

**AGENDA
OF THE WORK SESSION
CITY OF EAST GRAND FORKS
TUESDAY, AUGUST 22, 2023 – 5:00 PM**

CALL TO ORDER:

CALL OF ROLL:

DETERMINATION OF A QUORUM:

1. **Consider Approving the 2024 Fixed Route and Dial-A-Ride MNDOT Applications – Nancy Ellis**
2. **Request to Purchase In-Car & Body Cameras – Michael Hedlund**
3. **Review the Proposed PEG Channel Policy – Ron Galstad**

ADJOURN:

PLEASE SEE NEXT PAGE FOR CLOSED MEETING AGENDA

Individuals with disabilities, language barriers or other needs who plan to attend the meeting and will need special accommodations should contact Nancy Ellis, ADA Coordinator at (218)-773-2208. Please contact us at least 48 hours before the meeting to give our staff adequate time to make arrangements. Also, materials can be provided in alternative formats for people with disabilities or with limited English proficiency (LEP) by contacting the ADA Coordinator (218)-773-2208 five (5) days prior to the meeting.

**AGENDA
OF THE CLOSED MEETING
CITY OF EAST GRAND FORKS
TUESDAY, AUGUST 22, 2023 – FOLLOWING THE WORK SESSION**

CALL TO ORDER:

CALL OF ROLL:

DETERMINATION OF QUORUM:

1. The meeting will be closed pursuant to MN Statute 13D.05 Subd. 3 (C)(1) for discussion on determining the asking price for real or personal property to be sold by the government entity parcel 83.00051.01 and a portion of parcel 31.00053.00.

ADJOURN:

Upcoming Meetings

Council Meeting – Tuesday, September 5, 2023 – Council Chambers – 5:00 PM
Work Session – Tuesday, September 12, 2023 – Training Room – 5:00 PM
Council Meeting – Tuesday, September 19, 2023 – Council Chambers – 5:00 PM
Work Session- Tuesday, September 26, 2023 – Training Room – 5:00 PM

Individuals with disabilities, language barriers or other needs who plan to attend the meeting and will need special accommodations should contact Nancy Ellis, ADA Coordinator at (218)-773-2208. Please contact us at least 48 hours before the meeting to give our staff adequate time to make arrangements. Also, materials can be provided in alternative formats for people with disabilities or with limited English proficiency (LEP) by contacting the ADA Coordinator (218)-773-2208 five (5) days prior to the meeting.

Request for Council Action

Date:

To: East Grand Forks City Council Mayor Steve Gander, Council President Mark Olstad, Council Vice-President Tim Riopelle, Council members Clarence Vetter, Ben Pokrzywinski, Dale Helms, Brian Larson, and Karen Peterson.

Cc: File

From: Nancy Ellis, Transit Manager

RE: 2024 Fixed Route and Dial a Ride MnDOT applications

RECOMMENDATION:

Staff recommends approval for the City of East Grand Forks to enter into an agreement with MnDOT for FY2024 transit funding.

BACKGROUND INFORMATION:

This is an annual application and contract with MnDOT to receive operating funds for the Fixed Route and Paratransit/Senior Rider (DAR) service. This year, MnDOT has been given additional funds from the state's budget surplus. While they are still reviewing its funds for the outgoing years; they are, at a minimum, providing a 95/5 split for one year – possibly two years. We also have been given MnDOT permission to use 75% of our Federal appropriated dollars for operating. (In the past Fed dollars are a 50/50 split with operating and capital – and we may now use 75 operating and 25 capital.)

When we approve our final City budget in November or December, I will have the State's approved cost share of each transit service for the year of service, 2024. At this time, the cost of services is correct; however, the funds from the State, the amount used from our Federal allocation, and our local share is still a work in progress. Our costs for fixed route purchase of service are a percentage of the total cost to operate Cities Area Transit split between GF, EGF and UND. Dial-a Ride with Grand Forks will go up because operations for DAR/SR service is increasing and the total cost to run the service is now separated from the Fixed Route billing. We now have Cost Allocation Models for both services that breaks out direct and indirect costs using past years total charges with a 3% increase. Both are used for our MnDOT operating applications and for our use to budget transit.

I am preparing the applications for the estimated costs we currently have available to us, which are worst case scenario. We will know more after the application is reviewed from the State and can make changes to the fund requests.

SUPPORT MATERIALS:

Resolutions for both Fixed Route and DAR contracts
Cost allocation for Fixed Route _ updated as of 8/14/2023

FUNDING SOURCES:

Fixed Route cost estimate with salary and incidentals: **\$500,051**
Federal funds: **-\$203,730**
Contract and Farebox revenue: **\$4500**
State Funding estimated: **\$277,230 (total minus fares and 75% of 2023 Fed allocation at 95%)**
Local share: - **\$19091 plus travel, trainings, and any overages that exceeds the contract**

DAR cost estimate with salary: **\$199422**
Farebox Revenue: **\$14400(\$3 per passenger)**
State Funding estimated: **\$175,771 (95%)**
Local share: **-\$23650 (with admin and incidentals)**

TOTAL LOCAL SHARE ESTIMATE: **\$42741** for operating based on Cost Allocation Model. I expect additional local share costs from maintenance charges, increase in fuel or overages on billing.

** We also have local share costs for a bus that was approved in 2022 and ordered in 2023**

**CITY OF EAST GRAND FORKS
RESOLUTION NO. 23-**

YEAR 2024 (Regular Route/Fixed Route Services)

Council member _____, supported by Council member _____, introduced the following resolution and moved its adoption:

The City of East Grand Forks has resolved to apply for the 2024 Greater Minnesota Transit Operating Grant and enter into an Agreement with the State of Minnesota to provide public transit service.

FURTHER RESOLVED that the City of East Grand Forks agrees to provide a local share of up to 5 percent of the total operating costs and up to 20 percent of the total capital costs.

FURTHER RESOLVED that the City of East Grand Forks agrees to provide 100 percent of the local share necessary for expenses that exceed funds available from the State.

FURTHER RESOLVED that the City of East Grand Forks authorizes the City Administrator and Mayor to execute the aforementioned Agreement and any amendments.

Voting Aye:

Voting Nay:

Absent:

The President declared the resolution passed.

Passed: September 5, 2023

Attest:

City Administrator/Clerk-Treasurer

President of the Council

I hereby approve the foregoing resolution this 5th day of September 2023.

