

CITY COUNCIL MEETING AGENDA



City of Lake Stevens Vision Statement

We are a thriving community that promotes a vibrant economy, preserves natural beauty, and supports an exceptional quality of life for all.

September 17, 2024 - 6:00 PM

Ways to participate:

In person: The Mill, Sawyers Room, 1808 Main Street, Lake Stevens
or Join Zoom Meeting: <https://lakestevenswa.zoom.us/j/86761012055>
or call in at (253) 215-8782 Meeting ID 86761012055

1. **Call to Order**
2. **Pledge of Allegiance** Mayor
3. **Roll Call**
4. **Approval of Agenda** Council President
5. **Guest Business**
 - A. Introduction of New Police Officers Sutton and Everest
6. **Citizen Comments**
7. **Council Business** Council President
8. **Mayor's Business**
9. **City Department Report**
 - A. Grant Review Olivia Baumgardner
(No packet materials. Will be reviewed at the meeting)
 - B. 91st Avenue SE Sidewalk Project Update Aaron Halverson
10. **Consent Agenda**
 - A. CJTC Officer Wellness Grant 2024/2025 Jeffrey Beazizo
 - B. Interlocal Agreement with Snohomish County for
Emergency Management Services Maximilian Roth
11. **Action Items**
 - A. StoneShare - SharePoint Records Management
Implementation Kelly Chelin,
Troy Stevens
12. **Executive Session - Confidential Session per
RCW 42 30.110**

- A. Collective Bargaining. No action to follow.

13. Adjourn

THE PUBLIC IS INVITED TO ATTEND

The City of Lake Stevens strives to provide accessible opportunities for individuals with disabilities. Please contact Human Resources, City of Lake Stevens ADA Coordinator, (425) 622-9400, at least five business days prior to any City meeting or event if any accommodations are needed. For TDD users, please use the state's toll-free relay service, (800) 833-6384, and ask the operator to dial the City of Lake Stevens City Hall number.

MEMORANDUM



Public Works Department

DATE: September 17, 2024

TO: City Council and Mayor Gailey

FROM: Aaron Halverson, Public Works Director

SUBJECT: 91st Ave SE Sidewalk Project – Schedule and Lessons Learned

During the City Council meeting on September 3rd, two council members expressed concerns about the construction schedule for the 91st Ave SE sidewalk project. They requested a detailed explanation regarding the delay, any issues with the contract, and the lessons learned from these challenges. This memorandum aims to address those concerns and provide the requested information.

Schedule – The first phase of the project was delivered five days behind schedule, impacting students trying to access their schools in the area. Upon review, five additional days of work have been authorized due to weather and constructability issues. While not ideal, the impacts of the delay were mitigated with careful collaboration between the contractor and the city. In addition, the school district was notified of the delays and gave positive feedback regarding the coordination. Below is a summary of the schedule:

5/30 - First advertisement

6/13 – Bid opening. Four bids were received.

6/20 – Rejected bids due to an error in the bid package and readvertised on 6/20.

7/9 – Bid opening. Two bids were received.

7/16 - Council contract approval

7/22 - Pre-construction meeting

8/2 - Notice to proceed following receipt of bonds, intents and signed contract.

8/5 - Work started, focused on survey and mobilization.

8/19 – Additional working day granted - weather delay for concrete pour.

8/23 – The department report to the council was published, including the following, “The sidewalk segments adjacent to the schools are scheduled to be completed and accessible before school begins in September.”

8/27 – Capital projects report discussed at the council meeting.

8/25-8/29 – Four additional working days for driveway redesign along with accommodating noticing/phasing to allow adjacent residents to access their property. Essentially, pouring all of the driveways at once would disrupt the adjacent residents excessively.

8/30 - Deadline for Phase I (8th Street SE to 4th Street SE)

9/9 – Substantial completion of the first phase **(five working days beyond 8/30).**

Lessons Learned – A basic root cause analysis was performed by engineering staff. They found the following lessons learned would be added to the lessons learned register.

- Roadway projects adjacent to schools need special consideration to be advertised in the spring to ensure they can be completed while school is not in session. We knew this for this project but did not meet this goal.
- The contractor overworked issues outside of the first phase that were unnecessary due to the pay schedule for demolition. To expedite a phase, future projects will consider payment strategy and the schedule requirements.
- Re-advertisement due to inconsistent bid schedule. Specifically, the Force Account bid item should have had a preset amount. This enabled bidders to manipulate their bids resulting in the need to reject all bids and readvertise.
- Four days of delays to accommodate adjacent property owner's need to access to their property. Concrete requires three days to cure limiting access and requiring additional notice. In the future, this issue will be considered more carefully in the design and schedule requirements.
- Lack of Staging Areas required running to the pit for materials rather than storing them on hand. The city will consider arranging staging areas as part of the bid package to expedite projects and reduce bid totals.
- Messaging – The council report stated that the goal was to complete the first phase by August 30. The report was published on August 23, which is six working days between the report and the start of school. PW will be more cautious in communicating schedules and get updates immediately from project staff prior to council meetings to ensure the information provided is current.

Positive Takeaways – City staff focus on the customers including adjacent property owners and the school district. We will continue doing this work and strengthen these efforts whenever possible.

- Communication with the school district staff was exceptional. In fact, Teresa Main, Assistant Superintendent, recently emailed to say that our communication with them has been the best they've experienced.
- Accommodating adjacent property owners, including noticing, has reduced or eliminated complaints and built trust in the city.
- Access to and from school was accommodated and safe while construction was underway. While not ideal, city staff worked diligently with the contractor to ensure student/parent safety.

Contract Issues – The contract requires the Contractor to pay liquidated damages for each working day beyond the number of working days established for Physical Completion. The project has 65 working days to achieve Physical Completion, so the Contractor is in compliance with the contract requirements until November 1st.

CITY COUNCIL STAFF REPORT



Agenda Date: 9/17/2024

Subject: CJTC Officer Wellness Grant 2024/2025

Contact Person/Department: Jeffrey Beazizo, Police Department

Budget Impact:

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

Council accept this grant as outlined and authorize the Mayor to sign the grant agreement in order to move forward with the program.

SUMMARY/BACKGROUND:

After working with City staff, the Police Department was awarded \$88,320 from the Criminal Justice Training Commission to continue our Police Wellness efforts for another year. The Lake Stevens Police Department's objectives for this grant are to provide a comprehensive wellness program for police employees. The wellness grant includes mental health coaching, stress management sessions, new recruit coaching, and educational training sessions. The wellness program will promote being proactive about one's mental health to create a quality of life in and outside the police department.

The agreement is attached. It was inadvertently sent over for signature before coming to council.

APPLICABLE CITY POLICIES:

ATTACHMENTS:

1. 2024 CJTC Wellness Grant Agreement

Washington State Criminal Justice Training Commission		WSCJTC Contract No. IA25-029	
		Program Index 529	
This Contract is between the State of Washington, Washington State Criminal Justice Training Commission and the Contractor identified below and is governed by Department of Enterprise Services Procurement Policies.			
Contractor Name: City of Lake Stevens Police Department		Contractor Address: 1825 South Lake Stevens Rd., Lake Stevens, WA 98258	
Contact: Jeff Young			
Contact Telephone: 425-622-9370		Contact E-Mail Jyoung@lakestevenswa.gov	
Statewide Vendor Number: (SWV): Click here to apply or provide number below: 3332526-01			
WSCJTC Contact Information			
Manager of this contract or project. Name and Title. Susan Rogel, Grant Manager		E-mail Address Susan.Rogel@cjtc.wa.gov Telephone 206-939-8437	
Contract Start Date July 1, 2024	Contract End Date June 30, 2025	Contract Maximum Amount \$88,320	
Subcontracting Authorized? Y/N Y	Travel Expenses Authorized? Y/N Y		
FOR THE WSCJTC:		FOR THE CONTRACTOR:	
Susan Rogel <i>Susan Rogel</i> 6/11/2024		City of Lake Stevens Police Department	
Manager Date		Contractor Business Name	
Brian Elliott <i>Brian Elliott</i> 6/11/2024			
Department Manager Date		Date	
Monica Alexander <i>Monica Alexander</i> 6/11/2024		7/9/2024	
Executive Director Date		Contractor signature	
Holly White <i>Holly White</i> 7/9/2024		<i>Brett Gailey, Mayor</i>	
WSCJTC Contract Specialist Date		Print Name & Title Brett Gailey, Mayor bgailey@lakestevenswa.gov	

Statement of Work.

This contract was won competitively, and contract incorporates by reference the Statement of Work WSCJTC published in the Request for Proposal, which the Contractor's proposal specifically agreed to perform.

This grant is for the purpose of establishing officer wellness programs, to include, building resilience, injury prevention, peer support, physical fitness, proper nutrition, stress management, suicide prevention, physical health, mental health supports/services and any other program that focuses on officer wellbeing.

OUTCOME REPORTING AND BILLING TIMELINES

1. **Outcome Report**
2. **Invoice (A-19 and backup documentation – submitted in one PDF document all together)**

DUE DATES:

1. October 15, 2024 (July, August, & September)
2. January 15, 2025 (October, November, & December)
3. April 15, 2025 (January, February, & March)
4. July 10, 2025, **FINAL** submission (April, May, & June)

REQUIRED OUTCOMES FOR REPORT: (See allocation amounts on last page)

1. Law Enforcement Coaching 1:1 Sessions- Document number of sessions and those seen. (no names)
2. New Recruit Coaching Sessions – Document number of sessions and number seen.
3. Coaching Training Program – Document number in attendance, dates, topics.
4. Stress Management Sessions – Document dates and attendance.
5. True Hearth Family Services – Document activities, training, sessions and number attending.
6. Complete officer survey of usefulness of all services and suggestions for future officer wellness services. Report outcomes in final report.

Exclusive Agreement. This contract, with its attachments and documents incorporated by reference, contains all of the terms and conditions the parties agreed to. No other contract terms or conditions shall be deemed to exist or bind the parties. The parties signing above confirm they have read and understand this entire Contract and have the authority to enter this Contract. WSCJTC and the Contractor may amend the contract by mutual written agreement.

Payment. WSCJTC shall pay the Contractor for performance of the Statement of Work, in response to invoices specifying hours worked or work completed but shall not pay in advance. Payments are made by Electronic Funds Transfer using the bank routing information the Contractor provides.

Nondiscrimination.

