

**AGENDA
CITY COUNCIL
WORK SESSION
CITY OF EAST GRAND FORKS
JULY 28, 2009
5:00 PM**

CALL TO ORDER

CALL OF ROLL

DETERMINATION OF A QUORUM

1. Safe Routes to School Proposal – Nancy Ellis
2. LERRD's Credit – Greg Boppre
3. State Aid Policy – Scott Huizenga
4. 2009 Street Repair Budget Presentation – John Wachter
5. 2009 Street Repair – 8th Ave. NE & Gateway Drive – John Wachter
6. City Personnel Policy Manual – Residency Residency Requirement – Mike Hedlund
7. Public Safety Dispatch Services & Staffing – Scott Huizenga

ADJOURN

Upcoming Meetings:

Regular Meeting – August 4, 2009 – 5:00 PM – Council Chambers

Work Session – August 11, 2009 – 5:00 PM – Training Room

Regular Meeting – August 18, 2009 – 5:00 PM – Council Chambers

Work Session – August 25, 2009 – 5:00 PM – Training Room

**AGENDA
CITY COUNCIL
CLOSED MEETING
CITY OF EAST GRAND FORKS
JULY 28, 2009
5:00 PM**

CALL TO ORDER

CALL OF ROLL

DETERMINATION OF A QUORUM

1. Closed session for City Administrator Scott Huizenga's Employee Evaluation. Closed session is to be performed according to the exception to the open meeting law pursuant to Minnesota Statute 13D.05, Subd. 3.

ADJOURN

Upcoming Meetings:

Regular Meeting – August 4, 2009 – 5:00 PM – Council Chambers

Work Session – August 11, 2009 – 5:00 PM – Training Room

Regular Meeting – August 18, 2009 – 5:00 PM – Council Chambers

Work Session – August 25, 2009 – 5:00 PM – Training Room

REQUEST FOR COUNCIL ACTION

Date: July 28, 2009
To: East Grand Forks City Council and Mayor Lynn Stauss
Cc: File
From: Nancy Ellis, GF/EGF MPO Senior Planner
RE: Safe Routes to School Proposal

Update on Safe Routes to School Middle School Grant Approval

On April 14, 2009; I informed City Council at the work session that we received funding for our SRTS (safe routes to school) proposal continuing a sidewalk to the middle school. We have now received an official letter from MNDOT confirming our proposal as a recipient of SRTS funds. We need approval from City Council to accept the grant funding and construct the sidewalk, as well as, submittal to the MPO for inclusion into the 2010-2013 TIP.

To remind you, this funding is for 100% construction and the city pays for engineering only. The project construction cost is \$163,160 and non-infrastructure funding for Safe Kids is \$5,000. Therefore, we will receive up to \$168,160 for the estimated costs of both activities. The estimated engineering costs that the city incurs are \$24,450 and this includes plans, specs, staking and inspection of the construction project.

Therefore, I am asking that City Council accepts and approves this grant, submits the project to the MPO for inclusion into their TIP and requests the city engineer to begin plans and specifications for the Middle School sidewalk.

Background of request:

The Safe Routes to School Program, created by the Federal Surface Transportation Act, establishes a grant program providing communities with the opportunity to improve conditions for bicycling and walking to school. The goals of the program are threefold: (1) to enable and encourage children, including those with disabilities, to walk and bicycle to school; (2) to make bicycling and walking to school a safer and more appealing transportation alternative, thereby encouraging a healthy and active lifestyle from an early age; and (3) to facilitate the planning, development, and implementation of projects and activities that will improve safety and reduce traffic, fuel consumption, and air pollution in the vicinity of schools.

All STRS projects are funded at 100% with no local match required other than engineering costs for the project. This program is a reimbursable grant program, meaning that recipients of the funds will front the cost of the project and will be reimbursed during the course of the project.

In March 2009 an email was sent to the City Engineer, Greg Boppre, informing us that our Middle School sidewalk proposal was chosen for funding by the Safe Routes to School Program. Therefore, I am requesting that the City accept SRTS funding to construct a sidewalk from 13th St. SE down the east side of Bygland to the Middle School.

Recommendation:

Approval of the East Grand Forks Safe Routes to School Grant Project

Request:

My proposal is to construct sidewalk on the east side of Bygland Road from 13th Street SE to the Middle School. This proposed new sidewalk will fill a gap where sidewalks do not exist. Also, a detailed cost estimate is provided; pedestrian crossings - signs - lighting will be included in the sidewalk proposal, as well as, non-infrastructure funding for SAFE KIDS Grand Forks to educate EGF students. The cost estimate for construction and extra items is \$168,460.

The sidewalk will be placed within road right-of-way and the City of East Grand Forks must decide if they will again perform the snow maintenance on this sidewalk in the winter months. If so, this project will not be special assessed nor will the affected property owners be required to do snow maintenance in the winter.

Additionally, I have included funding for Safe Kids - a program that provides a number of different safety programs for children in the Grand Forks/East Grand Forks area. They have many wonderful programs to educate students on safe walking and biking to school, as well as, sponsor events to promote walking and biking to school. Safe Kids is willing to work with the schools to promote walking and biking to school through this new safe route and this additional \$5000 will help pay for this.

