



South St. Paul

WORKSESSION AGENDA

SSP City Hall
125 3rd Avenue North
Training room

Monday, July 8, 2024
7:00 pm

AGENDA:

1. A/V Studio Equipment Purchase
2. Professional Services – Criminal Prosecution
3. Police Department Updates (*No Attachment*)
4. Council Comments & Questions



CITY COUNCIL WORKSESSION AGENDA REPORT

DATE: July 8, 2024

DEPARTMENT: MAYOR & COUNCIL

Prepared by: Ryan Garcia, City Administrator

ADMINISTRATOR:

AGENDA ITEM: A/V STUDIO EQUIPMENT PURCHASE

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DESIRED OUTCOMES:

- Receive Council support for purchases of audio and video equipment to support Communications efforts, and utilization of Mayor-Council Conference Room for Communications Studio.

OVERVIEW:

The City's Communications Strategy, adopted in 2021, included goals specifically stating that the City would "increase awareness of City services", "increase education and engagement with the community", and "develop a better understanding and practices for communications with diverse audiences". Since that time, the Council and City Staff have continued to take efforts to advance these communications goals, including hiring a full-time communications specialist, sharpening and enhancing our virtual and in-person messaging through multiple mediums, and continuing to refine the City's website, social media, and print newsletters. Recently, in a predominately organic manner, Mayor and Council have been providing post-meeting "recap" videos to summarize topics discussed and/or acted upon at official meetings of the Council.

Staff (and clearly Council) remain committed to maintaining visibility, transparency, and clarity around the important work that our team is undertaking to support a stronger, inclusive, engaged and more vibrant South St. Paul community. To this end, Staff is interested in investing in technology to more efficiently, securely, consistently, and dynamically produce content (such as the post-meeting "recap" videos, project summaries, informational/educational features, organizational/staff profiles, etc.) to inform the public. The City's IT Director has scoped out an equipment list to outfit the Mayor-Council Conference Room (the conference room south of Council Chambers) to function essentially as a podcast studio, and at a total cost of just under \$5,000 this would qualify as a micro purchase in our purchasing policy that could be covered within the IT Department's current budget for equipment replacement and purchase. However, before making this purchase, Staff wanted to confirm with Council that there is agreement and support in enhancing our communications efforts in this way.

FUNDING SOURCES AND OTHER FISCAL CONSIDERATIONS:

At a total cost of just under \$5,000 this would qualify as a micro purchase in our purchasing policy that could be covered within the IT Department's current budget for equipment replacement and purchase.



CITY COUNCIL WORK SESSION REPORT

DATE: July 8, 2024

DEPARTMENT: POLICE

Prepared by: Brian Wicke

ADMINISTRATOR: RG

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AGENDA ITEM: Professional Services – Criminal

DESIRED MEETING OUTCOMES:

Staff is seeking City Council direction on Professional Services for Criminal Prosecution

OVERVIEW:

The City of South St. Paul has engaged the services of Campbell Knutson, P.A. for misdemeanor and gross misdemeanor criminal prosecution since 2011. Since the inception of this relationship, Council has renewed this legal services agreement multiple times, with the most recent renewal in 2019, set to expire at the end of this year.

Terms of the 2019 agreement set a cap on prosecution legal fees of \$165,000 per year for the duration of the agreement, with the City committing to moving towards Axon for our squad and body worn camera vendor as the integrations would result in a reduction in staff time for both internal police department staff, as well as prosecutorial staff. The Department has since fully integrated Axon into our organization.

Through the term of this agreement, staff at Campbell Knutson, P.A., as tracked actual cost vs billed and the annual average during the current agreement term has been \$209,233. Year by year actuals are as follows:

2020

Billed: \$165,000.00

Discount: \$36,840.00

Actual Fees Incurred: \$201,840.00

2021

Billed: \$165,000.00

Discount: \$105,774.00

Actual Fees Incurred: \$270,774.00

2022

Billed: \$165,000.00

Discount: \$19,226.20

Actual Fees Incurred: \$184,226.20

2023

Billed: \$165,000.00

Discount: \$15,054.00

Actual Fees Incurred: \$180,054.00

2024

Billed through April: \$64,293.00

Discount: No discounts yet. We have not reached yearly cap of \$165,000.00

Professional services for criminal prosecution are impacted directly by departmental staffing and proactive criminal enforcement activity. As the needs in our community evolve, and our industry returns to enforcement activity levels experienced prior to 2020, staff anticipates the demand on this professional service to increase. This is supported by the 2024 average experience to date of \$16,073 per month which is leading towards an estimated end of year actual of \$192,876. Important to note that the Department is not at authorized staffing levels.

While each community has differing needs making a true comparison difficult, the City of West St. Paul did a targeted Request for Proposal (RFP) in 2021 and received four submittals, with the lowest responsible submittal coming in at \$216,000 (adjusted to \$220,320 for 2025).

Staff has engaged Cambell Knutson, P.A., in discussion surrounding a five-year renewal and they have returned a proposal with a 2025 annual cap of \$196,000, with subsequent years increasing by the cost of living adjustment approved by the City for non-unionized employees. As the City is billed monthly for actual experience, should end of year actual be revealed to be under the cap, the City would realize the savings. The proposed term of agreement is calendar years 2025 – 2029.

Staff recommends renewing the agreement with Campbell Knutson, P.A., as they have been a trusted partner in our public safety mission for well over ten years, support our efforts through attending supervisory staff meetings and maintaining availability at all hours of the day and evening for the public safety emergencies our staff deal with daily.

ACTION NEEDED:

Staff is seeking City Council direction on whether to formalize this renewal and present for approval or initiate a targeted Request for Proposal.