

# City of Redmond



## Agenda

Tuesday, October 11, 2022

4:30 PM

City Hall: 15670 NE 85th St; Remote: Comcast Ch. 21/321, Zply Ch. 34,  
Facebook (@CityofRedmond), Redmond.gov/rctlive, or 510-335-7371

## Committee of the Whole - Finance, Administration, and Communications

### Committee Members

*Steve Fields, Presiding Officer*

*Jeralée Anderson*

*David Carson*

*Jessica Forsythe*

*Varisha Khan*

*Vanessa Kritzer*

*Melissa Stuart*

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**AGENDA**

ROLL CALL

1. Development Impact Fees - 2023 Annual Indexing [CM 22-639](#)  
[Attachment A: Proposed 2023 Fire, Park, School, and Transportation  
Impact Fees](#)  
*Department: Planning and Community Development, 5 minutes*  
*Requested Action: Staff Report, November 1st*
  
2. Communications Plan Update [CM 22-647](#)  
[Attachment A: Communications Plan 2021-2022](#)  
*Department: Executive, 15 minutes*  
*Requested Action: Informational*
  
3. Approve Consultant Agreement with Dynamic Solutions [CM 22-641](#)  
Incorporated in the Amount of \$123,600 to Provide Resource  
Development and End User Training to Support the  
Implementation of Dynamics 365 (D365)  
[Attachment A: Statement of Work](#)  
*Department: Finance, 5 minutes*  
*Requested Action: Consent, October 18th*
  
4. Quarterly Overtime Report, 1/1/21 - 6/30/22 [CM 22-640](#)  
[Attachment A: 2022 2nd Quarter Overtime Report](#)  
*Department: Finance, 15 minutes*  
*Requested Action: Informational*
  
5. Council Budget Review Process for 2023-2024 Preliminary [CM 22-646](#)  
Budget  
[Attachment A: Council Budget Review Calendar](#)  
[Attachment B: Budget Review Ground Rules](#)  
*Department: Finance, 20 minutes*  
*Requested Action: Informational*

ADJOURNMENT



Memorandum

Date: 10/11/2022

File No. CM 22-639

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

Type: Committee Memo

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

FROM: Mayor Angela Birney

DEPARTMENT DIRECTOR CONTACT(S):

Planning and Community Development	Carol Helland	425-556-2107
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DEPARTMENT STAFF:

Planning and Community Development	Seraphie Allen	Deputy Director
Planning and Community Development	Jeff Churchill	Planning Manager
Planning and Community Development	Glenn B. Coil	Senior Planner

TITLE:

Development Impact Fees - 2023 Annual Indexing

OVERVIEW STATEMENT:

Impact fees are one-time charges collected by the City from new commercial and residential developments to fund fire, park, school, and transportation facilities needed to accommodate growth. Impact fees are authorized in RMC 3.10.

Indexing or updating Redmond’s impact fees annually allows the rates to keep pace with inflation to maintain the purchasing power of these impact fees and to help provide the capital facilities necessary to serve growth in Redmond. RMC 3.10 establishes the indexes and procedures that the City Council may apply annually to index or update Redmond’s impact fees.

The City collects school impact fees on behalf of the Lake Washington School District (LWSD) by interlocal agreement. School impact fees, calculated by LWSD, reflect a proportionate share of the costs of school-related system improvements that are reasonably related to new development.

For 2023,

- Fire impact fees will increase by 5.29%,
- Park impact fees will increase by 8.70% (see note below),
- Transportation impact fees will increase by 7.19%, and
- School impact fees for single-family homes will decrease by 2%, and for multifamily, will increase by 2%.

Note: staff discovered that Park impact fee rates were calculated slightly lower than they should have been in 2021 and 2022. Thus, while the index used to calculate Park impact fees increased 8.42% in the last year, the fees must be increased by 8.70% to correct the error.

Staff requests that Council adopt an ordinance to index impact fees for 2023.

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

**REQUESTED ACTION:**

**Receive Information**

**Provide Direction**

**Approve**

**REQUEST RATIONALE:**

- **Relevant Plans/Policies:**  
Comprehensive Plan policy CF-14
- **Required:**
  - Redmond Municipal Code 3.10 - Impact Fees
  - 2006 Interlocal Agreement between the City and LWSD for the Collection, Distribution, and Expenditure of School Impact Fees
- **Council Request:**  
N/A
- **Other Key Facts:**  
RMC 3.10 authorizes the annual indexing of impact fees.

**OUTCOMES:**

Impact fees:

- Contribute toward public infrastructure that is needed to accommodate population and employment growth.
- Can only be used to pay for system improvements. System improvements must be reasonably related to the new development and must benefit the new development.
- Cannot be used to pay for private facilities that solely benefit the development or to correct existing deficiencies in public infrastructure.

**COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:**

- **Timeline (previous or planned):**  
October - November 2022
- **Outreach Methods and Results:**  
Staff will inform the development community about the recommended impact fee adjustments. This includes direct outreach to OneRedmond, the Master Builders, the Parks and Trails Commission, and posting notices at the Development Services Center and on the City website.
- **Feedback Summary:**  
No feedback received at this time.

**BUDGET IMPACT:**

**Total Cost:**

Staff working on Development Impact Fees - 2023 Annual Indexing are funded through the adopted budget.

Approved in current biennial budget:  Yes  No  N/A

**Budget Offer Number:**

000250

**Budget Priority:**

Vibrant and Connected

Other budget impacts or additional costs:  Yes  No  N/A

*If yes, explain:*

N/A

**Funding source(s):**

N/A

**Budget/Funding Constraints:**

N/A

Additional budget details attached

**COUNCIL REVIEW:**

**Previous Contact(s)**

Date	Meeting	Requested Action
	Item has not been presented to Council	

**Proposed Upcoming Contact(s)**

Date	Meeting	Requested Action
11/1/2022	Business Meeting	Receive Information
11/15/2022	Business Meeting	Approve

**Time Constraints:**

Changes to impact fees are effective **January 1, 2023**. Timely adoption of the fees provides staff, developers, residents, and other interested parties an opportunity to prepare for fee changes associated with the development review process and ensures that new system improvements can be funded through impact fees.

**ANTICIPATED RESULT IF NOT APPROVED:**

If the Council chooses not to index impact fees for 2023, the fees will remain at 2022 levels, resulting in underfunding

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**Date:** 10/11/2022

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

**File No.** CM 22-639

**Type:** Committee Memo

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system improvements needed to address population and employment growth.

**ATTACHMENTS:**

Attachment A: Proposed 2023 Fire, Park, School, and Transportation Impact Fees



**CITY OF REDMOND**

**PROPOSED 2023 FIRE, PARK, SCHOOL, AND TRANSPORTATION IMPACT FEE RATE INCREASE**

The City’s municipal code authorizes the Council to update the rates annually to keep pace with inflation.

The 2023 City impact fee rate increases are based on a three-year moving average change from 2020 to 2022 in the indexes specified in [RMC 3.10](#) — from August to August or the closest three consecutive 12-month time periods immediately prior to January 1, 2023.

<b>Fire</b>	Consumer Price Index-Urban (CPI-U)/Seattle	<b>5.29%</b>
<b>Parks</b>	Building Cost Index (BCI) and CCI Average/Seattle	
	<b>8.42%*</b>	
<b>Transportation</b>	Construction Cost Index (CCI)/ Seattle	<b>7.19%</b>

<b>FIRE IMPACT FEES</b>		
<b>Land Use</b>	<b>Units</b>	<b>2023 Impact Fee (per unit)</b>
Single-Family Residences	1 housing unit	\$139.64
Mobile Homes and Detached Single-Family Manufactured Homes	1 housing unit	\$166.79
Multifamily Residences	1 housing unit	\$235.86
Residential Suites	1 residential suite	\$117.94
Offices	1,000 sq. ft. of GFA	\$195.28
Retail Trade	1,000 sq. ft. of GFA	\$225.10
Manufacturing	1,000 sq. ft. of GFA	\$23.06

<b>PARKS IMPACT FEES*</b>		
<b>Land Use</b>	<b>Units</b>	<b>2023 Impact Fees (per unit)</b>
Single-Family Residences (inclusive of Mobile Homes and Detached Single-Family Manufactured Homes)	1 housing unit	\$5,884.24
Multifamily Residences	1 housing unit	\$4,084.96



Residential Suite	1 residential suite	\$2,220.23
Offices	1,000 sq. ft. of GFA	\$1,593.94
Retail Trade	1,000 sq. ft. of GFA	\$707.14
Manufacturing	1,000 sq. ft. of GFA	\$717.40

\* Park impact fee rates were calculated slightly lower than they should have been in 2021 and 2022. Thus, while the index used to calculate Park impact fees increased 8.42% in the last year, the fees must be increased by 8.70% to correct the error.

