

Request for Budget Amendment

Date: April 8, 2010

Amendment # _____
Department Use

Department: Sheriff's Office

Amount of Requested Budget Amendment \$4,500.00
Whole dollars only

Reason for budget amendment:

To provide regular and overtime funding to law enforcement agencies during the Statewide Speeding Campaign.

Expenditures: Indicate by budget codes in detail the type of expenses that will be associated with this budget amendment request: (salaries, benefits, supplies, capital outlay, etc)

001.30.12.14.51001 Salary	\$2,710.31
001.30.12.14.51002 OT	\$1,210.31
001.30.12.14.52001 FICA	\$ 299.93
001.30.12.14.52002 L&I	\$ 19.52
001.30.12.14.52003 Retirement	\$ 235.63
001.30.12.14.5.2006 U/C	\$ 24.30

Revenue: Indicate by budget codes in detail the type of revenue that will be funding the above budget amendment request: (grants, fees, etc)

001.30.12.14.333.20.600 – WTSC-Slow Down – Statewide Speeding Campaign
(Grant #10-009) amount awarded \$4,500.00

Authorized Signature _____

Approved by Board of County Commissioners: _____

Date 5/4/10

Date scheduled for amendment: _____
(To be completed by Auditor)



MEMORANDUM OF UNDERSTANDING
WASHINGTON TRAFFIC SAFETY COMMISSION

THIS AGREEMENT, pursuant to Chapter 39.34 RCW, is made and entered into by and between the **Kittitas County Sheriff's Office** and the **Washington Traffic Safety Commission (WTSC)**.

IT IS THE PURPOSE OF THIS AGREEMENT to: use highly visible enforcement to reduce the number of fatalities and serious injury collisions caused by exceeding the posted speed or driving too fast for conditions.

TERMS: April 9 through May 1, 2010
and
July 9 through August 1, 2010

AMOUNT: NOT TO EXCEED \$4,500.00

CFDA # 20.600

IT IS, THEREFORE, MUTUALLY AGREED THAT:

1. GOAL: to reduce the number of fatal and serious injury crashes caused by speeding, defined as exceeding the posted speed limit or driving too fast for conditions, by using highly visible enforcement during set hours and days in April 2010 and in July 2010 in high fatality and serious injury crash areas.

2. SCOPE OF WORK:

April Statewide Speeding Campaign: **Kittitas County Sheriff's Office** will provide highly visible patrols on high crash areas for all or part of the following hours:

Friday April 9, 2010 from 11:00am until 7:00pm
Saturday April 10 from noon until 8:00pm
Sunday April 11 from noon until 8:00pm
Friday April 16 from 11:00am until 7:00pm
Saturday April 17 from noon until 8:00pm
Sunday April 18 from noon until 8:00 pm
Friday April 23 from 11:00am until 7:00pm
Saturday April 24 from noon until 8:00pm
Sunday April 25 from noon until 8:00pm
Friday April 30 from 11:00am until 7:00pm
Saturday May 1 from noon until 8:00pm

July Statewide Speeding Campaign: **Kittitas County Sheriff's Office** will provide highly visible patrols on high crash areas for all or part of these hours:

Starting on Friday July 9, 2010 through Sunday August 1 following the same day and hourly schedule as above.

3. **CONDITIONS:** **Kittitas County Sheriff's Office** will work with their Target Zero Manager to determine the best strategy for providing highly visible patrols on high crash roads on the days and times outlined above.
 - a. **Kittitas County Sheriff's Office** patrols may remain within their own jurisdiction, work with one or more neighboring agencies, or all agencies may group together to work one or more high fatality and serious injury collision areas. The locations of these patrols, and distribution of agencies will be made locally based on fatality and serious injury collision data.
 - b. Agencies that have a high crash location on a rural road with low traffic volume will be reimbursed for officer time on that road even should that officer not be able to obtain 3 contacts per hour.
 - c. In addition to speeding drivers, motorcycle riders should also be targeted for dangerous behavior during the July campaign. Patrols may be shifted to high motorcycle crash locations for the July campaign.
4. **PAYMENT FOR LAW ENFORCEMENT:** **Kittitas County Sheriff's Office** will provide commissioned law enforcement with appropriate equipment (vehicle, radar, etc.) to participate in these emphasis patrols. **Kittitas County Sheriff's Office** may use one of the following three options for payment:
 - a. overtime only (not to exceed 1.5 times normal salary and benefits);
 - b. straight time law enforcement (including reserves) for \$20/hour credit toward traffic equipment purchases for participation on the days/times of the project; or
 - c. hybrid, some agency officers on overtime and some on straight time for the \$20/hour equipment credit. Use of this model requires permission of the Target Zero Manager and coordination with the WTSC program manager.

NOTE: Law enforcement on straight time will earn \$20/hour of participation. April funds can be merged with July funds. Funds can only be used to purchase traffic equipment. Equipment must be purchased and received by September 30, 2010 in order to receive reimbursement. If equipment is purchased prior to July 1, 2010, reimbursement must be submitted no later than August 15, 2010.
5. **RESERVE OFFICERS:** **Kittitas County Sheriff's Office** certifies that any reserve officer for whom reimbursement is claimed has exceeded his/her normal monthly working hours when participating in this emphasis patrol and is authorized to be paid the amount requested. **Kittitas County**

Sheriff's Office understands that reserve officers are not eligible for overtime for this project. **However**, any reserve officer who is allowed to take part in these emphasis patrols will be allowed to claim the \$20/hour equipment credit for his/her agency.

