



FILE COPY

December 22, 1991

Dear Citizens to Retain North Precinct member,

Different members have missed one or more meetings lately and much has been happening on our proposal. So this is intended to bring you all up to date.

Thanks to Larry Hollibaugh, Darrel Fransen, Doug Ray, Bonita Adland, Buzz and Tom Stubblefield and Bob Levitson we finished reviewing city consultant Richard Brainard's draft proposal. The final meeting with Brainard we evaluated his 7 options and explained our opposition to 6 of them. His option # 1 was basically our proposal and we approved of that one.

Simultaneously Bonita, Larry, Darrel and I have been working on a draft of our proposal. Larry's first draft is included. Please review it carefully and call him with any questions or suggestions for improvement.

Also included is a copy of the final draft of Brainard's (for those who did not attend the meeting last Thursday) and a copy of his final answers to the questions we promised to provide Chief Potter. As you can see, even with the help of Assistant Chief Dave Williams, Capt. Moose and mayor's assistant Dave Kish, Mr. Brainard still has not been able to answer many of our questions.

Thanks to Tom Stubblefield and Bob Leviton we soon will have letters of support for our proposal from St. Johns Boosters and Kiwanis. Tom and I gave a short presentation at Peninsula Neighbors last week and they are preparing a similar letter of support. When I met with King Neighborhood Association the previous week that board voted to give us their support in the form of a letter. Doug and Sharon Ray were very helpful in that effort.

Pam Arden put a piece in the "Between the Rivers" paper about our efforts, and the "St. Johns Review" is planning a large item in conjunction with an upcoming event. That event, a press conference, has been scheduled for 10 a.m., December 30 at the VIP Lounge, Chiles Center at the University of Portland. During the press conference several of us will present a summary of our proposal, Larry Hollibaugh will explain his concept for new precinct boundaries and we will answer questions.

Larry has arranged for us to wear and distribute buttons with the words WIN-WIN, North and Northeast Precincts on them. We will present them to media at the press conference and to City Council members when we deliver their copies of our proposal.

We you to help in one or more of the following ways:
Attend the press conference December 30

Deliver copies of our proposal to City Council members December 30

Attend the City Council meeting (it will be no earlier than

January 7 and no later than the following week--we'll notify you as soon as we get final word).

Contribute \$5 to help defray costs of copying, mailing and manufacturing buttons.

Please call me if you have any questions, and please volunteer to help as much as you can. In just two weeks we may achieve our goal. Even if we do not I will feel we have done our best, not just for our needs on the Peninsula but for all of Portland.

I look forward to hearing from you,

Sincerely,
Clarice White

Working Draft

Date: December 19, 1991
By: Citizens to Retain North Precinct
Subject: Proposed plan for continued use of St. Johns City Hall

Citizens to Retain North Precinct represents several thousand persons living in North Portland who have requested a strong, 24-hour, uniformed police presence in the St. Johns City Hall. We believe the only option that satisfies this desire is to continue to use this building as a police precinct headquarters.

Understanding that there is an overcrowding problem in the current North Precinct headquarters, and a need to address other City-wide issues such as the serious crime problem in Inner Northeast Portland and the significant growth of East Portland, CRNP has proposed what we believe is a win-win opportunity for everyone involved.

The proposal by CRNP is to reduce the size of North and East Precincts, and use the facility at MLK as the headquarters for a new, fourth precinct. Attached is a map that shows the new precinct boundaries we are recommending. We believe these boundaries are reasonable and logical, since the freeway system creates an obvious physical barrier between neighborhoods.

Manpower for a new Northeast Precinct would primarily come from redistributing existing police personnel. We believe the only new positions necessary in establishing a fourth precinct would be the command structure (one captain and three lieutenants) and four clerical assistants.

The following table shows the current staffing levels in North and East Precincts, based on information provided by the Police Bureau and City officials. It then shows our estimates of how that personnel would be distributed among three precincts, based on the current number of patrol districts in each geographic area.

PRECINCT	Captains	Lieutenants	Sergeants	Officers	Clerks	Total
Current:						
North	1	3	13	129	4	150
East	1	3	14	136	6	160
	-	-	--	---	--	---
Current personnel	2	6	27	265	10	310
Proposed:						
North	1	3	5	48	4	61
East	1	3	11	104	5	125
Northeast	1	3	11	113	5	132
	-	-	--	---	--	---
Proposed personnel	3	9	27	265	14	318

The City has expressed an intent to hire several new officers, but the cost of this expansion is unrelated to the cost of establishing a new, fourth precinct. It is important, however, to note that the establishment of a fourth precinct does provide more room for expansion.

Estimated Annual Costs

According to the Police Bureau, each precinct needs a captain and three lieutenants. There are currently four clerical assistants assigned to North Precinct. All of the sergeants and patrol officers for the new precinct should come from redistributing the existing North Precinct staff. The number of sergeants in a precinct is based on the number of officers, and this proposal does not include adding officers. Therefore, we believe the following is the minimum new personnel that will be required in order to staff a fourth precinct.

1 Captain	\$ 92,424.00
3 Lieutenants (\$81,208 ea.)	\$243,624.00
4 Clerical Assistants (\$34,603 ea.)	\$138,412.00

Total estimated annual manpower costs:	\$474,460.00
Operation and Maintenance (average over last five years)	\$ 62,471.00

Total annual cost of fourth precinct:	\$536,931.00

In addition, there will probably need to be some funds allocated in the near term for capital improvements. Bear in mind, though, the St. Johns City Hall is currently serving as a precinct headquarters. By reducing the personnel to less than one half its current level, it should be able to continue to serve "adequately" as a precinct headquarters without the level of remodeling that would be considered "optimum" or "ideal."

The extent of remodeling to be authorized should be considered separately from the issue of the viability of using the St. Johns facility as a precinct headquarters, except for those immediate capital improvements required to solve building code deficiencies.

We have been told that there are federal loan funds available through the Department of Housing and Urban Development to rehabilitate facilities in North and Northeast Portland. We believe some of these funds should be targeted at the St. Johns City Hall.

Immediate capital improvements required:	\$40,000.00
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In light of the commitments by Mayor Bud Clark and Chief Tom Potter to maintain a "visible and effective" police presence in the St. Johns City Hall, we should also consider the cost of the alternative services being proposed and deduct those costs from the annual cost of the new precinct in order to evaluate the net cost of this proposal. The Police Multiservice Center is really the only other viable alternative that has been proposed. It would incur the same operation and maintenance expenses, and the same remodeling, but require less new manpower.