- a. Nondiscrimination Requirement. During the term of this Contract, Contractor, including any subcontractor, shall not discriminate on the bases enumerated at RCW 49.60.530(3). In addition, Contractor, including any subcontractor, shall give written notice of this nondiscrimination requirement to any labor organizations with which Contractor, or subcontractor, has a collective bargaining or other agreement.
- b. Obligation to Cooperate. Contractor, including any subcontractor, shall cooperate and comply with any Washington state agency investigation regarding any allegation that Contractor, including any subcontractor, has engaged in discrimination prohibited by this Contract pursuant to RCW 49.60.530(3).
- c. Default. Notwithstanding any provision to the contrary, WSCJTC may suspend Contractor, including any subcontractor, upon notice of a failure to participate and cooperate with any state agency investigation into alleged discrimination prohibited by this Contract, pursuant to RCW 49.60.530(3). Any such suspension will remain in place until WSCJTC receives notification that Contractor, including any subcontractor, is cooperating with the investigating state agency. In the event Contractor, or subcontractor, is determined to have engaged in discrimination identified at RCW 49.60.530(3), WSCJTC may terminate this Contract in whole or in part, and Contractor, subcontractor, or both, may be referred for debarment as provided in RCW 39.26.200. Contractor or subcontractor may be given a reasonable time in which to cure this noncompliance, including implementing conditions consistent with any court-ordered injunctive relief or settlement agreement.

- d. **Remedies for Breach.** Notwithstanding any provision to the contrary, in the event of Contract termination or suspension for engaging in discrimination, Contractor, subcontractor, or both, shall be liable for contract damages as authorized by law including, but not limited to, any cost difference between the original contract and the replacement or cover contract and all administrative costs directly related to the replacement contract, which damages are distinct from any penalties imposed under Chapter 49.60, RCW. WSCJTC shall have the right to deduct from any monies due to Contractor or subcontractor, or that thereafter become due, an amount for damages Contractor or subcontractor will owe WSCJTC for default under this provision.

Industrial Insurance Coverage. WSCJTC will report the Contractor to the Department of Labor and Industries (L&I) as a “non-employee covered worker” and will pay L&I insurance premiums. Any injuries the Contractor suffers in the course of performing this contract are covered by L&I. The Contractor and his/her physician should claim accordingly. If this contract authorizes subcontracting, the Contractor provides L&I coverage for any subcontract workers; WSCJTC and the State assume no liability for them.

Termination. No guarantee of work is made or implied as a result of this Contract: merely signing this contract does not guarantee the Contractor any specific amount of payment. WSCJTC may terminate this Contract by providing written notice to the Contractor. Termination shall be effective on the date specified in the termination notice. WSCJTC shall be liable for only authorized services provided on or before the date of termination.

Assignment. The Contractor may not assign this Contract, or its rights or obligations to a third party.

Confidentiality. The Contractor shall not disclose any information WSCJTC designates confidential. This contract and the Contractor’s proposal, if any, become the property of the WSCJTC, subject to the Public Records Act RCW 42.56.

Disputes. If a dispute arises under this contract, it shall be resolved by a Dispute Board. The WSCJTC Executive Director and the Contractor shall each appoint a member to the Board. The Executive Director of the WSCJTC and the Contractor shall jointly appoint a third member to the Dispute Board. The Board shall evaluate the dispute and resolve it. The Board’s determination shall be final and binding to all parties to this Contract.

Indemnity. Contractor agrees to hold harmless WSCJTC for any claim arising out of performance or failure to perform the contract, without regard to actual or alleged negligence by State employees.

Governing Law. This Contract shall be governed by the laws of Washington. The jurisdiction for any action hereunder shall be the Superior Court for the State of Washington. The venue of any action hereunder shall be in the Superior Court for Thurston County, State of Washington.

Rights in Data. Material created from this Contract shall be “works for hire” as defined by the U.S. Copyright Act of 1976 and shall be owned by WSCJTC, including but not limited to reports, documents, videos, curricular material, exams or recordings. Such materials are subject to RCW 42.56, the Public Records Act; WSCJTC may disclose such documents in accordance with the PRA.

Severability. If any provision of this Contract or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Contract which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this Contract, and to this end the provisions of this Contract are declared to be severable.

Waiver. A failure by the WSCJTC to exercise its rights under this contract shall not preclude WSCJTC from subsequent exercise of such rights and shall not constitute a waiver of any rights under this contract unless stated to be such in writing and signed by an authorized representative of WSCJTC and attached to the original contract.

Total Allocation		\$88,320
	Law Enforcement Coaching 1:1 Sessions	\$16,000
	New Recruit Coaching Sessions	\$7,500
	Coaching Training Program X3 Officers	\$10,500
	Stress Management Sessions	\$20,000
	True Hearth Family Services	\$34,320

CITY COUNCIL STAFF REPORT



Agenda Date: 9/17/2024

Subject: Interlocal Agreement with Snohomish County for Emergency Management Services

Contact Person/Department: Maximilian Roth, Human Resources

Budget Impact: Service fees for 2025: \$59,818

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

Authorize the Mayor to sign the updated 2025 Interlocal Agreement for Emergency Management Services with Snohomish County.

SUMMARY/BACKGROUND:

The City of Lake Stevens and Snohomish County have previously contracted for coordinated emergency management services through a series of Interlocal Agreements, most recently dated September 21, 2021. The current agreement ends December 31st, 2024 and both parties wish to renew it going into 2025. The purpose and intent of this Agreement is to administer and coordinate County and City emergency management programs, and generally to protect public peace, health, and safety and to preserve the lives and property of the people of the County and the City.

The new Interlocal Agreement for Emergency Management Services contains minimal changes to the previous agreements and includes the following services provided by the County:

- Developing disaster management relationships within the County.
 - Planning assistance for the development of executable disaster related plans such as Comprehensive Emergency Management Plans, jurisdictional annexes of the County's Hazard Mitigation Plan, or Continuity of Operations Plan.
 - Training and exercise assistance to expand the City's emergency management capabilities.
-

- Coordinate emergency response activities between County and City and maintain a 24-hour Duty Officer, Emergency Operation Center, and Joint Information Center.
- Coordinate disaster recovery activities in conjunction with the State's Emergency Management Division.
- Provide outreach and education to improve overall community resilience.
- Maintain various resources available to the City, such as command vehicles, communication vehicles, mobile emergency operation centers, alert and warning systems and more.

The annual service charge for 2025 is calculated as a per capita rate of \$1.44 and amounts to \$59,818.

APPLICABLE CITY POLICIES:

2.34.040 Emergency Management Program

ATTACHMENTS:

1. ILA SnoCo DEM Emergency Management Services 2025

INTERLOCAL AGREEMENT FOR EMERGENCY MANAGEMENT SERVICES

THIS INTERLOCAL AGREEMENT FOR EMERGENCY MANAGEMENT SERVICES (the “Agreement”) is made and entered into this __ day of _____, 20__, by and between SNOHOMISH COUNTY, a political subdivision of the State of Washington (the “County”), and the CITY OF LAKE STEVENS, a municipal corporation of the State of Washington (the “City”) (individually “Party” and collectively “Parties”) pursuant to the Interlocal Cooperation Act, Chapter 39.34 RCW.

RECITALS

A. The County has established the Snohomish County Department of Emergency Management (hereinafter “SCDEM”) as an emergency management agency within County government pursuant to Chapter 2.36 SCC.

B. The County, acting through SCDEM, operates as a local organization for emergency management in accordance with relevant comprehensive emergency management plans and programs pursuant to Chapter 38.52 RCW.

C. The City and the County have previously contracted for coordinated emergency management services through a series of Interlocal Agreements for Emergency Management Services, most recently dated September 21, 2021. —

D. The coordinated emergency management services that SCDEM provides augment, but do not supplant, the City’s responsibilities and obligations under Chapter 38.52 RCW.

E. The County and City believe that it is in the public interest to provide coordinated emergency management services as provided herein.

AGREEMENT

NOW, THEREFORE, in consideration of the respective agreements set forth below and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the County and the City agree as follows:

1. Purpose of Agreement.

This Agreement is authorized by and entered into pursuant to Chapter 39.34 RCW. The purpose and intent of this Agreement is to provide an economical mechanism for administration and coordination of County and City emergency management programs, generally to protect the public peace, health, and safety and to preserve the lives and property of the people of the County and City.

2. Effective Date and Duration.

This Agreement shall not take effect unless and until it has been duly executed by both Parties and either filed with the County Auditor or posted on the County's Interlocal Agreements website. This Agreement shall remain in effect through midnight December 31, 2026, unless earlier terminated pursuant to the provisions of Section 12 below, and the term of this Agreement may be extended or renewed for up to two (2) additional two (2) year terms, upon the City providing the County written notice on or before April 30, 2026. The County shall in writing approve or reject the extension or renewal within thirty (30) days of receiving notice of intent to extend or renew; PROVIDED FURTHER, that each Party's obligations after December 31, 2024, are contingent upon local legislative appropriation of necessary funds for this specific purpose in accordance with applicable law. In the event that funds are not appropriated for this Agreement, then this Agreement shall terminate as of the last fiscal year for which funds are appropriated. The Party shall notify the other Party in writing of any non-allocation of funds at the earliest possible date.

3. Administrators.

Each Party to this Agreement shall designate an individual (an "Administrator"), who may be designated by title or position, to oversee and administer such Party's participation in this Agreement. The Parties' Initial Administrators shall be the following individuals:

County's Initial Administrator:

Lucia Schmit, Director
Snohomish County Department of
Emergency Management
720 80th Street SW, Building A
Everett, Washington 98203

City's Initial Administrator:

Mayor Brett Gailey
City of Lake Stevens
P.O. Box 257
Lake Stevens, WA 98258

Either Party may change its Administrator at any time by delivering written notice of such Party's new Administrator to the other Party.

4. Emergency Management Services.

The County shall provide emergency management services, as described herein, to the City during the term of this Agreement in accordance with Chapter 38.52 RCW. The County will endeavor to provide the Services as described in its comprehensive emergency management plan and in Schedule A, attached hereto and incorporated herein. At its option, the City may elect to receive any or all of the additional services described in Schedule B, which is attached hereto and incorporated herein, upon at least 30 days' written notice provided to the County and subject to the availability of County resources. All Services shall be provided without warranty of any kind, including but not limited to the sufficiency or adequacy of the actions of the Parties in response to an emergency or disaster or for support of search and rescue operations with regard to any person or property in distress. The City shall remain responsible for the provision of all those services

identified in Schedule C, attached hereto, as well as any other services the City is otherwise required by law to perform.

5. Advisory Board.

The City shall be entitled during the term of this Agreement to voting representation on the SCDEM Advisory Board established by SCC 2.36.100. The duties of the Advisory Board are set forth in SCC 2.36.130, as it now exists or is hereafter amended.

6. Independent Contractor.

The County will perform all Services under this Agreement as an independent contractor and not as an agent, employee, or servant of the City. The County shall be solely responsible for control, supervision, direction and discipline of its personnel, who shall be employees and agents of the County and not the City. The County has the express right to direct and control the County's activities in providing the Services in accordance with the specifications set out in this Agreement. The City shall only have the right to ensure performance.

