



COUNTY ADMINISTRATOR
220 NORTH MAIN STREET, P.O. BOX 8645
ANN ARBOR, MICHIGAN 48107-8645
(734)996-3055
FAX (734)994-2592

TO: Al Robinson
Chair of Ways & Means Committee

FROM: Robert E. Guenzel
County Administrator

DATE: May 17, 2000

SUBJECT: Police Services Contract

BOARD ACTION REQUESTED:

It is requested that the Washtenaw County Board of Commissioners authorize the creation of a new methodology for contracting police services with the local jurisdictions.

BACKGROUND:

In 1985 the Sheriff's Department began contracting for police services under the current contracting formula. At that time the Sheriff contracted 37.5 positions. For the past several years the demand for contract deputies throughout the County has drastically risen. The Board of Commissioners decided to undertake a Police Services study and in July 1999 selected Northwestern University Traffic Institute to conduct the study.

The major objectives to be determined in the study by Northwestern was 1) Determine the "appropriate" level of road patrol; 2) Review the cost methodology for contract deputies. There were several key findings from the report:

- 1) Responsibility for police service delivery is not well defined
- 2) The mix of contract and non-contract policing is very confusing
- 3) Current costing methodology is inadequate
- 4) The Sheriff Department is understaffed

The recommendations forwarded by the NW Study concluded that the General Fund road patrol should be better defined and that contracting communities should be required to employ adequate numbers of deputies to meet standard performance requirements. Additionally, the report stated that the current method used for contract positions should be revised and gave three alternative models.

The Board of Commissioners received the report and then established four working committees to address the issue of police contracts. The Board also initiated and held several public hearings and working sessions to facilitate the discussion among the public and local jurisdictions surrounding the police service contracts.

DISCUSSION:

Starting in February 2000 the first public hearings was held in Northfield Township. Several other public hearings were held and the some of the ad hoc committees met with the Budget Department to work out several options.

After much deliberation and discussion among the Board members and Administration a proposal was compiled which states:

- The County will continue support of Police Services at a level of .5 mills (\$4,536,000 for 2000).
- County grants would cover 34% of the total reimbursement cost charged to jurisdictions.
- County grants will be available to jurisdictions up to the midpoint of PAM staffing levels. Above that level they would reimburse the full amount. If each jurisdiction does not contract for all of its available Police Service Units (PSU) the surplus will be put into a reserve and other jurisdictions can contract at the reduced rate until all PSU's are allocated.
- Jurisdictions would contract for reimbursement of Police Service Units (PSU). One PSU includes a deputy and all support costs.

The attachment to this cover memorandum gives a comparison of costs to jurisdictions under the current contract formula and the recommended formula for jurisdictions that currently contract. It also gives the costs for non-contracting jurisdictions to go to minimum.

The attachment to the resolution fully details the Police Services proposal. Please note that PSU figures are different from what was previously presented to the Board. During the earlier stages of this process the figures drawn from the Northwestern study included field supervision as well as deputies. The new figures provided have been adjusted to demonstrate that under the concept of contracting for PSUs the field supervision services are included.

IMPACT ON HUMAN RESOURCES:

No immediate impact on human resources. This method for contracting police services will begin in 2002 and any necessary positions will be added at that time.

IMPACT ON BUDGET:

No immediate impact on budget. This method for contracting police services will begin in 2002 and any modifications will be addressed in the 2002/2003 budget.

IMPACT ON INDIRECT COSTS:

IMPACT ON OTHER COUNTY DEPARTMENTS OR OUTSIDE AGENCIES:

This has been a collaboration between the Board of Commissioners, local jurisdictions, Administration and the Sheriff's Department. By dispersing the grant funds to the local jurisdictions for police services Washtenaw County is ensuring the safety and welfare in an efficient and effective manner to the residents of Washtenaw County.

CONFORMITY TO COUNTY POLICIES:

This process adheres to Guiding Principles 1) Ensuring long term fiscal stability for the County; 3) Enhancing customer service; and 7) Providing leadership on intragovernmental, intergovernmental and intersectoral cooperation and collaboration aimed at improving services to the citizens of Washtenaw County

ATTACHMENTS/APPENDICES:

Attached is the Police Services Proposal

**Proposed Police Services Reimbursement
Cost to Contract @ Current for Contracting Jurisdictions
and @ Minimum for Non Contracting Jurisdictions
based on 2000 costs**

		Cost to Contract at Current		
	Current Staffing Level	Current Cost with Mileage *	Cost After Grant	Decrease (Increase)
AA Twp	2.00	157,166	143,562	13,604
Augusta Twp	1.00	77,660	71,781	5,879
Dexter Twp	0.50	43,450	35,891	7,560
Dexter Village	4.50	339,755	323,015	16,741
Lodi Twp	1.00	80,202	71,781	8,421
Manchester Village	4.00	304,956	287,124	17,832
Scio Twp	4.50	343,606	323,015	20,592
Superior Twp	5.50	431,309	394,796	36,514
York	2.00	160,235	143,562	16,673
Ypsilanti Twp	44.00	3,369,977	3,158,364	211,613
		Cost to Contract at Minimum		
	Minimum Staffing Level	Cost After Grant		
Bridgewater Twp	0.50	35,891		
Freedom Twp	0.50	35,891		
Lima Twp	1.00	71,781		
Lyndon Twp	1.00	71,781		
Manchester Twp	1.00	71,781		
Salem Twp	2.00	143,562		
Saline Twp	0.50	35,891		
Sharon Twp	1.00	71,781		
Sylvan Twp	1.50	107,672		
Webster Twp	1.50	107,672		