CRNP estimated annual manpower costs	\$474,460.00
Estimated new manpower for Police Multiservice Center	- \$231,307.00

Net cost of fourth precinct:	\$243,153.00

Advantages

The proposal by CRNP uses the existing police manpower and an existing precinct headquarters, in combination with the new facility at MLK and an additional eight personnel, to create a new, fourth precinct. This proposal presents a minimal cost to the City, and provides a number of significant benefits:

- Retains the current strong, 24-hour uniformed police presence in the St. Johns City Hall and vicinity.
- Utilizes an existing, City-owned facility, in an excellent location to serve the Peninsula as well as areas west of St. Johns Bridge.
- Reduces North Precinct to a size much closer to the "optimum" size of 100 personnel, with room for expansion.
- Reduces the size of East Precinct, allowing for better efficiency and future growth.
- Reduces the time officers spend getting to and from their patrol districts, maximizing their patrol time.
- Is consistent with the philosophy of community policing.
- Maintains historic continuity between the Peninsula neighborhoods and the City.

The St. Johns City Hall is ideally located at the hub of the major traffic routes on the Peninsula, with easy access across St. Johns Bridge to I-405 via Highway 30. If the City becomes responsible for serving the northwest corner of Multnomah County, including Sauvie Island, this area is also easily reached from across the St. Johns Bridge.

The City has been looking for some time for a suitable location for a new precinct in outer East Portland. That option is significantly more expensive than our proposal at this time, since a new facility would need to be purchased or leased. Note, however, in looking at the map showing our proposed new precinct boundaries, Portland actually divides up nicely into five precincts, with I-205 as an obvious west boundary of the fifth precinct. We mention this in the spirit of long range planning, since the new East and Northeast Precincts in our proposal, though smaller than the current North and East Precincts, are still larger than the "optimum" size of 100 personnel.

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Other Options

As much as we recognize that a Police Multiservice Center provides some benefits to the community of St. Johns, we believe this option ignores the needs of the rest of the City, passes up an opportunity to use an existing facility to achieve some real progress, and offers significantly less than the strong 24-hour police presence we are asking for. A downsized full precinct provides benefits for the whole city and is really the only sensible way to make good on Mayor Clark's promise to the residents of the Peninsula, and on Chief Potter's program of community policing.

As for the other options that have been proposed; the community contact office, the traffic division, the operation support unit, and the training division; CRNP refuses to take them seriously. There is nothing in any of these proposals that offers any direct benefits to the people on the Peninsula. None of these proposals provide any viable uniformed police presence.

Summary

The plan we are proposing has been endorsed by several neighborhood and business associations, including King Neighborhood, where the MLK facility is located. Attached are copies of those letters of endorsement. We respectfully request that the City Council approve the formation of a new, Northeast Precinct, headquartered in the MLK facility. This is surely Portland's best, least expensive alternative to the overcrowding problems that now exist and can only get worse in the future.

RICHARD BRAINARD PLANNING & URBAN DESIGN

813 S.W. ALDER STREET
PORTLAND, OREGON 97205
TELEPHONE 503/243-2652

16 December 1991

TRANSMITTAL

Attached is the final report of "Options for Continued Police Use of St. Johns City Hall." If there are any inaccuracies or changes which should be made, please contact me at 243-2652.

It is anticipated that this report will be placed on the City Council Calendar, as instructed in the Council resolution of 16 October 1991, for presentation during the week of January 6, 1992.

A suggested presentation format at the City Council hearing is:

- a. Presentation of "Options for Continued Police Use of St. Johns City Hall."
- b. Police Bureau discussion as to how each option fits into their current master plan and presentation of a recommended option.
- c. CRNP presentation.
- d. Council discussion.


Richard D. Brainard

RDB:gr

Attachment

Clarice White for CRNP
Tom Potter, Chief of Police
Dave Williams, Asst. Police Chief
Charles Moose, Capt., North Precinct
David Kish, Asst. to the Mayor
Dale Bushnell, Project Mgr., BGS

OPTIONS FOR CONTINUED
POLICE USE OF
ST. JOHNS CITY HALL

Richard Brainard Planning
& Urban Design

December 16, 1991

OPTIONS FOR CONTINUED POLICE USE OF ST. JOHNS CITY HALL

Portland City Council, on 16 October 1991, adopted a resolution to establish a new Police Bureau precinct headquarters at NE Killingsworth Street and Martin Luther King Blvd. The resolution also identifies a number of options for a continuing police presence at St. Johns City Hall (existing North Precinct Headquarters). These options range from retaining a downsized police precinct headquarters, a police multi-service center, or minimal police presence, to the transfer of another Police Bureau division to the facility.

This report evaluates each of the options identified. Each option is described as to activities included and hours of operation. Police Bureau manpower and optimal space needs are identified. Comparable estimated costs for new police manpower, capital renovation, and operation and maintenance are also included.

The advantages and disadvantages of each option are described. This analysis attempts to be logical and evenhanded. There may, however, be additional advantages and disadvantages or other non-identified issues that individual parties may wish to have considered.

Some of the options may be more appropriate for location at St. Johns City Hall than others. Three important issues to be considered in reviewing the options for continued Police Bureau use of the facility are:

1. Given optimum operating size for a Police Bureau precinct headquarters, is it appropriate to have a downsized precinct operating from St. Johns City Hall with a new full size precinct facility at Walnut Park (i.e., is it cost effective and manpower efficient)?
2. Is it cost effective and manpower efficient to relocate one of the other identified police units or divisions to St. Johns City Hall from a current location?
3. Assuming St. Johns City Hall will remain in city ownership (it will require substantial improvements and operation and maintenance over the years) what is appropriate use of the facility (Other city bureaus use and lease or sale of the building for non-city use has not been considered in this report).

The purpose of this report is to provide the necessary information and analysis of each option in order that City Council can make an informed decision regarding these issues.

OPTION 1: DOWNSIZED FULL POLICE PRECINCT

Activities

Hours of operation: 24 hours per day times seven days per week.

The precinct functions as a home base where the patrol officer reports to work, stores equipment and uniforms, prepares for patrol, is informed about assignments, events and special reports, and signs out all necessary equipment (radio/vehicle/shotgun/etc.).

Patrol officers routinely report back to the precinct during their shift upon making an arrest, to receive special assignments, and to resupply equipment and obtain certain resource materials. The patrol officer also returns to the precinct at the conclusion of the shift to turn in all reports for review, meet with the supervisor if necessary and sign out for the day.

