



# BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

**AB23-042**  
**March 20, 2023**  
**Committee Report**

## AGENDA BILL INFORMATION

<b>TITLE:</b>	AB23-042: Agreement with FCS for 2024 Comprehensive Plan Capital Facilities and Utilities Element Update	<input checked="" type="checkbox"/> Discussion Only
<b>PROPOSED ACTION:</b>	Approve agreement to contract with FCS Group for Capital Facilities and Utilities Element Update of 2024 Comprehensive Plan.	<input type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

<b>REVIEW:</b>	Department Director/Peer	Choose an item.	Click or tap to enter a date.
	Finance	Drew Bouta	3/16/2023
	Legal	Anna Astrakhan	3/16/2023
	City Administrator	Mike Sauerwein	Click or tap to enter a date.

<b>DEPARTMENT:</b>	Community Development		
<b>STAFF:</b>	Emily Arteche, Community Development Director		
<b>COMMITTEE:</b>	Community Development	<b>COMMITTEE DATE:</b> March 20, 2023	
<b>MEMBERS:</b>	Cara Christensen	Jo Johnson	James Mayhew
<b>EXHIBITS:</b>	1. FCS Group Inc. Contract (including scope of work) 2. 2024 Growth Management Periodic Update Grant Letter		

<b>AMOUNT OF EXPENDITURE</b>	\$ \$75,650
<b>AMOUNT BUDGETED</b>	\$ \$110,000 (from vacancies through March 2023)
<b>APPROPRIATION REQUESTED</b>	\$ 0

## SUMMARY

### INTRODUCTION

This agenda bill requests approval for an agreement between the City of Snoqualmie and FCS Group, Inc establishing terms and conditions for producing a Capital Facilities and Utilities Element for 2024 Comprehensive Plan. The total contract value is \$ 75,650.

### LEGISLATIVE HISTORY

N/A

### BACKGROUND

The city applied for and received funding from the Washington Department of Commerce to fund the City's 2024 Comprehensive Plan update. Washington Department of Commerce will reimburse the city for \$125,000

of expenses associated with the 2024 Comprehensive Plan. The Capital Facilities and Utilities Element is a required Element of the Growth Management Act under RCW 36.70A.040.

Components of a capital facilities and utilities element include an inventory of existing capital facilities, locations and capacities of facilities, forecasting of the future needs for such facilities, proposed locations and capacities of expanded or new capital facilities and a financing plan of facilities within projected funding capacities including the identification of funding sources.

#### **ANALYSIS**

The Department would utilize funds from the \$125,000 Department of Commerce grant minus \$49,500 allocated for Land Use and Housing Elements.

#### **BUDGET IMPACTS**

Administration recommends approving a contract with FCS Group in the amount of \$75,650 to complete the Capital Facilities and Utilities Element for the 2024 Comprehensive Plan. The City, during the 2023-2024 Biennial Budget process, expected to complete the 2024 Comprehensive Plan internally. As a result, the City did not budget for the use of professional services but only for the staffing necessary to complete the 2024 Comprehensive Plan. Given the staffing levels currently within the Community Development Department, and the competitive hiring environment, the Administration is seeking to use some of the estimated \$110,000 in unused budget from vacancies in the department through March 2023 to fund this contract. Therefore, sufficient appropriation exists within the Community Development functional classification of the General Fund (#001) to fund the contract.

In addition, the City applied for and has been awarded a \$125,000 2024 Growth Management Act Periodic Update Grant from the Washington State Department of Commerce. The Administration intends to use \$75,500 of the grant to fund this contract and the remainder \$49,500 to update the Land Use and Housing Element. Because of this grant, the City will not need to contribute as much from its own funding sources to complete the 2024 Comprehensive Plan Update. To incorporate this unanticipated grant into the budget, the Administration intends to bring forth a budget amendment in April.

#### **NEXT STEPS**

Council review and approval on schedule for April 10, 2023.

### **PROPOSED ACTION**

None, discussion only.