7. Compensation.

7.1 Annual Service Charge. The City shall pay a Service Charge to the County. Beginning January 1, 2025, and as adjusted annually January 1. The Service Charge shall be a per capita rate based on: 1) the previous year's per capita rate adjusted by the amount of the change in the Bureau of Labor Statistic Consumer Price Index—Urban Wage Earner (CPI-W) for the Seattle-Bellevue-Everett area for the period of February to February, and; 2) the City's population number from the annual Office of Financial Management (OFM) *Estimate for Population of Cities, Towns and Counties Used for Allocation of Selected State Revenues State of Washington*, the 2024 version of which attached hereto and incorporated herein as Schedule D. By July 15 of each year, the County shall issue a revision to Schedule D to reflect changes to the City's population number from the annual Office of Financial Management (OFM) *Estimate for Population of Cities, Towns and Counties Used for Allocation of Selected State Revenues State of Washington* and the resulting Service Charge for the subsequent year. For 2025, the Biennial Service Charge shall be set at \$1.44 per capita.

7.2 Invoicing. The Service Charge includes the services described in this Agreement's Schedule A, and reasonable operation and maintenance costs for which there will be no separate billing. The County shall invoice the City or its designee for the Service Charge for all services performed by the County. The City shall be responsible for complete and timely payment of all amounts invoiced regardless of whether the City opts to participate in the invoiced services. Invoices will be sent quarterly or on any other schedule that is mutually convenient to the Parties. Payment of the Service Charge is due and payable in quarterly installments on January 31, April 30, July 31, and October 31 of each year.

7.3 Additional Services. If a City elects to receive additional service(s) as described in Schedule B, one half of the cost of additional service(s) shall be added to the quarterly invoice after the City notifies SCDem and the remaining half shall be added to the quarterly invoice that follows the delivery of the additional service(s).

7.4 Homeland Security and Emergency Management Performance Grants. The Parties acknowledge the importance of sustaining SCDem staff currently funded by federal grants. In the event that SCDem receives notice of cuts to federal grants that may jeopardize SCDem's ability to fulfill the Services outlined in this Agreement, the County agrees to notify the City within 15 days of receipt of notice of such cuts from proponent of the federal grant. Following such notification, the Parties agree to reassess the Services and Biennial Service Charge. The City agrees that by entering into this Agreement, it will forego applying for Emergency Management Performance Grant (EMPG) monies.

8. Hold Harmless and Indemnification.

Except in those situations where the Parties have statutory or common law immunity for their actions and/or inactions and to the extent permitted by state law, and for the limited purposes set forth in this Agreement, each Party shall protect, defend, hold harmless and indemnify the other Party, its officers, elected officials, agents and employees, while acting within the scope of their employment as such, from and against any and all claims (including demands, suits, penalties, liabilities, damages, costs, expenses, or losses of any kind or nature whatsoever including attorney's fees) arising out of or in any way resulting from such Party's own negligent acts, errors, or omissions or willful misconduct related to such Party's participation and obligations under this Agreement. Each Party agrees that its obligations under this subsection extend to any claim, demand, and/or cause of action brought by or on behalf of any of its employees or agents. For this purpose, each Party, by mutual negotiation, hereby waives, with respect to the other Party only, any immunity that would otherwise be available against such claims under the industrial insurance act provisions of Title 51 RCW.

9. Privileges and Immunities.

Whenever the employees of the County or the City are rendering outside aid pursuant to the authority contained in RCW 38.52.070 and 38.52.080(1), such employees shall have the same powers, duties, privileges, and immunities as if they were performing their duties in the County or the City in which they are normally employed. Nothing in this Agreement shall affect any other power, duty, right, privilege, or immunity afforded the County or the City in Chapter 38.52 RCW.

10. Liability Related to City Ordinances, Policies, Rules and Regulations.

In executing this Agreement, the County does not assume liability or responsibility for or in any way release the City from any liability or responsibility which arises in whole or in part from the existence or effect of City ordinances, policies, rules or regulations. If any cause, claim, suit, action or administrative proceeding is commenced in which the enforceability and/or validity of any such City ordinance, policy, rule or regulation is at issue, the City shall defend the same at its sole expense and, if judgment is entered or damages are awarded against the City, the County,

or both, the City shall satisfy the same, including all chargeable costs and reasonable attorney's fees.

11. Compliance with Laws.

In the performance of its obligations under this Agreement, each Party shall comply with all applicable federal, state, and local laws, rules and regulations.

12. Early Termination.

Either Party may terminate this Agreement, with or without cause, upon written notice to the other Party by no later than March 30 of the year of termination. Termination pursuant to this Section 12 will become effective on December 31 of the calendar year in which the termination notice is given.

13. Dispute Resolution.

In the event differences between the parties should arise over the terms and conditions or the performance of this Agreement, the parties shall use their best efforts to resolve those differences on an informal basis. If those differences cannot be resolved informally, the matter shall be referred for mediation to a mediator mutually selected by the parties. If mediation is not successful, either of the parties may institute legal action for specific performance of this Agreement or for damages.

14. Notices.

All notices required to be given by any Party to the other Party under this Agreement shall be in writing and shall be delivered either in person, by United States mail, or by electronic mail (email) to the applicable Administrator or the Administrator's designee. Notice delivered in person shall be deemed given when accepted by the recipient. Notice by United States mail shall be deemed given as of the date the same is deposited in the United States mail, postage prepaid, and addressed to the Administrator, or their designee, at the addresses set forth in Section 3 of this Agreement. Notice delivered by email shall be deemed given as of the date and time received by the recipient.

15. Performance.

Time is of the essence of the Agreement in each and all of the provisions and scope of services in which performance is a factor.

16. Entire Agreement; Amendment.

This Agreement constitutes the entire agreement between the Parties regarding the subject matter hereof and supersedes any and all prior oral or written agreements between the Parties regarding the subject matter contained herein. This Agreement may not be modified or amended

in any manner except by a written document executed with the same formalities as required for this Agreement and signed by the Party against whom such modification is sought to be enforced.

17. Conflicts between Attachments and Text.

Should any conflicts exist between any attached exhibit or schedule and the text or main body of this Agreement, the text or main body of this Agreement shall prevail.

18. Governing Law and Venue.

This Agreement shall be governed by and enforced in accordance with the laws of the State of Washington. The venue of any action arising out of this Agreement shall be in the Superior Court of the State of Washington, in and for Snohomish County. In the event that a lawsuit is instituted to enforce any provision of this Agreement, the prevailing Party shall be entitled to recover all costs of such a lawsuit, including reasonable attorney's fees.

19. Interpretation.

This Agreement and each of the terms and provisions of it are deemed to have been explicitly negotiated by the Parties, and the language in all parts of this Agreement shall, in all cases, be construed according to its fair meaning and not strictly for or against either of the Parties hereto. The captions and headings in this Agreement are used only for convenience and are not intended to affect the interpretation of the provisions of this Agreement. This Agreement shall be construed so that wherever applicable the use of the singular number shall include the plural number, and vice versa, and the use of any gender shall be applicable to all genders.

20. Severability.

If any provision of this Agreement or the application thereof to any person or circumstance shall, for any reason and to any extent, be found invalid or unenforceable, the remainder of this Agreement and the application of that provision to other persons or circumstances shall not be affected thereby, but shall instead continue in full force and effect, to the extent permitted by law.

21. No Waiver.

Failure by either Party at any time to require performance by the other Party under this Agreement or to claim a breach of any provision of this Agreement shall not be construed as affecting any subsequent breach hereof or the right to require performance or affect the ability to claim a breach with respect hereto.

22. No Assignment.

This Agreement shall not be assigned, either in whole or in part, by either Party without the express written consent of the other Party, which may be granted or withheld in such Party's sole discretion. Any attempt to assign this Agreement in violation of the preceding sentence shall be null and void and shall constitute a default under this Agreement.

23. Warranty of Authority.

Each of the signatories hereto warrants and represents that he or she is competent and authorized to enter into this Agreement on behalf of the Party for whom he or she purports to sign this Agreement.

24. No Joint Venture.

Nothing contained in this Agreement shall be construed as creating any type or manner of partnership, joint venture or other joint enterprise between the Parties.

25. No Separate Entity Necessary.

The Parties agree that no separate legal or administrative entities are necessary to carry out this Agreement.

26. Ownership of Property.

Except as expressly provided to the contrary in this Agreement, any real or personal property used or acquired by either Party in connection with its performance under this Agreement will remain the sole property of such Party, and the other Party shall have no interest therein.

27. No Third Party Beneficiaries.

This Agreement and each and every provision hereof is for the sole benefit of the City and the County. No other persons or Parties shall be deemed to have any rights in, under or to this Agreement.

28. Execution in Counterparts.

This Agreement may be executed in two or more counterparts, each of which shall constitute an original and all of which shall constitute one and the same agreement.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first above written.

COUNTY:

Snohomish County, a political subdivision
of the State of Washington

CITY:

City of Lake Stevens, a Washington
municipal corporation

By _____

Name:

Title:

By _____

Name: Brett Gailey

Title: Mayor

Approved as to indemnification provisions:

Risk Management

Approved as to Form:

City Attorney

Approved as to Form:

Guadamud, Rebecca

Digitally signed by Guadamud,
Rebecca
Date: 2024.05.03 12:08:33 -07'00'

Deputy Prosecuting Attorney

Schedule A

Description of Emergency Management Services

The County shall provide Emergency Management Services (the “Services”) through its Department of Emergency Management (“SCDEM”) to Cities, Towns, and Tribes (individually “Participating Jurisdiction”, and collectively “Participating Jurisdictions”). These Services shall include the following.

1. General: SCDEM will maintain an emergency management organization that complies with state law, federal guidelines, and adheres to the standards of the Emergency Management Accreditation Program (EMAP). This organization will implement the concepts of the National Incident Management System (NIMS) and incorporate best practices of emergency management into its operations. These best practices include a focus on developing disaster management relationships within geographic sectors within the county, sectors defined by expected damages to critical transportation and communications infrastructure during a catastrophic incident.

