

**AGENDA
OF THE CITY
COUNCIL WORK SESSION
CITY OF EAST GRAND FORKS
TUESDAY, MARCH 12, 2013 - 5:00 P.M.**

CALL TO ORDER:

CALL OF ROLL:

DETERMINATION OF A QUORUM:

- 1. Playground Equipment for O'Leary and Stauss Parks – Dave Aker**
- 2. Handicap Bathroom at Senior Center – Dave Aker**
- 3. Arena Manager – Dave Aker**
- 4. Snow Emergency Ordinance – Jason Stordahl**
- 5. Snow Removal Policy – Jason Stordahl**
- 6. Waste Water Options – Jason Stordahl**
- 7. Pool Study and Options – Scott Huizenga & Dave Aker**
- 8. Indepth Inspections Contract – Nancy Ellis**

ADJOURN:

Upcoming Meetings

Waste Water Public Forum – March 11, 2013 – 7:00 PM – Council Chambers
Work Session – March 12, 2013 – 5:00 PM – Training Room
Regular Council Meeting – March 19, 2013 – 5:00 PM – Council Chambers
Legislative Conference – March 21, 2013 – St. Paul – Crown Plaza
Work Session – March 26, 2013 – 5:00 PM – Training Room
Regular Council Meeting – April 2, 2013 – 5:00 PM – Council Chambers

Request for Council Action

Date: March 4, 2013

To: East Grand Forks City Council, Mayor Lynn Stauss, Henry Tweten, Council Members: Chad Grassel, Council President Craig Buckalew, Council Vice President Greg Leigh, Mark Olstead, Clarence Vetter and Ron Vonasek.

Cc: File

From: Dave Aker

RE: Playground Equipment at O'Leary Park and Stauss Park

Background:

We would like to add some playground equipment at O'Leary Park and Stauss Park because we had to take out some of the equipment according to an inspection done by the League of Minnesota Cities. The equipment was outdated and dangerous according to the new guidelines by the State of Minnesota. The equipment for Stauss Park is the animal spring rider and a Burke Comet. The equipment for O'Leary Park is the climbing structure, the Burke comet, 6' satellite climber and tree climber.

I have a quote on new playground equipment for \$16,299.76, including border timbers. We have \$20,000 in the budget and it is a state bid.

Recommendation:

I recommend that we get the playground equipment at the sale price. The rest of the money can be used to buy wood chips.

Enclosures:

The prices are in the packet.

ST. CROIX RECREATION CO., INC

225 N. SECOND STREET
 STILLWATER, MN 55082
 (651)430-1247 Fax (651)430-9231

Estimate

Date	Estimate #
2/28/2013	387

Name / Address
EAST GRAND FORKS ATTN: DAVE AKER

Ship To
EAST GRAND FORKS PARKS 929 5TH AVE NE EAST GRAND FORKS, MN 56721

P.O. No.	Terms	Rep

Item	Description	Qty	Cost	Total
BCI 570-0042	2 ANIMAL SPRING RIDER	1	2,235.00	2,235.00T
BCI BB-2048	ROCKIT CLIMBING STRUCTURE	1	4,938.00	4,938.00T
BCI 600-0056	6' SATELLITE CLIMBER	1	3,271.00	3,271.00T
BCI 560-2570	BCI BURKE COMET 1	2	1,283.00	2,566.00T
BCI 560-0524	FS 3 BRANCH TREE CLIMBER	1	701.00	701.00T
BCI 590-0038	PACKAGE 1 BASKETBALL HOOP	2	1,673.00	3,346.00T
FREIGHT		1	1,350.00	1,350.00T
BCI 046-0053	12" STONEBORDERS, 6' LONG	26	65.00	1,690.00T
STATE CONTRACT	STATE CONTRACT #444953/25351		-1,499.76	-1,499.76

QUOTE IS GOOD FOR 30 DAYS FROM DATE ON ESTIMATE!	Subtotal	#15,251.24 \$18,597.24
	Sales Tax (6.875%)	#1,048.52 \$1,381.67
	Total	#16,299.76 \$19,978.91

E-mail
jj@stcroixrec.com

Request for Council Action

Date: March 4, 2013

To: East Grand Forks City Council, Mayor Lynn Stauss, President Craig Buckalew, Council Vice President Greg Leigh, Council Members: Chad Grassel, Mark Olstead, Henry Tweten, Clarence Vetter, and Ron Vonasek

Cc: File

From: Dave Aker

RE: Handicap bathroom at the Senior Center

Background: The best way to make the Senior Center handicap bathroom accessible is to put it in the training room of the senior center. We would need an 8' x 6' room that would be a coed bathroom, where one person is able to use the bathroom. It would bring the Senior Center up to standards with handicap accessible.

Recommendation: We have two bids from Spare Husband and Tony Anderson for the construction of a room. Spare Husband has the lowest bid of \$4,300. Vilandre and Anytime Plumbing put the bids in for the plumbing, which includes the drain system and cement work. It also includes the sink and fixtures in the bathroom. Vilandre has the lowest bid of \$5,495. Eagle Electric will do the wiring for a small fee.

Enclosures: The bids for the bathroom.

FAX 773-8003

SPARE HUSBAND,® INC.

**FURNITURE
THAT FITS**

1708 Central Avenue NE
East Grand Forks, MN 56721

Office: 218-773-3700
Fax: 218-773-3705
Ron Vasek: 218-773-3193
Cell: 701-740-8021
Ken Vasek: 218-773-1962
Cell: 218-779-3637

MN Lic. BC-20394207
ND Lic. 29630

"We Make Housecalls"
-REPAIRS-ODD JOBS-

Residential/Commercial Repair • Windows • Doors
Custom Built Fine Furniture • Shingles • Small Jobs

Customer's Phone No David Acker Date 2/26 20 13
Name EOF Senior Center
Address _____
City _____ State _____ Zip _____

Cash *Estimate* Check # _____ Charge

QUAN	DESCRIPTION	PRICE	AMOUNT
	<i>Bathroom -</i>		
	<i>Stud walls + install 7/8 sheetrock</i>		
	<i>through the ceiling to the top of building.</i>		
	<i>Tape, texture, prime + paint, lower</i>		
	<i>ceiling to make room for light + bath fan.</i>		
	<i>Install solid oak 36" door with metal handle</i>		
	<i>Install oak trim + baseboard. Insulate walls</i>		
	<i>- NO Plumbing, Electrical, heating, flooring</i>		
	<i>or bath fan</i>		
	<i>Labor + materials</i>		<i>4300.00</i>
	<i>Estimate good for 30 days.</i>		
	<i>Additional work extra.</i>		
	SALES TAX		
	<i>Work to be done in March. If we go with</i>		
	TOTAL		
	<i>9 prefinished doors it takes 2-3 weeks to get.</i>		

A service charge of 1 1/2% per month or 18% per year will be added to all invoices unpaid 30 days from billing date

Thank You Ken Vasek



2097 N. 42nd Street
 Grand Forks, ND 58203
 Office: 701-775-0822 Fax: 701-775-2590
 E-mail: tander015@aol.com

Date: 2/4/13

Customer: EGF Senior Center
Attn. Dale Aker
egfaker@hotmail.com
773-8000

PROPOSAL:

DESCRIPTION	TOTAL
<p>We propose to do the following items for a handicap bathroom remodel:</p> <p>Cut and remove carpet in a 6'x6' corner of exercise room. Build two 6' walls and sheetrock, tape, texture, paint. Redo ceiling grid to allow light to be centered in room. Install one 3' solid oak door and metal knock down frame, accessible closer, hinges, and lever handle for new hardware. Install new Vinyl composition tile. Install mirror, towelholder.</p> <p><i>? trim + baseboard opening for exhaust - through electric outlets door open wall for new sink</i></p> <p>Option1: electric door opener for accessibility add: \$</p> <p>Note: plumbing, heating, and electrical work done by others.</p>	<p>\$4750.00</p>
<p>Total \$4750.00</p>	

Please sign, date & return a copy to our office upon your approval of the above-mentioned proposal.

Signature _____ Date _____

Printed Name _____

This estimate is valid for 60 days and is for work specified only. Some incidental charges may arise that are unforeseen. Any alterations or deviations from the specified work involving extra costs will be executed upon written order and becomes an extra charge over and above the estimate. If verbal approval is given it will stand in place of written approval. The work performed is covered by a one year warranty, effective as of the last day of work, covering defects in materials or workmanship, including obvious or unseen problems, except for cracking of concrete, which is an industry standard. CREDIT TERMS: Net due 30 days. After 30 days interest fees of 1-3/4% per month (21% per yr) apply. By signing, I hereby guarantee payment of any indebtedness incurred by virtue of this contract and agree to pay any incurred costs of collection, including legal fees, if I do not pay as per the credit terms above. If not paid within 30 days after last day worked a lien will be filed.

Vilandre

Heating // Air Conditioning // Plumbing // Seamless Gutter // Sheet Metal

701 NORTH 7th ST., P.O. BOX 5673, GRAND FORKS, ND 58206

TELEPHONE (701) 775-4675

FAX (701) 772-7307

TOLL FREE (888) 784-4675

www.govilandres.com

EGF Senior Citizen Center
538 Rhinehart Drive
East Grand Forks MN 56721

11-27-2012

Attn: Linda

Here is a bid to add an ADA bathroom as discussed. This bid does include cement work removal and replacement. I have enclosed a list of fixtures that are included in this bid. You may change the fixtures if you desire and prices will be adjusted accordingly. This bid does not include any carpenter work or floor coverings.

The existing wall where the sink is located will need to be opened up and the wall that the new fixtures are going against will also need to be opened up.

Total installed price is.....\$5,495.00

Delta 501 LF Faucet
K2005 wall hung sink/ grid strainer/trap wrap
V3642 ADA toilet w/open front seat
Grab Bars: 1-18 1-32 1-46

All work is covered by "THE VALANDRE ADVANTAGE" 100% satisfaction guaranteed, or your money back.

Sincerely,



Kurt Gamache, Master Plumber

Vilandre Heating, Air Conditioning & Plumbing, Inc.

ND# 20 MN#06550-PM



"We Baby Sit With Your Furnace and Air Conditioner"
"Services Backed by the Vilandre Advantage"



**ANYTIME
PLUMBING
& DRAIN CLEANING**

4330 Gateway Drive Grand Forks, ND 58203

(701) 795-1735
Fax (701) 775-7445

Proposal #120312

To: East Grand Forks Senior Center
538 Rhinehart Dr.
East Grand Forks, Minn 56721

LICENSE NO. N.D. 9414	
DATE 12-5-12	JOB PHONE NO. 218-773-0821
JOB NAME / NO. ADA Rest room	
JOB LOCATION East Grand Forks, Minn.	

We hereby submit specifications and estimates for:

- > White Fixtures/Chrome Faucet
- 1-Am Std ADA elongated toilet w/seat
- 1-Wall hung lav
- 1-Moen single handle ADA lav faucet
- 1-Trap wrap
- 3-Stainless steel grab bars

We propose to break and patch cement for rest rough in. Bid includes all necessary drain, waste, venting, and water piping for ADA rest room.

Material & Labor: \$6,510.00
Minn state drawing by plumber
if needed add \$350.00

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

We propose hereby to furnish material and labor - complete in accordance with above specifications, for the sum of:

Sixty five hundred ten and 00/100-----
-----dollars (\$6,510.00).

Payment to be made as follows:

\$4,000.00 after rough in.

\$2,510.00 upon completion.

Kevin Bosh, Pres.

[Signature]
Authorized Signature

Note: This proposal may be withdrawn by us if not accepted within 45 days.

You, the buyer, may cancel this transaction at any time prior to midnight of the third business day after the date of this trans-action. Cancellation must be done in writing.

Acceptance of Proposal: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____ Date _____ Signature _____ Date _____

Request for Council Action

Date: February 25, 2013

To: East Grand Forks City Council, Mayor Lynn Stauss, President Craig Buckalew, Council Vice President Greg Leigh, Council Members: Chad Grassel, Mark Olstead, Henry Tweten, Clarence Vetter, and Ron Vonasek

Cc: File

From: Dave Aker

RE: VFW Arena Manager

Background:

With the retirement of the VFW Arena Manager, I would like to hire someone to take his position as soon as possible. We have summer ice at the VFW arena, I have to get somebody that knows how to start up the ice plant at the VFW. The arena manager takes care of the VFW and the Blue Line Arenas as well as the Senior Center. I would like to ask the Council to approve the recruitment and hiring of an arena manager for the Park and Recreation Department.

Recommendation: My recommendation would be to hire an arena manager by April 12.

Enclosures: NONE

ORDINANCE NO. 8 4TH SERIES

AN ORDINANCE OF THE CITY OF EAST GRAND FORKS, MINNESOTA, AMENDING CITY CODE PROVISION IN TITLE VII: TRAFFIC CODE, CHAPTER 72 ENTITLED "PARKING REGULATIONS" BY AMENDING SECTION 72.10 PARAGRAPH (D) SNOW EMERGENCY AND BY ADOPTING BY REFERENCE CITY CODE CHAPTER 10 AND SECTION 10.99 WHICH, AMONG OTHER THINGS, CONTAIN PENALTY PROVISIONS.

THE CITY OF EAST GRAND FORKS ORDAINS:

Section 1. Purpose and Intent. To clarify the city policy regarding parking and snow removal during a city declared snow emergency.

Section 2. Amendments Chapter 72.10 (D) removing the following:

(D) *Snow emergency.* A snow emergency automatically goes into effect when 2 inches or more of snow has fallen until the streets are cleaned. Under a snow emergency, no parking on any city street is allowed until that street has been cleared to its full width. Violators will be ticketed and towed

Section 3. Chapter 72.10 (D) as it will read when amended:

(D) Snow Emergency.

