Minnesota Department of Transportation and Seward Neighborhood Group, Inc., and authorization of the necessary appropriation and budget actions for the city to serve as fiscal agent for this award of Federal Non-motorized Transportation Pilot Program funds.

**RESOLUTION 2012R-\_\_\_\_\_**

**By Goodman, Colvin Roy, Hodges**

**Accepting federal funding award and authorizing City of Minneapolis to serve as Fiscal Agent for Seward Community Bike Walk Center.**

Resolved by The City Council of The City of Minneapolis:

WHEREAS, under the federal SAFETY-LU Transportation Act enacted in 2005, Minneapolis and adjoining communities have been allocated funds under the Non-Motorized Transportation Pilot (NTP) Program; and

WHEREAS, the Non-Motorized Transportation Pilot Program is designed to test how infrastructure improvements, combined with planning, public education and promotion, can increase the number of people bicycling and walking and reduce driving; and

WHEREAS, the Federal Highway Administration (FHWA) has designated Transit for Livable Communities and its affiliate Bike Walk Twin Cities (BWTC) to administer the Non-Motorized Transportation Pilot Program funds; and

WHEREAS, Seward Neighborhood Group prepared and submitted to BWTC an application for Non-Motorized Transportation Pilot Program funding that identified a comprehensive program of targeted marketing, educational, training and encouragement programs, activities and services to be implemented by the Seward Community Bike Walk Center to increase the mode share of walking and biking in the community, especially among under-represented low income, minority or new immigrant populations; and

WHEREAS, Transit for Livable Communities and Bike Walk Twin Cities re administering the federal Non-Motorized Transportation Pilot Program and have awarded through a competitive solicitation process Seward Neighborhood Group, Inc. \$380,000 over two years to create and operate the Seward Community Bike Walk Center; and

WHEREAS, the federal Non-Motorized Transportation Pilot Program requires that a local taxing authority accept the Federal Funds that have been awarded to Seward Neighborhood Group, Inc. and enter into agreements with the Minnesota Department of Transportation and Seward Neighborhood Group, Inc. to serve as fiscal agent pass-through for the Seward Community Bike Walk Center; and

WHEREAS, the City of Minneapolis desires that the Commissioner of Transportation of the State of Minnesota be appointed as an agent of the City of Minneapolis to accept as its

agent federal aid funds which may be made available for an eligible transportation-related project, and

WHEREAS, the Seward Neighborhood Group, Inc. is a designated neighborhood organization within the City of Minneapolis and a Minnesota Nonprofit Corporation to whom the City desires to pass through funds, management and responsibilities to implement this transportation and neighborhood revitalization project; and

WHEREAS, the City supports the final authorization of the federal funds by the Federal Highway Administration (FHWA) and Minnesota Department of Transportation for the Seward Community Bike Walk Center;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Minneapolis, that pursuant to Minnesota Statutes, Section 161.36 the Commissioner of Transportation be appointed as Agent of Minneapolis to accept as its agent, federal aid funds which may be made available for eligible transportation-related projects; and

BE IT FURTHER RESOLVED, that the City of Minneapolis may act as fiscal agent for Seward Neighborhood Group, Inc. for the Seward Community Bike Walk Center project for federal NTP funding if the funding is authorized; and

BE IT FURTHER RESOLVED, that the proper City officers are hereby authorized and directed, for and on behalf of the City of Minneapolis, to execute and enter into an Agency agreement with the Commissioner of Transportation prescribing the terms and conditions of said federal aid participation; and

BE IF FURTHER RESOLVED, that the proper City officers are hereby authorized and directed, for and on behalf of the City of Minneapolis, to execute and enter into a Project Development and Funding agreement with Seward Neighborhood Group, Inc. to pass through the federal funds, management and responsibilities to implement the Seward Community Bike Walk Center project.

**RESOLUTION 2012R-\_\_\_\_\_**

**By Goodman, Colvin Roy, Hodges**

**Amending The 2012 General Appropriation Resolution.**

Resolved by The City Council of The City of Minneapolis:

That the above-entitled resolution, as amended, be further amended by increasing the appropriation in the Community Planning & Economic Development Agency Fund 01300 – Other Grants – Federal (01300-890320) by \$380,000; and increasing the revenue budget in the Community Planning & Economic Development Agency Fund 01300 – Other Grants – Federal (01300-8900900-321014) by \$380,000.