One precinct captain manages day to day administrative functions, public relations, and operations. Operations are handled through one on-duty lieutenant per shift. Each lieutenant can manage from four to six on-duty sergeants. Each sergeant may manage up to 10 on-duty personnel.

Estimated Police Bureau Manpower

1 Captain	
3 Lieutenants	
6-8 Sergeants	for three shifts
40-50 Officers	
6 Clerical Assistants	

Source: Police Bureau

Optimal (Adequate) Space Needs

Administration Area	1,800 s.f.
Prisoner Area	900
Sergeant-Officer Area	5,200
Equipment-Service-Circulation	<u>2,500</u>
Total	10,400 s.f.

Source: Extrapolation of numbers from 1990 City of Portland Eastside Facilities Needs Assessment

The existing building contains 9,000 s.f. including the second floor museum area and the basement (3,000 s.q. per floor).

Parking for 60 vehicles is needed along with a fuel pump area. Current off-street parking is provided for up to 35 police cars on the lot across the street when stacked in the aisles. Some police

cars and all private vehicles use on-street parking in the vicinity.

Estimated Costs

1. Annual Police Manpower (in 91-92 f.y. dollars)

a. New Positions

1 Captain	\$ 92,424
3 Lieutenants (81,208 ea.)	243,624
3 Sergeants (73,323 ea.)	219,969
6 Clerical Assistants (34,603 ea.)	<u>207,618</u>

Total

\$ 763,635

* In addition, there will be capital and operating costs for automobiles and equipment.

Source: Police Bureau Management Support Division.
Numbers will vary slightly depending on fringe packages and salary ranges.

b. Probable transfer of positions from new Walnut Park precinct headquarters.

3 to 5 Sergeants
40 to 50 Officers

2. Capital Renovation (in 1991 dollars)

a. Immediate capital improvements required (code deficiencies, handicapped access, elevator, public restroom). \$ 40,000

Source: Barrentine Bates Lee Architects

b. Remodeling estimate (interview room, additional lockers, showers and toilets, additional administrative area, and an officer report writing area). \$40,000 to \$60,000

c. Future major building improvements needed over next six years. \$114,000

Source: Barrentine Bates Lee Architects

d. Add 8 to 10 percent annually for inflation and for replacement/improvement of unforeseen items.

3. Annual Operation and Maintenance (in 90-91 f.y. dollars)

Actual 1990-91 fiscal year	\$61,780
Average over last five years	\$62,471
Highest year (1989-90)	\$85,020
Add 6 to 8 percent annually for inflation	

Source: Bureau of General Services

OPTION 1: DOWNSIZED FULL POLICE PRECINCT

Advantages

- Continues to provide a large police presence in the vicinity of the precinct headquarters with the attendant community perception of safety and security on the peninsula.
- Maintains short on-duty travel time between precinct headquarters and patrol districts located in the north and northwest areas of the precinct (patrol districts 521, 522, and 531).
- Provides a smaller, more manageable precinct headquarters.
- Maintains a positive community policing impact.
- A smaller precinct and precinct headquarters enhances community policing impact--from the viewpoint of CRNP.

Disadvantages

- Requires an additional police administrative and command manpower group.
- Requires an additional \$763,635 annually (in 91-92 f.y. dollars) in police manpower costs.
- Creates a precinct that is smaller in size and manpower than is considered optimum from a police efficiency standpoint.
- Requires significant improvement and remodeling to continue to adequately serve as a precinct headquarters. In addition to building improvements, the headquarters needs an interview room, additional locker area, showers and toilets, additional administrative area, and an officer report writing area.

Other advantages and disadvantages are identified under Optimum Location for a North Peninsula Precinct Headquarters.

Optimum Location for a North Peninsula Precinct Headquarters

A downsized North Precinct is proposed to serve the north peninsula area from I-5 westward, portions of the northwest industrial area and Forest Park, plus provide potential future service to the unincorporated county area, including Sauvie Island, north to the Columbia County line. A precinct headquarters for this area should meet the following optimal location criteria.

- Near the population center of the precinct.
- Near the geographic center of the precinct.
- Near direct arterial access to all areas of the precinct.
- Near the area(s) of highest crime incidence.
- Easily accessible to the general public.

St. Johns City Hall is not close to the population center of a downsized North Precinct. A more central location would likely be along North Lombard Street between Portsmouth Avenue and Columbia Park.

St. Johns City Hall is near the geographic center of the precinct (including Rivergate and Forest Park). If Sauvie Island and other unincorporated county area is included in the future, the geographic center of the precinct will shift to a westside location along St. Helens Road north of the St. Johns Bridge. Because these unincorporated areas are sparsely populated, a future westside location is inappropriate.

St. Johns City Hall is close to direct arterial access to all areas of the precinct. However, transit time to Overlook and Arbor Lodge neighborhoods is not optimum. Transit time to these neighborhoods would be much better from the new Walnut Park Precinct Headquarters. Also, access is poor from the St. Johns City Hall to the freeway system for emergency assistance in other parts of the city. The St. Johns precinct headquarters is isolated from the rest of the city by the river and the BN railroad cut.

St. Johns City Hall is not close to the area of highest crime incidence in the north peninsula area. The area of highest crime incidence is the Columbia Villa-Columbia Park area.

St. Johns City Hall provides good access to residents of St. Johns. For residents at the far eastern end of the precinct area, access is inconvenient and distant.

A more logical precinct boundary midway between the Walnut Park Precinct and a St. Johns Precinct (a reduction from six to four patrol districts for St. Johns) will reduce the number of patrol officers accordingly, but will not reduce the precinct command and administrative staff and costs. Manpower and cost inefficiencies become more pronounced.

Secondary factors not having to do with location must also be considered. These include:

- Availability of city-owned facilities of adequate size and useable condition.
- Availability of non city-owned facilities of adequate size.
- Availability of adequate parking.
- Cost of renovation.
- Annual operation and maintenance costs.

OPTION 2: POLICE MULTI-SERVICE CENTER

Activities

Hours of operation: 16 hours per day times five days per week.

The following activities/uses are proposed for a police multi-service center in the St. Johns City Hall.

