



CONTRACT ROUTING FORM

1. ORIGINATING DEPT./DIV: Police DATE: _____

2. ORIGINATING STAFF PERSON: _____ EXT: _____ 3. DATE REQUESTED BY: _____

4. TYPE OF DOCUMENT (CHECK ONE):

- PUBLIC WORKS CONSTRUCTION CONTRACT
- SMALL OR LIMITED PUBLIC WORKS CONTRACT
- GOODS AND SERVICE AGREEMENT
- PROFESSIONAL SERVICES AGREEMENT
- CONTRACT AMENDMENT No. ____ (ORIGINAL CONTRACT#): _____
- OTHER _____
- CDBG/HOME
- HUMAN SERVICES
- LEASE
- REAL ESTATE DOCUMENT
- GRANT AGREEMENT
- INTERLOCAL
- MAINTENANCE AGREEMENT
- OFF DUTY POLICE SERVICES

5. PROJECT NAME: Extra Duty Police Services

6. NAME OF CONTRACTOR: Pierce Transit

ADDRESS: _____ TELEPHONE _____

E-MAIL: _____ FAX: _____

AUTHORIZED SIGNATURE NAME: _____ TITLE _____

7. EXHIBITS AND ATTACHMENTS: SCOPE, WORK OR SERVICES COMPENSATION INSURANCE REQUIREMENTS/CERTIFICATE
 ALL OTHER REFERENCED EXHIBITS PRIOR CONTRACT/AMENDMENTS PROOF OF AUTHORITY E-VERIFY W-9

8. TERM: COMMENCEMENT DATE: _____ COMPLETION DATE: _____

9. TOTAL COMPENSATION \$ _____

CHARGE TO EDEN BARS EXPENDITURE ACCOUNT : _____

10. DOCUMENT/CONTRACT REVIEW	INITIAL / DATE REVIEWED	INITIAL / DATE APPROVED
<input type="checkbox"/> PROJECT MANAGER	_____	_____
<input type="checkbox"/> DIRECTOR	_____	_____
<input type="checkbox"/> LEGAL	_____	_____

11. COUNCIL APPROVAL DATE (IF APPLICABLE) 10/7/2019

12. CONTRACT SIGNATURE ROUTING

SENT TO VENDOR/CONTRACTOR DATE SENT: _____ DATE REC'D SIGNED BY CONTRACTOR: _____

ATTACH: INSURANCE CERTIFICATE, LICENSES, EXHIBITS

	INITIAL / DATE SIGNED
<input type="checkbox"/> CITY CLERK (ROUTE)	<u>10/7/2019</u>
<input type="checkbox"/> CITY ATTORNEY	<u>10/7/19 Heidi</u>
<input type="checkbox"/> CITY MANAGER	_____
<input checked="" type="checkbox"/> CITY CLERK/ CONTRACT# 2019-146	_____
<input type="checkbox"/> SIGNED COPY TO ORIGINATING DEPT & A/P	<u>10/8</u>

COMMENTS:

Pierce County Public Transportation Benefit Area Corporation - City of Lakewood

EXTRA DUTY POLICE SERVICES CONTRACT – INTERLOCAL AGREEMENT

This agreement is made and entered into this 8th day of October, 2019 by and between the City of Lakewood (hereafter “City”) and Pierce County Public Transportation Benefit Area Corporation (hereinafter “Pierce Transit”).

WHEREAS, Pierce Transit’s base of operations and administration buildings as well as a significant portion of Pierce Transit’s public transportation services are located in and around Lakewood, Washington;

WHEREAS, Pierce Transit seeks to contract with the City for police related services or assistance to support Pierce Transit’s system; and

WHEREAS, the City has the resources available and is able to provide duly commissioned law enforcement officers to provide police related services to Pierce Transit subject to the terms and conditions set forth in this Agreement and the approval of the City’s Chief of Police or Designee; and

WHEREAS, the duly commissioned officers who may provide such service will be assigned to extra duty under this contract during their off-duty hours which will not conflict with their law enforcement obligation to the City; and

WHEREAS, the parties intend that the City be reimbursed, as nearly as possible, for its cost of providing policing services to Pierce Transit and that there shall be neither profit nor subsidy in the rates for such services; and

WHEREAS, the parties are authorized to enter into this agreement by virtue of RCW 39.34 and 35.02.225, and agree that this agreement shall be construed in accordance with RCW 39.34 and 35.02.225;

NOW, THEREFORE, the parties agree as follows:

1. PURPOSE.

The purpose of this agreement is for the City to provide Pierce Transit with law enforcement services through the Lakewood Police Department (LPD). It is the intent of all parties that the services provided herein shall be provided in conjunction with the Pierce County Sherriff’s Department to provide law enforcement services to support Pierce Transit’s system.

