



Memorandum

Date: 4/23/2024

Meeting of: City Council Study Session

File No. SS 24-022

Type: Study Session

TO: Members of the City Council

FROM: Mayor Angela Birney

DEPARTMENT DIRECTOR CONTACT(S):

Parks	Loreen Hamilton	425-556-2336
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DEPARTMENT STAFF:

Parks	David Tucheck	Deputy Director
Parks	Quinn Kuhnhausen	Facilities Manager
Executive	Jenny Lybeck	Environmental Sustainability Program Manager

TITLE:

Facilities Condition Assessment Update

OVERVIEW STATEMENT:

Council will receive an update on the recently completed Facilities Condition Assessment. The sustainability portion of the condition assessment will be conducted over the next few months and a separate update will be scheduled upon completion. On 10/03/2023, Council approved a consultant agreement with Meng Analysis to perform a condition assessment of City owned Buildings.

☐ **Additional Background Information/Description of Proposal Attached**

REQUESTED ACTION:

☒ **Receive Information**

☐ **Provide Direction**

☐ **Approve**

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
Facilities Strategic Management Plan, ESAP, City Operations Zero Carbon Strategy, and Climate Emergency Declaration.
- **Required:**
N/A
- **Council Request:**
N/A
- **Other Key Facts:**
N/A

OUTCOMES:

The consultant conducted a Facilities Condition Assessment (10-year update) to establish a baseline for the City's current portfolio and to identify the current condition of all City owned buildings. This Facilities Condition Assessment will inform energy efficiency opportunities, electric vehicle charging infrastructure planning, renewable energy site assessments, and other key efforts to strategically advance progress towards the goals of the ESAP, City Operations Zero Carbon Strategy, and Climate Emergency Declaration. This condition assessment will be used to prioritize future projects and update the Facilities Strategic Management Plan.

COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:

- **Timeline (previous or planned):**
N/A
- **Outreach Methods and Results:**
N/A
- **Feedback Summary:**
N/A

BUDGET IMPACT:

Total Cost:

\$330,369

\$200,000 from 0000138, \$100,000 from 0000146, \$30,369 from 0000007.

*The additional \$30,369 will support increased scope in support of the City's compliance with the Clean Building Performance Standard.

Approved in current biennial budget: ☒ **Yes** ☐ **No** ☐ **N/A**

Budget Offer Number:

0000138, 0000146, 0000007

Budget Priority:

Vibrant and Connected, Healthy and Sustainable

Other budget impacts or additional costs: ☐ **Yes** ☒ **No** ☐ **N/A**

If yes, explain:

N/A

Funding source(s):

General Fund

Budget/Funding Constraints:

N/A

☐ **Additional budget details attached**

COUNCIL REVIEW:

Previous Contact(s)

Date	Meeting	Requested Action
9/26/2023	Committee of the Whole - Parks and Environmental Sustainability	Receive Information
10/3/2023	Business Meeting	Approve
3/26/2024	Committee of the Whole - Parks and Environmental Sustainability	Receive Information

Proposed Upcoming Contact(s)

Date	Meeting	Requested Action
N/A	None proposed at this time	N/A

Time Constraints:

N/A

ANTICIPATED RESULT IF NOT APPROVED:

N/A

ATTACHMENTS:

Attachment A: Summary Report

Attachment B: Facility Details Report

Attachment C: Facility Condition Assessment PowerPoint Presentation