



MEDINA, WASHINGTON

AGENDA BILL

Monday, September 26, 2022

Subject: 2024 Periodic Comprehensive Plan Update

Category: Consent

Staff Contact: Steven R. Wilcox, Development Services Director

Summary

The Crea Affiliates LLC professional services contract is presented to you for approval. Your approval is required due to the contract amount exceeding the City Manager's limit for approval.

Each city and county under the Growth Management Act is required by Washington State to periodically review and, if needed, revise its comprehensive plan to ensure compliance with the Act. The last time that Medina completed a Comprehensive Plan update was in 2015. In 2022, the eight-year comprehensive plan periodic cycle was extended to a 10-year cycle which will begin after this current cycle. The current comprehensive plan periodic update cycle requires that Medina complete it's review and revision by December 31, 2024.

Crea Affiliates LLC is now proposed to Council as the professional consultant to lead our 2024 Periodic Comprehensive Plan Update. The Development Services Committee reviewed the Crea Affiliates LLC proposal and interviewed their staff who will be involved with our project. The result is that the Development Services Committee provided their recommendation to contract with Crea Affiliates LLC as the consultant for our Comprehensive Plan Update.

The attached draft agreement includes the scope of services to be provided and the compensation amount. A State grant was made available to jurisdictions to help pay the costs associated with the mandated Comprehensive Plan Update. Medina qualified for a grant amount of \$125,000 which is to be allocated 50% (\$62,500) in 2022 and 50% (\$62,500) in 2023. Crea Affiliates LLC total proposed cost of the contract with Medina is \$236,246.00 over a period of three-years (2022, 2023 and 2024). The net cost to budget is \$236,246.00 - \$125,000 = \$111,246.00.

Attachment(s)

Agreement for consultant services between the City of Medina and Crea Affiliates LLC.

Budget/Fiscal Impact:

\$111,246.00 is the total net impact on budget considering a \$125,000 State of Washington grant. The remaining \$111,246.00 total budget impact is anticipated to be distributed approximately evenly through 2023 and 2024 (\$55,623 each year). The 2022 budget is not impacted due to the State grant funds.

Recommendation: Approval

City Manager Approval: 

Proposed Council Motion: I move to approve the agreement for consultant services between the City of Medina and Crea Affiliates LLC.