2. SCOPE OF PERFORMANCE.

The City shall provide Pierce Transit with extra duty police officer services upon request by the Pierce Transit Chief of Public Safety. The parties acknowledge that the number of officers and number of hours requested by Pierce Transit may fluctuate depending on Pierce Transit’s

needs, and the City's Chief of Police or Designee and Pierce Transit's Chief of Public Safety shall work together to determine the appropriate staffing level. Service provided by the City will be as is generally described below:

- (a) Number of officers: As requested by Pierce Transit subject to the approval of the City's Chief of Police or Designee. For planning purposes in the first year of this Agreement, the City should plan to have at least one (1) officer per shift, per day available to support this Agreement.

3. HOURS AND DATES TO BE WORKED.

In the first year of this Agreement, Pierce Transit anticipates requesting services on all days throughout the year of the contract from 0600 to 2400 hours each day, or as determined by Pierce Transit otherwise.

- (a) Specific location of service. As requested by Pierce Transit, subject to the approval of the City's Chief of Police or Designee. Pierce Transit requests service at various Pierce Transit stations, vehicles, bus routes, bus stops, facilities and properties located in Lakewood, Washington.
- (b) Duty of Officers: The officers assigned to support Pierce Transit pursuant to this agreement shall provide law enforcement services for and at various Pierce Transit stations, vehicles, bus routes, bus stops, facilities and properties and throughout Pierce Transit's system, including on transit vehicles. Such services shall include but are not limited to addressing issues of safety and security, responding to calls for service, conducting criminal investigations, making arrests, writing official reports, and issuing exclusion orders as well as monitoring activities at or on various Pierce Transit stations, vehicles, bus routes, bus stops, facilities, properties, and parking lots. Service also includes ensuring the safety and security of the patrons, employees, staff and visitors to the various Pierce Transit stations, vehicles, bus routes, bus stops, facilities and properties. The LPD officers are expected to be at Pierce Transit locations serving as a visual deterrent and liaison to the patrons and employees for a majority of the work shift. These services shall be provided in full uniform and shall be accompanied by a marked or other authorized police vehicle that is equipped with a prisoner transport compartment (aka a "cage").

It is the expectation of the parties that the officers scheduled for a pre-determined shift will be present to complete his/her shifts, except for the following circumstances: agency callback, late call/report from primary employer, family emergency, personal illness, all of which will be considered excused. The officers understand that it shall be their

responsibility to make appropriate notification to the management and to make every attempt to find a replacement for their shifts.

- (c) The City shall furnish and supply all necessary personnel, supervision, equipment, uniforms, communication equipment, vehicles and supplies necessary to maintain the level of service to be rendered hereunder, and shall pay all salaries and employee benefits and other costs in connection therewith.
- (f) The City shall maintain all records relating to the administration of this agreement and staffing for same, provided that Pierce Transit shall have access to all records (excluding personnel records) relating to this agreement and/or law enforcement services provided to Pierce Transit upon request.
- (g) While working for Pierce Transit, officers will monitor and respond to radio calls for service that originate from Pierce Transit. Pierce Transit will designate a Primary Talk group that officers must listen to and respond to calls for service.

4. ADMINISTRATION OF PERSONNEL.

All personnel assigned to Pierce Transit shall be employed by the City and governed by the City and LPD laws, rules, policies and collective bargaining agreements. Recruitment, replacement, and performance of all personnel shall be in accordance with such City laws, rules, policies, and agreement, provided however, that Pierce Transit may communicate performance concerns of City personnel to the City. Any assignment or re-assignment of personnel will be in the sole discretion of the City's Chief of Police or the Chief's designee.

5. CONTRACT TERM, EXTENSION AND TERMINATION.

(a) The term of performance of the contract shall be from January 1, 2020 through December 31, 2023.

(b) This contract may be extended for two additional one-year periods upon the written consent of both parties hereto, and subject to approval of their governing boards.

(c) Either party may terminate this Agreement for any reason and at any time when, in its sole discretion, it is in the best interest of the terminating party, by giving one hundred twenty (120) days prior written notice to the other party.

6. COMPENSATION.

Pierce Transit shall pay the City as full reimbursement for all police services furnished under this contract a fee of \$74.07 per hour, per officer, in calendar year 2020.

Hourly rate increases for any optional extension years shall be negotiated between the parties prior to execution of any contract amendment extending the term of this Agreement.

It is agreed upon that officers will be paid in 1/6 of an hour increments during times when officers work beyond their assigned shifts to complete reports, transports or other law enforcement duties that are Pierce Transit related.

