



COUNCIL AGENDA SYNOPSIS

-----Initials-----				ITEM No.
Meeting Date	Prepared by	Mayor's review	Council review	4.C.
11/1/21	CT			

ITEM INFORMATION

STAFF SPONSOR: DAVID CLINE		ORIGINAL AGENDA DATE: 11/1/21					
AGENDA ITEM TITLE Amendment to Karen Reed Consulting LLC Contract							
CATEGORY	<input type="checkbox"/> Discussion Mtg Date	<input checked="" type="checkbox"/> Motion Mtg Date 11/1/21	<input type="checkbox"/> Resolution Mtg Date	<input type="checkbox"/> Ordinance Mtg Date	<input type="checkbox"/> Bid Award Mtg Date	<input type="checkbox"/> Public Hearing Mtg Date	<input type="checkbox"/> Other Mtg Date
SPONSOR <input type="checkbox"/> Council <input checked="" type="checkbox"/> Mayor <input type="checkbox"/> Admin Svcs <input type="checkbox"/> DCD <input type="checkbox"/> Finance <input type="checkbox"/> Fire <input type="checkbox"/> P&R <input type="checkbox"/> Police <input type="checkbox"/> PW							
SPONSOR'S SUMMARY Amending the Scope of Services, Duration of Agreement and Payment sections of the current contract with Karen Reed Consulting LLC							
REVIEWED BY <input type="checkbox"/> Trans&Infrastructure Svcs <input checked="" type="checkbox"/> Community Svcs/Safety <input type="checkbox"/> Finance & Governance <input type="checkbox"/> Planning & Community Dev. <input type="checkbox"/> LTAC <input type="checkbox"/> Arts Comm. <input type="checkbox"/> Parks Comm. <input type="checkbox"/> Planning Comm. DATE: 10/18/21 COMMITTEE CHAIR: DELOSTRINOS-JOHNSON							

RECOMMENDATIONS:

SPONSOR/ADMIN. **Mayor's Office**

COMMITTEE **Unanimous Approval; Forward to 11/1/21 Consent Agenda**

COST IMPACT / FUND SOURCE

EXPENDITURE REQUIRED	AMOUNT BUDGETED	APPROPRIATION REQUIRED
\$40,000	\$	\$
Fund Source:		
Comments:		

MTG. DATE	RECORD OF COUNCIL ACTION
11/1/21	
MTG. DATE	ATTACHMENTS
11/1/21	Informational Memorandum dated 10/8/21
	Draft Amendment #1 Karen Reed Consulting LLC
	Minutes from the Community Services and Safety Committee meeting of 10/18/21



INFORMATIONAL MEMORANDUM

TO: COMMUNITY SERVICES & SAFETY COMMITTEE

FROM: Mayor Ekberg
David Cline, City Administrator

DATE: October 8, 2021

SUBJECT: Amendment to the Karen Reed Consulting Contract

ISSUE

The City Council recently approved the formation of a Fire/EMS Community Advisory Committee and appointed members to the Committee with consultant Karen Reed as the facilitator. Council also authorized up to an additional \$40,000 as compensation for these services. As this exceeds the Mayor's signing authority, the contract amendment requires Council approval and authorization.

BACKGROUND

On June 14, 2021 Council authorized City Administration to allocate up to \$40,000 to contract with Karen Reed Consulting LLC for information gathering and ongoing work to establish a community Fire/EMS Advisory Committee. On September 27, 2021 Ms. Reed gave a presentation to Council regarding the work done to date and the recommended plan to move forward. The Council gave consensus for the City to proceed with the plan as presented, which includes additional compensation for Ms. Reed.

DISCUSSION

The City executed a contract with Karen Reed Consulting LLC on June 17, 2021 not to exceed \$35,000 with a term expiring December 31, 2021 to assist with the preliminary groundwork to form the Fire Advisory Committee. The attached contract amendment revises the Scope of Services to include facilitation of the Committee, extends the term of the contract to December 31, 2022 and increases the compensation by \$40,000 to not exceed \$75,000.

RECOMMENDATION

The Committee is being asked to move this item forward to the consent agenda of the November 1, 2021 City Council Meeting for approval and authorization for execution by the Mayor.

ATTACHMENTS

Amendment #1 to the Karen Reed Consulting Contract



City of Tukwila

6200 Southcenter Boulevard, Tukwila WA 98188

Agreement Number:

CONTRACT FOR SERVICES

Amendment #1

Between the City of Tukwila and Karen Reed Consulting, LLC

That portion of Contract No. 21-093 between the City of Tukwila and Karen Reed Consulting, LLC is hereby amended as follows:

Section 2: Scope of Services. The Consultant agrees to perform the services, identified on Exhibit "A" attached hereto, including the provision of all labor, materials, equipment and supplies.

Section 3: Duration of Agreement; Time for Performance. This Agreement shall be in full force and effect for a period commencing upon execution and ending December 31, 2022~~December 31, 2021~~, unless sooner terminated under the provisions hereinafter specified. Work under this Agreement shall commence upon written notice by the City to the Consultant to proceed. The Consultant shall perform all services and provide all work product required pursuant to this Agreement no later than December 31, 2022~~December 31, 2021~~ unless an extension of such time is granted in writing by the City.

