

City of Burien, Washington Contract Routing Sheet

Name of Contracting Party: Washington Traffic Safety Commission

Project Name/Description: Memorandum of Understanding for Target Zero Patrol for Impaired Driving and Seat Belts (Oct. 1, 2013 to Sept. 30, 2014)

Contract Amount: \$ 5,000 for Impaired Driving and \$ 1,200 for Seat Belts
(Include Contractor's Proposal Amount and Sales Tax)

Type of Contract:

| | | |
|--|---|---|
| <input type="checkbox"/> Architectural/Engineering <input type="checkbox"/> From Engineering Roster <input type="checkbox"/> Advertised Bidding Done <input type="checkbox"/> Professional Services (Non-Engineering) <input type="checkbox"/> 3 Bids received <input type="checkbox"/> Direct Negotiation | <input type="checkbox"/> Construction <input type="checkbox"/> Informal Bidding Process Done-3 bids (less than \$20,000/\$35,000) <input type="checkbox"/> From Small Works Roster (\$20,000/35,000 to \$100,000) <input type="checkbox"/> Competitive/Advertised Bidding Done (Over \$100,000) <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Human Services/Arts & Culture/City Match <input checked="" type="checkbox"/> Other: MOU for traffic safety emphasis patrols <input type="checkbox"/> Contract Amendment to Contract No. _____ |
|--|---|---|

(Please attach a list of all bids received)

Is this contract authorized in the current year's budget? Yes No

If budgeted, list Fund/Dept.: General Fund - Police

Page # in Budget: 2-48 Budget line item amount: \$ _____

BARS Account Number: _____

Is a budget amendment needed? Yes No Amount? \$ _____

Date of Council Approval: _____

REVIEWED BY:

Contract Manager: Henry M. Date: _____

Department Director: _____ Date: _____

Management Analyst: W. Fleming Date: 12-2-13

| | |
|---|--|
| <p><u>Routing Instructions:</u></p> <p><input type="checkbox"/> Send original to Contractor for their signature and then provide a copy of the fully signed contract to _____</p> <p><input type="checkbox"/> Contract is already signed by Contractor, please provide a copy of the fully signed contract to: _____</p> <p><input type="checkbox"/> Other (Please describe) _____</p> | <p><u>Contract File Checklist:</u></p> <p><input type="checkbox"/> Purchase Order # _____</p> <p><input type="checkbox"/> Tax ID Form</p> <p><input type="checkbox"/> Current Business License # _____</p> <p><input type="checkbox"/> Insurance Certificate</p> <p><input checked="" type="checkbox"/> Contract Fully Signed <i>NOT fully signed</i></p> |
|---|--|

RECEIVED

OCT 1 / 2013

Traffic Safety



| | |
|---------------------|----------|
| TZM Approved | |
| Date | 10/15/13 |
| Initials | JJ |

**MEMORANDUM OF UNDERSTANDING
WASHINGTON TRAFFIC SAFETY COMMISSION**

THIS AGREEMENT, pursuant to Chapter 39.34 RCW, is made and entered into by and between the **BURIEN POLICE DEPARTMENT (Agency)** and the **Washington Traffic Safety Commission (WTSC)**.

IT IS THE PURPOSE OF THIS AGREEMENT to provide overtime funding to law enforcement agencies to conduct multijurisdictional, high visibility enforcement (HVE), traffic safety emphasis patrols (as outlined in Addendum A), in support of Target Zero priorities. The Target Zero Manager and Law Enforcement Liaison assigned to your county shall coordinate the Scope of Work as outlined below:

TERM: October 1, 2013 - September 30, 2014

AMOUNTS

**Impaired Driving: \$5,000
CFDA# 20.600**

**Seat Belts: \$1,200
CFDA # 20.602**

These funds shall not be commingled and are only to be utilized for the specific emphasis area.

