



**CITY OF GRESHAM**

Police Department  
1333 N.W. Eastman Parkway  
Gresham, OR 97030-3813  
(503) 618-2318

January 25, 2006

County Chair Diane Linn  
Multnomah County Building  
501 SE Hawthorne Blvd.  
Portland, Oregon 97214

Good Morning Chair Linn,

Captain Tim Gerkman and I will be attending the Multnomah County Board of Commissioners work session on January 31, 2006. In addition, we will be presenting a preliminary contracting proposal for Law Enforcement Services in unincorporated East Multnomah County.

I have attached a copy of our preliminary proposal for your preview.

Sincerely,

A handwritten signature in black ink, appearing to read "Carla C. Piluso".

Carla C. Piluso  
Chief of Police

cc: Mayor Charles Becker  
City Manager Erik Kvarsten  
County Chair Diane Linn  
County Commission Lisa Naito  
County Commissioner Maria Rojo De Steffey  
County Commissioner Serena Cruz Walsh  
County Commissioner Lonnie Roberts  
Sheriff Bernie Giusto

**Unincorporated East Multnomah County  
Law Enforcement Services Proposal**

January 25, 2006

**- DRAFT -**

Version: 01/25/06

## **Introduction**

Over the past several months, there has been a great deal of discussion about what would be the most efficient and cost effective delivery of law enforcement services to the citizens in the unincorporated areas of Multnomah County.

The Sheriff's Office has met separately with representatives from both the City of Portland Police Bureau and the City of Gresham Police Department regarding the concept of providing services in the unincorporated areas at the west and east ends of the county for the Sheriff's Office.

As a result of the discussions between Gresham Police Department staff and the Multnomah County Sheriff's Office, the Gresham Police Department developed the following proposal that provides a summary of Gresham's services and estimated costs for consideration of a five-year contract.

## **Service Area**

The service area covered by this proposal lies to the east of the city limits of Gresham and includes a total population of 8,256 residents. The most current information available to Gresham indicates that this area generates slightly more than 2,800 dispatched calls for police service annually.

## **Proposed Services**

All operational and patrol services currently provided to Gresham residents would be extended to unincorporated Multnomah County residents. These services would include district patrol, traffic enforcement, canine tracking and searches, and special emergency response to incidents requiring a higher degree of operational tactical officers (SWAT), crisis negotiators, and bomb disposal technicians. Due to the fact this is a large geographical area, Gresham proposes to retain the two patrol districts currently provided by the Sheriff's Office in order to maintain a timely and safe response to calls for service.

Investigative services would be provided for the investigative review of all reported crime. The responsibility for mid-level drug investigations currently provided by the Sheriff's Office would be transferred to Gresham. The coordination for clean up of hazardous materials associated with drug manufacturing would also be provided under this proposal.

All property and evidence would be properly collected, inventoried, stored, and disposed of in accordance with Gresham procedures and state law. Processing of crime scenes and any evidence would also be provided under this proposal.

Police reports and related documents required by the State of Oregon would be kept in accordance with state law and forwarded to the Sheriff's Office for submittal to the state as required.

Community and regional partnerships would be established in order to insure professional services meet the needs of county residents and businesses. This would include extending the provision of crime prevention services to the residents of unincorporated east Multnomah County.

Administrative oversight and management of all of the listed services would be provided by the City of Gresham to insure that county residents continue to receive high quality, responsive police services.

### **Overview of Requirements**

Personal Services: In order to provide the services listed above, Gresham has determined the following personnel would be required: 21 Officers, 4 Sergeants, 1 Command Officer, 1 Police Technician, 3 Records Specialists, 2 Administrative Clerical support personnel, and one-half time Crime Prevention Specialist.

Over the five year period, Gresham proposes 3 Police Officers and 1 Records Specialist could be eliminated from the initial staffing level required in the first year of the contract once a complete transition has been achieved and mid-level drug investigation services are integrated into current Gresham operations.

When calculating personal services, it was assumed that medical insurance rates would increase by 12% each year and dental rates would increase by 5% each year.

Materials and Services: Costs included in this category cover items such as uniforms, uniform cleaning, office supplies, ammunition, training, and minor equipment.

