

Date: 08/01/2019 to 08/31/2019

Client: City of Brighton



Client	Date	Personnel	Description	Rate	Hours	Fees
City of Brighton	08/01/2019	Cohen, Andy	Review economic development messages for TH.	\$155.00	0.25	\$38.75
City of Brighton	08/01/2019	Curry, Erin	Set up a Brighton Google alert and include TH.	\$85.00	0.25	\$21.25
City of Brighton	08/01/2019	Hottman, Taunia	Revise messaging to prepare Marv and Michael, send to AC for review; Send new messaging to Brighton; Direction to EC for news alerts related to Brighton; Debrief on Brighton media training and messaging dev with PW.	\$140.00	1.00	\$140.00
City of Brighton	08/01/2019	Webb, Peter	Update from TH on meeting with city manager and comms team.	\$375.00	0.25	\$93.75
City of Brighton	08/05/2019	Curry, Erin	Schedule a meeting with TH to develop one-pager on projects; Meeting with TH to discuss one-pager design and content; Reach out to Zach and Kristen to ask for Brighton brand standards guide in order to move forward with the design; Begin laying out one-pager.	\$85.00	1.00	\$85.00
City of Brighton	08/05/2019	Hottman, Taunia	Call with comms team to discuss week's tasks and next steps; Schedule meeting with EC to develop one-pager; Meet with EC to discuss and plan layout of information for one-pager, make notes to ask comms team; Brief meeting with PW to discuss next steps in communication plan.	\$140.00	2.25	\$315.00
City of Brighton	08/05/2019	Webb, Peter	Discuss strategic planning steps with TH.	\$375.00	0.25	\$93.75
City of Brighton	08/06/2019	Cohen, Andy	Editing copy for informational material and discussing with TH.	\$155.00	0.75	\$116.25
City of Brighton	08/06/2019	Curry, Erin	Design outline of Brighton fact sheet and send to TH; Discuss potential design of fact sheet and information needed with TH; Go over design layout and content with LM.	\$85.00	2.75	\$233.75

City of Brighton	08/06/2019	Hottman, Taunia	Review 9News story about recall petition, brief call with PW and communication with Kristen and Zach; Email from Janelle on social media, review social and feedback to her; Work with EC and AC on all content, layout and design for one-pager; Communication with Kristen on updates - staff participating in events, feedback and recommendations; Revise some of Utilities' one-pager based on AC input; Send draft document and associated map to Brighton for input and review; Direct EC to begin laying out content in design.	\$140.00	3.75	\$525.00
City of Brighton	08/06/2019	Merideth, Lauren	Layout guidance for project one-pager with EC.	\$128.00	0.25	\$32.00
City of Brighton	08/07/2019	Cohen, Andy	Call with TH, EC, and Brighton staff to discuss water utilities fact sheet; Review new copy from TH for fact sheet and provide input and edits.	\$155.00	1.75	\$271.25
City of Brighton	08/07/2019	Curry, Erin	Begin laying out new fact sheet design; Reach out to Zach and Kristen for additional assets; Call with TH, AC and Brighton to go over content on fact sheet; Discussion with TH and AC after call to determine information on the fact sheet; Send list of locations designated on map in fact sheet; Discuss content with TH.	\$85.00	3.25	\$276.25
City of Brighton	08/07/2019	Hottman, Taunia	Communications with Brighton about setting up conference call to discuss Utilities Dept. one-pager; Call with Kristen, Zach, Brad, AC and EC to discuss elements and content of one-pager, discussion about rate study and next steps, additional outreach and messaging; Discuss rates and fees information with AC and EC, direction of one-pager with EC; Revise one-pager content based on information provided by Utilities; Send new draft to AC to review and make additional edits with him; Update to PW regarding materials development; Communication with Kristen regarding water rights and values, feedback to her, discuss water rights info with AC; Send revised content to EC to layout;	\$140.00	2.75	\$385.00

