

Request for Proposals

Village of Dryden Police Reduction or Dissolution Study

The Village of Dryden, located in Tompkins County, is seeking proposals from qualified individuals or firms to prepare a comprehensive study of reducing or dissolving the Village Police Department. The project will consist of data collection and assessment of the Village of Dryden Police Department, an analysis of restructuring and consolidation options, and development of an implementation plan (hereinafter the "Study").

In March 2012, the Village of Dryden submitted an application to the Local Government Efficiency grant program to prepare the Study. The goal of the Study is to reduce the property tax burden while providing for an adequate level of municipal services. The Village was awarded \$25,000 from the State in order to complete this project. The proposed program work plan with New York State is attached (Attachment A).

The selected consultant (hereinafter the "Consultant") will have demonstrated experience in police studies, preferably within New York State; success in implementing a public participation strategy, including meetings/hearings and distribution of information via the Internet; and experience with providing high-quality deliverables in a timely manner. The successful individual or firm is expected to meet with the committee at least once per month at designated times until substantial completion of the project. The Consultant may propose alternative arrangements for physical meetings in order to reduce costs, such as conference call or webinar, however the committee will meet in person with the Consultant no less than every other month.

The Consultant is expected to prepare and print all data, including documents, maps, charts, and other necessary items and include such additional charges in proposal. All proposals must include a list of project tasks and may include recommended alternatives to the attached program work plan; a project time line detailing all activities from selection of consultant to substantial completion; resumes of staff assigned to the project; and a cost proposal. The Consultant must include an overview of qualifications and previous experience, including pertinent references, with the proposal.

Five (5) hard copies and one (1) electronic copy (PDF) of the proposal must be submitted in a sealed envelope by September 12, 2013 at 3:00 PM EST to:

Debra Marrotte, Clerk/Treasurer
Village of Dryden
P.O. Box 820
16 South Street
Dryden, NY 13053

APPENDIX A: PROGRAM WORK PLAN

Proposed Project, Location, Issues, and Goals & Objectives

Proposed Project

The project is a feasibility study (“Study”) to determine options for reducing the cost of police services in the Village of Dryden including but not limited to reducing services, dissolving the department, and contracting with the County Sherriff’s Office.

Location

The village of Dryden is located in Tompkins County on the outskirts of the City of Ithaca in central New York’s Finger Lakes Region.

Issues

- Taxes in the Village have increased more than 5% annually for the past 5 years;
- The police department budget makes up a sizeable amount of the village budget as well as the tax levy;
- High taxes in the region are an impediment to economic growth;
- The population of “low to moderate” income level and elderly is on the rise;
- The Village has diminished income from the dissolution of the village court;
- The town does not contract with the village for police services;
- The Village of Freeville no longer contracts with the village for police services; and
- The Tompkins Cortland Community College has armed its security force and is no longer in need of the village department other than for back up.

Goals and Objectives

The goal of the Study is to balance the need to reduce local property taxes while maintaining the Village’s quality of life. The objective is to present options, including status quo, reduction and dissolution, which will allow the Village Board to determine how best to provide police services.

Project Components

Task 1: Project Initiation

Description: The Consultant will attend a kickoff meeting with the Steering Committee to review and refine the scope of work. The meeting will allow the Consultant to become acquainted with the key stakeholders in the project and offer an opportunity to clarify logistical matters such as communication protocols, identifying a communication liaison, and refining an overall project timeline.

Schedule: Months 1 – 2

Deliverables: Final contract between Consultant and Village of Dryden

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Task 2: Data Collection and Assessment

Description: The Consultant will conduct a baseline review of the existing operations and administration of the Village Police Department and the Tompkins County Sheriff's Office through interviews and gathering documentation. The interviews and data requests will seek to gain quantitative and qualitative information documenting "what exists" for police services in the Village and County. This will include but not be limited to:

- i) Review of budget documents for both departments for last 3 years;
- ii) Capital expenses for last 5 to 10 years;
- iii) Tax rates;
- iv) Listing of staff with credentials and rank;
- v) Current operational plans, union contracts and personnel policies;
- vi) List of retirees with associated post-employment benefit costs (if costs assigned to department);
- vii) Existing mutual aid plans, disaster plans and any contracts for services;
- viii) Data for police calls for prior 24 months with location, time of day, type of call, disposition, dispatch call typing, actual call type, and prisoners;
- ix) Data regarding crime including Part I and Part 2 Offenses, clearance rate, confession rates, officer complaints and arrests;
- x) Training completed in last 24 months and planned for next 12 months;
- xi) Facility schematics with detailed descriptions of space utilization;
- xii) Copy of Field Training Manuals; and
- xiii) Inventory of equipment including list of equipment issued to police officers and all rolling stock.

Schedule: Months 2 – 7

Deliverables: Summary of findings

Task 3: Analysis of Restructuring and Consolidation Options

Description: The Consultant will review options on a continuum of service changes and cost savings impact, including the status quo, reducing services, and dissolution of the Village Police Department. Other options that may be considered include enhanced coverage within the Village by the Sheriff's Office on a contractual basis.

Schedule: Months 7 – 9

Deliverables: Draft report on options analysis

Task 4: Recommendations and Implementation Planning

Description: The Consultant will complete an implementation plan to be shared first with members of the Steering Committee for a detailed review and to identify any areas needing revision. A revised, complete plan will be presented to the impacted organizations and to the

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public. The completed implementation plan will identify potential cost savings and a proposed methodology of the fiscal relationship between municipalities. An analysis of the probable impacts on the delivery of services will be included as part of the report.

Schedule: Month 10

Deliverables: Implementation plan and draft final report

Task 5: Final Report

Description: The Consultant will complete a final report designed to map out a pathway toward the most desirable outcome for the community, as identified collaboratively by the Steering Committee and other stakeholders in the Village. It will contain specific actions that will have been identified during the process by members of the impacted organizations, elected officials and citizens. The final report will be presented to the Village Board and the Public Safety and Criminal Justice Sub-Committee of the County Legislature.

Schedule: Month 11

Deliverables: Final report

Other:

All documents created must specify the following "This (document, report, map, etc.) was prepared with funds provided by the New York State Department of State under the Local Government Efficiency Grant Program, Contract No. C1000076.