1. Management: On lieutenant and one clerical assistant.
2. Patrol Officers: Patrol officers will use the facility on an as-needed basis to deliver prisoners, DUII processing, write reports and meet with citizens.
3. Crime Prevention Program: Space for three representatives and two additional desks for volunteers.
4. Home Security Program: Space for two security specialists and a storage area for their security devices and equipment.
5. Information Referral Desk: This function will work best at the existing front counter.
6. Support Services:
 - a. Custody Holding Room: This room needs to be a minimum of 8 ft. x 8 ft. and totally secure. It should include solid walls, heavy-duty steel, outwardly-swinging door, built-in bench, and no removable hardware such as grill plates, light fixture trims, etc. Access to this space must be kept secure from other building functions. The CRNP believes this is not justified when the facility is open only 16 hours per day, five days a week. In addition, both a custody holding room and DUII processing room will be included at the MLK facility.
 - b. DUII Processing Room: This room must be large enough to accommodate the intoxilator on a desk and two chairs. It needs to be relatively secure and all surfaces must be easily cleanable. The CRNP believes this is not justified when the facility is open only 16 hours per day, five days a week. In addition, both a custody holding room and DUII processing room will be included at the MLK facility.
 - c. Men's and Women's Locker Rooms: Existing locker rooms will be adequate with space for 20 to 30 lockers in the Men's and 10 to 15 lockers in the Women's. Existing showers and toilet facilities will be sufficient.
 - d. Police Training/Classroom: The current space on the second floor is adequate for this function. This space

must also be kept available as a general public meeting space and for museum exhibits.

7. Associated Activities:

- a. Multnomah County Safety Action Team: Requires locker and parking space only.
- b. District Coalition Staff: Space for four to six staff.
- c. Police Activities League Association: Space for three staff is available if PAL desires to have a presence in St. Johns.
- d. Multi-Agency Service Desk: One or two desks to be shared on a rotating basis by representatives from the District Attorney's Office, Bureau of Buildings and Bureau of Licenses.

Source: "Proposal for a Police Multi-Service Center," Andrea Bainbridge Design

8. Community meeting space (second floor) for neighborhood associations, St. Johns Heritage Association and other civic groups, plus adequate display and storage area for St. Johns Heritage Association artifacts.
9. If Option 2 is selected, the city should pursue and encourage inclusion of county health and social service agencies in the facility as space may be available.

Estimated Police Bureau Manpower

- 1 Lieutenant
- 1 Clerical Assistant
- 3 Public Safety Assistants (Information and Referral)
- 2 Home Security Specialists
- 3 Crime Prevention Representatives

Source: Police Bureau

Optimal Space Needs

9,000 square feet

Source: "Proposal for a Police Multi-Service Center," by Andrea Bainbridge Design, and Police Bureau Management Support Division

Estimated Costs

1. Annual Police Manpower (in 91-92 f.y. dollars)

a. New Positions

1 Lieutenant	\$ 81,208
1 Clerical Assistant	34,603
3 Public Safety Assistants	<u>115,496</u>
Total	\$231,307

*In addition, there will be capital and operating costs for automobiles and personnel equipment.

Source: Police Bureau Management Support Division. Numbers will vary slightly depending on fringe packages and salary ranges.

b. Transferred Positions

- 2 Home Security Specialists
- 3 Crime Prevention Representatives

2. Capital Renovation (in 1991 dollars)

- a. Immediate capital improvements required (code deficiencies, handicapped access, elevator, public restroom). \$ 40,000

Source: Barrentine Bates Lee Architects

- b. Remodeling for multi-service center. \$ 34,000

Source: Andrea Bainbridge Design

- c. Future major building improvements needed over next six years. \$114,000

Source: Barrentine Bates Lee Architects

- d. Add 8 to 10 percent annually for inflation and for replacement of unforeseen items.

3. Annual Operation and Maintenance (in 90-91 f.y. dollars)

Actual 1990-91 fiscal year	\$61,780
Average over last five years	\$62,471
Highest year (1989-90)	\$85,020
Add 6 to 8 percent annually for inflation	

Source: Bureau of General Services

OPTION 2: POLICE MULTI-SERVICE CENTER

Advantages

- Continues a daytime police presence for citizen contact.
- Provides facilities for, and coordination of, police and community services not now located in the facility.
- Invites increased community use of the facilities.
- Enhances community policing impact.

Disadvantages

- Terminates full-time police presence.
- Requires additional police administrative manpower.
- Requires an additional \$231,307 annually (in 91-92 f.y. dollars) in police manpower costs.
- Requires significant improvement and remodeling.

OPTION 3: POLICE-STAFFED COMMUNITY CONTACT OFFICE

Activities

Hours of operation: 16 hours per day times five days per week.

Staffed by a uniformed officer to take walk-in complaints, meet with citizens, and provide information and referral.

Patrol officers will use the facility on an as-needed basis to write reports and meet with citizens.

District Coalition Staff: four neighborhood crime prevention staff assigned to work with North Portland neighborhood associations.

Other community activities and resource groups.

Estimated Police Bureau Manpower

2 Officers (one per shift)

Optimal Space Needs

1,600 square feet for police and Neighbors Against Crime.

Estimated Costs

1. Annual Police Manpower (in 91-92 f.y. dollars)
 - 2 Officers (64,619 ea.) (transferred/reassigned) (\$129,238)
2. Capital Renovation (in 1991 dollars)
 - a. Immediate capital improvements required (code deficiencies, handicapped access, elevator, public restroom). \$ 40,000

Source: Barrentine Bates Lee Architects
 - b. Future major building improvements needed over next six years. \$90,000 to \$114,000

These costs will vary depending on the occupants and use of the building.
 - c. Add 8 to 10 percent annually for inflation and for replacement of unforeseen items.
3. Annual Operation and Maintenance (in 90-91 f.y. dollars)
 - a. Assume police will use 600 s.f. at \$10/s.f.= \$6,000/year

- b. Other operation and maintenance costs would be assumed by other city and community uses. There would be a substantial non-allocated cost liability to the city if the building is left substantially unused. (\$40,000 to \$55,000/year, plus annual inflation).

OPTION 3: POLICE-STAFFED COMMUNITY CONTACT OFFICE

Advantages

- Continues a daytime police presence for citizen contact.
 - Requires low police operational cost.
 - Requires minimal or no police remodelling costs.
 - Provides facilities for community services.
 - Invites increased community use of the facilities.
 - Maintains community policing impact.
- * The CRNP does not perceive this option as having any advantages to the community.

Disadvantages

- Terminates full-time police presence.
- A large portion of the facility may be unused creating an annual non-allocated cost liability to the city. Potential uses for other areas of the building may include other city and county offices, social service agencies and community organizations.

OPTION 4: POLICE DROP-IN COMMUNITY CONTACT OFFICE

Activities

Hours of operation: 40 hours per week by District Coalition Staff.

