

RESOLUTION 2024 - 55

**A RESOLUTION OF THE CITY COUNCIL OF SUNNYSIDE,
WASHINGTON, AUTHORIZING THE CITY MANAGER TO
EXECUTE A TASK ORDER WITH HLA ENGINEERING AND
LAND SURVEYING, INC. TO DEVELOP A CLIMATE ELEMENT
FOR THE COMPREHENSIVE PLAN**

WHEREAS, the Washington State Legislature passed House Bill 1181 in 2023 which requires Washington cities to update their Comprehensive Plan to include a Climate Element,

WHEREAS, the City received a \$150,000 Climate Planning Grant from the Washington State Department of Commerce to fund this effort,

WHEREAS, development of the Climate Element includes forming a climate policy advisory team, developing a public participation plan, drafting and adopting the Climate Element into the Comprehensive Plan,

WHEREAS, City desires to enter into an agreement with the City's Engineering Firm, HLA Engineering and Land Surveying, Inc. to develop a Climate Element for its Comprehensive Plan,

WHEREAS, the City Council finds and determines that authorizing the City Manager to authorize a Task Order with HLA to develop a Climate Element, is in the best interest of the residents of the City of Sunnyside and will promote the general health, safety and welfare;

**NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE CITY COUNCIL OF
THE CITY OF SUNNYSIDE, WASHINGTON, as follows:**

SECTION 1. That the City Council of the City of Sunnyside hereby authorizes the City Manager to execute the Task Order with HLA,

attached hereto as Exhibits "A", and act on behalf of the City of Sunnyside.

SECTION 2. This Resolution shall be effective upon passage, approval and signatures hereon in accordance with law.

PASSED this 22nd day of July 2024.



DEAN R. BROERSMA, MAYOR

ATTEST:



JACQUELINE RENTERIA, CITY CLERK

**APPROVED AS TO FORM:
SAXTON RILEY & RILEY, PLLC**



BY: BENJAMIN J. RILEY
ATTORNEYS FOR THE CITY OF SUNNYSIDE

EXHIBIT A

TASK ORDER NO. 2024-02

REGARDING GENERAL AGREEMENT BETWEEN CITY OF SUNNYSIDE

AND

HLA ENGINEERING AND LAND SURVEYING, INC. (HLA)

PROJECT DESCRIPTION:

Development of Climate Element HLA Project No. 24039E

Type text here

The Washington State Department of Commerce (COMMERCE) is allocating \$150,000 to the City of Sunnyside (CITY) to finance the development of the recently required Climate Element in the CITY's upcoming Growth Management Act (GMA) Comprehensive Plan update. The CITY submitted an application to access their allocated grant funds.

The CITY desires to contract with HLA to develop a COMMERCE-approved Climate Element. The project will include preliminary investigation work, establishing a Sunnyside Climate Policy Advisory Team, performing data and policy assessments and analyses, developing visuals to effectively communicate complex climate data to multiple audiences including CITY Staff, CITY Council, the Climate Policy Advisory Team, and members in the community through an extensive public engagement process, developing a draft and final Climate Element.

SCOPE OF SERVICES:

At the direction of the CITY, HLA shall provide the following professional services:

1.0 Climate Policy Advisory Team (TEAM) Coordination

- 1.1 Assist the CITY with successfully administering the COMMERCE grant.
- 1.2 Assist the CITY to establish the TEAM and coordinate the following efforts:
 - 1.2.1 Assist with selection of the TEAM among stakeholders.
 - 1.2.2 Complete Vision section of the Climate Element.
 - 1.2.3 Develop a public engagement plan and present to the CITY for approval.
 - 1.2.4 Coordinate a TEAM workshop to discuss the Climate Element, planning structure, roles, and participation.
 - 1.2.5 Coordinate a TEAM workshop to identify CITY assets, pair with hazards, and describe exposure and consequences.
- 1.3 Coordinate a TEAM meeting for comprehensive assessment and analyses reviews and present a recommended policy pathway to CITY Council, as outlined in the Department of Commerce Climate Guidance document.
 - If Pathways 1 or 2 are selected by CITY Council, HLA will assist the TEAM with creating new goals and policies as directed for climate resiliency.
 - If Pathway 3 is selected by CITY Council, HLA will assist the TEAM with updating and adopting a hazard mitigation plan as directed for climate resiliency.

EXHIBIT A

2.0 Assess, Analyze, and Develop Visuals

- 2.1 Perform preliminary investigation through literature searches and compilation of Census data.
 - 2.1.1 Review existing plans for climate gaps and opportunities: Sunnyside's Comprehensive Plan elements, Shoreline Master Plan, Critical Areas Ordinance, and the Yakima County Hazard Mitigation Plan.
 - 2.1.2 Compilation of 2020 Census Data, including Department of Health (DOH) and Federal Highway Administration (FHWA) tools to perform the equity analysis required in the Climate Element.
 - 2.1.3 The compiled data will be used to develop presentation exhibits for meetings with CITY Staff, CITY Council, and when engaging the public, to describe equity analysis.
- 2.2 Analyze Climate Impact Data.
 - 2.2.1 Identify hazards relevant to the City of Sunnyside using the University of Washington Climate mapping tool.
 - 2.2.2 After the TEAM workshops, create a list and exhibits of prioritized climate hazards.
- 2.3 Audit Plans and Policies to Capture Current Resilience Policies.
 - 2.3.1 List current resilience policies.
 - 2.3.2 Develop visuals to show policy gaps and three policy pathways for educating the public, CITY Staff, TEAM, and CITY Council.

