

# MEMORANDUM OF UNDERSTANDING

CAG-12-080

By and Between

The City of Renton, Washington  
And  
King County Fire Protection District #40

This memorandum of understanding is entered into between the City of Renton (the "CITY"), a State of Washington municipal corporation, and King County Fire Protection District #40 (the "DISTRICT"), a State of Washington municipal corporation, to mutually address the communication and technology services needs of the DISTRICT.

WHEREAS, DISTRICT staff place a high value on education and community outreach and have provided programs to their community to promote fire prevention for over 63 years; and

WHEREAS, the DISTRICT would like the CITY to create and mail two eight-page full-color newsletter each year and every year to the community that focuses on certain key topics including promoting fire prevention, the fire benefit charge, budget updates, fire station remodel, upcoming meetings, and more; and

WHEREAS, the DISTRICT would like the CITY to, on special occasions, create and mail (up to twice a year) two additional 8 ½" x 11" double-sided full-color informational flyer to the community that address key information as determined by the DISTRICT; and

WHEREAS, the DISTRICT would like the CITY's Communication Division to provide web support and maintain and update the DISTRICT's website; and

WHEREAS, the CITY's Communications Division is part of the Executive Department and includes specialists skilled in various areas including media relations, graphic design, print communications, community outreach, web, electronic media and more; and

WHEREAS, the CITY maintains a Print Shop that currently prints over 50 different types of projects every year to support the entire Fire & Emergency Services Department; and

WHEREAS, the DISTRICT currently maintains a separate phone line, a standalone computer with internet connection through other third-party service providers for its office at Fire Station 13 and is interested in obtaining these Technology Services through a contract with the CITY.

NOW THEREFORE, in order to provide DISTRICT residents with valuable information, updates, public outreach, and other services, the parties agree as follows:

**I. CITY OBLIGATIONS:**

**1. Communication Services:**

- a. The CITY agrees to initially provide the design and layout services for an 8-page, full-color, newsletter template (2 options to be provided, with one option selected) to be used for all future editions of the newsletter.

- b. The CITY agrees to provide DISTRICT residents with two 8-page, full-color newsletters per year on an annual basis.
- c. The CITY also agrees to provide two special edition flyers (timing to be specified by the DISTRICT) in year one of this MOU, with additional special edition flyers optional at a later date as specified and agreed upon by the CITY and the DISTRICT.
- d. The CITY agrees to research, assist with writing content, coordinate material, review all drafts with Commissioners and key staff, and provide overall project management of the newsletters.
- e. The CITY agrees to provide the necessary photography, design, layout and proofing services to produce the newsletters;
- f. The CITY agrees to coordinate and provide all printing and mailing services of the newsletters and special edition flyers.
- g. The CITY agrees to coordinate all media needs for the DISTRICT and continue to send proactive messages and press releases to local media such as the Fairwood community online publication, Renton Reporter, Renton Patch, and others to be determined relevant by the CITY.
- h. The CITY agrees to support and maintain the DISTRICT website, providing updates and key messages on the city's website, and provide links from the DISTRICT's website to the CITY's website.
- i. The CITY agrees to invoice the DISTRICT with a detailed list stating actual costs and overhead.

2. Technology Services:

The CITY agrees to provide full network, hardware, and application support needed for the one (1) DISTRICT office staff person located at the District office in Renton Fire Station 13 including:

- a. Landline telephone
- b. Voice mail
- c. Servers
- d. Internet service
- e. McAfee or other anti-virus protection software
- f. Firewall
- g. Microsoft software updates
- h. Liaison with vendor on support issues that cannot be resolved by DISTRICT staff
- i. Workstation and printer replacement every 4-5 years

**II. DISTRICT OBLIGATIONS:**

1. Compensation:

- a. The DISTRICT agrees to compensate the CITY in the amount of up to Thirty-two thousand dollars (\$32,000) per year for the above-mentioned Communications Services provided by the CITY. Unless otherwise amended in writing, this amount shall be adjusted annually by 3% to reflect current cost of labor, printing, postage, and paper.
- b. The DISTRICT agrees to compensate the CITY in an amount of Six Thousand Dollars (\$6,000) per year for the above-mentioned Technology Services provided by the CITY during the

initial term of the Agreement and would be adjusted 3% annually for any subsequent terms unless otherwise amended in writing.

2. Cooperation:

- a. The DISTRICT agrees to work closely with staff from the CITY's Communications Division to assist with providing content, proofing, and information directly related to the DISTRICT.
- b. The DISTRICT agrees to secure and maintain application support for financial applications directly through other parties.

**III. TERM:**

1. Initial Term:

The initial term of this Agreement shall commence upon execution by both parties and continue for a two-year period.

2. Renewal:

Unless notified in writing 90-days prior to the expiration of the initial-term, the Agreement shall automatically renew for an additional two-year period.




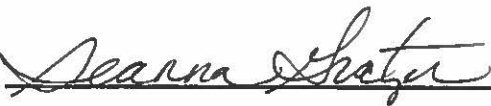

3. Modify/Terminate:

Both parties shall have right to request modifications or terminate this contract in writing 90-days prior to the expiration of each term.

The parties agree that this memorandum of understanding is made in the spirit of cooperation in order to better serve the citizens of Renton and Fire District #40, providing them with current, timely, and valuable information to maintain the health and well-being of the community.

Dated this 21 day of MAY, 2012

Dated this 12 day of April, 2012

City of Renton, Washington 	King County Fire Protection District #40 
Denis Law, Mayor	Linda Sartnurak, Chair
ATTEST: 	ATTEST: 
City Clerk 	Secretary, Fire Protection District #40

City Attorney  
*Lawrence Warner*

Attorney Fire Protection District #40  
*[Signature]*