Mayor

CERTIFICATION

I hereby certify that the foregoing resolution is a true and correct copy of the resolution presented to and adopted by the City of East Grand Forks, Minnesota, at a duly authorized meeting thereof held on the ____ day of _____, 2023.

Signature

Notary

**CITY OF EAST GRAND FORKS
RESOLUTION NO. 23-**

YEAR 2024 (Paratransit)

Council member _____, supported by Council member _____, introduced the following resolution and moved its adoption:

The City of East Grand Forks has resolved to apply for the 2024 Greater Minnesota Transit Operating Grant and enter into an Agreement with the State of Minnesota to provide public transit service.

FURTHER RESOLVED that the City of East Grand Forks agrees to provide a local share of up to 5 percent of the total operating costs and up to 20 percent of the total capital costs.

FURTHER RESOLVED that the City of East Grand Forks agrees to provide 100 percent of the local share necessary for expenses that exceed funds available from the State.

FURTHER RESOLVED that the City of East Grand Forks authorizes the City Administrator and Mayor to execute the aforementioned Agreement and any amendments.

Voting Aye:

Voting Nay:

Absent:

The President declared the resolution passed.

Passed: September 5, 2023

Attest:

City Administrator/Clerk-Treasurer

President of the Council

I hereby approve the foregoing resolution this 5th day of September, 2023.

Mayor

CERTIFICATION

I hereby certify that the foregoing resolution is a true and correct copy of the resolution presented to and adopted by the City of East Grand Forks, Minnesota, at a duly authorized meeting thereof held on the ____ day of _____, 2023.

Signature

Notary

COST ALLOCATION MODEL - OPERATING BUDGET

Basis of Assignment	Total Expenses Assigned	Percentage of Total Cost	Total Operating Statistics	Unit Cost
Vehicle Hours	\$2,148,177	59.37%	35,847	\$59.9256 (a)
Vehicle Miles	\$645,910	17.85%	401,636	\$1.60819 (b)
Peak Vehicle	\$824,464	22.78%	12	\$68,705 (c)
	\$3,618,551			

***Annual Cost - Grand Forks =** $(59.9256 \times 26,617) = 1,595,039.70$ $(1.60819 \times 299,740) = 482,038.87$
 $(\$68,705 \times 7) = 480,935.00$ $\{ \$1,595,039.70 + 482,038.87 + 480,935.00 \} = \mathbf{\$2,558,013.57}$

***Annual Cost - East Grand Forks =** $(\$59.9256 \times 4,326) = 259,238.15$ $(1.60819 \times 53,310) = 85,732.61$
 $(\$68,705 \times 2) = 137,410.00$ $\{ \$259,238.15 + \$85,732.61 + \$137,410.00 \} = \mathbf{\$482,380.76^*}$

***Annual Cost - UND =** $(\$59.9256 \times 4905) = 293,935.07$ $(1.60819 \times 48,586) = 78,135.52$
 $(\$68,705 \times 3) = 206,115.00$ $\{ \$293,935.07 + \$78,135.52 + \$206,115.00 \} = \mathbf{\$577,186.59^*}$

**Some slight differences will occur due to rounding throughout.*

(a) From 2023 bus schedules

(b) From actual Distance Measuring Meter reading (on-board vehicle computer).

(c) Cities Area Transit, including service to East Grand Forks and UND.

OPERATING BUDGET

	TOTAL COST	G.F. SHARE	EGF SHARE	UND SHARE
1. Vehicle Hours (Drivers)	\$2,148,177	\$1,595,040	\$259,238	\$293,900
2. Vehicle Miles	\$645,910	\$482,039	\$85,733	\$78,138
3. Peak Vehicle	\$824,464	\$480,935	\$137,410	\$206,119
GRAND TOTAL	\$3,618,551	\$2,558,014	\$482,381	\$578,157
Percentages assigned each area:	G.F. Share	E.G.F. Share	UND Share	TOTAL %
Vehicle Hours	74.251%	12.068%	13.681%	100.00%
Vehicle Miles	74.629%	13.273%	12.097%	100.00%
Peak Vehicle	58.333%	16.667%	25.000%	100.00%

** Some slight differences will occur due to rounding throughout.*

GF Total System Cost	\$2,558,014		
Fixed Cost Factor (TFC as % of TVC)	23.2%	All Routes	
Fixed Cost as % of Total Costs	18.8%	29.5%	13.3%
EGF Total System Cost	\$482,381		
Fixed Cost Factor (TFC as % of TVC)	39.8%		
Fixed Cost as % of Total Costs	28.5%		
UND Total System Cost	\$578,157		
Fixed Cost Factor (TFC as % of TVC)	55.4%		
Fixed Cost as % of Total Costs	35.7%		

SUMMARY OF SERVICE AND COST COMPILATION

DESCRIPTION OF SERVICE:

Two fixed routes (4 & 6 & Night Bus 6) provide service in East Grand Forks on a Monday through Friday basis during normal operating hours. Two fixed routes (4 & 6 & Night Bus 6) provide service on Saturdays during normal operating hours. Routes 4 & 6 & Night Bus 6 also have transfer capability in downtown Grand Forks, with both routes connecting on the hour and on the half-hour.

DESCRIPTION OF ESTIMATED COST AND REVENUE COVERING JANUARY 1, 2024 TO DECEMBER 31, 2024:

A. FIXED ROUTE SERVICE

1. Cost

Vehicle Hour	\$59.9256	x	4,326	\$259,238
Peak Vehicles	\$68,705	x	2	<u>\$137,411</u>
Total Operating Cost				\$396,649

2. Revenue (Estimated Farebox): 3,500

3. Net Balance (1-2): \$393,149

B. PREVENTIVE MAINTENANCE

1. Cost

Vehicle Miles	\$1.60819	x	53,310	\$85,732
Net Balance:				<u>\$85,732</u>

C. ESTIMATED NET OPERATING COST TO EGF \$478,881

Some rounding differences will exist throughout.

Note: Unit costs for fixed route service were developed from the adopted 2024 Cities Area Transit Budget. Cost estimates for fixed-route service reflect a scenario that assumes that all operating dollars will be expended.