2. Planning: SCDEM will assist Participating Jurisdictions in the development of executable disaster-related plans. SCDEM will maintain emergency management plans in accordance with applicable state and federal laws, regulations, and guidance. SCDEM will use, and encourage the use of, systematic planning processes that engage the whole community.

a. SCDEM will maintain the Snohomish County Comprehensive Emergency Management Plan (SCCEMP) and provide technical assistance (templates, meeting facilitation, and plan review) to Participating Jurisdictions in order for them to maintain a CEMP, as either a standalone plan or as an annex to the County’s CEMP, which meets the requirements set forth in RCW 38.52.030 and WAC 118-30-060. CEMPs shall include an analysis of the natural, technological, or human caused hazards that could affect the County or jurisdiction, respectively, using the Hazard Identification and Risk Assessment (HIRA) developed during the Hazard Mitigation Planning process. CEMPs will also describe a NIMS-compliant incident management structure for use during multiagency/multijurisdictional operations and include the procedures to be used during emergencies for coordinating local resources, as necessary, and the resources of County agencies, departments, commissions, and boards.

b. SCDEM will maintain the Snohomish County Hazard Mitigation Plan, a FEMA-approved multi-jurisdictional hazard mitigation plan that complies with the Disaster Mitigation Act of 2000 (DMA2K) and 44 CFR §201.6. As a part of the Snohomish County Hazard Mitigation Plan, SCDEM will identify the natural and human-caused hazards that potentially impact Snohomish County using multiple sources and titled the Hazard Identification and Risk Assessment (HIRA). Upon request, SCDEM will provide technical assistance (templates, meeting facilitation, and plan review) to Participating Jurisdictions in order for them to maintain an annex to the County’s FEMA-approved hazard mitigation plan that meets the requirements set forth in 44 CFR §201.6. Prior to pursuing Hazard Mitigation Grant Program funds, Participating Jurisdictions are required to have a Jurisdiction-specific, FEMA approved, and locally adopted HMP annex. SCDEM will provide technical assistance to Participating Jurisdictions applying for Hazard Mitigation Grant Program funding.

c. SCDem will maintain the Snohomish County Disaster Recovery Framework and, upon request, provide technical assistance (templates, meeting facilitation, and plan review) to Participating Jurisdictions desiring to develop a jurisdictional Disaster Recovery Framework.

d. SCDem will provide, upon request, technical assistance (templates, meeting facilitation, and plan review) to Participating Jurisdictions desiring to develop a jurisdictional Continuity of Operations Plan.

e. SCDem will maintain standard procedures for its Emergency Operations Center and provide technical assistance (templates, meeting facilitation, and document review) to Participating Jurisdictions in order to develop complementary procedures for their respective Emergency Operations Centers or jurisdictional command posts.

f. SCDem will participate in regional- and state-level planning efforts, representing Snohomish County and, unless otherwise specified, the Participating Jurisdictions within Snohomish County. Examples of such efforts include the Mount Baker/Glacier Peak Response Plan, the Regional Catastrophic Planning Team, and the Statewide Catastrophic Incident Planning Team (SCIPT).

3. Training and Exercise: SCDem will assist Participating Jurisdictions with training and exercise that develops, maintains, or expands their emergency management capabilities. The nature of DEM support is described below and will be further specified in the annual Integrated Preparedness Plan (IPP).

a. SCDem will conduct an annual Integrated Preparedness Planning Workshop (IPPW) in order to identify training priorities and develop a coordinated planning, training and exercise calendar for the coming year. Jurisdictions are strongly encouraged to participate in the IPPW and the development of annual priorities. DEM will use these priorities, in its sole discretion, to determine the extent to which DEM allocates staff time to training and exercises, including, not limited to, exercise development, bringing in countywide training, or delivering training in Participating Jurisdictions. SCDem will also designate representatives of Snohomish County and the Participating Jurisdictions to participate in the State's annual IPPW.

b. SCDem will maintain an Integrated Preparedness Plan (IPP) that describes the outcomes of the IPPW. SCDem will maintain an online training calendar and periodically distribute training and exercise opportunities to the Participating Jurisdictions.

c. SCDem will maintain a training program that adheres to state and federal guidance, including the National Incident Management System (NIMS) Training Plan, National Qualification System, and FEMA's Core Capability Development Sheets. The training program will offer a minimum of 75 training days each year, covering topics identified in the IPP, and to include (but not limited to):

i. Incident Command System

- ii. Emergency Operations Center Skillset
- iii. Overview for Executives/Senior Officials (or equivalent)
- iv. Hazard Awareness
- v. Emergency Management Planning
- vi. Communications and Public Information (e.g., ARRL-approved HAM radio and/or Joint Information System/Center)
- vii. Upon request, SCDEM will assist each Participating Jurisdiction in the development of a jurisdiction-specific NIMS compliance plan. This includes providing assistance in determining applicable courses and identifying online and in-person resources that can provide compliance-related courses. Participating Jurisdictions retain the responsibility to track individual training of their staff members and, per the State's policy, submit NIMS compliance reports.
- viii. Annually, SCDEM will host the local delivery of courses from FEMA's Emergency Management Institute and/or the National Disaster Preparedness Consortium.
- ix. On behalf of each Participating Jurisdiction, SCDEM will process applications to host training opportunities available through FEMA's Emergency Management Institute and/or the National Disaster Preparedness Consortium (or like training provider). The Participating Jurisdiction requesting such courses will be responsible for identifying a location and for covering any costs associated with the course delivery, e.g., refreshments.

d. SCDEM will maintain an exercise program that adheres to state and federal guidance, including the Homeland Security Exercise and Evaluation Program (HSEEP) and applicable grant requirements. Unless otherwise specified, the intent of SCDEM's exercise program is to evaluate established plans and/or procedures and identify ways to improve those plans and/or procedures. The exercise program includes:

- i. Every three years SCDEM will conduct a countywide functional exercise that evaluates Snohomish County's CEMP, the procedures used in the Snohomish County Emergency Operations Center, and our ability to coordinate with jurisdictions throughout Snohomish County. SCDEM strongly encourages all Participating Jurisdictions to participate in that exercise and will provide technical assistance in the development of their exercise plan. In the years between the countywide functional exercise, SCDEM will coordinate progressively challenging exercises to develop emergency response capabilities identified annually in the IPP. These may include (but not be limited to) CPOD, damage assessment, and/or communications.
- ii. Countywide, SCDEM will conduct monthly communications drills with Participating Jurisdictions to ensure the viability of various means of communications.

4. Readiness and Response: SCDEM and Participating Jurisdictions will coordinate their emergency response activities to endeavor to minimize death, injury, and damages to property, the economy, and the environment during natural, technological or human-caused disasters.

a. SCDDEM will maintain a 24 hour per day Duty Officer, who will serve as the primary point of contact to address emergency management-related requests on behalf of Participating Jurisdictions. The Duty Officer will be available via direct cell phone number and via Snohomish County 911.

b. As resources allow, SCDDEM will utilize multiple means of communication to notify, warn, and/or provide information and instruction to the general public regarding impending or occurring disasters.

c. SCDDEM will maintain and, when necessary, activate the Snohomish County Emergency Operations Center (SCEOC) and implement the Snohomish County CEMP and applicable procedures. The SCEOC may activate in anticipation of, or immediately after, catastrophic incidents as defined by RCW 38.52.010(6). The SCEOC may also activate to provide support during pre-planned events or at the approved request of a Participating Jurisdiction. Requests to activate the SCEOC will be made via the Duty Officer to the SCDDEM Director. The decision to activate the SCEOC, and at what level, is made by the SCDDEM Director or the appropriate designee in the SCDDEM line of succession.

d. SCDDEM will maintain and, when necessary, activate the Snohomish County Joint Information Center (SCJIC) and applicable procedures. The SCJIC may activate in anticipation of, or immediately after, disasters as defined by RCW 38.52.010(6). The SCJIC may also activate to provide support during pre-planned events or at the request of a Participating Jurisdiction. Requests to activate the SCJIC will be made via the Duty Officer to the SCDDEM Director. The decision to activate the SCJIC, and at what level, is made by the SCDDEM Director or the appropriate designee in the SCDDEM line of succession

e. When activated, the SCEOC will coordinate resource requests among affected jurisdictions within Snohomish County. The SCEOC will also make available the County's emergency resources not required for use elsewhere during emergencies, the use of which shall be determined and prioritized by SCEOC. When necessary, SCDDEM will request state and federal resources on behalf of the Participating Jurisdictions through Washington's established emergency management protocols, i.e., from the SCEOC to the Washington State Emergency Operations Center. The Participating Jurisdictions agree that the County shall remain harmless in the event of non-availability or non-performance of requested resources.

f. When activated, the SCEOC will coordinate situational awareness among affected jurisdictions within Snohomish County, and with regional and state partners.

g. When activated, the SCJIC shall coordinate public information and messaging by all means practicable to inform the public about critical lifesaving and life-sustaining information. Participating Jurisdictions will identify appropriate points of contact with whom the JIC will communicate to form the information network commonly referred to as the Joint Information System (JIS).

h. When requested, and at the discretion of the SCDEM Director or the appropriate designee in the SCDEM line of succession, SCDEM will deploy a liaison to the participating jurisdiction to directly assist with incident management, technical support and assistance, and/or use of mobile assets. During activation of the SCEOC, SCDEM may request that Participating Jurisdictions deploy liaisons to the Snohomish County EOC to enhance communication between the SCEOC and the incident site(s).

i. Upon determining that a disaster as defined by RCW 38.52.010(6) has happened or is imminent, SCDEM will, under the provisions of SCC Chapter 2.36, initiate through the County Executive a Proclamation of Emergency for Snohomish County. Upon determining that a disaster as defined by RCW 38.52.010(6) has happened or is imminent, Participating Jurisdictions will, under the provisions of applicable code, initiate through the Participating Jurisdiction's appropriate authority a Proclamation of Emergency for their jurisdiction. Participating Jurisdictions will notify SCDEM as soon as practicable of their intent to proclaim a disaster and provide SCDEM with a copy of the proclamation as soon as practicable.

5. Coordinating Disaster Recovery Activities. SCDEM and Participating Jurisdictions will coordinate their disaster recovery activities to endeavor to restore critical services and establish a new normal for the affected area(s) as quickly as possible.

a. SCDEM, in conjunction with the State's Emergency Management Division (EMD) and the Federal Emergency Management Agency (FEMA), will coordinate the formal post-disaster preliminary damage assessment (PDA) process. Participating Jurisdictions will be responsible for tracking and reporting activities potentially reimbursable by federal and/or state disaster assistance programs. Each participating jurisdiction remains responsible for the costs it incurs.

b. In the aftermath of a disaster as defined by RCW 38.52.010(6), SCDEM will initiate the transition of disaster response to disaster recovery. This includes implementing the Snohomish County Disaster Recovery Framework and establishing the Recovery Support Functions found therein. When requested, Participating Jurisdictions will identify points of contact to be integrated into this process.

6. Volunteer / Emergency Worker Management: SCDEM will work in collaboration with participating jurisdictions to develop volunteer capabilities that augment participating jurisdictions' local disaster response efforts; specifically, the Snohomish County Auxiliary Communications Service (ACS).

a. Participating Jurisdictions will identify potential ACS volunteers. SCDEM will facilitate their registration as emergency workers in accordance with the Washington State Emergency Workers' Program and maintain a central database of these volunteers.

b. SCDEM will coordinate quarterly Community Emergency Response Team (CERT) leadership meetings for a countywide CERT capability. In this capacity, SCDEM will support volunteer team coordinators of self-organized and governed CERTs with potential resource information. Potential CERT volunteers will be directed by SCDEM to their nearest

hosted/supported programs. SCDEM will facilitate their registration as emergency workers in accordance with the Washington State Emergency Workers' Program and maintain a central database of these volunteers.

i. SCDEM, in collaboration with the team coordinators, will support development and maintenance of countywide CERT policies that ensure consistency and are applicable to all of the regional teams.

c. SCDEM will provide oversight to the Snohomish County Auxiliary Communications Service (ACS) function, which provides redundant emergency communications services to SCDEM, its Participating Jurisdictions, as well as hospitals and the Snohomish County Regional Chapter of the American Red Cross. SCDEM will assign trained ACS volunteers to augment Participating Jurisdictions' EOCs.

d. Using volunteers (as groups or individuals) for activities outside of the scope of their intended purpose and/or training places them outside of the scope of RCW 38.52.180, Chapter 118-04 WAC, and this Agreement. These volunteers cannot be afforded protection under the Washington State Emergency Workers Program; therefore, Participating Jurisdictions desiring to expand the use of volunteers beyond the scope established by SCDEM are required to provide coverage in accordance with L&I Industrial Insurance regulations.

