

RESOLUTION NO. 2018-13

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINGTON, KING COUNTY, WASHINGTON, AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT WITH KARA MURPHY RICHARDS FOR THE PROVISION OF PROSECUTION SERVICES.

WHEREAS, Kara Murphy Richards provided prosecutorial services for the City of Covington from May 2018 to present; and

WHEREAS, the City wishes to continue receiving its prosecuting services from Kara Murphy Richards on a contract basis; and

WHEREAS, the City has determined that it would be in the best interests of the City to contract with Kara Murphy Richards.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Covington, King County, Washington, as follows:

Section 1. The City Manager is hereby authorized to execute a contract with Kara Murphy Richards for provision of prosecution services, in the form attached hereto as Exhibit "A."

PASSED in open and regular session on this 27th day of November 2018.



Mayor Jeff Wagner

Attested:



Sharon Scott, City Clerk

APPROVED AS TO FORM:



Kathy Hardy, City Attorney

**PROFESSIONAL SERVICES AGREEMENT
FOR PROSECUTION SERVICES**

WHEREAS the Prosecutor has been licensed to practice law in the State of Washington and has been previously acting as the contract Prosecutor for the City of Covington, and

WHEREAS the Prosecutor has the demonstrated ability to provide high quality legal representation for the City in the City of Covington and the King County District Court in a professional, skilled manner consistent with minimum standards set forth by the American Bar Association, applicable state bar association standards, the Rules of Professional Conduct, case law and applicable court rules defining the duties of counsel and the rights of defendants in criminal cases; and

WHEREAS the City Council finds that it is in the best interests of the public that the City retain the services of the Prosecutor;

NOW THEREFORE, in consideration of the mutual promises and obligations hereinafter set forth, the parties hereto agree as follows:

1. Parties

This Agreement is entered into between the City of Covington, King County, Washington ("City"), and Kara Murphy Richards ("Prosecutor"); collectively, the "Parties".

2. Term

This Agreement is effective as of the date both Parties sign the Agreement. This Agreement shall extend through December 31, 2019.

3. General description of services

Prosecutor has been retained by the City to provide professional legal services in Covington as required.

4. Scope of Work

A. Prosecutor agrees to provide all necessary prosecution services to the City of Covington, including:

- 1) Providing advice to Covington Police Officers (KCSO) on matters relating to criminal law and proper procedures for enforcing the law;
- 2) Reviewing police reports for determination of probable cause and charging;
- 3) Drafting and filing criminal complaints and probable cause statements as necessary;
- 4) Appearing at arraignments, pretrial hearings, and motions;
- 5) Initiating settlement discussions and plea negotiations;

- 6) Handling all phases of jury trials; (see below)
- 7) Drafting briefs and motions;
- 8) Appearing at sentencing and review hearings;
- 9) Tracking case dispositions, including reasons for declining to prosecute particular cases;
- 10) Appearing on infractions where the violator has retained legal counsel;
- 11) Responding to and appearing on behalf of the City in RALJ appeals;
- 12) Handling code enforcement cases as requested by the City.

- B. The services performed by the Prosecutor shall not exceed the Scope of Work without prior written authorization from the City.
- C. The City may from time to time require changes or modifications in the Scope of Work. However, such changes, including any decrease or increase in the amount of compensation, shall be agreed to by the parties and incorporated in written amendments to this Agreement.

5. Schedule of Work and Continuity of Representation

- A. It is agreed by the parties that continuity of representation is very important for effective prosecution. Therefore, Kara Murphy Richards shall be the primary person provide services under this Agreement and she shall make good faith efforts to be personally present for all court hearings unless she is unable to appear due to vacation, illness, emergency, or occasional scheduling conflicts. Prosecutor shall make good faith efforts to ensure that there is continuity of representation in choice of substitute prosecutors and that she thoroughly prepare all cases for the substitute prosecutor.
- B. Prosecutor shall appear for all regularly scheduled court hearings to perform the services described in the Scope of Work.
- C. As of the effective date of this Agreement, Prosecutor shall be required to appear in Court three calendar days, currently Tuesdays, each month. Jury trials, an additional criminal calendar in months with five Tuesdays and other special hearings may require occasional additional appearances and compensation for those appearance is addressed below.
- D. Prosecutor agrees and understands that, while the City will make good faith efforts to consult with Prosecutor prior to changing the schedule of court hearings, and will take Prosecutor's needs into accounts, the City will have final discretion to alter the scheduling of court hearings and it shall be Prosecutor's responsibility to ensure such hearings are covered by Prosecutor.
- E. In the event the prosecution of any person would constitute a conflict of interest for the Prosecutor pursuant to the Washington State Bar Association Rules of

Professional Conduct, the Prosecutor shall not prosecute such person and the City shall be responsible for the cost of outside legal representation for the City.