EAST GRAND FORKS - EXPENSE ASSIGNMENT

ACCOUNT ITEMS	BASIS FOR ASSIGNMENT		
	<u>Vehicle Hours</u>	<u>Vehicle Miles</u>	<u>Peak Vehicles</u>
TRANSIT OPERATING EXPENSES - ACCOUNT 5500			
	12.1%	13.3%	16.7%
<u>Personnel Services</u>			
400 0010 - Permanent			
Drivers	\$123,406		
Mechanics		\$13,745	
Administrative			\$28,046
400 0020 - Temporary			
Drivers	\$62,795		
Mechanics		\$0	
Administrative			\$0
400 0030 - Overtime			
Drivers	\$2,414		
Mechanics		\$664	
400 0040 - Holiday			
Drivers	\$1,689		
Mechanics			
Administrative			
430 0014 - Reimbursement			\$31,599
400 0060 Sick Leave			
Drivers	\$1,382		
Mechanics		\$154	
Administrative			\$314
400 0070 - Reclassification			
Drivers			
Mechanics			
Administrative			
<u>Fringe Benefits</u>			
401 0010 - Social Security			
Drivers	\$11,043		
Mechanics		\$1,230	
Administrative			\$2,510
401 0015 - Social Security - Medicare (Employer)			
Drivers	\$2,583		
Mechanics		\$288	
Administrative			\$587
401 0020 - Unemployment Compensation			
Drivers	\$477		
Mechanics		\$53	
Administrative			\$108
401 0030 - Workmen's Compensation			

EAST GRAND FORKS - EXPENSE ASSIGNMENT

ACCOUNT ITEMS	BASIS FOR ASSIGNMENT		
	<u>Vehicle Hours</u>	<u>Vehicle Miles</u>	<u>Peak Vehicles</u>
Drivers	\$3,025		
Mechanics		\$337	
Administrative			\$688
402 0005&10 - Health Insurance			
Drivers	\$27,261		
Mechanics		\$3,036	
Administrative			\$6,195
402 0020 - Life Insurance			
Drivers	\$170		
Mechanics		\$19	
Administrative			\$39
402 0025 - Life Insurance (Retirees)			
Drivers	\$31		
Mechanics		\$3	
Administrative			\$7
402 0030 Disability Insurance			
Drivers	\$486		
Mechanics		\$54	
Administrative			\$110
402 0040&41&42&43 - Pension Plan			
Drivers	\$19,338		
Mechanics		\$2,154	
Administrative			\$4,395
402 0054 - Cell Phone Flat Rate			\$380
<u>Materials and Supplies</u>			
410 0010 - Books and Subscriptions			\$42
410 0020 - Office Supplies			\$417
410 0040 - Janitorial Supplies			\$667
410 0045 - Vehicle Cleaning Supplies			\$333
410 0050 - Mechanical and Welding		\$27	
410 0055 - Shop Supplies		\$372	
410 0060 - Medical and Laboratory			\$0
410 0065 - Safety and Medical Supplies		\$199	
410 0100 - Clothing and Related			
Drivers	\$724		
Mechanics			
410 0170 - Minor Tools and Equipment			

EAST GRAND FORKS - EXPENSE ASSIGNMENT

ACCOUNT ITEMS	BASIS FOR ASSIGNMENT		
	<u>Vehicle Hours</u>	<u>Vehicle Miles</u>	<u>Peak Vehicles</u>
410 0190&0195 - Diesel Fuel		\$17,972	
410 0200&205 - Gasoline		\$15,065	
410 0206 - DEF Fluid		\$465	
410 0210 - Oil, Antifreeze, etc.		\$2,137	
410 0265 - Minor PC Software			\$250
415 0020 - Automotive Parts		\$3,318	
415 0021 - Parts - Non-Revenue Vehicles			\$833
<u>Utilities</u>			
420 0010 - Electricity			\$4,167
420 0020 - Building Heat (&420 0045 Propane)			\$3,333
420 0030 - Water, Refuse, Sewage			\$833
<u>Contractual Services</u>			
430 0010 - Auditing			\$733
430 0030 - Lease and Rental			\$0
430 0090 - Advertising			\$5,000
430 0100 - Cleaning and Laundry			\$1,417
430 -0110 - Printing			\$1,667
430 0150 - Consultants			\$250
430 0170 - Maintenance Agreements			\$8,304
430 0175 - Mtce. Costs - Computer Equip			\$83
430 0195 - Prof Fee Flex Benefit Plan			\$0
<u>Maintenance - Structures</u>			
440 0010 - Building and Grounds			\$833
440 0015 - Snow Removal			\$0
440 0040 - Bus Shelters			\$333
440 0130 - Lawn Care			\$100

EAST GRAND FORKS - EXPENSE ASSIGNMENT

ACCOUNT ITEMS	BASIS FOR ASSIGNMENT		
	<u>Vehicle Hours</u>	<u>Vehicle Miles</u>	<u>Peak Vehicles</u>
440 0140 - Janitorial and Cleaning			\$583
<u>Maintenance - Equipment</u>			
450 0010 - Air Conditioning and Heating		\$212	
450 0030 - Communication and Electronic		\$796	
450 0050 - General Equipment N.O.C.		\$0	
450 0090 - Shop Equipment		\$292	
450 0160 - Vehicle - Motorized Equipment		\$15,264	
450 0165 - Tires Revenue Vehicles		\$1,991	
450 0166 - Tires - Non Revenue vehicles			\$167
450 0610 - IS-Capital Replacement E		\$2,368	
OTHER OPERATING EXPENSES			
460 0010 - Interdepartmental Reimbursement			\$3,945
460 0015&20 - Telephone and Cell Phone			\$933
460 0016 Data Fee			\$1,417
460 0040 - Postage			\$67
460 0041 - Drug Testing			\$583
460 0050 - Education and Training			\$917
460 0060 - Travel			\$1,000
460 0061 - Reserved Parking Charge			\$83
460 0080 - Freight			\$33
460 0090 - Dues			\$333
460 0105 - Vehicle Registration			\$50
460 0110 - Fire and Tornado Insurance			\$1,050
460 0115 - Flood Insurance			\$300
460 0120 - Fleet Insurance			\$9,333
460 0170 - Attorney Fees			\$167
460 0190 - Filing Fees			\$0