Based on the current methodology for spreading BOEC costs based on population, it is assumed Multnomah County will continue to pay its own BOEC bill directly.

Internal Services: Funding included in this category are indirect charges to the department for support services in areas such as fleet maintenance, information technology, legal assistance, human resource assistance, and financial services. The proposed five-year budget assumes the increase in the department's budget will have a similar increase in its internal service charges.

Capital Funds: No annual equipment replacement schedule is included in this proposal. Instead, capital equipment funding is included in the budget year equipment would need to be replaced. This proposal is based on the assumption that some vehicles and

office equipment would be transferred to Gresham upon implementation of a contract and transfer of county employees.

Department Indirect Costs: A 10% department indirect cost rate has been included to cover department infrastructure and costs associated with administering the contract. This includes, but is not limited to, administration, budget development and tracking, policy and procedure development, crime analysis, pre-employment backgrounds, canine tracking, and an extension of all services currently provided by Gresham police, but not identified as a specific cost in this proposal.

Reserve: Although Gresham has attempted to identify all costs required to provide services and equip personnel, five percent of the total cost for each year is included to cover any unforeseen requirements.

## Overview of Projected Costs

The total initial projected cost for each fiscal year of a five-year proposal is as follows:

	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
Personal Services	\$3,609,616	\$3,489,356	\$3,394,683	\$3,533,879	\$3,402,116
Materials & Services	252,294	127,175	135,103	137,062	125,763
Internal Services	484,253	458,484	452,549	472,437	461,487
Capital Outlay	311,340	0	66,000	0	0
Dept. Indirect Costs	465,750	407,501	404,833	414,338	398,937
Reserve	232,875	203,751	202,417	207,169	199,468
<b>TOTAL COST</b>	<b>\$5,356,128</b>	<b>\$4,686,267</b>	<b>\$4,655,585</b>	<b>\$4,764,884</b>	<b>\$4,587,772</b>

See Exhibit 1 for a complete line item breakdown of costs.

FY 06-07     \$5,123,253

The first year of this proposal reflects a higher total cost than in subsequent years due to start up costs associated with materials and capital equipment needs, as well as a higher salary rate for county employees transferring to the City of Gresham. It is assumed that transferred county employees would retain the county's rate of pay for the first year, but would receive benefits comparable to those under the current Gresham Police Officers' Association contract.

Materials and equipment needed to start up operations in the first year include items such as lockers for officers, office furniture, computer equipment, uniforms, and radio equipment.

It is assumed that two patrol vehicles and eight investigative vehicles would be transferred from the county's fleet. Funding to purchase one Command Position vehicle, one Police Tech van, one Patrol Sergeant vehicle, and one Haz-Mat Sergeant vehicle is also included with the assumption that these vehicles would not be transferred from the county fleet. Capital funds are included to equip these new vehicles with the same communication equipment currently installed in Gresham vehicles.

FY 07-08     \$4,482,516

In FY 07-08, it is assumed that all county employee wages would be brought in line with Gresham's pay scale as provided in current labor agreements for the same

positions. The reallocation of pay and fringe benefits to Gresham's wage scales results in a reduction in overall personal service costs.

Additionally, costs are reduced with the elimination of one Records Specialist position. Gresham believes that transitional activities associated with setting up processes to keep required law enforcement records will be completed in the first year and staffing can be reduced by one FTE.

No capital items will be needed in the second year.

FY 08-09     \$4,453,168

Costs in the third year are projected to be slightly less than in FY 07-08 due to the shifting of two investigative positions associated with narcotic trafficking investigations to Gresham.

Gresham believes by this time a greater percentage of investigations related to drug activity will be focused in Gresham rather than the unincorporated area of the County; therefore, the county's cost for this particular function could be shifted to Gresham.

Capital funds included in this year would be used to replace the two used patrol vehicles transferred from the county as noted in FY 06-07.

FY 09-10     \$4,557,715

There are no staffing changes predicted during FY 09-10 and no costs are anticipated for capital items.

FY 10-11     \$4,388,303

In the fifth year of operation, Gresham believes one investigator and one investigative supervisory sergeant can be eliminated with more investigations related to drug activity being performed inside city limits rather than in the unincorporated east area of the county.