(1). *Definition.* For purposes of this section, the term "emergency" means a condition created on city streets because of the presence of snow, freezing rain, sleet or ice thereon or other natural phenomenon which create or are likely to create hazardous road conditions or impede or are likely to impede the free movement of fire, health, police, emergency or other vehicular traffic, when the same has been duly declared.

(2). *Declaration of Emergency.* Whenever in the opinion of the Public Works Director, or in his or her absence the Chief of Police or City Administrator, an emergency exists, he or she may declare the same and cause an announcement thereof to be made to local news media and by any other means available to the city.

(3). *Beginning and Duration of Emergency.*

a. The emergency shall begin one hour after announcement to news media.

b. Once declared, the emergency shall remain in effect until all streets are completely plowed; provided that, the emergency may, in the same manner, be redeclared for subsequent like periods of time.

(4). *Unlawful Acts.*

a. During an emergency, it is unlawful to park or leave standing any vehicle upon any city designated emergency route.

b. During an emergency, it is unlawful to park or leave standing any vehicle upon a street on which parking has been restricted by the declaration of an emergency.

c. A person who violates Subds. 4 (a) or (b) of this section is guilty of a petty misdemeanor punishable by a fine of up to \$300.00 or that amount which may be lawfully prescribed by a municipality for an ordinance violation that is defined as a misdemeanor.

(5). *Exceptions.* This section shall not apply to:

a. Persons in charge of wreckers or authorized emergency vehicles while actually servicing mechanical, fire, police or medical emergencies; or

b. Any street when it has been fully and completely (curb-to-curb) cleared, sanded, salted or cleaned.

(6). *Towing.* Any police officer may order the removal of a vehicle from a street to a garage or other place of safety when the vehicle is left unattended and constitutes an obstruction to traffic or hinders snow removal, street improvements or maintenance operations. The vehicle shall not be released until the fees for towing and storage are paid in addition to any fine imposed for violation of this chapter.

(7). *Rules and Regulations.* Rules and regulations relating to snow removal shall be in accordance with the uniform policy promulgated by the City Council. The regulations shall be posted in the office of the City Administrator and Public Works Department and further notice may otherwise be given as the Council may direct.

Section 4. City Code Title 1 General Provisions, Chapter 10 entitled General Provisions are hereby adopted in their entirety, by reference, as though repeated verbatim herein.

Section 5. This ordinance shall take effect and be in force after its passage, publication and then beginning on _____. It shall be given the Number _____, 4th Series.

VOTING AYE: _____

VOTING NAY: _____

ABSENT: _____

The President declared the Ordinance passed.

ATTEST:

PASSED: _____, 2013

City Administrator/Clerk-Treasurer

President of Council

I hereby approve the foregoing Ordinance this ____ day _____,
2013.

Mayor

Adopted by the City Council this ____ day of _____ 2013

(ORDINANCE SNOW EMERGENCY.DOC)

CITY OF EAST GRAND FORKS SNOW REMOVAL POLICY

Introduction

The city of East Grand Forks, Minnesota, finds that it is in the best interest of the residents of the city to assume basic responsibility for control of snow and ice on city streets. Reasonable ice and snow control is necessary for routine travel and emergency services. The city will attempt to provide such control in a safe and cost effective manner, keeping in mind safety, budget, personnel, and environmental concerns. The city will use city employees, equipment and/or private contractors to provide this service. This policy does not relieve the operator of private vehicles, pedestrians, property owners, residents and all others that may be using public streets, of their responsibility to act in a reasonable, prudent and cautious manner, given the prevailing street conditions.

2. When Will the City Start Snow or Ice Control Operations? The Public Works Director will decide when to begin snow or ice control operations. The criteria for that decision are:

- A. Snow accumulation of four (4) inches or more;
- B. Drifting of snow that causes problems for travel;
- C. Icy conditions which seriously affect travel; and
- D. Time of snowfall in relationship to heavy use of streets

Snow and ice control operations are expensive and involve the use of limited personnel and equipment. Consequently snowplowing operations will not generally be conducted for snowfall of less than two (2) inches.

3. How Snow will be Plowed. Snow will be plowed in a manner so as to minimize traffic obstructions. The center of the roadway will be plowed first. The snow shall then be pushed from left to right on two-way streets. On one-way streets or where there is a center boulevard, snow may be pushed in either direction. The discharge shall go onto the boulevard area of the street. Snow on cul-de-sacs will normally be plowed to the center in an attempt to provide the largest turning radius possible for emergency vehicle ingress and egress. When a plow goes on a bridge, the driver shall slow down so snow does not go over the bridge, if possible. In times of extreme snowfall, streets will not always immediately be able to be completely cleared of snow.

4. Snow Removal. The Public Works Director will determine if and when snow will be removed from the area by truck. Such snow removal will occur in areas where there is no room on the boulevard for snow storage and in areas where accumulated piles of snow create a hazardous condition. Snow removal operations will not commence until other snowplowing operations have been completed. Snow removal operations may also be delayed depending on weather conditions, personnel and budget availability. The snow will be removed and hauled to a snow storage area. The snow storage area will be located so as to minimize environmental problems.

5. Priorities and Schedule of Streets to be Plowed. The city has classified city streets based on the street function, traffic volume and importance to the welfare of the community. Those streets

classified as “Emergency Routes” will be plowed first. These are high volume routes, which connect major sections of the city and provide access for emergency fire, police, and medical services. The second priority streets are those streets providing access to schools and commercial businesses. The third priority streets are low volume residential streets. The fourth priority areas are alleys and city parking lots.

During significant and severe storms, the city must be prepared to move personnel and equipment to maintain priority routes first. In fulfilling the need to have all priority streets safe and passable, when resources are limited, plowing of all other streets may be stopped at any time so resources can be shifted to priority routes.

Unforeseeable circumstances may cause delays in completing assigned plow routes. Such circumstances may include weather conditions that endanger the safety of snowplow operators and/or safe and effective operation of equipment, commuter traffic, disabled vehicles, poor visibility conditions, parked cars along streets, assistance to emergency response vehicles, equipment breakdown, and personnel shortages.

6. Work Schedule for Snowplow Operators. Snowplow operators will be expected to work their assigned shifts. In severe snow emergencies, operators sometimes have to work longer shifts, but will be paid overtime for hours in excess of 40 per week, or pursuant to any collective bargaining contract language. However, because of budget and safety concerns, no operator shall work more than a twelve-hour shift in any twenty-four hour period. While work breaks are not guaranteed, generally operators will take breaks in accordance with city policy, provided the breaks do not interfere with city services or operations. In addition, operators will be allowed sufficient time to eat a meal during any shift which is eight or more hours, or as provided in the collective bargaining agreement. After a twelve-hour shift, the operators will be replaced if additional qualified personnel are available.

7. Traffic Regulations. The city recognizes that snowplow operators are exempt from traffic regulations set forth in Minnesota Statutes, Chapter 169 while actually engaged in work on streets, except for regulations related to driving while impaired and the safety of school children. Pursuant to this authority, snowplow operators engaged in snow removal or ice control on city streets have discretion to disregard traffic laws set forth in Chapter 169, except for laws relating to impaired driving and school children safety, when in their judgment, it is safe to disregard such laws. The privileges granted herein to operators of snow removal and ice control vehicles shall apply only if the vehicle is equipped with one lighted lamp displaying a flashing, oscillating, or rotating amber light placed in such a position on the vehicle as to be visible throughout an arc of 360 degrees.

8. Weather Conditions. Snow and ice control operations will be conducted only when weather conditions do not endanger the safety of snowplow operators and equipment. Factors that may delay snow and ice control operations include: severe cold, significant winds, and limited visibility.

9. Use of Sand, Salt, and Other Chemicals. The city will use sand, salt, and other chemicals when there are hazardous ice or slippery conditions. The city is concerned about the effect of such chemicals on the environment and will limit its use for that reason.

10. Sidewalks. The city will maintain some of the sidewalks in the city. The list of those sidewalks is attached. As there are a limited number of personnel available, the city will only maintain these sidewalks after the streets have been plowed. It is the responsibility of the resident and/or property owner to remove all accumulated snow from all other sidewalks along public streets adjoining their property. This includes any snow plowed from public streets onto the sidewalk.

11. Mailboxes. Damage to a mailbox is a risk that snowplow operators face during their winter plowing requirements. The city will conduct a review of each mailbox damage claim to determine, whether the city has any legal responsibility for the damage and if so, to replace or provide reimbursement for the mailbox. If the city, in its discretion, determines that reimbursement or replacement is appropriate, the city may:

- 1) At the mailbox owner's request, replace the mailbox with a standard size, non-decorative metal mailbox and replace the support post as necessary with a 4" x 4", decay resistance wood support post, both which will be installed by the city;
- 2) Provide reimbursement in a reasonable amount for the mailbox and support posts that meet the city's ordinance standards, as well as state and federal requirements for mailbox size, support and placement.

12. Complaint Procedure. Complaints will be recorded on telephone logs. Calls requiring service will be transferred to a work request and forwarded to the appropriate supervisor for scheduling. Emergency complaints will be handled in an expeditious manner as resources are available.

13. Deviation From Policy. The Public Works Director may deviate from this policy when in his or her judgment it is in the best interest of the city or is necessary because of budget needs or other circumstances. Changes in priorities (lasting more than 4 hours) will be documented as to what caused such actions, why the change was necessary, and for how long the change is to be in effect. Those city employees and/or contractors affected will be notified immediately by radio or cell phone of such changes with all communications logged. Information logged will include the time and date of the communication, name of employee contacted, and how they were contacted. Any changes of priorities lasting more than 24 hours should be made in a written record and the public should be informed of such changes through normal methods used by the city for emergency notifications.

14. Review and Modification of Policy. The Public Works Director shall keep on file all comments and complaints received regarding this policy. The policy will be reviewed periodically. Any review will consider comments and complaints since the last review and any other factors affecting the policy or its implementation.

