
POLICE

DEPARTMENT**MEMO**City and Borough of Sitka

To: City Administrator Jay Sweeney
From: Chief Sheldon Schmitt
Subject: 2014 Additional Funds- Department Needs
Date: July 1, 2013

Background:

The Police Department has undergone significant cuts during the previous five years, primarily due to economic reasons. The cuts have inhibited the Department's ability to complete its mission and provide services as in the past. A recent work session was held with the Assembly to discuss the staffing concerns. The Assembly voiced support to increase staffing at the Police Department if funds could be located or were available.

An additional, substantial source of revenue has been realized since the budget was constructed and since the meeting with the Assembly. The contract for the Community Jail has traditionally been underfunded, with the City lobbying for an increase via a legislative priority. This year the contract was adjusted to closer match our expenses. The increase is from \$419,450 to \$694,660, or an increase of \$275,210. The unfilled MSO half time position is another source of revenue. Funds from this position could be used more cost effectively to fill a part time Temporary Traffic Officer, as we have done in the past. These funds could be used to help with the Department staffing issues:

• Increase in Jail Contract	\$275,210
• Unfilled part time MSO position	\$63,340
Total	\$338,550

Analysis:

The additional revenue could be used to allow the Police Department to fund several areas of immediate need, as well as addressing the long term need to begin planning for a new facility. This is an opportunity to reestablish the Department's capacity to perform our basic functions, as well as planning for the future. Below are the recommended Department needs that could be addressed:

• Reinstatement a Patrol Officer position	\$91,700
• Reinstatement a Dispatch and Records Clerk position	\$68,500
• Partially fund facility planning study	\$75,000
• Reinstatement the Temporary Traffic Officer position	\$20,000
Total	\$255,200

Attached are the cover pages of the last two Community Jail Contracts and the CBS legislative Priorities for the Community Jail and the Justice Center.

Fiscal Note:

The changes requested can be funded with some room to spare from the funding sources listed. This would allow the Department to address the various needs but still allow for budget flexibility.

Recommendations:

I recommend we make the indicated changes at the PD, using the Jail Contract increase and unfilled MSO position as the primary funding sources.

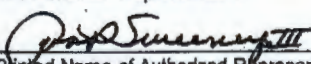
Cc:

STANDARD AGREEMENT FORM FOR PROFESSIONAL SERVICES

1. Agency Contract Number 2031011	2. ASPS Number	3. Financial Coding 20665500-15905-76900012-73076	4. Agency Assigned Encumbrance 2031011
5. Vendor Number CIS84599	6. Project/Case Number Community Jail: Sitka		7. Alaska Business License Number not applicable
This contract is between the State of Alaska,			
8. Department of Corrections		Division Probation and Parole	hereafter the State, and
9. Contractor City of Sitka, Police Department			hereafter the Contractor
Mailing Address	Street or P.O. Box	City	State ZIP+4
304 Lake Street		Sitka	AK 99835
10. ARTICLE 1. Appendices: Appendices referred to in this contract and attached to it are considered part of it.			
ARTICLE 2. Performance of Service: 2.1 Appendix A (General Provisions), Articles 1 through 14, governs the performance of services under this contract. 2.2 Appendix B sets forth the liability and insurance provisions of this contract. See Appendix C for indemnity and insurance related language. 2.3 Appendix C sets forth the services to be performed by the contractor.			
ARTICLE 3. Period of Performance: The period of performance for this contract begins <u>July 1, 2012</u> , and ends <u>June 30, 2013</u> .			
ARTICLE 4. Considerations:			
4.1 In full consideration of the contractor's performance under this contract, the State shall pay the contractor a sum not to exceed <u>\$ 419,450.00</u> in accordance with the provisions of Appendix D.			
4.2 When billing the State, the contractor shall refer to the Authority Number or the Agency Contract Number and send the billing to:			
11. Department of Corrections		Attention: Division of Administrative Services; Accounting	
Mailing Address PO Box 112000, Juneau, AK 99811-2000		Attention: Devra Hayes (ph. 907-465-3478)	
12. CONTRACTOR		14. CERTIFICATION: I certify that the facts herein and on supporting documents are correct, that this voucher constitutes a legal charge against funds and appropriations cited, that sufficient funds are encumbered to pay this obligation, or that there is a sufficient balance in the appropriation cited to cover this obligation. I am aware that to knowingly make or allow false entries or alterations on a public record, or knowingly destroy, mutilate, suppress, conceal, remove or otherwise impair the verity, legibility or availability of a public record constitutes tampering with public records punishable under AS 11.56.815-.820. Other disciplinary action may be taken up to and including dismissal.	
Name of Firm City of Sitka			
Signature of Authorized Representative	Date		
Typed or Printed Name of Authorized Representative James Dinley			
Title City Administrator (ph. 907-747-3349; fax 907-747-1075)			
13. CONTRACTING AGENCY		Signature of Head of Contracting Agency or Designee	Date
Department/Division Corrections / Probation & Parole	Date		
Signature of Project Director		Typed or Printed Name John Schauwecker CPPB, C.P.M	
Typed or Printed Name of Project Director Ron Taylor		Title Procurement Manager	
Title Director, Probation & Parole (ph. 907-269-7367)		Dept. of Corrections Juneau Procurement Section	

NOTICE: This contract has no effect until signed by the head of contracting agency or designee.