Supporting Documentation and Comments:

The following supporting documents are attached:

1. Map/drawing of the proposed sidewalk location.
2. Cost estimate.
3. Letter from MNDOT

Estimate 2010 - SRTS SIDEWALK PROJECT
 13TH ST SE TO CENTRAL MIDDLE SCHOOL
 EAST GRAND FORKS, MN

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL</u>
Remove Curb & Gutter	100 LF	\$15.00	\$1,500.00
Remove/Replace Pavement	1 LS	\$6,000.00	\$6,000.00
Common Borrow	2000 CY	\$7.00	\$14,000.00
Common Excavation	200 CY	\$10.00	\$2,000.00
Salvaged Topsoil	300 CY	\$6.00	\$1,800.00
Box Culvert	1 LS	\$30,000.00	\$30,000.00
Aggregate Base	150 CY	\$30.00	\$4,500.00
4" Concrete Sidewalk	11,000 SF	\$6.00	\$66,000.00
Concrete Curb & Gutter	100 LF	\$40.00	\$4,000.00
Truncated Domes	96 SF	\$60.00	\$5,760.00
Traffic Control	1 LS	\$10,000.00	\$10,000.00
Storm Drain Inlet Protection	6 Each	\$100.00	\$600.00
Storm Water Protection	1 LS	\$5,000.00	\$5,000.00
Seeding	2000 SY	\$2.00	\$4,000.00
Cross-Walk Marking	1 LS	\$8,000.00	\$8,000.00
		TOTAL	\$163,160.00



Minnesota Department of Transportation

State Aid for Local Transportation
Mail Stop 500, 4th Floor
395 John Ireland Boulevard
St. Paul, MN 55155-1899

Office Tel: 651-366-3833
Fax: 651-366-3801

June 25, 2009

Greg Boppre
Consulting City Engineer
PO Box 385
East Grand Forks, MN 56721

Dear Mr. Boppre,

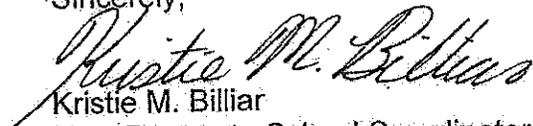
It is my pleasure to inform you that your Safe Routes to School proposal is one of the twenty five recipients of funds from the 2009 solicitation. This year's solicitation resulted in 105 applications requesting over \$11.5 million in SRTS funds. We received many high quality proposals and your project represents one of the best submitted.

Project numbers and administrative guidance are included with this mailing.

It is anticipated that we will have future funding for the Safe Routes to School program, but the time frame for our next solicitation is contingent on the passage of the next federal transportation bill. Updated program information and educational materials can be found at our new website: www.saferoutesmn.org or you may contact me with any questions.

Thank you for your participation and congratulations on your success!

Sincerely,


Kristie M. Billiar
Safe Routes to School Coordinator

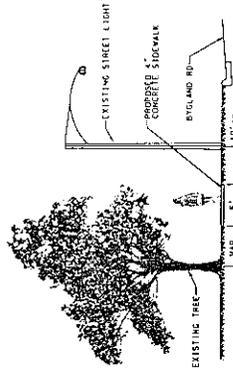
cc: DE
DSAE
City Engineer
County Engineer
FHWA
file

2009 Safe Routes to School Project Sheet	
Project Name	Sidewalk Extension to Central Middle School
City	East Grand Forks
SRTS Funding	\$168,160.00
Infrastructure	
SP	119-591-02
Mn/Project Number	Not yet assigned
Amount	\$163,160.00(Federal)
Non-Infrastructure	
SP	119-591-03
Mn/Project Number	Not yet assigned
Amount	\$5000.00 (Federal)

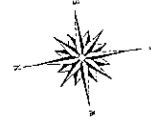
Our records indicate that no portion of your SRTS funds will be used for design. If design will be funded using SRTS funds please contact Kristie Billiar immediately so an additional project number can be assigned to your project.

**East Grand Forks, Minnesota
Sidewalk From 13th Street SE
to
Central Middle School**

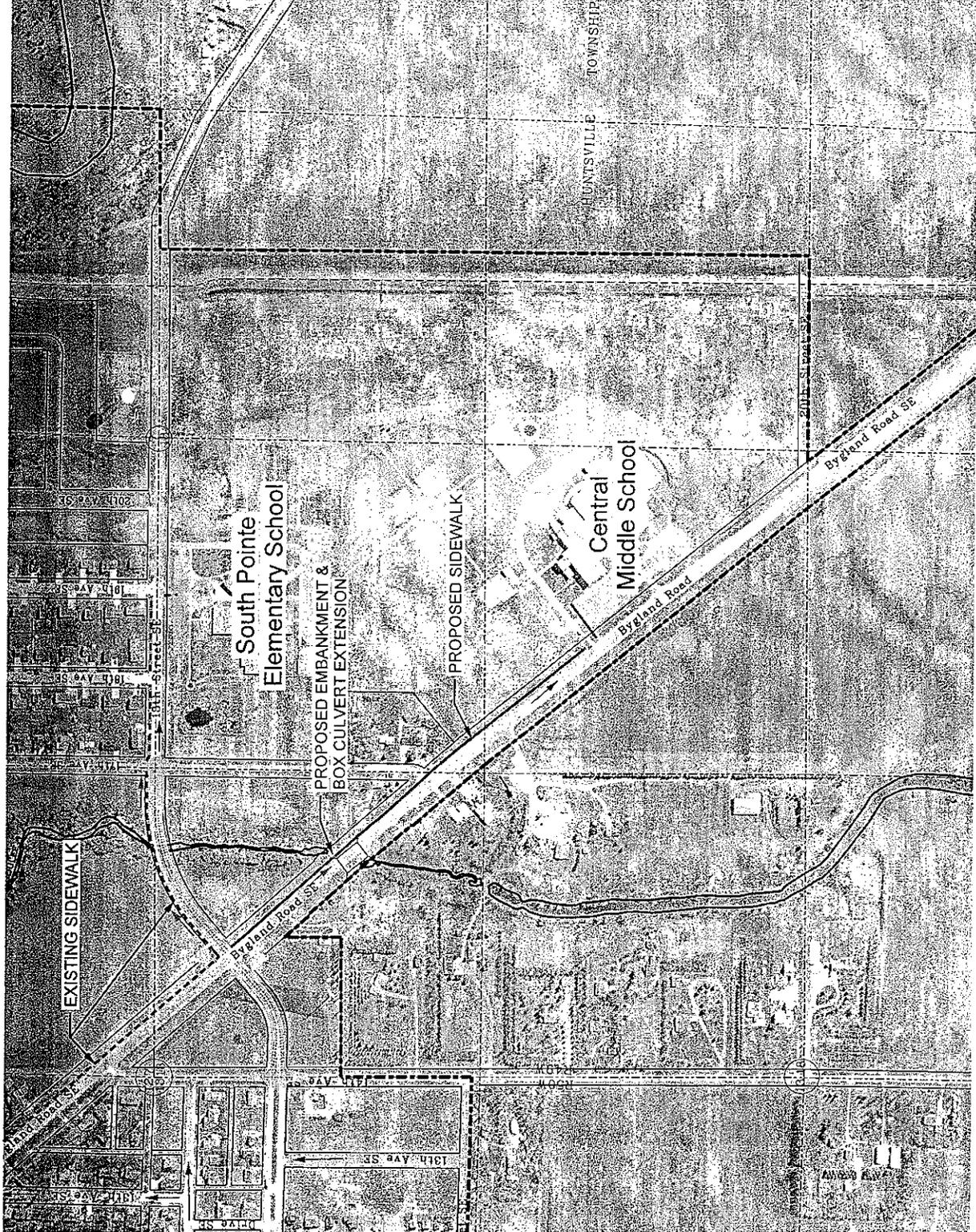
- LEGEND KEY**
- EXISTING SIDEWALKS
 - EXISTING BIKE PATHS / TRAILS
 - PROPOSED SIDEWALKS
 - PEDESTRIAN FLOW
 - CROSS WALKS
 - CONTROLLED INTERSECTION (STOP CONDITION)