7. Outreach and Education: SCDEM will work in conjunction with participating jurisdictions to provide disaster-related outreach and education to improve overall community resilience.

a. SCDEM will develop, promote, and make available to Participating Jurisdictions preparedness materials related to its "Individually Prepared, Together Resilient" and "Know Your Hazards" campaigns and procure and make available FEMA-produced preparedness materials and/or WA Emergency Management Division preparedness materials. The amount of preparedness materials provided will be made on a case-by-case basis and based upon available supply.

b. SCDEM will develop and promote individual preparedness messages to be delivered via its affiliation with local radio stations.

c. SCDEM will develop and promote disaster preparedness information to be disseminated during September, which is FEMA's National Disaster Preparedness month. This will include the development and publication of DEM's annual Preparedness Guide to be delivered via its affiliation with local printed media.

d. Upon request, and when practicable, SCDEM will deliver preparedness presentations on behalf of a Participating Jurisdiction. Such requests should be made at least 14 days prior to the presentation. Participating Jurisdictions are responsible for providing an adequate facility and incur any extraordinary costs associated with such events, e.g. refreshments, room rental costs, etc.

e. Annually, SCDEM will produce an annual report that summarizes its major activities for the previous year. The annual report will be distributed to the Participating Jurisdictions and the Director will be available, upon request, to present it to each Participating Jurisdiction's elected officials.

8. SCDEM Resources: SCDEM maintains a number of resources that, when practicable, will be made available to Participating Jurisdictions. Requests for their deployment shall be made to the SCDEM Duty Officer or, when activated, the Snohomish County EOC. Examples of some key resources include:

a. Command vehicle, commonly referred to as a "ComVan." A command vehicle provides a motorized, self-contained, climate-controlled capability to augment incident management. SCDEM provides operator training but does not typically provide an operator. Requests for an operator will be considered on a case-by-case basis, but it is the primary responsibility of the requesting Jurisdiction to identify, maintain, and provide qualified operators.

b. Communications vehicle, commonly referred to as "DEM 10." The communications vehicle provides a motorized, self-contained, climate-controlled capability to augment communications.

c. Mobile IT Response Units (MITRUs). MITRUs are mobile communications trailers, equipped with an array of supplies and equipment to enable emergency communications, including internet, local network functionality¹, radio communications, and equipment to support basic operations.

d. Mobile Emergency Operations Center (MEOC). The MEOC is a trailer equipped with supplies like tables, chairs, light sets, pop-up tents, etc. that can support an alternate EOC capability.

e. Alert and Warning. SCDEM will maintain a system that provides alert and warning to county residents. Access to this system will be through Sno911, the SCDEM Duty Officer or, when activated, the Snohomish County EOC.

¹ A Local Network is defined as a group of two or more connected computers that can share resources like a printer, an internet connection, an application, etc.

Schedule B
Description of Additional Emergency Management Services

The County offers additional services that the Participating Jurisdiction may choose from in addition to the basic emergency management services described in Schedule A. If, during the course of this Agreement, a Participating Jurisdiction desires additional service(s) as described below, the City shall notify SCDDEM in writing as early as practicable prior to the delivery of the desired additional service(s). The cost and timing of the delivery of any Additional Service(s) shall be agreed upon by the Administrators of this Agreement. One half of the cost of additional service(s) shall be added to the quarterly invoice after the Participating Jurisdiction notifies SCDDEM and the remaining half shall be added to the quarterly invoice that follows the delivery of the additional service(s)

1. Planning:

a. SCDDEM will provide technical assistance to develop a functional emergency management plan or procedure. Examples of a functional plan include mass fatality plans and disaster debris management plans.

Participating Jurisdiction elects this service: _____
(initial)

2. Training and Exercise:

a. SCDDEM will provide one jurisdiction-specific training opportunity.

Participating Jurisdiction elects this service: _____
(initial)

b. SCDDEM will provide one jurisdiction-specific exercise opportunity. Scheduling this exercise shall occur at the annual IPPW.

Participating Jurisdiction elects this service: _____
(initial)

c. SCDDEM will process Participating Jurisdiction's application for FEMA's Integrated Emergency Management Course.

Participating Jurisdiction elects this service: _____
(initial)

3. Readiness and Response:

a. On behalf of the Participating Jurisdiction, SCDEM will provide technical support for the development of jurisdiction-specific emergency operations capability.

Participating Jurisdiction elects this service: _____
(initial)

4. Outreach and Education:

a. SCDEM will develop and promote a jurisdiction-specific outreach campaign.

Participating Jurisdiction elects this service: _____
(initial)

5. Communications Support:

a. SCDEM's Communications Officer will provide technical support to ensure interoperable radio communications; specifically, procure and install compatible communications hardware.

Participating Jurisdiction elects this service: _____
(initial)

Schedule C

Expectations of Participating Jurisdiction

As stated in Section 4 of the Agreement, the services provided by SCDEM augment the participating jurisdictions. This schedule outlines some, but not all, of the areas for which the Participating Jurisdictions retain responsibility.

1. General:

a. In accordance with RCW 38.52.070, each Participating Jurisdiction will establish a local emergency management organization and appoint a director who will serve as the point of contact for SCDEM.

b. In accordance with SCC 2.36, each Participating Jurisdiction will designate representatives to the DEM Advisory Board and attend the quarterly meetings. The Advisory Board shall advise the director of emergency management in recommending to the executive actions on emergency management plans; the department's budget; rate schedules for emergency management service charges paid by contracting agencies; grant applications and utilization of awarded grant funds; and other matters as requested by the county executive or the director.

2. Planning:

a. Participating Jurisdictions will maintain a CEMP that meets the requirements set forth in RCW 38.52.030 and WAC 118-30-060. CEMPs shall include an analysis of the natural, technological, or human caused hazards that could affect the jurisdiction; will describe a NIMS-compliant incident management structure for use during multiagency/multijurisdictional operations; and include the procedures to be used during emergencies for coordinating local resources.

b. Participating Jurisdictions will maintain an HMP annex that meets the requirements set forth in the Disaster Mitigation Act of 2000 (DMA2K) and 44 CFR §201.6. The local HMP annex is required to be approved by FEMA and locally adopted in order to be eligible for any federal Hazard Mitigation Assistance (grant programs).

c. Participating Jurisdictions will identify a primary and alternate point of contact for each planning effort. Participating Jurisdictions will convene work groups and provide meeting space as necessary to facilitate the development of plans including the jurisdiction's comprehensive emergency management plan, hazard mitigation plan, functional emergency management plans, etc., as applicable.

3. Training and Exercise:

a. With SCDEM's assistance, Participating Jurisdictions will develop jurisdiction-level NIMS compliance plans. Participating Jurisdictions retain the responsibility to track individual training of their staff members.

b. Participating Jurisdictions desiring to schedule specific training and exercise opportunities should do so by sending a representative to the annual Integrated Preparedness Planning Workshop (IPPW). Facilitating training and exercise opportunities not scheduled at the IPPW shall be at the discretion of the SCDem Director.

4. Coordinating Disaster Response Activities: Participating Jurisdictions will coordinate, to the extent practicable, their emergency response activities with and through SCDem in order to minimize death, injury, and damages to property, the economy, and the environment during natural, technological or human-caused disasters.

a. During, or in anticipation of disasters as defined by RCW 38.52.010(6), affected Participating Jurisdictions will activate their incident management structure and Comprehensive Emergency Management Plan, and notify SCDem as soon as practicable.

b. When activated, Participating Jurisdictions will request County, state and/or federal resources through established emergency management protocols, i.e., from the SCEOC to the Washington State Emergency Operations Center. The Participating Jurisdictions agree that the County shall remain harmless in the event of non-availability or non-performance of requested resources.

c. Participating Jurisdictions shall submit incident-related information to the SCEOC and the SCEOC shall develop and provide comprehensive situation reports to the Participating Jurisdictions, as well as to regional and state partners.

d. Participating Jurisdictions will identify appropriate points of contact with whom the SCJIC will communicate to form the information network commonly referred to as the Joint Information System (JIS).

e. When requested and practicable, Participating Jurisdictions will deploy liaisons to the Snohomish County EOC to enhance communication between the SCEOC and the incident site(s).

f. Upon determining that a disaster as defined by RCW 38.52.010(6) has happened or is imminent, Participating Jurisdictions will, under the provisions of applicable code, initiate through the jurisdiction's appropriate authority a Proclamation of Emergency for their jurisdiction. Participating Jurisdictions will notify SCDem as soon as practicable of their intent to proclaim a disaster and provide SCDem with a copy of the proclamation as soon as practicable.

5. Coordinating Disaster Recovery Activities. SCDem and Participating Jurisdictions will coordinate their disaster recovery activities in order to endeavor to restore critical services and establish a new normal for the affected area(s) as quickly as possible.

a. Participating Jurisdictions will be responsible for tracking and reporting activities potentially reimbursable by federal and/or state disaster assistance programs. Each participating jurisdiction remains responsible for the costs it incurs.

b. In the aftermath of a disaster as defined by RCW 38.52.010(6), SCDDEM will initiate the transition of disaster response to disaster recovery. This includes implementing the Snohomish County Disaster Recovery Framework and establishing the Recovery Support Functions found therein. When requested, Participating Jurisdictions will identify points of contact to be integrated into this process.

6. Volunteer / Emergency Worker Management: SCDDEM will work in collaboration with participating jurisdictions to develop volunteer capabilities that augment participating jurisdictions' local disaster response efforts; specifically, Community Emergency Response Teams (CERT) and/or the Snohomish County Auxiliary Communications Service (ACS).

a. Participating Jurisdictions will identify potential volunteers to affiliate with CERT and/or ACS.

b. Participating Jurisdictions acknowledge that using volunteers (as groups or individuals) for activities outside of the scope of their intended purpose and/or training places them outside of the scope of RCW 38.52.180, Chapter 118-04 WAC, and this Agreement. These volunteers cannot be afforded protection under the Washington State Emergency Workers Program; therefore, Participating Jurisdictions desiring to expand the use of volunteers beyond the scope established by SCDDEM are required to provide coverage in accordance with L&I Industrial Insurance regulations.

7. Outreach and Education: SCDDEM will work in conjunction with participating jurisdictions to provide disaster-related outreach and education in order to improve overall community resilience. Participating Jurisdictions desiring presentations will make such requests made at least 60 days prior to the presentation.

8. SCDDEM Resources: SCDDEM maintains a number of resources that, when practicable, will be made available to Participating Jurisdictions. Requests for their deployment shall be made as early as possible to the SCDDEM Duty Officer or, when activated, the Snohomish County ECC. When requesting a ComVan, the Participating Jurisdiction bears the primary responsibility for providing a qualified driver and should not expect SCDDEM to provide an operator.