<b>TRANSPORTATION IMPACT FEES</b>			
<b>Residential Land Uses</b>	<b>Units</b>		<b>2023 Impact Fees (per unit)</b>
Single Family	Dwelling	Downtown UC *	\$7,132.37
		Overlake UC *	\$7,378.38
		Rest of City	\$8,730.72
Multiple Family	Dwelling	Downtown UC	\$5,009.38
		Overlake UC	\$5,182.16
		Rest of City	\$6,131.97
Residential Suites	Residential Suite	Downtown UC	\$3,055.17
		Overlake UC	\$3,160.56
		Rest of City	\$3,739.83
Retirement Community	Dwelling	Downtown UC	\$2,288.74
		Overlake UC	\$2,367.68
		Rest of City	\$2,801.64
Nursing Home	Bed	Downtown UC	\$1,864.90
		Overlake UC	\$1,929.22
		Rest of City	\$2,282.82
Congregate Care/Assisted Living	Dwelling	Downtown UC	\$1,441.06
		Overlake UC	\$1,490.76
		Rest of City	\$1,763.99
Hotel/Motel	Room	Downtown UC	\$6,717.66
		Overlake UC	\$6,949.36
		Rest of City	\$8,223.06
<b>Institutional Land Uses</b>	<b>Units</b>		<b>2023 Impact Fees</b>
Elementary School	Student	Downtown UC	\$590.54

		Overlake UC	\$610.90
		Rest of City	\$722.87
High School	Student	Downtown UC	\$575.77
		Overlake UC	\$595.63
		Rest of City	\$704.80
Church/House of Worship	Per sq. ft. of GFA	Downtown UC	\$3.81
		Overlake UC	\$3.94
		Rest of City	\$4.66
Hospital	Per sq. ft. of GFA	Downtown UC	\$5.48
		Overlake UC	\$5.67
		Rest of City	\$6.70
<b>Retail Shopping Center Land Uses</b>	<b>Units</b>		<b>2023 Impact Fees</b>
Up to 99,999 ft <sup>2</sup>	Per sq. ft. of GLA	Downtown UC	\$22.84
		Overlake UC	\$23.63
		Rest of City	\$27.96
100,000 ft <sup>2</sup> – 199,999 ft <sup>2</sup>	Per sq. ft. of GLA	Downtown UC	\$21.80
		Overlake UC	\$22.55
		Rest of City	\$26.69
200,000 ft <sup>2</sup> – 299,999 ft <sup>2</sup>	Per sq. ft. of GLA	Downtown UC	\$19.95
		Overlake UC	\$20.64
		Rest of City	\$24.42
300,000 ft <sup>2</sup> and Over	Per sq. ft. of GLA	Downtown UC	\$19.22
		Overlake UC	\$19.89
		Rest of City	\$23.53
Car Sales – New/Used	Per sq. ft. of GFA	Downtown UC	\$14.53
		Overlake UC	\$15.04
		Rest of City	\$17.79
Convenience Market	Per sq. ft. of GFA	Downtown UC	\$163.50
		Overlake UC	\$169.13
		Rest of City	\$200.14
Free Standing Discount Store	Per sq. ft. of GFA	Downtown UC	\$16.25
		Overlake UC	\$16.80
		Rest of City	\$19.89
Furniture Store	Per sq. ft. of GFA	Downtown UC	\$1.88
		Overlake UC	\$1.93

		Rest of City	\$2.29
Miscellaneous Retail	Per sq. ft. of GFA	Downtown UC	\$19.28
		Overlake UC	\$19.95
		Rest of City	\$23.62
Supermarket	Per sq. ft. of GFA	Downtown UC	\$49.28
		Overlake UC	\$50.99
		Rest of City	\$60.33
<b>Services Land Uses</b>	<b>Units</b>		<b>2023 Impact Fees</b>
Bank/Savings and Loans	Per sq. ft. of GFA	Downtown UC	\$84.23
		Overlake UC	\$87.13
		Rest of City	\$103.10
Carwash	Stall	Downtown UC	\$24,963.55
		Overlake UC	\$25,824.62
		Rest of City	\$30,557.86
Daycare	Per sq. ft. of GFA	Downtown UC	\$64.15
		Overlake UC	\$66.37
		Rest of City	\$78.54
Health Club/Racquet Club	Per sq. ft. of GFA	Downtown UC	\$24.67
		Overlake UC	\$25.53
		Rest of City	\$30.20
Library	Per sq. ft. of GFA	Downtown UC	\$37.95
		Overlake UC	\$39.27
		Rest of City	\$46.46
Movie Theater	Seat	Downtown UC	\$412.48
		Overlake UC	\$426.71
		Rest of City	\$504.92
Post Office	Per sq. ft. of GFA	Downtown UC	\$58.34
		Overlake UC	\$60.34
		Rest of City	\$71.41
Service Station	Fuel position	Downtown UC	\$38,460.93
		Overlake UC	\$39,787.55
		Rest of City	\$47,079.97
Service Station/Minimart	Fuel position	Downtown UC	\$28,096.99
		Overlake UC	\$29,066.13

		Rest of City	\$34,393.49
<b>Restaurant</b>	<b>Units</b>		<b>2023 Impact Fees</b>
Fast Food Restaurant	Per sq. ft. of GFA	Downtown UC	\$113.17
		Overlake UC	\$117.07
		Rest of City	\$138.54
Restaurant	Per sq. ft. of GFA	Downtown UC	\$41.54
		Overlake UC	\$42.97
		Rest of City	\$50.85
<b>Administrative Office Land Uses</b>	<b>Units</b>		<b>2023 Impact Fees</b>
Up to 99,999 ft <sup>2</sup>	Per sq. ft. of GFA	Downtown UC	\$23.72
		Overlake UC	\$24.54
		Rest of City	\$29.04
100,000 ft <sup>2</sup> – 199,999 ft <sup>2</sup>	Per sq. ft. of GFA	Downtown UC	\$20.39
		Overlake UC	\$21.09
		Rest of City	\$24.96
200,000 ft <sup>2</sup> – 299,999 ft <sup>2</sup>	Per sq. ft. of GFA	Downtown UC	\$17.79
		Overlake UC	\$18.41
		Rest of City	\$21.78
300,000 ft <sup>2</sup> and Over	Per sq. ft. of GFA	Downtown UC	\$16.67
		Overlake UC	\$17.25
		Rest of City	\$20.41
Medical Office/Clinic	Per sq. ft. of GFA	Downtown UC	\$24.36
		Overlake UC	\$25.21
		Rest of City	\$29.82
<b>Industrial Land Uses</b>	<b>Units</b>		<b>2023 Impact Fees</b>
Light Industrial/Manufacturing	Per sq. ft. of GFA	Downtown UC	\$11.13
		Overlake UC	\$11.52
		Rest of City	\$13.64
Industrial Park	Per sq. ft. of GFA	Downtown UC	\$9.75

		Overlake UC	\$10.10
		Rest of City	\$11.94
Warehousing/Storage	Per sq. ft. of GFA	Downtown UC	\$3.68
		Overlake UC	\$3.80
		Rest of City	\$4.50
Mini Warehouse	Per sq. ft. of GFA	Downtown UC	\$2.18
		Overlake UC	\$2.25
		Rest of City	\$2.67
<b>Alternate Impact Fee Assessment*</b>	<b>Units</b>		<b>2023 Impact Fees</b>
Cost per Person Mile of Travel (PMT)	Mile of travel per person		\$3,603.31

\* Downtown UC and Overlake UC refer to Downtown Urban Center and Overlake Urban Center, respectively.

**School Impact Fees:** The City of Redmond also collects development impact fees on behalf of Lake Washington School District (LWSD). The District’s requested school impact fees are \$18,610 per single-family unit and \$3,586 for each multi-family unit. The single-family fee is a decrease of \$387 and the multi-family fee is an increase of \$76 from 2022 fees. These changes are fully described in the appendices of the LWSD’s *2022-27 Six-Year Capital Facilities Plan*.

<b>SCHOOL IMPACT FEES</b>	
Land Use	2023 Rate
Single-family dwelling unit	\$18,610.00
Multifamily dwelling unit	\$3,586.00



Memorandum

Date: 10/11/2022

File No. CM 22-647

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

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	425-556-2448
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TITLE:

Communications Plan Update

OVERVIEW STATEMENT:

The City's [Communication Plan <https://www.redmond.gov/DocumentCenter/View/20247/Communications-Plan\\_Redmondgov\\_2021-2022>](https://www.redmond.gov/DocumentCenter/View/20247/Communications-Plan_Redmondgov_2021-2022) guides staff work to provide the community timely and transparent communication, as well as opportunities to provide feedback so that decision-making is informed by measurable results from community participation and input. Staff will provide Councilmembers with a brief plan update and introduce future areas of focus.

The Communications Plan outlines areas of work in four strategies. Accomplishments to be highlighted include:

Strategy 1: Share timely, transparent, and concise information with the community and organization

- 1.1: Enhanced Focus print newsletter and expanded to digital version
- 1.2: Improved the website including data dashboards, police recruitment webpages, annual plans, etc.
- 1.3: Updated the brand guidelines and tools with an emphasis on diversity, equity, and inclusion

Strategy 2: Utilize modern and efficient communication processes and tools

- 2.1: Improved accessibility, inclusion, and user experience with transition of PDFs to digital formats and a focus on content design
- 2.2: Created internal efficiencies with training, software, DIY templates, and how-to resources
- 2.3: Invested in audio/video system including Comcast transition to HD

Strategy 3: Be prepared and inclusive with updated emergency communication plans

- 3.1: Updated the City's Emergency Communications Plan, Emergency Support Function 15 (ESF-15), and Joint information Center (JIC) Manual
- 3.2: Expanded redmond.gov/Weather webpage and translated emergency messaging
- 3.3: Completed FEMA Public Information Officer (PIO) staff training

Strategy 4: Provide opportunities for an involved community to inform city decision-making

- 4.1: Increased email and text contact databases and social media followers
- 4.2: Coordinated opportunities for Councilmembers to visit with community through Community Conversations

and Derby Days

- 4.3: Recruited community input through LetsConnectRedmond.com questionnaires and annual community survey

**What's next?**

- Diversify and expand community input by increasing opportunities for listening sessions and pop-up events
- Launch new online storytelling platform at redmond.gov/Stories creating connections through sharing longer-form stories about people in Redmond
- Build robust, local, diverse photography inventory
- Increase translation of print and digital messaging
- Continue to expand digital communications by increasing data dashboards and converting PDFs to web-based content

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

**REQUESTED ACTION:**

- Receive Information**                       **Provide Direction**                       **Approve**

**REQUEST RATIONALE:**

- **Relevant Plans/Policies:**  
Communications Plan  
Emergency Communications Plan
- **Required:**  
N/A
- **Council Request:**  
2021-2022 FAC schedule
- **Other Key Facts:**  
N/A

**OUTCOMES:**

Councilmembers will be informed about the City’s communications accomplishments in 2021-2022 and briefed on areas of focus moving forward.

**COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:**

- **Timeline (previous or planned):**  
N/A
- **Outreach Methods and Results:**  
N/A
- **Feedback Summary:**  
N/A

**BUDGET IMPACT:**

Date: 10/11/2022

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

File No. CM 22-647

Type: Committee Memo

**Total Cost:**

N/A

**Approved in current biennial budget:**

Yes

No

N/A

**Budget Offer Number:**

N/A

**Budget Priority:**

N/A

**Other budget impacts or additional costs:**

Yes

No

N/A

*If yes, explain:*

N/A

**Funding source(s):**

N/A

**Budget/Funding Constraints:**

N/A

Additional budget details attached

**COUNCIL REVIEW:**

**Previous Contact(s)**

Date	Meeting	Requested Action
4/27/2021	Committee of the Whole - Finance, Administration, and Communications	N/A

**Proposed Upcoming Contact(s)**

Date	Meeting	Requested Action
N/A	None proposed at this time	Receive Information

**Time Constraints:**

N/A

**ANTICIPATED RESULT IF NOT APPROVED:**

N/A

**ATTACHMENTS:**

Attachment A: City of Redmond Communications Plan



# CITY OF REDMOND Communications Plan

2021 - 2022

[redmond.gov](http://redmond.gov)



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- Workplan ..... 5



# COMMUNICATIONS

**PROGRAM VISION:** The City of Redmond effectively informs and meaningfully engages the community via timely and transparent communication efforts. We:

- Communicate effectively and inclusively
- Are timely, accurate, and concise
- Standardize by the city brand
- Utilize a variety of means and platforms

## Objective

Redmond is an informed and involved community

## Budget Priority

Strategic and Responsive

## Performance Measures

- Percentage of community members responding that they feel informed regarding city programs, initiatives, projects, and issues (measured by the annual citizen survey)
- Percentage of internal stakeholders satisfied with the quality of creative services, products, timeliness, and collaboration (measured by an annual internal survey)

## Strategy #1

- Share timely, transparent, and concise information with the community and organization

## Actions

- Increase digital contact database, utilize analytics for targeted messaging
- Improve accessibility and inclusion in digital/print design, marketing, and communications
- Increase emphasis on storytelling across all platforms including reimplementing Focus, social media, video wall, RCTV, etc.

## Strategy #2

- Utilize modern and efficient communication processes and tools

## Actions

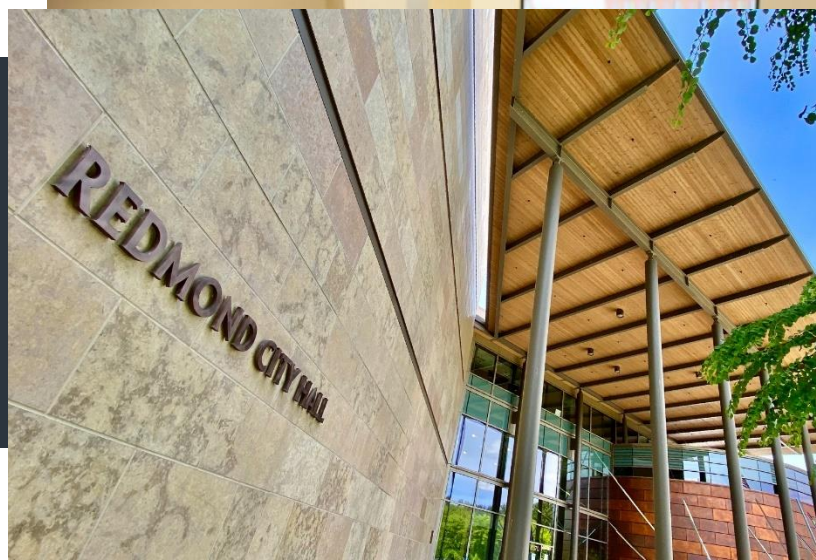
- Increase text message database
- Increase internal do-it-yourself (DIY) templates and how-to resources for city staff
- Upgrade Redmond City Television (RCTV) to HD and retro fit Council Chambers

## Strategy #3

- Be prepared and inclusive with updated emergency communication plans

## Actions

- Create and implement an Inclusive Emergency Communication Plan (IECP)
- Update Joint Information Center (JIC) manual hardcopy and create digital cloud-based versions
- FEMA train a minimum of three communications staff as Public Information Officers (PIOs)



# COMMUNITY INVOLVEMENT

## Objective

Decision-making is informed by measurable results from community participation and input

## Budget Priority

- Vibrant and Connected

## Performance Measures

- Percentage of community members engaged with the City through face to face meetings, online platforms, social media, website, and email (measured by analytics and meeting/event attendance)
- Percentage of community members responding that they feel the City is listening and responding positively to their feedback (measured by the annual citizen survey)
- Balanced representation of the community within the participation and involvement (measured by online and meeting analytics)

## Strategy

- Provide opportunities for an involved community to inform city decision-making.

## Key Actions

- Create opportunities for Council to interact and receive feedback from community
- Expand emphasis on accessibility and diversity, equity, and inclusion (DEI)
- Create process for benchmarking, defining results, analyzation, and sharing out results



## Opportunities for Involvement:

- [Email or call the Mayor and Council](#)
- [Watch live coverage and OnDemand on RCTV or Facebook Live or attend Council meetings](#)
- [Provide comments via items from the audience](#)
- [Sign up to receive city eNewsletters](#)
- [Volunteer with boards and commissions](#)
- [Submit feedback through LetsConnectRedmond.com](#)
- [Participate in the city's budget process](#)
- [Volunteer with city events](#)
- [Join stakeholder groups](#)
- [Follow the City on social media](#)

# CITY MESSAGING SERVICES, TOOLS, AND PLATFORMS

## Communication Services in Support of City Messaging

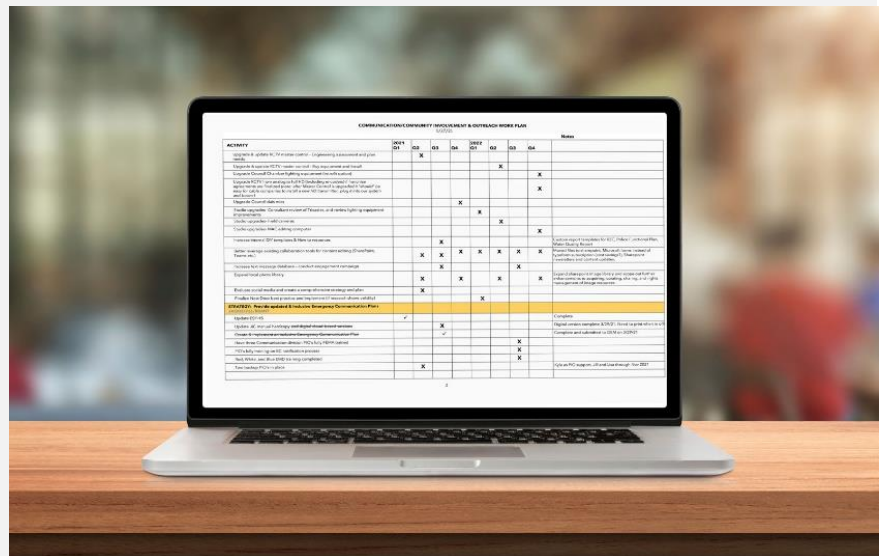
- Community involvement
- Graphic design
- Web/digital design
- Videography
- Photography
- Media relations
- Marketing/promotion
- Writing/editing
- Translation/interpreters
- Emergency communications
- Stakeholder facilitation
- Training/consulting
- Emergency messaging

## Communication Tools and Platforms

- Website (Redmond.gov)
- Questionnaires/polls/community outreach (LetsConnectRedmond.com)
- Social Media (FB, TW, IG, YouTube)
- Print newsletter (Focus)
- Digital newsletters, emails (GovDelivery)
- Press releases (GovDelivery)
- Templates and best practices (Communications Toolbox)
- Presentations
- Printed collateral
- Signage
- Direct mail
- Community meetings
- Annual reports
- Video
- Digital video wall
- RCTV
- Live and recorded meetings (Council, etc.)

## WORKPLAN

The Communications Division maintains a bi-annual work plan that provides more detail to each strategy in this Communications Plan.





The City of Redmond assures that no person shall, on the grounds of race, color, national origin, or gender, as provided by Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. For more information about Title VI, please visit [redmond.gov/TitleVI](http://redmond.gov/TitleVI).

无歧视声明可在本市的网址 [redmond.gov/TitleVI](http://redmond.gov/TitleVI) 上查阅 | El aviso contra la discriminación está disponible en [redmond.gov/TitleVI](http://redmond.gov/TitleVI).