**SWV 0018024-00
(Agency) Statewide Vendor Number**

IT IS, THEREFORE, MUTUALLY AGREED THAT:

1. **GOAL: To reduce traffic related deaths and serious injuries by engaging in impaired driving and occupant protection multijurisdictional HVE patrols.**
2. **SCOPE OF WORK:**

Impaired Driving:

Agency will engage in multijurisdictional HVE patrols for all or part of the following:

- Holiday DUI Patrols; November 27, 2013 – January 1, 2014**
- Summer Kick-Off DUI Patrols; July 1, 2014 – July 13, 2014**
- Drive Sober or Get Pulled Over Labor Day DUI Crackdown; August 15, 2014 – September 1, 2014.**

These DUI patrols shall be deployed at locations where the data indicates that the most traffic safety benefit can be realized as determined by the local Traffic Safety Task Force. Patrols shall not begin before 4:00 pm and will occur Friday-Sunday, with the exception of:

Wednesday and Thursday, November 27 and 28, (Thanksgiving);
Tuesday, December 31 and Wednesday, January 1 (New Year's Eve);
Thursday, July 3 (4th of July holiday), and;
Monday, September 1 (Labor Day.)

Seat Belts:

Agency will engage in multijurisdictional HVE seat belt-focused patrols on some or all of the following dates:

Click it or Ticket - May 19 – June 1, 2014

These patrols shall be deployed at locations where the data indicates that the most traffic safety benefit can be realized as determined by the local Traffic Safety Task Force. Wherever possible these patrols shall occur in areas with the lowest seat belt use rates. These patrols will not begin before 4:00 pm. **Agency agrees to take a zero tolerance approach to seat belt and child car seat violations.**

Law enforcement officers will complete the Emphasis Patrol Activity Logs and forward to their Target Zero Manager within 48 hours of the completion of the seat belt patrols.

3. CONDITIONS:

For each of the emphasis patrols listed above, **Multijurisdictional High Visibility Enforcement Protocols**, as outlined in **Addendum A** of this document will be followed. These protocols are incorporated in their entirety to this document by reference. Exceptions to these protocols may only be provided by the WTSC Program Director.

These are enforcement activities intended to apprehend impaired drivers, and unbuckled vehicle occupants. It is expected that Notices of Infraction/Citation (NOI/C's) will be issued at contact unless circumstances dictate otherwise.

Standardized Field Sobriety Testing (SFST) Training Requirement

Agency certifies that all officers participating in these patrols are SFST trained. To meet this requirement:

- Officer must be BAC certified and have passed the SFST refresher training within the prior three years, or
- Officer must have successfully completed Advanced Roadside Impaired Driving Enforcement (ARIDE), or
- Officer must be a certified Drug Recognition Expert.

Media Contacts:

All of these patrols are conducted as part of a highly publicized, statewide effort. As such, publicity campaigns about these patrols are planned to alert the public to the fact that extra patrols are targeting these violations. Therefore, Agency must provide the names of at least two agency officers who can be available for media requests and questions. ***At least one of the individuals listed below must be available for weekend media contacts, beginning at noon on Fridays before mobilizations:**

M. MAUCHON, Henry (Sgt)
Name/Title

COLE, Carl /Capt.
Name/Title

206-296-3351 Henry, M. Mauchon
Office Phone & e-mail King County .gov

206-296-3333
Office Phone & e-mail

206-23-8756
Cell Phone

Cell Phone

Available weekends per above?* Available weekends per above?*

4. **PAYMENT FOR LAW ENFORCEMENT:** Agency will provide commissioned law enforcement with appropriate equipment (vehicle, radar, PBTs etc.) to participate in these emphasis patrols. WTSC will reimburse for overtime at 1.5 times officer's normal rate plus Agency's contributions to employee benefits including FICA, Medicare, Worker's Compensation and unemployment.
5. **SHIFT LENGTH:** Agency will not schedule individual officer shifts for longer than eight hours. (WTSC understands there may be instances when more than eight hours are billed because of DUI processing, etc.)
6. **RESERVE OFFICERS:** Agency 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. Agency understands that reserve officers are not eligible for overtime for this project.
7. **DISPATCH:** WTSC will reimburse communications officers/dispatch personnel for work on this project providing Agency has received prior approval from their local Target Zero Manager.

