

MONROE CITY COUNCIL
Regular Business Meeting
July 28, 2020, 7:00 P.M.

Zoom Online Meeting Platform

Join: <https://us02web.zoom.us/j/85121990400>

Mayor: *Geoffrey Thomas*

Councilmembers: *Ed Davis, Mayor Pro Tem; Patsy Cudaback; Jason Gamble;
Kevin Hanford; Jeff Rasmussen; Kirk Scarboro; and Heather Rousey*

AGENDA

Call To Order

1. Virtual Participation Information

The City Council meeting will be held virtually via Zoom Meeting. Due to the COVID-19 pandemic, and Proclamation 20-28.7 issued by Governor Jay Inslee, in-person attendance is not permitted at this time.

Join Zoom Meeting:

- Click link: <https://us02web.zoom.us/j/85121990400>; or
- Dial in: (253) 215-8782
- Meeting ID: 851 2199 0400

Roll Call

Pledge Of Allegiance

1. Councilmember Rousey

Documents:

[American Flag.jpg](#)

Public Hearing

1. AB20-108: Resolution No. 012/2020, Declaring Certain Property as Surplus and Authorizing its Disposition (J. Roberts)

If you are attending the meeting virtually (using the link or number provided above) please indicate that you would like to speak during the public comment portion of the public hearing by clicking "raise hand" and the Mayor will call on attendees to speak at the appropriate time. If you are joining by phone, dial *9 to "raise hand."

Documents:

[AB20-108 Public Hearing - Property Surplus.pdf](#)

Public Comments

This time is set aside for members of the public to speak to the City Council on any issue related to the City of Monroe; except any quasi-judicial matter subject to a public hearing. Three minutes will be allowed per speaker.

1. Virtual Participation Information

If you are attending the meeting virtually (using the link or number provided above) please indicate that you would like to speak by clicking “raise hand” and the Mayor will call on attendees to speak at the appropriate time. If you are joining by phone, dial *9 to “raise hand.”

Attendees can alternatively submit written comments to be read into the record at the time of the meeting. All written comments must be received prior to 5:00 p.m. on the day of the meeting and must be 350 words or less. Submit to gpfister@monroewa.gov.

Consent Agenda

1. Approval of the Minutes: June 23, 2020, Regular Business Meeting

Documents:

[MCC Minutes 6-23-2020.pdf](#)

2. Approval of the Minutes: July 14, 2020, Regular Business Meeting

Documents:

[MCC Minutes 7-14-2020.pdf](#)

3. Approval of AP Checks and ACH Payments

Documents:

[AP Approval Packet - 1.pdf](#)

[AP Approval Packet - 2.pdf](#)

4. AB20-109: Award Bid and Authorize the Mayor to sign Contract with Cadman Materials, Inc. for 154th Street Overlay Project (S. Peterson)

Documents:

[AB20-109 154th Street Overlay Project.pdf](#)

New Business

1. AB20-110: Approval of Small Business Relief Grant Awards (R. Huebner)

Documents:

[AB20-110 Approval of Small Business Relief Grant Awards.pdf](#)

2. AB20-111: Small Business Relief Grant Program Second Round (R. Huebner)

Documents:

[AB20-111 Small Business Relief Grant Program Second Round.pdf](#)

Staff/ Department Reports

1. Finance (B. Hasart)

Documents:

[Report - Finance.pdf](#)

2. Homelessness Policy Advisory Committee (HPAC) (D. Knight)

Documents:

[Report - HPAC.pdf](#)

Councilmember Reports

Mayor/ Administrative Reports

1. City Administrator Update (D. Knight)

2. Mayor's Update

- Monroe This Week (July 24, 2020, Volume 6, Edition 28)

Documents:

[MTW Volume 6 Edition 28.pdf](#)

Executive Session

1. To discuss property acquisition pursuant to RCW 42.30.110(1)(b)
Action may or may not be taken.

Adjournment

Majority vote to extend past 10:00 p.m.

Closed Session

The City Council will be holding a Closed Session after adjournment of the Regular City Council meeting to discuss Collective Bargaining pursuant to RCW 42.30.140(4)(a).

THE CITY COUNCIL MAY ADD AND TAKE ACTION ON OTHER ITEMS NOT LISTED ON THIS
AGENDA

Accommodations for people with disabilities will be provided upon request. Please call the Deputy City Clerk at 425-967-1272. Please allow advance notice.





MONROE CITY COUNCIL

Agenda Bill No. 20-108

SUBJECT:	PUBLIC HEARING: Resolution No. 012/2020, Declaring Certain Property as Surplus and Authorizing Its Disposition
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DATE:	DEPT:	CONTACT:	PRESENTER:	ITEM:
07/28/2020	Public Works	Jakeh Roberts	Jakeh Roberts	Public Hearing #1

Discussion: 07/28/2020
Attachments: 1. Resolution No. 012/2020; Exhibit A

<p>REQUESTED ACTION:</p> <ul style="list-style-type: none"> A. <i>(after public testimony, if any)</i> Move to close the public testimony portion of the public hearing. B. <i>(after Council discussion, if any)</i> Move to close the public hearing. C. Move to approve Resolution No. 012/2020, declaring certain property as surplus and authorizing its disposition.
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POLICY CONSIDERATIONS

RCW 35.94.040 requires a public hearing be held prior to declaring surplus any equipment owned by a utility.

Section 4, Item A of the City of Monroe Sale and Disposal of Surplus Real or Personal Property Policy states that "...property not originally acquired for utility purposes, with an individual value of greater than \$5,000 requires approval by resolution of the Monroe City Council declaring the property as surplus to the City's needs."

The policy question for the City Council is; should the City declare this property as surplus, and dispose of it accordingly?

DESCRIPTION/BACKGROUND

The items proposed to be designated as surplus have met the City's replacement standard requirements or are being recommended for disposition due to obsolescence.