Memorandum

Date: 10/11/2022

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

File No. CM 22-641

Type: Committee Memo

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

FROM: Mayor Angela Birney

DEPARTMENT DIRECTOR CONTACT(S):

Finance	Chip Corder	425-556-2189
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DEPARTMENT STAFF:

Finance	Kelley Cochran	Deputy Finance Director
Finance	Jay Freeland	Business Systems Analyst Senior
TIS	Dawn Johnson	Project MGMT Office Manager
TIS	Wanda Norman	Technology Project Manager

TITLE:

Approve Consultant Agreement with Dynamic Solutions Incorporated in the Amount of \$123,600 to Provide Resource Development and End User Training to Support the Implementation of Dynamics 365 (D365)

OVERVIEW STATEMENT:

The City is implementing a replacement of the current financial system early next year. The contract with Dynamic Solutions Incorporated will provide City staff with the resources and training necessary to ensure the implementation is successful. Microsoft launched the Dynamics 365 (D365) suite of business systems in 2016. D365 for Finance and Operations replaces the City’s current Dynamics AX finance solution. The upgrade moves the City’s finance solution to the cloud and provides increased opportunities for modernization and streamlining of a broadened scope of finance-related business processes, systems integration and data analytics.

Deana Davis of Dynamic Solutions is uniquely qualified to address the training needs of the City’s for the implementation. She has trained specifically for Microsoft Dynamics from version 1 to present and has worked directly with the City’s support partners in previous engagements. The training materials that are developed as a part of this contract will be utilized going forward to train new and existing staff and to continue good stewardship of the City’s financial data.

Additional Background Information/Description of Proposal Attached

REQUESTED ACTION:

- Receive Information
- Provide Direction
- Approve

REQUEST RATIONALE:

- **Relevant Plans/Policies:**  
Business Technology Investment Program (BTIP)
- **Required:**  
Council approval is required for contracts over \$50,000.
- **Council Request:**  
N/A
- **Other Key Facts:**  
N/A

**OUTCOMES:**

The primary objective is train City staff on the new D365 system. The training will:

- Provide relevant information and explanations of how to navigate through the D365 system.
- Develop ownership and buy-in from employees and stakeholders.
- Increase the efficiency of work for the end users.

Topics to be covered are as follows:

- D365 Introduction - Intro to Dynamics
- Procure to Pay - Purchasing
- Invoices - Invoice Submission
- ALE's - Posting ALEs
- AR - Invoicing Customers
- AR - Receiving Funds
- CIP/Operational Projects - CIP/Operational Projects in D365

The following training and materials to be provided for each topic (outlined above) as follows:

- Interactive Training Classes
- Recorded Training Class Sessions
- Interactive Training Video's
- Reference Guides
- FAQs

**COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:**

- **Timeline (previous or planned):**  
N/A
- **Outreach Methods and Results:**  
N/A
- **Feedback Summary:**  
N/A

**BUDGET IMPACT:**

**Total Cost:**  
\$123,600

Approved in current biennial budget:  Yes  No  N/A

**Budget Offer Number:**

Included in the six-year Business Technology Investment Program (BTIP)

**Budget Priority:**

Strategic and Responsive

Other budget impacts or additional costs:  Yes  No  N/A

*If yes, explain:*

N/A

**Funding source(s):**

Business Technology Investment Program (BTIP)

**Budget/Funding Constraints:**

N/A

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
10/18/2022	Business Meeting	Approve

**Time Constraints:**

D365 will be implemented early in 2023, the development of training materials must begin soon to ensure the training required for a successful implementation is provided.

**ANTICIPATED RESULT IF NOT APPROVED:**

If the contract is not approved the training would be provided by City staff. This would lead to a delay of the implementation in order to allow time to develop the needed materials and conduct trainings. This approach could also result in less comprehensive training leading to; lack of understanding of new processes affecting productivity levels, increased stress from staff of not knowing how to work in the new system and more time needed to provide follow-up training.

**ATTACHMENTS:**

Attachment A - Statement of Work



Statement of Work  
for  
Microsoft D365 Finance and Operations  
End User Training

## Statement of Work: D365 Training Delivery

D365 End User Training is to be provided to over 250 City of Redmond employees. The training consultant will provide interactive training and video's, reference guides, and a document with frequently asked questions (FAQS) for each class. Training documentation will be used for the initial implementation of the D365 but should also be written to be used for ongoing training with little or no editing required.

Courses to be trained are as follows:

- D365 Introduction - Intro to Dynamics (Class Number: D365-101)
- Procure to Pay – Purchasing (Class Number: D365-P2P-1)
- Invoices – Invoice Submission (Class Number: D365-P2P-2)
- ProCard – City of Redmond Credit Cards (Class Number: D365-P2P-3)
- ALE's – Posting ALEs (Class Number: D365-ALE)
- AR – Invoicing Customers (Class Number: D365-INV)
- AR – Receiving Funds (Class Number: D365-REC)
- CIP/Operational Projects – CIP/Operational Projects in D365 (Class Number: D365-PRJ)

## Objectives:

The primary objective of D365 training program is to train City of Redmond staff on the new D365 system.

This training will:

- Provide relevant information and explanations of how to navigate through the D365 system.
- Develop ownership and buy-in from employees and stakeholders.
- Increase the efficiency of work coming into Finance from the end users.

## Scope of Work

Train end users on D365 system addressing all class courses defined below:

- D365 Introduction - Intro to Dynamics (Class Number: D365-101)
  - Learning Objectives
    - Why is D365 being installed?
    - Basic Navigation and Functions
  - Detailed Content
    - Navigation
    - Task Recorders
    - Export/Open in Excel
    - Attachments

## Statement of Work for D365 End User Training

- Personalization's
- Resources
  
- Procure to Pay – Purchasing (Class Number: D365-P2P-1)
  - Learning Objectives
    - New Purchasing Model
    - Encumbrances
    - How to submit a requisition
    - Approval Process
    - Purchasing Process from PR to Receiving
    - How to receive goods/services
  - Detailed Content
    - Purchasing
    - Purchasing Workflow
    - Purchasing on Projects
    - Receiving
  
- Invoices – Invoice Submission (Class Number: D365-P2P-2)
  - Learning Objectives
    - Where Invoices should be sent
    - How invoices are processed
    - How to approve invoices
  - Detailed Content
    - How do invoices get into the D365
    - How invoices are processed
    - Approving Invoices
  
- ProCard – City of Redmond Credit Cards
  - Learning Objectives
    - ProCard holder responsibilities
    - How to update each line
    - How to attach backup
    - How workflow works
    - How to approve items (approvers)
  - Detailed Content
    - Reconciling ProCard Expenses
    - Adding Dimensions
    - Splitting Lines
    - Backup Rules and how to attach
    - Workflow Approvals

## Statement of Work for D365 End User Training

- Note: ProCard functionality will be via Concur and some training materials will be provided by the vendor. This SOW would apply to supplemental materials identified as needed by the City of Redmond that are not included in SOW with Concur.
  
- ALE's – Posting ALEs
  - Learning Objectives
    - How to interact with Data Management
    - How to submit an ALE
    - How the ALE is Approved
  - Detailed Content
    - Creating ALE's
    - Data Management
    - ALE Workflow
  
- AR – Invoicing Customers
  - Learning Objectives
    - When to ask for Billing Codes
    - How to Initiate an Invoice
    - The Approval Process
    - How Funds are Received
  - Detailed Content
    - New Billing Codes and Classifications
    - Creating an Invoice
    - Invoice Approval Workflow
  
- AR – Receiving Funds
  - Learning Objectives
    - Find an Invoice
    - Find a Public Defender Invoice
    - Process Funds from Collection Agency
  - Detailed Content
    - Same as Learning Objectives
  
- CIP/Operational Projects – CIP/Operational Projects in D365
  - Learning Objectives
    - How to setup projects
    - How budgets function now
    - How adjustments will be made
    - Reporting from the system
    - How project purchases are made

- Detailed Content
  - Project Setup
  - Project Budgets
  - Project Adjustments
  - Project Reporting
  - Project Purchasing

## Deliverable Materials

The following deliverables will be provided to City of Redmond:

- The following training and materials to be provided for each class (outlined above) as follows:
  - Phase I Deliverables (Sept 1, 2022 – March 1, 2023) 630 hours
    - Interactive Training Classes
    - Recorded Training Class Sessions
  - Phase II Deliverables (March 1, 2023 – May 2023) 400 Hours
    - Interactive Training Video's
    - Reference Guides
    - FAQs

## Consultant Responsibilities

- Train City of Redmond staff on D365 per the Training Learning Objectives defined in the scope of work.
- Create interactive training classes and videos
- Record all training classes
- Create and provide training reference guides
- Create and provide FAQs

## City of Redmond Responsibilities

- Coordinate training sessions with Contractor
- Communicate and Schedule all Training Classes with Staff
- Review and Approve Training Class Materials and Video's

## Fee Schedule

Hours worked will be itemized and invoiced as worked. The total value for the Services pursuant to this SOW shall not exceed \$123,600 unless otherwise agreed to by both parties.

## Statement of Work for D365 End User Training

Item Description	Number of Resources	Hourly Rate	Number of Hours
<b>Training Services and Consulting- Phase I</b>	<b>1</b>	<b>\$120.00</b>	<b>630</b>
<b>Training Services and Consulting- Phase II</b>	<b>1</b>	<b>\$120.00</b>	<b>400</b>

Upon completion of this Performance Period, Contractor and Client will have the option to renew this agreement for an additional then-stated number of hours at the then-current hourly rate for those resources identified.

Bill To Address	Client Project Manager	Client Cost Center
City of Redmond Attn: TIS PMO MS:3SFN 15670 NE 85th St Redmond, WA 98052	Wanda Norman	

## Out-of-Pocket Expenses / Invoice Procedures

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Client will be invoiced monthly for the consulting services. Invoices are due upon 30 days of receipt of invoice. Out of pocket expenses must be approved before incurred.

Contractor shall provide Client with sufficient details to support its invoices, including time sheets for services performed, expense receipts and justifications for authorized expenses, unless otherwise agreed to by the parties.

