



MEMO TO: Parks and Human Services Committee of the Whole

FROM: Carolyn Hope, Park Planning & Cultural Arts Manager

DATE: December 4, 2018

SUBJECT: Final Facilities Strategic Management Plan

I. PURPOSE ☐ For Info Only ☐ Potential Agenda Item ☒ Scheduled for Council Action

II. RECOMMENDATION

During the January 15, 2019 New Business Agenda item, staff proposes a brief overview of the plan and will seek support from the City Council to adoption the plan.

III. DEPARTMENT CONTACTS

Rachel Van Winkle	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

IV. 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

A. Analysis

This plan included staff and stakeholder engagement; interviews, surveys and site tours with staff; building condition assessments, seismic assessments, and review of peer cities best practices.

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, 12/12/17, and 9/11/18.

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.

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

V. TIME CONSTRAINTS

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

VI. LIST OF ATTACHMENTS

None.