

**SULTAN CITY COUNCIL  
AGENDA ITEM COVER SHEET**

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**ITEM #:** Consent C 8

**DATE:** May 8, 2008

**SUBJECT:** Contract Renewal – Department of Corrections

**CONTACT PERSON:** Laura Koenig, Clerk/Deputy Finance Director

**ISSUE:**

The issue before the Council is authorizing the Mayor to sign the renewal of the Department of Corrections Contract #CDCI 4597.

**SUMMARY STATEMENT:**

The Department of Corrections provides inmate works crews to do general labor at a minimal cost (\$1.10 per hour per inmate). Labor includes brush clearing, trail maintenance, litter clean-up, grounds work, ditch digging, demolition work and brush removal and dumping. The Department of Corrections provides all the necessary tools and equipment required to complete the project requirements.

The Department of Corrections provides a correctional officer to supervise the crew and maintains a log of hours worked by the crew.

The City has used the crews in the past to do trail maintenance and work in the watershed. They could be used to maintain the Highway right of way and maintain the Cemetery.

**ALTERNATIVES**

- 1) Authorize the Mayor to sign the contract renewal with the Department of Corrections. This would allow the City to use inmate work crews to clean trails and right of ways.
- 2) Do not authorize the Mayor to sign the contract renewal with the Department of Corrections and direct staff to find alternate methods for maintenance.

**RECOMMENDATION:**

Staff recommends the Mayor be authorized to sign the renewal of Contract #CDCI 4597 with the Department of Corrections.

**Attachments:** A. Letter and Task Order



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BY: .....

STATE OF WASHINGTON  
**DEPARTMENT OF CORRECTIONS**  
**NORTHWEST REGION BUSINESS OFFICE**  
P.O. Box 888 • Monroe, Washington 98272-0888 • (360) 794-2400  
FAX (360) 794-2302

April 10, 2008

City of Sultan  
Attn: Ms. Connie Dunn  
P.O. Box 1199  
Sultan, WA 98294

Subject: Renewal of Contract # CDCI 4597

Dear Ms. Dunn:

Your Community Work Crew Contract Task Order with the Department of Corrections will expire on June 30, 2008. If you would like to renew this contract, please sign, date and return the enclosed Task Order to my attention @ the address reflected on the letterhead. You will be sent a final signed copy for your records. If you require original signatures please return 2 signed copies.

**Please respond no later than May 30, 2008 to ensure your contract does not expire.**

The following changes become effective July 1, 2008:

- The mileage rate has increased to \$0.505
- The workers compensation rate has increased to \$0.2397

If you have any questions, please contact me at the number below.

Thank you for your prompt attention to this matter.

Sincerely,

Tracy Butterfield  
Fiscal Analyst III  
Dept. of Corrections, Monroe  
(360) 794-2881

Enclosures (1)

*"Working Together for SAFE Communities"*



State of Washington  
Department of Corrections  
**Northwest Region Business Office**

PO Box 888 • Monroe, Washington 98272-0888  
(360) 794-2881 • FAX (360) 794-2302

**Community Work Crew  
Task Order**

- **Contract number:** CDCI 4597
- **Institution:** Monroe Correctional Complex
- **Contractor:** City of Sultan
- **Task Period:** July 1, 2008 – June 30, 2009
- **Task Description:** DOC will provide inmate work crews to do general labor for the contractor. Labor to include brush clearing, trail maintenance, litter clean-up, "grounds" work (i.e. mowing, weeding, sweeping, trimming, raking, etc.), cutting up logs, ditch digging, demolition work, brush removal/hauling/dumping, etc. DOC will provide all necessary tools and equipment required to complete the project requirements.
- **Payment Terms:** In consideration of the services provided by DOC, the parties to this contract agree to reimburse DOC for the following costs:
  - A. Inmate crew wages of \$1.10 per hour per inmate.
  - B. Vehicle operating costs at the prevailing state rate. The current rate is \$0.505 per mile,
  - C. Workers compensation of \$0.2397 per hour worked per inmate.
  - D. Standard fee of 50% of the inmate labor, mileage and workers compensation totals. This fee is for the use, repair and maintenance of DOC supplied tools and equipment used on the projects.

DOC shall bill the Contractor by the 10<sup>th</sup> of each month.  
Payment shall be due to DOC within 30 calendar days from date of invoice.

- **Additional Terms and Conditions:**
  - A. No public employees will be displaced as a result of this contract.
  - B. Offender work crews will consist of no more than 10 offenders.
  - C. DOC shall provide one correctional officer to supervise the crew.
  - D. DOC will maintain a log of hours worked by offender crews.
  - E. All DOC and MCC Policies will be adhered to, including non-smoking and unauthorized literature. Any observed violations must be reported to the assigned correctional staff immediately.

**Contractor:**

**Department of Corrections:**

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE

Ken Quinn, Superintendent MCC

Please Print Name and Title