6. Compensation

- A. Base Rate. The City shall pay the Prosecutor a base rate of \$5500 per month for performing all services necessary to effectively prosecute violations of the Covington and for representing the City on infraction cases where the violator has retained counsel. This amount shall include all in court and out of court work (including but not limited to clerical staff, office rent, photocopies and letters; mailing costs; telephone expenses), training for law enforcement, travel and attendance at necessary meetings. Prosecutor, at her expense, shall obtain and keep in force any and all necessary licenses and permits.
- B. Additional Calendars: In the event that there is a fourth criminal calendar scheduled in a calendar month, the extra calendar day shall be compensated at the rate of \$1500 to cover the preparation of all cases set for that day and appearance at that calendar unless it is a half-day calendar, in which compensation will be \$800. The same applies in the event that there is a trial scheduled on the City's designated trial day. Except that the prosecutor shall only be compensated \$1500 for such trial even if the trial extends beyond one day.
- C. One-time payment for "special circumstances"- The City paid \$1000 onboarding payment to the Prosecutor. This is to compensate the Prosecutor for the additional work required to ensure a seamless transition between the previous prosecutor and the new Prosecutor and the additional work necessary to handle all backlogged work.

7. Payment

- A. Base Rate. The Prosecutor shall be required to submit an invoice by the 1st of each month for the preceding month's services. Payment of the base rate shall be made on the 10th day of every month for the preceding month of services, unless the 10th falls on a weekend or holiday, in which case payment by be made on the first business day following. Should this Agreement be terminated before the end of a full month, the base rate shall be prorated by subtracting payment for any scheduled courts days where Prosecutor failed to appear.
- B. Records Retention. Prosecutor shall keep cost records and accounts pertaining to this Agreement available for inspection by City representatives for three (3) years after final payment unless a longer period is required by a third-party agreement. Copies shall be made available on request.
- C. Dispute over Services. If the services rendered do not meet the requirements of the Agreement, Prosecutor will correct or modify the work to comply with the

Agreement. City may withhold payment for such work until the work meets the requirements of the Agreement.

- D. Deductions. In the event the Prosecutor fails to pay any taxes, assessments, penalties, or fees imposed by any governmental body, including a court of law, arising out of services rendered hereunder, then the Attorney authorizes the City to deduct and withhold or pay over to the appropriate governmental body those unpaid amounts upon demand by the governmental body. It is agreed that this provision shall apply to taxes and fees imposed by City ordinance, if any. Any such payments shall be deducted from the Attorney's total compensation.

8. Contract Administration and Management.

- A. The City Manager or his or her designee shall have primary responsibility for administering services to be performed by the Prosecutor and shall coordinate all communications between the Prosecutor and the City. The City Manager, or his/her designee, shall be responsible for evaluation of Prosecutor performance. Supervision and evaluation efforts may include in-court observations and periodic conferences.
- B. Prosecutor, at such times and in such form as the City may require, shall maintain a case reporting and management information system which includes number and type of cases, attorney hours and disposition of cases and shall furnish the City with periodic reports pertaining to the work and services undertaken pursuant to this agreement. The Prosecutor will make available to the City all work-related accounts, records and documents for inspection, auditing, or evaluation during normal business hours in order to assess performance, compliance and/or quality assurance under this agreement; provided that, any such system shall be maintained independently from client files so as to disclose no personal or privileged information.
- C. The Prosecutor shall not assign, subcontract, delegate, or transfer any obligation, interest or claim to or under this agreement or for any of the compensation due hereunder without the prior written consent of the City; provided that, any counsel associated with or employed by the Prosecutor shall have the authority to perform the services called for herein, and Prosecutor may employ associated counsel to assist her at Prosecutor's expense. The Prosecutor and any other attorneys retained pursuant to this Agreement shall be admitted to practice pursuant to the rules of the Supreme Court of the State of Washington and shall meet the standards set forth herein.

9. Notices

All notices required by this Agreement shall be considered properly delivered when personally delivered, when received by facsimile, or on the third day following mailing, postage prepaid, certified mail, return receipt requested to:

City:

City of Covington
16720 SE 271st St #100
Covington, WA 98042-4964
Contact: City Manager, City of Covington
Phone: 253-480-2400
Fax: 253-480-2401

Prosecutor:

Kara Murphy Richards
1783 12th Ave NE
Issaquah, WA 98029
Contact: Same
Tax I.D.# 484-82-6520
Phone: 206-947-3852
Fax: 425- 516-7222

It is the responsibility of Prosecutor to notify the City in writing if the contact information appearing above should change.

10. Discrimination and Compliance with Laws

- A. Prosecutor agrees not to discriminate against any employee or applicant for employment or any other person in the performance of this Agreement because of race, creed, color, national origin, marital status, sex, age, disability, or other circumstance prohibited by federal, state, or local law or ordinance, except for a bona fide occupational qualification.
- B. Prosecutor shall comply with all federal, state, and local laws and ordinances applicable to the work to be done under this Agreement.
- C. Violation of Section 10 shall be a material breach of this agreement and grounds for cancellation, termination, or suspension of the Agreement by City, in whole or in part, and may result in ineligibility of Prosecutor to do further work for City.