3.0 Plan and Facilitate Public Engagement

- 3.1 Assist CITY Staff with establishing and promoting an online multi-lingual Climate Element page.
- 3.2 Use the Climate Element page, emails, visuals, and social media to invite the general public and inter and intra-governmental agencies to collaborate as appropriate during the planning process.
- 3.3 Organize and facilitate public engagement meetings:
 - 3.1.1 Meeting 1 - Introduce COMMERCE requirements and purpose for climate planning. Gather interested stakeholder contact information and comments.
 - 3.1.2 Meeting 2 - Showcase data exhibits, existing climate resiliency policies, potential pathways for policies. Gather comments.
 - 3.1.3 Meeting 3 - Review planning process and present new goals and policies to fill climate resiliency gaps.
 - 3.1.4 Meeting 4 - Present draft Climate Element and receive final public comments.

4.0 Draft and Finalize Climate Element

- 4.1 Complete the COMMERCE-provided Climate Element Workbook to ensure that the climate planning process is substantially complete.
- 4.2 Complete a preliminary draft of the Climate Element for TEAM and CITY Staff review.

EXHIBIT A

- 4.3 Present draft Climate Element to CITY Council for approval to submit to COMMERCE for review.
- 4.4 Incorporate COMMERCE comments into final Climate Element.
- 4.5 Present final Climate Element to CITY Council for adoption by resolution.
- 4.6 Deliver final Climate Element to CITY.

5.0 Additional Services

Provide planning services for additional work requested by the CITY that is not included in this Task Order.

6.0 Items to be Furnished and Responsibility of the CITY

The CITY will provide or perform the following:

- 6.1 Provide full information as to CITY requirements for the project, including but not limited to Sunnyside's Comprehensive Plan elements, Shoreline Master Plan, Critical Areas Ordinance, and potential work completed for the Yakima County Hazard Mitigation Plan.
- 6.2 Assist HLA by placing at their disposal all available information pertinent to data associated with the CITY, which may be enhanced or different from data publicly available at the 2020 Census Data or using DOH and FHWA tools.
- 6.3 Examine all documents presented by HLA and provide written decisions within a reasonable time so as not to delay the work of HLA.
- 6.4 Provide HLA the contact information of proposed TEAM participants and prepare documentation to formalize the Climate Policy Advisory Team as a standing planning committee or team.
- 6.5 Provide meeting spaces for each of the four (4) public engagement meetings and coordinate CITY Council agenda inclusion of each of the CITY Council presentations.
- 6.6 Obtain approval of all governmental authorities with jurisdiction over the Climate Element, and approvals and consents from other individuals or bodies as necessary for completion.
- 6.7 Coordinate submittal of draft and final Climate Element to COMMERCE with necessary and directly associated supporting materials.

TIME OF PERFORMANCE:

HLA will begin developing the Climate Element immediately following CITY Council approval of this Task Order. The climate planning effort is anticipated to conclude on or before June 30, 2025. HLA will complete the final document within thirty (30) days following receipt of all CITY comments.

FEE FOR SERVICES:

For services furnished by HLA as described in this Task Order, the CITY agrees to pay HLA the fees as set forth herein. The amounts listed below may be adjusted between phases, but the maximum amount shall not exceed \$100,000.00 without written agreement of both parties.

1.0 Climate Policy Advisory Team (TEAM) Coordination

All work shall be performed on a time-spent basis at the normal hourly billing rates included in our General Agreement, plus reimbursement for non-salary expenses for the estimated fee of \$23,000.00.

EXHIBIT A

2.0 Assess, Analyze, and Develop Visuals

All work shall be performed on a time-spent basis at the normal hourly billing rates included in our General Agreement, plus reimbursement for non-salary expenses for the estimated fee of \$35,000.00.

3.0 Plan and Facilitate Public Engagement

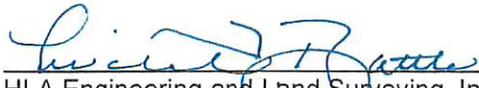
All work shall be performed on a time-spent basis at the normal hourly billing rates included in our General Agreement, plus reimbursement for non-salary expenses for the estimated fee of \$19,000.00.

4.0 Draft and Finalize Climate Element

All work shall be performed on a time-spent basis at the normal hourly billing rates included in our General Agreement, plus reimbursement for non-salary expenses for the estimated fee of \$23,000.00.

5.0 Additional Services

Additional work requested by the CITY not included in this Task Order shall be authorized by the CITY and agreed upon by HLA in writing prior to proceeding with services. HLA will perform additional services as directed/authorized by the CITY on a time-spent basis at the hourly billing rates included in our General Agreement, plus reimbursement for direct non-salary expenses such as printing expenses, vehicle mileage, out-of-town travel costs, and outside consultants.

Proposed:	 _____ HLA Engineering and Land Surveying, Inc. Michael T. Battle, PE, President	<u>7/2/2024</u> Date
Approved:	 _____ City of Sunnyside Robert Layman, Interim City Manager	<u>7/9/24</u> Date