Typical Sidewalk Location
no scale



Prepared by:



Request for Council Action

Date: July 7, 2009

To: East Grand Forks City Council, Mayor Lynn Stauss, President Dick Grassel, Council Vice President Henry Tweten, Council Members: Marc Demers, Craig Buckalew, Wayne Gregoire, Greg Leigh, and Mike Pokrzywinski.

Cc: File

From: Greg Boppre, P.E.

RE: LERRD'S Credit

Background:

The City has been working on the Lands, Easements, Right of Ways, Relocations, and Disposal Areas (LERRD'S) credits for the US Army Corp of Engineers project. The utility relocations and Phase I/Phase II land credits have been submitted and approved. However, the Phase III, Phase IV and Hartsville Phase land credits have not been submitted (please see the attached memo).

Recommendation:

Approve request of Floan-Sanders to continue the LERRD'S certification process at \$45.82/hr, with a not to exceed amount of \$36,656.00.

Enclosures:

Memo

Memorandum

*To: Honorable Mayor and City Council
Members*
From: Greg Boppre
cc: Scott Huizenga
Date: Tuesday July 7, 2009
Subject: LERRD'S Credit

As many of you know, the City has been working on the Lands, Easements, Right of Ways, Relocations and Disposal Areas(LERRD'S) credits for the Flood Control project. As per article IV, of the Project Cooperation Agreement(PCA) - 'Credit for value of lands, relocations and disposal areas', "the Non-Federal sponsors shall receive credit toward their share of total project flood damage reduction costs for the value of the lands, easements, rights of way, and suitable borrow and dredged or excavated material disposal areas that the Non-Federal Sponsors must provide pursuant to Article III of this agreement for flood damage features, and for the value of the relocations that the Non-Federal Sponsors must perform or for which they must ensure performance pursuant to Article III of this agreement for flood damage reduction features."

The above statement basically states it is the responsibility of the City to submit the necessary documents in order to receive the credit for the LERRD'S. I have been working on the relocation credits and Jerry Skyberg has been working on the lands, easements, right of ways and disposal area credits. These submittals for credits are just as important as the flood control project itself, because the City does not want to be below the thirty-five percent(35%) of the overall project cost. If the City falls below the 35%, they will have to make up the difference to the Federal Government.

The utility relocations have been submitted and approved, along with the Phase I and Phase II land credits. However, questions have arisen since Mr. Skyberg has retired, especially concerning the above LERRD'S reporting. Therefore, we would facilitate the completion of the LERRD'S by hiring Mr. Skyberg.

Mr. Skyberg has estimated it will take approximately 800 hours to complete the Phase III, Phase IV and Hartsville land submittals. Mr. Skyberg will be billed out at \$ 45.82 /hr (the City's cost prior to Mr. Skyberg's retirement). We feel with Mr. Skyberg's expertise, the City will receive the necessary flood control credits.

If the City agrees with this proposal, Floan- Sanders will provide an office, computer and necessary software and Mr. Skyberg would need access to the City Hall land files.

Request for Council Action

Date: 07/23/09
To: Mayor and City Council
Cc: File
From: Scott Huizenga, City Administrator
RE: State Aid Policy

The City Council requested that I work with the City Engineer to propose possible alternatives to funding State Aid roads. I sense a general consensus that state aid roads should not be 100-percent subsidized either for new construction or reconstruction. The following is three possible alternatives for the Council to consider.

