



# WASHTENAW COUNTY OFFICE OF THE SHERIFF



JERRY L. CLAYTON  
SHERIFF

2201 Hogback Road ♦ Ann Arbor, Michigan 48105-9732 ♦ OFFICE (734) 971-8400 ♦ FAX (734) 973-4624 ♦ EMAIL [sheriffinfo@ewashtenaw.org](mailto:sheriffinfo@ewashtenaw.org)

MARK A. PTASZEK  
UNDERSHERIFF

October 2, 2018

CV 32854.3

Brenda Stumbo, Township Supervisor  
Ypsilanti Charter Township  
7200 S. Huron River Drive  
Ypsilanti, MI 48197

Dear Supervisor Stumbo,

Washtenaw County wishes to amend the contract with your agency. Corporation Counsel has indicated that this amendment could be accomplished by a letter signed by both of us. If this amendment is agreeable to you, please sign and return all copies of this letter. You will receive an executed copy of this letter upon completion.

Accordingly, I hereby amend the Service Contract between Washtenaw County and Ypsilanti Charter Township dated January 1, 2012 as follows:

Amend ARTICLE I – SCOPE OF SERVICES to extend the contract as follows:

“The parties agree that the Township shall contract for thirty-eight (38) Police Services Units from the Sheriff to provide road Patrol and other law enforcement services to the Township beginning July 1, 2018.”

Amend ARTICLE II – COMPENSATION AND OVERTIME to extend the contract as follows:

“The price for a PSU is fixed as follows: (1) \$150,594.00 per PSU for 2012; (2) \$152,100.00 per PSU for 2013; (3) \$153,621.00 per PSU for 2014; (4) \$155,157.00 per PSU for 2015; (5) \$156,709.00 per PSU for 2016; (6) \$158,276.00 per PSU for 2017, (7) \$160,650.00 per PSU for 2018 (8) \$160,650.00 per PSU for 2019, (9) \$160,650.00 per PSU for 2020. (10) \$163,060.00 per PSU for 2021 and (11) \$165,506.00 per PSU for 2022. Beginning in 2014, the County reserves the right to adjust these prices as a result of significant unforeseen cost increases in line items contained the Direct Cost categories (Salary, Fringe, Uniform Allowance, Gun Allowance and Fleet). The county and Sheriff shall give each Contracting Partner six (6) months written notice of any such increase.”

Amend ARTICLE V – TERM to extend the contract as follows:

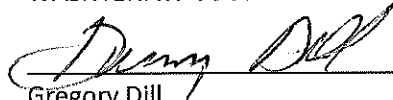
“The term of this contract shall be for one hundred and thirty two months with an effective date of January 1, 2012 and ending on December 31, 2022.”

All other terms and conditions remain the same as in the original contract

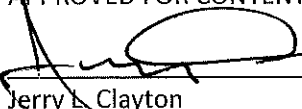
ATTEST:

  
Lawrence Kestenbaum  
County Clerk/Register  
10/31/18  
(DATE)


WASHTENAW COUNTY

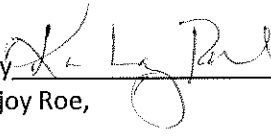
  
Gregory Dill  
County Administrator  
10/31/18  
(DATE)

APPROVED FOR CONTENT:

  
Jerry L. Clayton  
Sheriff  
10/24/18  
(DATE)

Ypsilanti Community Schools

Accepted by   
Brenda Stumbo,  
Township Supervisor  
(DATE)  
Oct. 17, 2018

Accepted by   
Karen Lovejoy Roe,  
Clerk  
(DATE)  
Oct. 17, 2018

Original: Clerk  
Vendor  
cc: Department  
Purchasing

**LETTER OF UNDERSTANDING**  
**INCREMENTAL ADDITION OF THREE (3) POLICE SERVICE UNITS**  
**FOR THE 2019-2022 POLICE SERVICES CONTRACT PERIOD**

On December 19, 2017, Ypsilanti Township formally requested to increase the staffing of its Police Services contract from thirty-five (35) Police Service Units (PSU) to thirty-eight (38) PSU.