Option #1 Basic Renovation

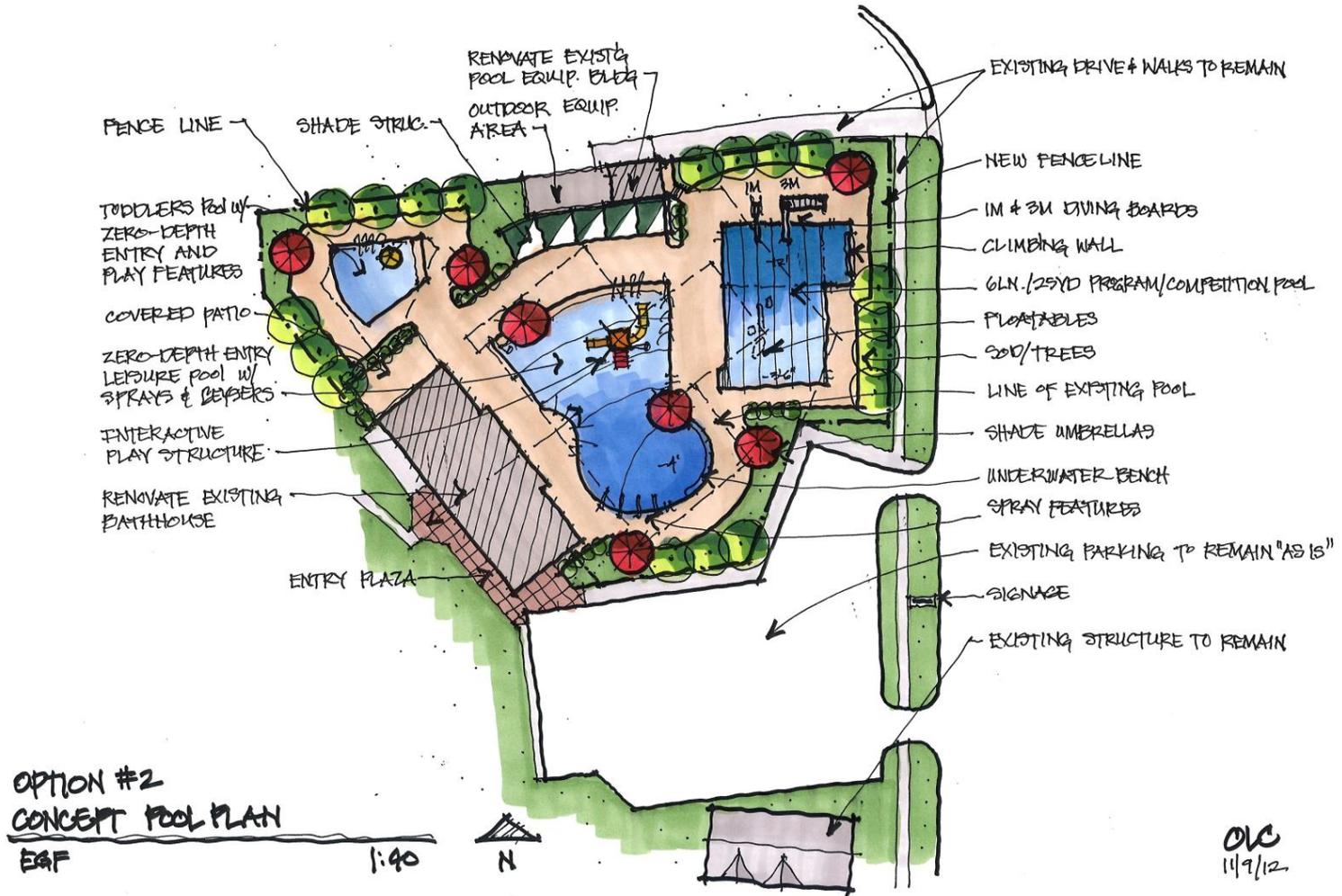


Estimated Project Budget: \$1.5 – \$1.8 million

Expense: \$130,784

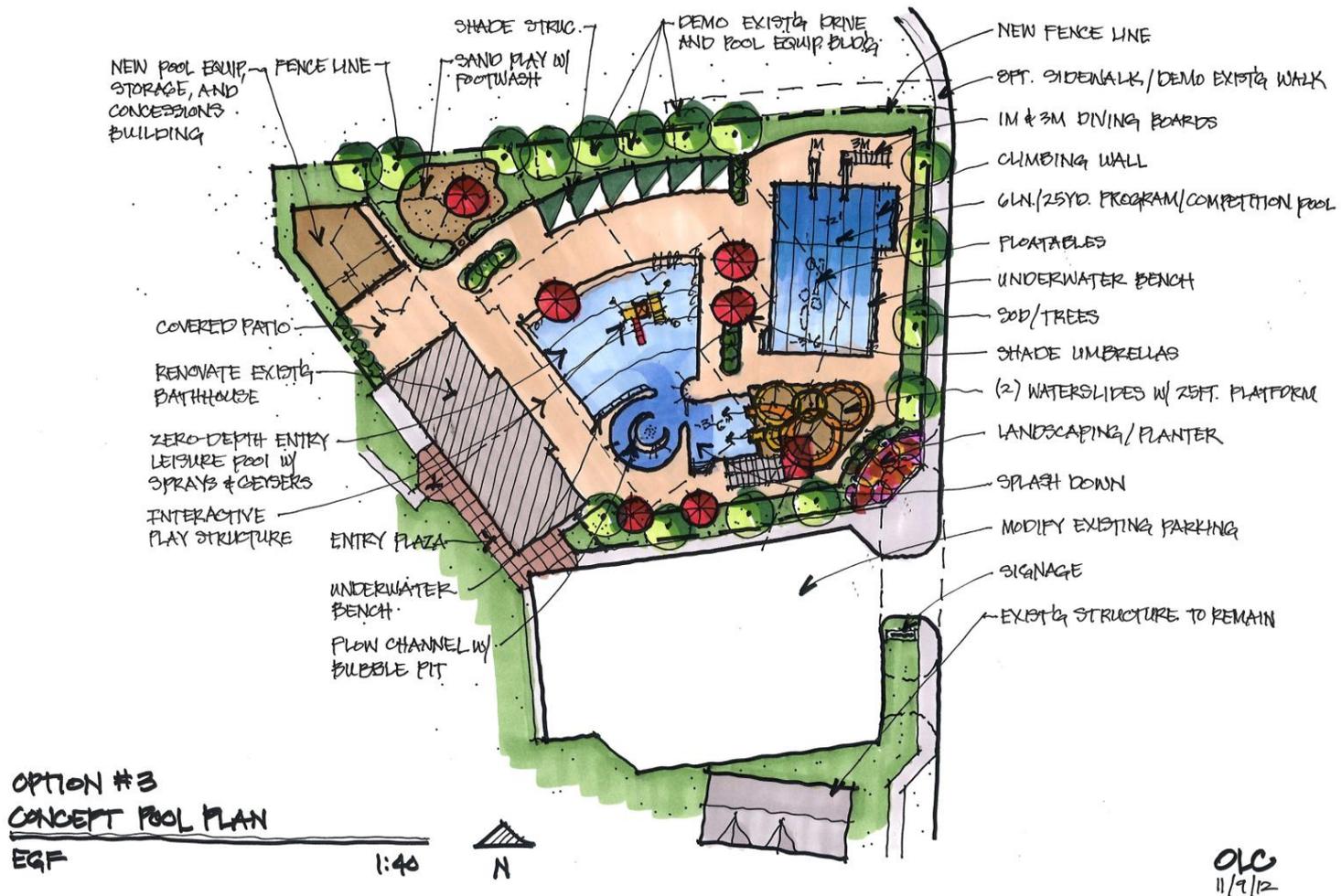
Revenue: \$20,000

Option #2



Estimated Project Budget: \$3.5 – \$4 million
 Estimate Expense Range: \$140,000-\$160,000
 Estimated Revenue Range: \$40,000-\$55,000

Option #3

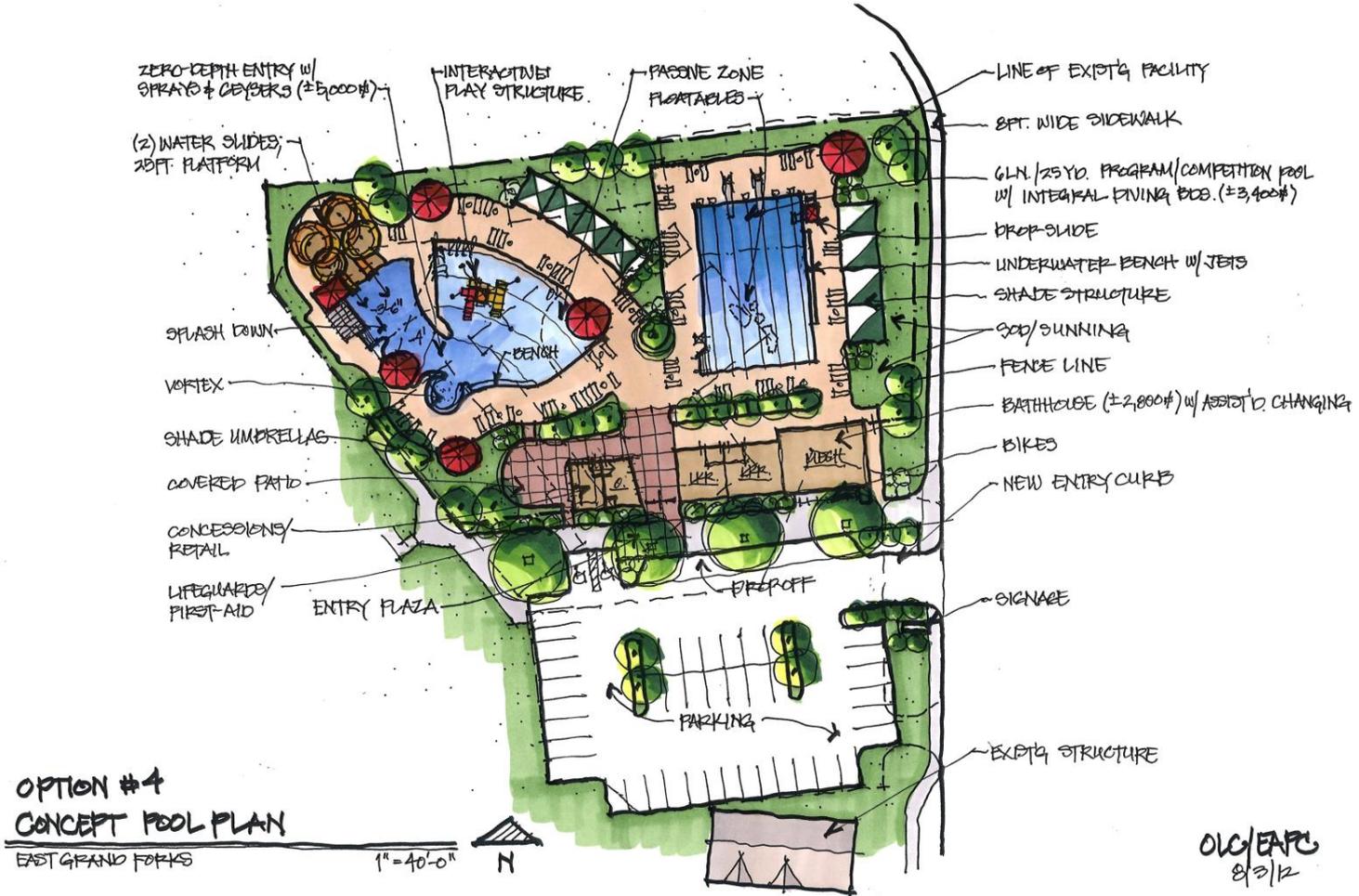


Estimated Project Budget: \$4 - \$4.5 million

Estimated Expense Range: \$145,000 - \$165,000

Estimates Revenue Range: \$57,500¹⁹ - \$75,000

Option #4



Estimated Project Budget: \$3.8 - \$4.3 million

Estimated Expense Range: \$145,000 - \$165,000

Estimated Revenue Range: \$57,500²⁸ - \$75,000

Option #5



Estimated Project Budget: \$5.5 – \$6 million

Estimated Expense Range: \$185,000 - \$200,000

Estimated Revenue Range: \$ 97,000 - \$120,000



City of East Grand Forks

600 DeMers Ave · P.O. Box 373 · East Grand Forks, MN 56721
218-773-2483 · 218-773-9728 fax www.eastgrandforks.net

To: Mayor and City Council
From: Scott Huizenga, City Administrator
Re: Swimming Pool Questions and Answers
Date: March 7, 2013

Below I will address some of the questions from the City Council regarding the swimming pool project and its proposed options. These questions arose at the last work session.

What is the notice requirement for an election?

The City must provide notice to the County at least 53 days in advance of a scheduled special election according to Minnesota Statute 205.16. The City could opt to hold an election in conjunction with a regularly-scheduled primary election or general election. The notice requirements for those two elections are 67 days and 74 days, respectively. The next general and primary elections will be in 2014.

What is the cost of adding a liner and gutter system to the current pool?

The total cost estimate is approximately \$250,000. The attached estimate indicates that installation of a pool membrane and a new gutter system (replacing the skimmers) would cost approximately \$185,000. Demolition of existing components and installing new fittings where appropriate would cost another \$60,000. Staff has reviewed the water use of the pool over several years. I cannot identify a discernible pattern in water use over the past decade. Nonetheless, the cost of any potential water or chemical loss appears to be quite low relative to the installation of a new liner and gutter system.

Do the current estimates (Options 1-6) include soft costs?

The current construction estimates are “all in” figures that include soft costs for architecture, administration, etc. in addition construction. Note that they are estimates only.

What would be the approximate cost of a new indoor facility?

A new indoor facility has not been the primary scope of the pool study to date. Therefore, any options or alternatives are highly speculative. As a point of reference, OLC Designs, which has partnered with EAPC and Ballard King on our project, recently completed a concept for an indoor aquatic and wellness center expansion at North Dakota State University. The project estimate is \$12 million. The current Sherlock Park location, while ideal for its geographic proximity and scenery, could prove challenging for parking availability. Incorporating a bi-level design also would be difficult.

Can the City conduct a survey to determine the community’s thoughts on the issue?

The City can distribute a mail and/or online poll to gather feedback. The results, while informative, would not be statistically valid without a proper sampling method. The Social Science Research Institute (SSRI) at the University of North Dakota has submitted a pre-proposal to conduct a statistically-valid survey. The cost estimate for such a survey, which would involve random sampling methods with a telephone survey, would be \$12,300-\$15,000 depending on the margin of error. This is about the same cost as holding an election at city cost. The City would still have to hold an election to issue bonds. The advantage to a survey is that a survey could ask multiple questions with multiple potential options. The City also could incorporate a general community survey along with a pool survey. In an election, the City can only ask one question with one option that requires a yes or no vote.



RenoSys®

East Grand Forks Swimming Pool

RenoSys PVC Membrane Installation
Budgetary Estimate

Install the liner in the existing pool employing the RenoSys PVC membrane system, Instal Stainless Steel Gutter around pools perimeter including the following components and services:

INSTALLATION OF THE RENOSYS PVC MEMBRANE

- Coat interior of the pool with sanitizing agent. Apply RenoFelt adhesive required.
- Apply RenoFelt 11 (150 mil) to isolate membrane from the pool.
- Install the 60 mil RenoSys PVC membrane through hot air welding throughout. Termination to be at top of pool wall (below gutter).
- Cut out for all main drains, inlets, skimmers, and lights. All penetrations will be terminated with compression flanges.
- Complete additional perimeter caulking, detail work, finish work to make a complete watertight installation.
- Clean site suitable for pool filling and perform final inspection.
- Membrane and all welds shall carry a **15 year limited warranty**.
- Other installation items shall carry a **1 year limited warranty**. (e.g. caulk, fasteners at compression fittings etc...)

PVC Membrane	\$ 70,000.00
Stainless Steel Gutter	\$ 115,000.00
Total Project Price	\$ 185,000.00

Price is valid for 30 days.

Pool is 60'-0" x 120'-0" with depths from 3'6" to 4'4". Dive Hopper is 40' x 40' with 10'6" depth. Estimate includes 8-10 hours of minor surface preparation.

No taxes (sales, use, local, county, state, B&O, privilege and/or other applicable taxes), bonds, permits, or additional fees are included in this proposal.

Sincerely,

Bill DeMann
RenoSys Corp.
3/1/2013

Visit us on the web at... "www.renosys.com"

RenoSys Corporation

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Megan Nelson

Subject: FW: EGF
Attachments: EGF_Liner Budgetary Estimate.pdf

From: Jeff King [<mailto:jeff@ballardking.com>]
Sent: Sunday, March 03, 2013 8:08 PM
To: Scott M. Huizenga
Subject: FW: EGF

Hi Scott,

Here is a follow up from Brian to the questions raised by Council during the 2/28 conference call. Thanks

Jeff King
President
Ballard*King and Associates
457 W. Fairway Drive.
Pueblo West, CO. 81007
(719) 647.2363
(719) 647.2361 Fax
(636) 734.6369 Cell
jeff@ballardking.com

From: Brian Beckler [<mailto:bbeckler@olcdesigns.com>]
Sent: Friday, March 01, 2013 11:27 AM
To: Jeff King
Cc: Wayne Dietrich
Subject: RE: EGF

Hi Jeff,

Attached, is a budget estimate for the installation of a new liner and gutter system. However, it is important to note that this estimate does NOT include the following items, which need to be accounted for as part of the base project (numbers are estimates only):

- Demolition of existing skimmers and coping = \$15K
- Demolition of existing stairs; Installation of new stairs and pool wall = \$10K
- Piping for new gutter system = \$25K
- New VGB drains = \$10K

Also, this estimate is for the lap pool only and does not include any work at the toddler pool.

See below for more responses...

Thanks!