1. **City subsidizes base, "wear course" is assessed.** One of the key distinctions between a state-aid road and a standard residential street is the level of base that is built into the road to handle higher traffic loads and volumes. Therefore, the City would pay for the increased base, while the assessments would fund the "wear course," or top layer of road improvements and curb and gutter where applicable, along with soft costs (engineering, administration, and legal). Generally, this split is approximately 50-50. But, actual percentages would vary by market conditions and project specifications. The primary argument for this method is its consistency in application and administration. The individual phases – base and wear course – are easily determined. The primary downside is that project costs can vary significantly.
2. **Fixed Percentage.** The City can assign a fixed percentage of state aid subsidy. For example, if the City's standard streets are typically 34 feet in width, and state aid streets are 42 feet in width, the City could subsidize the difference. The assessment would equate to approximately 80 percent of the project. This provides a very simple calculation based on project costs. However, one cannot easily determine a "standard"-width street in East Grand Forks because the standards have changed over time. The City Council may still deal with specific nuances based upon location. Or, the City Council could simply assign a percentage deemed equitable.
3. **Fixed Subsidy.** Many cities, such as Crookston, do not distinguish between state aid and non-state aid roads. Rather, these cities pool all local and state aid maintenance funds into one street construction fund. Then, the City subsidizes a fixed rate per linear foot on the project. For example, Crookston pays \$25 per foot on all projects whether or not it is a state aid route. The City assesses the difference. Similar to Option #2, the City could also assign a fixed percentage subsidy to each project, regardless of state aid designation. The primary benefit to this plan is that every property owner is treated the same regardless of location. However, the City could potentially be faced with limiting the number of new assessment projects based upon available City funds because the City would contribute to every project.

The City will always have the burden of potentially justifying an assessment, regardless of the methodology chosen. The key is to be as consistent as possible where practical.

Recommendation: Option 3 provides the most consistency in application. And, it provides some incentive for residents to encourage resurfacing and/or reconstruction when appropriate by making use of City/State assistance. Further study would be needed to determine how much the City could potentially subsidize in a "normal" year. My second choice is Option 1. Project specifications can vary significantly, but the policy application would be uniform.

Further, I recommend that the City place a moratorium on any future subsidy to new construction while the City investigates whether or not to require full improvements for new development.

Request for Council Action

Date: 7-22-09

To: East Grand Forks City Council, Mayor Lynn Stauss, President Dick Grassel, Council Vice President Henry Tweten, Council Members: Marc Demers, Craig Buckalew, Wayne Gregoire, Greg Leigh, and Mike Pokrzywinski.

Cc: File

From: John Wachter

RE: Review of 2009 Street Repair Budget

Presentation on the current status of street repair budget.

Request for Council Action

Date: 7-22-09

To: East Grand Forks City Council, Mayor Lynn Stauss, President Dick Grassel, Council Vice President Henry Tweten, Council Members: Marc Demers, Craig Buckalew, Wayne Gregoire, Greg Leigh, and Mike Pokrzywinski.

Cc: File

From: John Wachter

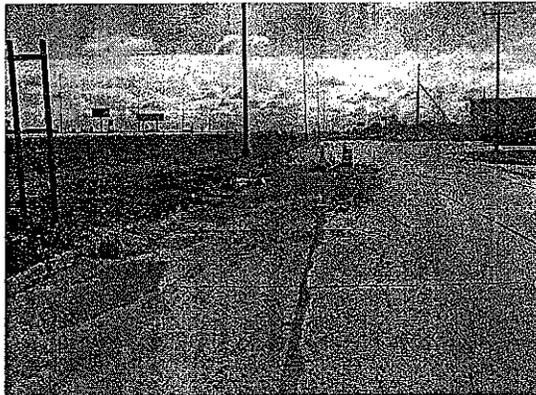
RE: 2009 Street Repair-

Make repairs to the intersection of 8th Ave NE and Gateway Drive

Opp Construction – \$14,000.00

H&S Construction – \$23,791.00

Recommendation – Award jobs to lowest quote.





Construction Company

Office
Grand Forks, ND
Fargo, ND

Hwy 81 N • PO Box 13530 • Grand Forks, ND 58208-3530 • Phone 701-775-3322 • Fax 701-795-7000

ATT: John Wachter
QUOTATION
MISC PAVEMENT REPAIRS
EAST GRAND FORKS
MAY 21, 2009

ITEM	Description	QTY	Unit	TOTAL
1	Gateway Dr NE & 11th Ave NE	1	LS	5,840.00
2	11th Ave In Front of Folsom Farms	1	LS	7,100.00
3	Gateway Dr NE & 8th Ave NE	1	LS	14,000.00
4	8th Ave NE - Water Break	1	LS	2,870.00
5	Gateway Dr NE in front of Motel	1	LS	10,600.00
6	20th St NW & 5th Ave NW	1	LS	3,700.00
7	2nd Ave NE Alley btw 2nd & 3rd st NE	1	LS	1,840.00
8	20th St NW & Shadylane Dr NW	1	LS	2,950.00
9	5th Ave NW & 4th St NW	1	LS	3,100.00
10	Gateway Dr NE 7th to 5th - Overlay	1	LS	19,400.00
TOTAL >>>				71,400.00

Clarifications:

As per City list and our drawings
Includes Traffic control and sealed joints

- 10 Item 10 includes:
approx area of 615' x 18' & 24' x 21' 2" overlay
Also approx 90 ton leveling coarse before overlay
Adjust 2 Manholes

All Work to City Specs

BUILD WITH THE BEST



ASSOCIATED GENERAL CONTRACTORS OF NORTH DAKOTA

"An Equal Opportunity Employer"

H & S Construction
 17279 US Hwy 59NE
 Thief River Falls, MN 56701

Estimate

Date	Estimate #
7/16/2009	221

Name / Address
City of East Grand Forks 1001 2nd St NE East Grand Forks Mn 56721 Att: John

