



Department/Office/Council:
PD _ Police Department

Date Initiated:
21 APR 2022

Green Sheet NO: 3175354

Contact Person & Phone:
Robert Thomasser
266-5589

Must Be on Council Agenda by (Date):

Doc. Type: RESOLUTION W/\$
TRANSACTION

E-Document Required: N

Document Contact: Michele Bunce

Contact Phone: 266-5568

Assign Number For Routing Order

	<u>Department</u>	<u>Sent To Person</u>	<u>Initial/Date</u>
0	Police Department	Department Accountant	
1	Police Department	Assistant Chief	
2	Financial Services	Office Financial Services D	
3	City Attorney	City Attorney	
4	Mayor's Office	Mayor/Assistant	
5	Council	City Council	
6	City Clerk	City Clerk	

Total # of Signature Pages ____ (Clip All Locations for Signature)

Action Requested:
Authorizing the Police Department to accept a subgrant in the amount of \$124,920.00 from Ramsey Count for the Violent Crime Enforcement Task Force (VCET).

Recommendations: Approve (A) or Reject (R):

_____ Planning Commission

_____ CIB Committee

_____ Civil Service Commission

Personal Service Contracts Must Answer the Following Questions:

1. Has this person/firm ever worked under a contract for this department?
Yes No
2. Has this person/firm ever been a city employee?
Yes No
3. Does this person/firm possess a skill not normally possessed by any current city employee?
Yes No

Explain all yes answers on separate sheet and attach to green sheet.

Initiating Problem, Issues, Opportunity (Who, What, When, Where, Why):

Advantages If Approved:

Disadvantages If Approved:

Disadvantages If Not Approved:

Total Amount of Transaction: \$124,920.00

Funding Source: 20023814

Cost/Revenue Budgeted:

Activity Number: G2322751134291

Financial Information:
(Explain)

**RESOLUTION
CITY OF SAINT PAUL, MINNESOTA**

Presented by _____

1 Authorizing the Police Department to amend the 2022 Grant Fund for the sub-grant received from
2 Ramsey County for the Violent Crime Enforcement Team (VCET).
3
4 WHEREAS, the City of Saint Paul, by and through its police department (SPPD) has entered into the
5 Joint Powers Agreement of the Ramsey County Violent Crime Enforcement Team (02-17064-I); and
6
7 WHEREAS, this agreement allows for SPPD's participation and reimbursement of allowed expenses;
8 and
9
10 WHEREAS, the State of Minnesota, Department of Public Safety has awarded Ramsey County a grant
11 to fund this program and Ramsey County has allocated the Saint Paul Police \$124,920; and
12
13 WHEREAS, the 2022 financing and spending plan needs to be amended and activity budget added for
14 these funds; and
15
16 WHEREAS, the Mayor pursuant to Section 10.07.1 of the Charter of the City of Saint Paul, does certify
17 that there are available for appropriation total revenues in excess of those estimated in the budget,
18 funds of \$124,920 in the Police Department Special Fund; and
19
20 THEREFORE BE IT RESOLVED, by the Council of the City of Saint Paul, upon recommendation of the
21 Mayor that \$124,920 is available for appropriation in the Police Department Special Fund, as heretofore
22 adopted and amended by this Council, be hereby further amended in the particulars as specified in the
23 attached financial analysis.
24

City of Saint Paul Financial Analysis

1	File ID Number:	RES PH 22-111	
2			
3	Budget Affected:	Operating Budget Police Department	Special Fund
4			
5	Total Amount of Transaction:	124,920.00	
6			
7	Funding Source:	Grant	
8			
9		Appropriation already included in budget?	No
10			
11	Charter Citation:	10.7.1	
12			

Fiscal Analysis

Activity budget to be established for the 2022 VCET grant under authority of Joint Powers Agreement 02-17064-I.

Detail Accounting Codes:

GENERAL LEDGER (GL) - ANNUAL BUDGET

Spending Changes

(Action Accomplished)

