

City of Redmond



Agenda

Tuesday, April 12, 2022

4:30 PM

City Hall: 15670 NE 85th Street; Remote: Facebook (@CityofRedmond),
Redmond.gov/rctlive, Comcast Ch. 21, Ziply Ch. 34, 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

AGENDA

ROLL CALL

1. Approval of the Finance, Administration, and Communications Committee of the Whole Work Plan [CM 22-302](#)
[Work Plan](#)

Department: Committee, 15 minutes

Requested Action: Consent, April 19th

2. Contract Amendment with Stepherson & Associates [CM 22-300](#)
[Attachment A: Amendment 2 S&A Communications](#)

Department: Executive, 10 minutes

Requested Action: Consent, April 19th



City of Redmond

15670 NE 85th Street
Redmond, WA

Memorandum

Date: 4/12/2022

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

File No. CM 22-302

Type: Committee Memo

Approval of the Finance, Administration, and Communications Committee of the Whole Work Plan



Redmond
WASHINGTON

**Committee of the Whole –
Finance, Administration, and Communications**

2022 Work Plan

Presiding Officer: Councilmember Steve Fields

Directors: Malisa Files, Chief Operating Officer, Executive
Chip Corder, Finance
Michael Marchand, Technology and Information Services (TIS)
Cathryn Laird, Human Resources

Quarter	Executive	Finance	TIS	Human Resources*
1		<ul style="list-style-type: none">January 2022 financial reportQ4 2021 financial reportQ4 2021 overtime reportCeasing monthly financial reportBudget process change proposal2023-2024 budget calendarReal Property Items (as needed)	<ul style="list-style-type: none">Cybersecurity Update (late 1st quarter)	<ul style="list-style-type: none">Policy revision approvalCouncil Consent Police Support contract (On 2-15-22)Council Consent for AFSCME contract (tentative)

Quarter	Executive	Finance	TIS	Human Resources*
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Redmond
WASHINGTON

**Committee of the Whole –
Finance, Administration, and Communications**

2022 Work Plan

2	<ul style="list-style-type: none">• Community Q&A Event Update• Derby Days Council Booth Planning• Community Strategic Plan Update	<ul style="list-style-type: none">• Q1 2022 financial report• Q1 2022 overtime report• Budget Process Update• Real Property Items (as needed)	<ul style="list-style-type: none">• Big 4 Update	<ul style="list-style-type: none">• Council Consent Police Lieutenants contract (tentative)• Council Consent Police Officers contract (tentative)
3		<ul style="list-style-type: none">• Q2 2022 financial report• Q2 2022 overtime report• Budget Process Update• Council Budget Priorities in Preliminary Budget• Impact Fee Report• Real Property Items (as needed)	<ul style="list-style-type: none">• EDM/GIS Data Management Platform Update	<ul style="list-style-type: none">•

Quarter	Executive	Finance	TIS	Human Resources*
4	<ul style="list-style-type: none">• Community Strategic Plan Update	<ul style="list-style-type: none">• Q3 2022 financial report• Q3 2022 overtime report• Real Property Items (as needed)	<ul style="list-style-type: none">• Smart City Update	<ul style="list-style-type: none">• Policy revision approval• COLA/Pay Plan/Classification changes

**Human Resources may have other items to bring to Council throughout the year for benefits, compensation and/or classifications*



Redmond
WASHINGTON

**Committee of the Whole –
Finance, Administration, and Communications**

2022 Work Plan



Memorandum

Date: 4/12/2022

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

File No. CM 22-300

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
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TITLE:

Contract Amendment with Stepherson & Associates Communications

OVERVIEW STATEMENT:

Staff requests that City Council approve an amendment for an additional \$75,000 to the current \$75,000 contract with Stepherson & Associates Communications (S&A). The additional funds will support the continuation of on-call communication and public outreach services which augment and support city communications as needed.

S&A will continue to support communication and community outreach for the public safety project and other communication projects that may arise. Tasks include, but are not limited to, providing general project management, messaging and material development, facilitating Sounding Board meetings and participation, and coordinating community outreach.

