

**Staff Report**

**TO:** Criminal Justice and County Affairs Committee  
Board of Commissioners

**FROM:** Sheriff Leo Mioduszewski *LM*

**DATE:** Friday, August 07, 2015

**RE:** Sheriff Department's "SECONDARY ROAD PATROL CONTRACT" for the  
Work Session Agenda September 1, 2015

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**BACKGROUND**

It is time to renew our contract with the Department of State Police for the Secondary Road Patrol program. The program helps fund (2) Deputies to patrol and enforce traffic-related issues on secondary roads in Isabella County. As a part of the agreement, the FY 2015-16 contract will provide Isabella County with \$72,726.00 which must be used exclusively for the Secondary Road Patrol program. The contract runs from October 1, 2015-September 30, 2016.

**ALTERNATIVES**

1. Fully Fund
2. Do Not Fund

**FINANCIAL IMPACT**

The total cost for the program is estimated at \$213,680.00. It is expected that Isabella County's portion of the program will cost approximately \$140,954.00.

**OTHER CONSIDERATIONS**

**RECOMMENDATIONS**

1. Move to approve Sheriff Department's "SECONDARY ROAD PATROL CONTRACT."

**ATTACHMENTS**

A copy of the proposed Agreement between Isabella County and the Department of State Police.

## SECTION C: SECONDARY ROAD PATROL AND TRAFFIC ACCIDENT PREVENTION PROGRAM APPLICATION

### I. Application and Contract Signature Page

This application is made under P.A. 416, as amended, in the amount and for the purpose set forth. On the basis of the information provided in this application and detailed budget submitted by the county, an award will be made to the county in the amount and for the period stated, and is subject to the Contract Conditions and Requirements. This agreement becomes effective as of the date county representatives are notified by OHSP.

We certify that the information contained in this application including, but not limited to, the Methods and Procedures and Budget Detail, is accurate to the best of our knowledge. We agree to comply with P.A. 416, the Contract Conditions and Requirements, Generally Accepted Accounting Principles, and OHSP policies with the understanding that failure to do so is cause for termination of the grant.

### A. REQUESTOR INFORMATION

1. Applicant County Isabella	2. Federal Employer ID Number 386004859
3. Fiscal October 1, 2015, to September 30, 2016	

### B. CHAIRPERSON, COUNTY BOARD OF COMMISSIONERS

4. Name George Green	5. Telephone Number (989) 772-0911	
6. Street Address 200 N. Main St.	7. City Mt. Pleasant	8. ZIP Code 48858
9. State Agency with which County EEO is on file: Michigan Department of Civil Service		
10. Signature of Chairperson		11. Date

### C. SHERIFF

12. Name Leo Mioduszewski	13. Telephone Number (989) 772-5911	14. Email Address sheriffleo@isabellacounty.org
15. Street Address 207 N. Court St.	16. City Mt. Pleasant	17. ZIP Code 48858
18. Signature of Sheriff		19. Date

### D. FINANCIAL OFFICER

20. Name Donna Barker	21. Telephone Number (989) 772-0911	
22. Street Address 200 N. Main St.	23. City Mt. Pleasant	24. ZIP Code 48858
25. Signature of Financial Officer		26. Date

### E. PRIMARY CONTACT PERSON FOR SRP PROGRAM

27. Name and Title Jenifer Wilson - Administrative Assistant	28. Telephone Number (989) 772-5911
29. E-mail Address jwilson@isabellacounty.org	30. Fax Number (989) 779-8375

### FOR OHSP USE ONLY

Date Application Received	Contract Number
AUTHORITY: MCL 28.31, MCL 51.76, MCL 51.77, as amended	COMPLIANCE: Voluntary; however, failure to complete will result in a denial of funding

## II. Maintenance of Effort Base Data

### County-Funded Deputies

Report the number of county-funded, full-time certified deputies employed by, or budgeted for, the sheriff's department as of the dates indicated below. The source of funding for the deputies (i.e., other grants, local contractual arrangements, etc.) is not a deciding factor in determining whether the county meets the maintenance of effort requirement. **Do not include P.A. 416-Funded Road Patrol Deputies.**

County-Funded, Full-Time Certified Deputies	1) As of 9/30/78	2) Current	3) Budgeted for Upcoming Fiscal Year (October 1 – September 30)
Total Number	10	11	11
Number Whose Primary Duty is Road Patrol	7	7	7

### III. Methods and Procedures

**INSTRUCTIONS:** Indicate how your department will utilize the funds allocated by selecting each box that describes an activity engaged in by your county's SRP Deputies. If "other" is selected, provide a description of the activity. All activities must be allowable under the provisions of P.A. 416 and must be consistent with the submitted budget.