It is proposed that District Coalition Staff will provide citizens with assistance on police information and referral services.

Patrol officers will use the facility on an as-needed basis to write reports and meet with citizens.

Estimated Police Bureau Manpower

None

Optimal Space Needs

Report writing area 200 s.f.

Estimated Costs

1. Police Manpower - none
2. Capital Renovation (in 1991 dollars)
 - a. Immediate capital improvements required (code deficiencies, handicapped access, elevator, public restroom). \$ 40,000
 - Source: Barrentine Bates Lee Architects
 - b. Future major building improvements needed over next six years. \$90,000 to \$114,000
 - These costs will vary depending on the occupants and use of the building.
 - c. Add 8 to 10 percent annually for inflation and for replacement of unforeseen items.
3. Annual Operation and Maintenance (in 90-91 f.y. dollars)
 - a. Assume police will use 250 s.f. at \$10/s.f.= \$2,500/year
 - b. Other operation and maintenance costs would be assumed by other city and community uses. There would be a substantial non-allocated cost liability to the city if the building is left substantially unused. (\$40,000 to \$60,000/year, plus annual inflation).

OPTION 4: POLICE DROP-IN COMMUNITY CONTACT OFFICE

Advantages

- Requires low or no police operational cost.
 - Requires no police remodeling cost.
 - Provides facilities for community services.
 - Invites increased community use of the facilities.
- * The CRNP does not perceive this option as having any advantages to the community.

Disadvantages

- Terminates full-time police presence.
- Provides no regular or scheduled police presence.
- Provides no police information and referral or walk-in crime report service.
- Reduces community policing impact.
- A large portion of the facility may be unused creating an annual non-allocated cost liability to the city. Potential uses for other areas of the building may include other city and county offices, social service agencies and community organizations.

OPTION 5: POLICE TRAFFIC DIVISION

Moving the Police Traffic Division to the St. Johns facility is not recommended and should not be given further consideration as an option. The Traffic Division serves the entire city and needs to be centrally located for optimum efficiency. If the Division is relocated to the St. Johns facility, a substantial loss of officer-on-duty time will be incurred in commuting between the headquarters and assignments throughout the city.

The following Police Bureau memorandum describes in more detail the requirements of the Traffic Division.

MEMORANDUM

DATE: July 24, 1991

TO: Deputy Chief Dave Williams
Operations Branch

FROM: Captain Dennis Daly
Traffic Division

SUBJ: Alternative Use of St. Johns Police Building

This memorandum is in response to Lieutenant Linhares request for information on the Traffic Division's hours of operation, number of employees and space requirements pre-supposing a move to the St. John's North Precinct.

The Traffic Division operates 7 a.m. to 4 a.m. Monday through Friday and frequently operates on overtime on weekends policing special events. There are 27 motorcycle officers, including 4 sergeants who need two lockers a piece for their extra gear. In addition, there are 5 hit and run officers, each with a car. There are 2 P.U.C. officers with a van and 3 D.U.I.I. officers, each with a car. There are 6 office desk positions not counting sergeants, supervisors or command staff.

Minimally, the facility will need 75 lockers including a few for recruits, 14 desks and offices, a meeting room, and secure covered parking for 29 motorcycles, 12 cars and 1 truck.

We strongly recommend against a move of the Traffic Division to St. Johns. The Division is a city-wide operation with the majority of personnel working south of Fremont Street. The lost time due to commuting to and from St. Johns from every other part of the city would be substantial. It is 23 minutes by the quickest route from St. Johns to our present centrally located position.

MEMORANDUM

Deputy Chief Dave Williams

July 24, 1991

Page 2

Also, at the present time, there is no covered secure location at St. Johns' North Precinct to provide weather protection and theft or vandalism security for motorcycles. Motorcycles are easily stripped of parts, accessories and personal equipment. Radios, seats, handlebar controls and other parts are susceptible to weather damage.

Depending upon who would be housed in this location, there may be few or no officers working at the building nights and weekends. We have no desk officer or officer staff after 4 p.m. and none on weekends. The building would be empty and closed much of the time. Provisions could be made to staff it always, but that would require additional personnel and space needs.

If the building is staffed with police officers, the public will expect to drop off crime reports, report crimes and suspicious behavior, schedule neighborhood-police meetings and get crime prevention assistance. We are not organized to meet those needs. We can do it, but we would need additional personnel and space.

In summary, Traffic Division service delivery, already too low, would diminish further as time is taken out of the working day for excessive commuting and perhaps assuming non-typical traffic policing tasks. We need a central city location alongside a precinct to enable us to continue our specialized function.

OPTION 5: POLICE TRAFFIC DIVISION

Advantages

- Continued police presence during weekday business hours.
 - Provides daytime police information and referral service.
 - Limited community policing impact.
- * The CRNP does not perceive this option as having any advantages to the community.

Disadvantages

- Terminates full-time police presence.
- No personnel in the building at night and on weekends.
- Inadequate space in building to accommodate the Traffic Division staff (need 13,500 s.f. by Bureau of General Services estimate).
- No covered parking for motorcycles.
- No secured parking for motorcycles.
- Poor location to serve entire city.
- Substantial daily loss of officer on-duty time incurred in commuting between the facility and assignments throughout the city.
- Requires significant improvement and remodeling.
- Requires additional police information and referral staff and attendant annual cost.

OPTION 6: POLICE OPERATIONS SUPPORT UNIT

Activities

Hours of operation: 6 a.m. to 1 a.m. (19 hours) times seven days per week.

The principal function of the Operations Support Unit is to process low priority crime reports. This involves taking low priority crime reports and other complaints from citizens over the telephone, doing research in the records section if needed, and preparing written reports to be filed in the records section.

In addition, the Operations Support Unit includes DA prosecution liaison, runaway juvenile investigation, security companies liaison, court appearance coordination, and fleet coordination.

The unit is made up predominantly of injured officers on limited duty status.

If located at St. Johns City Hall, police information and referral service would also be provided.

Estimated Police Bureau Manpower

- 1 Lieutenant
- 2 Sergeants
- 3 Clerical Assistants
- 19 Telephone Report Officers
- 2 DA Prosecution Liaison Officers
- 1 Court Coordinator Officer
- 2 Juvenile Investigative Officers
- 1 Security Companies Liaison Officer
- 3 Public Safety Assistants (new positions)

Source: Police Operations Support Unit

Optimal Space Needs

Administrative Area	1,200 s.f.
Officer Area	3,000
Locker and Shower Area	700
Meeting Room	600
Equipment-Service-Circulation	<u>1,200</u>
Total	6,700 s.f.

