



MEMO TO: Members of the City Council

FROM: Mayor John Marchione

DATE: September 11, 2018

SUBJECT: Draft Facilities Strategic Management Plan

I. RECOMMENDED ACTION

Provide the City Council with an overview of the Draft Facilities Strategic Management Plan, receive feedback, and prepare the plan for final approval by the City Council at a future date.

II. DEPARTMENT CONTACTS

Rachel Van Winkle, Interim Director Parks and Recreation	425-556-2334
Martin Pastucha, Public Works Director	425-556-2733
Mike Paul, Assistant Public Works Director	425-556-2721
Jeanne Justice, Past Project Manager	425-556-2887
Carolyn Hope, Current Project Manager	425-556-2313

III. DESCRIPTION/BACKGROUND

In early 2016, the City embarked on the development of a Facilities Strategic Management Plan, which will enable the City to manage the capital and operational components of facilities in a more strategic manner and support the delivery of critical City services to the community. Staff will present the Draft Facilities Strategic Management Plan. The presentation will include the following topics:

- Methodology
- Guiding Principles
- Existing Conditions
- Maintenance & Operations Strategies
- Capital Improvement Plan
- 6-Year Action Plan

IV. PREVIOUS DISCUSSIONS HELD

The City Council was briefed periodically throughout the life of this project in the Planning and Public Works Committee on 4/6/17 and 8/2/17, the Parks and Human Services Committee on 7/3/18, and during City Council Study Sessions: 3/8/16, 4/26/16, 8/30/16, and 12/12/17.

V. IMPACT

A. Service/Delivery:

Upon adoption of the Facilities Strategic Management Plan, staff will begin the implementation of the recommendations in the plan that will lead to improved service delivery to internal and external users through more efficient processes and ultimately with additional funding to complete critical projects within the City's facilities.

B. Fiscal Note:

Funding requests have been proposed in the 2019-2020 budget to support this project and program recommendations in this plan.

VI. ALTERNATIVES TO STAFF RECOMMENDATION

City Council may request modifications to the plan or decide not to move forward with adoption of the plan.

VII. TIME CONSTRAINTS

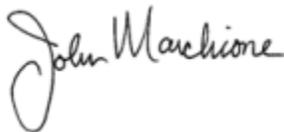
Staff strive to have the City Council adopt the Facilities Strategic Management Plan in 2018 so to begin implementing the strategies within the plan in 2019, including critical capital, maintenance, and operational improvements.

VIII. LIST OF ATTACHMENTS

- A. Draft Facilities Strategic Management Plan
- B. Project Resources



Rachel Van Winkle, Interim Parks Director



Approved for Agenda _____

John Marchione, Mayor