Company	Fund-Dept-Cost Center	Account	Description	CURRENT BUDGET	CHANGES	AMENDED BUDGET
1	20023814	60180	Overtime - Sworn	55,760	41,000	96,760
1	20023814	61015	Medicare Police	809	595	1,404
1	20023814	61130	Police Pension	9,391	6,905	16,296
1	20023814	63370	Investigations	38,080	28,000	66,080
1	20023814	64705	Vehicle Rental	32,640	24,000	56,640
1	20023814	67530	Transportation	1,360	1,500	2,860
1	20023814	67535	Lodging	1,020	1,500	2,520
1	20023814	67540	Meals	680	500	1,180
1	20023814	70005	Communication Equipment	3,264	1,000	4,264
1	20023814	70305	Office Equipment	2,720	2,000	4,720
1	20023814	70525	Office Supplies Contract	1,360	1,500	2,860
1	20023814	70530	Gen Office Supplies	1,360	500	1,860
1	20023814	71705	Vehicle Parts	2,611	1,920	4,531
1	20023814	72220	Law Enforcement Supplies	-	10,000	10,000
1	20023814	72905	Addl Special Matl Supplies	-	2,000	2,000
1	20023814	72910	Other Miscellaneous Supplies	2,720	2,000	4,720
TOTAL:				153,775	124,920	278,695

Financing Changes

(Action Accomplished)

Company	Fund-Dept-Cost Center	Account	Description	CURRENT BUDGET	CHANGES	AMENDED BUDGET
1	20023814	43501	State Grant Other Administered	(169,891)	(124,920)	(294,811)
TOTAL:				(169,891)	(124,920)	(294,811)

ACTIVITY LEDGER (AC) - LIFE TO DATE ACTIVITY BUDGET

Complete this section for Grants, Capital, Capital Bond Proceeds, STAR, TIF, and HRA amendments.

Spending Changes

(Action Accomplished)

Activity Group	Activity	Account Category	Description	CURRENT BUDGET	CHANGES	AMENDED BUDGET
G-POLICE	G2322751134291	60180	Overtime - Sworn		41,000	41,000
G-POLICE	G2322751134291	61015	Medicare Police		595	595
G-POLICE	G2322751134291	61130	Police Pension		6,905	6,905
G-POLICE	G2322751134291	63370	Investigations		28,000	28,000
G-POLICE	G2322751134291	64705	Vehicle Rental		24,000	24,000
G-POLICE	G2322751134291	67530	Transportation		1,500	1,500
G-POLICE	G2322751134291	67535	Lodging		1,500	1,500
G-POLICE	G2322751134291	67540	Meals		500	500
G-POLICE	G2322751134291	70005	Communication Equipment		1,000	1,000
G-POLICE	G2322751134291	70305	Office Equipment		2,000	2,000
G-POLICE	G2322751134291	70525	Office Supplies Contract		1,500	1,500
G-POLICE	G2322751134291	70530	Gen Office Supplies		500	500
G-POLICE	G2322751134291	71705	Vehicle Parts		1,920	1,920
G-POLICE	G2322751134291	72220	Law Enforcement Supplies		10,000	10,000
G-POLICE	G2322751134291	72905	Addl Special Matl Supplies		2,000	2,000
G-POLICE	G2322751134291	72910	Other Miscellaneous Supplies		2,000	2,000
TOTAL:				-	124,920	124,920

Financing Changes

(Action Accomplished)

Activity Group	Activity	Account Category	Description	CURRENT BUDGET	CHANGES	AMENDED BUDGET
G-POLICE	G2322751134291	43510	State Grant Other Administered	-	(124,920)	(124,920)
TOTAL:				-	(124,920)	(124,920)

REQUEST FOR SIGNATURE FORM

Request for Signature	County Manager
1. Type of document	Grant Agreement
2. Aspen PO, contract or document number	
3. Original contract number	
4. Contractor or grantor name	Minnesota Department of Public Safety
5. Contractor Aspen ID # and CERT SVN and/or DUN #	
6. Requesting business unit	SHRF
Additional business unit	
7. Authority (required - DO NOT leave blank)	Admin Code: <input type="checkbox"/> 
	Resolution Number: 2010-187 <i>attached</i>
8. Program/project/service/grant name	2022 VCET Grant Agreement
9. Brief description of goods, services or grant duties (will be used for the County Board monthly contract report)	2022 Violent Crime Enforcement Team (VCET) Grant Agreement for Ramsey County VCET Professional Services.
10. Original contract start date	01/01/22
11. Original contract end date	12/31/23
12. Amendment number and amendment start date	
13. Amendment end date	
14. Contract type	Maximum Not to Exceed
15. Original contract amount	\$ 990,000.00
16. Previous amendment(s) total	
17. Amendment amount	
18. New total contract value	
19. Funding string	314405-11101-480480-00000-2022-G208076
Funding source	
20. Revenue agreement budgeted amount	\$990,000.00
21. County contact and phone number	Megan Schaefer 651-266-9374
22. Signatures	
Department Preparer	<i>Megan Schaefer</i> Date: 2/07/22
Department Director	<i>Kimberly Parker</i> Date: 2/7/2022
Finance Analyst	<i>Todd Toupal</i> Date: 2/18/2022
Attorney	<i>Kimberly Parker</i> Date: 2/16/2022