11. Termination of Agreement

- A. Termination without fault. Either party may terminate this Agreement upon a minimum of ninety (90) days advance notice to the other party. Such notice shall indicate the date of termination.
- B. Termination for cause. The City may terminate the Prosecutor's contract for "cause" (as defined in this section) immediately upon written notice to the Prosecutor. Such notice shall specify in reasonable detail the nature of the cause. For purposes of this Agreement, "cause" shall include, without limitation: (1) material breach of this Agreement; (2) failure to satisfactorily perform her responsibilities and job duties; (3) unethical practices as set forth in the Rules of Professional Conduct; (4) loss of license to practice law in the state of Washington; or (5) fraudulent or dishonest conduct. The City shall have the sole discretion to determine whether there is cause to terminate the Prosecutor's services under this Agreement.

12. Standard of Care

Prosecutor represents and warrants that he or she, and any agents used to perform services under this Agreement, has the requisite training, skill and experience necessary to provide the services described herein and is appropriately accredited and licensed by all applicable agencies and governmental entities. Services provided under this Agreement shall be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing in similar circumstances. All obligations and services of Prosecutor undertaken pursuant to this agreement shall be performed diligently and completely in a professional, skilled manner consistent with minimum standards set forth by the American Bar Association, applicable state bar association standards, the Rules of Professional Conduct, case law and applicable court rules defining the duties of counsel.

13. Indemnification/Hold Harmless

Prosecutor shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the Prosecutor in performance of this Agreement, provided however, that such provision shall not apply to the extent that damage or injury results from the fault of the City or its officers, other agents, or employees. "Fault" as used herein shall have the same meaning as set forth in RCW 4.22.015.

14. Insurance

The Prosecutor shall procure and maintain for the duration of the Agreement professional liability insurance from a company licensed to do business in the State of Washington with limits no less than \$500,000 per claim and \$500,000 policy aggregate limit. This policy shall be written to insure Prosecutor and its agents, representatives, and employees.

15. Assigning or Subcontracting

This agreement may not be assigned by either party without the express written consent of the other party, and said consent can be withheld in that parties' sole discretion.

16. Independent Contractor

Prosecutor is and shall be at all times during the term of this Agreement an independent contractor. Prosecutor acknowledges that she is responsible for the payment of all charges and taxes applicable to the services performed under this agreement, and Prosecutor agrees to comply with all applicable laws regarding the reporting of income, maintenance of insurance and records, and all other requirements and obligations imposed as a result of the Prosecutor's status as an independent contractor. If the City

is assessed, liable or responsible in any manner for those charges or taxes, Prosecutor agrees to hold the City harmless from those costs, including attorneys' fees.

This agreement shall be for the sole benefit of the parties hereto, and nothing contained herein shall create a contractual relationship with, or create a cause of action in favor of, a third party against either party hereto.

17. Governing Law and Venue for Disputes

Any action for claims arising out of or relating to this Agreement shall be governed by the laws of the State of Washington. Venue shall be in King County, Washington.

18. Attorney' Fees

In any suite or action instituted to enforce any right granted in this Agreement, the substantially prevailing party shall be entitled to recover its costs, disbursements, and reasonable attorneys' fees from the other party.

19. Extent of Agreement/Modification

This Agreement represents the entire Agreement between the parties and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended or modified only by express written consent of both parties. The headings in this Agreement are inserted for convenience only and shall not affect the interpretations of this Agreement.

20. Severability

In any term or provision of the Agreement is held invalid, the remainder of such terms or provisions of this Agreement shall not be affected, if such remainder would then continue to confirm to the terms and requirements of applicable law.

21. Interpretation and Fair Construction of Contract

This Agreement has been reviewed and approved by each of the parties. In the event it should be determined that any provision of this Agreement is uncertain or ambiguous, the language in all parts of this Agreement shall be in all cases construed as a whole according to its fair meaning and not strictly construed for, nor against, either party.

22. Waiver of Breach

The failure of any Party hereto to insist upon strict performance of any of the covenants and agreements herein contained, or to exercise any option or right herein conferred, in any one or more instances, shall not be construed to be a waiver or relinquishment of any such option or right or of any other covenants or agreement, but the same shall be and remain in full force and effect.

BY ITS SIGNATURE BELOW, EACH PARTY ACKNOWLEDGES HAVING READ AND UNDERSTOOD THE TERMS AND CONDITIONS OF THIS AGREEMENT AND AGREES TO BE BOUND BY THEM.

CITY OF COVINGTON

PROSECUTOR
Kara Murphy Richards

By: _____

By: _____

Print Name: _____

Print Name: _____

Title: _____

Title: _____

Date: _____

Date: _____