On March 7, 2018, the Washtenaw County Board of Commissioners authorized three new deputy sheriff positions to facilitate the Township's request. The authorization was effective on July 1, 2018.

On August 30, 2018, the Township received 2019-2022 PSU contract AMENDMENT documents from the Sheriff's Office to amend ARTICLE II – COMPENSATION AND OVERTIME and ARTICLE V – TERM setting PSU pricing and extending the contract term for the period 2019 through 2022.

The Township also wishes to amend ARTICLE I – SCOPE OF SERVICES to increase the number of PSU from thirty-five (35) to thirty-eight (38) as authorized by the Board of Trustees on December 20, 2017.

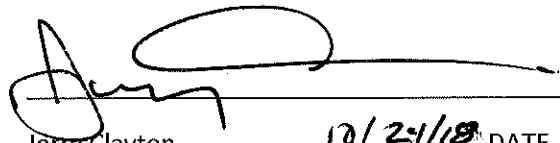
The Township understands that the Sheriff's Office is working to hire and train additional deputy sheriffs to fill the Township's request for additional PSU's. As such, the Township acknowledges and agrees that no backfilling or accumulation of banked hours for any of the three (3) newly added PSU's shall occur until after each of the newly added deputy sheriff positions have been filled on an incremental basis during the term of the amended contract period.

The Sheriff's Office shall notify the Township in writing of the date each newly added PSU position is filled at which time each filled position will be officially counted, managed and invoiced according to the terms and conditions of the Police Service contract.



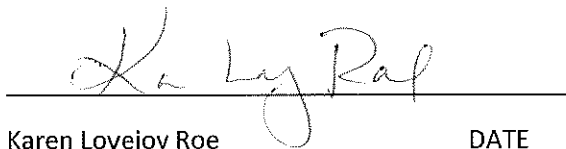
Brenda Stumbo  
Township Supervisor

DATE  
Oct. 17, 2018



Jerry Clayton  
Sheriff

10/24/18 DATE



Karen Lovejoy Roe  
Township Clerk

DATE  
Oct. 17, 2018

# CHARTER TOWNSHIP OF YPSILANTI

## OFFICE OF COMMUNITY STANDARDS

Building Safety • Planning & Zoning • Ordinance Enforcement • Police Services

---

December 20, 2017

Sheriff Jerry Clayton  
Washtenaw County Sheriff's Office  
2201 Hogback Rd  
Ann Arbor, MI 48105

Dear Jerry,

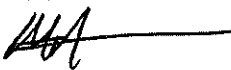
The Ypsilanti Township Board of Trustees has authorized me to request that the Township's Police Services Contract be further amended to add three (3) additional Police Service Units effective for calendar year 2018.

There is an acknowledgement that the requested contract amendment must first be approved by the county Board of Commissioners and then will be forwarded to the Township Board for final approval. In addition, there is an understanding that additional staffing may not be immediately available pending hiring and training by the Sheriff's Office.

Please move forward to amend *Article I – Scope of Services* of the Township's 2018 Police Services Contract from thirty-five (35) to thirty-eight (38) Police Service Units at your earliest opportunity. The original 2018 contract that amends *Article II – Compensation and Overtime* and *Article V – Term* was approved by the Board of Trustees last night and is in process to be executed with signatures.

We look forward to continuing our partnership in assuring the provision of high quality, cost effective public safety services with enhanced staffing levels going forward. Please contact me or Supervisor Brenda Stumbo if you have any questions.