Brian Beckler
OLC Architecture - 303.294.9244
Architecture | Aquatics | Interiors

From: Jeff King [<mailto:jeff@ballardking.com>]
Sent: Wednesday, February 27, 2013 8:36 AM
To: Brian Beckler
Cc: Wayne Dietrich
Subject: EGF

Hi Brian,

I just wanted to share a quick summary from the conference call with EGF last night. I opened with an overview that included the point that our consulting team developed the information requested and that now Council had the tools necessary to make a decision as to which option they preferred. I further stated that my role was to answer any questions they might. The conference call lasted less than 10 minutes. There were two questions that came up that I need assistance with.

1. One of the elected officials asked about a pool liner. I explained that although the pool liner would prevent leaking from the pool shell it would not solve the leaking problem with the gutter system and pool piping. I also explained the severe weather conditions in ND might actually shorten the life expectancy of a liner. The question I could not answer was how much a liner cost. Can you give me a ball park number?**[BB]** See attached.
2. There was a question asking if the project cost represented the construction cost or total project cost. I told them it was the total project cost and I need to confirm that with you.**[BB]** The preliminary estimated budgets that OLC provided was for the "total project". These estimates assumed construction costs for the next 6 months or so.

Thanks for your help Brian.

Jeff King
President
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Megan Nelson

To: Scott M. Huizenga
Subject: RE: EGF

From: Brian Beckler [<mailto:bbeckler@olcdesigns.com>]

Sent: Monday, March 04, 2013 9:31 AM

To: Jeff King

Subject: RE: EGF

Hi Jeff,

Without any real details or in-depth discussions with Scott, it's pretty challenging to put any meaningful numbers to the indoor idea.

However, I think the following should give him a better sense of the issues and what to anticipate:

- For any new facility on this site, we imagine that the existing pools and bathhouse would be demolished. Considering their age and condition, this may be the most efficient and cost-effective approach.
- As a year-round/indoor facility, parking will become an important issue and will have a big impact on the available area for a new building. With the size of the existing site in-mind, Scott may want to consider other locations and/or options.
- We have completed several 'bi-level' pool projects. However, most of these are either in existing multi-level buildings or in Europe. We can certainly explore this idea in more detail, but generally, this is a much more expensive and complicated option (i.e. additional structure, waterproofing, accessibility, etc). From our experience working with EGF and the \$8-\$10M number noted by Scott, we suggest looking at a site where you have space to build 'slab on-grade', accommodate parking, service/maintenance areas, and future expansion.
- Generally, for a new, stand-alone indoor aquatic facility, we would estimate approximately \$350/sf for construction costs (site, building and pools). Then, add another 30% (rough number, depends on project needs) to accommodate soft costs (testing, permits, FF&E, A/E fees, etc). If the desired budget is \$8-\$10M, then, we would need to look at a variety of strategies to help reduce costs (i.e. no demolition, flat site, alternate building systems, design-build, etc).
- As a project reference, we just finished a concept design package for an indoor aquatic expansion at NDSU's student wellness center. This is a one-level, 29,000sf expansion to an existing building with minimal site/parking issues. The base program includes a new leisure pool (5,000sf), 8 lane X 25 yd program/competition pool (4,550sf), coed whirlpool (350sf), steam & sauna rooms, wet classroom, locker rooms, and support spaces. The estimated construction budget = +/- \$9.8M and total project budget = +/- \$12M.

I hope this helps. If you and/or Scott would like to discuss in more detail, just let me know. I would be happy to join a conference call.

Thanks Jeff!

Brian Beckler

OLC Architecture - 303.294.9244

Architecture | Aquatics | Interiors

Pre-Proposal

East Grand Forks Community Survey

Submitted to:
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Submitted By:
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Approved By:

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Office of Research and Program Development
University of North Dakota

March 7, 2013

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East Grand Forks Community Survey

I. Introduction

East Grand Forks City Council members are examining options in regards to the city's declining outdoor swimming pool. In council discussions it was suggested by Mr. Huizenga to let the city residents decide by putting the issue to a vote¹. This pre-proposal presents another alternative which would be to conduct a scientific survey of adults regarding the issue.

Study Objective

The survey objective is to measure East Grand Forks adult's opinions and perceptions regarding the outdoor swimming pool (other city-wide issues and/or concerns could also be included).

II. Methodology

Target Population

The target population¹ is defined as adults age 18 or older residing in the City of East Grand Forks, Minnesota with a landline or cellular telephone (Table 1).

Table 1. Target Survey Area and Adults Age 18 or Older²

Target Survey Area	Popu. Age 18 or Older
East Grand Forks, MN	6,378

Survey Design, Type and Length

SSRI in collaboration with Mr. Huizenga will design the telephone survey instrument. The average length of the instrument is estimated to be eight to ten minutes³.

Dual-frame Sampling Plan

The landline RDD sample will be our primary sampling source and we will draw a representative sample of cellular RDD sample numbers based upon the most recent cellular percentage estimates. In the target survey area we generally propose to sample landline and cell phone numbers to yield a combined sample with between 85 to 88 percent of the interviews conducted by RDD landline and 12 to 15 percent by RDD cellular. This ratio is based on an analysis that attempts to balance cost and fieldwork considerations as well as to improve the overall demographic composition of the sample (in terms of age, race/ethnicity and education). This ratio also ensures a minimum number of cellular respondents in the target respective survey area.

Random Digit Dialing Landline Samples

SSRI will generate the landline sample utilizing software from Marketing Systems Group⁴ (MSG). Landline RDD sample is a telephone sample which is randomly generated within residential area code and exchanges. These exchanges are further restricted to 100-series banks known to contain households. The landline RDD database contains all residential landline exchanges in the country. RDD samples can be defined by a variety of geographies, including zip codes and counties on up to

1 Mr. Huizenga indicated it would cost \$10,000 to \$15,000 to conduct a city-wide vote.

2 Source: 2010 US Census.

3 In general 30 to 35 survey questions can be administered in ten minutes or less.

4 Marketing Systems Group, GENESYS Sampling Systems, 565 Virginia Drive, Fort Washington, PA, 19034, 1-800-336-7674
www.genesys-sampling.com.

National geography. Additionally, each exchange contains a demographic profile reflective of the area it serves. This provides the ability to target specific demographic segments of the population within the geographic sample frame. RDD samples will contain working, non-working, unassigned, and some business telephone numbers but it also insures each household in the frame has an equal probability of selection.

Unlike other systems that rely solely on databases of non-working numbers that need constant updates, this methodology provides up-to-the-minute results since the sample is screened just a day or two prior to being utilized by SSRI interviewers. Factoring in nonworking numbers, commercial/business lines, data or fax lines, and non-primary households, SSRI will generate an appropriate number of randomly generated phone numbers in replicates to complete the interviews in the sample area.

Random Digit Dialing Cellular Samples

SSRI will request RDD sample replicates of cellular phone numbers based upon cellular prefixes in the respective target survey area utilizing cellular RDD sampling frames based on switch locations⁵ provided by MSG.

Sample Size Options

In survey research, time and cost usually require that we base our conclusions on a sample of the population. However, there is always the possibility that the sample results are different from the results we would have acquired if we had surveyed the entire population using the same process. This is known as "Sampling Margin of Error." Because it is important to understand how close our estimate is to the "true" value of the population, we use confidence levels and confidence intervals to estimate the sampling error. Definitions of the two follow:

- **Confidence Level:** This is the number of times out of 100 that the true value will fall within the confidence interval.
- **Confidence Interval:** Is a calculated range for the true value, based on the relative sizes of the sample and the population.

⁵ Appendix B: Construction of Cellular RDD Sampling Frames based on Switch Locations.

Dual-frame Sampling Plan Options

Table 2 presents the sampling plan options in regards to the respective landline/cellular samples⁶ and the corresponding margin of error options for the City of East Grand Forks. All sample size options would be distributed in proportion to the target survey area adult population age 18 or older.

Table 2. East Grand Forks, Minnesota: General Population Sample Plan Quotas - Margin of Error Options and Corresponding Landline and Cellular Target Sample Sizes

Margin of Error	Landline	Total Cellular ⁴	Cellular Target CPO ⁷	Total Surveys
5.0% ⁸	382	120	(60)	502
4.8%	385	164	(82)	549
4.6%	422	180	(90)	602
4.4%	442	190	(95)	632
4.2%	488	210	(105)	698
4.0%	543	232	(116)	775

Survey Weights

Virtually, all survey data are weighted before they can be used to produce reliable estimates of the population parameters. While reflecting the selection probabilities of sampled units, weighting also attempts to compensate for practical limitations of a sample survey, such as differential nonresponse and undercoverage. Survey data will be weighted to adjust for differential sampling probabilities, to reduce any biases that may arise because of differences between respondents and non-respondents (i.e., nonresponse bias), and to address gaps in coverage in the survey frame (i.e., coverage bias; RDD and cellular). Survey weights will reduce the effect of nonresponse and coverage gaps on the reliability of the results.

Dual-frame Weighting Statistician

Dr. Mansour Fahimi, Vice President of Statistical Research Services Marketing Systems Group a statistical expert with 20 years of experience will provide dual frame survey weighting procedures. He has extensive experience with data analysis involving multivariate techniques, time series, nonparametric methods, experimental designs, as well as procedures for analysis of data from complex surveys. In summary, Dr. Fahimi is one of the leading researchers in the areas of dual-frame RDD and address-based sampling methodologies in the United States (Appendix C).

⁶ According to Genesys Sampling System the cellular only estimate (CPO) for Polk County Minnesota is 20% percent (i.e. two out of ten cellular users do not have a residential landline telephone).

⁷ According to Dr. Mansour Fahimi⁷ 15% of the cellular surveys in the respective target survey area must be completed with adults that are “cellular only completes” (CPO). This means that these cellular users do not have a landline telephone in their household. Dr. Mansour Fahimi, Vice President of Statistical Research Services Marketing Systems Group (SSRI professional weighting consultant basis).

⁸ Error margin of 5.0% means that one can be 95 percent confident that the mean response for any question in the survey will not vary any more than 5.0% in either direction from the actual mean for that response if all persons age 18 or older in the target survey area were surveyed.

Telephone Interviewing Procedures

Our telephone research data collection system uses the latest computer assisted telephone interview technology suitable for conducting all sized projects. Telephone interviews will be conducted from O’Kelly Hall located on the University of North Dakota campus. SSRI uses Pentium computers as well as housing 20 WinCATI (computer assisted telephoning interviewing) workstations located in the Institute. Production interviewing will begin after a pre-test of the survey in a series of actual telephone interviews. The majority of interviews will be conducted on weekday and Sunday evenings.

Contact Procedures

Telephone interviews will be conducted from O’Kelly Hall Room 331 on the campus of the University of North Dakota located in Grand Forks, North Dakota. New sample will be released daily and kept in the field for at least five days. The sample will be released in replicates, which are representative subsamples of the larger population. This ensures that complete call procedures are followed for the entire sample. At least seven attempts will be made to complete an interview with a sampled telephone number. Calls will be staggered over times of day and days of the week to maximize the chances of making contact with a potential respondent. Each number will receive at least one daytime call in an attempt to find someone available. For the landline sample, interviewers will ask to speak with the youngest adult male or female currently at home based on a random rotation. If no male/female is available, interviewers will ask to speak with the youngest adult of the other gender. For the cellular sample, interviews will be conducted with the person who answers the phone after verifying that the person is an adult and in a safe place before administering the survey.

Quality Control

To ensure that the data collected are of the highest quality, interviewers are trained according to the standards established by the American Association for Public Opinion Research (AAPOR). The project supervisor conducts in-depth project briefings with the interviewing staff prior to their working on the project. Interviewers are instructed on survey goals and objectives, type of study, handling of survey questions, interview length, termination points and qualifiers for participation, reading of interviewer instructions, reading of the survey instrument, reviewing of skip patterns and probing and clarifying techniques necessary for specific questions on the survey instrument. Other quality control measures include:

- Full monitoring systems which allow interviewing supervisors to carry out quality control activities.
- Interviewer supervisors conduct survey validation for each project as part of our quality control effort.
- Supervisors are not only able to listen to live interviews but also can see the actual data entry of each interviewer as they conduct the interviews.
- Interviewers are monitored on how they code the result call – to ensure that each piece of sample is coded appropriately.
- Interviews are observed to ensure each interview is conducted in an accurate and unbiased manner.
- Interviewers are evaluated on their survey participant recruiting techniques, interviewing techniques, professionalism, and data entry accuracy.

Computerized Assisted Telephone Interviewing (WinCATI)

All telephone interviews will be conducted with a computer assisted telephone interview (CATI) system. SSRI utilizes Sawtooth Win CATI Ci3 Windows-based Interviewing software. CATI is implemented with microcomputers, which display survey questions on interview terminals and collect telephone interview data as the interview is being conducted. For CATI telephone interviews, all coding of numeric and categorical responses is done by microcomputer software, with error checking to catch out-of-range values at the time of the interview.

The use of CATI increases both the speed of data collection and the accuracy of data collected. All CATI questionnaires are tested prior to conducting telephone interviews to ensure accurate encoding of survey responses and accurate branching and skip patterns in the questionnaire. The system prompts interviewers for a valid response to every question in the survey. For numeric questions, legitimate ranges of responses are entered into the computer so that the computer can detect out-of-range values. When these are detected during the interview, the computer warns the interviewer that the entered value is out of range and prompts the interviewer for a legitimate response.

Response Rates

Recording the outcome, or disposition of each call attempt, and tabulating the results at the conclusion of the study period will document the response rate⁹ for the survey (based upon AAPOR standards).

Data Collection and Processing Procedures

SSRI uses the Statistical Package for the Social Sciences (SPSS) for the personal computer for analysis of the data. Data collected can also be made available in other formats upon request.

Interviewer Training

The best control over data quality is appropriate training and monitoring. The following describes how SSRI proposes to provide training for new and existing interviewers. To supplement the experience of the interview staff, SSRI will develop a training seminar presenting a detailed briefing on specific issues associated with the study. The training will also provide refresher training on the fundamentals of professional interviewing techniques.