City of Brighton	08/07/2019	Webb, Peter	Update from TH on utility rates, one-pager.	\$375.00	0.25	\$93.75
City of Brighton	08/08/2019	Cohen, Andy	Sending Fox31 story regarding Brighton to TH with input; Call with TH and Brighton to discuss response and next steps; Drafting media advisory with TH; Review edits to media advisory and providing feedback to Brighton comms team; Discussing information for fact sheet with LM and EC.	\$155.00	3.00	\$465.00
City of Brighton	08/08/2019	Curry, Erin	Review and edit design and content of one-pager with LM; Finish designing the first draft of the utilities one-pager; Edit design of map based on new content to add; Edit one pager with TH, PW; Discuss content with AC, TH; Make additional changes with new information provided; Send first draft to client.	\$85.00	4.75	\$403.75
City of Brighton	08/08/2019	Hottman, Taunia	Review Fox 31 update on social post from Brighton; Questions and feedback to Brighton; Call with AC, Janelle and Kristen to discuss next steps on billing cycle information; Work with AC on media advisory, send to Brighton for review with recommendations on distribution; Communication with Brighton and AC on additional information on tier costs, provide guidance; Review one-pager with EC and PW and make suggestions for edits; Send one-pager draft to Brighton for review and information necessary; Additional communication with Brighton comms about media advisory and social media responses; Email from Zach regarding one-pager map and direct EC to update piece; Communication with comms team about media relations and recommendations; Additional conversations with Kristen and AC regarding media opportunities; Monitor Fox 31 for coverage of billing cycle story.	\$140.00	3.25	\$455.00
City of Brighton	08/08/2019	Merideth, Lauren	With input from AC, review and provide edits to EC on utilities fact sheet.	\$128.00	0.25	\$32.00

City of Brighton	08/08/2019	Webb, Peter	Update from TH and AC on social media information and response; edit one-pager with TH and EC.	\$375.00	0.75	\$281.25
City of Brighton	08/09/2019	Hottman, Tania	Brief check of news media coverage on Brighton; Communication with Kristen about scheduling a call; Call with Brighton on next steps with recall information, additional tasks, scheduling call with AC and Brighton on water rates and accept calendar invite; Communication with Zach about utilities one-pager; Post-call discussion with AC on recall process and recommendations.	\$140.00	1.00	\$140.00
City of Brighton	08/12/2019	Cohen, Andy	Info to TH on staff roundtable process to be used in Brighton.	\$155.00	0.25	\$38.75
City of Brighton	08/12/2019	Curry, Erin	Read news story about Brighton and clip for TH.	\$85.00	0.25	\$21.25
City of Brighton	08/12/2019	Hottman, Tania	Communication with Brighton on rescheduling call; Review Brighton Blade story and notes on water billing cycle; Call with Brighton comms team to discuss media coverage, collateral, strategic planning and meetings to schedule to push tasks ahead; Communication with AC on municipal roundtable experience to inform potential roundtable for staff in Brighton; Communication with Brighton on roundtable tactic for research and evaluation, benefits and suggestions for next steps.	\$140.00	1.75	\$245.00
City of Brighton	08/13/2019	Cohen, Andy	Updates from TH on communications requests.	\$155.00	0.25	\$38.75
City of Brighton	08/13/2019	Curry, Erin	Read news stories; Forward relevant articles to TH.	\$85.00	0.25	\$21.25