## Completion Criteria

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Contractor shall have fulfilled its obligations when the following occurs:

- Contractor accomplishes the Contractor activities described within this SOW, including delivery to Client of the materials listed in the Section entitled "Deliverable Materials," and Client accepts such activities and materials without unreasonable objections.

## Cancellation

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Contractor and/or Client has the right to cancel services or deliverables not yet provided with 30 business days advance written notice to the other party.

If contractor cancels the contract, all materials produced at time of termination will be turned over to the City of Redmond.

## Assumptions

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Assumptions are that the Contractor is very experienced with creating D365 training classes, training reference materials, FAQs and interactive training videos.

## Project Change Control Procedure

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The following process will be followed if a change to this SOW is required:

- A Project Change Request (PCR) will be the vehicle for communicating change. The PCR must describe the change, the rationale for the change, and the effect the change will have on the project.
- A written Change Authorization and/or PCR must be signed by both parties to authorize implementation of the change.

**IN WITNESS WHEREOF**, the parties hereto have caused this SOW to be effective as of the day, month and year first written above.

Client Name

Company Name

By: \_\_\_\_\_  
Name:  
Title:

By: Deana L Davis  
Name: Deana L Davis  
Title: Owner/Training Director



Memorandum

**Date:** 10/11/2022

**File No.** CM 22-640

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

**Type:** Committee Memo

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

**FROM:** Mayor Angela Birney

**DEPARTMENT DIRECTOR CONTACT(S):**

Finance	Chip Corder	425-556-2189Q
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**DEPARTMENT STAFF:**

N/A	N/A	N/A
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**TITLE:**

Quarterly Overtime Report, 1/1/21 - 6/30/22

**OVERVIEW STATEMENT:**

Review Quarterly Overtime Report, 1/1/21 - 6/30/22

**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:**  
N/A
- **Other Key Facts:**  
N/A

**OUTCOMES:**

Key highlights from the Quarterly Overtime Report include the following:

- **Excluding unbudgeted costs that are fully reimbursable** (i.e., related to the pandemic or development agreements):

- **Citywide** overtime costs are 150.6% of budget vs. 75.0% target for the biennium.
  - Primarily driven by firefighter backfill due to vaccination mandate
- **Fire Department** overtime costs are 168.9% of budget vs. 75.0% target for the biennium.
  - Primarily driven by firefighter backfill due to vaccination mandate and new hire backfill during Fire Academy/Paramedic training
- **Police Department** overtime costs are 87.0% of budget vs. 75.0% target for the biennium.
  - Primarily driven by investigations of sensitive criminal cases and recruitment/testing for commissioned officer vacancies
- **All Other Departments'** overtime costs are 96.2% of budget vs. 75.0% target for the biennium.
  - Primarily driven by February 2021 and December 2021 snow events, water main breaks and SCADA issues, implementing a new business licensing application, opening a cooling shelter in during June 2021 heat dome, and Planning staff vacancies during a very high level of development activity
- **Looking at regular salaries and overtime costs together**, excluding unbudgeted costs that are fully reimbursable (i.e., related to the pandemic or development agreements):
  - **Fire Department** costs are 81.7% of budget vs. 75.0% target for the biennium.
  - **Police Department** costs are 74.5% of budget vs. 75.0% target for the biennium.

**COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:**

- **Timeline (previous or planned):**  
N/A
- **Outreach Methods and Results:**  
N/A
- **Feedback Summary:**  
N/A

**BUDGET IMPACT:**

**Total Cost:**  
N/A

**Approved in current biennial budget:**       **Yes**       **No**       **N/A**

**Budget Offer Number:**  
N/A

Date: 10/11/2022

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

File No. CM 22-640

Type: Committee Memo

**Budget Priority:**

N/A

**Other budget impacts or additional costs:**

Yes

No

N/A

**If yes, explain:**

N/A

**Funding source(s):**

N/A

**Budget/Funding Constraints:**

N/A

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
N/A	None proposed at this time	N/A

**Time Constraints:**

N/A

**ANTICIPATED RESULT IF NOT APPROVED:**

N/A

**ATTACHMENTS:**

2022 2<sup>nd</sup> Quarter Overtime Report 10.4.22

## Quarterly Overtime Report January 1, 2021 Through June 30, 2022

Citywide overtime costs are 163.8% of budget versus a 75.0% target for the biennium largely due to unanticipated overtime related to the Fire and Police response to the COVID-19 pandemic and backfill associated with the vaccination mandate for Fire personnel. Excluding unbudgeted costs that are fully reimbursable (i.e., related to the pandemic or development agreements), citywide overtime costs are 150.6% of budget. A brief summary by department follows.

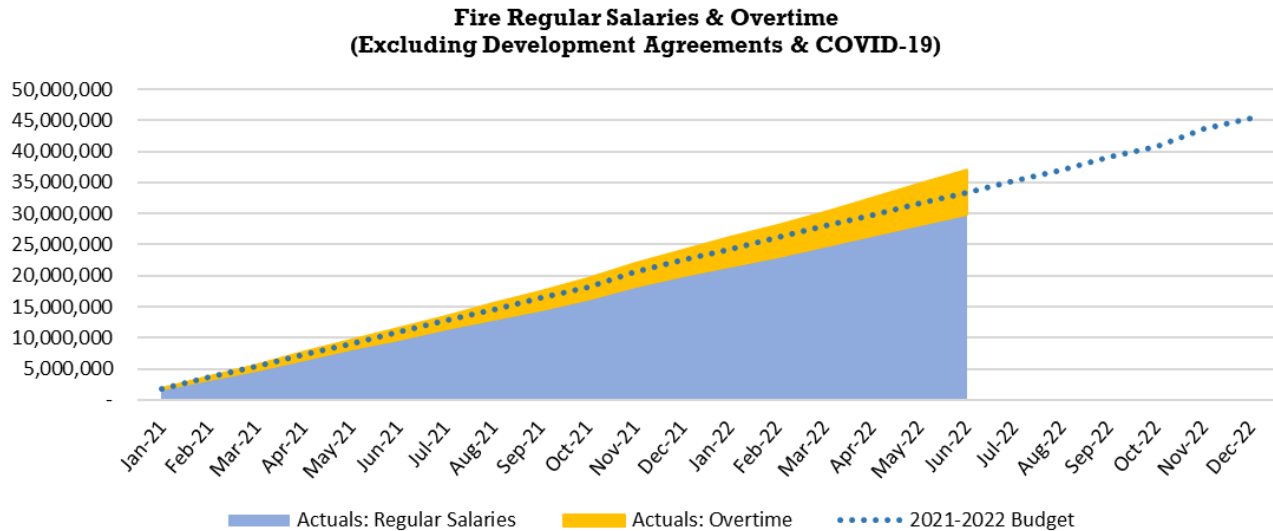
### **Fire Department**

Overtime costs are 183.0% of budget versus a 75.0% target for the biennium primarily due to the following:

- *Extraordinary or Unanticipated Events:*
  - *COVID-19 Pandemic:* \$602,732 in unbudgeted overtime costs related to the staffing of vaccination programs and testing sites. These costs are fully reimbursable by the Federal Emergency Management Agency (FEMA), Washington State Patrol, King County Public Health, and Microsoft.
  - *February 2021 Snow Event:* \$12,809 in unbudgeted overtime costs.
  - *December 2021 Snow Event:* \$37,860 in unbudgeted overtime costs.
  - *Vaccination Mandate:* An estimated \$1,586,320 in unbudgeted overtime costs to backfill for 9 positions that opted to not get vaccinated.
- *King County Medic One Levy:* \$1,914,210 in overtime costs related to Advanced Life Support operations, the Mobile Integrated Health Program, and firefighters enrolled in the University of Washington/Harborview Medical Center Paramedic Training Program, which are fully reimbursable by the King County Medic One Levy.
- *Development Revenues:* \$138,018 in overtime costs related to after-hours work performed by Fire Prevention, which are fully reimbursable by development services customers.
- *Fire Academy/Paramedic Training:* Several entry-level firefighters were hired in late 2020 and did not begin line service until June 2021, following their graduation from the Eastside Metro Training Group (EMTG) Fire Academy. Some overtime backfill was required while they were at the Academy. In addition, line personnel from participating EMTG agencies, including Redmond, also serve as trainers and are unavailable to serve on the line when working in this capacity, thereby requiring overtime backfill.
- *Light & Modified Duty:* Several Fire personnel are serving on light or modified duty mainly due to injuries. While these staff continue to support Department work, their unavailability for line service contributes to higher overtime costs.

Excluding unbudgeted costs that are fully reimbursable (i.e., related to the pandemic or development agreements), Fire overtime costs are 168.9% of budget.

Looking at regular salaries and overtime together, excluding unbudgeted costs that are fully reimbursable, total costs are 81.7% of budget relative to a 75.0% target for the biennium (see the following graph and table).