6. DISPATCH: **WTSC** will reimburse communications officers/dispatch personnel for work on this project providing **Kittitas County Sheriff's Office** has received prior approval from the **WTSC** Program Manager.
7. GRANT AMOUNT: **WTSC** will reimburse **Kittitas County Sheriff's Office** for overtime salary and benefits. **WTSC** will also keep a tally of the amount accrued by **Kittitas County Sheriff's Office's** deputies working straight time for the \$20/hour equipment credit. However, the total cost of overtime, benefits, and equipment credit under this project shall not exceed a maximum of \$4,500.00 to **Kittitas County Sheriff's Office**, with the understanding that there is a total allotment of \$7000.00 for the entire county project. The aforementioned \$4500.00 maximum is to allow redistribution of funds to **Kittitas County Sheriff's Office** if the monies are available during the project. As **Kittitas County Sheriff's Office** cannot amend this contract in time if redistribution funds become available, the maximum amount has been created to avoid any additional services of the **Kittitas County Sheriff's Office** being eliminated.
8. PERFORMANCE STANDARDS:
 - a. All participating law enforcement are required to have 3 self-initiated contacts per hour of enforcement. **However**, law enforcement working a high crash, rural road may be exempted from this requirement providing they have permission from their Agency and provided this is stated on their activity log.
 - b. Some violator contacts may result in related, time-consuming activity. This activity is reimbursable.
 - c. Other activities such as collision investigation or emergency response that are not initiated through emphasis patrol contact WILL NOT be reimbursed.
9. REIMBURSEMENT OF CLAIMS: Claims for reimbursement must include:
 - a. Invoice Voucher (A19-1A Form).
 - 1) The Kittitas County Sheriff's Office identified as the "Claimant";
 - 2) a Federal Tax ID #; and,
 - 3) original signature of the agency head, command officer or contracting officer.
 - b. Payroll support documents (signed overtime slips or lists, payroll documents, etc.).
 - c. Officer activity logs showing 3 or more self-initiated contacts per hour, unless officer is visibly present on a high crash, low traffic rural road.

10. DEADLINES FOR CLAIMS:

- a. First Deadline: All claims for reimbursement for emphases conducted prior to June 30 must be received by **WTSC** no later than August 15, 2010.
- b. Second Deadline: All claims for reimbursement for emphases conducted between July 1 and September 30 must be received by **WTSC** no later than November 15, 2010.
- c. Any equipment purchased with funds obtained by officers working straight time for the \$20/hour equipment credit must be received by **Kittitas County Sheriff's Office** by September 30, 2010 in order to receive reimbursement. That reimbursement request must also be received by **WTSC** no later than November 15, 2010.
- d. **WTSC** will **NOT** pay faxed copies of any claims unless previously approved by the **WTSC** program manager.

11. **DISPUTES**: Disputes arising under this Memorandum shall be resolved by a panel consisting of one representative of the **WTSC**, one representative from The **Kittitas County Sheriff's Office**, and a mutually agreed upon third party. The dispute panel shall decide the dispute by majority vote. Nothing in this section prevents either party from pursuing other remedies allowable to it under law and either party may bring an action against the other in a court of competent jurisdiction.

12. **TERMINATION**: Either party may terminate this agreement upon 30 days written notice to the other party. In the event of termination of this Agreement, the terminating party shall be liable for the performance rendered prior to the effective date of termination.

13. **SUPPLANTING DISCLAIMER**: I certify that none of the funds for this project supplant the normally budgeted funds of this agency nor do these funds pay for routine traffic enforcement normally provided by this agency.

IN WITNESS THEREOF, THE PARTIES HAVE EXECUTED THIS AGREEMENT.

Chayton Meyer
(Agency) KITTITAS COUNTY S/O

4-5-10
(Date)

Anelope Remp
(Washington Traffic Safety
Commission)

4-15-10
(Date)

Return to:

Penny Nerup

Speeding Program Manager

WTSC

621 – 8th Avenue SW, Suite 409

PO Box 40944

Olympia, WA 98504-0944

360.725.9890

pnerup@wtsc.wa.gov;

Kittitas County Review Form Grants & Contract Agreement



Today's Date April 19, 2010	Agenda Date May 4, 2010
Fund/Department 30/Sheriff	

Contract/Grant Information

Contract /Grant Agency : WTSC – Memorandum of Understanding (Statewide Speeding Campaign) #10-009	
Period Begin Date 04-09-10	Period End 08-01-10
Total Grant/Contract Amount \$4,500.00	
Grant/Contract Number	
Contract/Grant Summary: To use highly visible LE enforcement to reduce the number of fatalities and serious injury collisions caused by exceeding the posted speed or driving too fast for conditions during the months of April thru May and July thru August, 2010.	

Financial Information

Total Amount \$4500.00	State Funds \$	Federal Funds \$
Percentage County Funds	Matching Funds \$	CFDA#20.600
	In-Kind \$	
	Explain	
Is Equipment being purchased? No	Who owns equipment? Sheriff's Office	
New Personnel being hired? No	Contact HR hiring – reporting requirements	
Future impacts or liability to Kittitas County:		

Budget Information

Budget Amendment Needed?	Yes <input checked="" type="checkbox"/> attach budget form	No <input type="checkbox"/> Why not
New Division Created? No	Funds existing in current budget	
Revenue Code 001.30.12.14.33320.600		

Pass Through Information

Agency to Pass Through	
Amount to Pass Through	\$
Sub-Contract Approved	Date:


Prosecutor Review

Has the Prosecutor reviewed this agreement?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
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County Departments Impacted

Auditor	Facilities Maintenance
Information Services	Human Resource
Prosecutor	Treasurer

Submitted

Signature: 	Date: 4/19/2010
Department: Sheriff	

Assignment of Tracking Information

Auditor's Office	
Human Resource	
Prosecutor's Office	 4/20/10
Who Signed the grant application	

Reviewer	Date
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