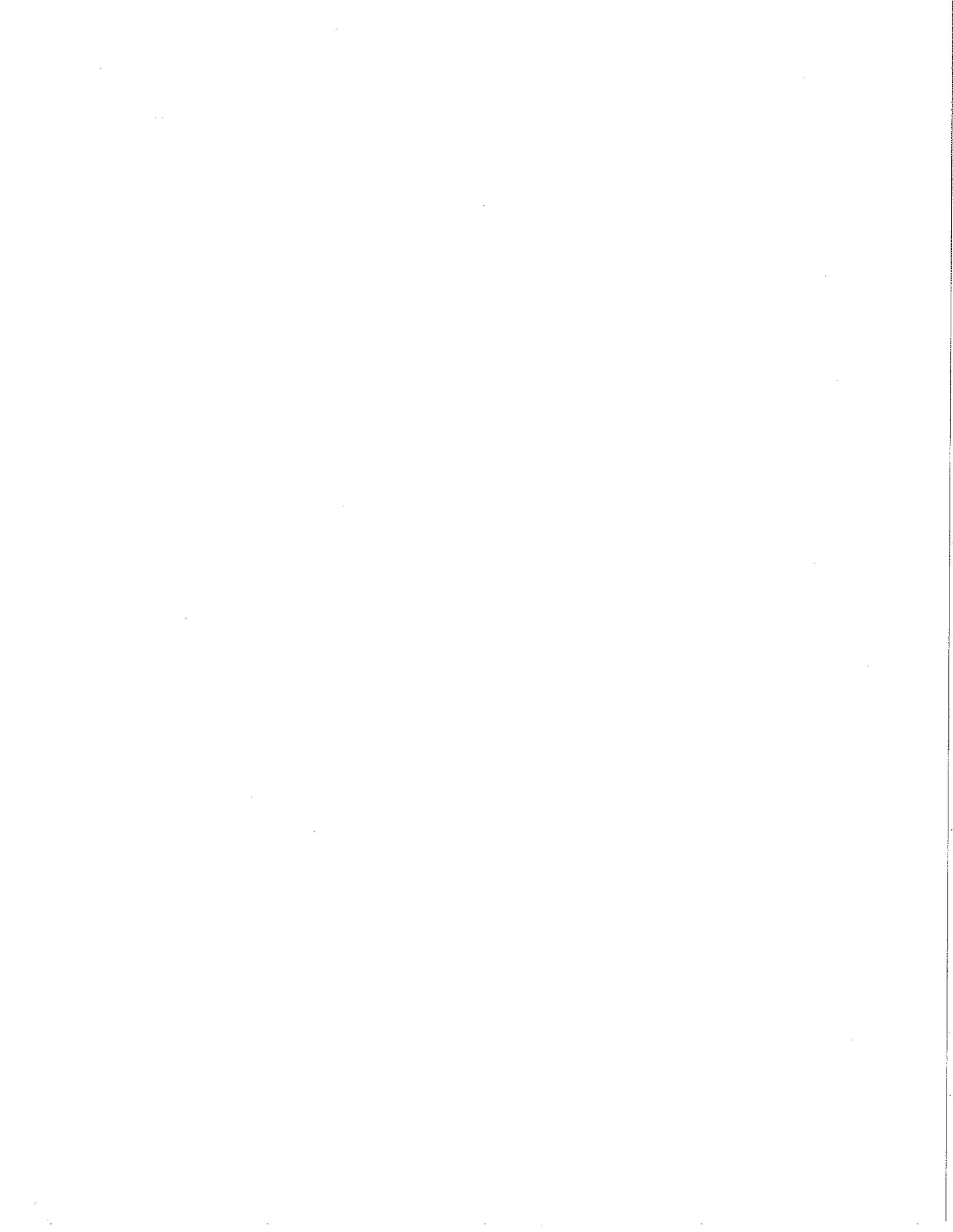
Phone #	218.681.5503
---------	--------------

Fax #	218.681.7063	Project
-------	--------------	---------

Frontage Road By Tesoro's *8th Gateway*

Description	Qty	Rate	Total
Remove & Replace curb and gutter	128	25.00	3,200.00
Furnish chimney seal and install casting to height (2 inlets and one manhole) any work under ground is extra	3	650.00	1,950.00
Remove & Replace 7" paving	2,502	6.50	16,263.00
Saw around perimeter	278	7.00	1,946.00
Furnish & Install Class 5 gravel fill (approx yardage only--- actual yardage used shall be billed at 12.00 per yard	36	12.00	432.00
Signs are supplied buy others	0		0.00

If any Additional Information is Required Please Call Robert Audette @218.686.9308	Total	\$23,791.00
--	--------------	-------------



Request for Council Action

Date: July22, 2009

To: East Grand Forks City Council, Mayor Lynn Stauss, President Dick Grassel, Council Vice President Henry Tweten, Council Members: Marc Demers, Craig Buckalew, Wayne Gregoire, Greg Leigh, and Mike Pokrzywinski.

Cc: File

From: Mike Hedlund/Scott Huizenga

RE: City Personnel Policy Manual – Residency Requirement

Background: The City of East Grand Forks Personnel Policy Manual designates that police officers and firefighters are essential employees. Because of this designation police officers, fire fighters, and other emergency personnel must reside within twenty (20) minutes of city hall (rivers notwithstanding). It is my opinion that this requirement has outlived its necessity in the case of the police officers. I believe that our recent flood event demonstrated that we are able to adequately staff our department during any ongoing emergency situation. I would want to keep language that would require personnel to make themselves available during times of emergency (see attachment with proposed language). If we have a significant emergency situation that requires immediate response we do have mutual aid agreements in place with the Grand Forks Police Department and we would be able to call upon them for the short term need until we were able to adequately staff any emergency situation. I believe that strict residency requirements could have negative affects on Police recruitment, and potentially our retention of quality officers.