## **SUMMARY**

As noted, this proposal contains a number of assumptions that impact the projected cost each year. If Multnomah County wishes to pursue this concept further, each of the assumptions included in this material would need to be affirmed by the relevant parties and costs may need adjusting if changes are made.

Gresham believes that it can efficiently provide a complete range of professional law enforcement services at a cost savings to Multnomah County and looks forward to additional discussions regarding this concept.

# East County Law Enforcement: Five Year Line Item Budget

	Year 1 2006-07	Year 2 2007-08	Year 3 2008-09	Year 4 2009-10	Year 5 2010-11
<b>Personal Services</b>	\$3,609,616	\$3,489,356	\$3,394,683	\$3,533,879	\$3,402,116
<b>Materials and Services</b>	252,294	127,175	135,103	137,062	125,763
<b>Internal Service Charges</b>	484,253	458,484	452,549	472,437	461,487
<b>Capital Outlay</b>	311,340	0	66,000	0	0
<b>Department Indirect Costs</b>	465,750	407,501	404,833	414,338	398,937
<b>Reserve</b>	232,875	203,751	202,417	207,169	199,468
<b>Total for Fiscal Year</b>	<b>\$5,356,128</b>	<b>\$4,686,267</b>	<b>\$4,655,585</b>	<b>\$4,764,884</b>	<b>\$4,587,772</b>

# East County Law Enforcement: Five Year Line Item Budget

	Year 1 2006-07	Year 2 2007-08	Year 3 2008-09	Year 4 2009-10	Year 5 2010-11
<b>Personal Services</b>					
1001 Full Time Employees	\$2,069,373	\$1,954,878	\$1,887,171	\$1,943,786	\$1,852,608
1003 Overtime	264,718	266,874	255,777	263,300	248,626
1010 Shift Differential	3,423	3,423	3,423	3,423	3,423
1012 Certificate Pay	133,687	127,196	120,904	124,531	116,307
1030 Acting In Capacity	0	0	0	0	0
1032 Working Out of Class	0	0	0	0	0
1046 Premium Pay	37,706	35,810	33,094	34,086	30,624
1101 FICA	191,931	182,696	175,978	181,238	172,247
1102 Tri-Met	15,600	14,850	14,304	14,731	14,000
1110 PERS- Employer	285,514	271,775	261,782	269,607	256,231
1111 PERS- Employee	150,534	143,291	138,022	142,148	135,095
1120 Health Insurance	361,530	393,900	412,555	462,062	481,617
1121 Dental Insurance	48,168	49,279	48,356	50,773	49,578
1122 Life Insurance	5,697	5,639	5,245	5,245	4,851
1130 Salary Continuation	11,290	10,747	10,352	10,661	10,132
1135 MSA VEBA	30,444	28,999	27,722	28,288	26,776
<b>Total Personal Services</b>	<b>\$3,609,616</b>	<b>\$3,489,356</b>	<b>\$3,394,683</b>	<b>\$3,533,879</b>	<b>\$3,402,116</b>

# East County Law Enforcement: Five Year Line Item Budget

	Year 1 2006-07	Year 2 2007-08	Year 3 2008-09	Year 4 2009-10	Year 5 2010-11
<b>Materials and Services</b>					
2006 Professional Services	\$26,000	\$6,000	\$6,000	\$6,000	\$6,000
2008 Med & Psych					
2010 Public Safety Dispatch (BOEC)					
2020 Permits & Licenses	100	100	100	100	100
2026 Investigative Resource					
2106 Telephone/Cell Phone	19,670	17,180	15,532	15,998	14,181
2120 Building Repair & Maint.	5,000				
2121 Equipment Repair & Maint.					
2122 Motor Vehicle Repair & Maint.	3,537	3,537	3,275	3,275	3,013
2123 Comm. Sys. Repair & Maint.	21,086	21,257	19,994	20,594	19,194
2130 Towing & Storage	1,600	1,600	1,600	1,600	1,600
2140 Equipment Rental/Lease					
2141 Motor Vehicle Rental/Lease					
2143 Bldg/Office/Room Rental	1,200	1,200	1,200	1,200	1,200
2202 Photographic/Art Services					
2204 Printing	3,304	2,744	3,068	2,548	2,352
2206 Records Mgmt/Microfilming					
2208 Advertising					
2212 Dues & Memberships	595	580	550	550	520
2214 Training & Education	7,776	7,776	7,200	7,200	6,624
2220 City Wide Training					
2224 Meals	5,859	5,859	5,425	5,425	4,991
2225 Mileage Reimbursements					
2226 Promotions/Public Relations					
2227 Lodging	5,643	5,643	5,225	5,225	4,807