EAST GRAND FORKS - EXPENSE ASSIGNMENT

ACCOUNT ITEMS	BASIS FOR ASSIGNMENT			
	<u>Vehicle Hours</u>	<u>Vehicle Miles</u>	<u>Peak Vehicles</u>	
460 0245 - Payment inlieu of Taxes			\$8,250	
470 0040 - Contingency				
470 0041 - EGF Contingency	\$3,333	\$3,333	\$3,333	
470 0044 - Credit Card Fees			\$292	
900 0010 - Operating Transfers Out			\$0	
470 0070 - Capital Replacement			\$0	
TOTAL ALL TRANSIT EXPENSES	\$260,158	\$86,411	\$137,410	\$483,979
<i>Slight differences are due to rounding</i>				

GRAND TOTAL ALL OPERATING EXPENSES

I. TOTAL VEHICLE HOURS (DRIVERS)	\$260,158
II. TOTAL VEHICLE MILES (MECHANICS)	\$86,411
III. TOTAL PEAK VEHLICES (ADMIN)	\$137,410
IV. TOTAL BUS OPERATING	<u>\$483,979</u>
 GRAND TOTAL <u>ALL</u> OPERATING EXPENSES	 <u><u>\$483,979</u></u>

Slight differences will occur from rounding throughout.

CITY BUS OPERATING MILES AS OF 1/1/24
WEEKDAY SERVICE (256 SCHEDULED DAYS)

2024 WEEKDAY SERVICE (256 SCHEDULED DAYS)

ROUTE NUMBER	REV MILES PER DAY	DAILY DEADHEAD	TOTAL MILES PER DAY	ANNUAL TOTAL REV MILES/ROUTE	ANNUAL TOTAL MILES/ROUTE	PERCENT OF TOTAL
1	72.6		72.6	18,585.60	18,585.60	4.63%
2	51.6	7.6	59.2	13,209.60	15,155.20	3.77%
3A	76.8	3.8	80.6	19,660.80	20,633.60	5.14%
3B	70.4		70.4	18,022.40	18,022.40	4.49%
4 EGF	60	3.8	63.8	15,360.00	16,332.80	4.07%
5	114.84	5.5	120.34	29,399.04	30,807.04	7.67%
6 EGF	79.2	3.8	83	20,275.20	21,248.00	5.29%
7	116.82	7.7	124.52	29,905.92	31,877.12	7.94%
8	120.84	3.5	124.34	30,935.04	31,831.04	7.93%
9	119.84	3.3	123.14	30,679.04	31,523.84	7.85%
10	122.1	7.7	129.8	31,257.60	33,228.80	8.27%
Night Bus 23	25.6		25.6	6,553.60	6,553.60	1.63%
Night Bus 24 EGF	26.4	3.8	30.2	6,758.40	7,731.20	1.92%
Night Bus 22	59.04	3.1	62.14	15,114.24	15,907.84	3.96%
UND Red 14	86.4	2.8	89.2	13,564.80	14,004.40	3.49%
UND Purple 15	91.8	2.8	94.6	14,412.60	14,852.20	3.70%
UND Blue 16	79.2	2.8	82	12,434.40	12,874.00	3.21%
UND Night 25	50.76	2.8	53.56	6,497.28	6,855.68	1.71%

REV MILES w/UND	1424.24	64.8	1489.04	332,625.6	348,024.4	0.86651607
REV MILES wo/UND	1116.08	53.6	1169.68	243,322.88	254,126.08	
				46,909.08	48,586.28	

Total Weekday Rev. Miles GF Only

285,716.5

Total Weekday Miles

348,024.4

Total Weekday Rev. Miles

332,625.6

Spring Semester Day Rev. Miles	20592 79 Days
Spring Semester Night Rev. Miles	3249 64 Nights
Fall Winter Semester Day Rev. Miles	20077 78 Days
Fall Winter Semester Night Rev. Miles	3249 64 Nights
Totals	47166

Spring Semester Day Total Miles	21264 79 Days
Spring Semester Night Total Miles	3428 64 Nights
Fall Winter Semester Day Total Miles	20732 78 Days
Fall Winter Semester Night Total Miles	3428 64 Nights
Totals	48852

2024 SATURDAY SERVICE (52 SCHEDULED DAYS)

ROUTE NUMBER	REV MILES PER DAY	DAILY DEADHEAD	TOTAL MILES PER DAY	ANNUAL TOTAL REV MILES/ROUTE	ANNUAL TOTAL MILES/ROUTE	PERCENT OF TOTAL
1	66	3.8	69.8	3432	3629.6	0.90%
2	43	3.8	46.8	2236	2433.6	0.61%
3A	64	3.8	67.8	3328	3525.6	0.88%
3B	64	3.8	67.8	3328	3525.6	0.88%
4 EGF	50	3.8	53.8	2600	2797.6	0.70%
5	99	3.4	102.4	5148	5324.8	1.33%
6 EGF	66	3.8	69.8	3432	3629.6	0.90%
7	95.04	7.1	102.14	4942.08	5311.28	1.32%
8	106	1.5	107.5	5512	5590	1.39%
9	102.72	3.1	105.82	5341.44	5502.64	1.37%
10	106.7	8.9	115.6	5548.4	6011.2	1.50%
Night Bus 23	25.6	3.8	29.4	1331.2	1528.8	0.38%
Night Bus 24 EGF	26.4	3.8	30.2	1372.8	1570.4	0.39%
Night Bus 22	59.04	3.1	62.14	3070.08	3231.28	0.80%

	973.5	57.5	1031	50,622.0	53,612.0	0.13348393
				43,217.2	45,614.4	

Total Yearly Rev Miles

383,247.6

Total Saturday Rev. Miles GF Only

43,217.2

Total Saturday Rev. Miles

50,622.0

Total Saturday Miles

53,612.0

EAST GRAND FORKS

Weekday Miles	45,312
Saturday Miles	7,998
TOTAL MILES	53,310
Weekday Hours	3,686
Saturday Hours	640
Total Hours	4,326

COST ALLOCATION MODEL - OPERATING BUDGET DAR

Basis of Assignment	Total Expenses Assigned	Percentage of Total Cost	Total Operating Statistics	Unit Cost	Grand Forks cost at 91%	EGF cost at 9%
Vehicle Hours	\$1,055,252	62.23%	25,180	\$41.9090 (a)	22,913	2,266
Vehicle Miles	\$317,276	18.71%	247,025	\$1.28439 (b)	224,793	22,232
Peak Vehicle	\$323,240	19.06%	12	\$26,937 (c)	10.00	2.00
	\$1,695,768					

***Annual Cost - Grand Forks =** (41.9090 x 22,913) = 960,260.92 (1.28439 x 224,793) = 288,721.88
 (\$26,937 x 10) = 269,370 (\$960,260.92 + 288,721.88 + 269,370.00) = **\$1,518,353**

***Annual Cost - East Grand Forks =** (\$41.9090 x 2,266) = 94,965.79 (1.28439 x 22,232) = 28,554.56
 (\$26,937 x 2) = 53,874.00 (\$94,965.79 + 28,554.56 + 53,874.00) = **\$177,394.35***

- *Some slight differences will occur due to rounding throughout.*
- (a) From 2022 Yearly NTD Report
 - (b) From actual Distance Measuring Meter reading (on-board vehicle computer).
 - (c) Cities Area Transit, including service to East Grand Forks and UND.

