

RESOLUTION NO. 1474 (2024)

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

WHEREAS, the Washington State Growth Management Act (hereinafter the GMA) requires selected counties and cities to prepare comprehensive plans consistent with the provisions of the GMA; and

WHEREAS, the GMA 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 GMA 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, the City Council desires to establish a Capital Facilities Plan process that is consistent with the City's biennial budget process; and

WHEREAS, in 2006 the City Council acknowledged through Resolution No. 1183 that establishment of the Capital Facilities Plan is an essential element to the future financial planning process for the City; and

WHEREAS, in 2022, the City Council passed Resolution No. 1429 revising the City's CFP process; and

WHEREAS, the City Council desires to further update the City's policy for the CFP process;

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

Section 1. Resolution 1429 is superseded by the new policy adopted herein establishing a seven-year Capital Facilities Plan (CFP) process with updates to be conducted no less often than every two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 and Surface Water 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 will hear updates to the CFP planning process, rather than standing up a program committee. The previously established Capital Facilities Plan Program Committee is hereby disbanded.

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 input on project prioritization may be submitted. The notice will include a schedule of dates for all phases of the CFP process.
- b) All input 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 City Council in preparing the seven-year CFP.
- d) The City Council shall hold a public hearing on the CFP.
- e) No less than every two years, the City Council shall approve the CFP projects for the following seven calendar years by resolution.
- f) The first two years of the seven-year CFP shall be incorporated into the following biennial City budget.
- g) The seven-year CFP as adopted shall be the financing plan to implement the adopted Capital Facilities Element.

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

- a) Consistency: Is the project consistent with the established plans and capital programs that identify and prioritize necessary improvements and include criteria and goals such as the Imagine Bothell Comprehensive Plan, Water Comprehensive Plan, Sanitary Sewer Comprehensive Plan, Storm Water Comprehensive Plan, Bike Plan, Sidewalk/Walkway Program, Crosswalk

Program, Neighborhood Traffic Calming Program, various Safety Programs, Pavement Preservation Program, Bridge Program, and Parks, Recreation and Open Space (PROS) Plan?

- b) Funding: Is the funding necessary for the project reasonably expected to be available during the seven-year planning period?
- c) Extent of Service: How many people will benefit from the project, or conversely how many residents are being inconvenienced or harmed because the project has not been done?
- d) Public Health and Safety: Is this project of benefit to the environment, safety, and the public's health and welfare?
- e) Public Support: Is the project one that is supported by the community?
- f) Partnering/Outside Funding: Is the project partially funded by outside sources? Does the project provide benefit to other agencies/services?
- g) Economic Development: Does the project provide opportunities for economic development that will add additional one-time or ongoing revenues to the City?
- h) Other Criteria: Any other criteria as may be defined by the City Council during the evaluation period.

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.

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

PASSED this 19th day of March, 2024.

APPROVED:


Mason Thompson (Mar 19, 2024 19:08 PDT)
MASON THOMPSON
MAYOR

ATTEST/AUTHENTICATED:



LAURA HATHAWAY
CITY CLERK

FILED WITH THE CITY CLERK: 03/14/2024
PASSED BY THE CITY COUNCIL: 03/19/2024
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