City of Brighton	08/13/2019	Hottman, Taunia	Review articles sent by Brighton comms team and notes; Communication with Kristen and Janelle regarding Brighton Blade reporter and corrections in story; Communication with Brighton and EC about one-pager project costs and next steps; Call with Kristen to discuss next steps and recommendations on information regarding recall, role of the City; Communication with Sam and Kristin about additional meeting with Marv and next steps.	\$140.00	2.25	\$315.00
City of Brighton	08/13/2019	Mamet, Sam	Working with TH to meet with City Manager.	\$250.00	0.25	\$62.50
City of Brighton	08/14/2019	Hottman, Taunia	Coordination with Brighton for a meeting with senior consultant; Call with PW to brief him on recent Brighton tasks and next steps.	\$140.00	0.75	\$105.00
City of Brighton	08/14/2019	Webb, Peter	Update from TH on recall messaging, planning with comms team (Webb in MN).	\$375.00	0.50	\$187.50
City of Brighton	08/15/2019	Hottman, Taunia	Coordination for meeting with Sam and Marv; Communication with Kristen about meeting to discuss city between Marv and Sam, next steps and recommendations; Calls with Sam to coordinate.	\$140.00	0.75	\$105.00
City of Brighton	08/15/2019	Mamet, Sam	Guidance to TH on City Manager information council.	\$250.00	0.25	\$62.50
City of Brighton	08/16/2019	Curry, Erin	Discuss online communication and next steps with TH, LM; Provide TH with main messages and questions for Brighton.	\$85.00	0.50	\$42.50
City of Brighton	08/16/2019	Hottman, Taunia	Messages with Kristen about recent community information on social; Review information; Call with Kristen and Zach to discuss next steps with information to provide to residents, guidance on how to push out; Review full online communication created by citizens and notes for Brighton comms team, pull in EC for additional review; Discuss resident issues with Sam; Communication with comms team about backflow prevention, city information that needs to go out; Review and revise document on backflow prevention; Call with Kristen on next steps regarding current information to residents.	\$140.00	4.00	\$560.00

City of Brighton	08/16/2019	Mamet, Sam	Guidance to TH on City Manager information to Council.	\$250.00	1.00	\$250.00
City of Brighton	08/19/2019	Cohen, Andy	Updates from TH on water communications.	\$155.00	0.50	\$77.50
City of Brighton	08/19/2019	Hottman, Taunia	Review Brighton social media for feedback from community; Updates to AC about backflow prevention, water rates, communication between City and mayor; Call with Kristen and Zach to discuss next steps on information distribution, water systems, media relations, council meeting and strategic planning, follow up with email recap; Review Brighton utility rates explainer from website with AC and discussion.	\$140.00	1.75	\$245.00
City of Brighton	08/20/2019	Cohen, Andy	Review rate study presentation and discuss with TH; Call with TH and city staff to discuss rate study.	\$155.00	2.00	\$310.00
City of Brighton	08/20/2019	Hottman, Taunia	Communication with Kristen regarding sample water bill; Receive PowerPoint materials from Kristen; Share PP with AC, review materials and discussion with AC; Review 2014 community survey and notes on outcomes; Communication with Janelle about sample bill and tutorial, website location; Call with Brighton to discuss water rates, feedback to City on communication; Post-call discussion with AC on messaging; Direct EC to send one-pager draft to Kristen for review.	\$140.00	4.00	\$560.00
City of Brighton	08/21/2019	Cohen, Andy	Reading Blade article on transparency, update from TH on backflow notifications; Review newsletter article from Kristen on water funds and provide suggested edits; Discussing talking points verbiage with TH.	\$155.00	1.00	\$155.00

