



Memorandum

**Date:** 9/28/2021

**Meeting of:** City Council Study Session

**File No.** SS 21-073

**Type:** Study Session

**TO:** Members of the City Council

**FROM:** Mayor Angela Birney

**DEPARTMENT DIRECTOR CONTACT(S):**

Parks	Carrie Hite	425-556-2326
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**DEPARTMENT STAFF:**

Parks	Lee Ann Skipton	Facilities Manager
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**TITLE:**

Facilities Strategic Plan Update

**OVERVIEW STATEMENT:**

On January 15, 2019 City Council approved the Facilities Strategic Management Plan. This Plan provides a comprehensive analysis of facility needs and prioritized list of improvements. Staff will brief City Council on the progress to date in implementing this Plan, as we are in the second year of Plan implementation.

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

**REQUESTED ACTION:**

**Receive Information**       **Provide Direction**       **Approve**

**REQUEST RATIONALE:**

- **Relevant Plans/Policies:**  
Facilities Strategic Management Plan, PARCC Plan 2017, CIS/CIP
- **Required:**  
N/A
- **Council Request:**  
Update requested from City Council
- **Other Key Facts:**  
N/A

**OUTCOMES:**

The Facilities Strategic Management Plan guides projects, planning, and budgeting for critical work and large scope projects across the city since its adoption in 2019. The plan addresses facilities maintenance and operation, financial

investments, and capital planning and identifies future planning needs and gaps for the city.

**COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:**

- **Timeline (previous or planned):**  
2016 - 2021 robust community engagement in facility planning
- **Outreach Methods and Results:**  
Public meetings, surveys, virtual open houses, and community feedback
- **Feedback Summary:**  
N/A

**BUDGET IMPACT:**

**Total Cost:**  
N/A

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

**Budget Offer Number:**  
N/A

**Budget Priority:**  
Vibrant and Connected, CIP

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

*If yes, explain:*  
N/A

**Funding source(s):**  
General Fund, CIP

**Budget/Funding Constraints:**  
N/A

**Additional budget details attached**

**COUNCIL REVIEW:**

**Previous Contact(s)**

Date	Meeting	Requested Action
1/15/2019	Business Meeting	Approve

**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: Facilities Strategic Plan Recommendation Update

Attachment B: Facilities Strategic Management Plan