

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA REQUEST

TO: Board of County Commissioners

FROM: Chris Goy, Central Services Director

DATE: February 13th, 2023

SUBJECT: WORKSHOP re: Capital Facilities Planning Committee; and, ADDITIONAL PUBLIC COMMENT

STATEMENT OF ISSUE:

The Jefferson County Board of Commissioners directed the Central Services Director to convene a workshop to discuss the formation of a Capital Facilities Planning Committee (CFPC) and consider proposed recommendations. The CFPC is primarily tasked with providing professional, impartial, and quantifiable scoring of pending and proposed capital projects to accompany the Capital Improvement Plan, as maintained by Central Services Department for consideration by the Board as funding allows.

ANALYSIS:

In order to proceed further with the launch of the CFPC, staff requires Board guidance on the following:

- 1) CFPC voting member composition.
- 2) Goals for first year of operation.
- 3) Scope of qualifying projects for CFPC consideration.
- 4) Thoughts on scoring weights and overall components of scoring criteria.
- 5) In what manner and how often the Board would like to receive reports from CFPC.

FISCAL IMPACT:

No immediate financial impact to the County budget will occur, other than staff time. While the overall impact of large-scale capital projects is broad, the scope of the CFPC's work is to more transparently and efficiently organize backlogged, current, and future capital projects and make impartial, fact-based recommendations to the Board to inform their budgeting decisions.

RECOMMENDATION:

Review and provide feedback on the attached draft CFPC Mission Statement & Bylaws, draft CFPC Project Request Scoring Criteria, and draft CFPC Proposal Scoring Flowchart. Provide general guidance for next steps of the CFPC formation and prioritization of ongoing scope of work.

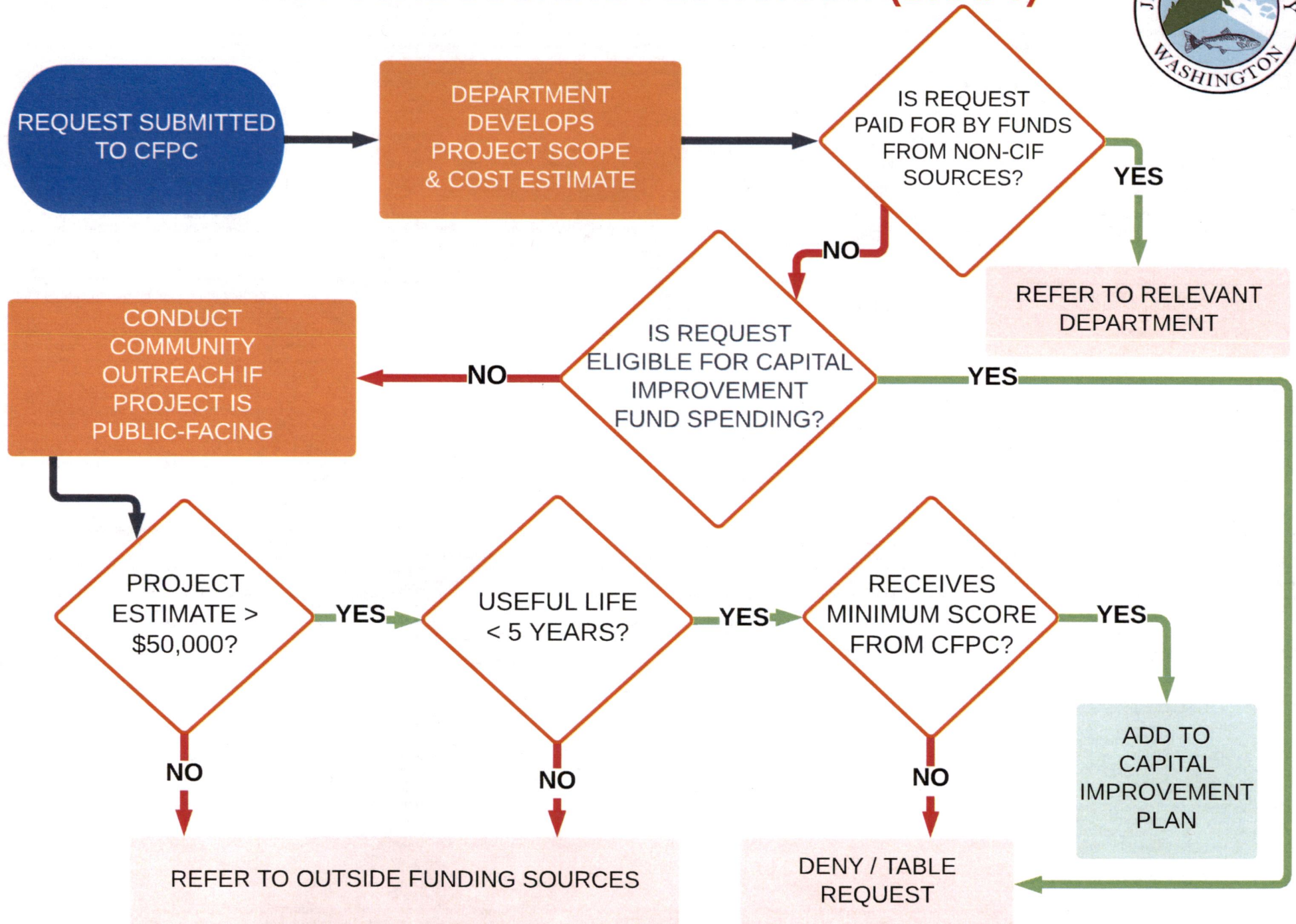
REVIEWED BY:



Mark McCauley, County Administrator

2/8/23
Date

CAPITAL FACILITIES PLANNING COMMITTEE PROPOSAL SCORING FLOWCHART (DRAFT)



DRAFT MISSION STATEMENT & BYLAWS

CAPITAL FACILITIES PLANNING COMMITTEE (CFPC)

MISSION STATEMENT & ORGANIZING PRINCIPLES

JEFFERSON COUNTY, WA



MISSION STATEMENT

The Jefferson County Capital Facilities Planning Committee (CFPC) shall meet at least quarterly to address the ongoing and future capital and facilities needs of Jefferson County government and its residents. The CPFC is primarily tasked with providing professional, impartial, and quantifiable scoring of potential projects to accompany the Capital Improvement Plan, as maintained by the Central Services Department, for consideration by the Jefferson County Board of County Commissioners.

NOTES SECTION - Additional Mission Statement & Guiding Principles Language Here:

DRAFT MISSION STATEMENT & BYLAWS

CAPITAL FACILITIES PLANNING COMMITTEE (CFPC) MISSION STATEMENT & ORGANIZING PRINCIPLES JEFFERSON COUNTY, WA



COMMITTEE STRUCTURE

- Proposed Voting Members
 - *Central Services Director*
 - *Public Works Director*
 - *Jefferson County Treasurer*
 - *Board of County Commissioner Designee*
- Advisory Members
 - Jefferson County Administrator and Board of Commissioners
 - Facilities Maintenance / Capital Projects Supervisor (or designee)
 - Citizen / Subject Matter Experts (whenever appropriate)
- Conflicts of Interest
 - Voting members with a vested interest in a project shall recuse themselves from the final scoring of a potential capital project. If any vote is required while a member has recused themselves or a tie occurs for any other reason, the County Administrator shall break a tie vote.
- Citizen Participation
 - If, during initial consideration of a proposed project, the CFPC determines the facility under consideration would not primarily be for internal government use and would be a public facing building, at least one publicly-advertised community meeting to seek input on proposed renovation, new construction, or purchase must be done prior to final scoring.

ADDITIONAL FACTORS FOR CONSIDERATION IN PROJECT REVIEW

- Washington State Growth Management Act (GMA).
- Jefferson County Strategic Plan
- Jefferson County Comprehensive Plan
- Biennial Budget Documents
- Washington State Laws Affecting Use of Capital Funds by Counties including restrictions on funding sources.
- Jefferson County Capital Improvement Plan
- Relevant Jefferson County Code & BOCC Actions

DRAFT CAPITAL FACILITIES PLANNING COMMITTEE
PROJECT REQUEST SCORING CRITERIA



CATEGORIES	SCORE	WEIGHT	SUBTOTAL	TOTAL
 Strategic / Master Plans	1 – 5	3 x	3 – 15	
 Health, Safety & Resiliency	1 – 5	4 x	5 – 25	
 Regulatory & Legal Compliance	1 – 5	5 x	4 – 20	
 Quality of Life (Public & Staff)	1 – 5	3 x	3 – 15	
 Preserving What We Have	1 – 5	2 x	2 – 10	
 Innovation	1 – 5	2 x	2 – 10	
 Timing & Location	1 – 5	1 x	1 – 5	

REQUEST NAME: _____ DEPARTMENT: _____ DATE: _____