Approximately 25 of the staff work the day shift and 7 work the evening shift. All need office-type space with walls or partitions and natural light.

Estimated Costs

1. Annual Police Manpower (in 91-92 f.y. dollars)
 - a. New Positions
3 Public Safety Assistants to provide information and referral. \$115,496
 - b. Transferred Positions
All other positions are presumed to be transferred.
2. Capital Renovation (in 1991 dollars)
 - a. Immediate capital improvements required (code deficiencies, handicapped access, elevator, public restroom). \$ 40,000
 - b. Remodeling for Operations Support Unit \$40,000 to \$60,000
 - c. Future major building improvements needed over next six years. \$114,000
Source: Barrentine Bates Lee Architects
 - d. Add 8 to 10 percent annually for inflation and for replacement of unforeseen items.
3. Annual Operation and Maintenance (in 90-91 f.y. dollars)

Actual 1990-91 fiscal year	\$ 61,780
Average over last five years	\$ 62,471
Highest in 1989-90	\$ 85,020
Add 6 to 8 percent annually for inflation	

Source: Bureau of General Services

OPTION 6: POLICE OPERATIONS SUPPORT UNIT

Advantages

- Some continued police presence.
 - Provides police information and referral service.
 - Limited community policing impact.
- * The CRNP does not perceive this option as having any advantages to the community.

Disadvantages

- Terminates full-time, uniformed police presence.
- Building has inadequate space without full use of second floor. This would require termination of use by the St. Johns Heritage Association and community meetings.
- May require some staff to remain downtown due to their functions.
- Requires regular use of records section located downtown.
- Requires additional police information and referral staff and attendant annual cost.
- Requires significant improvement and remodeling.

OPTION 7: POLICE TRAINING DIVISION

Activities

Hours of operation: 7 a.m. to 5 p.m. times five days per week.

The Training Division provides training services for the Police Bureau. These include an advanced training academy for recruits and cadets, and annual in-service training for all police officers. Training includes:

- Firearms training and range target practice
- Defensive tactics training
- Patrol tactics training
- Vehicle training
- Classroom training, including interpersonal communication, problem solving, information and referral, customer service skills and other community policing skills
- Video review training

Estimated Police Bureau Manpower

- 1 Captain
- 1 Lieutenant
- 3 Sergeants
- 7 Officers
- 3 Clerical Assistants
- 1 Public Safety Assistant (new position)

Optimal Space Needs

Administration Area	3,600 s.f.
Video Editing Studio	500
Armory and Ammunition Storage	500
Firing Range (a new firing range is proposed at the impounded vehicle storage site near the west end of the St. Johns Bridge).	
Training Area for 20 Trainees (varies from 8-22; optimum class size is 20)	
Defense Tactics Room	1,200 s.f.
Classroom	900 s.f.
Lockers and Showers	900 s.f.
Equipment-Service-Circulation	1,600 s.f.

Estimated Costs

1. Annual Police Manpower (in 91-92 f.y. dollars)
 - a. New Positions
 - 1 Public Safety Assistant to provide information and referral. \$ 38,499

b. Transferred Positions

All other positions are presumed to be transferred.

2. Capital Renovation (in 1991 dollars)

- a. Immediate capital improvements required (code deficiencies, handicapped access, elevator, public restroom). \$ 40,000
- b. Remodeling for Operations Support Unit \$40,000 to \$60,000
- c. Future major building improvements needed over next six years. \$114,000

Source: Barrentine Bates Lee Architects

- d. Add 8 to 10 percent annually for inflation and for replacement of unforeseen items.

3. Annual Operation and Maintenance (in 90-91 f.y. dollars)

Actual 1990-91 fiscal year	\$ 61,780
Average over last five years	\$ 62,471
Highest in 1989-90	\$ 85,020
Add 6 to 8 percent annually for inflation.	

Source: Bureau of General Services

OPTION 7: POLICE TRAINING DIVISION

Advantages

- Continued police presence during weekday business hours.
 - Provides daytime police information and referral service.
 - Limited community policing impact.
 - Provide adequate and free parking for staff and trainees.
- * The CRNP does not perceive this option as having any advantages to the community.

Disadvantages

- Terminates full-time police presence.
- Building has inadequate space without full use of second floor. This would require termination of use by St. Johns Heritage Association and community meetings, as entire second floor would be needed for combat training and classroom.
- Requires additional police information and referral staff and attendant annual cost.
- Requires significant improvement and remodeling.
- In-service training (approximately 35 weeks per year) and advanced academy training (varies from 18 to 45 weeks per year) cannot be held concurrently in the same space. This will require the continued need for classroom and related space at the Justice Center for in-service training. It will also require splitting of trainer assignments and regular transfer of audio-visual equipment between facilities.

non-public activities will be the principal tenants in the facility.

- Option 7: Police Training Division.

This alternative provides a continued police presence during weekday business hours. The Training Division does not require a central location in the city for its activities. Adequate and free parking is available for staff and trainees. The Training Division will require full use of the St. Johns facility including the second floor St. Johns Heritage Association meeting room. A portion of the space occupied by the Training Division at the Justice Center will be vacated. However, classroom and related space will need to be retained at the Justice Center for in-service training. Inconveniences will be created for trainers who will have to split their time between facilities.

ALTERNATIVE PLAN FOR NORTH PRECINCT
Citizens to Retain North Precinct
November 4, 1991

Citizens to Retain North Precinct represents several thousand persons living in North Portland who have requested a strong, 24-hour, uniformed police presence in the current North Precinct building.

We recognize that the current precinct building is overcrowded. We also recognize the need for a precinct in Northeast Portland. However, we believe the Portland Police Bureau has failed to consider a number of important factors, and has not done an adequate job of planning. We feel that spending tax dollars to simply move the North Precinct headquarters from one location to another does little to address the needs of the residents of Portland.

As Police Chief Tom Potter has stated, although the national average is close to 3.7 police officers per 1000 citizens, the City of Portland has only 1.2 officers per 1000 citizens. His department has also said that the ideal precinct size is about 100 officers and that the current North Precinct building was remodeled in 1977 to accommodate 97 officers. Clearly, more, not fewer, officers are needed in Portland, but we believe that, in addition to hiring more police officers, current precincts should be downsized and a new one created.

Portland is the only major US city whose police have no Planning and Research Division. This is a handicap for the police and the entire community. As a result, we see that decisions of major consequence to Portland residents too often are driven by political influence rather than the needs of the people.

