



## Memorandum

**Date:** 4/15/2025  
**Meeting of:** City Council

**File No.** AM No. 25-061  
**Type:** Consent Item

**TO:** Members of the City Council  
**FROM:** Mayor Angela Birney  
**DEPARTMENT DIRECTOR CONTACT(S):**

Parks	Loreen Hamilton	425-556-2336
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**DEPARTMENT STAFF:**

Parks	Zach Houvener	Deputy Parks Director
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**TITLE:**

Approval of Consultant Services Agreement, with Stepherson and Associates Communications, in the Amount of \$74,600, for Teen Services Engagement

**OVERVIEW STATEMENT:**

The City is planning a comprehensive engagement process to better understand and support the needs of Redmond's current and future teens. This scope will focus on gathering input from teens, families, and community members to identify what teens need, how to best serve their interests, and where services are needed most. The City has been working with Stepherson and Associates (S&A) since October 2024 on this project, and this represents phase two of the process.

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

**REQUESTED ACTION:**

☐ **Receive Information**      ☐ **Provide Direction**      ☒ **Approve**

**REQUEST RATIONALE:**

- **Relevant Plans/Policies:**  
PARCC Plan, Communications and Community Involvement Plan
- **Required:**  
Council approval is required for contracts exceeding \$50,000.
- **Council Request:**  
N/A
- **Other Key Facts:**  
N/A

**OUTCOMES:**

S&A will be providing ongoing weekly coordination meetings, content for community outreach, materials development, community engagement (including tabling at community events, briefings with community members, RYPAC co-creation workshop, and community meeting), along with final reporting and analysis.

**COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:**

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

Phase 1: S&A conducted stakeholder interviews that included project core team, former teen center directors, and RYPAC chair and co-chairs.

Phase 2: Comprehensive community outreach will be conducted including:

- **Digital:**
  - Content creation/updates to [www.redmond.gov/TeenServices](http://www.redmond.gov/TeenServices)
  - Questionnaire hosted on [LetsConnectRedmond.gov/TeenServices](http://LetsConnectRedmond.gov/TeenServices)
  - Supporting materials development (News Releases, eNews, social media, etc.)
- **In-Person:**
  - Eight (8) tabling sessions at community events
    - Two of the events will be Live Music nights. Tabling will be identified with the goal of reaching target audiences with representation from across Redmond's neighborhoods.
  - Four (4) briefings
  - One (1) RYPAC workshop
  - One (1) community meeting for teen services
- **Reporting:**
  - Reporting will include feedback heard for both teen services and facilities.

- **Outreach Methods and Results:**

Both digital, and in-person outreach methods.

- **Feedback Summary:**

Summary will be available at the end of Phase 2 in Summer 2025

**BUDGET IMPACT:**

**Total Cost:**

\$74,600

**Approved in current biennial budget:**

☒ **Yes**

☐ **No**

☐ **N/A**

**Budget Offer Number:**

0000311

**Budget Priority:**

Vibrant and Connected

**Other budget impacts or additional costs:**

☐ **Yes**

☒ **No**

☐ **N/A**

***If yes, explain:***

N/A

**Funding source(s):**

General Fund

**Budget/Funding Constraints:**

One-time service enhancement approved in the 2025-2026 budget

☐ **Additional budget details attached**

**COUNCIL REVIEW:**

**Previous Contact(s)**

Date	Meeting	Requested Action
4/8/2025	Committee of the Whole - Finance, Administration, and Communications	Receive Information

**Proposed Upcoming Contact(s)**

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

**Time Constraints:**

Phase 1 of the contract has been exhausted; approval needed on Phase 2 before May 2025

**ANTICIPATED RESULT IF NOT APPROVED:**

Delays in engagement/outreach for teen services project.

**ATTACHMENTS:**

Attachment A\_Contract Phase 2\_Teen Services Engagement\_Revised

Attachment B Consulting Services Agreement Stepherson and Associates Phase 2