- ☒ Patrol and monitor traffic violations on secondary roads.
- ☒ Investigate crashes involving motor vehicles on secondary roads.
- ☒ Provide emergency assistance to persons on secondary roads.
- ☒ Enforce violations of criminal laws which are observed by or brought to the attention of the sheriff's department while patrolling secondary roads.
- ☒ Enforce laws in state parks and county parks within the county.
- ☐ Provide a vehicle inspection program.
- ☒ Provide traffic safety information and education programs.
- ☐ Other (Please Describe)

Additional Information:

#### IV. Resolutions, Contracts, and Law Enforcement Plan

- A. **List** each city or village which has requested, by resolution, that the sheriff's department provides services within its boundaries. If none, note N/A.

**Note: Include a copy of each resolution. If any new resolutions are adopted during the fiscal year, immediately forward a copy to OHSP.**

None

- B. **List** each township, city, or village that contracts with the sheriff's department to provide law enforcement services. If none, note N/A.

**Note: Include a copy of each contract. If any new contracts are acquired during the fiscal year, immediately forward a copy to OHSP.**

None

- C. Include a copy of your most current Law Enforcement Plan with MSP for the unincorporated areas of the county.

**Note: Law Enforcement Plans shall be updated at least every four years, following a sheriff's election.**

## V. Equipment and Automotive Inventory

**INSTRUCTIONS:** List all equipment and automobiles purchased in full or in part with P.A. 416 funds.

[illegible]

## VI. Budget Detail

**INSTRUCTIONS:** The budget must be completed in detail and shall only cover the period for which this application is made.

**Note:** Round to whole dollar amounts.

### A. PERSONNEL

SALARIES AND WAGES			
POSITION TITLE	SALARY RATE	% OF TIME ON P.A. 416 ACTIVITIES	COST
Deputy Sheriff		100	\$50,919.00
Deputy Sheriff		100	\$50,919.00
			\$
			\$
			\$
OVERTIME			\$6,000.00
LONGEVITY			\$
SUBTOTAL			\$107,838.00

FRINGE BENEFITS		
FICA	PERCENT 7.65%	\$8,250.00
RETIREMENT	PERCENT 38.92%	\$41,970.00
HOSPITALIZATION	AVG/EMPLOYEE/MONTH \$1780	\$42,720.00
WORKERS COMPENSATION	RATE/\$100 IN WAGES \$3.35	\$
OTHER INSURANCE (please identify) Life Insurance	\$8.42 avg/employee/month	\$202.00
		\$
		\$
		\$
		\$
SUBTOTAL		\$93,142.00
TOTAL PERSONNEL		\$200,980.00

## B. AUTOMOTIVE EXPENSES

**INSTRUCTIONS:** The County may choose to account for Automotive Expenses using ONE of the two following methods: Actual Automotive Expenses OR Mileage Reimbursement. The same method **must** be used to account for the costs in the SRP general ledger accounts.

ACTUAL AUTOMOTIVE EXPENSES		
DESCRIPTION OF EXPENSE (Include fuel, maintenance, insurance, etc.)	RATE	COST
Fuel		\$7,500.00
Maintenance		\$4,500.00
		\$
		\$
		\$
TOTAL AUTOMOTIVE EXPENSES		\$12,000.00

OR

MILEAGE REIMBURSEMENT		
COUNTY COST PER MILE OF PATROL OPERATION	ESTIMATED MILES	COST
		\$
		\$
		\$
		\$
		\$
TOTAL AUTOMOTIVE EXPENSES		\$



### C. EQUIPMENT

DESCRIPTION	QUANTITY	PURCHASE PRICE	COST
			\$
			\$
			\$
TOTAL EQUIPMENT			\$

### D. OPERATING EXPENSES

DESCRIPTION OF EXPENSE	RATE	COST
PRINTING/SUPPLIES		\$200.00
CLEANING/CLOTHING ALLOWANCE	Allowance \$250 each	\$500.00
TRAINING		\$
RADIO MAINTENANCE CONTRACTS		\$
MISCELLANEOUS (describe)		\$
TOTAL OPERATING EXPENSES		\$700.00

