



Memorandum

Date: 6/13/2023

Meeting of: Committee of the Whole - Finance, Administration, and Communications

File No. CM 23-285

Type: Committee Memo

TO: Committee of the Whole - Finance, Administration, and Communications

FROM: Mayor Angela Birney

DEPARTMENT DIRECTOR CONTACT(S):

Executive	Malisa Files	425-556-2166
Executive	Lisa Maher	425-556-2427

DEPARTMENT STAFF:

Executive	Jill Smith	Communications Manager
Executive	Jason Brown	Legislative Administrative Coordinator

TITLE:

2023 City Council Outreach Activities

OVERVIEW STATEMENT:

Executive Department staff will present an overview of the City Council's participation in Derby Days on July 15, and the new Downtown Redmond Art Walk (DRAW) on Aug. 17, as well as gain Council's interest and direction around additional outreach activities. Councilmembers are asked to review the attachment and come prepared to share their preferences on the options provided.

☐ **Additional Background Information/Description of Proposal Attached**

REQUESTED ACTION:

☐ **Receive Information**

☒ **Provide Direction**

☐ **Approve**

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
N/A
- **Required:**
N/A
- **Council Request:**
Community outreach opportunities requested by City Council.
- **Other Key Facts:**
N/A

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OUTCOMES:

Councilmembers will:

- be informed on a draft plan and asked to provide feedback to staff for the Council Derby Days and Downtown Redmond Art Walk booth.
- be asked to commit to volunteer shifts at both events and sign up via email with staff.
- be asked to provide staff with preferences and clear direction on any additional outreach activities in 2023.

COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:

- **Timeline (previous or planned):**

June 13, 2023 - Discuss proposal and receive Council direction

July 15, 2023 - Derby Days

Aug. 17, 2023 - Downtown Redmond Art Walk (DRAW)

Additional dates to be determined based on meeting discussion and direction

- **Outreach Methods and Results:**

Derby Days and the Downtown Redmond Art Walk will be heavily promoted via the City's various communication channels. Councilmembers are encouraged to invite their networks to come see them at the Council booth.

- **Feedback Summary:**

N/A

BUDGET IMPACT:

Total Cost:

\$2500

Approved in current biennial budget:

☒ Yes

☐ No

☐ N/A

Budget Offer Number:

100.14100.00490.51160

Budget Priority:

Strategic and Responsive

Other budget impacts or additional costs:

☐ Yes

☒ No

☐ N/A

If yes, explain:

N/A

Funding source(s):

General Fund

Budget/Funding Constraints:

N/A

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☐ **Additional budget details attached**

COUNCIL REVIEW:

Previous Contact(s)

Date	Meeting	Requested Action
N/A	Item has not been presented to Council	N/A

Proposed Upcoming Contact(s)

Date	Meeting	Requested Action
7/15/2023	Special Meeting	N/A
8/17/2023	Special Meeting	N/A

Time Constraints:

As Derby Days is July 15, any specific requests or direction from Council will need to be finalized at this meeting to incorporate prior to the event.

ANTICIPATED RESULT IF NOT APPROVED:

If Council chooses not to participate, staff will cancel plans for a Derby Days and Downtown Redmond Art Walk booth.

ATTACHMENTS:

Attachment A: 2023 City Council Outreach Activities