



BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB23-049
April 10, 2023
Consent Agenda

AGENDA BILL INFORMATION

TITLE:	AB23-049: Agreement with Perteet Inc. for 2024 Comprehensive Plan Transportation and Environment Elements Update	☐ Discussion Only ☒ Action Needed:
PROPOSED ACTION:	Approve an agreement to contract with Perteet Inc. for updates to the Transportation and Environment Elements related to 2024 Comprehensive Plan.	☒ Motion ☐ Ordinance ☐ Resolution

REVIEW:	Department Director/Peer Finance Legal City Administrator	Choose an item. Drew Bouta Anna Astrakhan Mike Sauerwein	Click or tap to enter a date. 3/28/2023 Click or tap to enter a date.
----------------	--	---	---

DEPARTMENT:	Community Development		
STAFF:	Emily Arteche, Community Development Director		
COMMITTEE:	Community Development	COMMITTEE DATE: April 3, 2023	
MEMBERS:	Cara Christensen	Jo Johnson	James Mayhew
EXHIBITS:	1. Perteet, Inc. Contract (including scope of work and budget)		

AMOUNT OF EXPENDITURE	\$ 134,833
AMOUNT BUDGETED	\$ \$220,000 (from vacancies through June 2023)
APPROPRIATION REQUESTED	\$ 0

SUMMARY

INTRODUCTION

This agenda bill requests approval for an agreement between the City of Snoqualmie and Perteet Inc., establishing terms and conditions for producing Transportation and Environment Elements of the 2024 Comprehensive Plan. The total contract value is \$134,833.

LEGISLATIVE HISTORY

N/A

BACKGROUND

The Transportation Element is a required Element of the Growth Management Act, (GMA) under RCW 36.70A.040 and must be consistent with the land use element. Components of the transportation element include land use assumptions used in estimating future travel; an inventory of transportation facilities and services including transit; a finance strategy; a demonstration of intergovernmental coordination including inter-jurisdictional impacts of the transportation plan and land use assumptions; and a demand-management list of strategies.

The Environment Element protects the environment and enhance the state's high quality of life, including air and water quality, and the availability of water. The GMA does not require that comprehensive plans include an environment element, however the city must provide a plan that protects groundwater quality and quantity used for public water; and guide corrective action to mitigate discharges polluting waters of the state, including those entering the Puget Sound, while reviewing and coordinating and flooding, drainage and stormwater run-off with other jurisdictions. The city protects a tree canopy and numerous environmental critical areas such as critical aquifer recharge areas; fish & wildlife habitat areas; wetlands and geologically hazardous areas.

ANALYSIS

The Department would utilize funds associated with vacancies in the Department.

BUDGET IMPACTS

Administration recommends approving a contract with Perteet in the amount of \$134,833 to complete the Transportation and Environmental Elements 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 approximately \$220,000 in unused budget from vacancies in the department estimated to occur through June 2023 to fund this. During the current Biennium, \$75,650 of the budgeted amount is encumbered for another element of the Comprehensive Plan (AB23-042). The City will have a remaining budget of \$9,517 for the 2023-2024 Biennium subsequent to the approval of the agreement with Perteet. Additionally, if these positions remain unfilled for the duration of 2023, an additional \$215,000 will be available to use for the Comprehensive Plan. Therefore, sufficient appropriation for this expenditure 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 this to support two other elements of the Comprehensive Plan, to include \$75,500 to fund the Capital Facilities and Utilities Element (AB23-042) and the remaining \$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

MOVE to approve an agreement to contract with Perteet Inc. for updates to the Transportation and Environment Elements related to 2024 Comprehensive Plan.