Schedule D
**2025 Annual Service Fees by
Jurisdiction**

2025 Annual Service Fees			
Jurisdiction	April 1, 2024 Population Est.¹	2025 Per Capita Rate²	2025 Service Fees³
Arlington	22,980	\$1.44	\$33,091
Brier	6,600	\$1.44	\$9,504
Darrington	1,515	\$1.44	\$2,182
Edmonds	43,420	\$1.44	\$62,525
Gold Bar	2,310	\$1.44	\$3,326
Granite Falls	4,775	\$1.44	\$6,876
Index	160	\$1.44	\$230
Lake Stevens	41,540	\$1.44	\$59,818
Lynnwood	41,500	\$1.44	\$59,760
Mill Creek	21,630	\$1.44	\$31,147
Monroe	20,830	\$1.44	\$29,995
Mountlake Terrace	24,260	\$1.44	\$34,934
Mukilteo	21,590	\$1.44	\$31,090
Snohomish	10,350	\$1.44	\$14,904
Stanwood	8,865	\$1.44	\$12,766
Sultan	7,160	\$1.44	\$10,310
Woodway	1,345	\$1.44	\$1,937
Tulalip Tribes ⁴	2,944	\$1.44	\$4,239
Stillaguamish Tribe ⁵	387	\$1.44	\$557

¹Source: Based on projected growth and the State of Washington, Office of Financial Management, April 1, 2024 Estimates; <https://ofm.wa.gov/washington-data-research/population-demographics/population-estimates/april-1-official-population-estimates>.

² The 2023 rate (\$1.38) increased by the February to February CPI-W for Seattle-Bellevue-Everett (4.2%) = \$1.43796.

³The 2025-26 estimated annual service fees are based on the April 1, 2024 population estimate multiplied by the per capita rate.

⁴The Tulalip Tribes population numbers will be obtained from the Tulalip Tribes Enrollment Department every year.

⁵The Stillaguamish Tribe population numbers will be obtained from the Stillaguamish Tribe Enrollment Officer every year.

CITY COUNCIL STAFF REPORT



Agenda Date: 9/17/2024

Subject: StoneShare - SharePoint Records Management Implementation

Contact Person/Department: Kelly Chelin, Troy Stevens, Administration

Budget Impact: \$111,425 in IT Professional Services

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

Council to authorize a budget request for \$111,425 for the StoneShare Professional Service Agreement with a Budget Amendment to follow.

SUMMARY/BACKGROUND:

During our 2023 Executive Retreat, city staff, and the Mayor prioritized modernizing the city's digital records management system. The key outcomes identified were:

1. **Enhanced Compliance:** Ensuring our records management practices meet legal and regulatory requirements, thereby reducing risks and potential legal penalties.
2. **Operational Efficiency:** Streamlining record management to make it easier for staff to store, retrieve, and dispose of documents according to established retention schedules.
3. **Improved Security:** Implementing data classification standards and robust security access controls for centralized repositories to protect sensitive information.
4. **Cost Savings:** Utilizing existing software solutions, such as Microsoft 365, to minimize costs associated with managing paper records.

Despite these priorities, finding a vendor that understands the unique needs of local governments and provides a user-friendly solution for employees has been challenging. Through our membership with the Association of County and City Information Systems

(ACCIS), we learned that many other agencies face similar struggles. StoneShare was frequently cited as a company that comprehensively understands these challenges and has tailored its business model to serve government needs. They offer a SharePoint-based solution called Town Square, specifically designed for records management in the public sector.

StoneShare has demonstrated remarkable efficiency, completing a full department migration in as little as 4–6 weeks, depending on the volume of documents. The ITD and Police Department recently partnered with StoneShare to deploy their record management solution by creating six SharePoint sites and 91 document libraries and migrating 35,556 files covering 47 distinct records series, all within two months.

The Police Department was highly satisfied with the process and now benefits from a securely managed structure that complies with state retention schedules.

To maintain this momentum, we propose securing StoneShare's services to onboard the remaining city departments. This budget request will extend through the remaining months of this year and continue into 2025. This is a critical project for the City and will help fulfill our mandate to establish a comprehensive records management system.

StoneShare is on a Washington State Contract (Roster 08125, Contractor #W69068) and complies with our procurement policy.

APPLICABLE CITY POLICIES:

ATTACHMENTS:

1. StoneShare - Records Management City-wide Onboarding

DELIVERED TO

The City of Lake Stevens

DELIVERED ON

June 25, 2024

Proposal for:

**ELECTRONIC DOCUMENT AND RECORDS
MANAGEMENT SYSTEM – CITYWIDE
ONBOARDINGS**

stoneshare

OTTAWA-GATINEAU (NCR)

Suite 101, Tower 1
200 Rue Montcalm
Gatineau, Quebec
J8X 3B5

TORONTO (GTA)

Suite 352
13-3120 Rutherford Road
Vaughan, Ontario
L4K 0B2

SEATTLE (WA)

Suite 1400
506 Second Avenue
Seattle, Washington
98104

NEW YORK (NY)

Suite 800
100 Church Street
New York, New York
10007-2621

 stoneshare.com
 info@stoneshare.com
 1.888.624.5086
 company/stoneshare
 stoneshare_inc

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PROPONENT CONTACT

Keith Carter
Chief Executive Officer
StoneShare Inc.
Office: 1.888.624.5086 ext.222
Cell: 613.355.9339
kcarter@stoneshare.com

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1. EXPERIENCE AND QUALIFICATIONS

StoneShare Corp. (StoneShare) is a leading Microsoft-certified Systems Integrator, focusing exclusively on state-of-the-art Microsoft technology offerings for information governance and compliance. Our primary business involves an expert consultancy practice dedicated to guiding Local Government customers, including Utilities, Fire, Police, Health Care, and Transportation, through the planning, development, and support of Microsoft 365-based Electronic Document and Records Management (EDRM) solutions. Simultaneously, our secondary business creates processes and tools that streamline EDRM deployments, providing our local government customers with pre-configured solutions and EDRM project accelerators that adhere to industry best practices for efficient information management.



In 2015, StoneShare launched a specialized Local Government division, focusing on creating best-practice-based solutions, ready-to-use EDRM project accelerators, and tailored managed service options for this sector. Since its inception, the division has experienced remarkable success, and now proudly serves over sixty municipalities throughout North America.

By concentrating on local government, our company and team have acquired exclusive and invaluable expertise concerning the distinct challenges related to information management, collaboration, and compliance in this sector. For example, StoneShare recognizes how embracing a progressively 'Open Government' approach impacts the necessity for local government staff to adequately generate, capture, streamline, distribute, preserve, examine, and discard organizational information.

StoneShare has a remarkable record of successfully completing more than sixty local government EDRM implementation projects, mirroring the size and intricacy of the City's requirements. Our clientele is ever-expanding and comprises local government entities, both large and small, spanning across Canada and the United States. A glimpse of our esteemed customers can be seen in the graphic below:



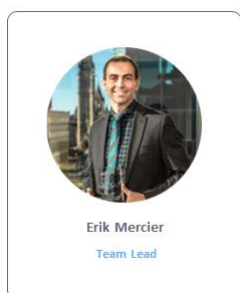
Today, StoneShare's revenue is exclusively derived from M365-based EDRM projects in the local government sector.

2. KEY PERSONELL

StoneShare's proposed delivery team is comprised of four (4) primary resources, all certified by Microsoft, in the roles of Engagement Manager, Project Manager, Technical Lead, and Functional Lead. This core team will be supported by numerous additional resources (not documented in this proposal) in the roles of Project Coordinator, Migration Specialist, and Quality Assurance Specialist.

NAME	ROLE AND RESPONSIBILITIES
Erik Mercier	As the Engagement Manager , Erik will be responsible for the success of the project, including the City's overall customer satisfaction. Erik will work closely with the City's Project Team to establish clear, attainable, and measurable objectives and ensure that the project is set up and managed to meet them.
Marissa Wesley	As the Project Manager , Marissa will be the central point of contact and be responsible for ensuring that planned activities, tasks, and deliverables are completed as scheduled. Marisa will also be responsible for tracking issues related to the completion of the planned activities, tasks, and deliverables and provide periodic reports to the City's Project Team, senior management, and if necessary, the Municipal Council.
Yannick Gallerneault	As the Technical Lead , Yannick will be responsible for leading all technical aspects of the system design, development, and implementation. Where appropriate, Yannick will also work with the City to review the current state of their technology environment and make recommendations where appropriate.
Chris Polak	As a Functional Lead , Chris will be responsible for the capturing and analyzing the City's requirements, providing system demonstrations, leading workshops, and training sessions, providing ongoing knowledge transfer, and supporting the City's staff after go-live.

2.1.1 ENGAGEMENT MANAGER – ERIK MERCIER



Erik Mercier is a PMP Certified Project Manager with more than 20 years of practical experience in the Information Technology Sector as a Trainer, Functional Lead, Project Manager and Engagement Manager. Erik has been at StoneShare for more than 8 years and has **successfully led 20 local government M365-based EDRM implementation projects** for StoneShare's customers in Canada and the United States.

LOCAL GOVERNMENT EDRM PROJECT SUMMARY TABLE

CUSTOMER	ROLE	PROJECT TYPE	PROJECT DATES
Hastings County	Engagement Manager	EDRM	07/2023-present
United Counties of Stormont, Dundas, and Glengarry	Engagement Manager	EDRM	12/2022 – present
District of Muskoka	Engagement Manager	EDRM	12/2021 - Present
City of Port Hope	Engagement Manager	EDRM	02/2023 – 10/2023
Municipality of Red Lake	Engagement Manager	EDRM	09/2022- 05/2023
Township of North Dundas	Engagement Manager	EDRM	08/2022-04/2023
Township of North Glengarry	Engagement Manager	EDRM	01/2023 – 04/2023
Township of South Glengarry	Engagement Manager	EDRM	01/2023 – 03/2023
City of Orillia	Engagement Manager	EDRM	02/2022 – 12/2022
City of Cornwall	Engagement Manager	EDRM	10/2021 – 10/2022
Town of Cobourg	Engagement Manager	EDRM	06/2021 – 03/2022
United Counties of Prescott and Russell	Engagement Manager	EDRM	03/2020 – 03/2022
City of Owen Sound	Engagement Manager	EDRM	01/2020 – 01/2022
Township of Alfred Plantagenet	Engagement Manager	EDRM	02/2020 – 09/2021
Town of Banff	Engagement Manager	EDRM	04/2019 – 03/2021
Town of East Gwillimbury	Engagement Manager	EDRM	08/2020 – 01/2021
City of Bellevue	Engagement Manager	EDRM	04/2019 – 02/2020
City of Airdrie	Engagement Manager	EDRM	04/2019 – 11/2019
City of Clarence Rockland	Engagement Manager	EDRM	04/2019 – 11/2019
City of Tacoma	Engagement Manager	EDRM	10/2017 – 09/2019

For each project referenced above, responsibilities included (but were not limited to):

- Responsible for escalating, monitoring, and resolving project issues.
- Provided support and updates for ongoing or active incidents.
- Provided incident reports with corrective actions as required.
- Provided information related to patches, upgrades, and new releases.
- Responsible for ensuring all contracted items were delivered and of high quality.
- Participated on customer Steering Committee, as required.
- Served as interface between customer and third-party vendors, as required.