Items are to be auctioned to the highest bidder via www.publicsurplus.com, or sold, or traded in a manner consistent with State Law and the City of Monroe Sale and Disposal of Surplus Real or Personal Property Policy.

FISCAL IMPACTS

Estimated total value of the surplus items is \$53,600. Actual value will be determined at time of sale. Revenues received from sales are credited to the department of ownership of the item.

TIME CONSTRAINTS

Completion of regular surplus disposition is an essential step in maintaining efficiency of operations. Storage of excess property unnecessarily consumes City resources.

ALTERNATIVES

1. Defer surplus until a later date.

**CITY OF MONROE
RESOLUTION NO. 012/2020**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
MONROE, WASHINGTON, DECLARING CERTAIN
PROPERTY AS SURPLUS AND AUTHORIZING ITS
DISPOSITION

WHEREAS, the City owns that certain personal property listed on the attached Exhibit A; and

WHEREAS, the estimated value of said property is set forth herein; and

WHEREAS, the personal property listed on Exhibit A is surplus to the needs of the City; and

WHEREAS, per RCW 35.94.040, the Monroe City Council held a public hearing regarding this matter on July 28, 2020.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MONROE, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

1. The personal property described on the attached Exhibit A is declared surplus to the needs of the City. Exhibit A is incorporated by this reference as if set forth in full.
2. That the Mayor, or his designee, is hereby authorized and directed to dispose of the items listed in Exhibit A in a manner that will be to the best advantage to the City of Monroe and compliant with all applicable regulations.

ADOPTED by the City Council of the City of Monroe, at its regular meeting thereof, and APPROVED by the Mayor this _____ day of _____, 2020.

Approved: July 28, 2020
Effective: July 28, 2020

CITY OF MONROE, WASHINGTON

(SEAL)

ATTEST:

Geoffrey Thomas, Mayor

Rabecca R. Hasart, Interim City Clerk

EXHIBIT A

Item	Quantity	Description	Dept. of Ownership	Asset Number	Estimated Value
1	1	2014 Ford Police Interceptor Utility P-71	Police	3930	\$7,500
2	1	2014 Ford Police Interceptor Utility P-73	Police	3932	\$7,500
3	1	2014 Harley Davison FLHTP P-73	Police	3930	\$9,500
4	1	2005 John Deere 1200A Field Groomer GR-01	Parks	2579	\$3,500
5	1	2000 Kubota L4310 Tractor	Parks	2300	\$6,800
7	1	2016 Cyclone CY5500 Porous Cleaner	Stormwater	5226	\$12,000
6	1	2005 Cues Pipe Ranger Inspection System with Mirage Trailer	Sewer	2564	\$6,800



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Jason Gamble, Jeff Rasmussen;
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MEETING MINUTES

CALL TO ORDER

1. Virtual Participation Information

The City Council meeting was held virtually via Zoom Meeting. Due to the COVID-19 pandemic, and Proclamation 20-28.4 issued by Governor Jay Inslee, in-person attendance is not permitted at this time.

The meeting was called to order by Mayor Thomas at 7:00 p.m.

ROLL CALL

Councilmembers present:

Davis, Cudaback, Hanford¹, Gamble, Rasmussen, Scarboro, and Rousey

Staff present:

Pfister, Knight, Swanson, Feilberg, Roberts, Farrell, Adams, Christian, Johns, Warthan, Huebner, and City Attorney Lell.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Councilmember Gamble.

At the request of Brad Feilberg, Public Works Director, the Council agreed to hear Public Comments and the Consent Agenda before the scheduled Executive Session.

PUBLIC COMMENTS

This time is set aside for members of the public to speak to the City Council on any issue related to the City of Monroe; except any quasi-judicial matter subject to a public hearing. Three minutes will be allowed per speaker.

There were no comments from the public.

CONSENT AGENDA

1. Approval of AP Checks and ACH Payments
2. AB20-082: Approval of 2021 Budget Development Calendar (B. Hasart)
3. AB20-083: Accept Project/Begin Lien Period for 2019 Annual Road Maintenance Project (S. Peterson)
4. AB20-084: Authorize Mayor to sign Contract with Garland DBS, Inc. for the Monroe Boys and Girls Club Roof Retrofit Project (J. Roberts)
5. AB20-085: Resolution 008/2020 Adopting the 2021-2026 Transportation Improvement Plan (S. Peterson)
6. AB20-086: Ordinance 006/2020 Amending MMC 3.54.130, Transportation Impact Fees, Final Reading (S. Peterson)
7. AB20-087: Authorize Preparation of Plans and Specifications/Solicitation of Bids for 147th Signal and Authorize Mayor to sign Local Agency Agreement (S. Peterson)

Mayor Thomas noted a request to remove Item No. 4 from the Consent Agenda. There were no objections.

¹ Councilmember Hanford joined the meeting at 7:04 p.m.



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Councilmember Gamble moved to approve Consent Agenda items 1-3 and 5-7. The motion was seconded by Councilmember Hanford. On vote, motion carried 7-0.

Councilmember Rasmussen read the following statement:

I would like to disclose for the record that I am employed by the Boys & Girls Club, where my compensation is comprised of fixed wages or a salary. The Boys & Girls Club is not the entity with which the City is proposing to contract under this agenda bill, but the work authorized by the proposed contract would affect a facility operated by the Boys & Girls Club. Accordingly I have, at most, a "remote interest" in the proposed contract. For this reason, out of an abundance of caution and to ensure full transparency, I am recusing myself from participation in the City Council's deliberations and vote on this matter. For the record, I have not attempted to influence the vote of any other Council Member regarding this issue in any manner. I would respectfully ask that the City Clerk note this recusal in the official minutes. Thank you.