Recommendation: My recommendation would be that the City Council amend the City Personnel Policy Manual to reflect that the residency requirement is no longer mandatory for emergency personnel but with the written requirement that all employees may be required to maintain a twenty (20) minute response time in times of emergency such as a flood or other natural disaster.

Enclosures: Copy of current Page 16 of the Personnel Policy Manual – Residency
Proposed language for amended version of the above policy

PROPOSED LANGUAGE

ESSENTIAL EMPLOYEE RESPONSE TIME

The City Council recognizes its duty to protect the health, safety, welfare and property of the residents of the city. In order to fulfill this responsibility it may be necessary, in times of individual need or widespread disaster giving rise to an emergency, to recall employees.

Department heads and supervisors are required to direct the operations of their departments in a manner that provides adequate staffing for foreseeable events, including, but not limited to snow storms and floods. All essential employees determined essential by the city council based on a demonstrated job-related necessity on a group by group basis, may be required to respond within twenty (20) minutes to city hall or any other municipal location, rivers notwithstanding. Such occurrences may exist for extended periods of time (such as in flood events) and employees shall be expected to make the necessary arrangements to meet this requirement.

A new employee hired in an essential employee classification will be required to meet this requirement within a reasonable period of time after completion of their six-month introductory employment period. Further, the response time requirement must be satisfied at all times after the completion of the introductory period. Any employee, who fails to satisfy the response time requirement, may lose their position with the city.

PROPOSED LANGUAGE

RESIDENCY ESSENTIAL EMPLOYEE RESPONSE TIME

The City Council recognizes its duty to protect the health, safety, welfare and property of the residents of the city. In order to fulfill this responsibility it may be necessary, in times of individual need or widespread disaster giving rise to an emergency, to recall employees. ~~This Council is of the opinion that it is reasonable, prudent and necessary to limit employee residency within a reasonable area or response time to meet such needs. The Red River of the North may rise to flood proportions in spring and summer seasons, reducing access to the City from Grand Forks, North Dakota, to a single route.~~

Department heads and supervisors are required to direct the operations of their departments in a manner that provides adequate staffing for foreseeable events, including, but not limited to snow storms and floods. ~~Essential City employees as defined by State Law are Public Safety Employees (Police Officers & Firefighters); all other employees are considered non-essential for purposes of the residency requirement.~~ All essential employees determined essential by the city council based on a demonstrated job-related necessity on a group by group basis, will reside may be required to respond within twenty (20) minutes of to city hall or any other municipal location, rivers notwithstanding. Such occurrences may exist for extended periods of time (such as in flood events) and employees shall be expected to make the necessary arrangements to meet this requirement.

~~If a nonresident is~~ A new employee hired in an essential employee classification, they will be required to meet this requirement within a reasonable period of time after completion of their six-month introductory employment period. Further, the residency response time requirement must be satisfied at all times after the completion of the introductory period. Any employee, who fails to satisfy the residency response time requirement, will may lose their position with the city.

415.16 EMPLOYMENT; RESIDENCE REQUIREMENT.

Subdivision 1. **No exception for on-premises residence.** Notwithstanding any contrary provision of other law, home rule charter, ordinance or resolution, no statutory or home rule charter city or county shall require that a person be a resident of the city or county as a condition of employment by the city or county except for positions which by their duties require the employee to live on the premises of the person's place of employment.

Subd. 2. **Reasonable area or response time requirement.** A statutory or home rule charter city or county, except if it is located in the area defined in section 473F.02, subdivision 2, may impose a reasonable area or response time residency requirement if there is a demonstrated, job-related necessity.

Subd. 3. **Volunteer or nonprofit firefighters.** A statutory or home rule charter city or county may impose a reasonable residency requirement on persons employed as volunteers or as members of a nonprofit firefighting corporation if there is a demonstrated, job-related necessity. The residency requirement must be related to response time and established without regard to political subdivision boundaries.

History: 1981 c 181 s 1; 1984 c 585 s 1; 1985 c 197 s 1

Request for Council Action

Date: 07/23/09
To: Mayor and City Council
Cc: File
From: Scott Huizenga, City Administrator
RE: Public Safety Dispatch Services and Staffing

Dispatching

I asked Chief Hedlund some time ago to develop a recommendation of possible alternatives to our current dispatching and jailing services in order to reduce costs. Chief Hedlund's report is attached.

Last month, Chief Hedlund and Chief Gust accompanied me to Crookston to discuss a possible consolidation of dispatch services with Polk County and the City of Crookston. Crookston already coordinates with Polk County for its dispatch services during non-business hours. East Grand Forks' situation is more complicated because we are not located in the County seat. Certain technological barriers would also have to be overcome, but these are far from insurmountable. I found the discussion to be very positive.

Chief Hedlund's report offers some excellent points regarding the outsourcing of dispatching. The City could save approximately \$60,000-\$100,000 by combining dispatch services with another entity. This represents approximately 3.5-6.0 percent of the total Patrol budget (2.8-4.6 percent of the entire Police Department budget). The service issues raised by Chief Hedlund point to a policy discussion among the Council regarding whether or not this level of savings warrants a major service change to the department.

Police Staffing

As you know, our situation with internal dispatch and a local jail results in East Grand Forks per capita police personnel figures that appear higher than normal relative to peer cities. This year's hiring freeze and subsequent unanticipated leaves of absence have strained efforts to maintain the public safety presence to which the City has grown accustomed. Overtime costs have increased, despite the best efforts and cooperation of department heads, in order to maintain what has long been considered minimum staffing. I have recommended to the Mayor, the charter-appointed supervisor of the Police Department, that we reduce evening shifts to curb overtime costs.