* The current formula calls for direct billing for transportation costs. As an example Ypsilanti Twp. was billed for \$151,000 in 1999 for mileage. The 1999 mileage billings have been included for comparison

purposes.

A RESOLUTION RECOMMENDING THE CREATION OF A NEW METHODOLOGY FOR
CONTRACTING POLICE SERVICES

WASHTENAW COUNTY BOARD OF COMMISSIONERS

June 7, 2000

WHEREAS, the Washtenaw County Board of Commissioners has been committed to providing police services in an efficient and effective manner since 1985; and

WHEREAS, with Washtenaw County becoming more urbanized the demand for contract deputies throughout the County has drastically risen; and

WHEREAS, the Washtenaw County Board of Commissioners have a made a long term commitment to ensuring the adequate provision of the County jail, a mandated service; and

WHEREAS, it is requested that the Washtenaw County Board of Commissioners authorize the creation of a new methodology for contracting police services with the local jurisdictions; and

WHEREAS, it is necessary to create a new methodology for police service contracts to ensure fair and equitable compensation for services and to ensure the general safety, health and welfare of the citizens of Washtenaw County; and

WHEREAS, Guiding Principle #7 is, "Providing leadership on intragovernmental, intergovernmental and intersectoral cooperation and collaboration aimed at improving services to the citizens of Washtenaw County; and

WHEREAS, the Board of Commissioners wishes to make a long term commitment to fund County Police Services and is willing to commit .5 mills (\$4,536,000 for 2000); and

WHEREAS, it is the position of the Board of Commissioners that to receive the benefit of police services the local jurisdictions must share paying the responsibility for the service; and

WHEREAS, in July of 1999 the Board of Commissioners selected Northwestern University Traffic Institute to conduct a police services study which focused on determining the appropriate level of road patrol and review the cost methodology for contract deputies; and

WHEREAS, the findings from the report state that the responsibility for police service delivery is not well defined, the mix of contract/non contract policing is very confusing, the current cost methodology is inadequate and the Sheriff's Department is understaffed; and

WHEREAS, the recommendations forwarded by the NW Study concluded that the General Fund road patrol should be better defined and that contracting communities should be required to employ adequate numbers of deputies to meet standard performance requirements; and

WHEREAS, the NW report stated that the current method used for contract positions should be revised and gave three alternative models; and

WHEREAS, the Board of Commissioners established several ad hoc committees to investigate and address the issue of police service contracts; and

WHEREAS, to solicit public input and comment, the Board of Commissioners initiated and held several public hearings and working sessions throughout the County to facilitate the discussion surrounding police service contracts; and

WHEREAS, after much deliberation and discussion among Board members and Administration a proposal was constructed; and

WHEREAS, the County will disperse grants which will cover 34% of the total reimbursement cost charged to jurisdictions; County grants will be available to jurisdictions up to the midpoint of PAM staffing levels and anything above that level the contracting jurisdiction will reimburse the full amount; and jurisdictions will contract for Police Service Units.

WHEREAS, the new method of contracting for police services will start on January 1, 2002 and will coincide with the County's budget process; and

WHEREAS, should state this matter has been reviewed by Corporation Counsel, the Finance Department, Human Resources, the County Administrator's Office and the Ways & Means Committee

NOW THEREFORE BE IT RESOLVED that the Washtenaw County Board of Commissioners hereby authorizes that the new methodology for contracting police services be adopted and begin on January 1, 2002, as set forth in the attachment, which is made a part hereof.

BE IT FURTHER RESOLVED that the County Administrator is authorized to negotiate contracts beginning for the year 2002 and provision for those contracts be included in the 2002/2003 budget.

Washtenaw County Police Services Summary of approach to contracting for Police Services

The figures presented in this document are based on 2000 costs and will be revised on a biennial basis to coincide with the County's budget process.

Overview

- County would continue support of Police Services at a level of .5 mills (\$4,536,000 for 2000)
 - Administrative and program support of \$812,000
 - Allocation of County grants to contracting jurisdictions of \$3,724,000
- County grants would cover 34% of the total reimbursement cost charged to jurisdictions.
- County grants available to jurisdictions up to the midpoint of PAM staffing levels. Above that level they would reimburse the full amount, except as set forth on page 3.
- Jurisdictions would contract for reimbursement of Police Services Units (PSU). One PSU would include all support costs.