The contract addendum will be scheduled for the consent agenda at the April 19 Council business meeting.

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

REQUESTED ACTION:

☐ **Receive Information**

☒ **Provide Direction**

☐ **Approve**

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
Police Strategic Plan, Fire Strategic Plan, Community Strategic Plan
- **Required:**
N/A
- **Council Request:**

Date: 4/12/2022

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N/A

- **Other Key Facts:**

S&A has facilitated the Public Safety Sounding Board meetings, completed a survey, drafted messaging and presentation materials, and coordinated all project team and community meetings.

OUTCOMES:

All community members are informed and have had the opportunity to provide input and guide City decision-making.

COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:

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

2022

- **Outreach Methods and Results:**

On-call communication and public outreach will utilize city communications tools such as community meetings, Redmond.gov and LetsConnectRedmond.com, enewsletters and emails, social media, postcard mailings, news release, community group presentations, etc.

- **Feedback Summary:**

For the draft Redmond Safety Funding Plan, Council will receive a summary of community feedback from the statistically valid survey, online questionnaire, and community meeting in May and June.

BUDGET IMPACT:

Total Cost:

\$75,000

Approved in current biennial budget:

☐ Yes

☒ No

☐ N/A

Budget Offer Number:

238

Budget Priority:

Safe and Resilient, Strategic and Responsive

Other budget impacts or additional costs:

☐ Yes

☒ No

☐ N/A

If yes, explain:

N/A

Funding source(s):

One-time general fund

Budget/Funding Constraints:

N/A

☐ **Additional budget details attached**

Date: 4/12/2022

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COUNCIL REVIEW:

Previous Contact(s)

Date	Meeting	Requested Action
5/21/2019	Business Meeting	Approve

Proposed Upcoming Contact(s)

Date	Meeting	Requested Action
4/19/2022	Business Meeting	Approve

Time Constraints:

The communication and community outreach must continue immediately so that the Redmond community is well informed about public safety needs and funding options for our growing community.

ANTICIPATED RESULT IF NOT APPROVED:

As S&A is supplementing city communication, if this amendment is not approved then the communication plan for the public safety project could not continue. The result will be that the community will not be as informed about the public safety funding project.

ATTACHMENTS:

Attachment 1: Amendment 2 - S&A Communications



Amendment No. <u>2</u>	Organization and Address S&A Communications 2815 2nd Ave., Suite 555 Seattle, WA 98121 Phone: (206) 508-1461	
Original Agreement Number 9124		
Project Number N/A	Execution Date 06/01/2019	Completion Date 06/30/2023
Project Title 2019-2021 On-Call Communications and Public Outreach Services	New Maximum Amount Payable \$ 150,000	
Description of Work On-Call Communications and Public Outreach Services. Executing the renewal option provided by RFP 10635-19 "Attachment D, Option for Renewal" to extend Completion Date to 06/30/2023.		

The Local Agency of City of Redmond, WA
desires to amend the agreement entered into with S&A Communications
and executed on 06/01/2021 and identified as Agreement No. 9124
All provisions in the basic agreement remain in effect except as expressly modified by this amendment.
The changes to the agreement are described as follows:

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Exhibit A, SCOPE OF WORK, is hereby changed to read:

Additional funding to include task order No 2, Amendment 1 for Public Safety Measure Research & Community Involvement. The core functions of this scope of work include outreach strategy, communications plan development messaging and planning a community survey. Work to be completed by July 31, 2022

II

Exhibit B, WORK SCHEDULE, is amended to change the date for completion of the work to read:

Completion date extended to 06/30/2023 for full on-call contract.

III

Exhibit C, PAYMENT SCHEDULE, shall be amended as follows:

New Maximum Amount Payable remains at \$150,000 (originally \$75,000).

as set forth in the attached Exhibits, and by this reference made a part of this amendment.

If you concur with this amendment and agree to the changes as stated above, please sign in the appropriate spaces below and return to this office for final action.

By: _____

By: _____

Consultant Signature

Approving Authority Signature

Date