Resolution

Board of

Ramsey County Commissioners

Presented By: Commissioner Ortega Date: May 18, 2010 No. 2010-187

Attention: Budgeting and Accounting
Bob Fletcher, Sheriff
Susan Gaertner, County Attorney

Page 1 of 3

WHEREAS, The State of Minnesota Department of Public Safety has created and provided grant funding for two new multi-agency Violent Crime Enforcement Teams (VCETs), one in Hennepin County and one in Ramsey County which will be a modification to the previously funded East Metro Narcotics Task Force; and

WHEREAS, The VCET must be established by a Joint Powers Agreement and governed by an advisory board with representatives from each participating law enforcement agency and a representative of the County Attorney's Office; and

WHEREAS, The previous Joint Powers Agreement creating the East Metro Task Narcotics Task Force will be amended to reflect the change to a Violent Crime Enforcement Team and will operate in accordance with requirements established by the State; and

WHEREAS, Ramsey County has been awarded a VCET grant in the amount of \$530,000 which will be shared among the members of the VCET: Ramsey County Sheriff's Office, the Ramsey County Attorney's Office, the St. Paul Police Department, and the Lino Lakes, Maplewood, North St. Paul, Roseville and White Bear Lake Police Departments; and

WHEREAS, \$65,000 of the grant funds will be earmarked to sub-contract with community agencies to provide crime prevention services; and

WHEREAS, The Sheriff's Office requests approval of an increase in the personnel complement by one Community Service Officer FTE to be used as an Analyst within the Sheriff's Office and starred in the personnel complement; and

Ramsey County Board of Commissioners

	YEA	NAY	OTHER
Tony Bennett	X		
Toni Carter	X		
Jim McDonough	X		
Rafael Ortega	X		
Jan Parker			Absent
Janice Rettman	X		
Victoria Reinhardt	X		

Victoria Reinhardt, Chair

By: 

Bonnie C. Jackelen
Chief Clerk - County Board

Resolution
Board of
Ramsey County Commissioners

Presented By: Commissioner Ortega Date: May 18, 2010 No. 2010-187

Attention: Budgeting and Accounting
Bob Fletcher, Sheriff
Susan Gaertner, County Attorney

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WHEREAS, Grant funds will also be used to provide the ongoing support services of a Clerk IV, which was previously funded through the Narcotics Enforcement grant and starred in the personnel complement; and

WHEREAS, The Sheriff's Office recommends acceptance and approval of the Grant Agreement and the Second Amendment to the Joint Powers Agreement; Now, Therefore, Be It

RESOLVED, The Ramsey County Board of Commissioners accepts the Violent Crime Enforcement Team Grant from the State of Minnesota Department of Public Safety, Office of Justice Programs, in the amount of \$530,000, for the period of January 1, 2010, through December 31, 2010; and Be It Further

RESOLVED, The Board authorizes the Chair and Chief Clerk to execute the Grant Agreement; and Be It Further

RESOLVED, The Board approves the Second Amendment to the Joint Powers Agreement Creating the East Metro Narcotics Task Force, nka the Ramsey County Violent Crime Enforcement Team; and Be It Further

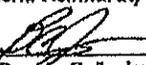
RESOLVED, The Board authorizes the Chair and Chief Clerk to execute the Second Amendment to the Joint Powers Agreement; and Be It Further

RESOLVED, The Board authorizes the County Manager to execute sub-contracts for crime prevention services with local agencies delineated in the grant application, up to the available grant funding; and Be It Further

Ramsey County Board of Commissioners

	YEA	NAY	OTHER
Tony Bennett	X		
Toni Carter	X		
Jim McDonough	X		
Rafael Ortega	X		
Jan Parker			Absent
Janice Rettman	X		
Victoria Reinhardt	X		

Victoria Reinhardt, Chair

By: 
Bonnie C. Jackelen
Chief Clerk -- County Board

Resolution
Board of
Ramsey County Commissioners

Presented By: Commissioner Ortega Date: May 18, 2010 No. 2010-187

Attention: Budgeting and Accounting
Bob Fletcher, Sheriff
Susan Gaertner, County Attorney

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RESOLVED, The Board approves an increase in the Sheriff's personnel complement by one Community Service Officer FTE, to be starred in the personnel complement; and Be It Further