TOTAL DIRECT COSTS (Personnel, Automotive, Equipment, and Operating)	\$12,700.00
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### E. INDIRECT COSTS

NOT TO EXCEED 5% OF TOTAL DIRECT COSTS	\$
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TOTAL PROJECT COSTS (Direct + Indirect)	\$213,680.00
STATE ALLOCATION	\$72,726.00

## F. BUDGET NARRATIVE

**INSTRUCTIONS:** Provide a narrative justifying and detailing the basis for determining the cost of the items included in each budget category. Include calculations that aren't apparent on previous pages. Additional pages may be attached as needed.

### PERSONNEL

To provide 4160 hours of traffic patrol per 416 grant requirements. This includes salary; holiday and overtime pay for two road deputies. Overtime wages provide funding for serious traffic accidents, court duties, etc. Holiday pay provides for traffic patrol on busy "vacation" holidays. Fringe benefits include FICA, Retirement, Hospitalization, Health Insurance, Life Insurance, and Worker's Compensation.

### AUTOMOTIVE EXPENSE

Oil and gas expense provides operation of one 416-patrol vehicle while used strictly for 416 duty. Included in this funding are cost of repairs and general maintenance to the 416 patrol car.

### OPERATING EXPENSE

The operating expense includes office supplies, printing, postage, and telephone usage incurred on 416 related cases. This amount was derived from a percentage of the total used by road deputies for "traffic" complaints. Also included are the costs of uniforms and accessories required for 416 officers as well as dry cleaning. Lastly, radio maintenance covers M.D.T. service and maintenance fees.

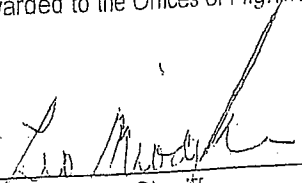
Name and Title of Person Completing the Budget Jenifer Wilson	Telephone Number (989) 772-5911
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Law Enforcement Plan  
Secondary Road Patrol & Accident Prevention (SRP) Program

This Law Enforcement Plan is written pursuant to the provision of Public Act 416 of 1978, as amended by Act 313 of the Public Acts of 1982, being sections 51.76 and 51.77 of the Michigan Compiled Laws. This Plan exists between the Isabella County Sheriff's Office and the Michigan Department of State Police (MSP) post at Mt. Pleasant, as represented by the undersigned parties, and as referred to herein as the "Agencies."

1. The efficient, courteous, professional service to the public shall be the primary concern of both Agencies.
2. Both Agencies shall respond to any requests for law enforcement services within their respective jurisdictions.
3. Whenever this Plan conflicts with an existing Central Dispatch Agreement, the Agreement shall take precedence.
4. When either Agency receives an emergency call, such as personal injury accident or a crime in progress, and is unable to respond immediately because of unavailability of personnel or distance from the scene, the call shall be referred to the other Agency which may be better able to respond promptly.
5. When it can be expected that the other Agency can respond more quickly, or be of assistance, it shall be the practice of both Agencies to promptly notify each other of all such emergency calls.
6. To the extent practical, the law enforcement officers of the Sheriff's Office who are assigned to the Secondary Road Patrol (SRP) program shall be directed to the county road system.
7. In those instances where county roads, because of geographic location, are more accessible to the Michigan State Police, that Agency shall, to the extent practical, incorporate into their patrol schedules those areas in a manner necessary to meet the needs of the public.
8. In those instances where state stuck lines of freeways, because of geographic location, are more accessible to the Sheriff's Office, that Agency shall, to the extent practical, incorporate into their patrol schedules those areas in a manner necessary to meet the needs of the public.
9. Whenever unusual conditions exist which require increased law enforcement services in their respective jurisdictions, both Agencies shall cooperate to meet such needs.

This plan shall be reviewed periodically by the administrative head of the two Agencies, and revised as agreed upon by both Agencies. A copy of this Plan, signed by both Agencies, shall be forwarded to the Offices of Highway Safety Planning.

  
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County Sheriff

Aug. 19, 2011  
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Date

  
\_\_\_\_\_  
MSP Post Commander

8/22/11  
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Date