<b>Fire Department</b>	<b>2021-2022 Budget</b>	<b>2021-2022 Actual</b>	<b>% Spent</b>	<b>% Over (Under) Expected</b>	<b>\$ Over (Under) Expected</b>
Regular Salaries	\$ 41,143,912	\$ 29,962,167	72.8%	-2.2%	\$ (895,767)
Overtime Salaries	4,283,352	7,162,913	167.2%	92.2%	3,950,399
<b>Total Salaries</b>	<b>\$ 45,427,264</b>	<b>\$ 37,125,080</b>	<b>81.7%</b>	<b>6.7%</b>	<b>\$ 3,054,632</b>

## Police Department

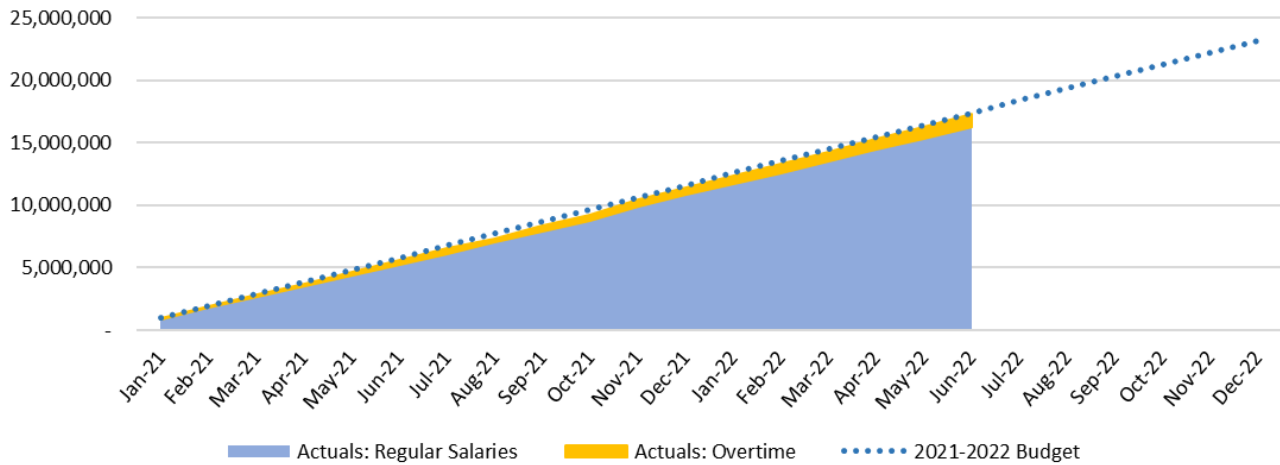
Overtime costs are 122.7% of budget versus a 75.0% target for the biennium due to unanticipated overtime related to the COVID-19 pandemic, investigations of sensitive criminal cases, and recruitment and testing for commissioned officer vacancies.

Police overtime is also offset by flagging revenues of \$280,634.

Excluding unbudgeted costs that are fully reimbursable (i.e., related to the pandemic), overtime costs are 87.0% of budget.

Looking at regular salaries and overtime together, excluding unbudgeted costs that are fully reimbursable, total costs are 74.5% of budget relative to a 75.0% target for the biennium (see the following graph and table).

**Police Regular Salaries & Overtime  
(Excluding COVID-19)**



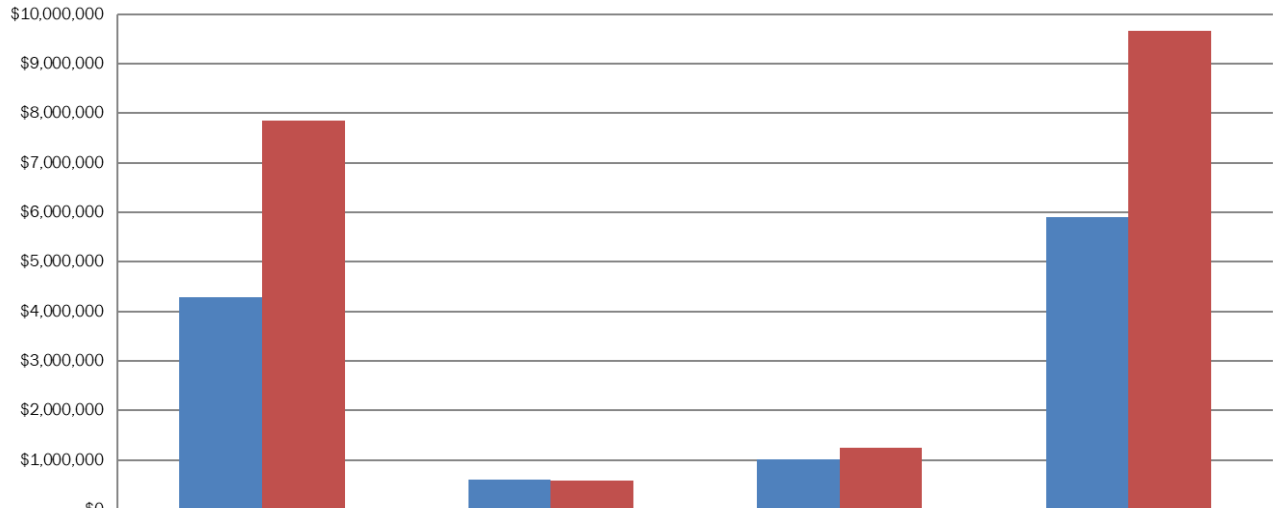
<b>Police Department</b>	<b>2021-2022 Budget</b>	<b>2021-2022 Actual</b>	<b>% Spent</b>	<b>% Over (Under) Expected</b>	<b>\$ Over (Under) Expected</b>
Regular Salaries	\$ 22,294,294	\$ 16,274,378	73.0%	-2.0%	\$ (446,342)
Overtime Salaries	919,320	1,023,340	111.3%	36.3%	333,850
<b>Total Salaries</b>	<b>\$ 23,213,614</b>	<b>\$ 17,297,718</b>	<b>74.5%</b>	<b>-0.5%</b>	<b>\$ (112,492)</b>

**All Other Departments**

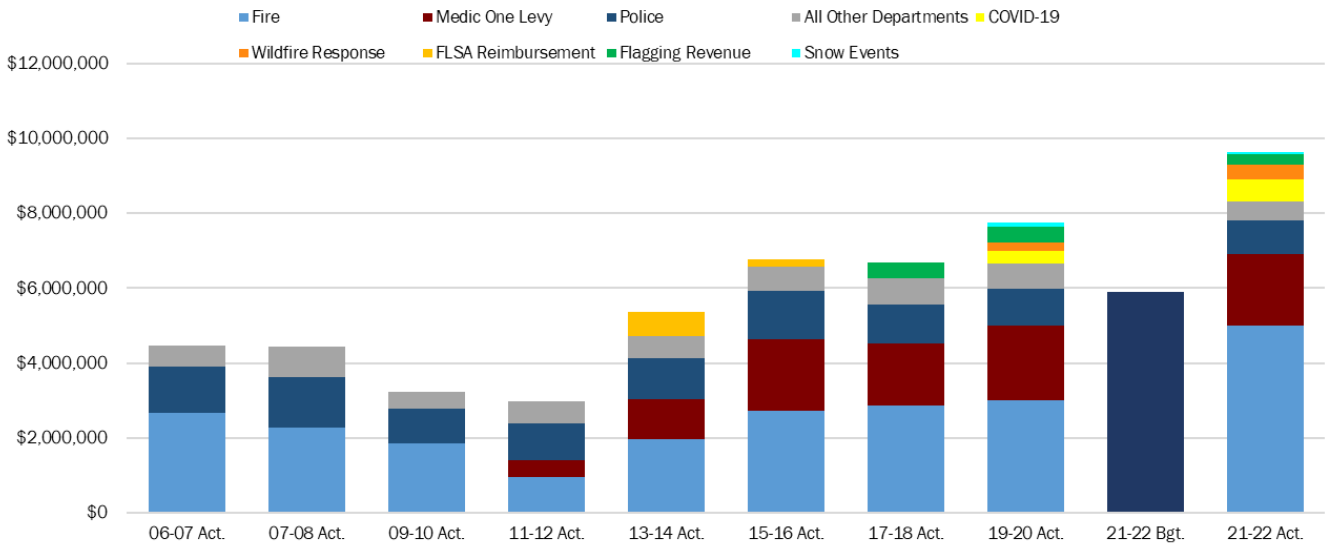
- Overtime costs for all other departments are 96.2% of budget versus a 75.0% target for the biennium, with 12.1% attributable to snow and ice events, which are discussed below.
- Public Works Department overtime costs are 90.5% of budget due to:
  - February 2021 snow event overtime costs of \$51,669 and December 2021 snow event overtime costs of \$20,914. The Department has a contingency for snow and ice control within their budget; however, these costs exceed that amount.
  - Water/Wastewater overtime costs have been higher than expected due to water main breaks and Supervisory Control and Data Acquisition (SCADA) issues.
- Parks and Recreation Department overtime costs are 116.9% of budget due to:
  - Implementation of a new business licensing application.
  - Opening a cooling shelter during the June 2021 heat dome.
- Planning Department overtime costs are 82.5% of budget due to staff vacancies during a very high level of development activity. However, it should be noted that after-hours inspections are reimbursed by development services customers.