Section 4: Payment. The Consultant shall be paid by the City for completed work and for services rendered under this Agreement as follows:

- A. Payment for the work provided by the Consultant shall be made at the rate of \$215 per hour, billed in quarter-hour increments, provided that the total amount of payment to the Consultant shall not exceed ~~\$75,000.00~~\$35,000.00 without express written ~~modification~~ amendment of the Agreement signed by the City.

All other provisions of Contract No. 21-093 shall remain in full force and effect.

Dated this _____ day of _____, 2021.

CITY OF TUKWILA

CONTRACTOR

Allan Ekberg, Mayor

Karen Reed, Manager

ATTEST/AUTHENTICATED

APPROVED AS TO FORM

Christy O'Flaherty, MMC, City Clerk

Office of the City Attorney

Exhibit A

Scope of Work

The Consultant will facilitate the City's internal team (Team) created to identify and analyze options for the future of the City Fire Department and provision of fire services in the City. The Team will meet approximately weekly from June through the ~~fall 2021~~ Spring 2022 and will include designated representatives from city administration, council staff, fire department administration and union leadership. Deliverables will include:

- Conduct short introductory virtual meetings with individual Team members
- Interview each Councilmember virtually, and develop a summary document outlining themes for guidance of the Team's work.
- Creation of Team committee charter (mission, scope of inquiry, reporting)
- Creation of a proposed work plan for the Team
- Prepare committee agendas & email summaries after each meeting of action items and follow-up task assignments.
- Meeting facilitation
- Developing Team reports and recommendations to the City Council, with support and input of the Team and the financial consultant engaged by the City.
- Presentation to City Council or other Council committees as needed

The first phase of work will be to establish the Committee charter and reach agreement on a work plan to prepare background and other important materials for a Council Fire Advisory Task Force which is expected to begin in Fall of 2021.

The second phase of work will be to identify and analyze options for the future of the City Fire Department, to include but not necessarily limited to: remaining part of the City; transferring service responsibility by contract and/or annexation to a regional fire authority or partnering with another agency to create a regional fire authority.

The third phase of work will be to present the findings and recommendations of the Team to the Mayor and City Council, including recommendations for next steps, including how best to form and support a successful Council Fire Advisory Task Force.

Once agreed upon by City Council, the Council Fire Advisory Task Force or a similar community engagement effort, consultant will provide advice on the scoping and phasing of that effort and ~~may, subject to an amendment in this scope agreed upon by both the City and Consultant,~~ facilitate that community task force or engagement effort. anticipated to include nine task force meetings, with a final task force report submitted by the end of April 2022; the Consultant will draft the task force report, with assistance from City staff, at the direction of the task force.-

Consultant is an attorney but will not provide the City legal advice. The City will provide legal assistance to the Team as needed.

Consultant will bill at the rate of \$215/hr., in quarter hour increments. Any travel time to meetings exceeding 1 hour per round trip is billed at the regular hourly rate.

City is responsible for copying of meeting materials as may be needed and for calendaring of all meetings and interviews. and for providing all scheduling and other logistical support to the community task force. The City will separately contract for financial analyst assistance to support the Team.

Consultant ~~is unavailable August 28—Sept. 11 and~~ may be unavailable at ~~other~~ times ~~as well~~ due to commitments to other clients.



City of Tukwila

City Council Community Services & Safety Committee

Meeting Minutes

October 18, 2021 – 5:30 p.m. – *Electronic Meeting due to COVID-19 Emergency*

Councilmembers Present: Cynthia Delostrinos Johnson, Chair; De'Sean Quinn, Zak Idan
Staff Present: David Cline, Rebecca Hixson, Eric Drever, Eric Lund, Kris Kelly, Norm Golden, Olena Perry, Rachel Bianchi, Laurel Humphrey

Chair Delostrinos Johnson called the meeting to order at 5:30 p.m.

I. BUSINESS AGENDA

A. Contract Amendment: Fire/EMS Advisory Committee

Staff is seeking approval to amend the contract with Karen Reed Consulting, LLC to extend the term to December 31, 2022 and increase the compensation by \$40,000 not to exceed \$75,000.

Committee Recommendation:

Unanimous approval. Forward to November 1, 2021 Regular Consent Agenda.

B. 2021 3rd Quarter Fire Department Report

Staff presented the report.

Item(s) for follow up:

- Provide information on how often response times change by station.
- Explain the uptick trend for Tukwila's provision of automatic aid – has it been consistent throughout the year or just the 3rd quarter?

Committee Recommendation:

Discussion only.

C. Police Records Digitization Update

Staff provided an update on the project and shared that a grant acceptance will be coming forward for approval soon.

Committee Recommendation:

Discussion only.

D. 2021 3rd Quarter Police Department Report

Staff presented the report.

Committee Recommendation:

Discussion only.