2.1.2 PROJECT MANAGER – MARISSA WESLEY



Marissa Wesley is a PMP certified Project Manager with more than 9 years of practical experience in the Information Technology Sector. Marissa possesses more than 6 years of hands-on experience as a Project Manager on Local Government projects. To date ***she has successfully led 22 local government M365-based EDRM implementation projects*** for StoneShare's customers in Canada and the United States.

LOCAL GOVERNMENT EDRM PROJECT SUMMARY TABLE

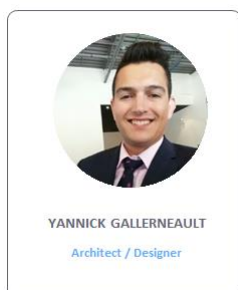
CUSTOMER	ROLE	PROJECT TYPE	PROJECT DATES
Hastings County	Project Manager	EDRM	07/2023-present
United Counties of Stormont, Dundas, and Glengarry	Project Manager	EDRM	12/2022 – present
District of Muskoka	Project Manager	EDRM	12/2021 - Present
City of Port Hope	Project Manager	EDRM	02/2023 – 10/2023
Township of South Glengarry	Project Manager	EDRM	01/2023 – 10 / 2023
Municipality of Red Lake	Project Manager	EDRM	09/2022- 05/2023
Township of North Dundas	Project Manager	EDRM	08/2022-04/2023
Township of North Glengarry	Project Manager	EDRM	01/2023 – 04/2023
City of Orillia	Project Manager	EDRM	02/2022 – 12/2022
City of Cornwall	Project Manager	EDRM	10/2021 – 10/2022
Town of Cobourg	Project Manager	EDRM	06/2021 – 03/2022
Town of Bracebridge	Project Manager	EDRM	03/2021 – 11/2021
City of Owen Sound	Project Manager	EDRM	01/2020 -01/2022
Town of Banff	Project Manager	EDRM	04/2019 – 03/2021
Town of Gravenhurst	Project Manager	EDRM	07/2020 – 02/2021
Town of East Gwillimbury	Project Manager	EDRM	08/2020 – 01/2021
City of Bellevue	Project Manager	EDRM	04/2019 – 02/2020
City of Airdrie	Project Manager	EDRM	04/2019 – 11/2019
County of Simcoe	Project Manager	EDRM	01/2018 – 11/2018
City of Tacoma	Project Manager	EDRM	10/2017 – 09/2019
City of Lethbridge	Project Manager	EDRM	07/2017 – 06/2018
City of Cambridge	Project Manager	EDRM	04/2017 – 02/2018
City of Brampton	Project Manager	EDRM	08/2016 – 03/2018

For each project referenced above, responsibilities included (but were not limited to):

- Keep the customers Project Manager informed of progress on a regular basis.
- Provide the customers Project Manager with copies of all correspondence.
- Consult with the customers Project Manager on potentially significant or controversial issues, options considered, and systems adopted.
- Consult with the customers Project Manager prior to deviations from standards, specifications, and procedures.

- Consult with the customers Project Manager prior to any significant schedule changes.
- Implement quality assurance procedures throughout the work.
- Submit monthly invoices and weekly project progress reports

2.1.3 TECHNICAL LEAD – YANNICK GALLERNEAULT



Yannick is a Microsoft 365 Certified Enterprise Administrator Expert with more than 12 years of practical experience in the Information Technology Sector. Yannick possesses more than 8 years of hands-on experience as a Technical Lead on Local Government projects. To date he has **successfully participated on 22 local government M365-based EDRM Implementation projects** for StoneShare's customers in Canada and the United States.

LOCAL GOVERNMENT EDRM PROJECT SUMMARY TABLE

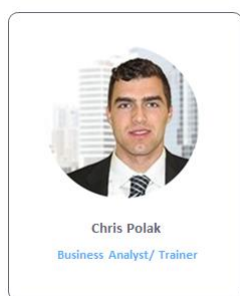
CUSTOMER	ROLE	PROJECT TYPE	PROJECT DATES
United Counties of Stormont, Dundas, and Glengarry	Technical Lead	EDRM	12/2022 – 12/2023
District of Muskoka	Technical Lead	EDRM	12/2021 – 12/2023
Township of North Glengarry	Technical Lead	EDRM	01/2023 – 04/2023
Township of South Glengarry	Technical Lead	EDRM	01/2023 – 03/2023
United Counties of Stormont, Dundas, and Glengarry	Technical Lead	EDRM	12/2022 – 03/2023
City of Orillia	Technical Lead	EDRM	02/2022 – 12/2022
City of Cornwall	Technical Lead	EDRM	10/2021 – 10/2022
Town of Cobourg	Technical Lead	EDRM	06/2021 – 03/2022
Prescott - Russell	Technical Lead	EDRM	12/2019 – 03/2022
Town of Banff	Technical Lead	EDRM	04/2019 – 03/2021
Town of Gravenhurst	Technical Lead	EDRM	07/2020 – 02/2021
Town of East Gwillimbury	Technical Lead	EDRM	08/2020 – 01/2021
City of Bellevue	Technical Lead	EDRM	04/2019 – 03/2020
City of Airdrie	Technical Lead	EDRM	04/2019 – 11/2019
County of Simcoe	Technical Lead	EDRM	01/2018 – 11/2018
Town of Canmore	Technical Lead	EDRM	01/2018 – 10/2018
City of Tacoma	Technical Lead	EDRM	10/2017 – 09/2019
City of Lethbridge	Technical Lead	EDRM	07/2017 – 06/2018
City of Kawartha Lakes	Technical Lead	EDRM	07/2016 – 10/2017
York Regional Police	Technical Lead	EDRM	04/2016 – 10/2019
City of Cambridge	Technical Lead	EDRM	04/2017 – 02/2018
City of Brampton	Technical Lead	EDRM	02/2016 – 03/2018

For each project referenced above, responsibilities included (but were not limited to):

- Reviewed existing technical infrastructure.
- Set-up of the new technical environment.

- Developed Technical Specifications.
- Developed Technical Design and Integration documentation.
- Installed, configured, and tested required software.
- Ensured traceability to requirements.
- Lead content migration planning, preparation, and migration activities.
- Provided Reports where appropriate, including reports to measure compliance.
- Ensured knowledge Transfer to customer IT resources.
- Configured and implemented SharePoint / M365 in accordance with approved design.
- Migrated Sites and Documents, where appropriate.

2.1.4 FUNCTIONAL LEAD / TRAINER – CHRIS POLAK



Chris Polak is Microsoft certified Functional Lead and Trainer with more than 8 years of practical experience as in the Information Technology Sector and more than 5 years of hands-on experience as a Functional Lead and Trainer on Local Government projects. To date he has **successfully participated on 20 local government M365-based EDRM Implementation projects** for StoneShare's municipal customers in Canada and the United States.

LOCAL GOVERNMENT EDRM PROJECT SUMMARY TABLE

CUSTOMER	ROLE	PROJECT TYPE	PROJECT DATES
Hastings County	Functional Lead / Trainer	EDRM	07/2023-present
United Counties of Stormont, Dundas, and Glengarry	Functional Lead / Trainer	EDRM	12/2022 – 09/2023
District of Muskoka	Functional Lead / Trainer	EDRM	12/2021 – 10/2023
Township of North Glengarry	Functional Lead / Trainer	EDRM	01/2023 – 04/2023
Township of South Glengarry	Functional Lead / Trainer	EDRM	01/2023 – 03/2023
City of Orillia	Functional Lead / Trainer	EDRM	02/2022 – 12/2022
City of Cornwall	Functional Lead / Trainer	EDRM	10/2021 – 10/2022
Town of Cobourg	Functional Lead / Trainer	EDRM	06/2021 – 03/2022
City of Owen Sound	Functional Lead / Trainer	EDRM	01/2020 - 01/2022
Town of Banff	Functional Lead / Trainer	EDRM	04/2019 – 03/2021
Town of Gravenhurst	Functional Lead / Trainer	EDRM	07/2020 – 02/2021
City of Bellevue	Functional Lead / Trainer	EDRM	04/2019 – 03/2020
City of Airdrie	Functional Lead / Trainer	EDRM	04/2019 – 11/2019
City of Clarence-Rockland	Functional Lead / Trainer	EDRM	03/2019 – 12/2019
City of Bellevue	Functional Lead / Trainer	EDRM	04/2019 – 03/2020
City of Airdrie	Functional Lead / Trainer	EDRM	04/2019 – 11/2019
Strathcona County	Functional Lead / Trainer	EDRM	08/2018 – 08/2019
Town of Canmore	Functional Lead / Trainer	EDRM	02/2018 – 10/2018

For each project referenced above, responsibilities included (but were not limited to):

- Captured, documented, and analyzed business requirements.
- Contributed to System Design requirements traceability.
- Documented the Information Architecture.
- Facilitated and participated User Acceptance Testing.
- Led Business User sessions and Business User training.
- Provided subject matter expertise in the areas of M365 adoption.
- Made recommendations where appropriate.
- Provided input to Risk Assessment.
- Participated in key project discussions.
- Developed customized training materials and Business User documentation.
- Provided training to Business Users and subject matter experts.

3. WORK PLAN AND TIMELINES

In the pages that follow, StoneShare has provided a table containing key activities (tasks, deliverables, and descriptions), specific assumptions / constraints, and anticipated effort. Milestones are represented by project phases and detailed descriptions of configuration, data migration, activations, training, go-live and go-live support have been captured. A RACI model has been incorporated to assist the City in understanding its responsibilities in the completion of each item.

For clarify, the following applies:

R = Responsible to performs the action/task.

A = Accountable that the action/task is completed.

C = Consulted before performing the action/task.

I = Informed after performing the action/task.