RESOLVED, The Board authorizes the continuation of one Clerk IV FTE, starred in the personnel complement; and Be It Further

RESOLVED, The Board authorizes the County Manager to approve and execute any amendments of the Violent Crime Enforcement Team Grant Agreement; and Be It Further

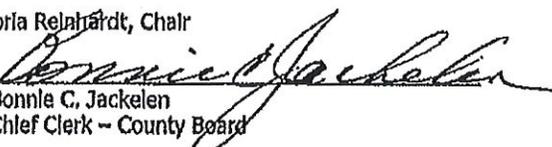
RESOLVED, The Board authorizes the County Manager to execute future Violent Crime Enforcement Team grant agreements; and Be It Further

RESOLVED, The Board authorizes the County Manager to approve any necessary budget adjustments, including increasing estimated revenues and appropriations.

Ramsey County Board of Commissioners

	YEA	NAY	OTHER
Tony Bennett	X		
Toni Carter	X		
Jim McDonough	X		
Rafael Ortega	X		
Jan Parker			Absent
Janice Rettman	X		
Victoria Reinhardt	X		

Victoria Reinhardt, Chair

By: 
Bonnie C. Jackelen
Chief Clerk - County Board

MEMORANDUM

DATE: March 24, 2021

TO: Alexandra Kotze, Director of Finance
Dana Noffke, Procurement Manager
Susan Earle, Deputy Director of Finance
Renee Vought, Deputy Director of Finance
Carrie Learn, ERP Capability Manager

FROM: Ryan O'Connor, County Manager 

SUBJECT: **Approval of Solicitations, Contracts, Leases, Revenue Contracts and Grants**

In the capacity of County Manager for Ramsey County, I am delegating the authority to enter into agreements and contracts, and execute change orders and amendments to agreements and contracts granted to me in County Board Resolutions or covered by the following Administrative Codes:

Procurement Manager

3.40.27b	Contracts pertaining to supplies, equipment, materials and labor services
3.40.18	Capital Improvement Program procedures
3.40.27 a, c, h, j, k, l	Contracts
3.40.33	Procurement solicitations
3.40.42	Leases
3.40.57	Rate Adjustments
3.40.27g	Contracts pertaining to Public Works Construction Contracts
3.40.27e	Contracts pertaining to rate setting contract as approved by the County Board
3.40.27f	Contracts pertaining to approved per diem rates and contracts that deal with per diem for County facilities, such as Lake Owasso Residence, Adult Detention Center, Nursing Home

If an urgent situation exists and the Procurement Manager is unavailable, the authority to approve all solicitations and contracts stated above shall be delegated to a Principal Procurement Specialist or the Director of Finance.

Deputy Director of Finance

3.40.27d	Revenue Contracts
3.40.39	Grants

If an urgent situation exists and the Deputy Director of Finance is unavailable, authority to approve 3.40.27d and 3.40.39 shall be delegated to the Director of Finance.

cc: Samuel Clark, Chief, Civil Division, Ramsey County Attorney's Office
Karen Bollinger, Principal Procurement Specialist
Kyle Rahne, Principal Procurement Specialist



Minnesota Department of Public Safety (“State”) Office of Justice Programs 445 Minnesota Street, Suite 2300 St. Paul, MN 55101-2139	Grant Program: Violent Crime Enforcement Teams 2022 Grant Contract Agreement No.: A-VCET-2022-RAMSEYSO-028
Grantee: Ramsey County, Sheriff's Department 50 W Kellogg Blvd St Paul, Minnesota 55102	Grant Contract Agreement Term: Effective Date: 1/1/2022 Expiration Date: 12/31/2023
Grantee’s Authorized Representative: Ryan O’Conner, County Manager Ramsey County, Sheriff's Department 50 W Kellogg Blvd St Paul, Minnesota 55102 (651) 266-8000 Ryan.oconnor@co.ramsey.mn.us	Grant Contract Agreement Amount: Original Agreement \$990,000.00 Matching Requirement \$0.00
State’s Authorized Representative: Kristin Lail, Grants Specialist Coordinator Office of Justice Programs 445 Minnesota Street, Suite 2300 St. Paul, MN 55101-2139 (651) 201-7322 Kristin.lail@state.mn.us	Federal Funding: CFDA None FAIN: None State Funding: Minnesota Session Laws of 2021, 1 st Special Session, Chapter 11, Article 1, Section 14, Subdivision 7 Special Conditions: Attached and incorporated into this grant agreement. See page 3.

