

TO: Mayor Robinson and City Council

FROM: Jeffrey L. McCormick, Chief of Police/Emergency Management Director

SUBJECT: Excessive hours worked by exempt employees during storm event

DATE: October 30, 2018

BACKGROUND

On September 20, 2018 at approximately 7 pm the City of Cannon Falls was struck by what has been determined by the National Weather Service to be two tornados and straight line winds. During that event a massive amount of city resources were utilized over a several day period, that included non-exempt and exempt employees. At the October 2, 2018 City Council Meeting the City Council directed the EMS Chief, Public Works Director and Police Chief to hold the additional time until a disaster determination had been made by the State or FEMA.

Under the City Personnel Policy the Council has the ability to provide exempt employees with overtime compensation for the additional hours worked, which would be eligible expense for State and/or Federal reimbursement. I have been notified that the State will be making a Disaster Declaration for the September 20, 2018 event. The damage totals did not reach the eight million needed to make application to FEMA. So the September 20, 2018 event will be covered by the State Disaster Program, which will reimburse the City for seventy-five (75) percent of the City expenses less damage/cleanup covered by the City's insurance. I am working with the State to identify what additional expenses beyond wage like Social Security and PERA can be included in the expenses submitted for reimbursement.

I have been asked by the State to compile an approximate of wage expenses for employee time, and I am currently working on those preliminary figures and will include the above time as part of those figures. Because this will be a State Disaster program, the City will not receive any money in advance like a FEMA program, but will be reimbursed for submitted expenses. Therefore I am working to compile an accurate accounting of expenses, which have already been incurred, so they can be submitted for reimbursement. As part of that process a decision from the City Council is needed regarding the additional hours worked by the EMS Chief, Public Works Director and Police Chief between September 20 and September 30 if that time should be paid or adjusted.

The question for the City Council to consider is; does the Council wish to pay the EMS Chief, Public Works Director and Police Chief overtime for the additional 102 hours worked between September 20 and September 30. The two options available are listed below:

- If the City Council wants to pay the overtime wage, as provided by City Policy the City would be eligible for reimbursement of seventy-five (75) percent of the expense, estimated expense for the City is approximately \$1600 after reimbursement.
- If the City Council does not want to pay the overtime, than the EMS Chief, Public Works Director and Police Chief will make adjustment to their schedule to offset the

time as much as possible as provided by City Policy in upcoming pay cycles, with no additional out of pocket expense to the City.

REQUESTED COUNCIL ACTION

Staff is seeking direction from the City Council on how the additional hours worked by the EMS Chief, Public Works Director and the Police Chief in excess of 40 hours a week for the pay periods that include September 20, 2018 through September 30, 2018 should be handled as outlined above.