In any decision regarding the problems in North Precinct we believe the City should consider the following:

- The area south of the existing building, across the St. Johns Bridge, is also patrolled out of this precinct headquarters, and may be enlarged in the near future. The City and County are negotiating regarding police and sheriff's patrols of a large area northwest of Portland, including Sauvie Island. The existing precinct building is ideally situated to serve this area across the bridge.
- East Precinct has experienced significant growth in recent years, and the City already recognizes the real need to divide East Precinct into two precincts. Unfortunately, there are never enough resources. We also need more officers, more vehicles, and more equipment, at a time when funding is more difficult than ever due to Measure 5 and a sluggish economy. By addressing this issue in conjunction with the problems in North Precinct, there is an opportunity to get a lot more value for the tax dollars that will be spent on the MLK facility.
- According to the 1990 census, 12% more people in the current North Precinct live west of the freeway than live east. We value our neighbors east of the freeway. However, we have been working to help city officials, media representatives and other Portland residents realize that North Portland and Northeast Portland are separate neighborhoods, and both areas are every bit as viable as the other geographically defined neighborhoods in Portland.

The residents of the North Peninsula have enjoyed police service from a precinct in the St. Johns City Hall building since 1917. Over that long period citizens have come to value and depend upon the precinct's physical presence. We agree with the people from inner Northeast Portland when they say a precinct on MLK will help to revitalize their area. We believe it has had a positive effect on the neighborhood it is in now, and that its removal will have a negative effect. Crime is on the increase, and a feeling of being unsafe in one's own neighborhood can be as devastating to a community as crime itself.

We believe it makes the most sense to reduce the size of North Precinct by recognizing the physical and psychological boundary that already exists at the east end of the Peninsula - Interstate 5.

We suggest that the City take a portion of North Precinct and a portion of East Precinct, and redraw precinct boundaries to use the MLK facility to form a new, fourth precinct. Such a move would:

- Retain a needed precinct in a central location to meet the current and future service needs of North and Northwest Portland residents.
- Provide a needed precinct to concentrate on the problems in Northeast Portland.
- Reduce the size of North Precinct such that it could more comfortably be served from the existing building, and allow for future growth.
- Reduce the time officers spend getting to and from their patrol districts, maximizing their patrol time.
- Maintain historic continuity between the Peninsula neighborhoods and the City.
- Be more consistent with the philosophy of community policing.

In requesting the retention of North Precinct as a full 24-hour precinct we have not been asking for special privilege. We have been asking for the same respect that has been shown to Northeast Portland. We also have been requesting the cooperation of City officers, the Mayor and the Chief of Police to negotiate a workable solution that leaves our precinct intact.

On October 16, following months of meetings and discussions with City officials, including representatives of the Police Bureau, Citizens to Retain North Precinct formally presented these requests to the Portland City Council. In response to our concerns, the council accepted City Commissioner Earl Blumenauer's amendments to the Police Department's resolution to move North Precinct. These amendments basically hold the city responsible to study the feasibility of retaining North Precinct and developing a new precinct for Northeast Portland, and to provide a written plan of police services to the Peninsula residents before committing to the lease agreement on the MLK property.

Sample Letter:

Mayor Vera Katz
1221 SW 4th Ave, Rm. 340
Portland OR 97204

John Q. Public
7000 N. Richmond
March 1, 2002

Madame Mayor,

(Tell why you feel North Precinct is important)

(Also)

1. Cuts should hit all precincts equally, not just North.
2. Administrative cuts should be made first before a closure is considered.
3. Neighbors are willing to partner with the city to work on creative problem solving.

Thank you,

John Q. Public
John Q. Public

SAVE OUR PRECINCT

Stop the Unfair Decision Against North Portland



Due to massive Police budget cuts, a proposal has been made to eliminate North Precinct & replace it with the headquarters of the Traffic Division. **The Traffic officers would not play a direct role in crime prevention in our neighborhoods.**

**IT IS URGENT TO LET THE MAYOR & COMMISSIONERS HEAR
FROM NEIGHBORS NOW!** →

The Mayor is now considering the proposal, and will announce her final decision in April. The proposal will go before City Council.

Personal Responses Do Count

**Let the the Mayor & Commissioners
know how you feel about
North Precinct's closure.**

Contact Information on the next page →

IMPORTANT POINTS TO MAKE:

1. Cuts should hit all precincts equally, not just North.
2. Administrative cuts should be made first before a closure is considered.
3. Neighbors are willing to partner with the city to work on creative problem solving.

**PLEASE Pass this Information on to your
Neighbors!**

For more information call
Trevor Nelson at 503 286-8289
or email: TrevorN@sdra.com

VERA KATZ, MAYOR
e-mail: mayorkatz@ci.portland.or.us
phone: (503)823-4120
Address: 1221 SW 4th Ave, Room 340, 97204

JIM FRANCESCONI
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ERIK STEN
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Phone: (503)823-3589
Address: 1221 SW 4th Ave, Room 240, 97204

The Oregonian recently reported that
car prowls are now lower
here than any other neighborhood in
Portland because of successful
community policing at North Precinct.
It is working, so let's keep it!

Katz assures North Precinct stays open

Happy now, community leaders worry that the next budget crunch will threaten the police office again

By **MAXINE BERNSTEIN**
THE OREGONIAN

Mayor Vera Katz on Thursday personally delivered North Portland community leaders the news they have longed to hear: North Precinct will remain open.

But St. Johns, Cathedral Park, University Park and other neighborhood leaders said they are tired of having the city and police dangle the 52-officer precinct out for possible closure or consolidation every time there's a budget crisis.

So on Monday, they will meet at 7:30 p.m. at the St. Johns Community Center to seek a way to ensure its long-term viability.

"We're really concerned that two

years from now, North Precinct again will come up on the chopping block," said Trevor Nelson, a board member of the St. Johns Neighborhood Association.

Rodney Weber, a 27-year St. Johns resident active with Friends of Cathedral Park, said he rallied to keep the precinct operating in 1991, 1997 and again this year. Each time it faced closure because of budget problems.

"Each time, we hear this isn't going to happen, and it keeps reoccurring," said Weber, who credits precinct officers for helping drive down the crime rate and curbing blatant drug deals in his neighborhood. "We're not going to regress. That's why we're fighting so hard."

Katz said she rejected Police Chief Mark Kroeker's proposal to close the precinct and consolidate it into Northeast Precinct because of North Precinct's effect in reducing crime, its strong community connection and population growth in the area.