Councilmember Hanford moved to approve Consent Agenda Item No. 4. The motion was seconded by Councilmember Cudaback. On vote, motion carried 6-0.

EXECUTIVE SESSION

1. To discuss property acquisition pursuant to RCW 42.30.110(1)(b); and to discuss potential litigation pursuant to RCW 42.30.110(1)(i).

Mayor Thomas noted the need for an Executive Session and read the following statement:

Pursuant to RCW 42.30.110(1)(b) and RCW 42.30.110(1)(i), the City Council will now convene an executive session for the purpose of discussing property acquisition and potential litigation with legal counsel. The executive session will last approximately 15 minutes. For purposes of the executive session, the Council will leave the current, publicly accessible Zoom meeting and will join a new Zoom meeting, the dial-in information for which has been separately provided to the Council Members. The City Council will immediately re-join the publicly accessible Zoom meeting at the conclusion of the executive session. I will notify the City Clerk if the executive session has been extended.

The meeting recessed to executive session at 7:12 p.m. for 15 minutes.

At 7:27 p.m. the executive session was extended to 7:30 p.m.

At 7:30 p.m. the executive session was extended to 7:35 p.m.

The executive session ended at 7:33 p.m.

The meeting reconvened to regular session at 7:35 p.m.

PUBLIC COMMENTS

Mayor Thomas provided an additional opportunity for public comments.

There were no comments from the public.

UNFINISHED BUSINESS

1. AB20-088: East Monroe Property Appraisal and Acquisition (D. Knight)

Councilmember Scarboro read the following statement:

Mr. Mayor, I would like to read a brief statement before the City Council addresses the next business item, which involves the Council's decision of whether to commission a further appraisal and/or take other, related action concerning the City's potential acquisition of the East Monroe property. I would like to



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acknowledge for the record that my residence is located approximately 150 feet from the boundary of the property in question. While I do not believe that I have any cognizable interest in the outcome of the City Council's decision tonight, I am voluntarily recusing myself from the City Council's discussion and vote on this matter in order to completely avoid any appearance of impropriety. I will therefore leave the current Zoom meeting now, and I will rejoin the meeting after the City Clerk notifies me that this agenda item has been completed. Thank you.

Deborah Knight, City Administrator, led Council through a PowerPoint presentation highlighting the following topics:

- Request for consideration
- Property map
- Appraisal
- Funding property acquisition
- Fiscal Impacts
- Alternatives

Discussion ensued relating to the following: grant timeline; appraisal timeline; WSDOT; culverts; and other city projects competing for funds.

Council directed staff to continue efforts to secure grant funding; and consider conducting a new appraisal if grant funds are secured to ensure the appraisal will be valid at the time of purchase.

Councilmember Scarboro rejoined the meeting at 7:59 p.m.

NEW BUSINESS

1. AB20-089: Approve Republic Services Contract Amendment No. 3, Sustainability Surcharge (B. Hasart)

Becky Hasart, Finance Director, provided background information on AB20-089 and noted prior presentations to the City Council Finance Committee. Ms. Hasart explained the policy considerations related to the franchise agreement; and detailed the fiscal impacts.

Discussion ensued related to the following topics: alternatives from Republic Services; recycling services; garbage rates; recyclable items; and shipping of materials.

Councilmember Rousey moved to approve Amendment No. 3 to the Republic Services Contract imposing a sustainability surcharge for solid waste services. The motion was seconded by Councilmember Hanford. On vote, motion carried 7-0.

2. AB20-090: Ordinance 007/2020 Establishing 2.06 MMC, Limited Commission Officers, First Reading (B. Swanson)

Ben Swanson, Community Development Director, provided background information on AB20-090 and briefed the Council on increased code enforcement efforts; goals developed during the department's code enforcement Lean process; and gave an overview of Limited Commission Officers duties and authority.



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Councilmember Rasmussen moved to accept first reading of 2.06 MMC, Limited Commission Officers, providing for severability; and establishing an effective date. The motion was seconded by Councilmember Hanford. On vote, motion carried 7-0.

3. AB20-091: Resolution 007/2020 Establishing the Community Human Services Advisory Board (CHSAB), formally known as the Homelessness Policy Advisory Committee (HPAC) (D. Knight)

Rachel Adams, Project Manager for HPAC Implementation and Service Provider Coordinator, provided background information on AB20-091 and led Council through a PowerPoint presentation highlighting the following topics:

- Requested action
- Engagement of partners: CHSAB, Technical Advisory Committee (TAC), and Homelessness Response Group (HRG)
- Future state
- Responsibilities and duties of the CHSAB

Mayor Thomas thanked Ms. Adams for her efforts.

Councilmember Rasmussen moved to approve Resolution 007/2020 establishing the Community Human Services Advisory Board, formerly known as the Homelessness Policy Advisory Committee, as a standing Committee. The motion was seconded by Councilmember Cudaback. On vote, motion carried 7-0.

4. AB20-092: Resolution 009/2020 Amending the Master Fee Schedule (B. Hasart)

Becky Hasart, Finance Director and Interim City Clerk, provided background information on AB20-092, and gave an overview of the proposed changes. Ms. Hasart noted that additional updates would be presented later in the year.

Councilmember Rasmussen moved to approve Resolution 009/2020, amending the City of Monroe Master Fee Schedule, and fees, fines, penalties, interest, and charges for 2020. The motion was seconded by Councilmember Hanford. On vote, motion carried 7-0.

5. AB20-093: Ordinance 009/2020 an Interim Ordinance to allow Temporary use of Private Property/Parking Areas for Outdoor Dining (B. Swanson)

Mr. Swanson provided background information on AB20-093, reviewed previous Council discussion, and noted intentions of the proposed Ordinance.

Discussion ensued related to the following topics: neighboring properties; potential use of a portion of Blakely St as additional seating opportunities; and permitting and fees.