Truly yours,



Michael Radzik  
Director | Office of Community Standards

cc: Supervisor Brenda Stumbo  
Undersheriff Mark Ptaszek  
Cmdr. Marlene Radzik  
Lt. Michael Marocco



# WASHTENAW COUNTY OFFICE OF THE SHERIFF



JERRY L. CLAYTON  
SHERIFF

2201 Hogback Road ♦ Ann Arbor, Michigan 48105-9732 ♦ OFFICE (734) 971-8400 ♦ FAX (734) 973-4824 ♦ EMAIL [sheriffinfo@washtenaw.org](mailto:sheriffinfo@washtenaw.org)

MARK A. PTASZEK  
UNDERSHERIFF

August 28, 2018

Re: PSU Price for 2019 – 2022

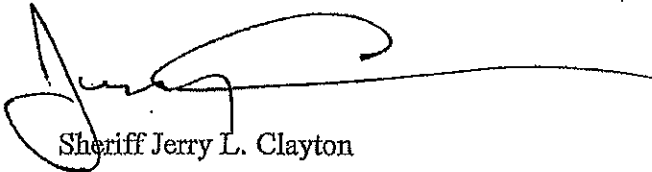
Dear Police Services Contracting Partners:

On March 7, 2018 the Washtenaw County Board of Commissioners approved the price of a Police Services Unit for the next four years: 2019, 2020, 2021 and 2022. In 2019 and 2020, there will be no increase from the 2018 price which is \$160,650. In 2021 and 2022, there will be a 1.5% increase each year: \$163,060 in 2021 and \$165,506 in 2022.

Multiple year pricing helps to provide certainty and stability for our contracting partners as well as the WCSO and the County. Knowing in advance what Police Services prices will be helps to facilitate better planning over time for our contracting partners and the County, in anticipation of future budget needs and possible millage renewals.

The Washtenaw County Sheriff's Office appreciates your continuing partnership in assuring the provision of high quality, cost effective police services to our County. Our partnership and collaboration benefits all the residents of Washtenaw County. Please feel free to contact me at [claytonj@washtenaw.org](mailto:claytonj@washtenaw.org) if you have any questions or concerns.

Sincerely,



Sheriff Jerry L. Clayton

A RESOLUTION REQUESTING THE AUTHORIZATION OF THE COUNTY ADMINISTRATOR TO AMEND THE YPSILANTI TOWNSHIP POLICE SERVICES CONTRACT FOR AN ADDITIONAL THREE POLICE SERVICE UNITS BEGINNING ON JULY 1, 2018 AND AUTHORIZING THE ADMINISTRATOR TO SIGN DELEGATE CONTRACTS.

WASHTENAW COUNTY BOARD OF COMMISSIONERS

March 7, 2018

WHEREAS, the Washtenaw County Sheriff's Office and Washtenaw County have diligently maintained efforts to better serve the citizens of Washtenaw County; and

WHEREAS, the Sheriff's Office wishes to further enhance its delivery of law enforcement services to the community, within the realm of community oriented policing; and

WHEREAS, the Washtenaw County Sheriff's Office requests the authorization of the County Administrator to amend the Ypsilanti Township Police Service contract for an additional three Police Services Units; and

WHEREAS, this will bring the total number of Contract Patrol Deputies to 82, the highest level since 2007; and

WHEREAS, this matter has been reviewed by the County Administrator's Office, the Finance Department, Human resources, Corporation Counsel, and the Ways and Means Committee;

NOW THEREFORE BE IT RESOLVED that the Washtenaw County Board of Commissioners hereby authorizes the County Administrator to sign the Ypsilanti Township Service Contract for three additional Police Service Units.

BE IT FURTHER RESOLVED that the Board of Commissioners takes the following actions:

1. Authorizing the Administrator to sign the delegate contract upon review of Corporation Counsel, to be filed with the County Clerk
2. Amending the budget, as attached hereto and made a part hereof

BE IT FURTHER RESOLVED that the Board of Commissioners authorizes the following positions as follows:

Effective July 1, 2018

PCN	Title	Group	Grade	Remove from H/V	Create
57010023	Deputy	7600	57	1.0	
57010030	Deputy	7600	57	1.0	
57010083	Deputy	7600	57	1.0	
6201XXXX	Sergeant	8000	62		1.0

2018 Budget - Increase 3 PSU for 6 months

**FUND - 1010, General Fund**

*Org - 10103302, Contract Road Patrol*

REVENUE		Original Budget	Revised Budget	Variance
45	Licenses & Permits	\$ 2,500	\$ 2,500	\$ -
54	State Revenue	\$ 19,000	\$ 19,000	\$ -
60	Fees & Services	\$ 12,977,603	\$ 13,218,578	\$ 240,975
67	Other Revenue	\$ 800,000	\$ 800,000	\$ -
	<u>TOTAL</u>	<u>\$ 13,799,103</u>	<u>\$ 14,040,078</u>	<u>\$ 240,975</u>

