



City of Seattle

Edward B. Murray, Mayor

Seattle Office for Civil Rights

Patricia Lally, Director

MEMORANDUM OF AGREEMENT

ENCAMPMENT REMOVAL PROTOCOL MONITORING PROGRAM SEATTLE OFFICE FOR CIVIL RIGHTS AND THE DEPARTMENT OF FINANCE AND ADMINISTRATIVE SERVICES AND THE HUMAN SERVICE DEPARTMENT

THIS AGREEMENT is made between the Seattle Office for Civil Rights, the Department of Finance and Administrative Services and the Seattle Human Services Department.

I. SCOPE OF WORK:

The Seattle Office for Civil Rights (SOCR) will provide high-level oversight to ensure the City is following the Multi-Departmental Administrative Rules (MDAR 17-01), the Finance and Administrative Services Rule (FAS 17-01) and other adopted policies pertaining to removing unauthorized encampments as they may change from time to time.

SOCR will hire an Encampment Monitor to:

- Conduct a review of monthly operational reports and encampment removal data collected by the City via REACH or other agency partners;
- Perform random site visits during encampment removals. SOCR will document its observations and provide immediate feedback if critical to the clean-up operations, including only halting removals if necessary to preserve compliance with MDAR 17-01 or FAS-01 (a removal will be considered halted if SOCR stops due to administrative rules not being followed);
- As needed, conduct interviews of encampment clean-up personnel, law enforcement officers, residents, and other stakeholders; and
- Issue a semi-annual report detailing observations, findings, and recommendations.

The Department of Finance and Administrative Services will:

- Provide funding not to exceed \$50,000 in costs associated with SOCR's role in providing high-level oversight;
- Be available to answer questions regarding encampment cleanups and removals; and
- Provide SOCR's Encampment Monitor with the removal schedule as well as any updates to the schedule to ensure random site visits can occur.

The Human Services Department will:

- On a monthly basis, provide SOCR's Policy Manager with the set of Weekly Reported Data Elements submitted by outreach contractors to allow for SOCR's review of residents' demographics.

DURATION AND TERMS OF AGREEMENT:

This scope of work will commence on April 3, 2017 and shall be completed no later than December 31, 2017. This agreement will expire at the close of business on December 31, 2017 unless all parties agree to extend the agreement in writing.

COMPENSATION AND REIMBURSEMENT:

Based on the scope of work described above, SOCR will invoice the Department of Finance and Administrative Services for the following:

Labor Costs

- Monitor Coordinator –\$60 per hour. Not to exceed \$25,000.
- Policy Manager – overall project review. Not to exceed \$25,000.

Materials

- Personal Protection Equipment for monitors (if not already available from SOCR)
- Vaccine (Hep B) reimbursement costs

The Department of Finance and Administrative Services will issue payment via interfund transfer within 30 days of receiving the invoice.

POINTS OF CONTACT: The points of contact for this Agreement are as follows:

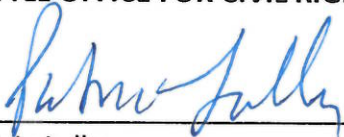
Patricia Lally
Director
Seattle Office for Civil Rights
Patricia.Lally@seattle.gov
233-7822

Fred Podesta
Director
Finance and Administrative Services
Fred.Podesta@seattle.gov
386-0041


Catherine Lester
Director
Seattle Human Services Department
Catherine.Lester@Seattle.gov
386-1143

The parties have executed this Agreement as indicated by the following signatures.

SEATTLE OFFICE FOR CIVIL RIGHTS:




Patricia Lally,
Director




Date

FINANCE AND ADMINISTRATIVE SERVICES:



Fred Podesta
Director



Date

SEATTLE DEPARTMENT OF HUMAN SERVICES:



Catherine Lester
Director



Date