Beginning January 1, 2021, the hourly rate shall be increased by the percentage increase in the consumer price index for the previous twelve months (June to June) for the Seattle-Bremerton CPI-U. For example, 2021 would be based upon the CPI-U percentage change from June 2019 to June 2020. Any annual CPI-U increase shall be limited to a minimum of two point five percent (2.5%) and a maximum of four percent (4%).

The total amount that may be incurred under this agreement, including all option years, may not exceed \$2,888,238.

On the following holidays, the rate shall be \$110.58 (one and one half times the hourly base rate) The B shift on Christmas Eve, Christmas Day, Thanksgiving Day, the A shift on the day after Thanksgiving Day, Independence Day, New Year's Eve, New Year's Day, Labor Day, Memorial Day and Martin Luther King, Jr. Day.

6. PAYMENT.

Pierce Transit shall reimburse the City for law enforcement services described herein pursuant to the all-inclusive payment rate shown above. The City shall invoice Pierce Transit on the 15th of the month following the service and include detailed service information, including actual service hours and all-inclusive hourly rate per officer. Payment shall be made by a check payable to the City of Lakewood and sent to the City within thirty (30) calendar days after receipt of invoice. Payments will include a processing fee of \$10.00 per month. Payments to the City that are received later than thirty (30) days following the invoice dates shall accrue interest at the rate of twelve percent (12%) per annum on the balance due. All payments shall first be applied to the accrued interest.

Pierce Transit shall not be financially liable for scheduled law enforcement services which are not actually performed if non-performance occurred because an officer was unable to complete his shift. However, Pierce Transit is financially liable for scheduled law enforcement services at the designated hourly minimum in all other circumstances.

7. COORDINATION WITH CHIEF OF PUBLIC SAFETY.

Pierce Transit has contracted with Pierce County Sherriff's Department to provide a Chief of Public Safety who will be responsible for coordinating the daily delivery of policing services to Pierce Transit in conjunction and cooperation with the City and any other applicable law enforcement agencies. Pierce Transit reserves the right to directly hire a Chief of Public Safety as a Pierce Transit employee. The Chief of Public Safety will be tasked with coordinating

all law enforcement efforts along with the City's LPD officers. It shall be the responsibility of the Chief of Public Safety to determine the appropriate coverage, amount of hours, and type of work needed by LPD officers to support Pierce Transit's system. The Chief of Public Safety will coordinate with the City's Chief of Police or the Police Chief's designee as needed, to ensure appropriate levels of law enforcement coverage for Pierce Transit.

9. DUTY STATUS.

Each police officer assigned to work, pursuant to this contract, is subject to call or assignment elsewhere by the City's Chief of Police or the Chief's designee, at any time for emergencies, special assignment, or overtime duty. Extra duty employment shall not infringe or interfere with the officer's primary obligations associated with his or her employment obligations to the City.

10. ADHERENCE TO CITY POLICIES AND PROCEDURES—SCOPE OF WORK.

Police officers engaged in extra duty employment are obligated to discharge all duties of their office and adhere to the City's Police department policies and procedures at all times. Such officers shall obey, uphold and enforce the laws of the City and State of Washington and the Constitutions of the State of Washington and the United States of America at all times. Such officers shall understand that while they are on duty or engaged in extra duty assignment under this contract, they remain subject to the supervision, direction, and/or discipline by the City, and subject to any applicable collective bargaining agreement in effect with the City. Police officers performing work pursuant to this contract shall only provide law enforcement/peacekeeping services as specified in Section 2(d) of this contract and they are at all times while performing said services subject to the direction and control of the City police department only.

10. ACTIVITY REPORTS.

Upon request, the City will provide reports to Pierce Transit, through the Chief of Public Safety on criminal activity within the City of Lakewood on or involving Pierce Transit's system. Extra duty officers assigned by the City will report their daily activities for those hours worked in the Pierce Transit system pursuant to this Agreement. Pierce Transit will provide the City with an electronic activity reporting tool if needed.

11. NO SPECIAL DUTY TO CONTRACTOR OR OTHERS.

Police officers on extra duty assignment have a primary obligation to the City, not Pierce Transit. They are expected to discharge all duties of their office while performing pursuant to this contract and are not required to perform any non-law enforcement/peacekeeping functions for Pierce Transit. Furthermore, this contract and performance thereof by the City police officers shall not create any special relationship with any person or duties to protect any specific persons from harm or injury including the party signing this contract. The law enforcement/peacekeeping duties to be performed pursuant to this contract are the same in extent and scope as those provided by police officers to every member of the public.

13. NONDISCRIMINATION.

The parties shall not discriminate on the basis of race, color, sex, religion, national origin, creed, age or the presence of any sensory, mental or physical handicap. The City and Pierce Transit certify that they are Equal Opportunity Employers.