EXPENDITURE

70	Personal Services	\$ 11,214,035	\$ 11,384,356	\$ 170,321
75	Supplies	\$ 298,608	\$ 305,908	\$ 7,300
80	Other Services	\$ 327,120	\$ 328,060	\$ 940
95	Internal Services	\$ 4,117,539	\$ 4,167,020	\$ 49,481
96	Capital Outlay	\$ 88,625	\$ 88,625	\$ -
	<u>TOTAL</u>	<u>\$ 16,045,927</u>	<u>\$ 16,273,969</u>	<u>\$ 228,042</u>

*10103302 Total* \$ 12,933

*Org - 10109850 - Central Budgeting*

EXPENDITURE

98	Reserves	\$ 641,657	\$ 654,590	\$ 12,933
	<u>TOTAL</u>	<u>\$ 641,657</u>	<u>\$ 654,590</u>	<u>\$ 12,933</u>

*10109850 Total* \$ (12,933)

**1010 Total** \$ -



2019 Budget - Increase 3 PSU for 12 months

**FUND - 1010, General Fund**

*Org - 10103302, Contract Road Patrol*

REVENUE		Original Budget	Revised Budget	Variance
45	Licenses & Permits	\$ 2,500	\$ 2,500	\$ -
54	State Revenue	\$ 19,000	\$ 19,000	\$ -
60	Fees & Services	\$ 13,076,624	\$ 13,565,803	\$ 489,179
67	Other Revenue	\$ 800,000	\$ 800,000	\$ -
<u>TOTAL</u>		\$ 13,898,124	\$ 14,387,303	\$ 489,179

EXPENDITURE		Original Budget	Revised Budget	Variance
70	Personal Services	\$ 11,704,875	\$ 12,094,556	\$ 389,681
75	Supplies	\$ 298,608	\$ 313,208	\$ 14,600
80	Other Services	\$ 327,120	\$ 329,000	\$ 1,880
95	Internal Services	\$ 4,134,091	\$ 4,196,496	\$ 62,405
96	Capital Outlay	\$ 88,625	\$ 88,625	\$ -
<u>TOTAL</u>		\$ 16,553,319	\$ 17,021,885	\$ 468,566

*10103302 Total* \$ 20,613

*Org - 10109850, Central Budgeting*

EXPENDITURE		Original Budget	Revised Budget	Variance
98	Reserves	\$ -	\$ 20,613	\$ 20,613
<u>TOTAL</u>		\$ -	\$ 20,613	\$ 20,613

*10109850 Total* \$ (20,613)

**1010 Total** \$ (0)

COMMISSIONER	Y	N	A	COMMISSIONER	Y	N	A	COMMISSIONER	Y	N	A
Brabec	X			LaBarre	X			Smith	X		
Deatrick			X	Martinez-Kratz	X						
Jannick	X			Morgan	X						
Jefferson	X			Ping	X						

CLERK/REGISTER'S CERTIFICATE - CERTIFIED COPY

ROLL CALL VOTE:

8 0 1

STATE OF MICHIGAN )

I, Lawrence Kestenbaum, Clerk/Register of said County of Washtenaw and Clerk of Circuit Court for said County, do hereby certify that the foregoing is a true and accurate copy of a resolution adopted by the Washtenaw County Board of Commissioners at a session held at the County Administration Building in the City of Ann Arbor, Michigan, on March 7<sup>th</sup>, 2018, as it appears of record in my office.

COUNTY OF WASHTENAW)SS.

In Testimony Whereof, I have hereunto set my hand and affixed the seal of said Court at Ann Arbor, this 8<sup>th</sup> day of March, 2018.