STANDARD AGREEMENT FORM FOR PROFESSIONAL SERVICES

1. Agency Contract Number 2041011	2. ASPS Number	3. Financial Coding 20865500-15905-78900012-73078	4. Agency Assigned Encumbrance
5. Vendor Number CIS84599	6. Project/Case Number Regional and Community Jail: Sitka		7. Alaska Business License Number not applicable
This contract is between the State of Alaska,			
8. Department of Corrections		Division Probation and Parole	hereafter the State, and
9. Contractor City of Sitka, Police Department		hereafter the Contractor	
Mailing Address 304 Lake Street	Street or P.O. Box	City Sitka	State AK ZIP+4 99835
<p>10. ARTICLE 1. Appendices: Appendices referred to in this contract and attached to it are considered part of it.</p> <p>ARTICLE 2. Performance of Service:</p> <p>2.1 Appendix A (General Provisions), Articles 1 through 14, governs the performance of services under this contract.</p> <p>2.2 Appendix C sets forth the services, liability and insurance provision of this contract to be performed by the contractor.</p> <p>ARTICLE 3. Period of Performance: The period of performance for this contract begins <u>July 1, 2013</u>, and ends <u>June 30, 2018</u>.</p> <p>ARTICLE 4. Considerations:</p> <p>4.1 In full consideration of the contractor's performance under this contract, the State shall pay the contractor a sum not to exceed \$694,660.00 in accordance with the provisions of Appendix D.</p> <p>4.2 When billing the State, the contractor shall refer to the Authority Number or the Agency Contract Number and send the billing to:</p>			
11. Department of Corrections		Attention: Division of Administrative Services, Accounting	
Mailing Address PO Box 112000, Juneau, AK 99811-2000		Attention: Devra Hayes (ph. 907-465-3478)	
<p>12. CONTRACTOR</p> <p>Name of Firm City of Sitka</p> <p>Signature of Authorized Representative  Date 12 June 13</p> <p>Typed or Printed Name of Authorized Representative James Dinley Jay Sweeney</p> <p>Title City Administrator (ph. 907-747-3349; fax 907-747-1075)</p>		<p>14. CERTIFICATION: I certify that the facts herein and on supporting documents are correct, that this voucher constitutes a legal charge against funds and appropriations cited, that sufficient funds are encumbered to pay this obligation, or that there is a sufficient balance in the appropriation cited to cover this obligation. I am aware that to knowingly make or allow false entries or alterations on a public record, or knowingly destroy, mutilate, suppress, conceal, remove or otherwise impair the verity, legibility or availability of a public record constitutes tampering with public records punishable under AS 11.56.815-.820. Other disciplinary action may be taken up to and including dismissal.</p>	
<p>13. CONTRACTING AGENCY</p> <p>Department/Division Corrections / Probation and Parole</p> <p>Signature of Project Director</p>		Signature of Head of Contracting Agency or Designee	Date
<p>Typed or Printed Name of Project Director Carrie Belden</p> <p>Title Procurement Manager CPPB, C.P.M.</p>		<p>Typed or Printed Name John Schauwecker</p> <p>Title Dept. of Corrections Juneau Procurement Officer (907-465-3399)</p>	
<p>Title Director, Probation and Parole (ph. 907-269-7367)</p>			

NOTICE: This contract has no effect until signed by the head of contracting agency or designee.

FY 2014 CBS REQUEST FOR STATE FUNDING FOR STATE FACILITIES

Project Title: COMPENSATION FOR STATE SERVICES AT SITKA JAIL FACILITIES

More than 80 percent of the inmates held in the Sitka Jail Facility are held on State charges. By law, the State is responsible for caring for persons charged under State law. The City and Borough of Sitka is willing to provide a professional, cost-effective service to house and care for the State's prisoners in Sitka, but the State must reimburse the Municipality for these services. Each year, CBS pays more to manage the Community Jail Contract than the State will compensate. Costs for personnel, food services, and laundry services have all risen sharply. In FY 2012, Sitka's contract cost City and Borough of Sitka more than \$504,000 to provide State jail services, but the State only provided \$419,450, the same amount as in FY 2009, 2010, and 2011. CBS requests the jail contract be increased by \$84,550 to fully fund providing these State services.