Councilmember Hanford moved to adopt Ordinance No. 009/2020, adopting interim ordinance in response to the COVID-19 pandemic temporarily authorizing existing food and beverage establishments to use private parking areas and sidewalks for outdoor dining; establishing an expiration date consistent with RCW 36.70A.390; and fixing and effective date. The motion was seconded by Councilmember Gamble. On vote, motion carried 7-0.



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COUNCILMEMBER REPORTS

Councilmember Gamble commented on the recent vehicle parade for 2020 graduates; and thanked Chief Jolley and his Department for their help with the event.

Councilmember Rousey also commented on graduate parade.

STAFF/DEPARTMENT REPORTS

1. Economic Development (D. Knight)

Ms. Knight noted the report included in the packet materials; and led a PowerPoint presentation highlighting the following topics:

- Annual business survey
- Restaurant groups looking for space
- Major manufacturers open in Monroe
- Small business grant program
- Efforts by James Palmer, Economic Specialist, to visit downtown businesses

2. Human Resources/IT (B. Warthan)

Ben Warthan, Human Resources/IT Director, reviewed the report included in the packet materials.

3. Homelessness Policy Advisory Committee (HPAC) (D. Knight)

Ms. Knight reviewed the report included in the packet materials; and noted that staff is working with Compass Health on efforts to bring them back to Monroe.

MAYOR/ADMINISTRATIVE REPORTS

1. City Administrator Update (D. Knight)

Ms. Knight led Council through a PowerPoint presentation highlighting the following topics:

- Special meeting of the Public Safety Committee on July 21
- Legislative Affairs Committee meeting on July 14
- Gateway and wayfinding signs update
- Face coverings to be distributed to eligible residents and non-profits
- Median flowers planted by city staff
- Meeting with city's lobbyist regarding capital budget requests

Councilmember Scarboro noted that he will not be available on July 14.

2. Mayor's Update

- Monroe This Week (June 19, 2020, Volume 6, Edition 23)
- Proclamation: Amateur Radio Week

Mayor Thomas reported on a meeting earlier in the day with Congresswoman DelBene; and commented on the city's next steps related to diversity and inclusion.



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ADJOURNMENT

There being no further business, the motion was made by Councilmember Scarboro and seconded by Councilmember Rasmussen to adjourn the meeting. On vote, motion carried 7-0.

MEETING ADJOURNED: 8:46 p.m.

Geoffrey Thomas, Mayor

Gina Pfister, Deputy City Clerk



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MEETING MINUTES

CALL TO ORDER

1. Virtual Participation Information

The City Council meeting was held virtually via Zoom Meeting. Due to the COVID-19 pandemic, and Proclamation 20-28.6 issued by Governor Jay Inslee, in-person attendance is not permitted at this time.

Mayor Thomas called the meeting to order at 7:02 p.m.

ROLL CALL

Councilmembers present:

Davis¹, Cudaback, Gamble, Rasmussen, and Rousey.

Mayor Thomas noted, without objection, the excused absence of Councilmembers Hanford and Scarboro. No objections were noted.

Staff present:

Pfister, Knight, Hasart, Farrell, Feilberg, Jolley, Warthan, Roberts, Swanson, Huebner, Adams, Lande, and City Attorney Lell.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Councilmember Cudaback.

ANNOUNCEMENTS/PRESENTATIONS

1. Presentation: Snohomish County Sports Commission, 2019 Annual Report (Tammy Dunn, Executive Director)

Tammy Dunn, Snohomish County Sports Commission Executive Director, led Council through a PowerPoint presentation highlighting the following topics included in the 2019 Annual Report:

- County sports tourism impact
- 2019 Monroe events
- Monroe sports tourism impact
- 2020 Monroe events
- Impact of COVID-19
- SCSC Board of Directors

PUBLIC COMMENTS

This time is set aside for members of the public to speak to the City Council on any issue related to the City of Monroe; except any quasi-judicial matter subject to a public hearing. Three minutes will be allowed per speaker.

There were no comments from the public.

CONSENT AGENDA

1. Approval of the Minutes: June 9, 2020, Regular Business Meeting
2. Approval of the Minutes: June 16, 2020, Study Session
3. Approval of AP Checks and ACH Payments

¹ Councilmember Davis joined the meeting at 7:06 p.m.



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4. Approval of Payroll Warrants and ACH Payments
5. AB20-094: Approval of Resolution 010/2020 Declaring Sole Source – Wastewater Treatment Plant Odor Scrubber Media (J. Lande)
6. AB20-095: Wave Fiber Master Services Agreement and Dark Fiber Order (B. Warthan)
7. AB20-096: Authorize the Mayor to sign an Agreement for Services with MIG, Inc. for Parks, Recreation & Open Spaces (PROS) Plan Update (D. Johns)
8. AB20-097: Authorize the Mayor to sign Second Amendment to Interlocal Agreement for the North Sound Metro Special Weapons and Tactics (SWAT)/Crisis Negotiation Team (CNT) (J. Jolley)
9. AB20-098: Resolution 011/2020 Updating the City's Procurement Policies and Procedures (B. Hasart)
10. AB20-099: Authorize the Mayor to Execute Addendum No. 2 to the Consultant Agreement with Golden Rule, LLC for Business Recruitment, Retention, and Expansion (D. Knight)
11. AB20-100: 2020-2021 Lodging Tax Advisory Committee Appointments (R. Huebner)
12. AB20-101: Authorize the Mayor to Execute Addendum No. 1 to the Consultant Agreement with The Other Company (Anne Pflug) and Karen Reed, LLC for the Municipal Court Assessment (D. Knight)
13. AB20-102: Confirmation of Emergency Executive Order No. 2020-008 (COVID-19) (B. Swanson)
14. AB20-103: Approve Purchase and Authorize the Mayor to Sign Right-of-Way Deed, Easements, and Associated Documentation of Parcels 12, 18, 19 and 20 for Chain Lake Road Phase 2a (Non-Motorized Pedestrian Path) (S. Peterson)
15. AB20-104: Authorize the Mayor to Execute an Amendment to the Consultant Agreement with EnviroIssues for Professional Services and Retention (D. Knight)
16. AB20-105: Authorization to Submit Grant Applications for Emergency Shelter (D. Knight)

Councilmember Rasmussen moved to approve the consent agenda. The motion was seconded by Councilmember Cudaback. On vote, motion carried 5-0.