The policy issue before the City Council is whether or not to semi-permanently accept less police patrol. Conversely, the City Council can proceed to backfill one or more vacant patrol officer positions and focus pending budget cuts in another area(s). The current overtime hours are counterproductive both to City finances and to Police Department personnel.

Traditionally, the Police Department maintained five personnel per patrol shift – one dispatcher and four patrol officers. With the recently-reduced staffing, most shifts have gone to four officers – one dispatcher and three patrol officers. If a leave request is granted, minimum staffing during weekday hours has been three officers – one dispatch and two patrol officers. However, the minimum on Wednesday-Saturday night shifts has been maintained at four personnel. Therefore, a single leave request during these weekend shifts results in a minimum 8-hour call back on overtime. Currently, the Police Department is experiencing at least one callback per evening. Sometimes multiple callbacks occur depending upon circumstances. Overtime costs for police patrol doubled in the second quarter of 2009 compared with the 1st Quarter, from approximately \$20,000 to over \$40,000. This trend will continue at the current or increased rate until late fall under the current staffing arrangements. The total overtime budget for patrol is \$80,000. Actual expenses will likely far exceed this amount. One should note that actuals for prior years dating back to 2004 ranged from approximately \$94,000-\$115,000. This is likely because the previous minimum staffing for most shifts was considered five officers. For better or worse, the overtime instances we are experiencing may not be far out of line with recent history. I applaud Chief Hedlund's flexibility to maintain some semblance of equilibrium to historic overtime costs despite a decreased workforce. Nonetheless, repeated overtime occurrences results in added stress not only to city finances but also to the police personnel who continue to log extended shifts.

Therefore, I recommend that we reduce the minimum staffing for all shifts, including weekends, to three officers. Because overtime costs are rapidly approaching that of a full-time employee, the only alternative to reduced shifts is to backfill at least one full-time position. This will be the first of many recommended programmatic changes as the City faces revenue uncertainty due to the recently-announced LGA cuts. I appreciate any and all input you may have

Recommendation #1: Maintain the jail and dispatching services as they currently stand, but provide Chief Hedlund to alter course at his discretion.

Recommendation #2: The primary recommendation is to reduce minimum staffing to three personnel for all shifts. The normal shift would still include four officers unless a leave request is granted. No Council action is required for this recommendation.

The secondary recommendation, if the City Council does not concur with the above, is to backfill at least one, or possibly two, patrol officer positions to reduce extended shifts and overtime costs. Council approval would be required to recruit for new officers.

East Grand Forks Police Department – Potential Staffing Arrangements

Historical arrangement (23 Total Officers) - Chief of Police, Three investigators (Two budgeted and one grant funded member of the Polk County Narcotics Task Force, One School Liaison Officer (50% funded by ISD #595), Patrol Division set up with four shifts (A, B, C, & D) each consisting of one sergeant and three officers, Two officers who work on opposite days on permanent night shifts. The shifts are set up to work four 12 hour days followed by four days off. Minimum staffing consisted of three officers in the day (two on the street and one working the desk) and four officers at night (three working the street and one working the desk). This allowed for one officer to be off at any given time without causing overtime.

Current arrangement (21 Total Officers) - Chief of Police, Three investigators (Two budgeted and one grant funded member of the Polk County Narcotics Task Force) and Patrol Division set up with four shifts (A, B, C, & D) each consisting of one sergeant and three officers. The School Liaison Officer worked through May 2009 is currently on medical leave. When he is able to return to duty he will work straight nights and work two shifts on each side of the schedule (probably in a modified capacity for the foreseeable future). Minimum staffing is as above except that on Sunday thru Tuesday nights we have a minimum staffing level of two officers on the street and one working the desk. On Wednesday thru Saturday nights if an officer takes the night off for any reason it does cause overtime (typically handled thru an eight hour call back during what are typically the peak hours of 07:00 PM thru 03:00 AM).

Other possible arrangements – civilian dispatchers:

If we hired civilian dispatchers for 24 hour a day dispatching we would be able to reduce our costs if we were able to hire one dispatcher for each officer position eliminated. (i.e. four positions to eliminate the officers serving as dispatchers). Unfortunately you could not just hire four dispatchers because you would need to have at least one extra person to cover vacations, sick leave etc. This would cut into or potentially eliminate any savings. I do not feel that this is a viable option.

Other possible arrangements – outside agency dispatching:

If we used an outside dispatching source (either Polk County or the Public Service Answering Point in Grand Forks) we would be able to free up the desk officer and increase the number of officers on the street without increasing the number of employees (both organizations would charge a fee). This has the obvious benefit of increasing our number of officers available to take calls but there are a variety of negatives as well. Possible arrangements for using the outside dispatching source include:

1) Continuing to do our own dispatching for 12 hours a day during the day shift. The amount of walk up traffic that we receive during the day necessitates having someone staff the front desk during the day. This could be done with a civilian but would likely require us to increase our civilian staffing to be able to do so.

2) Do our own dispatching (and front desk duties) during regular business hours Monday through Friday (8-5 for example). This would minimize the need for a desk worker but still cover the time periods that are the absolute busiest at the desk.

3) 24 Hour a day outside dispatching. This could be done but would still require having someone available to handle walk up traffic at least some of the time. This would likely require

us to rearrange that area to allow a civilian to work in that area and would probably require at least a part time hire.