Interviewers will be encouraged to refer to this resource as needed during interviews. This specific training will assist them in their ability to respond intelligently to respondent questions and concerns. Although some of the material will be presented in a classroom style of presentation, much of it will be conveyed by example or through participation in exercises designed to replicate actual interviewing experiences. At the completion of the session, interviewers will be familiar with virtually all aspects of the study and with their specific responsibilities in implementing the survey data-cleaning step will also be reviewed and spell-checked for readability.

Refusals

A refusal occurs anytime an interviewer speaks with a person but does not complete the study or does not receive permission from the informant/respondent to call back. An interviewer can be refused by an informant or a respondent. An informant or respondent can tell an interviewer that he/she does not want to participate verbally or with his/her actions. In most cases, a refusal

⁹ Also included in the sample disposition report are the working, contact, cooperation and completion rates.

converter will call back households who have refused once in an attempt to provide more information about the study and obtain a completion.

Interviewer Supervision and Monitoring

Supervisors will monitor all interviewers during production interviewing. Telephone interviews are monitored at random intervals (via an interactive phone network) with the supervisor listening as the interview is being conducted. For this project SSRI will monitor a minimum ratio of one hour of on-line quality assurance monitoring for each ten hours of interviewing. In addition each interviewer will be monitored twice in each seven day work week (standard SSRI protocol). In general the monitoring process focuses on the interviewer's use of probing and feedback phrases, accuracy in reading questions and recording responses, rapport with respondents, and ability to persuade respondents to complete the interview.

Supervisor to Interviewer Ratio

The supervisors to interviewer staff ratio will be at least one to ten at all times. This ratio will be maintained throughout the study by releasing enough sample RDD telephone numbers (replicates) to meet target sample requirements.

Supervisor Training and Experience

The recruitment process for SSRI supervisors initially begins with a reference from a Sociology professor in regards to a qualified student with research and communication skills. The Director then conducts an extensive interview with the individual and sets up training protocol. During this process the Director identifies individuals who have a research background (prior applied research experience and/or classroom experience involving research methods, qualitative/quantitative analysis, statistics, management experience etc.) and who are willing to make at a minimum a two year commitment. Supervisors are exposed to a six month training period and meet weekly (during active project periods) with the Director for evaluation and specialized training.

Confidentially and Data Security

Interviewers will be informed of their obligation to maintain confidentiality of survey data and will be required to sign a statement of confidentiality before they begin interviewing. All data will be located on a secure, password protected computer. During the study and upon project completion all data is backed up and archived with only the Director having data access.

III. Proposed Research Activities and Time Frame

The following presents a task summary and general timeline of the proposed research activities.

Research Phases	Tasks	Time Frame
1. Survey Instrument Design	Develop survey instrument	Days 1-3
2. Staff Meeting	Communicate study objectives, plan/assign research tasks and study timelines	Day 1
3. Design Sampling Frames	Design (then produce) sampling frame(s) utilizing appropriate methodology dependent on the characteristics of the target study areas (RDD landline/cellular).	Week 1 (ongoing)
4. CATI Programming	CATI program the survey instrument	Day 5
5. Supervisor Orientation	Project Director meeting with call center supervisors	Day 6
6. Interviewer Training	Interviewers receive project specific training (ongoing)	Starting Day 6 (ongoing)
7. Pre-test Survey	Instrument pre-tested in actual interviews (3% of the total number of sample n cases)	Day 7
8. Telephone Data Collection	Production interviewing would begin after the pre-test and the survey has been approved for field collection.	Days 8-14 (estimate)
9. SPSS Cleaning/Recoding	Verify all variables are accounted for and correspond to the survey instrument data field requirements. Spell check and/or recode open-ended variables. Structural SPSS report and weighting format recoding.	(ongoing)
9. Dual Frame Weighting	Submit data filea to Dr. Mansour Fahimi.	Days 15-18 (estimate)
10. Submit Deliverables	Submit final report (council presentation).	Day 26-28 (estimate)
11. Consultation Services	Provide survey support as needed	Ongoing

IV. Organizational Experience and Qualifications

SSRI, a unit within the College of Business and Public Administration, was established in 1954 to foster research and dialog in the social sciences at the University of North Dakota. SSRI engages in applied social science research pursuant to grants and contracts, assists faculty in preparing grant proposals, and supports various social science-related research activities around campus. SSRI seeks to forge links with social scientists throughout UND, regardless of college or department affiliation.

The mission of SSRI is to meet the applied social science and policy research needs of the region. Over the years, SSRI has conducted studies for numerous non-profit and local and state organizations; government and private agencies; community organizations; and tribal councils. In the area of contractual research, SSRI has developed its expertise in the areas of needs assessment, labor market, readership, evaluation research and public opinion polling.

SSRI is a regional, social research organization with extensive experience conducting applied and policy research in the areas of agricultural crisis, community economic development, rural labor markets, and health services. SSRI has conducted large, longitudinal studies with experimental designs that involve sophisticated sampling; large complex data sets; data gathering through web-based; mail surveys; telephone and in-person interviews; and rigorous statistical analysis. It has also conducted studies using a variety of qualitative and ethnographic research strategies (e.g. observation, interviewing, focus groups, and case reviews) which required the management, analysis, and integration of large quantities of data.

V. Staffing, Facilities and Equipment

Project Director

Cordell A. Fontaine (M.A., Sociology, University of North Dakota), Director of the Institute, offers a wide variety of research expertise that includes project conceptualization and design, task planning and project management, data collection design and implementation, quantitative and qualitative analysis and interpretation, report writing, and dissemination. Mr. Fontaine has more than twenty years of professional project management research experience and has managed SSRI's research activity during this time. Mr. Fontaine will be responsible for leadership of all aspects of sampling methodology, CATI programming, survey pre-testing, supervisor training, SPSS structural analysis, report writing, presentation materials and overall direction of all phases of the survey.

Supervisory Staff

Rochelle Rietsema, a University of North Dakota Business Management major, has worked at SSRI for the past three years. Ms. Rietsema has established a project management system that divides the various project components into a detailed list of activities and lays out the activities on a timeline. She monitors the progress of all activities and meets with project staff on a weekly/daily basis to review progress and ensure that all activities are being completed on schedule. Ms. Rietsema is responsible for the day-to-day management of the call center and serves as the primary data collection manager. Ms. Rietsema is supported by Kimberly Nielsen (Psychology graduate), Jalissa Spanier (pursuing her masters in social work) and Michelle Klinger (Sociology major) who provide supervision for the data collection.

These employees maintain the data tracking, backup, management and statistical software packages, operating systems, telecommunication packages, and management information systems. They will prepare community/county data structure analysis, program data management software for input of data from structure analysis, program statistical packages to analyze data, and generate specific disposition reports (response rates) for the project.

Administrative Duties

Administrative payroll duties will be completed by Rochelle Reitman under the supervision of Mr. Fontaine.

Facilities and Equipment

SSRI is a College of Business and Public Administration research unit located in O’Kelly Hall on the campus of the University of North Dakota, Grand Forks, North Dakota. Telephone interviews are conducted on campus. SSRI uses Pentium 4 Processor computers, with T1 Internet connections as well as housing 20 WINCATI (computer assisted telephoning interviewing) workstations located in the Institute.

VI. References

Theresa Knox, MPH, RN

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mgunderson@gfherald.com

VII. Deliverables

The final deliverables will include a comprehensive final report (PDF format and 20 color bound copies) and a presentation of the final results.

VII. Cost Estimate

Table 3 presents the cost and respective sampling plan options in regards to the City of East Grand Forks general population survey.

Table 3. Cost to Conduct City of East Grand Forks General Population Survey

Cost	Margin of Error	Landline	Total Cellular	Cellular Target CPO	Total Surveys
\$12,300	5.0%	382	120	(60)	502
\$13,100	4.8%	385	164	(82)	549
\$13,600	4.6%	422	180	(90)	602
\$14,000	4.4%	442	190	(95)	632
\$14,300	4.2%	488	210	(105)	698
\$15,000	4.0%	543	232	(116)	775

Appendix A

General Population Survey Methodology Review

General Population Survey Methodology Review

Social Science Research Institute, University of North Dakota

Last Updated February 2013

Introduction

The telephone has been a primary form of surveying the general public in the United States since the 1980s. However, as more of the general population has begun to use cellular phones, including those who have given up their landlines entirely, telephone survey researchers have had to learn how to reach sampled persons on cell phone numbers in order to adequately cover the general population. With the rapid explosion of cellular only phone households in the past decade, now estimated to exceed 28 percent of all U.S. households, it became clear that most telephone surveys of the general population would require a combination of sample reached via a landline and sample reached via a cellular phones. In particular, young adults in the U.S. aged 18 to 34 years, can no longer be reached successfully via the landline frame. Thus, the inclusion of the cellular phone frame to reach young adults and other demographic groups (e.g., renters and Hispanics) most likely to use cellular phones has become a necessity for telephone survey researchers. Although the inclusion of cellular phone numbers into surveys of the general population greatly enhances the ability to reach representative samples of the U.S. public, calling cellular phone numbers also presents many difficult and costly challenges to overcome.

Random Digit Dialing (RDD)

The typical SSRI general population survey selects a random digit sample of both landline and cellular phone numbers in the respective study area. As the proportion of adults in Wisconsin (as well as nationally) who rely solely or mostly on cell phones for their telephone service continues to grow, sampling both landline and cellular numbers helps to ensure that our surveys represent all adults who have access to either.

The design of the landline sample ensures representation of both listed and unlisted numbers (including those not yet listed) by using RDD. This method uses random generation of the last two digits of telephone numbers selected on the basis of the area code, telephone exchange, and bank number. The telephone exchanges are selected to be proportionally stratified by county and by telephone exchange within the county. That is, the number of telephone numbers randomly sampled from within a given county is proportional to that county's share of telephone numbers in the U.S. Only banks of telephone numbers containing three or more listed residential numbers are selected.

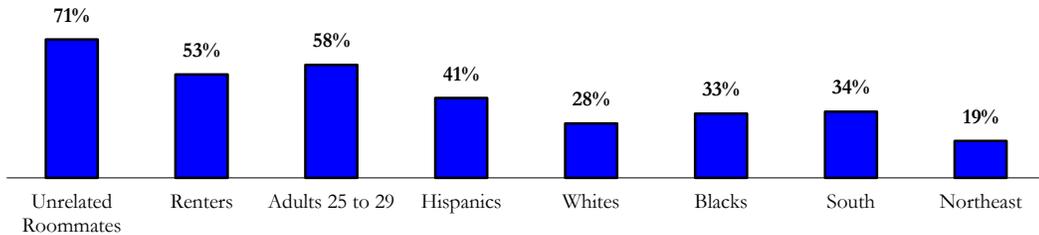
The cellular sample is drawn through systematic sampling from dedicated wireless banks of 100 contiguous numbers and shared service banks with no directory-listed landline numbers (to ensure that the cellular sample does not include banks that are also included in the landline sample). The sample is designed to be representative both geographically and by large and small wireless carriers. Both the landline and cell samples are released for interviewing in replicates, which are small random samples of the larger sample. Using replicates to control the release of telephone numbers ensures that the complete call procedures are followed for the entire sample. The use of replicates also ensures that the regional distribution of numbers called is appropriate. This also works to increase the representativeness of the sample.

Improvements for Dual-Frame RDD Sampling Methodology

For nearly two decades, the traditional sampling methodology of list-assisted landline random digit dialing (RDD) has served as the survey research workhorse for population-based studies. In recent years, however, virtually all RDD surveys rely on dual-frame techniques in an attempt to improve

coverage. Primarily, this change is due to the growing number of households that are abandoning their landline phones in favor of cellular services. The figure below shows the geo-demographic composition of adults living in households without wireline services, and hence the potential coverage bias that can result should such individuals be excluded from sample surveys. Consequently, the dual-frame RDD technique has become the standard practice whereby samples of landline telephone numbers are supplemented with cellular numbers to produce probability-based samples of all households – including those dubbed cellphone-only (CPO).

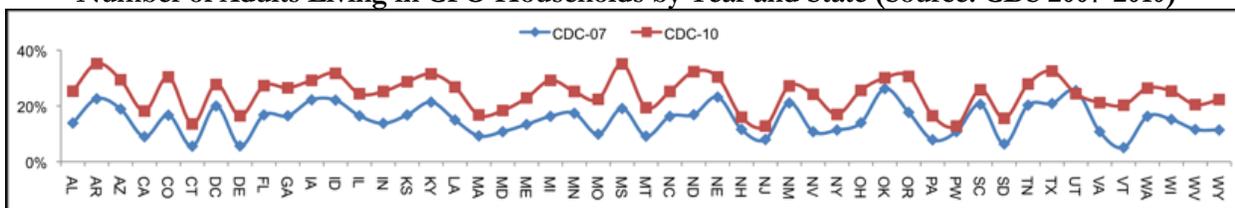
Geodemographic Composition of Adults Living in CPO Households (Source: CDC 2011)



While a dual-frame RDD methodology can offer an effective remedy for improving coverage of the traditional landline samples, the current practice of this alternative is subject to technical and operational inefficiencies. On the one hand, the unavailability of current estimates for the number of CPO households creates inconsistencies for sample selection and weighting applications. The optimal mixture of a sample under a dual-frame design depends on the number of CPO households in the geography of interest, yet presently survey researchers must rely on improvised estimates to determine the needed mixture. This imprecision becomes of particular concern when designing substate studies where even outdated estimates for CPO households are unavailable. Moreover, this issue also impacts how survey data are weighted, adding further inconsistency to the current survey research practice.

The figure below shows how rapidly the numbers of adults living in CPO households has been changing in each state. Considering the impressive pace and geographically diverse rates of this change, the available estimates that rely on survey data from prior years cannot produce precise enough estimates for this critical design parameter. As seen later, this inconsistency is substantially magnified for sub-state surveys because of the remarkable variability in the number of CPO households within each state, e.g., at the county level.