County Support of Police Services

- Police Services budget will receive .5 mills (\$4,536,000 for 2000) in General Fund support
 - \$177,000 in Department oversight costs
 - .5 Sheriff
 - .5 Under Sheriff
 - .5 Executive Lieutenant
 - .5 Administrative Assistant
 - \$635,000 for six special assignment positions
 - 2 LAWNET
 - 1 Gangs
 - 1 DARE
 - 2 Special Investigation
 - \$3,724,000 in County grant allocation to contracting jurisdictions
 - All other costs would be reimbursed by contracting jurisdictions.

- Grants not used by the jurisdictions will remain in a reserve and will be allocated by the Board of Commissioners to address needs (current or future) within the Sheriff's budgets.

Police Services Units

- Jurisdictions would not contract for Deputies but for Police Services Units (PSU). One PSU consists of
 - Deputy
 - Supervision (Sergeant, Lieutenant, Commander)
 - Investigation support
 - Clerical support
 - Dispatch services
 - Transportation costs
 - Non personnel support costs
- Because all personnel support costs are included, the authorization of support positions would be determined strictly by the number of PSUs contracted (see Exhibit A).

Reimbursement rate

- The reimbursement rate is based on Method 2 of the Northwestern study. This method included all support costs with an indirect cost rate of 88%.
- The rate for 2000 would be calculated as follows:

Direct cost for one Deputy position	\$57,989
Support costs (88%)	<u>\$51,030</u>
Total Reimbursement Cost	\$109,019
Less: Washtenaw County grant (34%)	<u>\$37,239</u>
Net reimbursement cost to jurisdiction	\$71,781

- Direct costs for one Deputy for 2000 would be calculated as follows:

Salary	\$39,749
Fringes @ 37%	\$14,707
Uniform	\$750
O/SP/H	\$2,782
Total	\$57,989

- In as much as local station requirements are not included in the PSU cost, it is understood that the provision of such facilities is the responsibility of the local jurisdiction to provide without cost to the County.
- The County grant would be available up to the midpoint of the minimum and ideal staffing levels identified in the Northwestern study (see Exhibit A). Above that level, full reimbursement would be charged.
- Minimum, ideal and midpoint staffing levels will be rounded up to the nearest .5 PSU.
- For the first four years, until the next PAM study is done, a total of 100 PSUs are available at midpoint (see Exhibit A). If each jurisdiction does not contract for all of its available PSUs they would be put into a reserve and other jurisdictions may contract at the reduced rate until all 100 PSUs were allocated. In addition those jurisdictions which current contract at levels above midpoint (Ypsilanti Township, Dexter Village and Manchester Village) will be “grand fathered” to contract at the reduced rate regardless of the number of positions in the pool.

Phase In

- Contracts for reimbursement under this proposal would begin 1/1/2002. This would provide jurisdictions time to levy additional millage if needed.
- Figures presented in this proposal are based on 2000 costs. Actual rates for 2002 will be supplied in June of 2001 based on 2002/2003 costs.
- Contracts would be for two year periods and coincide with the County’s budget process to enable planning for staffing levels. Jurisdictions must notify the County of how many positions they wish to contract for by July 1, 2001 in order to determine the pool of PSUs available. Contracts for 2002/2003 would need to be signed by August 1, 2001.
- Contract rates for each year will be provided at the beginning of the contract period based on budgeted increases in salary costs with the understanding that if actual wage adjustments vary from what is budgeted, contract rates will be adjusted retroactively.
- A new PAM calculation will be done every four years. At that time new midpoints and subsequent grant amounts would be calculated.
- ***Jurisdictions are encouraged to collaborate and share the cost and benefits of police services to better provide coverage for their citizens.***

	Minimum Staffing <u>Level</u>	Midpoint Staffing <u>Level</u>	Ideal Staffing <u>Level</u>
Deputies			
AA Twp	1.50	4.00	6.50
Augusta Twp	1.50	3.00	4.50
Dexter Twp	1.50	3.00	4.50
Dexter Village	1.00	1.50	2.50
Lodi Twp	1.50	2.50	4.00
Manchester Village	1.00	1.50	2.50
Scio Twp	5.00	6.50	8.50
Superior Twp	5.00	9.00	13.00
York	1.50	4.00	6.00
Ypsilanti Twp	28.00	39.50	50.50
Bridgewater Twp	0.50	2.00	3.50
Freedom Twp	0.50	2.00	3.50
Lima Twp	1.00	3.00	4.50
Lyndon Twp	1.00	2.50	4.00
Manchester Twp	1.00	2.50	4.00
Salem Twp	2.00	3.50	5.00
Saline Twp	0.50	2.00	3.50
Sharon Twp	1.00	2.50	4.00
Sylvan Twp	1.50	3.00	4.50
Webster Twp	1.50	2.50	4.00
Total General Fund Deputies	58.00	100.00	143.00
Support Positions			
Sergeant	9.01	15.53	22.21
Lieutenant	2.82	4.85	6.94
Investigation	5.07	8.74	12.50
Clerical	6.76	11.65	16.66
Dispatch	9.01	15.53	22.21
Total Support Positions	32.66	56.31	80.52