**Citywide Overtime Statistics  
(2021-2022 Biennium)**

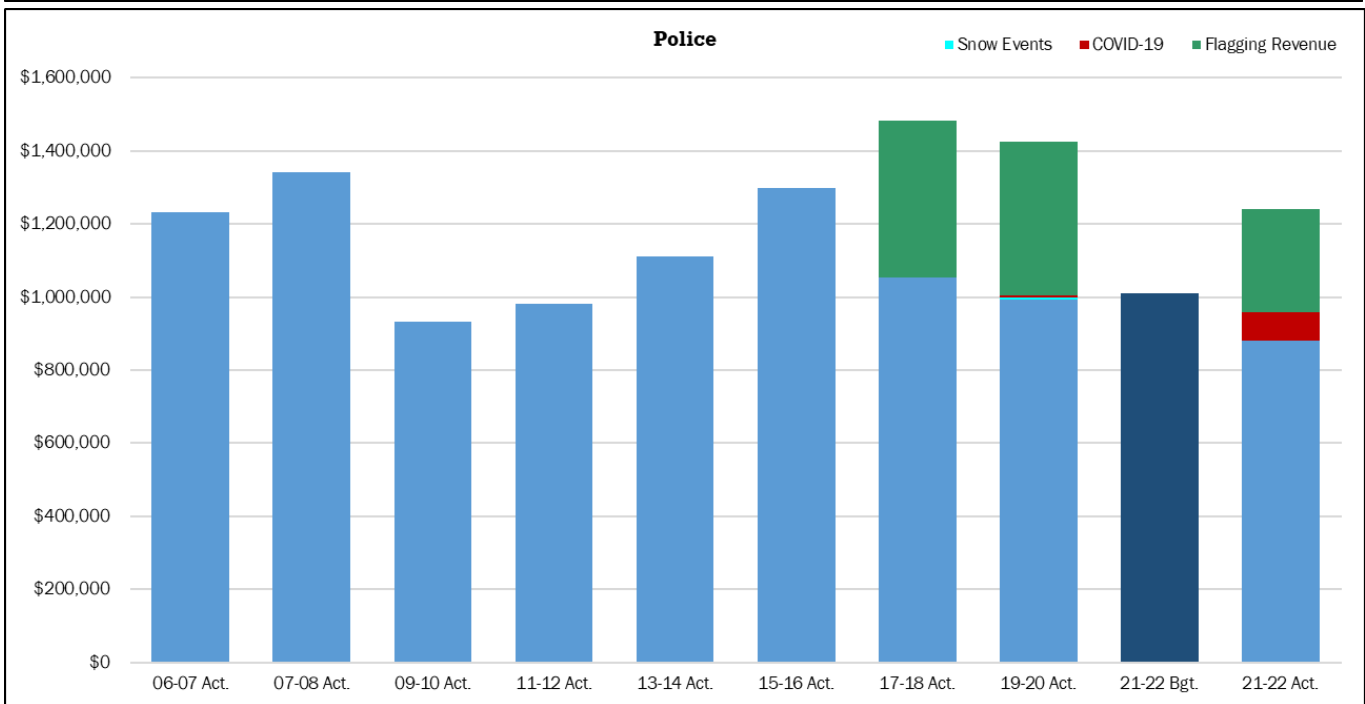
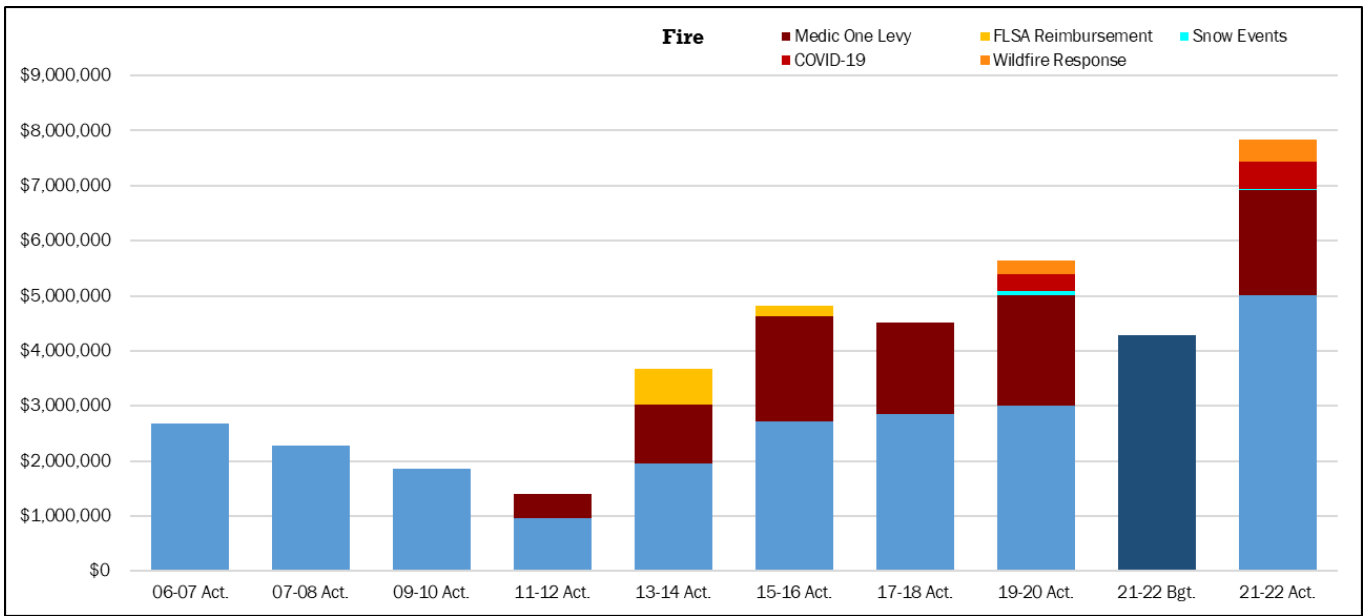
**2021-2022 Overtime Expenditures (Through June 2022)**

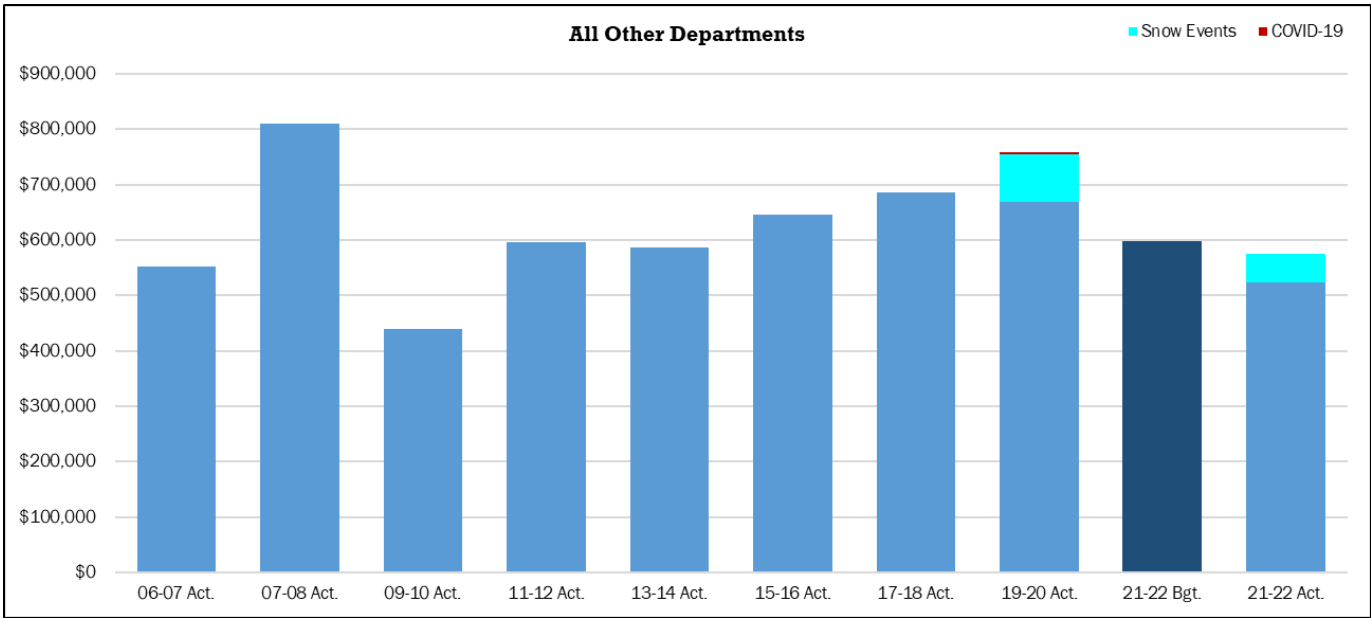


**Total Overtime All Funds**



Please note: The City also received grant reimbursements of \$147,218 in 2013 and \$183,000 in 2014, reducing net overtime expenses for department operations backed by general revenues to \$391,595 and \$388,827, respectively. This is not depicted in the graph above.







Memorandum

Date: 10/11/2022

File No. CM 22-646

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

Type: Committee Memo

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

FROM: Mayor Angela Birney

DEPARTMENT DIRECTOR CONTACT(S):

Finance	Chip Corder	425-556-2189
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DEPARTMENT STAFF:

N/A	N/A	N/A
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**TITLE:**

Council Budget Review Process for 2023-2024 Preliminary Budget

**OVERVIEW STATEMENT:**

A detailed Council Budget Review Calendar, with budget document page references, and proposed Budget Review Ground Rules are attached for the Council’s review. With the first budget review meeting scheduled for October 20<sup>th</sup>, any changes to the calendar or the ground rules need to be finalized at the October 11<sup>th</sup> FAC meeting.

In addition to what’s noted in the calendar, the Finance Director recommends reading the following budget document sections before the October 20<sup>th</sup> budget review meeting:

- **TAB: Mayor’s Message**
  - Mayor’s Message: p. 1-2
  - Executive Summary: p. 5-7
  - Budget Enhancement Matrix: p. 8
- **TAB: Budget by Priorities**
  - Budget Process Overview: p. 45-52

**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:**

N/A

• Other Key Facts:

N/A

**OUTCOMES:**

Both the Council Budget Review Calendar and the proposed Budget Review Ground Rules are intended to facilitate the Council’s review of the 2023-2024 Preliminary Budget.

**COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:**

• Timeline (previous or planned):

N/A

• Outreach Methods and Results:

N/A

• Feedback Summary:

N/A

**BUDGET IMPACT:**

**Total Cost:**

N/A

**Approved in current biennial budget:**

Yes

No

N/A

**Budget Offer Number:**

N/A

**Budget Priority:**

N/A

**Other budget impacts or additional costs:**

Yes

No

N/A

*If yes, explain:*

N/A

**Funding source(s):**

N/A

**Budget/Funding Constraints:**

N/A

Additional budget details attached

Date: 10/11/2022

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

File No. CM 22-646

Type: Committee Memo

**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
10/20/2022	Study Session	Provide Direction
10/25/2022	Study Session	Provide Direction
11/3/2022	Study Session	Provide Direction
11/7/2022	Study Session	Provide Direction
11/10/2022	Study Session	Provide Direction
11/17/2022	Study Session	Provide Direction
11/22/2022	Study Session	Provide Direction
12/6/2022	Business Meeting	Approve

**Time Constraints:**

The first Council budget review meeting is scheduled for October 20<sup>th</sup>.

**ANTICIPATED RESULT IF NOT APPROVED:**

N/A

**ATTACHMENTS:**

Council Budget Review Calendar  
Budget Review Ground Rules

**Council Budget Review Calendar  
2023-2024 Preliminary Budget**

Date	Meeting Agenda	Budget Document Reference (Tab/Section/Page #)
Oct 20	<p><b>Budget overview</b></p> <ul style="list-style-type: none"> <li>▪ Total revenues &amp; expenditures</li> <li>▪ General Fund revenues &amp; expenditures</li> <li>▪ Summary Budget Analysis</li> <li>▪ Staffing by fund/department</li> <li>▪ Proposed tax &amp; fee increases</li> <li>▪ Estimated price of government in 2023 &amp; 2024</li> </ul> <p><b>Baseline budget offers</b></p> <ul style="list-style-type: none"> <li>▪ Review <u>selected</u> offers &amp; vote on each one</li> <li>▪ Does the Council want to review any other baseline offers?</li> </ul>	<p><b><u>TAB: Budget at a Glance</u></b>            Budget Overview: p. 11-37            Citywide Budget Summary: p. 38-39            All Funds Summary: p. 40            Summary Budget Analysis: p. 41            Staffing Authorizations: p. 42</p> <p><b><u>TAB: Healthy &amp; Sustainable</u></b>            Community Recreation (#8): p. 63-64            Environmental Sustainability (#7): p. 65-66</p> <p><b><u>TAB: Safe &amp; Resilient</u></b>            Fire Support Services (#16): p. 112-113            Police Dispatch &amp; Support (#14): p. 114-115            Police Patrol &amp; Response (#15): p. 116-117</p> <p><b><u>TAB: Strategic &amp; Responsive</u></b>            Diversity, Equity &amp; Inclusion (#24): p. 148            Fiscal Accountability (#21): p. 151-152            Operating Reserves (#22): p. 157-158</p> <p><b><u>TAB: Vibrant &amp; Connected</u></b>            Development Services (#42): p. 189            Facilities Management (#38): p. 190            Housing &amp; Human Services (#37): p. 191-192</p>

**Council Budget Review Calendar  
2023-2024 Preliminary Budget**

Date	Meeting Agenda	Budget Document Reference (Tab/Section/Page #)
Oct 25	<p><b>Service reduction budget offers</b></p> <ul style="list-style-type: none"> <li>▪ Review each service reduction &amp; vote on each one</li> </ul>	<p><b><u>TAB: Healthy &amp; Sustainable</u></b>            Ongoing Service Reductions: p. 81-82            Expenditure Reduction Summary: p. 82</p> <p><b><u>TAB: Safe &amp; Resilient</u></b>            Ongoing Service Reductions: p. 123            Expenditure Reduction Summary: p. 124</p> <p><b><u>TAB: Strategic &amp; Responsive</u></b>            Ongoing Service Reductions: p. 163-165            Expenditure Reduction Summary: p. 165</p> <p><b><u>TAB: Vibrant &amp; Connected</u></b>            Ongoing Service Reductions: p. 199-200            Expenditure Reduction Summary: p. 200</p>
Nov 3	<p><b>Service enhancement budget offers</b></p> <ul style="list-style-type: none"> <li>▪ Review each service enhancement &amp; vote on each one</li> <li>▪ Any Council proposed service enhancements related to these two budget priorities?</li> </ul>	<p><b><u>TAB: Healthy &amp; Sustainable</u></b>            One-Time Service Enhancements: p. 85-90            Ongoing Service Enhancements: p. 91-93            Expenditure Summary: p. 94</p> <p><b><u>TAB: Safe &amp; Resilient</u></b>            One-Time Restorations of Ongoing Reductions: p. 127            One-Time Service Enhancements: p. 128-132            Ongoing Service Enhancements: p. 133            Expenditure Summary: p. 133</p>

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Date	Meeting Agenda	Budget Document Reference (Tab/Section/Page #)
Nov 7	<p><b>Service enhancement budget offers (cont'd)</b></p> <ul style="list-style-type: none"> <li>▪ Review each service enhancement &amp; vote on each one</li> <li>▪ Any Council proposed service enhancements related to these two budget priorities?</li> </ul>	<p><b><u>TAB: Strategic &amp; Responsive</u></b>            One-Time Restorations of Ongoing Reductions: p. 169-170            One-Time Service Enhancements: p. 171-172            Ongoing Service Enhancements: p. 173-174            Expenditure Summary: p. 174</p> <p><b><u>TAB: Vibrant &amp; Connected</u></b>            One-Time Restorations of Ongoing Reductions: p. 203-204            One-Time Service Enhancements: p. 205-207            Ongoing Service Enhancements: p. 208            Expenditure Summary: p. 209</p>
Nov 10	<p><b>CIP final review</b></p> <ul style="list-style-type: none"> <li>▪ Overview</li> <li>▪ Note changes between June preview and prelim budget</li> <li>▪ Transportation Benefit District fee proposed beg. 1/1/24</li> <li>▪ Does the Council have any proposed changes to the CIP?</li> </ul> <p><b>BTIP final review</b></p> <ul style="list-style-type: none"> <li>▪ Overview</li> <li>▪ Note any changes between July preview and prelim budget</li> <li>▪ Does the Council have any proposed changes to the BTIP?</li> </ul>	<p><b><u>TAB: Capital Investment Program</u></b>            CIP Overview: p. 213-226            General Government/Facilities Portfolio: p. 227-253            Parks Portfolio: p. 255-272            Transportation Portfolio: p. 273-325            Water Portfolio: p. 327-348            Wastewater Portfolio: p. 349-359            Stormwater Portfolio: p. 361-374</p> <p><b><u>TAB: Business Technology Investment Program</u></b>            BTIP Overview: p. 377-382            BTIP Project Information Sheets: p. 383-399</p>

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Date	Meeting Agenda	Budget Document Reference (Tab/Section/Page #)
Nov 17	<b>Review/finalize changes to 2023-2024 preliminary budget</b> <ul style="list-style-type: none"> <li>▪ Staff changes</li> <li>▪ Council changes</li> </ul>	N/A
Nov 22	<b>Additional budget review meeting (if needed)</b>	N/A
Dec 6	<b>Council adoption of 2023-2024 budget</b>	N/A

**Redmond City Council**  
**2023-2024 Preliminary Budget Review Ground Rules**

1. **Meeting Length:** Budget review meetings will be limited to 2 ½ hours, unless a majority supports extending the meeting.
2. **Staff Presentations:** Staff will prepare PowerPoint presentations to facilitate the Council's review of the preliminary budget. Budget document pages will be referenced in the presentations, where appropriate.
3. **Questions:** When possible, please provide questions to the appropriate director and the Finance Director in advance of a budget review meeting. This will enable staff to be more fully prepared for each budget review meeting and reduce the amount of follow-up required at the end of each meeting. Council questions are also welcome during each PowerPoint presentation. If a question cannot be answered by staff, a response will be provided at the next budget review meeting, if possible. Lastly, a Councilmember can reach out to a director before or after a budget review meeting for additional information.
4. **Preparation:** Each Councilmember will come prepared for each budget review meeting, having read the relevant budget document pages referenced in the detailed budget review calendar.
5. **New Proposals/Changes:** Any new proposal or change should be brought up during the relevant budget review meeting. Time will be set aside for this purpose in each presentation related to service enhancement offers, the Capital Investment Program, and the Business Technology Investment Program. After a Councilmember makes a proposal, a brief Q&A should follow as well as a discussion of a funding source, if needed, before the FAC Chair asks for a thumbs up/thumbs down vote (see Ground Rule #6). For example, the Council will have an opportunity to propose service enhancements on November 3 and 7, after reviewing the recommended service enhancements in the 2023-2024 preliminary budget. Any proposed new service enhancement will require a funding source, such as General Fund surplus, a service reduction, an enhanced fee/tax, or a new fee/tax.
6. **Voting:** The FAC Chair will ask for a thumbs up/thumbs down vote for each baseline offer, service reduction offer, and service enhancement offer reviewed by the Council. In addition, each new proposal and change sought by a Councilmember will be subject to a thumbs up/thumbs down vote. Decisions will be based on how a majority votes. If a majority needs more information before voting, that will become a follow-up item at the next budget review meeting.

7. **Tracking Questions/Issues/Comments/Changes:** The following will be tracked by staff:
- a. Questions from the Council that cannot be answered at a budget review meeting will be addressed at a subsequent budget review meeting.
  - b. Issues raised that interest a Council majority and that cannot be adequately addressed this year will be placed on a Council retreat “parking lot” list.
  - c. Community comments received at public hearings on the budget, via [bpquestions@redmond.gov](mailto:bpquestions@redmond.gov) or through other means will be provided to the Council following the October 25 and November 10 budget review meetings.
  - d. Council and staff initiated changes to the preliminary budget will be provided to the Council on November 17, which is when the Council is tentatively scheduled to finalize changes to the preliminary budget. This could be pushed to November 22, if the Council needs an additional budget review meeting.