Both Polk County and the Grand Forks PSAP would charge an annual fee to do the dispatching. Polk County currently charges the City of Crookston \$108,000.00 per year and our fee would probably be in that neighborhood. The Grand Forks Sheriff's Office has a somewhat comparable call load to our Department and pays \$135,604.00 per year to the PSAP Board. This cost is kept down to some degree by 9-11 fees that are collected within Grand Forks County. We would not receive that benefit so our fees might be slightly higher.

Problems with using an outside agency to do our dispatching:

1) Customer service – At the present time a person can walk in to the EGFPD 24-7 and speak to a police officer immediately. This will not be the case if we go to an outside dispatching service. Instead people will come into the lobby (or probably have to stand outside) and talk to someone in Crookston or Grand Forks on a phone to then get to speak to an officer. Many people have commented that they like having this level of service. When people call in they speak to someone who knows the city extremely well. This will generally not be the case with outside dispatching.

2) Jail – At the present time whoever is working as the dispatcher is also serving as the jailer. Our current facility is classified as a class III municipal jail facility and state regulations allow us to house adult prisoners for up to 16 hours and juveniles for up to 6 hours. Our jail log shows that 420 prisoners were housed in our jail in 2008. The vast majority of these prisoners were eventually transported to the Tri-County Correctional Center by the Polk County Sheriff's Office. Deputies typically come to our Department and pick up the prisoners as their schedule allows. On the occasions that they are not able to do this we either use on duty staff to transport the prisoners or else call back an officer to conduct the transport. If we are not able to keep our jail facility we would then have to do the vast majority of these transports to Crookston ourselves. Between travel time and the booking procedure at Tri-County I believe that this would take a minimum of two hours per prisoner. This can be handled in a two ways – we can do this with the officers on the street but that would reduce our ability to respond to any calls in EGF during the time the officer was out of the city. While there are times this is doable we are generally at our minimum staffing level and taking an officer out of the city limits creates officer safety issues as well as reducing our ability to respond to additional calls – emergency or otherwise. We could also call an officer in on overtime to conduct the transport to Crookston. Based upon the current LELS contract, that would require a minimum callback of four hours per event/prisoner. Based on 2008 statistics, that could result in over 1,600 hours of overtime. It is possible that the Polk County Sheriff's Office would be able to do some of the transports if they had a deputy available and in the area but that is not something we could plan for on a regular basis.

3) If we are no longer staffed 24-7 in the building we are unable to have access to the state "hot file" system. This is the system that allows us to enter stolen vehicles and other property, runways and a variety of other information. That info would then have to be entered by Polk County or the GF PSAP. Some of this information is time sensitive and there are problems associated with this when using an outside dispatching source.

4) As I briefly discussed in the section on "current staffing", if we go to an outside dispatching service and we have an injury or illness that does not allow an employee to work in

the field we would have a hard time finding work for that employee until they are recovered. Law enforcement is an inherently dangerous profession and it is not uncommon for there to be several injuries that require significant time off in any given year. Non-work related injuries and illnesses also present a problem. In the past year we have had three employees that had significant illnesses and/or injuries that required extended time off of the street. By utilizing these employees as desk officers (once they are able to do so) we are able to reduce our sick leave and worker's comp usage. This can represent a significant savings for the city. If we do not have the desk position it would still be possible to find modified duty work for employees in these situations but it would be more difficult and there would be only limited amounts of it.

Conclusion and Recommendation:

I have reviewed a wide variety of schedules and if we were to go to an outside dispatching source the best option I can come up with is mimicking our original schedule, but without a person working the desk (except M-F 8:00 to 4:30). This would provide for four shifts of three officers (two officers and a sergeant) with two officers working permanent nights. This would allow us to have three officers scheduled to be on the street during the day and four scheduled at night. We could then go down one officer (for vacation, sick time, training etc.) at any time without causing overtime. I can not recommend any plan (including our current format) that does not provide for a minimum of two officers on duty at all times in the day and three officers on duty at night. To be able to effectively handle our call volume and to provide reasonable officer safety standards we cannot go below these levels. We are currently operating below this level from Sunday through Tuesday nights but I could not recommend continuing this on a permanent basis.

My recommendation, were we to go this route, would be to assign the School Liaison position to the desk position, Monday through Friday 8:00 AM to 4:30 PM. With his current medical situation it is unknown if or when he will be able to return to full time duty on the street. The end result of this would be a reduction of 3.5 FTE's from our original staffing (1.5 below current staffing). (With ISD #595 - East Grand Forks Schools ending the partnership for the School Liaison Officer we will be responsible for the full salary and benefits of this position - an increase of .5 FTE. We would be down in patrol by four FTE for a net decrease of 3.5 FTE). Figured at entry level salary and benefits (approx. \$61,700.00 per year at this time) this would save approx. \$215,950.00. Assuming we would be charged the same price as Crookston for dispatching service from Polk County the savings would be reduced by \$108,000 for a total savings of \$107,950.00. The anticipated overtime to either house prisoners here (with an officer called back to watch them) or to transport them to Crookston (by an officer on callback) would offset over half of these savings. I understand there would be additional related savings from reducing staff (slightly lower uniform and equipment expenses, training costs, etc.) but I do not feel that the level of savings justifies the reduced level of service. My personal recommendation would be to return to our previous level of staffing minus the school liaison officer position. This would represent a reduction of .5 FTE which is very similar to the actual savings represented through the larger cuts but without the added expenses associated with using an outside dispatching service. We have applied for federal funding for two officers from the COPS Office. I anticipate hearing about this by sometime in September. I would recommend waiting until that time to make any final decision because that funding could represent significant savings for the city.

Submitted to East Grand Forks City Administrator Scott Huizenga by Chief of Police Michael Hedlund on July 8, 2009.