NEW BUSINESS

1. AB20-106: City Council Rules of Procedure Update (B. Hasart)

Becky Hasart, Finance Director and Interim City Clerk, provided background on AB20-106, and explained the updated portion related to remote participation.

Councilmember Cudaback moved to amend Monroe City Council Rules of Procedure adding Section 3.1.6 which provides for the ability to attend City Council meetings remotely. The motion was seconded by Councilmember Gamble. On vote, motion carried 5-0.

2. AB20-107: Wastewater Treatment Plant (WWTP) Engineering Report Alternatives Review (J. Lande)

John Lande, WWTP Manager, provided background information on AB20-106, and introduced Chris Stoll with Kennedy Jenks, who led Council through a PowerPoint presentation highlighting the following topics:

- WWTP current state
- Reasons for WWTP engineering report
- Summary of capital improvement projects (CIP)
- Biological/secondary process upgrades
- Biosolids program update
- Alternatives comparison
- Sewer rate analysis
- Recommendation
- Summary of methodology



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- Summary of capital improvement project costs
- Engineer's recommendations

Discussion ensued related to the following topics: alternatives comparison; CIP costs; total and lifecycle.

Councilmember Rasmussen moved to accept the Kennedy Jenks and staff recommendation for CIP 3 and CIP 5 as the preferred options adopted in the Wastewater Treatment Plant Engineering Report. The motion was seconded by Councilmember Davis. On vote, motion carried 5-0.

COUNCILMEMBER REPORTS

Councilmember Cudaback commented on Governor Jay Inslee's press conference held earlier in the day; and wants everyone to stay healthy.

Councilmember Rasmussen echoed Councilmember Cudaback's comments; and commented on the unfortunate events regarding the Bothell Police Officer who lost his life in the line of duty.

Councilmember Rasmussen noted that he will not be at the July 21, 2020 Council meeting.

STAFF/DEPARTMENT REPORTS

1. Parks & Recreation (M. Farrell)

Mike Farrell, Parks & Recreation Director, noted the report included in the packet materials; provided an update on the Fryelands Boulevard sidewalk & trail system connection; thanked the Parks crew for their efforts with the median plantings; and reported on weekly Washington Recreation & Parks Association (WRPA) meetings.

2. Police Department (J. Jolley)

Police Chief Jolley reviewed the report included in the packet materials; and commented on the Department's response to the Bothell event that included the loss of an Officer.

3. Public Works (B. Feilberg)

Brad Feilberg, Public Works Director, reviewed the report included in the packet materials.

MAYOR/ADMINISTRATIVE REPORTS

1. City Administrator Update (D. Knight)

Deborah Knight, City Administrator, reported on the following topics:

- Extended agenda.
- July 21, 2020 special meeting of the Public Safety Committee.
- Whether to hold a Study Session on August 4, 2020, that was previously cancelled due to National Night Out; consensus of the Council was to hold a meeting; Councilmember Cudaback will not be available.



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- Urban Growth Area (UGA) expansion request from property owners Mr. & Mrs. Davis; consensus of the Council was to not move forward.
- 2. Mayor's Update/Monroe This Week (July 10, 2020, Volume 6, Edition 26)(Mayor Thomas)
 - Proclamation: Parks & Recreation Month

Mayor Thomas noted the MTW and Parks & Recreation Month Proclamation included in the packet materials; and reported on the following topics:

- Request for meeting from residents in the Eaglemont neighborhood via County Councilmember Sam Low regarding the no shooting zone just outside the city limits. Mayor Thomas asked Council to reach out to him if they wish to participate.
- Upcoming meeting with Father Bloom and members of the congregation at St. Mary's of the Valley.
- Police Department training, practices, and policies. Response from Chief Jolley has been forwarded to Council.
- Fireworks complaints; and potential policy conversation.

ADJOURNMENT

Mayor Thomas noted that the City Council would be holding a Closed Session after adjournment of the Regular City Council meeting to discuss Collective Bargaining pursuant to RCW 42.30.140(4)(a). Meeting to discuss Collective Bargaining is allowed and not subject to the Open Public Meetings Act.

There being no further business, the motion was made by Councilmember Rasmussen and seconded by Councilmember Cudaback to adjourn the meeting. On vote, motion carried 5-0.

MEETING ADJOURNED: 8:02 p.m.

Geoffrey Thomas, Mayor

Gina Pfister, Deputy City Clerk

ROUTING SLIP - CHECK APPROVAL

7/28/2020

ROUTED:

FINANCE DIRECTOR
CITY ADMINISTRATOR
MAYOR

CLAIMS:

			<u>Check Numbers</u>
Date:	<u>7/10/20</u>	\$ 219,075.96	91314-91329
Date:	<u>7/17/20</u>	\$ 43,361.35	91326-91329

Check Total: 262,437.31

Date:	<u>7/13/20</u>	\$ 27,734.02	PUD EFT
Date:	<u>7/10/20</u>	\$ 50,056.44	ACH
Date:	<u>7/13/20</u>	\$ 4,125.69	ACH
Date:	<u>7/17/20</u>	\$ 110,383.02	ACH