Number of Adults Living in CPO Households by Year and State (Source: CDS 2007-2010)



Conducting Surveys on Cellular Phones

Fortunately for survey researchers, it is feasible to conduct surveys on cell phones, although it is more difficult to do so than on landlines. The costs are much higher, especially for surveys targeting the cellular population. There is an incorrect assumption on the part of many people that it is illegal for survey researchers to call cell phones. Federal law prohibits the calling of cell phones with the use of automatic dialing devices, which are commonly used by both survey organizations and telemarketers. But survey organizations are permitted to call cell phones if the numbers are dialed manually. It is common practice in the survey profession to offer respondents on cell phones a small amount of money to reimburse them for the costs of the incoming call. A number of other “best practices” are evolving for the conduct of surveys on cell phones.

How are the Surveys Conducted?

Probability Sampling

Probability sampling is the fundamental basis for all survey research. The basic principle: If selected correctly, a randomly selected small sample of a population of people can represent the attitudes, opinions, or projected behavior of all of the people from which the sample is obtained.

The fundamental goal of a survey is to come up with the same results that would have been obtained had every member of a population been interviewed. There are difficulties involved at every step of the process of attempting to reach this goal, but this overall objective stands as the central organizing principle for SSRI’s methodological procedures.

The key to reaching this objective is a fundamental principle called equal probability of selection, which states that if every member of a population has an equal -- or in some instances a known -- probability of being selected in a sample, then that sample will be representative of the population.

It is SSRI’s goal in selecting samples to allow every targeted adult has an equal or known chance of falling into the sample. How that is done, of course, is the key to the success or failure of the process.

Randomly Sampling of the Target Population

The findings from SSRI’s telephone surveys are based on Marketing Systems Group¹⁰ standard national telephone samples, consisting of directory-assisted random-digit telephone samples using a proportionate, stratified sampling design. This complicated process starts with a computerized list of all telephone exchanges in the target geographic area, residential and cellular, along with estimates of the number of phones these exchanges have attached to them. The computer, using a procedure called random-digit-dialing (RDD), actually creates phone numbers from those exchanges and then generates telephone samples from those. In essence, this procedure creates a list of all possible household phone numbers and all possible cell phone numbers in the target county survey area and then selects a subset of numbers from that list for SSRI interviewers to call.

It’s important to go through this complicated procedure for two reasons. A significant percentage of residential phones are unlisted. And, almost all cell phone numbers are unlisted in the sense that there is no phone book or other comprehensive listing of them. The random-digit dial procedure

¹⁰ Marketing Systems Group, GENESYS Sampling Systems, 565 Virginia Drive, Fort Washington, PA, 19034, 1-800-336-7674
www.genesys-sampling.com.

allows telephone exchanges to be the main medium of sampling, with the digits of particular phone numbers added randomly.

Selecting the Individual to be Interviewed

For the landline sample, interviewers will ask to speak with the youngest adult male or female currently at home based on a random rotation. If no male/female is available, interviewers will ask to speak with the youngest adult of the other gender.

For the cellular sample, it is assumed in SSRI studies to be a personal device. Interviewers will be conducted with the person who answers the phone after verifying that the person is an adult (age 18 or older) and in a safe place before administering the survey. This means that, for those in the cellular sample, no effort is made to give other household members a chance to be interviewed. Although some people share cell phones, it is still uncertain whether the benefits of sampling among the users of a shared cell phone outweigh the disadvantages.

Number of Interviews or Sample Size Required

One key question is how many interviews does it take to provide an adequate cross section of a target area or population? The answer is not many -- if the respondents to be interviewed are selected entirely at random, giving every adult in the target area has an equal or known probability of falling into the sample. Broadly speaking, the actual number of people that need to be interviewed for a given sample is to some degree less important than the soundness of the fundamental equal probability of selection principle.

Statisticians over the years have developed specific ways of measuring the accuracy of samples -- so long as the fundamental principle of equal or known probability of selection is adhered to when the sample is drawn. For example, with a sample size of 1,000 national adults (derived using careful random selection procedures), the results are highly likely to be accurate within a margin of error of ± 4 percentage points. Thus, if a president's approval rating is 50%, the margin of error indicates that the true rating (that is, the rating that would be obtained had the researcher interviewed every adult in American) is likely to be between 54% and 46%. It is unlikely to be higher or lower than that.

To be more specific, the laws of probability say that if a researcher was to conduct the same survey 100 times, asking people in each survey to rate the job President X is doing as president, in 95 out of those 100 polls, his rating would be between 46% and 54%. In five of those surveys, his rating would be higher or lower than that due to chance error.

Weighting the Sample

Survey data will be weighted to adjust for differential sampling probabilities, to reduce any biases that may arise because of differences between respondents and non-respondents (i.e., nonresponse bias), and to address gaps in coverage in the survey frame (i.e., coverage bias; landline and cellular). Survey weights will reduce the effect of nonresponse and coverage gaps on the reliability of the survey results.

Appendix B

Construction of Cellular RDD Sampling Frames Based on Switch Location

Construction of Cellular RDD Sampling Frames Based on Switch Locations

Constructing cellular sampling frames for small geographic domains is subject to both operational and definitional challenges. Many of such challenges are due to the simple fact that, unlike landline telephone numbers, cellular numbers are assigned to mobile devices that may be located across the nation – if not the globe. In spite of this indeterminable mobility, however, most US cellular telephone numbers are assigned to exchanges that are native to specific locations as is the case with landline telephone numbers. Cognizant of these dynamics, MSG has developed a methodology for constructing cellular sampling frames for small areas based on the location each 1000-series block of cellular numbers is associated with. While not a one-to-one correspondence, with this methodology it is possible to identify the broader area (e.g., county) where the subscriber of a specific cellular number has a higher likelihood of residing.

Briefly, the North American Numbering Plan Administration (NANPA) is the governing body that regulates the assignment of all area codes, exchanges, and 1000-series blocks of telephone numbers in the US. The NANPA assignment protocols, which tend to be location-centric, apply uniformly to all types of numbers including those used for landline, cellular, and paging services. While area codes conform to state boundaries, for 1000-series blocks Switch Centers¹¹ serve as the basic unit of geography for the telecom industry. Moreover, newly activated cellular numbers are assigned within a finite set of 1000-series blocks allocated to these switch centers.

Given that each switch center has a unique latitude and longitude, cellular switch centers and the set of 1000-series blocks they serve can be identified and included in the sampling frame for specific geographic locations. Unlike landlines for which their associated centers blanket the entire country, cellular switch centers tend to cluster around larger population centers. As such, in metro areas with high volume of telephone calls there can be many cellular switch centers whereas in rural areas such centers may cover several counties. In fact, less than half of the counties in the US have dedicated cellular switch centers. Consequently, the proposed methodology tends to have better coverage properties in populated areas. In order to better understand this situation, in what follows a brief description of the US cellular network topology is provided.

When a call is initiated by a cellular device the resulting signal is detected by the nearest Cell Site, which typically includes a tower or other elevated structure for mounting antennas and associated equipments for signal transmission. Most cell sites are connected to switch centers on a wired network, while others may rely on microwave technology for transmitting information through radio waves. Once a call has been detected and transmitted – either over the wired network or radio waves – the corresponding switch center determines the destination point for the given call and routes it out on the US telephony network. If the destination is a wired residence or business, the call is routed to the local Central Office to be connected to its final destination point. When the destination point is another cellular telephone, however, the closest cell site to the cellular device is identified in order to route the call to the corresponding switch center.

¹¹ Switch or wire centers describe the organization of the local telephone exchange system, with each center serving a unique set of exchanges and their associated telephone numbers.

Appendix C

Resumes



Social Science Research Institute

University of North Dakota

Cordell A. Fontaine, Director

CAREER SUMMARY

June 97 to Present **Director, Social Science Research Institute, University of North Dakota, Grand Forks, ND.** Responsible for directing the research agenda for the Institute. Research activities include: writing grant proposals, coordinating regional research projects, developing the research design and methodology, constructing research instruments, implementing and supervising the research, and preparing final report dissemination.

July 93 to June 97 **Associate Director, Social Science Research Institute, University of North Dakota, Grand Forks, ND.** Duties include: writing research grant proposals, preparing cost estimates, developing the research design and methodology, constructing research instruments, implementing and supervising the research, and preparing final report dissemination. Demonstrated expertise in managing eight large scale and over fifty survey research projects in the past four years.

Human Resource Management: Responsible for training, supervising, scheduling and coordinating the work of graduate and undergraduate research assistants, student employees, and student volunteers on contractual and grant research.

Aug 89 – June 92 **Assistant Director, Social Science Research Institute, University of North Dakota, Grand Forks, ND.** Responsibilities: Designing, pre-testing, and administration of survey instruments. Coordinating undergraduate staff in the coding and cleaning of research data. Prepare technical and summary reports.

EDUCATION

University of North Dakota, Grand Forks, ND
B.S. Criminal Justice Studies, 1986
Minor: Sociology

University of North Dakota, Grand Forks, ND
M.A. Sociology, 1990
Minor: Methodology and Statistics

PROFESSIONAL AFFILIATIONS

Great Plains Sociological Association.
Justice Research and Statistics Association

Professional Research Experience

President's Office Research

University of North Dakota Division I Classification Study, 2006
Fighting Sioux Nickname Study, 2000

University Community

National Study of Religion and Spirituality in Social Work Practice, 2008
Egyptian Women HIV/AIDS Study, 2007
Native American Needs Assessment: Center for Rural Health, 2006-07
Barriers Farmers Experience Transitioning to Organic Production, 2006
Precious Moments Marketing Study, 2005
Behavior Risk Factor Surveillance System State Project, 2004
UND Informational Needs Assessment, 2003
UND Freshman Parent Survey on Underage Drinking, 2003
North Dakota GMO Survey, 2003
UND Survey of Academic Climate and Activities, 2003
Center for Health Promotion: Youth Media Smoking Evaluation, 2003 - 2004
College of Nursing Health Care Choices Surveys, 2002
Long Term Health Care Project: Center for Rural Health, 2002
Health and Training Needs Assessment Report, Environmental Training Institute, 2001
International Centre Recruitment Survey, 2001
Impacts of Alcohol and Ginkgo Biloba on Memory, 2001
Off-Campus UND Housing Study, 1997

Greater Grand Forks Region

Agweek Readership Study, 2011
Greater Grand Forks Community Health Needs Assessment, 2011
Comprehensive Smoke-Free Ordinance Community Impact Study, 2011
Grand Forks Secondhand Smoking Study, 2009
Emerado, North Dakota School Feasibility Study, 2009
Grand Forks County Tax Study, 2007
Greater Grand Forks Wellness Evaluation Study, 2007
Grand Forks Tobacco Free Coalition: Community Impact Study, 2006
Grand Forks Herald Newsroom Readership Study, 2006
YMCA Feasibility Study, 2006
Greater Grand Forks Wellness Study, 2006
YMCA Membership Study, 2006
Greater Grand Forks Marketing Services Partnership Assessment, 2005
Grand Forks Herald Readership and Market Study, 2005-06
Grand Forks Tobacco Free Coalition Secondhand Smoking Study, 2005
Greater Grand Forks United Way Community Needs Assessment, 2003-04
Mayor's Tax Initiative and Development of an Aquatics Center Study, 2003
Grand Forks Public Health Worksite Assessment of Smoke-Free Policies, 2003
Seventh Grade School Survey of Substance Abuse, 2002
Grand Forks Citizen Survey, 2001
Greater Grand Forks United Way Community Needs Assessment, 2001
Charitable Giving Study: Community Foundation of GF, EGF and Region, 2001

Regional Studies

2012 Minnesota Internet Survey
Valley City Secondhand Smoke Study, 2011
North Dakota Affordable Energy Survey, 2011
AdvantageWest North Carolina Regional Labor Market Studies, 2008-11
Workforce Development Assessment, Great Falls, Montana, 2009
Greater Bismarck-Mandan Area Labor Availability and Business Needs Study, 2009
Bismarck-Mandan Regional Business Study, 2009
Emerado School District Feasibility Study, 2009
Great Falls, Montana Workforce Development Assessment 2008-09
Griggs-Steele Community Assessment Study, 2007
Grand Forks Regional Labor Availability Surveys and Skill Set Studies, 2007
Region IV Children's Services Coordinating Committee Needs Assessment, 2004
Grand Forks Regional Survey of Community Attitudes, 2003-07
Burleigh County Worksite Assessment of Smoke-free Polices, 2003
Marshal and Pennington Counties Secondhand Smoking Study, 2000-02
Region IV Children's Services Coordinating Committee Needs Assessment, 2001

North Dakota Statewide Studies

IT Workforce Needs Assessment, 2008-09
North Dakota Labor Availability Studies, 1995, 2002, 2006, 2008, 2010
North Dakota Department of Commerce Business Survey Follow-up, 2006-07, 2008
North Dakota Coalition for Homeless People, 2006
Post Treatment Data Collection: Division of Mental Health & Substance Abuse, 2005
North Dakota Health Insurance Survey, 2003-04
North Dakota Internet and E-Services Study, 2002
Gambling and Problem Gambling in North Dakota: A Replication Study, 2000

National Studies

National Dietitian Study, 2009
National Replication Survey on Religion and Spirituality, 2008
Colorectal Cancer Awareness and Knowledge National Survey Project, 2001



MANSOUR, FAHIMI, PH.D.

SUMMARY OF PROFESSIONAL EXPERIENCE:

With over 20 years of experience in survey research methods, Dr. Mansour Fahimi is the Vice President of Statistical Research Services at Marketing Systems Group. Mansour works on design and administration of complex surveys; is keenly familiar with sampling techniques; and has years of experience with postsurvey procedures including nonresponse bias analysis, imputation of missing data, computation of survey weights, and methods for variance estimation. He has extensive experience with data analysis involving multivariate techniques, time series, nonparametric methods, experimental designs, as well as procedures for analysis of data from complex surveys. Dr. Fahimi has been involved with the design and implementation of dozens of market research projects for which he has developed effective methods for identification of key drivers of customer satisfaction, demand projections, as well as consumer segmentation applications.