City of Brighton	08/21/2019	Hottman, Taunia	Read article in Brighton Blade on city's transparency efforts; Message to Kristen; Call with Kristen on study session and next steps on public information; Update AC on needed guidance for city staff; Communication with Kristen about one-pager information to be released in email blast, work with AC for Brighton feedback requested; Communication with Kristen regarding water rates and information for city staff; Create informational points for city staff at different levels and review briefly with AC, revisions; Send Kristen message points.	\$140.00	2.00	\$280.00
City of Brighton	08/22/2019	Cohen, Andy	Drafting social media post copy for backflow issue and send to Kristen.	\$155.00	0.25	\$38.75
City of Brighton	08/22/2019	Curry, Erin	Make edits to one-pager and adjust design per client requests; Work with team on revised information for one-pager.	\$85.00	2.00	\$170.00
City of Brighton	08/22/2019	Hottman, Taunia	Communication with Kristen about social media copy on backflow prevention; Work with AC to develop copy for Brighton social media; Review requested edits to one-pager and work with EC on changes, communication with Kristen on one-pager.	\$140.00	1.25	\$175.00
City of Brighton	08/23/2019	Hottman, Taunia	Communication with Kristen and Zach on information to residents today, recommendations; Review social regarding backflow prevention accounting error; Updates to PW and discuss next steps for Brighton; Communication with Kristen about media opportunity, discuss recommendations with AC and give Kristen recommendations; Discuss development of additional informational materials for Brighton with AC and notes; Watch all media coverage on Brighton's backflow prevention notice, feedback and recommendations to Kristen.	\$140.00	2.00	\$280.00
City of Brighton	08/23/2019	Webb, Peter	Discuss Brighton backflow letter with TH.	\$375.00	0.25	\$93.75
City of Brighton	08/26/2019	Cohen, Andy	Update from TH on utilities items.	\$155.00	0.25	\$38.75

City of Brighton	08/26/2019	Hottman, Taunia	Call with Brighton, review social media; Updates to AC and discuss next steps; Updates with PW and discuss messaging and next steps for Brighton; Communication with Kristen about media advisory and other information distribution for water rate study, planning; Call with Kristen after reviewing media advisory, recommendations for social, website and other platforms and discussion about Stantec boilerplate, additional conversation about messages for finance; Communication with Kristen about news coverage of Brighton water, review website for context, provide feedback and recommendations; Communication with PW regarding media coverage on Brighton; Watch late news for coverage of Brighton, monitor social media for misinformation.	\$140.00	2.50	\$350.00
City of Brighton	08/26/2019	Webb, Peter	Discuss strategy for Brighton water rates study session and cover media coverage with TH.	\$375.00	0.25	\$93.75
City of Brighton	08/27/2019	Cohen, Andy	Discuss status of water treatment story with TH; Call with TH and Kristen to update on media contacts for treatment story; Brief update with PW.	\$155.00	0.50	\$77.50
City of Brighton	08/27/2019	Hottman, Taunia	Review news coverage on Brighton and social media updates; Communication with Kristen and AC regarding RO Plant and information for media; Update to PW.	\$140.00	0.50	\$70.00
City of Brighton	08/27/2019	Webb, Peter	Update from TH, AC on Brighton water issues.	\$375.00	0.25	\$93.75
City of Brighton	08/28/2019	Cohen, Andy	Update from TH and review media stories; Call with TH, PW, and Brighton comms staff; Review and edit letter to Denver station and discuss with TH and PW.	\$155.00	1.25	\$193.75

City of Brighton	08/28/2019	Hottman, Taunia	Check in with Brighton about city council session; Discuss media coverage; Development of response points, review provided letter to media; Follow up communication with comms team and make revisions; Discuss media response with team and feedback from PW and AC; Provide additional advising on public information; Communication with Kristen ongoing for media coverage; Monitor media coverage and notes.	\$140.00	3.75	\$525.00
City of Brighton	08/28/2019	Webb, Peter	Edit letter to media outlet with TH; Call with Brighton and Webb team to discuss response; Monitor media coverage.	\$375.00	1.25	\$468.75
City of Brighton	08/29/2019	Cohen, Andy	Update from TH on latest feedback from City Manager and council.	\$155.00	0.25	\$38.75
City of Brighton	08/29/2019	Hottman, Taunia	Call with Kristen to discuss next steps with media and recommendations; Updates to AC; Email to Kristen regarding forum on water quality and recommendations for an event.	\$140.00	0.75	\$105.00
City of Brighton	08/30/2019	Hottman, Taunia	Communication with Kristen about forum on water and next steps; Discuss additional public information and messaging with Kristen, AC and provide feedback; Communication with comms team about regularly scheduled client call and holiday; Follow up communication and recommendations to Kristen about water collateral and response to potential scam on water quality.	\$140.00	1.25	\$175.00
Total				76.50	\$11,167.75	