



# City of Blaine Anoka County, Minnesota Minutes - Final

10801 Town Square Dr.  
Blaine MN 55449

## City Council Workshop

*\*While this is a public meeting where interested persons are welcome to attend, it is a work session for Council and staff to discuss issues before them. It is not for the purpose of receiving public input.*

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Thursday, September 27, 2012

6:30 PM

Cloverleaf Farm Room A

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Meeting Number 12-54

### NOTICE OF WORKSHOP MEETING

The meeting was called to order by Mayor Ryan at 6:30 p.m.

Quorum Present.

**ALSO PRESENT:** Clark Arneson, City Manager; Thomas Sweeney, City Attorney; Bob Therres, Public Services Manager; Joe Huss, Finance Director; Ward Brown, Budget/Fiscal Analyst; Chris Olson, Safety Service Manager/Police Chief; Bob Fiske, Community Standards Director/Fire Marshal; Nyle Zikmund, SBM Fire Chief; Connie Forster, Fire Department; Roark Haver, Communications Technician; Al Thorp, Senior Engineering Technician; Jane Cross, City Clerk; and Recording Secretary Linda Dahlquist.

**Present:** 6 - Councilmember Clark, Councilmember Kolb, Councilmember Bourke, Councilmember Herbst, Mayor Ryan, and Councilmember Swanson

**Absent:** 1 - Councilmember Hovland

1.0 [WS 12-48](#)

### **ASSUMPTION BASED BUDGETING - SAFETY SERVICES**

**Sponsors:** City Manager Arneson and Huss

**Attachments:** [2013 Prioritized Budgeting-Public Services](#)

Finance Director Huss stated staff has prepared a 2013 Safety Services budget for Council's review. The City of Blaine's Safety Services includes Police Services, Fires Services for Spring Lake Park-Blaine-Mounds View (SBM) and Community Standards. The budget was prepared using a prioritized assumption based budgeting method. The prioritized budgeting process included six steps: resources/funding capacity, services to provide, cost of services, evaluate/prioritize services, allocate resources, and reprioritize if necessary. He gave an overview of the 2013-Current Status table that shows budgets for 2012 Projected Budget, 2013 No Levy Increase Budget and the 2014 No Levy Increase Budget.

Finance Director Huss started with the Police Department which has five sub-divisions: administration, patrol, investigations, professional standards, and support services. The administration has five staff and the proposed 2013 budget includes an administrative CSO position for the Property /Evidence Room. He stated budget items for the Property/Evidence room include maintaining the property/evidence management system which is in need of an upgrade, hazardous material disposal, and toxicology screenings.

Councilmember Bourke asked if the upgrade could wait for one year. Police Chief Olson responded yes.

Councilmember Bourke asked for a breakdown of supplies. Police Chief Olson replied there are specific procedures to follow that require special supplies for hazardous material disposal, toxicology screenings, etc.

Councilmember Bourke asked if forfeiture money could be used to cover supplies or the program upgrade.

Police Chief Olson replied the City has to abide by the forfeiture money rules and funds for these items could not be used.

Finance Director Huss stated Emergency Management is designed to develop and administer the City's statutorily required Emergency Operations Plan (EOP) and maintain community preparedness and safety through the City's warning alert system and ensures continuity of operations in extraordinary events (natural or other disasters, acts of terrorism, etc.). Mayor Ryan asked about the scheduling of drills for the City's warning alert system. Police Chief Olson replied a County wide drill is conducted every two years and large scale drills every four years. Finance Director Huss stated every three years the City has to pay for maintenance on the sirens which is due in 2013. Councilmember Herbst asked about the contractual services costs. Police Chief Olson responded there are ongoing upgrades on the sirens such as battery back-ups and training. Community Standards Director Fiske commented the training sessions are conducted over four days and include facilitated drills. Fire Chief Zikmund commented the training is federally mandated.

Finance Director Huss stated if the City does not keep up to date on training and written plan, the City would not receive emergency federal funds.

Councilmember Clark arrived at 6:50 p.m.

Councilmember Bourke left at 6:52 p.m. and returned at 6:53 p.m.

Finance Director Huss stated Police Patrol responds to the public's calls for service and emergencies. The patrol's response time is within 5 minutes to all emergency calls and 15 minutes for non-emergency so the average response time is 5.18 minutes. He noted the City has 32 officers and 5 patrol districts.

Councilmember Herbst asked about the contract services. Police Chief Olson replied contract services are for the communication equipment, detox facility fees, CAD system access to State info systems, squad laptop wireless, and training.

Finance Director Huss stated officers are required to have 30 hours of training per year. Councilmember Bourke asked about the cost to maintain 5 patrol districts. Finance Director Huss replied four officers at a rate of \$75,000-85,000 each.

Councilmember Clark asked about the current approved staffing and actual staffing of the patrol division. Police Chief Olson responded 62 sworn officers are approved and the current staff is at 59. He stated the City has 35 officers and 2 vacant positions. Councilmember Clark asked about detox fees and if the City is reimbursed. Police Chief Olson responded Red Wing pays half the cost. City Manager Arneson stated one officer position has remained open for years.

Councilmember Herbst left at 7:03 p.m. and returned at 7:05 p.m.

Councilmember Clark asked if the 6 patrol routes could be cut between the hours of 2:00 to 4:00 a.m. Police Chief Olson responded he would be reluctant to go below five officers.

Finance Director Huss stated the Neighborhood Intervention Program (NIP) employs 2 officers that are scheduled outside of normal patrol activity and operates subject to staffing needs of the patrol districts. Councilmember Bourke asked if the NIP program is worked every day. Police Chief Olson responded yes, the NIP officers work in neighborhoods on proactive projects. Councilmember Clark stated NIP has grown into an ongoing program instead of a temporary program to address specific situations. Police Chief Olson stated the NIP officers are used for other work when needed.