"Each time, we hear this isn't going to happen, and it keeps reoccurring. We're not going to regress. That's why we're fighting so hard."

RODNEY WEBER,

ST. JOHNS RESIDENT ACTIVE IN FRIENDS OF CATHEDRAL PARK

Crime in North Portland this year is down 4 percent from the same period a year ago, Katz said.

"As long as I'm mayor, this is not going to happen," Katz told about 12 community leaders, whom she hastily gathered for a noon meeting at the St. Johns Community Center.

But over boxed lunches of sandwiches and chips, Katz tried to impress upon the community representatives the dire budget situation the bureau faces.

To deal with a projected \$4.8 million budget shortfall this year, the bureau has cut eight desk clerk

jobs, four crime prevention positions, 15 part-time nonsworn jobs and 20 full-time limited-term jobs, mostly held by retired officers who conduct background checks or do other administrative work. The chief also has frozen hiring, limited overtime and intends to keep 28 officer positions vacant through attrition and retirements.

Those steps chop only about \$2.5 million from bureau spending, Katz said. At the same time, the bureau faces a potential \$7 million cut in its budget for the 2002-03 fiscal year.

"This is not an easy bureau to

manage," said Katz, who serves as police commissioner.

The mayor said she was committed to preserving the city's public safety programs and thanked North Portland leaders for their letters on behalf of the precinct, describing their arguments as reasonable and respectful.

North Portland representatives said they will consider a nonprofit foundation geared toward helping North Precinct defray its costs. And if the bureau goes ahead with a plan under consideration to close its precincts two hours earlier on weekdays, at 6 p.m., residents offered to be trained as volunteers to work the front desks so they could remain open.

"We're willing to look into that," Assistant Chief Greg Clark said. "Certainly, it's an option."

You can reach Maxine Bernstein at 503-221-8212 or at Maxinebernstein@news.oregonian.com.

Stop the Unfair Discrimination against North Portland Save Our Precinct! Campaign

Follow-up and Action Items from the public forum Monday 18th, McMenamin's St. Johns Pub

More than 30 folks showed up with little notice to develop the first steps toward a strategy that will effectively counter the proposal by Chief of Police Mark Kroeker to close the North Portland Precinct next year.

I have to say, first of all—thank you. Monday's forum showed the beginnings of a very strong and effective coalition. Let's make a statement to the City Council that not only changes their minds, but also convinces them of North Portland's respectability and resolve.

What we said

Following a broad ranging discussion with North Portland Precinct Commander Brett Smith, the group came up with several alternatives to the closure. Three basic points of emphasis were agreed to by all:

1. Equity: Don't Discriminate Against St Johns/North Portland
2. Think Creatively
3. Seek Partnership Opportunities

Listed below are the alternative measures that the City could take instead of closing the North Precinct and how they relate to our Points of Emphasis:

1. Equity

- Spread reductions in service throughout all precincts. Don't discriminate against North Portland. This peninsula is struggling to hurdle the economic barriers confronting its citizens, to fight for environmental justice, and working to welcome the diversity among its residents into its community fabric. Among them are Latino, Hmong, Filipino, Russian, American Indian, African American, and Caucasian peoples who all call our area "home." (Latinos are currently Portland's largest and fastest growing ethnic group and are increasingly making their homes in North Portland.)

2. Think Creatively

- Seek cuts in the City's rapidly growing administrative services budget: Follow the lead of Commissioner Hales calls for reduction in human resources, general services, OMF management, etc.

- Drastically reduce all non-essential uses of the motor pool for the Police Bureau (all but patrol vehicles) and City Services as a whole.
- Start by eliminating all possible Police Bureau administrative and community programs (DARE, PAL, etc.) and delay capitol improvements & any major equipment purchases.
- Consider temporary stopgap measures: Move a portion of the NE precinct to North Precinct and backfill the Traffic Division into the NE precinct building, creating a leaner version of the North Precinct, eliminating overtime and developing a cooperative hourly pool. Seek a bond measure to fully staff the Police Bureau in place of the county's future operating levy for the new jail.

3. Develop Partnerships

- Develop partnerships, raise revenue, and save costs: by increasing fines and creating new "target areas"; instituting work-share programs between precincts; working to develop a North Portland Precinct Support Foundation; seeking grants; exploring corporate sponsorship (exclusive rights, naming rights, etc.); charging all events the actual security costs, plus a service charge (covering the general overhead) and/or charging participants a fee; stop funding new programs (like the New Years Celebration); delay City worker raises; and seeking reimbursement from the federal/state governments.

What Action Was Taken

All community leaders attending the meeting agreed that action must be taken to save the precinct and stop the unfair discrimination against North Portland, implied by Chief Kroeker's proposal to close the North Portland Precinct. Some actions were agreed upon immediately. They should be carried out no later than within the next three weeks. These actions follow:

1. All attending agreed to email, call or write a letter to each of the members of Council (contact list attached) emphasizing the Mayor first, as she is currently reviewing the budget and is in charge of the Police Bureau. The tone should be firm, yet polite, and be sure to compliment any past support that may have been demonstrated.
2. All attending agreed to contact five other people and ask that they, in turn, each contact 5 others, and so on. All made the commitment to follow-up and ensure these contacts are actually made and write/call our city leaders with this same general information. (Each time a contact is made, they must, at a minimum, mention these basic Points of Emphasis: Equity, Thinking Creatively, & Partnership Opportunities)
3. All agreed to contact the community groups and/or businesses that they have been or are currently associated with to seek support and ensure contact is made with the City Council.
4. Some agreed to contact police officers to seek their support

5. Trevor Nelson and Barbara Quinn agreed to lead other volunteers in printing and distributing postcards and flyers for businesses.
6. Meg Farra and others agreed to ask organizations that they are associated with for funds for mailing and other organizational expenses.
7. Trevor Nelson agreed to arrange a meeting of all attending this meeting in three weeks time to determine the next steps, including inviting Police Chief Kroeker to a community forum.

Attached, you will find: 1) contacts list for the City Council and 2) A list of those attending the public forum (this meeting. I will be in touch with you within the next two weeks to announce our next strategy and action meeting. Please call or e-mail me with questions and ideas. In the meantime, please join me in moving toward completing our action items listed above.

Sincerely,

A handwritten signature in black ink, appearing to read 'Trevor Nelson', with a stylized, flowing script.

Trevor Nelson (t-e-nelson@attbi.com or 503.286.8289)
for the Stop the Unfair Discrimination against North Portland:
Save Our Precinct! Campaign