



Signature Report

June 5, 2001

Motion 11213

Proposed No. 2001-0219.1

Sponsors Nickels

1 A MOTION authorizing the county executive to extend the
2 current interagency agreement with the King County housing
3 authority at Park Lake Homes for one additional year.

4
5

6 WHEREAS, the King County sheriff's office currently provides drug elimination
7 services for the King County housing authority at Park Lake Homes under the United
8 States Department of Housing and Urban Development's "Working Together" grant, and

9 WHEREAS, the King County housing authority has been awarded the federal
10 grant in the same amount for one additional year and would like to continue the current
11 program by passing through the grant money;

12 NOW, THEREFORE, BE IT MOVED by the Council of King County:

13 The county executive is hereby authorized to extend the current contract with the

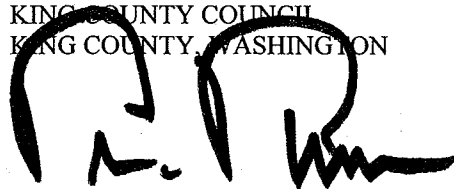
Motion 11213

14 King County housing authority for drug elimination services at Park Lake Homes for one
15 additional year from December 2000 through November 2001.
16

Motion 11213 was introduced on 4/16/01 and passed by the Metropolitan King County Council on 6/4/01, by the following vote:

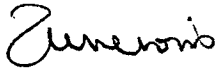
Yes: 13 - Mr. von Reichbauer, Ms. Miller, Ms. Fimia, Mr. Phillips, Mr. Pelz,
Mr. McKenna, Ms. Sullivan, Mr. Nickels, Mr. Pullen, Mr. Gossett, Ms.
Hague, Mr. Thomas and Mr. Irons
No: 0
Excused: 0

KING COUNTY COUNCIL
KING COUNTY, WASHINGTON



Pete von Reichbauer, Chair

ATTEST:



Anne Noris, Clerk of the Council

Attachments None

Contract #: 625-2000-0007



KING COUNTY HOUSING AUTHORITY

11213

CHANGE ORDER
TO
CONTRACT FOR SOCIAL SERVICES
BETWEEN KING COUNTY HOUSING AUTHORITY
AND
THE KING COUNTY SHERIFF'S OFFICE

DATE: 12-1-00

AGENCY:

King County Sheriff's Office
King County Courthouse
516 3rd Avenue, Room W116
Seattle, WA 98104

CONTRACT FOR:

Drug elimination services for residents of Park Lake Homes Sites I and II.

The Contract is changed as follows:

Delete:

2. Contract Documents.

(2) Exhibits, as listed;

- | | | |
|-------------|----|---|
| Exhibit A | -- | Scope of Work |
| Exhibit B | -- | Project Budget and Invoice Schedule |
| Exhibit C | -- | Reporting Requirements |
| Exhibit D | -- | Invoice Format |
| Exhibit E | -- | Resident Contact Data Report |
| Exhibit F | -- | Quarterly Narrative Reports |
| Exhibit G | -- | Section 3 Certification Requirements |
| Exhibit G-1 | -- | Section 3 Certification Form (Agency) |
| Exhibit G-2 | -- | Section 3 Certification Form (Operatives) |
| Exhibit H | -- | Insurance Requirements |

If to KCHA:

Deanna L. Briese
Drug Elimination Grant Coordinator
King County Housing Authority
27360 – 129th Place SE
Kent, WA 98031

Replace with:

24. **Notices.** Any notices required or permitted by this Contract shall be in writing and shall be either personally delivered or sent by first-class mail, certified with return receipt requested, and addressed to the parties as follows:

If to KCHA:

Steven V. Fisher
Southwest Area Administrator
Department of Resident Services
King County Housing Authority
9800 8th Avenue SW
Seattle, WA 98106

Change in Total Contract Value:

The original Total Contract Value was	\$ 97,432.00
Net change by previously authorized Change Orders	\$ 0.00
The Total Contract Value prior to this Change Order was	\$ 97,432.00
The Total Contract Value will be increased by this Change Order in the amount of	\$ 97,432.00
The new Total Contract Value including this Change Order will be	\$ 194,864.00

This Change Order is subject to the conditions herein set forth as follows:

- A. The aforementioned changes and work affected thereby are subject to all contract stipulation and covenants,
- B. The rights of the King County Housing Authority are not prejudiced; and

EXHIBIT A - SCOPE OF WORK (REVISED 12-00)

KING COUNTY SHERIFF'S OFFICE

OVERVIEW OF CONTRACT:

Contract Number: 625-2000-0007

Contract Period: December 1, 1999 to November 30, 2001

Total Contract Value: \$194,864.00

December 1, 1999 to November 30, 2000: \$97,432.00

December 1, 2000 to November 30, 2001 \$97,432.00

Provision of Services: The Agency shall furnish the residents of the KCHA communities of Park Lake Homes Site I and Site II with drug elimination services, employing the community policing concept, including the operation of a police substation on site in Park Lake Homes with one full-time police officer.

In performing such services, the Agency shall at all times comply with all Federal, State and local statutes, rules and ordinances applicable to the performance of such services and the handling of any funds used in connection herewith. KCHA may, subject to the provisions contained in Section 8, Default and Termination, by written notice of default to the Agency, terminate this Contract for (a) acts by the Agency outside of the scope of described services or (b) failure to perform any of the services or reporting activities specified in this Contract.

SCOPE OF WORK TO BE PERFORMED BY AGENCY:

The Agency shall furnish the residents of Park Lake Site I and Site II with drug elimination services, employing the community policing concept and will operate a police substation on site in Park Lake Homes with one full-time police officer serving Park Lake Homes Site I and Site II.

The Agency agrees that it will not reduce its current level of police services to the public housing developments, particularly in the areas of community policing, patrol, criminal investigation, records, dispatch and special operations.

The Agency will cooperate with KCHA to eliminate drug related crime within KCHA communities based upon the Drug Elimination Grant written proposal as the Plan of Operations to establish the manner and method of performance for community police services to be provided. The Agency will participate in semi-annual program evaluation and reporting based on program goals as stated in the Drug Elimination Grant written proposal. Either party to the contract may amend the scope of the plan of operations through written request for an amendment. The Executive Director of KCHA and the Agency shall provide final determinations regarding the establishment of an amendment to the plan of operations.

EXHIBIT A - SCOPE OF WORK (REVISED 12-00)

KING COUNTY SHERIFF'S OFFICE

Description of Services	Levels of Services / Qualifications
3. Coordination and Communication Activities	<p>A. Attend Resident Council Meetings and maintain communication lines with resident leaders: On going</p> <p>B. The Agency will coordinate support efforts with other social service agencies, schools, job support and health care providers serving resident families and make referrals for services: As needed</p> <p>C. Provide Housing Management with a calendar of officer's monthly schedules</p> <p>D. Attend all Team meetings to plan, coordinate and schedule programs, problem-solve, and maintain project communication.</p>
4. Reporting Activities	<p>A. Outcome-based program reports and data information to KCHA: As needed or as requested by KCHA staff</p> <p>B. Report to Housing management all police concerns, incidents of drugs and drug related crime occurrences, and non-emergency criminal activities in the communities. Coordinate crime reduction efforts.</p> <p>C. Respond to Housing Management written requests for services or information and provide requested public information which deals with criminal activity in the King County Housing Authority communities.</p>

EXHIBIT C - REPORTING REQUIREMENTS (REVISED 12-00)

KING COUNTY SHERIFF'S OFFICE

Quarterly Narrative Reports: The Agency shall submit Narrative Reports, providing overviews of project progress and achievements, to KCHA no later than ten (10) days after the close of each Contract Quarter. The format for the Narrative Reports is attached as Exhibit F.