8. **GRANT AMOUNT:** WTSC will reimburse Agency for overtime salary and benefits. The total cost of overtime and benefits shall not be exceeded in any one campaign area and funds may not be commingled between campaign areas.

Upon agreement by the Agency and the local Target Zero Manager, the DUI or Occupant Protection allocation may be increased or decreased without amending this agreement PROVIDED THAT the increase in the allocation does not exceed 50% of the original agreed amount for the specific emphasis area. Any increase in allocation exceeding 50% will require an amendment to this document.

9. **PERFORMANCE STANDARDS:**

- a. Participating law enforcement officers are required to make a minimum of 3 self-initiated contacts per hour of enforcement.
- 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.

10. **REIMBURSEMENT OF CLAIMS:** Claims for reimbursement must include:

a. Invoice Voucher (A19 Form).

- 1) Agency identified as the "Claimant"
- 2) Statewide Vendor Number
- 3) A Federal Tax ID #
- 4) Original signature of the agency head, command officer or contracting officer, and
- 5) Other information denoted by arrows on the form.

b. Payroll support documents (signed overtime slips, payroll documents, etc.).

c. Emphasis Patrol Activity Logs showing 3 or more self-initiated contacts per hour.

Emphasis Patrol Activity Logs cannot be modified.

Payment cannot be made unless these activity logs are included.

The Invoice Voucher (A19 Form), payroll supporting documents, and Emphasis Patrol Activity Logs shall be submitted to your Target Zero Manager for review and approval. The Target Zero Manager will forward these documents to WTSC for processing and payment.

11. DEADLINES FOR CLAIMS

All claims must be approved by your Target Zero Manager, please allow adequate time for processing in order to meet the following deadlines:

- a. **First Deadline:** All claims for reimbursement for emphasis conducted from October 1, to June 30, must be received by WTSC no later than August 15, 2014.
- b. **Second Deadline:** All claims for reimbursement for emphasis conducted between July 1 and September 30 must be received by WTSC no later than November 15, 2014.

Invoices submitted for reimbursement after the above dates, will not be paid.

WTSC will NOT accept faxed invoices.

12. **DISPUTES:** Disputes arising under this Memorandum shall be resolved by a panel consisting of one representative of the WTSC, one representative from Agency, and a mutually agreed upon third party. The dispute panel shall decide the dispute by majority vote.

13. **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.

14. **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.

[Signature]
Agency Signature

Henry F. McLauchlan
Printed Name

10/10/2013
(Date)

[Signature]
WTSC Signature

Angela Ward
Printed Name

10/17/13
(Date)

Agency Address (where fully executed copy of this document will be mailed):

14905 6th Ave SW
Street

Burien WA 98166 Sgt. Henry McLauchlan
City, State Zip Attn:

**Please return this signed MOU (No later than October 18, 2013) to
your Target Zero Manager:**

**Sara Wood
Kent Police Department
220 4th Ave. S.
Kent, WA 98032**

Target Zero Manager will forward this signed document to:

Angie Ward, WTSC
621 - 8th Avenue SW, Suite 409
PO Box 40944
Olympia, WA 98504-0944
360.725.9888

No later than October 31, 2013

Addendum A

Multijurisdictional High-Visibility Enforcement Protocols

Purpose

This protocol is intended to guide Target Zero Managers, Law Enforcement Liaisons; and law enforcement agencies in coordinating multijurisdictional high visibility enforcement (HVE) mobilizations to address impaired driving and seat belt use. These mobilizations are funded by federal highway safety grants.

