



STAFF REPORT

DATE: 01/17/2016

REGULAR

ITEM #: 12

MOTION

TO: City Council
FROM: Stephen Wensman, Planning Director
AGENDA ITEM: 2040 Comprehensive Plan Update
REVIEWED BY: Kristina Handt, City Administrator

BACKGROUND:

All cities, within the seven-county metropolitan region must prepare a comprehensive plan and update that plan as needed every 10 years. The City's Comprehensive Plan update is due to be submitted to the Metropolitan Council on December 31, 2018. City Staff prepared a Comprehensive Planning Request for Proposal which was approved by the Council on November 15, 2016 by consent. The City received proposals from Bolton and Menk, MSA, and SHC (attached) and interviews of each firm were held on January 10, 2017. The interviews were conducted by the City Administrator, Planning Staff, the City Engineer and two Council members, Mr. Boyer and Ms. Nelson. The interview team unanimously recommends the City choose SHC to assist in the preparation of the 2040 Comprehensive Plan Update.

ISSUE BEFORE COUNCIL:

The issue before Council is whether to hire SHC to assist the City to prepare the City's 2040 Comprehensive Plan Update and to authorize Staff to negotiate the contract.

PROPOSAL DETAILS/ANALYSIS:

The City has established a total project budget of \$ 100,000 for the Comprehensive Plan update as was reflected in the 2017 budget book. The City applied for and received news on 1/11/17 that Living Healthy in Washington County (LHWC) has chosen Lake Elmo as a partner to receive Health in Comprehensive Planning Partner Project funding in the amount of \$15,000 (made available through the Statewide Health Improvement Program (SHIP)). These funds must be used in the Comprehensive Planning process, specifically as it relates to community engagement, healthy food access, active living assessment, and plan development that supports active living and/or healthy food access. The funds are restricted to certain allowable uses (mapping/spatial analysis, consultant time, promotional materials, etc.), must be spent by October 31, 2017, and must be matched by 10% of the total funding requested.

FISCAL IMPACT:

The City has budgeted \$100,000 for the comprehensive plan update. The proposal by SHC is for a not to exceed amount of \$80,000. The City received a planning grant in the amount of \$15,000.

OPTIONS:

The Council has the following options:

- 1) To hire SHC as recommended and to authorize staff to negotiate a contract.
- 2) To suggest another firm or course of action and authorize staff to negotiate a contract.
- 3) To reject all proposals.

RECOMMENDATION:

Staff and the interview team recommend the Council hire SHC to assist in the preparation of the 2040 Comprehensive Plan Update and to authorize Staff to negotiate a contract with the following motion:

“Move to approve the hiring of SHC to assist the City in the preparation of the 2040 Comprehensive Plan Update and to authorize Staff to negotiate a contract”

ATTACHMENTS:

- None (proposals were sent to Council previously)