Finance Director Huss stated the K-9 program supplements and complements the patrol and investigation units with 2 handlers and 2 dogs. The K-9 units are scheduled daily from 6:00 p.m. to 4:00 a.m. in order to cover busiest daily call times. He noted the K-9 positions are in addition to the patrol positions. Councilmember Clark suggested sharing the K-9 resource with neighboring cities. Councilmember Bourke asked if K-9 units do traffic stops. Police Chief Olson responded yes, traffic stops and calls for service. Councilmember Clark questioned using a K-9 unit for traffic stops. Mayor Ryan commented K-9 units are used regularly in Minneapolis and St. Paul.

Finance Director Huss stated Community Services provides response to animal control issues, City code violations and other services. The

department employs 1 CSO coordinator and 6 part-time CSO's to equal 5.2 FTE. Police Chief Olson mentioned that animal control includes dogs, but does not include cats. He noted that other services include resident lock-outs of cars. Councilmember Swanson asked about animal control fines. Police Chief Olson responded when the owner claims the animal the City collects the fine. Councilmember Bourke suggested lock-outs be done by a City contracted towing company. Council discussion took place on the City providing lock-out service. Council discussion took place on the City being short one CSO.

Finance Director Huss stated the Investigations division is to suppress criminal activity by gathering evidence to criminally charge suspects, aid in property recovery, and provide resources to local school districts. The division staffs 4 detectives and 2 provisional detectives.

Finance Director Huss stated the School Resource Officers (SRO) program fosters positive relationships with the community by providing a police officer to Blaine High School, Centennial High School, and Roosevelt Middle School which is reimbursed by the schools. He noted after school hours the SROs serve as provisional detectives and are reassigned as needed. He stated the program is reimbursed 90% which goes back to the general fund.

Finance Director Huss stated the Anoka-Hennepin Drug and Violent Crime Task Force is a partnership with eight jurisdictions with an eleven member task force to address drugs, gangs and violent crime. The task force utilizes one detective, is federally funded with City matching funds of \$6,100. Police Chief Olson commented the detective is on a 3 year rotation.

Councilmember Clark asked about the contractual salary increase for 2013. Finance Director Huss stated the average is 2% but there are additional STEP increases. He noted the increase is effective December 2011 and all three unions' contracts are for two years and expire on December 31, 2013.

Finance Director Huss stated the Professional Standards program is to develop and administer training and departmental education programs to ensure continued post licensing of police officers; administer background check program; maintain police detention facility and City building security; and manage the NIP program. Councilmember Clark asked if the training is done internally. Chief Olson responded most training is done in house. Finance Director Huss responded the cost of training would be funded from the respective budgets. Mayor Ryan asked about new officer training. Chief Olson responded new officers have a 16 week training program. Experienced officers are paid at a higher rate, but not 100% and new officers are paid at a 65% rate. Council discussion took place on internal training versus external training. City Manager Arneson commented the training has to be POST Board Certified.

Finance Director Huss stated the Support Services division oversees the police records and the crime prevention sub-divisions. The Police Records sub-division prepares, retains and distributes police reports for court hearings; maintains the Records Management System (RMS); documents police activities; follows data practices (MN DP Act), retention and rules of criminal procedure dictate activities support record and reporting. Councilmember Clark questioned the cost of upgrading the Computer Aided Dispatch (CAD) system for record management. Police Chief Olson responded the CAD system is an integrated system that will allow a reasonable amount of cost savings to the City.

Finance Director Huss stated the Crime Prevention division provides proactive law enforcement education to the community. The program utilizes two non-sworn crime prevention specialists and cooperative programs with SBM fire. Council discussion took place on the six services: CounterAct, Night to Unite, Safety Camp, Bike Helmet program, Child Safety Seat program and Citizen's Academy. Councilmember Bourke questioned the CounterAct program's cost. Finance Director Huss replied the program's cost includes supplies and is reimbursed. Councilmember Clark questioned the Safety Camp program's cost. Finance Director Huss replied the cost includes staff and supplies and 50% of the cost is covered by program fees. Council discussion took place on the program costs of the Bike Helmet, Child Safety Seat, and Citizen's Academy programs.

Finance Director Huss stated the Community Standards division includes Fire Inspections, Neighborhood Services and Housing Services and has 2 FTE. The Fire Inspections sub-division reviews new construction, annual and routine inspections, alarm and code violation complaints and follow-up, and fire emergency response. Mayor Ryan asked if the City charges for these services. Finance Director Huss responded the program costs are covered by service fees.

Finance Director Huss stated the Neighborhood Services sub-division protects property values to ensure safe, healthy neighborhoods through the Passive Community Observation (PCO) program.

Finance Director Huss stated the Housing Services sub-division is designed to assist homeowners maintain their property values through the promotion of voluntary improvements and education programs. The program oversees the rental housing licensing, inspection program, rehabilitation loan program, and senior housing. Councilmember Kolb asked if the inspections are conducted in a timely manner. Community Standards Director Fiske responded yes and a 3 year inspection schedule has been established. Finance Director Huss commented the City is breaking even on fees in this area.

Finance Director Huss stated future challenges for the City would be a public

safety data system; continued City growth; technology-based crime; changing demographics, and increased drug-related crimes.

Council discussion took place on the 2013 - Current Status table.

**Discussed**

**ADJOURN**

The Workshop adjourned at 9:15 p.m.

**Adjourned**