Goal

The goal of multijurisdictional high-visibility campaigns is to reduce fatal and serious injury collisions through the coordination of:

- Publicity addressing increased enforcement, and
- Increased contacts and arrests of violators.

Method

Funding from the Washington Traffic Safety Commission (WTSC) will support multijurisdictional HVE patrol activities to increase the number of officers working on impaired driving, and occupant protection enforcement. Public education and media will be coordinated by the Target Zero Manager and Law Enforcement Liaison. The law enforcement activity will support the media effort by demonstrating to the public that the media messages are true; i.e., that "extra enforcement patrols (with a particular focus) are going on now" so that the public takes the media messages seriously.

The media work will support the police effort by encouraging voluntary compliance with the law. The objective of multijurisdictional HVE patrol activities is to change driver behavior by raising the awareness of increased enforcement.

Definitions:

- HVE is enforcement of the law in conjunction with publicity that draws the attention of the public to the enforcement activity.

- Multijurisdictional enforcement is defined as a minimum of three law enforcement agencies (LEA's) or patrol units participating at a designated date and time, enforcing a specific activity, in a location determined by the local Target Zero Task Force.

Responsibilities

WTSC:

- Provide Funding.
- Provide state/local traffic fatality and serious injury data
- Coordinate paid media at the state level.
- Lead news media efforts (if not lead by local TZM) for:
 - Holiday DUI
 - Click It or Ticket
 - Drive Hammered Get Nailed.
- Summarize enforcement activity.
- Report results to the National Highway Traffic Safety Administration.

Target Zero Manager and Law Enforcement Liaison:

- Lead the development of Multijurisdictional High Visibility Enforcement Mobilization Plans.
- Coordinate mobilization briefings.
- Lead news media efforts for:
 - Summer DUI
- Lead news media efforts (optional) for all other mobilizations.
- Review and approve all MOUs, invoices, and other documentation before submission to WTSC. This includes follow-up on incomplete invoicing paperwork and Emphasis Patrol Activity Logs with unexplained low contacts.

Law Enforcement Agencies:

- Send a representative to local task force meetings to plan mobilization locations and exact dates.

- Ensure availability of agency media contact, noted on page 3 of this agreement, prior to and during all mobilization dates.
- Provide commissioned police officer(s) (active or paid reserve) with appropriate equipment (vehicle, radar, etc.) to participate in multijurisdictional HVE patrols.
- Ensure that officers assigned to the multijurisdictional HVE campaigns are qualified to enforce the impaired driving laws as outlined on page 2, section 3 of this agreement.
- Require all officers participating in multijurisdictional HVE patrols to attend mobilization briefings.
- Ensure officers working the overtime conduct **a minimum of three (3) self-initiated contacts per hour.**

This is an enforcement activity that is intended to apprehend violators. It is expected that a Notice of Infraction/Citation (NOI/C) will be issued at contact unless circumstances dictate otherwise. It is understood that violator contacts may result in related, time-consuming activity. Such activity will be considered for reimbursement.

Activity other than that initiated through HVE patrol contact (investigating collisions, emergency responses, etc.) will be the responsibility of the contracting agency and may not be considered for reimbursement.

- Require officers to complete and submit multijurisdictional HVE patrol productivity on WTSC Emphasis Patrol Activity Log.



 Agency Signature

10-10-2013

 Date

City of Burien, Washington Contract Routing Sheet

Name of Contracting Party: Washington Traffic Safety Commission

Project Name/Description: MOU for Target Zero Patrol (Oct. 1, 2013 to Sept. 30, 2014) –
Amendment #1 to add Distracted Driving

Contract Amount: \$ 1,500 for Amendment for Distracted Driving; Total MOU is \$7,700
(Include Contractor's Proposal Amount and Sales Tax)