14. INDEPENDENT CONTRACTOR.

The City is, and shall at all times be deemed to be, an independent contractor. Nothing herein contained shall be construed as creating the relationship of employer and employee, or principal and agent, between Pierce Transit and the City or any of the City's agents or employees. The City shall retain all authority for rendition of services, standards of performance, control of personnel, and other matters incident to the performance of services by the City pursuant to this Agreement.

Nothing in this agreement shall make any employee of Pierce Transit a City employee or any employee of the City a Pierce Transit employee for any purpose, including, but not limited to, for withholding of taxes, payment of benefits, worker's compensation pursuant to Title 51 RCW, or any other rights or privileges accorded City or Pierce Transit employees by virtue of their employment.

15. INSURANCE COVERAGE.

The City shall maintain at all times during the course of this agreement a general liability insurance policy or other comparable coverage with a self-insured retention of no more than \$500,000.00 and a policy limit of no less than \$5,000,000.00 dollars.

16. LIABILITY AND INDEMNIFICATION.

Each party shall be responsible and liable for the consequences of any act or failure to act on the part of itself, its employees or officers. While providing services hereunder, the acts or omissions of extra duty officers in the course and scope of supporting or otherwise providing services to Pierce Transit under this Agreement shall be deemed to be acts or omissions of City employees which shall be the sole responsibility of the City. Each party shall be responsible for its own negligence and that of its employees. Each party shall defend, indemnify and hold harmless the other party or the other party's officers, employees and agents from any and all costs, claims, judgments or awards of damages, resulting or arising from their acts or omissions. This indemnity provision shall survive the expiration or termination of this Agreement.

17. DISPUTE RESOLUTION.

In the event of a dispute in the administration of this agreement, Pierce Transit CEO or her designee shall discuss the dispute with the City's Chief of Police in an attempt to resolve the problem. If Pierce Transit CEO and the City's Chief of Police are unable to resolve a claim or

dispute stemming from this Agreement, the parties agree to participate in non-binding mediation before a third party professional mediator, whose selection will be mutually agreed upon. The cost of mediating the dispute will be borne equally by both parties, and mediation should occur within thirty (30) days of a request by either party to engage in mediation. No claim or suit may be brought until the dispute resolution procedures as set forth in this section have been exhausted. If dispute resolution efforts under this section are not successful, either party may institute legal action to enforce the terms and conditions of this agreement. Exclusive jurisdiction for any such dispute shall be Pierce County Superior Court in Tacoma, Washington.

17. NOTICES.

All notices and other material to be delivered under this contract shall be in writing and shall be delivered or mailed to the following addresses:

City of Lakewood
6000 Main Street
Lakewood, WA 98499
ATTN: Chief of Police

Pierce Transit
3701 96th St SW
Lakewood, WA 98499
ATTN: Chief of Public Safety

Pierce Transit
3701 96th St SW
Lakewood, WA 98499
ATTN: General Counsel

Or such other addresses as either party may, from time to time, designate in writing.


18. SIGNATURES.

The parties agree that all signatures, whether original, copy or faxed on this agreement will be considered originals.

19. SEVERABILITY.

If any of the provisions contained in this Agreement are held illegal, invalid or unenforceable, the remaining provisions shall remain in full force and effect.

20. CONFLICTS.

In the event of a conflict between any other agreements between the parties including  this Agreement shall govern.

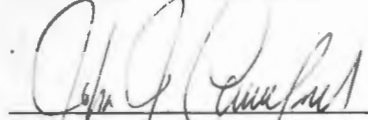
21. ENTIRE AGREEMENT.

No modification or amendment of this contract shall be effective unless in writing and signed by authorized representatives of the parties after approval of their respective governing

body. This contract contains the entire agreement between the parties and may not be enlarged, modified or altered except in writing signed by the parties.

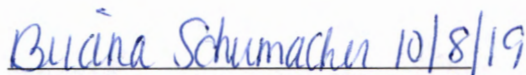
IN WITNESS WHEREOF, the parties have executed this Agreement on this date, the 8th day of October, 2019.

CITY OF LAKEWOOD



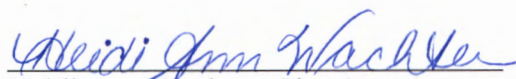
John Caulfield, City Manager/Date

Attest:



Briana Schumacher, City Clerk/Date

Approved as to legal form only:



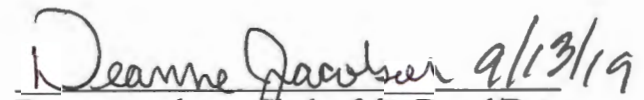
Heidi Ann Wachter, City Attorney

PIERCE TRANSIT



Susan Dreier, Chief Executive Officer

Attest:



Deanne Jacobson, Clerk of the Board/Date

Approved as to legal form only:



Dana A. Henderson, General Counsel/Date