TASK/DELIVERABLE	KEY ACTIVITY DESCRIPTION	THE CITY	STONESHARE
MILESTONE 1 – PROJECT PLANNING AND MANAGEMENT			
PROJECT SCHEDULE	StoneShare and the City will develop a schedule for the project. As part of this effort StoneShare will make recommendations for the required effort from the City (resources, hours, types, and number of licences) to complete the project. Assumptions/Constraints: - StoneShare will conduct up one (1) meeting of up to two (2) hours to facilitate this task. - StoneShare will review the Project Schedule with the City and address questions and concerns until such time as the Project Schedule is finalized. - StoneShare will provide a copy of the Project Plan in MS Project and/or PDF to the City. - The Project Schedule will be managed and maintained by StoneShare throughout the Project. - StoneShare will monitor the conformance of project activities throughout the course of the project, making updates and adjustments to the Project Schedule as required. - This deliverable will be completed remotely. This deliverable requires formal acceptance or sign-off. Anticipated City Task Assignments: - The City's Project Manager will iterate with StoneShare to finalize the Plan and Schedule. - The City's Project Team will review, comment, and approve this deliverable.	C	R+A
DEPARTMENTAL CONSULTATION / DEMONSTRATION	StoneShare will provide presentations, to the City's Project Team and Departmental Content Experts from Planning / Community Development, Clerks, Human Resources, Finance, Public Works, and Information Technology that outlines features, components, and tools available in Microsoft 365 / SharePoint Online to increase productivity and collaboration between departments. During these sessions, StoneShare will ask questions of Content Experts to capture current state information pertaining to information management and identify business processes & workflows that would make good candidates for future automation.	C	R+A

TASK/DELIVERABLE	KEY ACTIVITY DESCRIPTION	THE CITY	STONESHARE
	Assumptions/Constraints: - StoneShare will conduct six (6) sessions of up to three (3) hours in length - This information will be used to influence the development of the Information Architecture for these departments. - This task will be completed remotely. This task does not require formal acceptance or sign-off. Anticipated City Task Assignments: - The City will provide background information, as requested, to StoneShare prior to sessions. - Departmental Content Experts and Project Team members will answer clarification questions as necessary		
CONTENT CLEAN-UP WORKSHOPS	StoneShare will deliver a working session focused on Content Clean-up. The goal of the session is to provide knowledge transfer pertaining to the identification and remediation of redundant, obsolete, trivial (“ROT”) and duplicated content as well as facilitate Departmental Content Experts through a structured content clean-up exercise to be completed in advance to Onboarding activities. Assumptions/Constraints: - StoneShare will present up to three (3) session of up to two (2) hours in length - The session will be limited to ten (10) attendees. - This task will be completed remotely. This task does not require formal acceptance or sign-off. Anticipated City Task Assignments: - Departmental Content Experts will attend the session and conduct clean-up exercises.	I	R+A
MILESTONE 2 – DESIGN PHASE			
INFORMATION ARCHITECTURE	StoneShare will produce an Information Architecture document that describes the structural design of content and security for each departments required SharePoint Sites.	C	R+A

TASK/DELIVERABLE	KEY ACTIVITY DESCRIPTION	THE CITY	STONESHARE
	Assumptions/Constraints: - StoneShare will develop an information architecture aligned to the City's Records Schedule. - The Information Architecture will outline structure, including all Sites, Libraries, document types, metadata elements in a hierarchical structure. - StoneShare will conduct one (1) review meetings of up to four (4) hours to review the deliverable. - The City will have up to two (2) business days to approve this deliverable. - This task will be completed remotely. This deliverable requires formal acceptance or sign-off. Anticipated City Task Assignments: - The City's Project Team will attend review meetings as required. - The City's Project Team will review, comment, and approve this deliverable.		
MILESTONE 3 –ONBOARDING PHASE <i>REPEATABLE PROCESS TO BE FOLLOWED FOR EACH OF THE CITY'S ONBOARDING GROUPS (PLANNING / COMMUNITY DEVELOPMENT. CLERKS, HUMAN RESOURCES, FINANCE, PUBLIC WORKS AND INFORMATION TECHNOLOGY)</i>			
CONTENT REORGANIZATION AND CLASSIFICATION	StoneShare will facilitate Departmental Content Experts in staging content to be migrated. Staging involves selecting the content to migrate, additional clean-up of redundant, obsolete, and trivial documents, and re-organizing content according to the Information Architecture. StoneShare will introduce the process, tools and timeline, and guide Content Experts in the process of preparing and staging their content. Assumptions/Constraints: - StoneShare will facilitate up to five (5) consecutive sessions of up to eight (8) hours to complete this task. - StoneShare will assist in developing a list of the document types in each record category and list the metadata requirements in a hierarchical structure.	C	R+A

TASK/DELIVERABLE	KEY ACTIVITY DESCRIPTION	THE CITY	STONESHARE
	- StoneShare assist in identifying metadata elements related to the structure and organization of the record. - This task will be completed remotely. This task does not require formal acceptance or sign-off. Anticipated City Task Assignments: - Departmental Content Experts will participate in these workshops		
EDRM CONFIGURATION AND VALIDATION	StoneShare will configure the City's Microsoft 365 environment to include Libraries, Metadata, and Security for the Department. Assumptions/Constraints: - The City will provide StoneShare with secure, independent remote access to the City's tenant and sufficient privileges to perform the required activities. - This task will be completed remotely. This task does not require formal acceptance or sign-off. Anticipated City Task Assignments: - The City's Project Team will provide StoneShare remote access, and sufficient privileges. - The City's Project Team will review the Validation Reports.	C	R+A
CONTENT MIGRATION	StoneShare will execute a content migration. Upon completion StoneShare will verify that all in-scope content was successfully migrated. Assumptions/Constraints: - Document Migration will <u>not exceed 600,000 digital files for ALL DEPARTMENTS COMBINED.</u> - StoneShare will provide the migration software required to migrate electronic documents and their metadata from the legacy Network Drives, SharePoint, and Teams locations to the newly configured EDRM environment. - StoneShare will not migrate from any other repositories.	I	R+A

TASK/DELIVERABLE	KEY ACTIVITY DESCRIPTION	THE CITY	STONESHARE
	- This task will be completed remotely. This task does not require formal acceptance or sign-off. Anticipated City Task Assignments: - No anticipated tasks for the City.		
VALIDATION	StoneShare will demonstrate the use of the sites to Departmental Content Experts, facilitate validation of the sites and their content and ensure that they are able to find, access and upload their content in the new sites. Assumptions/Constraints: - Validation includes up to six (6) Content Experts. - Validation will take up to three (3) hours to complete. - Validation will not exceed one (1) business day. - This deliverable will be completed remotely. This deliverable requires formal acceptance and sign-off. Anticipated City Task Assignments: - Content Experts will participate in these sessions; and - The City's Project Team will approve this deliverable.	C	R+A
END USER TRAINING	StoneShare will deliver Standard Operating Procedure (SOP)-based Training sessions for Department staff covering the following elements: - Training Objectives - Terminology - EDRM Overview - Collaboration Site Navigation - Document Management	I	R+A

TASK/DELIVERABLE	KEY ACTIVITY DESCRIPTION	THE CITY	STONESHARE
	• Creating folders • Creating Case document sets • Uploading a Document • Opening an existing document and saving as a new document • Classification of Documents • Searching for Documents • Creating Views and Alerts • Emailing links and attaching documents • Uploading email Assumptions/Constraints: • StoneShare will provide up to three (3) SOP-based Training sessions of up to three (3) hours. • Training sessions must be completed on two (2) consecutive business days. • StoneShare will demonstrate and train staff on SharePoint Online system. • Maximum of twenty-five (25) attendees in each session. • This task will be completed remotely. • This task does not require formal acceptance or sign-off. Anticipated City Task Assignments: • Department staff will participate in these sessions.		
DELTA MIGRATION	StoneShare will perform one (1) delta migration to migrate any recent documents that were added or modified since the initial Migration. Assumptions/Constraints: • The City will be responsible for removing write access (where appropriate) to legacy repositories prior to delta migration and for providing access to the live M365 sites after delta migration is complete.	I	R+A

TASK/DELIVERABLE	KEY ACTIVITY DESCRIPTION	THE CITY	STONESHARE
	- The City's Content Experts will validate the delta migration upon completion of Training. - This task will be completed remotely. This task does not require formal acceptance or sign-off. Anticipated City Task Assignments: - Departmental Content Experts from will validate this migration.		
GO-LIVE SUPPORT	StoneShare will provide support and coaching to Departmental users for the first one (1) business day of live operation. StoneShare will: - Provide direct response to users with respect to problems or issues with the EDRM. - Resolve of Business User problems or issues in the EDRM Assumptions/Constraints: - StoneShare will establish an open MS Teams session to allow users to "walk in" as required. - This task will be completed remotely. This task does not require formal acceptance or sign-off. Anticipated City Task Assignments: - Business Users will attend as required.	C	R+A
RECORDS MANAGEMENT CONFIGURATION	StoneShare will configure the required Records Labels for the Departmental sites. Upon completion StoneShare will provide support to assist the Records Management team in validating that the Labels have been properly configured. Assumptions/Constraints - StoneShare will implement retention policies for record conversion, archival and deletion, which can be set on a document type and executed automatically based on a preconfigured date. - StoneShare will conduct one (1) session of up to two (2) hours to validate RM configurations. - The sessions are intended for Records Management Staff only.	I	R+A

TASK/DELIVERABLE	KEY ACTIVITY DESCRIPTION	THE CITY	STONESHARE
	- This task will be completed remotely. This deliverable requires formal acceptance and sign-off. Anticipated City Task Assignments: - The City’s IT staff will provide StoneShare remote access, and sufficient privileges - The City’s Records Management staff will participate in the scheduled sessions		

4. PROPOSED PROJECT SCHEDULE

PROJECT SCHEDULE		
TASK / DELIVERABLE	START DATE	ESTIMATED COMPLETION DATE
PROJECT SCHEDULE	Week 1	Week 1
DEPARTMENTAL CONSULTATION / DEMONSTRATION	Week 2	Week 2
CONTENT CLEAN-UP WORKSHOPS	Week 2	Week 2
INFORMATION ARCHITECTURE	Week 2	Week 3
CLERKS ONBOARDING COMPLETE	Week 4	Week 6
PLANNING / COMMUNITY DEVELOPMENT ONBOARDING COMPLETE	Week 7	Week 10
HUMAN RESOURCES ONBOARDING COMPLETE	TBD	3 WEEKS
INFORMAITON TECHNOLOGY ONBOARDING COMPLETE	TBD	3 WEEKS
FINANCE ONBOARDING COMPLETE	TBD	3 WEEKS
PUBLIC WORKS ONBOARDING COMPLETE	TBD	3.5 WEEKS

5. PROPOSED PRICING

PROJECT COSTS	
PROJECT ACTIVITY	FEE (\$)
Milestone 1: PROJECT PLANNING AND MANAGEMENT	\$6,250
Milestone 2: DESIGN PHASE	\$2,800
CLERKS ONBOARDING COMPLETE	\$13,125
PLANNING / COMMUNITY DEVELOPMENT ONBOARDING COMPLETE	\$28,000
INFORMAITON TECHNOLOGY ONBOARDING COMPLETE	\$13,125
HUMAN RESOURCES ONBOARDING COMPLETE	\$14,000
FINANCE ONBOARDING COMPLETE	\$14,000
PUBLIC WORKS ONBOARDING COMPLETE	\$20,125
Total Cost	\$111,425

PRICING ASSUMPTIONS

- All pricing in United States Dollars
- ***All pricing in accordance with Department of Enterprise Services (Roster 08125, Contractor #W69068)***
- StoneShare will submit one invoice upon completion of the project.
- Payment terms are NET 30
- Prices do NOT include applicable taxes
- Any requested changes would be billed at a blended hourly rate of \$175/hour.
- No travel and expense required, as proposed.