Quarterly Resident Contact Data Reports: The Agency shall submit a Resident Contact Data Report, providing demographic information regarding program participants receiving services during the reporting period, to KCHA no later than ten (10) days after the close of each Contract Quarter. The format for the Resident Contact Data Report is attached as Exhibit E.

Quarterly Invoices: The Agency shall submit Invoices to KCHA no later than ten (10) days after the close of each Contract Quarter, as described within the Project Budget and Invoice Schedule (see Exhibit B). The Invoice format is attached as Exhibit D.

Schedule of Program Activities: The Agency shall submit to KCHA a written Schedule of Program Activities regarding the services and activities supported through this Contract. The Agency shall notify KCHA in writing of changes to this schedule.

Insurance: Certification(s) of insurance coverage as required by the social services contract shall be delivered to the Contracting Officer of KCHA before execution of the Contract. Information regarding insurance requirements is provided in Exhibit H.

Copy of Grievance Procedure: If available, the Agency shall provide a copy of the Agency's written client grievance procedure to KCHA within fifteen (15) days of the execution of the Contract.

Section 3 Certification Form: The Agency shall submit a Section 3 Certification Form to KCHA semi-annually, beginning within ten (10) working days of execution of this Contract. Information regarding Section 3 requirements is provided in Exhibit G and the Section 3 Certification Form is attached as Exhibit G-1.

Taxpayer Identification and Certification: The Agency shall submit to KCHA a completed W-9 "Request for Taxpayer Identification and Certification" Form with the executed Contract.

Monitoring and Coordination: At least once during the duration of this Contract, KCHA will visit the Agency to monitor contract progress. The Agency shall be expected to work as a team member and coordinate efforts with KCHA on-site management, KCHA Resident Services staff and other service providers.

"Working Together" Drug Elimination Grant
King County Sheriff's Office

Monthly Police Activities
Park Lake Homes Substation

Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	
Officer																											
Total Hrs																											

1. Time spent on activity

- Patrol
- A. Foot
 - B. Car
 - C. Bicycle
 - D. Surveillance
 - E. Other

Investigative

- F. On-view
- G. Follow-up
- H. Agency Assists
- I. Eviction Assist
- J. Reports

Hours outside assign area

- K. Mutual Aid
- L. Community Related

Community Meetings

- M. Residents/Councils
- N. Housing
- O. School
- P. Other

2. Contacts

Social/Informants

3. Incidents Reported to Housing

- A. Safety
- B. Security
- C. Crime
- D. Other

KING COUNTY SHERIFF'S PARK LAKE SUBSTATION

Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
H. Auto Theft																										
I. Larceny																										
J. Burglary																										
K. Trespassing																										
L. Vandalism																										
M. Other																										
Case Report Follow Up																										

12. Vehicle Events

A. Suspicious																										
B. Abandoned																										
C. Stolen																										
D. Towed																										

13. Traffic Contacts

A. Parking Violations																										
B. Moving Violations																										
C. Accidents																										

14. Person Contacts

A. Suspicious																										
B. FIR's																										
C. Trespassers																										

15. Arrests Made

A. Tenants																										
B. Visitors																										
C. Others																										
D. Criminal Citations Issued																										

16. Departmental Statistics

A. Dispatched Calls																										
B. # On-view																										
C. # Patrol Assists																										
D. # Traffic Infractions																										
E. # Felony Arrests																										
F. # Misdemeanor Arrests																										
G. # Warrant Arrests																										

EXHIBIT F – QUARTERLY NARRATIVE REPORT (REVISED 12-00)

KING COUNTY SHERIFF'S OFFICE

QUARTERLY NARRATIVE REPORT:

Service Activity: King County Sheriff's Park Lake Substation

Please provide a brief summary of program activities, addressing the following issues for the service activities described within this Contract:

- 1. Highlights:** Describe highlights of program activities and accomplishments.
- 2. Performance Standards:** Please describe progress toward the accomplishment of program objectives and standards. Also, please describe any performance standard(s) not on target and provide explanation.
- 3. Crime Reduction Outcomes:** Please describe examples of successful changes in crime trends in your communities. What lessons have you learned about your community policing efforts as a result of these changes.
- 4. Problems and Program Adjustments:** Please describe any major problems identified and any solutions, corrective actions and/or adjustments made to your program to address identified problems.
- 5. Other Comments:** Please provide any other comments or observations you wish.

