

RESOLUTION NO. 1183 (2006)

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BOTHELL,  
WASHINGTON ESTABLISHING A POLICY RELATED TO CAPITAL  
FACILITIES PLAN PROCESS

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WHEREAS, the Washington State Legislature passed, and the Governor signed into law, the Washington State Growth Management Act of 1990 and amendments thereto (hereinafter the Act), requiring selected counties and cities to prepare comprehensive plans consistent with the provisions of the Act, all as generally codified at Chapter 36.70.A RCW; and

WHEREAS, the Act requires municipalities to establish within their comprehensive plans, a Capital Facilities Element, including level of service standards and a six-year minimum financing plan to identify anticipated revenue sources and capital projects, including their anticipated costs, required to meet the established level of service standards; and

WHEREAS, the Capital Facilities Element is contained in the *Imagine Bothell...* Comprehensive Plan (hereinafter the Comp Plan), and the Bothell Municipal Code states the City Council can reserve the authority to consider and act upon any suggested amendment without referring the suggested amendment to the applicable advisory body for recommendation; and

WHEREAS, to be in compliance with the Act and the City's biennial budget process, the Capital Facilities Plan needs to incorporate a seven-year planning period; and;

WHEREAS, the first two years of the Capital Facilities Plan period is designed to be incorporated in the City's budget; and

WHEREAS, in previous years the Planning Commission held a public hearing to obtain public input on the Capital Facilities Element and provided a recommendation to the City Council; and

WHEREAS, the City Council of the City of Bothell is desirous of amending the established process of having the Planning Commission review the Capital Facilities Element annually to be consistent with the City's biennial budget process.

WHEREAS, the City Council has acknowledged through The Roadmap: Setting the Course process that establishment of the Capital Facilities Plan is an essential element to the future financial planning process for the City;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BOTHELL, WASHINGTON, DOES RESOLVE AS FOLLOWS:

Section 1. The City Council of the City of Bothell hereby adopts a policy for establishing a seven-year Capital Facilities Plan (CFP) with updates conducted no less often than every two years.

Section 2. All capital improvement projects to be included in the CFP must fall within the following project categories with a minimum project cost of \$50,000:

- a) Land acquisition
- b) Permanent improvement of land and/or infrastructure such as:
  - 1) Street construction, transportation improvement, etc.
  - 2) Sidewalk/walkway construction
  - 3) Public facilities
  - 4) Storm water management facilities
  - 5) Sewer facilities
  - 6) Water facilities
  - 7) Office/building remodel
  - 8) Recreational facilities
- c) Special projects such as energy conservation, large scale landscaping projects, neighborhood improvements and other special projects.

Section 3. All capital facilities projects included in the seven-year Capital Facilities Plan shall be funded with revenue anticipated in the year the project is programmed. The first two years of the seven-year Capital Facilities Plan shall be incorporated into the City's biennial budget. The following City funds may be used for capital facilities projects:

- a) General Fund
- b) City Street Fund
- c) Arterial Street Fund
- d) Cable TV Fund

- e) Park Cumulative Reserve
- f) Capital Improvement Fund
- g) Construction & Acquisition Fund
- h) Water Fund
- i) Sewer Fund
- j) Storm Drain Fund
- k) Any new funds established by City Council for specific projects
- l) Federal, state and local grants
- m) Other funding sources such as contributions from private sources

Section 4: The Council shall appoint a Capital Facilities Plan Program Committee made up of the following members:

- a) Three City Council Members
- b) One Planning Commission Member
- c) One Parks & Recreation Board Member
- d) City Manager
- e) Finance Director

Section 5: The CFP process should occur during the second and third quarter of even numbered calendar years so that the CFP is completed prior to the biennial budget process and the annual Comprehensive Plan update process. The process shall be as follows:

- a) The City Manager shall notify all City Boards and Commissions, the general public, the City Council, and City staff members of the specific time period when project request/proposals may be submitted. The notice will include a schedule of dates for all phases of the CFP process.
- b) All proposals shall be submitted to the City Manager for review and comment by the appropriate City department.

- c) The City Finance Department shall prepare a forecast of revenues anticipated for the following seven years to be used by the CFP Committee and the City Council in preparing the seven-year CFP.
- d) Following staff review, the proposed projects shall be submitted to the CFP Committee for review. Based upon the criteria in Section 6, the CFP Committee will review the proposals, establish priorities, identify funding sources, and make recommendations to the City Council.
- e) The City Council shall hold a public hearing on the CFP.
- f) No less than every two years, the City Council shall approve the CFP projects for the following seven calendar years by resolution.
- g) The first two years of the seven-year CFP shall be incorporated into the following biennial City budget.
- h) The seven-year CFP as adopted shall be the financing plan to implement the adopted Capital Facilities Element.

Section 6. All proposed projects will be reviewed according to the following evaluation and criteria guidelines.

- a) The Comprehensive Plan: Is the proposed project consistent with the goals and policies stated in the Comp Plan? Specifically, is the project consistent with the adopted minimum Level of Service (LOS) standards contained in the Comp Plan?
- b) Need: Is the project required to alleviate a known deficiency in regard to the LOS standards established in the Comp Plan? What need other than those identified in the Comp Plan will be met by the project?
- c) Funding: Is the funding necessary for the project reasonably expected to be available during the seven-year planning period?
- d) Extent of Service: How many people will benefit from the project, or conversely how many citizens are being inconvenienced or harmed because the project has not been done?
- e) Public Health and Safety: Is this project of benefit to the environment, safety, and the public's health and welfare?
- f) Public Support: Is the project one that is supported by the community?

- g) Partnering/Outside Funding: Is project partially funded by outside sources? Does project provide benefit to other agencies/services?
- h) Economic Development: Does project provide opportunities for economic development that will add additional one-time or ongoing revenues to the City?
- i) Consistency with Other Programs: Is the project consistent with the 6-Year Transportation Improvement Program, Water Comprehensive Plan, Sanitary Sewer Comprehensive Plan, Storm Water Comprehensive Plan specific criteria and goals? Is the project consistent with the Infrastructure Investment Program (IIP)?
- j) Any other criteria as may be defined by the CFP Committee during the evaluation period. The Committee will inform the public and the City Council of those additional criteria at the time of its recommendation.

Section 7. The adopted CFP will include all capital facility/infrastructure improvements planned to be funded during the seven-year period commencing the calendar year following adoption by the Council. The CFP shall include project costs and appropriations for the first two years of improvements listed in the CFP.

Section 8. The City Council may at any time during a calendar year find it necessary to revise the priorities and projects in the adopted CFP based upon special circumstances. In the event the Council deems it necessary to make a change, they may reconvene the CFP Committee for its evaluation and recommendation

Section 9. The City Clerk is authorized to make necessary corrections to this resolution including, but not limited to, the correction of scrivener's/clerkal errors, references, resolution numbering, section/subsection numbers and any references thereto.


PASSED this 21<sup>st</sup> day of February, 2006.

APPROVED:

A handwritten signature in black ink, appearing to read 'Mark Lamb', is written over a horizontal line. The signature is stylized and cursive.

MARK LAMB  
MAYOR

ATTEST/AUTHENTICATED:

  
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JOANNE TRUDEL  
CITY CLERK

FILED WITH THE CITY CLERK: February 9, 2006  
PASSED BY THE CITY COUNCIL: February 21, 2006  
RESOLUTION NO.: 1183 (2006)