The community jails program administered by the Department of Corrections (DOC) provides funding to 15 communities, including Sitka, for the short-term confinement of persons detained under State law. A Division of Legislative Audit 2007 Community Jails Program audit concluded "Most communities report that state funding is still insufficient to cover operating costs; the extent of the funding shortfall varies substantially between communities; the current funding process does not require reporting or review of actual local jail operating expenditures; and reimbursement for jail operating costs are not related to actual local operating costs...The current allocation of funding for the community jail program is based on decades-old financial information, resulting in an unequal distribution of funding to communities operating jails. DOC should develop allowable standardized costs for jail operations."

In the last two years, DOC has been gathering more accurate information but has not yet updated its reimbursement formula. The outside study conducted by Maximus in 2008 reflected a total cost of \$727,787 to operate the Sitka Community Jail. Sitka Police Department officers are an intricate part of the movement of adult prisoners back and forth between Lemon Creek Correctional Center and the Sitka Jail Facility. The officers also assist the Division of Juvenile Justice with the movement of juvenile offenders between Juneau and Sitka. The Sitka Police Department is not reimbursed the manpower costs of these transports. The State is requested to fully fund the Community Jail Contract.

Non-Criminal Detoxification (Title 47) has great liability and is staff intensive because of the frequent checks required. In FY2010, the Sitka Jail took 202 people into protective custody under Title 47 but received no reimbursement from the State. The State does receive revenues from State excise tax on alcohol. CBS requests a portion of these funds be passed on to CBS, which provides frequent services to those incapacitated by alcohol, to help defray the direct costs associated with their care, through the Community Jail Contract.

Juveniles: Under the Juvenile Detention Protective Act (JDPA), adult jails may not house juveniles. The Sitka Police Department has worked well with the State Office of Children's Services, Division of Juvenile Justice and the Court to provide secure housing for juveniles but has borne the cost and liability of this housing without reimbursement. The lack of an appropriate lock-down facility in Sitka for "at risk" juveniles creates a serious problem for the Department as well as the community. The City and Borough of Sitka requests the State Office of Children's Services provide funding for alternative secure housing for "at risk" juveniles, to include appropriate "lock down" quarters, as part of the Community Jail Contract.

The State needs to pay its share of Sitka jail, detoxification, and juvenile services costs now constituting an unfunded mandate burden for State services borne by the Sitka Police Department.

FY 2014 CBS REQUEST FOR STATE FUNDING FOR STATE FACILITIES

Project Title: CO-FUNDING FOR CITY/STATE/TRIBAL JUSTICE CENTER PLANNING STUDY

Total Project Cost:	\$ 150,000 (100%)
Funding Already Secured (CBS):	\$ 75,000 (50%)
FY 2014 State Funding Request:	\$ 75,000 (50%)
City and Borough of Sitka Federal Tax ID Number:	92-0041163

The City and Borough of Sitka requests that the State of Alaska partner with CBS to fund a planning study in the amount of \$75,000 each to develop a concept plan for a new facility co-locating State, CBS and Tribal justice-related services in Sitka.

State and Municipal justice facilities in Sitka are antiquated and inadequate to serve current needs. Most are housed in the nearly 40 year-old State/City Building. The City and Borough of Sitka and Sitka Tribe of Alaska are collaborating with other key stakeholders, including State agencies, to plan a "one stop shopping center" housing a broad range of justice-related services. The new facility could potentially house the offices of Sitka Police Department and Community Jail and Sitka Tribe of Alaska Social Services, plus several State facilities: Alaska Assistant District Attorney, Alaska Children's Services, Alaska Department of Corrections/Division of Probation and Parole, Alaska Division of Juvenile Justice, and Alaska District Court, none of which have adequate or secure facilities.

The City/State Office building is old and in need of replacement. In addition to the Police Department, it also houses a number of State offices. The Police Department has long since outgrown its space. Many of the jail supplies are kept at offsite rented storage facilities. The Jail Facility is never going to be able to hold inmates longer than the current 10-day maximum without a new facility. Also the Department is currently involved in the Electronic Monitoring Program. The State of Alaska is requested to partner with CBS to improve the Sitka Community Jail and other services by sharing planning and design costs for a new City/State/Tribal Justice Center.

This Planning Study will result in a concept plan, including cost estimates, feasibility and concept design. The new multi-use State/City facility could include a new larger and longer-term Community Jail to ease the overall stress on the Department of Corrections Lemon Creek Facility in Juneau. It may also be possible to initiate and implement an electronic monitoring program for the region.