Electronic Total: 192,299.17

Total Claims This Period: 454,736.48

Signed _____ Date: _____
Finance Director

APPROVED FOR PAYMENT: AUDIT COMMITTEE

Signed _____ Date: _____
City Councilperson

Signed _____ Date: _____
City Councilperson

Bank Reconciliation

Checks by Date

User: Cheri
Printed: 07/16/2020 - 10:02AM
Cleared and Not Cleared Checks



Check No	Check Date	Name	Comment	Module Clear Date	Amount
91314	7/10/2020	Daily Journal of Commerce Inc	AP		630.00
91315	7/10/2020	Dana & Ronda Davies	AP		231.28
91316	7/10/2020	State of Washington Department of Licer	AP		216.00
91317	7/10/2020	Lynn & Dian Duerksen	AP		164.20
91318	7/10/2020	ESA Adolfson	AP		1,606.25
91319	7/10/2020	Everett Gospel Mission	AP		1,730.00
91320	7/10/2020	Christopher Leif Griffen	AP		600.00
91321	7/10/2020	Evan & Lindsay MacDonald	AP		130.91
91322	7/10/2020	Leanna Partridge	AP		121.52
91323	7/10/2020	Rachel & Shane Pearson	AP		96.37
91324	7/10/2020	Pennon Construction	AP		136.43
91325	7/10/2020	Triverus, LLC	AP		213,413.00
91326	7/17/2020	Micro Precision Calibration Inc	AP		74.00
91327	7/17/2020	SNOPAC911	AP		26,528.87
91328	7/17/2020	Tenelco Inc.	AP		16,712.48
91329	7/17/2020	US Bank NA-Custody Treasury Div-Mor	AP		46.00

Total Check Count: 16

Total Check Amount: 262,437.31

Bank Reconciliation

Checks by Date

User: Cheri
Printed: 07/16/2020 - 10:32AM
Cleared and Not Cleared Checks



Check No	Check Date	Name	Comment	Module Clear Date	Amount
0	7/10/2020	Rachel Adams	AP	7/10/2020	4,000.00
0	7/10/2020	BHC Consultants LLC	AP	7/10/2020	31,310.62
0	7/10/2020	Enviroissues Inc	AP	7/10/2020	745.82
0	7/10/2020	Monroe Law Group	AP	7/10/2020	14,000.00
0	7/13/2020	PUD	AP	7/13/2020	27,734.02
0	7/13/2020	Lowe's Home Centers Inc	AP	7/13/2020	4,125.69
0	7/15/2020	AmTest Inc.	AP	7/15/2020	133.00
0	7/15/2020	BHC Consultants LLC	AP	7/15/2020	1,798.75
0	7/15/2020	The Blueline Group, LLC	AP	7/15/2020	2,912.00
0	7/15/2020	Code Publishing Company	AP	7/15/2020	430.98
0	7/15/2020	Department of Ecology	AP	7/15/2020	39,374.68
0	7/15/2020	Granich Engineered Products Inc	AP	7/15/2020	3,246.21
0	7/15/2020	H.B. Jaeger Company LLC	AP	7/15/2020	17,519.15
0	7/15/2020	Inland Environmental Resources Inc	AP	7/15/2020	9,404.17
0	7/15/2020	NorthStar Chemical Inc.	AP	7/15/2020	457.43
0	7/15/2020	Ogden Murphy Wallace PLLC	AP	7/15/2020	29,781.20
0	7/15/2020	Robinson and Noble Inc	AP	7/15/2020	5,325.45

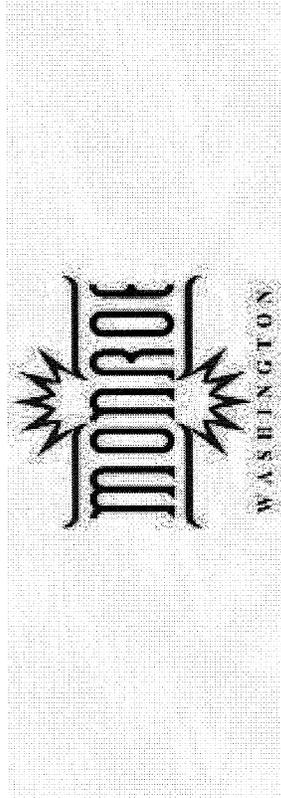
Total Check Count: 17

Total Check Amount: 192,299.17

Bank Reconciliation

Disbursement Detail

User: Cheri
 Printed: 07/16/2020 - 10:37AM
 Date Range: 07/10/2020 - 07/17/2020
 Systems: '(All)'