Moreover, Dr. Fahimi has been responsible for development of algorithms for integration of surveys and controlled selection, multidimensional distribution matching, and model-based procedures for imputation of missing data. Relying on nonlinear optimization techniques, Mansour has developed innovative methods for minimal sampling and using multivariate procedures he has devised effective techniques for segmentation applications. Using latent class analysis techniques he has developed regression-based procedures that are robust in the presence of heavy multicollinearity. As an adjunct professor Dr. Fahimi teaches courses in statistics while working as a consultant on tasks that involve research design, data analysis, statistical modeling, and workshops on techniques for enhancing data quality through minimization of the total survey error.

EDUCATION:

- Ph.D., Applied Statistics, University of New Mexico, Albuquerque, NM, 1989.
- M.S., Applied Statistics, University of New Mexico, Albuquerque, NM, 1986.
- B.S., Psychology and Mathematics, University of New Mexico, Albuquerque, NM, 1983.

PROFESSIONAL EXPERIENCE:

- 2008 to Date: Marketing Systems Group, MD – Vice president, Statistical Research Services
- 2002 to 2007: RTI International, Rockville, MD – Senior Research Statistician
- 1999 to 2002: PricewaterhouseCoopers LLP, Bethesda, MD – Principal Consultant
- 1995 to 1999: Opinion Research Corporation International – Director of Sampling and Statistics
- 1990 to 1995: Westat, Inc., Rockville, MD – Senior Statistician

SELECTED PROJECT EXPERIENCE:

Dual-Frame RDD Sampling in the 21st Century (2010 – Present): *VP, Statistical Research Services.* The traditional method of RDD has evolved to include both landline and cellular telephone numbers. However, current application of the resulting dual-frame RDD methodology is subject to inconsistent practices for sample selection and survey weight construction. Is developing techniques for determining the optimal sample mixture as well as proper methods for computation of survey weights. This involves estimation of counts of households that use only cellular services for every single county in the US. Results of this survey were presented at the 2011 AAPOR Meetings in Miami, FL.

Statistical Modeling for Manpower Requirements (2008 to Present): *Senior Consultant.* The Federal Aviation Administration conducts empirical studies to examine its staffing requirements at all Control Towers and Terminal Radar Approach Control sites throughout the nation. Using statistical modeling techniques that rely on observed data from a sample of sites, the staffing requirements are simulated to ensure adequate manpower at each site. Provides statistical oversight for a series of activities, including selection of sites for observation and application of latest techniques in statistical modeling techniques for projection of staffing needs.

Evaluation of the IRS Wage & Investment Customer Satisfaction Surveys (2009 – 2010): *Survey Research Scientist.* The IRS tracks taxpayer service expectations and the extent to which they are being met by conducting a series of satisfaction surveys of the taxpayers/preparers. Was responsible for a comprehensive evaluation of 24 such surveys with respect to sample and questionnaire designs, data collection practices, as well as methods used for analysis and reporting of the resulting survey data. While identifying improvement opportunities on a wide range of topics, developed a set of best practices for conducting customer satisfaction surveys that can result in measurable improvements.

Audit Samplings & Estimation of Exception Rates (2008 to 2008): *Chief Statistician.* The U.S. Department of Veterans Affairs conducts annual audits of various sites within the Veterans Integrated Service Networks (VISNs). Was responsible for selection of statistical samples of capitalized items for inspection and production of estimates for rates of exceptions. The resulting estimates were then aggregated to produce VISN and overall level projections by taking into account disproportionate selection probabilities. Estimates of sampling error (variance of estimation) were generated to allow construction of confidence intervals for each VISN and overall.

Estimation of Relevance of Epilepsy in the District of Columbia (2008 – 2009): *Senior Research Advisor.* Using address-based sampling, designed a survey to develop prevalence estimates of epilepsy, overall and among African Americans and Hispanic children and adults in the District of Columbia. Responsible for all statistical tasks of this survey, for which a multi-mode method of data collection was used for this landmark survey. Results of this survey were presented at the 2009 Joint Statistical Meetings in Washington D.C.

Examination of the Effects of Hurricane Katrina in New Orleans (2007 to 2008): *Senior Research Advisor.* Given the displaced population resulting from the Hurricane Katrina, designed an address-based sample survey for the residents of New Orleans that employed different methods of data collection. Due to the absence of reliable estimates for the target population, developed a complex weighting technique to account for frame undercoverage and differential nonresponse encountered during this survey. Results of this survey were presented at the 2008 AAPOR Meetings in New Orleans, LA.

Behavioral Risk Factor Surveillance System (BRFSS) (2003 to 2006): *Expert Panel Member*. Investigated opportunities for methodological improvements of the BRFSS, including design and implementation of a comprehensive procedure for imputation of missing data and development of a multidimensional weighting procedure. This is one of the key research studies responsible for the recent revision of the weighting methodology for the BRFSS, replacing its dated poststratification adjustment with a sophisticated raking procedure. Results of this research were presented at the 2007 Joint Statistical Meetings in Salt Lake City, UT.

Data Quality Assessment for National Surveys (2006 to 2007): *Senior Research Statistician*. Evaluated the quality of the Behavioral Risk Factor Surveillance System survey data by comparing national estimates obtained from this survey with estimates from the National Health Interview Survey, the National Health and Nutrition Examination Survey, and the National Survey on Drug Use and Health. Various survey estimates were compared across the four surveys using design-proper tests of significance.

Data Validation & Verification Workshop (2005): *Senior Research Statistician*. As part of a cooperative agreement with the U.S. Agency for International Development, conducted workshops for the Academy for Educational Planning and Management in Islamabad. Topics included methods on data validation and verification procedures, as well as data-enhancing procedures, including imputation of missing data and calculation of survey weights.

ED Data II - National Survey of Schools in Pakistan (2005): *Senior Research Statistician*. In support of the USAID, conducted a national survey of schools and educational institutions in Pakistan. Was responsible for all statistical activities of this project, for which traveled to Pakistan on two occasions to oversee the process of data collection and to conduct workshops on data validation and verification procedures.

Local Governance Project in Iraq (2003): *Senior Research Advisor*. As part of the reconstruction effort in Iraq, conducted surveys of Iraqi households and establishments for monitoring and evaluation purposes. Served as the senior advisor for the team responsible for implementation of these surveys throughout Iraq. During visits to Baghdad, has provided consultations on various survey topics, including sample and questionnaire designs, data collection techniques, and postsurvey data enhancement procedures.

National Study of Postsecondary Faculty (NSOPF) (2002): *Task Leader*. For this study of postsecondary faculty and instructional staff for the National Center for Education Statistics (NCES), served as senior statistician with responsibilities that include sample design and sample selection, design and analysis of an experiment on efficacy of incentives, and a host of postsurvey analytical activities, such as imputation of missing data, weighting, and variance estimation.

Financial Audit for the Social Security Administration (SSA) (2000 to 2001): *Technical Reviewer*. Was responsible for the methodological evaluation of the Title II, Title XVI, CQA, CP, and CD review procedures. This evaluation entailed detailed examination of various sampling and estimation methodologies, assessment of profiling algorithms used for effective allocation of resources for in-person medical evaluation of disabled beneficiaries, and their associated quality control steps.

Customer Satisfaction Survey for the Immigration and Naturalization Service (1999 to 2001): *Project Manager*. This longitudinal survey measured the satisfaction of customers who call the Immigration and Naturalization Service customer service line. The results of the survey improve performance and identify future service options for its customers. Managed the team responsible for questionnaire development, data collection, data analysis, and generation of reports. Introducing advanced analytical techniques that made it possible to obtain more actionable results from the survey findings for INS.

Customer Satisfaction Survey for the General Services Administration (2000 to 2001): *Project Manager*. To help the GSA establish goals and performance measures, this mail survey of food service facilities used modern market research techniques to identify key drivers of customer satisfaction/dissatisfaction. Managed the research staff responsible for questionnaire development, administration of surveys, data processing and analysis, and development reports.

Due Diligence for the 2000 Presidential Election in Venezuela (1999 to 2000): *Technical Advisor*. Working for the Carter Center, had the responsibility of developing a validation procedure for the 2000 Presidential Election in Venezuela, whereby allowing independent observers to uncover suspicious election outcomes. As an expert in audit sampling, was in charge of providing independent prediction of the election results.

Dominican Republic: Due Diligence for the 2000 National Elections (1999 to 2000): *Senior Statistical Advisor*. Was responsible for estimating the prevalence of various errors in the national list of voters (*Padron*) for the 2000 Presidential Election in the Dominican Republic. The results were used to implement remedial measures to compensate for observed deficiencies in the *Padron* prior to the election.

Dominican Republic: Market Assessment (1999 to 2000): *Senior Statistical Advisor*. Was responsible for design and implementation of a national survey to estimate market share and identify key drivers of satisfaction for customers. Also, conducted workshops on best practices for survey design, data collection, and analysis of data for population-based studies in the Dominican Republic.

Audit Sampling for the Public and Private Sectors (1999 to 2000): *Senior Statistical Advisor*. Designed audit procedures for both public and private-sector clients, for which led sampling and estimation tasks, derived population projections, and conducted hypothesis tests to determine reportable conditions. Clients include the USDJ, the USDA, the USMS, the UST, and the Chrysler Corporation. Developed customized software for optimal sample selection that minimize required samples and perform the subsequent extrapolations.

Survey of Information Technology Innovation (1999 to 2002): *Statistical Consultant*. The National Science Foundation conducted two linked surveys of businesses to determine how they plan for innovation, changes in products, enhancements to their systems, and their need to stay current and competitive. As a statistical consultant, was responsible for the development of the sampling designs and supervision of statistical estimation efforts, including calculations of sampling weights and estimation of sampling errors.

Health Care 2010 Survey (2000 to 2001): *Technical Consultant*. As part of a PwC report on health care in 2010 in the US and Europe, this survey gathered data from business executives across different industries on the drivers of change in the health care industry. Managed the team responsible for questionnaire design and pre-testing, collection of data via telephone, and data processing.

Sherman & Sterling: Upward Feedback Survey (1999 to 2001): *Project Manager*. Sherman & Sterling is a large international law firm that conducts annual surveys among its staff. Managed the research team responsible for all phases of this study, including development of questionnaires, data collection via mail, analysis of the resulting data, and production of various reports.

U.S. Postal Service (USPS): Mystery Caller (1997 to 1999): *Technical Advisor*. To obtain an unbiased read of the knowledge and courtesy of USPS clerks, a complex survey design was developed whereby each of the 85 postal districts would receive 250 calls from mystery shoppers presumed to be USPS customers. Was responsible for the design, development, and implementation of the required quarterly samples for this large program, results of which were used for rating postal districts and clerks.

IBM: Business Partner Satisfaction Survey (1998 to 1999): *Survey Specialist*. Business partners and competitors of IBM in various countries were surveyed to determine their satisfaction with IBM. Was in charge of the sample design for this study, which required complex stratification by various attributes. Subsequently, was responsible for imputation of missing data and construction of survey weights.

Master Card: Estimation of Credit Card Usage (1997 to 1998): *Survey Specialist*. This survey was conducted in nine countries for estimation of credit card prevalence using both telephone and in-person methods for data collection. Was responsible for the sample design using a dual frame methodology. The corresponding survey data were weighted using the failed-screener approach to produce unbiased estimates of usage.

Catholic Hospitals: Patients Satisfaction Survey (1997 to 1999): *Survey Specialist*. To assess the satisfaction of inpatients and outpatients of a number of Catholic hospitals, a complex database of patients was developed for selection of patients on a continuous basis. Was in charge of the sample design and estimation procedures for this study, which was then replicated across a number of newly participating hospitals in a subsequent year.

Due Diligence for Demand Survey of Mobile Handsets (1997 to 1998): *Survey Specialist*. For this survey, which was conducted in several countries by the Gallup Organization, was in charge of the evaluation of the employed sampling and estimation procedures. Survey administration included various modes of data collection to accommodate survey obstacles in underdeveloped countries. Developed composite estimation techniques for robust estimation of sensitive metrics.

U.S. Department of Transportation: Survey of Motorists (1997 to 1998): *Survey Specialist*. This national study involved survey of some motorists on various highway safety issues. To obtain representative data for all motorists in the country, the survey required a special RDD design whereby basic demographic data were gathered from all contacted adults (eligible or otherwise). Subsequently, estimates of the eligible population were produced for weighting of the survey data via iterative proportional fitting. Was in charge of the sample design and selection, construction of survey weights, as well as analytical procedures for estimation of study metrics.

Market Research Studies (1996 to 1999): *Survey Specialist*. As the Director of Sampling and Statistics at the Opinion Research Corporation International, was responsible for the sampling designs of dozens of market research studies. These engagements assessed corporate image and equity and customer satisfaction and retention and provided market assessments, product testing, and demand forecasting. Beyond sampling design, served as the resident expert on research estimation issues while managing a team responsible for the procurement and processing of all needed samples for national and international studies.

California Baseline Survey on Smoking and Tobacco Use (1994 to 1996): *Senior Statistician*. This study for the State of California involved a telephone survey of more than 35,000 households. Was responsible for the sample design, imputation of missing data, computation of sample weights, and approximation of sampling errors. The sampling errors were estimated using repeated replication techniques, while sample weight computation involved complex iterative proportional fitting procedures.

Youth Attitude Tracking Study (YATS) III (1993 to 1996): *Senior Statistician*. This study of youth values for the Defense Manpower Data Center involved an annual survey of more than 65,000 households nationwide. Was in charge of the sample designs, computation of sampling weights, and approximation of sampling errors for the 1990 to 1992 administrations of YATS III. Taking into account the complexities of the sample design, weighting procedures involved imputation of missing data and poststratification adjustments.