OPERATING BUDGET

	TOTAL COST	G.F. SHARE	EGF SHARE
1. Vehicle Hours (Drivers)	\$1,055,252	\$960,261	\$94,966
2. Vehicle Miles	\$317,276	\$288,722	\$28,555
3. Peak Vehicle	\$323,240	\$269,370	\$53,874
GRAND TOTAL	\$1,695,768	\$1,518,353	\$177,394
Percentages assigned each area:	G.F. Share	E.G.F. Share	TOTAL %
Vehicle Hours	90.998%	8.999%	100.00%
Vehicle Miles	91.000%	9.000%	100.00%
Peak Vehicle	83.334%	16.667%	100.00%

** Some slight differences will occur due to rounding throughout.*

EAST GRAND FORKS - EXPENSE ASSIGNMENT

ACCOUNT ITEMS	BASIS FOR ASSIGNMENT		
	<u>Vehicle Hours</u>	<u>Vehicle Miles</u>	<u>Peak Vehicles</u>
DAR OPERATING EXPENSES - ACCOUNT 5600			
	9.0%	9.0%	16.7%
<u>Personnel Services</u>			
400 0010 - Permanent			
Drivers	\$4,497		
Mechanics		\$4,497	
Administrative			\$8,329
400 0020 - Temporary			
Drivers	\$76,440		
Mechanics			
Administrative			
400 0030 - Overtime			
Drivers	\$274		
Mechanics		\$68	
400 0040 - Holiday			
Drivers	\$394		
Mechanics			
Administrative			
430 0014 - Reimbursement			\$0
400 0060 Sick Leave			
Drivers	\$0		
Mechanics		\$0	
Administrative			\$0
400 0070 - Reclassification			
Drivers			
Mechanics			
Administrative			
<u>Fringe Benefits</u>			
401 0010 - Social Security			
Drivers	\$1,874		
Mechanics		\$1,874	
Administrative			\$3,470
401 0015 - Social Security - Medicare (Employer)			
Drivers	\$438		
Mechanics		\$438	
Administrative			\$812
401 0020 - Unemployment Compensation			
Drivers	\$0		

EAST GRAND FORKS - EXPENSE ASSIGNMENT

ACCOUNT ITEMS	BASIS FOR ASSIGNMENT		
	<u>Vehicle Hours</u>	<u>Vehicle Miles</u>	<u>Peak Vehicles</u>
Mechanics		\$0	
Administrative			\$0
401 0030 - Workmen's Compensation			
Drivers	\$10		
Mechanics		\$10	
Administrative			\$18
402 0005&10 - Health Insurance			
Drivers	\$6,093		
Mechanics		\$6,093	
Administrative			\$11,284
402 0020 - Life Insurance			
Drivers	\$44		
Mechanics		\$44	
Administrative			\$81
402 0025 - Life Insurance (Retirees)			
Drivers	\$0		
Mechanics		\$0	
Administrative			\$0
402 0030 Disability Insurance			
Drivers	\$87		
Mechanics		\$87	
Administrative			\$161
402 0040&41&42&43 - Pension Plan			
Drivers	\$3,586		
Mechanics		\$3,586	
Administrative			\$6,641
402 0054 - Cell Phone Flat Rate			\$117
<u>Materials and Supplies</u>			
410 0010 - Books and Subscriptions			\$0
410 0020 - Office Supplies			\$100
410 0040 - Janitorial Supplies			\$0
410 0045 - Vehicle Cleaning Supplies			\$100
410 0050 - Mechanical and Welding		\$0	
410 0055 - Shop Supplies		\$0	
410 0060 - Medical and Laboratory			\$0

EAST GRAND FORKS - EXPENSE ASSIGNMENT

ACCOUNT ITEMS	BASIS FOR ASSIGNMENT		
	<u>Vehicle Hours</u>	<u>Vehicle Miles</u>	<u>Peak Vehicles</u>
410 0065 - Safety and Medical Supplies		\$0	
410 0100 - Clothing and Related Drivers Mechanics	\$180		
410 0170 - Minor Tools and Equipment		\$0	
410 0190&0195 - Diesel Fuel		\$0	
410 0200&205 - Gasoline		\$5,400	
410 0206 - DEF Fluid		\$0	
410 0210 - Oil, Antifreeze, etc.		\$135	
410 0265 - Minor PC Software			\$0
415 0020 - Automotive Parts		\$90	
415 0021 - Parts - Non-Revenue Vehicles			\$0
<u>Utilities</u>			
420 0010 - Electricity			\$2,000
420 0020 - Building Heat (Natural Gas)			\$1,833
420 0030 - Water, Refuse, Sewage			\$333
<u>Contractual Services</u>			
430 0010 - Auditing			\$0
430 0030 - Lease and Rental			\$0
430 0090 - Advertising			\$0
430 0100 - Cleaning and Laundry			\$0
430 -0110 - Printing			\$100
430 0150 - Consultants			\$0
430 0170 - Maintenance Agreements			\$6,667
430 0175 - Mtce. Costs - Computer Equip			\$0
430 0195 - Prof Fee Flex Benefit Plan			\$0