# East County Law Enforcement: Five Year Line Item Budget

	Year 1 2006-07	Year 2 2007-08	Year 3 2008-09	Year 4 2009-10	Year 5 2010-11
2229 Airfare	2,025	2,025	1,875	1,875	1,725
2231 Rental Cars	1,134	1,134	1,050	1,050	966
2301 Office Supplies	3,069	2,976	2,790	2,790	2,604
2302 Copier/Printer/FAX Supplies	500	500	500	500	500
2311 Supplies, Tires					
2313 Minor Vehicle Equipment	1,500	1,500	1,300	1,300	1,100
2314 Minor Equip. & Tool Supplies	32,940	1,000	1,000	1,000	1,000
2320 Operating/Technical/Sci.	2,349	2,349	2,175	2,175	2,001
2321 Ammunition & Supplies	11,024	11,024	10,176	10,176	9,328
2323 Animal Supplies & Equipment					
2324 First Aid & Safety Supplies	640	640	640	640	640
2326 Uniforms	77,106	12,256	27,352	27,352	24,248
2344 Repair & Maint. Supplies					
2360 Books & Publications		810		750	
2361 Postage/Package Delivery					
2362 Employee Service Awards	500	500	500	500	500
2363 Computer Software/Hardware					
2410 Ins. Claims and Deductibles	18,137	16,984	16,577	17,240	16,568
<b>Total Materials &amp; Services</b>	<b>\$252,294</b>	<b>\$127,175</b>	<b>\$135,103</b>	<b>\$137,062</b>	<b>\$125,763</b>

# East County Law Enforcement: Five Year Line Item Budget

	Year 1 2006-07	Year 2 2007-08	Year 3 2008-09	Year 4 2009-10	Year 5 2010-11
<b>Internal Service Charges</b>					
1109 Pension Bonds	\$0	\$0	\$0	\$0	\$0
1127 Workers' Compensation	50,625	48,939	47,611	49,563	47,715
2904 Property Mgt Charge	16,495	15,447	15,076	15,679	15,068
2905 Civic Center Debt	0	0	0	0	0
2906 Vehicle Maintenance Charge	86,705	84,091	87,874	93,397	97,774
2907 Vehicle Fuel	22,494	23,169	21,876	22,532	21,099
2908 Equipment Rep. Charge	0	0	0	0	0
2912 Information Tech. Charge	81,793	76,596	74,759	77,749	74,719
2921 Liability Mgt Charge	22,173	20,764	20,266	21,076	20,255
2922 Legal Charge	38,452	36,009	35,145	36,551	35,126
2924 City Administration	114,639	107,355	104,780	108,970	104,723
2925 Financial Services	77,719	72,781	71,035	73,876	70,997
2927 General Support Services	23,783	22,272	21,738	22,607	21,726
<b>Total Internal Service Charges</b>	<b>\$484,253</b>	<b>\$458,484</b>	<b>\$452,549</b>	<b>\$472,437</b>	<b>\$461,487</b>

# East County Law Enforcement: Five Year Line Item Budget

	Year 1 2006-07	Year 2 2007-08	Year 3 2008-09	Year 4 2009-10	Year 5 2010-11
<b>Capital Outlay</b>					
3400 Equipment	\$5,200	\$0	\$0	\$0	\$0
3410 Office Equipment	8,560	0	0	0	0
3420 Motor Vehicles	120,000	0	66,000	0	0
3430 Communication Equipment	143,580	0	0	0	0
3470 Computer Equipment	34,000	0	0	0	0
<b>Total Capital Outlay</b>	<b>\$311,340</b>	<b>\$0</b>	<b>\$66,000</b>	<b>\$0</b>	<b>\$0</b>