LAWRENCE KESTENBAUM, Clerk/Register

BY: \_\_\_\_\_ Deputy Clerk



Res. No. 18-042

A RESOLUTION ACCEPTING THE RECOMMENDATION FROM THE POLICE SERVICES STEERING COMMITTEE (PSSC) AND ADOPTING THE POLICE SERVICES 2019-22 COST/PRICE METRICS AS THE AGREED CALCULATION FOR THE TOTAL PRICE OF A POLICE SERVICE UNIT (PSU)

WASHTENAW COUNTY BOARD OF COMMISSIONERS

March 7, 2018

WHEREAS, The Sheriff's Office and the county have provided contract police services to local jurisdictions for well over three decades and the current contracting architecture and methodology is in part based on the Northwestern University- Traffic Institute Police Allocation study incorporating the Police Services Unit (PSU) methodology by which a contract included a deputy and all necessary support; and

WHEREAS, there has been much analysis and review of issues associated with the cost and contract price metrics and methodology over the past decade; and

WHEREAS, in Summer 2013 the Police Services Steering Committee (PSSC) under the leadership of Sheriff Clayton established a Financial Sub-Committee with a charge of reviewing potential cost scenarios facing the police services contracts in light of the County budget process; and

WHEREAS, the Financial Sub-Committee reviewed all costs within the direct, indirect and overhead categories and brought different scenarios to the full PSSC to better understand the financial challenges facing the County; and

WHEREAS, on October 2, 2013 the County Administrator put forth a recommended price increase of 1% for 2016 and 2017 in the 2014 – 2016 budget presentation to the Board of Commissioners; and

WHEREAS, on November 20, 2013 the Board of Commissioners adopted the 2014 – 2017 budget, setting the Police Services Unit (PSU) price for 2016 at \$156,709 and 2017 at \$158,276 per PSU; and

WHEREAS, on October 18, 2017 the Board of Commissioners adopted the 2018 – 2021 cost model, setting the Police Services Unit (PSU) price for 2018 at \$160,650, the price for 2019 at \$163,060, the price for 2020 at \$165,506, and the price for 2021 at \$167,989, with \$791.38 per PSU revenue transferred to the In Car Technology Fund; and

WHEREAS, this will extend the Police Services contract by another four years, allowing contracting jurisdictions to better plan their budget and make any necessary changes to millages; and

WHEREAS, in these times of economic uncertainty, the Sheriff's Office, the county and the townships, recognized there would be additional value in being able to provide predictability around price to aid in budget planning for all parties involved; and

WHEREAS, this matter has been reviewed by Corporation Counsel, the Finance Department, the County Administrator's Office, and the Ways and Means Committee;

NOW BE IT FURTHER RESOLVED, that the Washtenaw County Board of Commissioners hereby accepts the recommendation from the Police Services Steering Committee and adopts the Police Services 2019 - 22 Cost/Price Metrics as the agreed upon calculation for the total price of a police service unit as attached hereto and made a part hereof.

COMMISSIONER	Y	N	A	COMMISSIONER	Y	N	A	COMMISSIONER	Y	N	A
Brabec	X			LaBarre	X			Smith	X		
Deatrick			X	Martinez-Kratz	X						
Jannick	X			Morgan	X						
Jefferson	X			Ping	X						

CLERK/REGISTER'S CERTIFICATE - CERTIFIED COPY

ROLL CALL VOTE:

8 0 1

STATE OF MICHIGAN )

I, Lawrence Kestenbaum, Clerk/Register of said County of Washtenaw and Clerk of Circuit Court for said County, do hereby certify that the foregoing is a true and accurate copy of a resolution adopted by the Washtenaw County Board of Commissioners at a session held at the County Administration Building in the City of Ann Arbor, Michigan, on March 7<sup>th</sup>, 2018, as it appears of record in my office.

COUNTY OF WASHTENAW)<sup>SS</sup>.

In Testimony Whereof, I have hereunto set my hand and affixed the seal of said Court at Ann Arbor, this 8<sup>th</sup> day of March, 2018.

LAWRENCE KESTENBAUM, Clerk/Register

BY: \_\_\_\_\_ Deputy Clerk



Res. No. 18-043