EAST GRAND FORKS - EXPENSE ASSIGNMENT

ACCOUNT ITEMS	BASIS FOR ASSIGNMENT		
	<u>Vehicle Hours</u>	<u>Vehicle Miles</u>	<u>Peak Vehicles</u>
<u>Maintenance - Structures</u>			
440 0010 - Building and Grounds			\$0
440 0015 - Snow Removal			\$0
440 0040 - Bus Shelters			\$0
440 0130 - Lawn Care			\$0
440 0140 - Janitorial and Cleaning			\$0
<u>Maintenance - Equipment</u>			
450 0010 - Air Conditioning and Heating		\$0	
450 0030 - Communication and Electronic		\$2,250	
450 0050 - General Equipment N.O.C.		\$0	
450 0090 - Shop Equipment		\$0	
450 0160 - Vehicle - Motorized Equipment		\$1,350	
450 0165 - Tires Revenue Vehicles		\$315	
450 0166 - Tires - Non Revenue vehicles			\$0
450 0610 - IS-Capital Replacement E		\$1,267	
OTHER OPERATING EXPENSES			
460 0010 - Interdepartmental Reimbursement			\$0
460 0015&20 - Telephone and Cell Phone			\$683
460 0016 Data Fee			\$4,167
460 0040 - Postage			\$217
460 0041 - Drug Testing			\$517
460 0050 - Education and Training			\$100
460 0060 - Travel			\$333
460 0061 - Reserved Parking Charge			\$0
460 0080 - Freight			\$0

EAST GRAND FORKS - EXPENSE ASSIGNMENT

ACCOUNT ITEMS

BASIS FOR ASSIGNMENT

	<u>Vehicle Hours</u>	<u>Vehicle Miles</u>	<u>Peak Vehicles</u>
460 0090 - Dues			\$0
460 0105 - Vehicle Registration			\$17
460 0110 - Fire and Tornado Insurance			\$0
460 0115 - Flood Insurance			\$0
460 0120 - Fleet Insurance			\$3,667
460 0170 - Attorney Fees			\$0
460 0190 - Filing Fees			\$0
460 0245 - Payment inlieu of Taxes			\$0
470 0040 - Contingency			
470 0041 - EGF Contingency	\$3,333	\$3,333	\$3,333
470 0044 - Credit Card Fees			\$183
900 0010 - Operating Transfers Out			\$0
470 0070 - Capital Replacement			\$0
TOTAL ALL TRANSIT EXPENSES	\$97,249	\$30,838	\$55,263
<i>Slight differences are due to rounding</i>			

GRAND TOTAL ALL OPERATING EXPENSES

I. TOTAL VEHICLE HOURS (DRIVERS)	\$97,249
II. TOTAL VEHICLE MILES (MECHANICS)	\$30,838
III. TOTAL PEAK VEHILCES (ADMIN)	\$55,263
IV. TOTAL BUS OPERATING	<u>\$183,350</u>
 GRAND TOTAL <u>ALL</u> OPERATING EXPENSES	 <u><u>\$183,350</u></u>

Slight differences will occur from rounding throughout.

Request for Council Action

Date: August 15, 2023

To: East Grand Forks City Council Mayor Steve Gander, Council President Mark Olstad, Council Vice-President Tim Riopelle, Council members Clarence Vetter, Ben Pokrzywinski, Dale Helms, Brian Larson, and Karen Peterson.

Cc: File

From: Michael S. Hedlund – Chief of Police

RE: Request to Purchase In-Car and Body Cameras

Background:

In 2017 the East Grand Forks Police Department began to explore getting bodycams for our officers to wear while on patrol. In 2018 we purchased bodycams and new in-car camera systems that worked together. The cameras we purchased were from WatchGuard. We also purchased software that allowed our staff to redact portions of the video as necessary. We have paid an annual extended warranty/service fee each year on these products. This system used local storage and we have nearly filled the capacity of that storage system. In September 2023 our extended warranty/service plans on the cameras and the software will be expiring and will no longer be serviced by WatchGuard (which is now owned by Motorola). We have done extensive research and ultimately field-tested new body cams from both WatchGuard and Axon. At the conclusion of the testing our staff requested that we stay with WatchGuard for the new cameras.

The attached quote covers six (6) “packages” of a bodycam and an in-car video system, four (4) additional bodycams and six (6) spare batteries. The redacting software is now included in what WatchGuard calls “Command Central Evidence Plus”. The new system also includes unlimited cloud-based storage. The systems that we are looking to purchase are part of a five-year “subscription” package. The warranty/maintenance fees are built into the subscription fees that are spread out over the five-year period. In year three of the subscription we will get all new bodycams. The “Year 1” cost for the system as described above and in the attached quote is \$24,580.00 with an additional “subscription fee” of \$18,986.00 in years two – five. The total cost over the five-year period would be \$100,524.00.

Financial Impact:

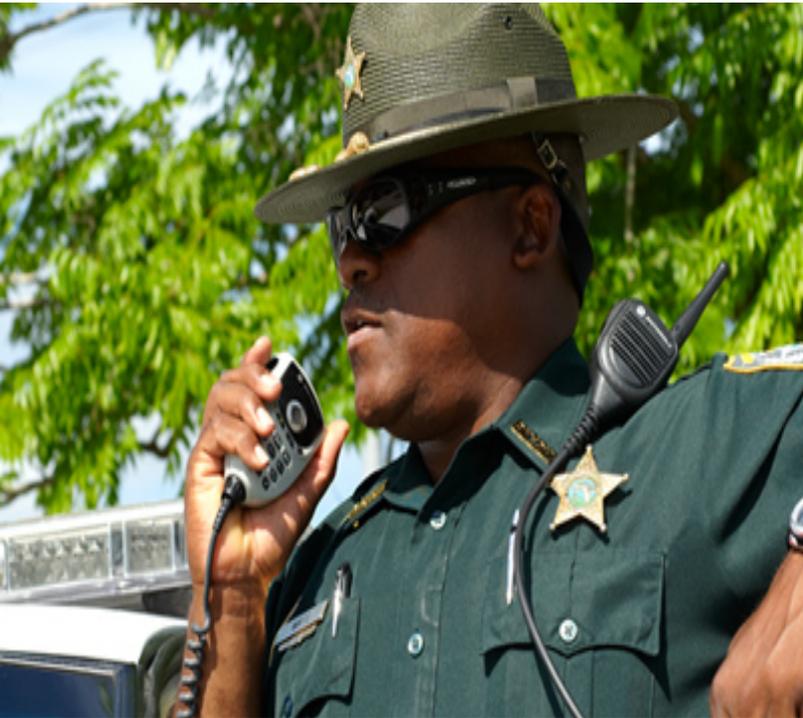
The EGFPD had budgeted \$30,000.00 for this project in 2023. We are still looking into our installation and any related fees but we should be under budget for 2023. In our Capital Improvements plan we have \$25,000.00 budgeted for years two – five so we are approx. \$6,000.00 per year below our projected expenses if we go with this plan.