Type of Contract:

| | | |
|--|---|--|
| <input type="checkbox"/> Architectural/Engineering <input type="checkbox"/> From Engineering Roster <input type="checkbox"/> Advertised Bidding Done <input type="checkbox"/> Professional Services (Non-Engineering) <input type="checkbox"/> 3 Bids received <input type="checkbox"/> Direct Negotiation | <input type="checkbox"/> Construction <input type="checkbox"/> Informal Bidding Process Done-3 bids (less than \$20,000/\$35,000) <input type="checkbox"/> From Small Works Roster (\$20,000/35,000 to \$100,000) <input type="checkbox"/> Competitive/Advertised Bidding Done (Over \$100,000) <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Human Services/Arts & Culture/City Match <input type="checkbox"/> Other: _____ <input checked="" type="checkbox"/> Contract Amendment to Contract No. <u>3955</u> |
|--|---|--|

(Please attach a list of all bids received)

Is this contract authorized in the current year's budget? Yes No

If budgeted, list Fund/Dept.: General Fund – Police Services

Page # in Budget: 2-48 Budget line item amount: \$ _____

BARS Account Number: 001-00-333-20-60-000

Is a budget amendment needed? Yes No Amount? \$ _____

Date of Council Approval: _____

REVIEWED BY:
Contract Manager: Henry M. Date: _____

Department Director: _____ Date: _____

Management Analyst: L Fleming Date: _____

| | |
|--|--|
| <p>Routing Instructions:</p> <input type="checkbox"/> Send original to Contractor for their signature and then provide a copy of the fully signed contract to _____ | <p>Contract File Checklist:</p> <input type="checkbox"/> Purchase Order # _____ <input type="checkbox"/> Tax ID Form <input type="checkbox"/> Current Business License # _____ <input type="checkbox"/> Insurance Certificate <input checked="" type="checkbox"/> Contract Fully Signed |
| <input type="checkbox"/> Contract is already signed by Contractor, please provide a copy of the fully signed contract to: _____ | |
| <input type="checkbox"/> Other (Please describe) _____ | |

2

| | |
|---------------------|---------|
| TZM Approved | |
| Date | 3/31/14 |
| Initials | ES |



Amendment #1

To the

MEMORANDUM OF UNDERSTANDING

BETWEEN THE

**WASHINGTON TRAFFIC SAFETY COMMISSION
AND THE**

BURIEN POLICE DEPARTMENT

RECEIVED

APR 02 2014

Traffic Safety

THIS AGREEMENT, pursuant to Chapter 39.34 RCW, amends the 2013/14 mobilization funding MOU entered into by and between the Burien Police Department and the Washington Traffic Safety Commission (WTSC).

IT IS THE PURPOSE OF THIS AMENDMENT to make overtime funding available to Burien Police Department for the purpose of conducting distracted driving high visibility enforcement (HVE) patrols, in support of Target Zero priorities and in accordance with the updated scope of work outlined herein.

TERM: October 1, 2013 September 30, 2014

ORIGINAL AMOUNTS

**Impaired Driving: \$5,000
CFDA# 20.600**

**Seat Belts: \$1,200
CFDA # 20.602**

ADDITIONAL AMOUNT

**Distracted Driving: \$1,500
CFDA# 20.600**

These funds shall not be commingled and are only to be utilized for the specific emphasis area.

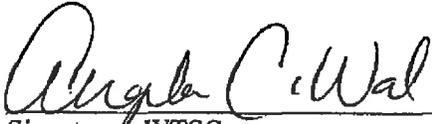
2. **SCOPE OF WORK**

Distracted Driving:

Agency will engage in multijurisdictional HVE patrols for all or part of the following:

U Text. U Drive. U Pay – April 10-15, 2014

These patrols shall be deployed at locations where the data indicates that the most traffic safety benefit can be realized as determined by the local Traffic Safety Task Force.


Signature - WTSC

4/2/14
(Date)


Signature - (Burien Police Department)

3/21/14
(Date)

APPROVED AS TO FORM ONLY BY THE OFFICE OF THE ATTORNEY GENERAL