REPORTING SCHEDULE: This Quarterly Narrative Report should be submitted to KCHA no later than ten (10) days after the close of each Contract Month.

Contract Quarter	Report Due
1 st Quarter 2000-2001	March 10, 2001
2 nd Quarter 2000-2001	June 10, 2001
3 rd Quarter 2000-2001	September 10, 2001
4 th Quarter 2000-2001	December 10, 2001

KING COUNTY SHERIFF'S OFFICE



KING COUNTY HOUSING AUTHORITY

SECTION 3 CERTIFICATION FORM

(Agency to return this Section 3 Certification Form ONLY)

Section 3 of the Housing and Urban Development (HUD) Act of 1968, as amended, requires that Housing Authorities and agencies receiving HUD funding encourage, to the greatest extent possible, the hiring of low-income persons.

To this end, we ask that you provide the following information:

Based on the chart below, were any of your current staff's income, for at least one of the past three years, at or below the low-income limit listed for his or her **household** (circle one)?

YES NO

If YES, were any of these individual(s) Housing Authority Resident(s) (circle one)?

YES NO

If YES, how many? _____

Family Low-Income Limits (per year)

For King or Snohomish Counties	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Income in \$	35,150	40,150	45,200	50,200	54,200	58,250	62,250	66,250

For Pierce County	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Income in \$	27,500	31,400	35,350	39,300	42,400	45,550	48,700	51,850

I certify that _____ of my staff, for at least one of the immediate past three years, has/have been at or below the low-income level as designated above.

Signature

Date

Title

EXHIBIT H – INSURANCE REQUIREMENTS

KING COUNTY SHERIFF'S OFFICE

Requirements for Insurance: The Agency shall procure and maintain for the duration of the Contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the Agency's operation and use of the leased premises. All insurance shall be carried with companies which are financially responsible and admitted to do business in the State of Washington. The cost of such insurance shall be borne by the Agency.

Required Insurance Coverage:

Commercial General Liability: Commercial General Liability coverage with a minimum coverage of \$1,000,000.00 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this premises or the general aggregate limit shall be twice the required occurrence limit.

Professional Liability Insurance (If required): The Agency shall maintain or ensure that its professional employees or contractors maintain professional liability insurance in the event that services delivered pursuant to this Contract, either directly or indirectly, involve providing professional services. Such professional liability insurance shall be maintained in an amount not less than \$1,000,000.00 combined single limit per claim/aggregate. For the purpose of this paragraph, "professional services" shall mean any services provided by a physician, licensed psychologist, or other licensed professional.

General Liability and Automobile Liability: The Agency's general liability and automobile liability policies must have a minimum coverage of \$1,000,000 per occurrence and are to contain, or be endorsed to contain, the following clauses:

- (1) KCHA, its officers, officials, employees and volunteers are to be covered as additional insureds with respect to liability arising out of ownership, maintenance or use of that part of the premises leased to the Agency.
- (2) The Agency's insurance coverage shall be primary insurance as respects KCHA, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by KCHA, its officers, officials, employees or volunteers shall be excess of the Agency's insurance and shall not contribute with it.
- (3) Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled or materially changed, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to KCHA.

Maintenance of Insurance: Maintenance of the proper insurance for the duration of the Contract is a material element of the Contract. Material changes in the required coverage or cancellation of the coverage shall constitute a material breach of the Contract.

Certificates of Insurance and Endorsements: The Agency and each subcontractor shall furnish KCHA with certificates of insurance with endorsements showing the required insurance is in force and will insure all operations under the Contract.