Recommendation:

Authorize the EGFDP to enter into a five year “subscription” for in-car and bodycam equipment and services with WatchGuard/Motorola as described in the attached quotation.

Enclosures:

Quote # 2280378 dated 08/08/2023 from Motorola Solutions.



EAST GRAND FORKS POLICE DEPARTMENT

(10) V300 (6) M500 (1) CCE+- VaaS

08/08/2023

Billing Address:
 EAST GRAND FORKS POLICE
 DEPARTMENT
 600 DEMERS AVE
 EAST GRAND FORKS,
 MN 56721
 US

Quote Date:08/08/2023
 Expiration Date:11/06/2023
 Quote Created By:
 Kelsey Thompson
 Kelsey.Thompson@
 motorolasolutions.com

End Customer:
 EAST GRAND FORKS POLICE
 DEPARTMENT
 Mike Hedlund
 mhedlund@egf.mn
 218-773-1104

Payment Terms:30 NET

Summary:

Any sales transaction resulting from Motorola's quote is based on and subject to the applicable Motorola Standard Terms and Conditions, notwithstanding terms and conditions on purchase orders or other Customer ordering documents. Motorola Standard Terms and Conditions are found at www.motorolasolutions.com/product-terms.

Line #	Item Number	Description	Qty	Term	Sale Price	Ext. Sale Price	Refresh Duration
Video as a Service							
1	AAS-M5-BWC-5YR	M500 IN-CAR SYSTEM WITH BODY WORN CAMERA AND VIDEO MANAGER EL CLOUD - 5 YEARS VIDEO-AS-A-SERVICE*	6	5 YEAR	\$12,500.00	\$75,000.00	
2	PRS-0618A	VAAS MANAGED INSTAL,ONSITE,TRAIN,CO NFIG	1		\$5,000.00	\$5,000.00	
3	WGB-0178AAS	VIDEO EQUIPMENT, V300/ V700 USB DESKTOP DOCK VAAS (\$4 PER MON)	1		Included	Included	
4	WGB-0703A	M500 ICV SYSTEM, V300 WIFI DOCK, SPS*	6		Included	Included	



Line #	Item Number	Description	Qty	Term	Sale Price	Ext. Sale Price	Refresh Duration
5	AAS-BWC-USB-DOC	V300/V700 USB CHARGE/ UPLOAD DOCK - 5 YEARS VIDEO-AS-A-SERVICE (\$4 PER MON)	1	5 YEAR	\$240.00	\$240.00	
6	PSV00S01454A	LMS ONBOARDING	1		\$0.00	\$0.00	
7	SSV00S01450B	LEARNER LXP SUBSCRIPTION*	23	5 YEAR	\$0.00	\$0.00	
8	WGB-0101A	V300 BODY WORN CAMERA, MAG CHEST MOUNT	6		Included	Included	3 YEAR
9	WGB-0138AAS	VIDEO EQUIPMENT, V300/ V700 TRANSFER STATION (\$30 PER MON)	1		Included	Included	
10	WGW00502	M500 EXTENDED WARRANTY	6	5 YEAR	Included	Included	
11	WGA00428-103	CONFIGWIRLESKIT MTIK802.11AC,POE,5GHZ ANT	6		Included	Included	
12	WGP01394-001	CBL, WIFI VHCL ANT MNT, NMO, 17'L	6		Included	Included	
13	WGC02001-VAAS	VIDEOMANAGER EL CLOUD, ANNUAL UNLIMITED STORAGE PER BODY WORN CAMERA VAAS*	6	5 YEAR	Included	Included	
14	WGC02002-VAAS	VIDEOMANAGER EL CLOUD, ANNUAL UNLIMITED STORAGE PER IN-CAR VIDEO SYSTEM WITH 2 CAMERAS VAAS*	6	5 YEAR	Included	Included	
15	WGW00300-003	V300 NO FAULT WRRANTY	6	5 YEAR	Included	Included	
Video as a Service							
16	AAS-BWC-5YR-001	BODY WORN CAMERA AND VIDEO MANAGER EL CLOUD - 5 YEARS VIDEO- AS-A-SERVICE	4	5 YEAR	\$3,400.00	\$13,600.00	



Line #	Item Number	Description	Qty	Term	Sale Price	Ext. Sale Price	Refresh Duration
17	WGB-0101A	V300 BODY WORN CAMERA, MAG CHEST MOUNT	4		Included	Included	3 YEAR
18	WGC02001-VAAS	VIDEOMANAGER EL CLOUD, ANNUAL UNLIMITED STORAGE PER BODY WORN CAMERA VAAS*	4	5 YEAR	Included	Included	
19	WGW00300-003	V300 NO FAULT WRRANTY	4	5 YEAR	Included	Included	
20	WGP02614	V300, BATT, 3.8V, 4180MAH	6		\$99.00	\$594.00	
21	WGB-0138AAS	VIDEO EQUIPMENT, V300/ V700 TRANSFER STATION (\$30 PER MON)	1		Included	Included	
	CommandCentral Evidence						
22	ISV00S01459A	DIGITAL EVIDENCE DELIVERY SERVICES	1		\$0.00	\$0.00	
23	SSV00S01450B	LEARNER LXP SUBSCRIPTION*	1	5 YEAR	\$0.00	\$0.00	
24	SSV00S02601A	COMMANDCENTRAL EVIDENCE PLUS*	1	5 YEAR	\$2,340.00	\$2,340.00	
25	SSV00S02604A	FIELD RESPONSE APPLICATION*	1	5 YEAR	Included	Included	
26	SSV00S02605A	RECORDS MANAGEMENT*	1	5 YEAR	Included	Included	
27	SSV00S02606A	OPTIMIZED DIGITAL EVIDENCE*	1	5 YEAR	\$0.00	\$0.00	
28	SSV00S02783A	COMMANDCENTRAL STORAGE GB*	1000	5 YEAR	\$3.75	\$3,750.00	
29	SSV00S02782A	COMMUNITY INTERACTION TOOL*	1	5 YEAR	\$0.00	\$0.00	

Grand Total

\$100,524.00(USD)

Pricing Metric :