Under Minn. Stat. § 299A.01, Subd 2 (4) the State is empowered to enter into this grant contract agreement.

Term: The creation and validity of this grant contract agreement conforms with Minn. Stat. § 16B.98 Subd. 5. Effective date is the date shown above or the date the State obtains all required signatures under Minn. Stat. § 16B.98, subd. 7, whichever is later. Once this grant contract agreement is fully executed, the Grantee may claim reimbursement for expenditures incurred pursuant to the Payment clause of this grant contract agreement. Reimbursements will only be made for those expenditures made according to the terms of this grant contract agreement. Expiration date is the date shown above or until all obligations have been satisfactorily fulfilled, whichever occurs first.

The Grantee, who is not a state employee will:
Perform and accomplish such purposes and activities as specified herein and in the Grantee’s approved Violent Crime Enforcement Teams 2022 Application (“Application”) which is incorporated by reference into this grant contract agreement and on file with the State at 445 Minnesota Street, Suite 2300, St. Paul, Minnesota, 55101-2139. The Grantee shall also comply with all requirements referenced in the Violent Crime Enforcement Teams 2022 Guidelines and Application which includes the Terms and Conditions and Grant Program Guidelines (<https://app.dps.mn.gov/EGrants>), which are incorporated by reference into this grant contract agreement.

Budget Revisions: The breakdown of costs of the Grantee’s Budget is contained in Exhibit A, which is attached and incorporated into this grant contract agreement. As stated in the Grantee’s Application and Grant Program Guidelines, the Grantee will submit a written change request for any substitution of budget items or any deviation and in accordance with the Grant Program Guidelines. Requests must be approved prior to any expenditure by the Grantee.

Matching Requirements: (If applicable.) As stated in the Grantee’s Application, the Grantee certifies that the matching requirement will be met by the Grantee.



Payment: As stated in the Grantee's Application and Grant Program Guidance, the State will promptly pay the Grantee after the Grantee presents an invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services and in accordance with the Grant Program Guidelines. Payment will not be made if the Grantee has not satisfied reporting requirements.

Certification Regarding Lobbying: (If applicable.) Grantees receiving federal funds over \$100,000.00 must complete and return the Certification Regarding Lobbying form provided by the State to the Grantee.

1. ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Stat. § 16A.15.

Signed: _____

Date: _____

3. STATE AGENCY

Signed: _____
(with delegated authority)

Title: _____

Date: _____

Grant Contract Agreement No./ P.O. No. A-VCET-2022-RAMSEYSO-028 /3- 7771

Project No.(indicate N/A if not applicable): N/A

2. GRANTEE

The Grantee certifies that the appropriate person(s) have executed the grant contract agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

Signed: Bob Fletcher

Print Name: Bob Fletcher

Title: Sheriff

Date: 2/16/2022

Signed: Renee M. Vought with delegated authority

Print Name: Renee M. Vought

Title: Deputy Director - Finance

Date: 02/18/2022

Distribution: DPS/FAS
Grantee
State's Authorized Representative

Approved as to Form

Signed: Kimberly Parker

Print Name: Kimberly Parker

Title: Assistant Ramsey County Attorney

Date: 2/16/2022



Special Conditions

1. Time limitations on funding use:

\$495,000.00 is available from January 1, 2022 through June 30, 2023.

\$495,000.00 is available from July 1, 2022 through December 31, 2023.

Violent Crime Enforcement Teams 2022

EXHIBIT A

A-VCET-2022-RAMSEYSD-028

Organization: Ramsey County Sheriff's Department

Budget Summary

Violent Crime Enforcement Teams: Ramsey County Violent Crime Enforcement Team			
Budget Category	Award		
Personnel			
Personnel - Civilian	\$140,000.00		
Personnel - Investigators	\$330,000.00		
Total	\$470,000.00		
Fringe and Benefits			
Fringe and Benefits	\$59,000.00		
Total	\$59,000.00		
Office Expenses			
Office Expenses	\$12,000.00		
Total	\$12,000.00		
Program Expenses			
Program Expenses	\$70,000.00		
Total	\$70,000.00		
Other Expenses			
VCET Insurance	\$56,000.00		
Total	\$56,000.00		
Contract Services			
Contract Services	\$130,000.00		
Total	\$130,000.00		
Training			
Training	\$25,000.00		
Total	\$25,000.00		
Travel			
Travel - Vehicles	\$62,000.00		
Total	\$62,000.00		
Confidential Funds			
Confidential Funds	\$106,000.00		
Total	\$106,000.00		
Total	\$990,000.00		