California Follow-on Survey on Smoking and Tobacco Use (1994 to 1996): *Senior Statistician*. Was responsible for the sample design, imputation of missing data, computation of sample weights, and approximation of sampling errors for this follow-on study of more than 10,000 households in the State of California. This research included a longitudinal panel of 10,000 respondents from those individuals surveyed during the baseline study.

Evaluation of Alternative Measures of Size for Sampling (1994 to 1995): *Senior Statistician*. Since the start of the National Health Interview Survey (NHIS) primary sampling units (PSUs) have been selected with probabilities proportional to the total population, thereby ignoring the interaction of demographic composition with the type of desired oversampling. For a simulation study, investigated various schemes for allocation of measures of size for PSUs that do reflect the above interaction with different types of desired oversampling applications.

The National Assessment of Educational Progress (NAEP) (1991 to 1994): *Senior Statistician*. For this national survey on the educational attainment of students for the U.S. Department of Education, was responsible for the nonresponse bias analysis and subsequent data adjustment procedures. Had similar responsibilities for the international version of NAEP conducted in several European countries.

National Assessment of Vocational Education (1992 to 1993): *Senior Statistician*. On this study for the National Center for Educational Statistics that used Quality Education Data (QED), was responsible for the design and selection of a multistage sample. In the first stage, a highly stratified sample of school districts was selected followed by a second-stage selection of a sample of regular and vocational schools. The selection procedure involved investigation of various measures of size that required augmentation of the frame with auxiliary data.

Multivariate Test of Hypothesis for Stratified Random Samples (1994 to 1996): *Senior Statistician*. Worked at the U.S. Department of Agriculture's National Agricultural Statistics Service (NASS) with funding from an American Statistical Association fellowship. Helped to develop a multivariate test of hypothesis for stratified random samples, which was described in the "NASS-USDA Staff Report No. SRB-90." Also provided a computer program for implementation of this procedure.

Application of Linear Programming in Computational Statistics (1996 to 1998): *Ph.D. Candidate*. During this 2-year research for the National Science Foundation, studied the applications of linear programming (LP) in statistics. The optimal solution to a number of classical problems in computational statistics and survey sampling can be obtained through LP. However, these problems entail an exponentially large number of variables and constraints. Was responsible for the development of algorithms that can significantly reduce the number of induced variables and constraints.

SELECTED PUBLICATIONS AND PRESENTATIONS:

Fahimi, M. (2011). “Beyond Simple Descriptive Statistics – Utility of Multivariate Techniques in Survey Research.” *Joint Statistical Meetings*, Miami, FL.

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Heuer, R., B. Kuhr, M. Fahimi, T.R. Curtin, M. Hinsdale, L. Carley-Baxter, and P. Green (2006). "2004 National Study of Postsecondary Faculty (NSOPF:04) Methodology Report" (Publication No. NCES 2006179). U.S. Department of Education, National Center for Education Statistics. (<http://nces.ed.gov/pubsearch/>).

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Ault, K., S. Black, J. Chromy, M. Fahimi, P. Siegel, L. Trofimovich, and R. Whitmore (2003). "Imputation Methodology for the National Postsecondary Student Aid Study: 2004" (Publication No. NCES 200320). U.S. Department of Education, National Center for Education Statistics. (<http://nces.ed.gov/pubsearch/>).

Swimming Pool Attendance

2000
10,243

2009
11,342

2001
10,450

2010
9,866

2002
8,687

2011
8,979

2003
9,976

2012
10,217

2004
10,326

2005
11,098

2006
11,467

2007
11,278

2008
7,142

CONSUMPTION FOR THE 3" WATER METER AT THE POOL:

Account Number	Read Date	Consumption	\$ AMT
005154-000	8/20/2012	4,478	\$ 2,974.05
005154-000	7/24/2012	5,331	\$ 3,549.83
005154-000	6/20/2012	6,869	\$ 4,587.98
		16,678	11,112
005154-000	8/25/2011	7,101	\$ 3,515.00
005154-000	7/20/2011	6,663	\$ 3,298.19
005154-000	6/20/2011	8,773	\$ 4,342.64
		22,537	11,156
005154-000	9/20/2010	190	\$ 92.15
005154-000	8/20/2010	7,489	\$ 3,632.17
005154-000	7/20/2010	5,723	\$ 2,775.66
005154-000	6/20/2010	5,330	\$ 1,938.79
		18,732	8,439
005154-000	9/20/2009	238	\$ 84.73
005154-000	8/20/2009	5,325	\$ 2,529.38
005154-000	7/20/2009	3,643	\$ 1,740.43
		9,206	4,355
005154-000	8/20/2008	1,650	\$ 783.75
005154-000	7/20/2008	1,120	\$ 319.20
		2,770	1,103
5-4342	9/10/2007	732	\$ 442.72
5-4342	8/9/2007	3,381	\$ 1,782.79
5-4342	7/10/2007	2,655	\$ 1,415.52
5-4342	6/11/2007	5,062	\$ 2,633.16
		11,830	6,274
5-4342	9/11/2006	2,650	\$ 1,412.99
5-4342	8/10/2006	3,810	\$ 1,999.80
5-4342	7/10/2006	1,975	\$ 1,071.53
5-4342	6/12/2006	4,966	\$ 2,854.59
		13,401	7,339
5-4342	9/12/2005	2,499	\$ 1,336.51
5-4342	8/10/2005	4,147	\$ 2,170.20
5-4342	7/11/2005	2,905	\$ 1,541.90
5-4342	6/13/2005	4,711	\$ 2,455.51
		14,262	7,504
5-4342	9/12/2000	202	\$ 138.78
5-4342	8/15/2000	1,570	\$ 623.34
5-4342	7/12/2000	3,490	\$ 1,282.92
5-4342	6/16/2000	2,060	\$ 794.06
		7,322	2,839

Request for Council Action

Date: March 12, 2013
 To: East Grand Forks City Council and Mayor Lynn Stauss
 From: Nancy Ellis, City Planner - Community Development
 RE: In Depth Inspections contract

GENERAL INFORMATION:

East Grand Forks entered into a contract with In Depth Inspections to complete Building Code Enforcement/Building Inspections for the City of East Grand Forks for a 6 month period after the retirement of Tom Spoor. The contract is set to expire on April 29th, 2013. In the contract, it states that the contract/their services will automatically be extended for 6 months if the City does not notify In Depth that they are ending the contract.

At this point in time, I feel that the new Community Development Office is unable to conduct Building Inspections and Permitting work without entering into a year contract with In-Depth Inspections. We are nearing the busy building season, and either hiring a new consulting group thru an RCA or hiring a new full-time building official would be extremely difficult for the office and the contractors. Extending the contract 6 months would have us discussing this in October and we will still be fairly busy in inspections. I would like to have a full building season or until the winter to see what our time commitments and inspections entail before I can recommend either hiring someone full-time or continuing with a consulting firm.

RECOMMENDATION:

I have evaluated the past contract and staff is requesting an extension of the InDepth Inspection service contract for 1 year from the date of City Council approval. I would request a modification to the contract to remove the 6 month automatic renewal.

AGREEMENT FOR BUILDING INSPECTIONS SERVICES

This contract (the "Agreement") is made and entered into this 29th day of October, 2012, between the City of East Grand Forks, Minnesota (the "City"), and Indepth Inspection, Inc, (the "Contractor"), (collectively, the "Parties").

Recitals

1. The current Building Official will be retiring at the end of October, 2012.
2. The City Council directed the City Administrator to recommend options on the future of the Building Official position.
3. The City Council wanted to explore all recommended options prior to advertising for a new Building Official.
4. Until a permanent solution regarding the Building Official could be explored the City Council authorized the City Administrator to issue a Request for Proposals for the Building Officials services.
5. The City council received and approved a proposal for Building Officials service by Indepth Inspections, Inc.

Terms

1. Scope of Services. The Contractor agrees to perform the following services:

1.1 Building Code:

The Contractor will be responsible for inspecting properties and enforcing the Minnesota State Building Code. The Contractor, however, will not be responsible for enforcing the commercial Electrical Code as the City will continue to use State of Minnesota inspectors to perform such inspections.

1.2 Plumbing Code:

The Contractor shall be responsible for providing enforcement and administration of the currently adopted Minnesota State Plumbing Code and performing plumbing plan review services.

1.3 Rental Housing Ordinance:

The Contractor may be requested to assist with inspecting and enforcing the City's Rental Housing Ordinance, including but not limited to inspecting rental housing for license renewal, responding to complaint inspections and performing administrative tasks associated with the enforcement of the Rental Housing Ordinance.

1.4 Zoning Ordinance:

The Contractor may be requested to assist the Planning and Zoning Department to enforce the zoning ordinance and will coordinate the duties of the Building Official Department with the Planning and Zoning Department when required in the best interests of the City.

1.5 Additional Duties:

Work regarding the above referenced codes and ordinances involves responsibility for plan review, scheduling, and inspection of residential and commercial buildings and other structures in regard to conformity with code requirements and technical standards, any administrative work in support of those duties assigned herein and enforcement. Work also involves determining building permit valuations for inspected construction projects and providing the City with Code revisions that are either desirable or required. Work also includes complaint investigations, hazardous building inspections and assistance with the prosecution of building code and hazardous building violations.

2. Compensation. The City agrees to pay the Contractor as follows:

2.1 Contractor shall bill the City monthly. City shall reimburse Contractor for building inspections and related services up to 50% of total permit fees, 100% of plan review fees, and \$75 per hour for other duties as required plus mileage reimbursement. The City shall not withhold monies for the payment of any federal or state income taxes, social security benefits, or other taxes.

3. Term.

3.1 The initial term of the agreement shall be for a period of six (6) months commencing on or about November 1, 2012 and shall automatically renew for successive six (6) month terms unless either party gives the other not less than thirty (30) days prior written notice before the expiration of the then current term that it does not want the contract to renew further. In addition, the City will be allowed to terminate if the Contractor does not perform services in a satisfactory manner, loses its license to perform any of the services, becomes insolvent, or other similar reasons.

Notice to City:
City Administrator
600 Demers Ave.
East Grand Forks, MN 56721

Notice to Contractor:
Brad Bail
1600 Central Avenue N.E
East Grand Forks, MN 56721

4. Independent Contractor Relationship.

4.1 It is expressly understood that the Contractor is an “independent contractor” and not an employee of the City. The Contractor shall have control over the manner in which the services are performed under this Agreement. The Contractor shall supply, at its own expense, all materials, supplies, equipment and tools required to accomplish the work contemplated by this Agreement. The Contractor shall not be entitled to any benefits from the City, including, without limitation, insurance benefits, sick and vacation leave, workers’ compensation benefits, unemployment compensation, disability, severance pay, or retirement benefits.

5. Insurance Requirements.

5.1 Liability. The Contractor agrees to maintain Professional Liability, Errors and Omissions Insurance in an amount of at least \$500,000 single limit coverage, covering all personnel employed by the Contractor in the capacity of acting as an Agent of the City. The Contractor agrees to maintain commercial general liability insurance in a minimum amount of \$1,000,000 per occurrence. The policy shall cover liability arising from premises, operations, products-completed operations, personal injury, advertising injury, and contractually assumed liability. The City shall be named as an additional insured.

5.2 Automobile Liability. If the Contractor operates a motor vehicle in performing the services under this Agreement, the Contractor shall maintain automobile liability insurance, including owned, hired, and non-owned automobiles, with a minimum liability limit of \$1,000,000, combined single limit. The City shall be named as an additional insured.

5.3 Workers’ Compensation. The Contractor agrees to comply with all applicable workers’ compensation laws in Minnesota.

5.4 Certificate of Insurance. The Contractor shall, prior to commencing services, deliver to the City a Certificate of Insurance as evidence that the above coverages are in full force and effect.

6. Indemnification.

6.1 The Contractor agrees to defend and indemnify the City, and its employees, officials, volunteers and agents from and against all claims, actions, damages, losses and expenses arising out of the Contractor’s performance or failure to perform its duties under this Agreement. The only liabilities with respect to which Contractor’s obligation to indemnify the City does not apply are liabilities to the extent proximately caused by willful misconduct of the City.

7. General Provisions.

7.1 Entire Agreement. This Agreement supersedes any prior or contemporaneous representations or agreements, whether written or oral, between the Parties and contains the entire agreement.

7.2 Assignment. The Contractor may not assign this Agreement to any other person unless written consent is obtained from the City.

7.3 Amendments. Any modification or amendment to this Agreement shall require a written agreement signed by both Parties.

7.4 Governing Law. This Agreement shall be governed by and interpreted in accordance with the laws of the State of Minnesota.

7.5 Waivers. The waiver by either party of any breach or failure to comply with any provision of this Agreement by the other party shall not be construed as, or constitute a continuing waiver of such provision or a waiver of any other breach of or failure to comply with any other provision of this Agreement.

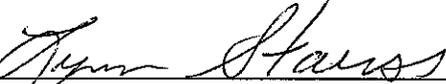
7.6 Savings Clause. If any court finds any portion of this Agreement to be contrary to law or invalid, the remainder of the Agreement will remain in full force and effect.

8. Termination.

8.1 Either Party can terminate this agreement with or without cause with 60 days written notice to the other party.

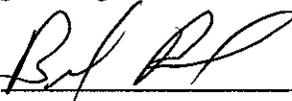
IN WITNESS WHEREOF, the Parties, have caused this Agreement to be approved on the date above.

City of East Grand Forks, Minnesota

By: 
Its Mayor- Lynn Stauss

And: 
Its City Administrator- Scott Huizenga

Indepth Inspection. Inc.

By: 

It's Vice-President- Brad Bail Contractor

(AGREEMENT FOR BUILDING INSPECTIONS SERVICES.10.18.2012)