



## Bicycle and Pedestrian Advisory Committee

### Briefing on Preliminary 2020 - 2025 Capital Facilities Plan (CFP) and Approving a Method to Review It

**Agenda Date:** 7/17/2019  
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#### Title

Briefing on *Preliminary 2020 - 2025 Capital Facilities Plan* (CFP) and Approving a Method to Review It

#### Recommended Action

Move to form subcommittee to review the *Preliminary 2020 - 2025 CFP*.

#### Report

##### Issue:

Whether to form a subcommittee to review the CFP.

#### Staff Contact:

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#### Presenter:

Michelle Swanson, AICP, Associate Planner, Public Works | Transportation, 360.753.8575

#### Background and Analysis:

##### Introduction

The *Capital Facilities Plan* (CFP) is an annually-updated document that is used to identify funding for City capital projects on a 6-year horizon, as required by the state Growth Management Act. The preliminary CFP will be available online prior to the City Council briefing on August 5th. Staff liaison, Michelle Swanson, will email a link to the preliminary CFP when it is available.

##### Comment Process

The letter the BPAC writes each year on the CFP is one of the Committee's annual opportunities to communicate its priorities to the City Council.

The Committee may choose one of two ways to write its letter:

1. Wait until the September meeting to draft the letter during the meeting. The staff liaison will compile notes from the discussion for the Committee Chair to use in drafting the letter to the City Council.

2. Form a subcommittee of four or fewer Members and elect a chair of that subcommittee. The subcommittee's chair will be responsible for convening subcommittee meetings to review the CFP in depth and write draft comments. Those draft comments will be included in the September meeting packet for all Members of the Committee to review beforehand. By having a draft letter already written by a subcommittee, the Committee is able to have a more thorough discussion and comments in September.

Under both models, the Chair will write the final letter and may choose to present it to the City Council during the annual hearing in October. Also, all Members of the BPAC are still expected to review the CFP and come to the September meeting with comments on it.

#### Reviewing the CFP

The CFP is a big document. To help with this review, each year City staff provides the BPAC with a list of pages most relevant to the Committee's work. Once the preliminary CFP is published for the August 5th City Council meeting, the staff liaison will email the Committee the list of relevant pages, so Members have an opportunity to begin their review early.

#### CFP Timeline

The calendar of events in the CFP outlines the annual milestones in the process, which generally are:

<b>April</b>	Review status of existing projects in the CFP (This is done by City staff)
<b>May</b>	Proposed CFP Projects due from Departments
<b>August</b>	Present Preliminary CFP to City Council
<b>September</b>	Planning Commission Public Hearing on Preliminary CFP (City & School District)
<b>October</b>	City Council Public Hearing and Discussion on Preliminary CFP
<b>December</b>	First Reading on Capital Budget
<b>December</b>	Second and Final Reading and Adoption of Operating and Capital Budgets

#### **Options:**

Option 1: Form a subcommittee to review the Preliminary 2020-2025 CFP and report back at the September BPAC meeting with draft comments. All Committee Members will still be expected to have read the CFP and come prepared to comment on it.

Option 2: Not form a subcommittee to do advance work. This will limit the Committee's work to only the September meeting.

#### **Financial Impact:**

The letter will have no direct financial impact.

#### **Attachments:**

None