Price is indicative of the following -



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.
 Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 ~ #: 36-1115800

of Named Users for CommandCentral Evidence - 1

Pricing Summary

	Sale Price	
Upfront Costs for Hardware, Accessories and Implementation (if applicable), plus Subscription Fee	\$24,580.00	\$0.00
Year 2 Subscription Fee	\$18,986.00	\$0.00
Year 3 Subscription Fee	\$18,986.00	\$0.00
Year 4 Subscription Fee	\$18,986.00	\$0.00
Year 5 Subscription Fee	\$18,986.00	\$0.00
Grand Total System Price	\$100,524.00	\$0.00

DRAFT



Purchase Order Checklist	
Marked as PO/ Contract/ Notice to Proceed on Company Letterhead (PO will not be processed without this)	
PO Number/ Contract Number	
PO Date	
Vendor = Motorola Solutions, Inc.	
Payment (Billing) Terms/ State Contract Number	
Bill-To Name on PO must be equal to the <i>Legal</i> Bill-To Name	
Bill-To Address	
Ship-To Address (If we are shipping to a MR location, it must be documented on PO)	
Ultimate Address (If the Ship-To address is the MR location then the Ultimate Destination address must be documented on PO)	
PO Amount must be equal to or greater than Order Total	
Non-Editable Format (Word/ Excel templates cannot be accepted)	
Bill To Contact Name & Phone # and EMAIL for customer accounts payable dept	
Ship To Contact Name & Phone #	
Tax Exemption Status	
Signatures (As required)	

GOVERNMENT ACCESS CHANNEL POLICY

Purpose

The purpose of this policy is to provide guidelines and standards for the use of the government access channel provided to the City of East Grand Forks known as “the City”. This channel is a government access channel as provided for in the Cable Communications Act of 1984. This Federal legislation established public, educational, and government (PEG) channels for use by each of the broad corresponding groups. Because this is a government access channel, there is no legal requirement to broadcast any type of programming that is not government related or sponsored. This policy clarifies what is “government related or sponsored” programming.

General Policy

The government access channel of the City is to be used as an informational and outreach tool to assist in increasing community knowledge and awareness of the functions and responsibilities of City government, including broadcasting regularly scheduled Council and Board or Commission meetings and providing direct, non-editorial, non-political, non-commercial and neutral information to the citizens of East Grand Forks concerning the operation, deliberations, and/or programs of City government. Under federal law, the government access channel does not constitute public access and is not a public forum. Nothing in this policy shall be construed to create a public forum, limited or otherwise. The channel will not be used for the purpose of building support or opposition to a particular policy, program, issue, party or individual.

All programming broadcast on the government access channel must address topics that relate directly to City government related or sponsored meetings, services, events, programs and/or activities, and meet all FCC regulations and applicable federal, state and local laws. The City Administrator or his/her designee shall be responsible for administering the channel in accordance with the guidelines recommended herein.

Definitions

Access channel user meaning governmental body or educational institution which makes a proper application for and presents Access programming over the City’s Government access channel.

Access programming means video and audio materials provided by Access Channel User’s on the City’s channel, which programming concerns matters of interest to and/or is about the local East Grand Forks area.

Applicant means any governmental body or educational institution that has applied for access.

Public purpose means an activity that serves as a benefit to the community as a body and at the same time is related to a function of government or education.

Provisions

- 1) **Access to the government access channel is provided to the City Administrator’s Office and City departments. Specifically, programming on the government access channel may include:**

- a) Live and tape-delayed broadcasting of regularly scheduled City Council meetings, Work Sessions, Commission or Board meetings, and other select City meetings as determined by the City Administrator or his/her designee, or by City Council.
 - b) City produced programs, or programs produced on behalf of or for the City to:
 - i) illustrate the function or operations of City government, government facilities, or programs featuring City services,
 - ii) programs created by the City, public utilities, or other governmental entities that the city in its sole determination, has determined would be of benefit to the members of the community,
 - iii) information on specific City programs, and/or
 - iv) City-sponsored events of interest to the community.
 - c) Augmenting other programming, a digital program including images of the City and bulletin-board announcements of certain City government related or City sponsored meeting and event information.
 - d) In the event of an emergency, health and safety related programming or announcements relevant to residents.
 - e) Programming from other federal, state, county, and local governments, and public education that may relate to the community for government and education purposes is allowed. City programming will be given priority with additional time being used on a first come, first served basis.
- 2) Except with respect to broadcasts of public meetings, candidate forums, or similar public forums, the following programming is prohibited from airing on the government access channel:**
- a) Programs that constitute libel, slander, pornography or obscene and indecent content.
 - b) Programs that promote, advocate and/or endorse a particular religious belief or beliefs.
 - c) Programs that attempt to influence viewers to vote for a particular political candidate or position.
 - d) Programs that depict anyone in a prejudicial manner on the basis of race, national origin, religion, ancestry, age, disability, gender, or sexual orientation.
 - e) Programs that solicit funds for any private, charitable, non-governmental or political purpose.
 - f) Programs used to promote or publicize information and activities of specific groups, organizations, businesses or individuals.
 - g) Political candidates running for election or re-election are prohibited from appearing during the “election season”, except in the normal course of their official duties, except

that candidates may appear in City-sponsored candidate forums in which all candidates have equal opportunity to participate. For these purposes, the “election season” begins when a candidate files nomination papers and ends when polls close on Election Day.

- h) Any program used to endorse an issue, company, or product.
- i) Any program concerning any lottery, gift enterprise or similar promotion based on lot or chance.
- j) Programs containing any corporate logos or commercial advertising.
- k) Any “commercial programming” prohibited by Public Utilities Code section 5870.
- l) Copyrighted material. Any programming containing content that is in violation of copyright laws.
- m) Programming which is prohibited by applicable Federal, State or local laws.

3) Management, Retention, Ownership and Liability rights:

- a) All management, oversight and programming of the City of East Grand Forks government access channel shall be provided by the City Administrator or the City Administrator’s designee.
- b) City-owned video equipment shall be used only for authorized City activities, and only by employees of the City Administrator’s Office and/or the Information Technology Department, or personnel trained under the direction of these departments. Loan of equipment, for personal or outside use, is prohibited.
- c) All programming produced by or for the City of East Grand Forks shall be and shall remain the property of the City. Programs produced by contract agents of the City become the property of the City.
- d) Official public meetings shall not be edited or be subject to editorial comment.
- e) Any programming prepared, originated, or provided by a City Department may be modified or edited as appropriate.