



# BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

**AB23-089**  
**June 26, 2023**  
**Committee Report**

## AGENDA BILL INFORMATION

<b>TITLE:</b>	AB23-089: Agreement with Kimley-Horn for 2024 Parks, Recreation, Open Space, and Trails Plan Update.	<input type="checkbox"/> Discussion Only
<b>PROPOSED ACTION:</b>	Move to adopt Resolution No. 1658 awarding the contract to update and produce the 2024 Snoqualmie Parks, Recreation, Open Space, and Trails Plan (PROST) to Kimley-Horn and authorize the Mayor to sign.	<input checked="" type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input checked="" type="checkbox"/> Resolution

<b>REVIEW:</b>	Department Director	Jeff Hamlin	6/9/2023
	Finance	Drew Bouta	6/9/2023
	Legal	Outside Counsel	6/20/2023
	City Administrator	Mike Chambless	6/20/2023

<b>DEPARTMENT:</b>	Parks & Public Works		
<b>STAFF:</b>	Dylan Gamble		
<b>COMMITTEE:</b>	Parks & Public Works	<b>COMMITTEE DATE:</b> June 21, 2023	
<b>MEMBERS:</b>	Ethan Benson	Bryan Holloway	Jo Johnson
<b>EXHIBITS:</b>	1. Resolution 1658 2. Kimley-Horn Statement of Qualifications, scope of work, and fee (SOQ) 3. Contract Routing Form		

<b>AMOUNT OF EXPENDITURE</b>	\$ 148,600
	\$ 148,600
<b>AMOUNT BUDGETED</b>	(Following Recommended Offsets)
<b>APPROPRIATION REQUESTED</b>	\$ 0

## SUMMARY

### INTRODUCTION

The City of Snoqualmie seeks to contract with Kimley-Horn to update and produce the 2024 Snoqualmie Parks, Recreation, Open Space, and Trails Plan (PROST).

### ANALYSIS

Staff initiated a Request for Qualification (RFQ) process to select a qualified consultant firm to research and draft the City's PROST Plan update. The RFQ process concluded on April 4<sup>th</sup> 2023. The City did not receive any

qualified consultant submittals. Following this effort staff reviewed several qualified consulting firms through the MRSC roster. Kimley-Horn was selected as a qualified consulting firm that also had capacity to produce the City's PROST Plan.

## BACKGROUND

As a part of the requirements outlined in the Growth Management Act (GMA) the City is required to conduct an update to its Comprehensive Plan every eight years. The City is currently in the process of updating the document in preparation for the required due date of December 31, 2024. As outlined in RCW 36.70A.070 the City is required to include a park and recreation element. Historically the City has chosen to meet this requirement with a separate document, separate in format though still achieving the state requirement. The most recent update to this document is the Open Space, Parks and Recreation Plan (adopted 2018). The efforts of the Kimley-Horn contract would produce the required updates of the 2024 Comprehensive Plan update mentioned above.

## BUDGET IMPACTS

Administration recommends approving a contract with Kimley-Horn in the amount of \$148,600 to complete the update to the Parks, Recreation, Open Space, and Trails Plan (PROST) for the 2024 Comprehensive Plan. Council appropriated \$60,000 towards the development of a "parks study" within the 2023-24 Biennial Budget. The intent of this study was to reimagine the City's parks system in response to the changing demographics and standards of the community. The goal was to figure out what recreational facilities might be missing from the City's current offerings so that the City can allocate dollars wisely in the future. The Administration recommends applying the \$60,000 appropriation instead towards the development of a PROST plan, which would also reimagine the parks system while fulfilling the needs of the comprehensive planning process. The \$60,000 is current appropriated within the Parks Maintenance functional classification of the General Fund (#001) and will need to be moved to the Community Development functional classification through a budget amendment.

Moreover, during the 2023-2024 Biennial Budget process, the City expected to complete the 2024 Comprehensive Plan internally. Consequently, 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 reallocate \$88,600 from a currently vacant Associate Planner position to fund this contract. Because this position, along with other positions, have already been encumbered through June 2023 in support of other comprehensive planning contracts, the City will need to keep the Associate Planner position open from at least July 2023 to February 2024 in order to accrue the necessary unused budget.

Through both actions, the City will have sufficient appropriation within the Community Development functional classification of the General Fund (#001) to fund the contract.

<b>Value of this Contract (AB23-XXX)</b>	<b>\$148,600</b>
<b><i>"Parks Study" Appropriation (Less)</i></b>	<b><i>-\$60,000</i></b>
<b><i>Keeping Vacant Associate Planner Position Open (Jul. 2023 to Feb. 2024) (Less)</i></b>	<b><i>-\$88,600</i></b>
<b>Remaining Budget Required</b>	<b>\$-</b>

## NEXT STEPS

If approved, staff will work with Kimley-Horn to begin drafting core requirements of the plan's update as well as creating the public engagement plan. Following this research and public engagement a draft version of the Parks, Recreation, Open Space and Trails Plan will be presented to the Parks and Public Works Committee and

City Council.

## **PROPOSED ACTION**

Move to adopt Resolution No. 1658 awarding the contract to update and produce the 2024 Snoqualmie Parks, Recreation, Open Space, and Trails Plan (PROST) to Kimley-Horn and authorize the Mayor to sign.