



## Bicycle and Pedestrian Advisory Committee

### Briefing on Preliminary 2022 - 2027 Capital Facilities Plan (CFP) and approving a method to review it

**Agenda Date:** 7/21/2021  
**Agenda Item Number:**  
**File Number:**21-0723

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**Type:** decision **Version:** 1 **Status:** Passed

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#### Title

Briefing on *Preliminary 2022 - 2027 Capital Facilities Plan (CFP)* and approving a method to review it

#### Recommended Action

Move to form subcommittee to review the *Preliminary 2022 - 2027 CFP*.

#### Report

##### Issue:

Whether to form a subcommittee to review the *CFP*.

#### Staff Contact:

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#### Presenter(s):

Michelle Swanson

#### 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. It also forms the basis of the following year's Capital Budget.

The preliminary CFP will be available online in early August. The staff liaison will email Members 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 and write draft comments. Those draft comments will be included in the September meeting packet for all BPAC Members to review before the September meeting. By having a draft letter already written by a subcommittee, the BPAC will likely have a more thorough discussion and comments in September.

Under both models, the BPAC 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, City staff will give the BPAC a list of the pages that are most relevant to the Committee's work. The staff liaison will email the list to the BPAC when the preliminary CFP is published, so Members have an opportunity to begin their review as soon as possible.

#### CFP Timeline

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

<b>April</b>	City staff reviews the status of existing projects in the CFP
<b>June</b>	City departments submit proposed projects to the Finance department to compile the draft CFP for the next cycle
<b>August</b>	Staff presents the Preliminary CFP to the City Council
<b>September</b>	The Planning Commission has a public hearing on the Preliminary CFP
<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 2022-2027 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