Check#	Check Date	Payable To	Purpose	Amount
Fund: 001 General Fund				
	0 07/13/2020	Lowe's Home Centers Inc	Lowes Purchases - June 2020	581.65
	0 07/15/2020	Code Publishing Company	Municipal Code- Web Update	430.98
	0 07/10/2020	Enviroissues Inc	COM Vision - April - June 2020 - Enviroissues	745.82
	0 07/10/2020	Monroe Law Group	Public Dfdr June 2020 - Monroe Law	14,000.00
	0 07/10/2020	Rachel Adams	Professional service June 2020 - Jennifer Adams	4,000.00
	0 07/15/2020	Ogden Murphy Wallace PLLC	Legal Services June 2020	29,781.20
	91318 07/10/2020	ESA Adolfsen	North Kelsey - 3/28- 4/24	1,606.25
	91319 07/10/2020	Everett Gospel Mission	Facilitation TAC - June 2020 Everett Gospel Mission	1,730.00
	91320 07/10/2020	Christopher Leif Griffen	Service May 2020 - XZ0460092 - Griffen Law	600.00
	91327 07/17/2020	SNOPAC911	Dipatch Services	26,528.87
	91329 07/17/2020	US Bank NA-Custody Treasury Div-Moi	custody charges-monthly maint	46.00
Total for Fund:001 General Fund				80,050.77
Fund: 318 Streets CIP Fund				
	0 07/15/2020	Robinson and Noble Inc	Madison combined Sewer Separation	1,757.40
	0 07/15/2020	The Blueline Group, LLC	2020 Annual Road Maintenance	2,912.00
	91314 07/10/2020	Daily Journal of Commerce Inc	2020 Annual Road Maintenance	630.00
Total for Fund:318 Streets CIP Fund				5,299.40
Fund: 411 Water Maintenance & Operations				
	0 07/13/2020	Lowe's Home Centers Inc	Lowes Purchases - June 2020	206.07
	0 07/15/2020	H.B. Jaeger Company LLC	Water supplies	17,519.15
	0 07/13/2020	PUD	855 Village Way	391.45
	91315 07/10/2020	Dana & Ronda Davies	Refund Check	44.08
	91317 07/10/2020	Lynn & Dian Duerksen	Refund Check	37.35
	91321 07/10/2020	Evan & Lindsay MacDonald	Refund Check	24.95
	91322 07/10/2020	Leanna Partridge	Refund Check	33.22
	91323 07/10/2020	Rachel & Shane Pearson	Refund Check	32.79
	91324 07/10/2020	Pennon Construction	Refund Check	136.43
	91326 07/17/2020	Micro Precision Calibration Inc	Calibration BFA	74.00
Total for Fund:411 Water Maintenance & Operations				18,499.49

Check#	Check Date	Payable To	Purpose	Amount
Fund: 412 Water Capital Projects				
	0 07/15/2020	Robinson and Noble Inc	Madison combined Sewer Separation	1,757.40
			Total for Fund:412 Water Capital Projects	1,757.40
Fund: 421 Sewer Maintenance & Operations				
	0 07/13/2020	Lowe's Home Centers Inc	Lowe's Purchases - June 2020	186.58
	0 07/15/2020	AmTest Inc.	Testing	133.00
	0 07/15/2020	Department of Ecology	Loan Interest - L0300021/ LN-000000224	39,374.68
	0 07/15/2020	Granich Engineered Products Inc	511 Blower Repair	3,246.21
	0 07/15/2020	Inland Environmental Resources Inc	Magnesium Hydroxide 43.020 pounds	9,404.17
	0 07/15/2020	NorthStar Chemical Inc.	Sodium Hypochlorite 150.00 g	457.43
	0 07/13/2020	PUD	855 Village Way	391.46
	91315 07/10/2020	Dana & Ronda Davies	Refund Check	162.80
	91317 07/10/2020	Lynn & Dian Duerksen	Refund Check	110.32
	91321 07/10/2020	Evan & Lindsay MacDonald	Refund Check	92.15
	91322 07/10/2020	Leanna Partridge	Refund Check	76.79
	91323 07/10/2020	Rachel & Shane Pearson	Refund Check	55.29
	91328 07/17/2020	Tenelco Inc.	Biosolids	16,712.48
			Total for Fund:421 Sewer Maintenance & Operations	70,403.36
Fund: 422 Sewer Capital Projects				
	0 07/15/2020	BHC Consultants LLC	WWTP AD Diffuser	1,798.75
	0 07/15/2020	Robinson and Noble Inc	Madison combined Sewer Separation	1,810.65
			Total for Fund:422 Sewer Capital Projects	3,609.40
Fund: 431 Stormwater Maint & Operations				
	0 07/13/2020	PUD	855 Village Way	403.31
	91315 07/10/2020	Dana & Ronda Davies	Refund Check	24.40
	91317 07/10/2020	Lynn & Dian Duerksen	Refund Check	16.53
	91321 07/10/2020	Evan & Lindsay MacDonald	Refund Check	13.81
	91322 07/10/2020	Leanna Partridge	Refund Check	11.51
	91323 07/10/2020	Rachel & Shane Pearson	Refund Check	8.29
			Total for Fund:431 Stormwater Maint & Operations	477.85
Fund: 432 Stormwater Capital Projects				
	0 07/10/2020	BHC Consultants LLC	Blueberry Storm Water Infiltration - BHC	31,310.62
			Total for Fund:432 Stormwater Capital Projects	31,310.62

Check#	Check Date	Payable To	Purpose	Amount
Fund: 520 Equipment & Fleet Management				
	0 07/13/2020	Lowe's Home Centers Inc	Lowe's Purchases - June 2020	76.28
	91316 07/10/2020	State of Washington Department of Licens	Dyed Diesel Fuel Tax - 2nd QTR	216.00
	91325 07/10/2020	Triverus, LLC	2020 Trivena MCV replaces SW04 - PC01	213,413.00
			Total for Fund:520 Equipment & Fleet Management	213,705.28
Fund: 530 Facilities Management				
	0 07/13/2020	Lowe's Home Centers Inc	Lowe's Purchases - June 2020	3,075.11
	0 07/13/2020	PUD	PUD - Street Lighting - 15 ct.	26,547.80
			Total for Fund:530 Facilities Management	29,622.91
			Grand Total	454,736.48

ROUTING SLIP - CHECK APPROVAL

7/28/2020

ROUTED:

FINANCE DIRECTOR
CITY ADMINISTRATOR
MAYOR

CLAIMS:

			<u>Check Numbers</u>
Date:	<u>7/24/20</u>	\$ 29,230.46	91330-91354

Check Total: 29,230.46

Date:	<u>7/20/20</u>	\$ 57,730.85	B&O
Date:	<u>7/22/20</u>	\$ 301,530.46	ACH

Electronic Total: 359,261.31

Total Claims This Period: 388,491.77

Signed _____ Date: _____
Finance Director

APPROVED FOR PAYMENT: AUDIT COMMITTEE

Signed _____ Date: _____
City Councilperson

Signed _____ Date: _____
City Councilperson

Bank Reconciliation

Checks by Date

User: Cheri
Printed: 07/23/2020 - 10:22AM
Cleared and Not Cleared Checks



Check No	Check Date	Name	Comment	Module Clear Date	Amount
91330	7/24/2020	AAA Monroe Rock Corp.	AP		300.00
91331	7/24/2020	Jesse Acosta	AP		219.72
91332	7/24/2020	Nawzad Ahmed	AP		48.00
91333	7/24/2020	Jeffrey & Kristie Amsberry	AP		29.72
91334	7/24/2020	Randolph Bopp	AP		178.99
91335	7/24/2020	Nathan & Suzette Brummett	AP		90.05
91336	7/24/2020	Duane Carter	AP		126.79
91337	7/24/2020	Church of Awakening	AP		273.60
91338	7/24/2020	City of Monroe	AP		9,276.97
91339	7/24/2020	Steve & Tracey Dellario	AP		153.86
91340	7/24/2020	Department of Ecology	AP		50.00
91341	7/24/2020	Foothills Foursquare Church	AP		308.57
91342	7/24/2020	Frontier Online	AP		930.22
91343	7/24/2020	Gina Guajardo	AP		158.63
91344	7/24/2020	HealthEquity Employer Services	AP		17.70
91345	7/24/2020	Donald Henline	AP		37.42
91346	7/24/2020	IDEXX Distribution Corp Inc	AP		1,229.12
91347	7/24/2020	Partner Construction Products & Services	AP		4,205.32
91348	7/24/2020	Snohomish County Fire District #7	AP		990.13
91349	7/24/2020	Snohomish County Sheriff's Office	AP		2,104.87
91350	7/24/2020	Snohomish County Solid Waste	AP		154.00
91351	7/24/2020	Snohomish County Treasurer	AP		135.75
91352	7/24/2020	State Treasurer's Office	AP		8,032.78
91353	7/24/2020	Robert Wight	AP		145.82
91354	7/24/2020	Elizabeth Wilson	AP		32.43

Total Check Count: 25

Total Check Amount: 29,230.46

Bank Reconciliation

Checks by Date

User: Cheri
Printed: 07/23/2020 - 10:20AM
Cleared and Not Cleared Checks



Check No	Check Date	Name	Comment	Module Clear Date	Amount
0	7/20/2020	Washington State Department of Revenue	AP	7/20/2020	57,730.85
0	7/22/2020	AmTest Inc.	AP	7/22/2020	33.25
0	7/22/2020	Associated Petroleum Products Inc	AP	7/22/2020	5,257.45
0	7/22/2020	The Blueline Group, LLC	AP	7/22/2020	2,912.00
0	7/22/2020	City of Everett- Everett Utilities	AP	7/22/2020	236,842.92
0	7/22/2020	Comcate Software Inc	AP	7/22/2020	936.22
0	7/22/2020	Kenneth L Crowder	AP	7/22/2020	75.00
0	7/22/2020	Domestic Violence Services of Snohomis	AP	7/22/2020	3,862.50
0	7/22/2020	Golden Rule LLC	AP	7/22/2020	8,124.75
0	7/22/2020	H.B. Jaeger Company LLC	AP	7/22/2020	7,620.91
0	7/22/2020	Inland Environmental Resources Inc	AP	7/22/2020	10,361.64
0	7/22/2020	ISOutsource	AP	7/22/2020	10,628.40
0	7/22/2020	NorthStar Chemical Inc.	AP	7/22/2020	593.50
0	7/22/2020	Reveal Media USA Inc.	AP	7/22/2020	970.58
0	7/22/2020	Ricoh USA Inc	AP	7/22/2020	142.40
0	7/22/2020	Smarsh Inc	AP	7/22/2020	1,681.52
0	7/22/2020	SoftResources	AP	7/22/2020	2,450.00
0	7/22/2020	State Auditor's Office	AP	7/22/2020	339.30
0	7/22/2020	S360 Strategies 360, Inc	AP	7/22/2020	4,000.00
0	7/22/2020	TranspoGroup	AP	7/22/2020	4,436.25
0	7/22/2020	Utilities Underground Location Center	AP	7/22/2020	261.87

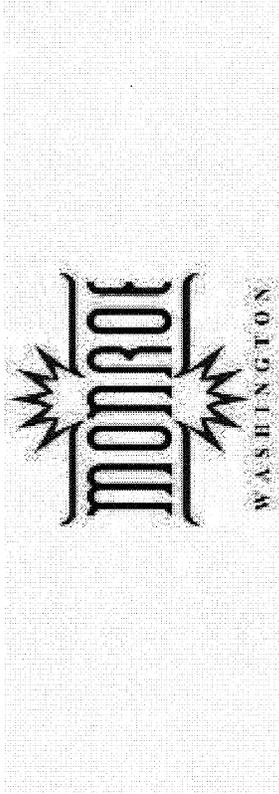
Total Check Count: 21

Total Check Amount: 359,261.31

Bank Reconciliation

Disbursement Detail

User: Cheri
 Printed: 07/23/2020 - 10:30AM
 Date Range: 07/20/2020 - 07/24/2020
 Systems: '(All)'



Check#	Check Date	Payable To	Purpose	Amount
Fund: 001 General Fund				
0	07/22/2020	Domestic Violence Services of Snohomish	DV Advocate	3,862.50
0	07/22/2020	Golden Rule LLC	Economic Services - July 2020 agreed additional	8,124.75
0	07/22/2020	Reveal Media USA Inc.	Body Cam Maintenance	970.58
0	07/22/2020	Kenneth L Crowder	Services for Apr, May and June 2020 Wilson - Crowder	75.00
0	07/22/2020	S360 Strategies 360, Inc	Professional Services June 2020	4,000.00
0	07/20/2020	Washington State Department of Revenue	June 2020 - B&O	221.57
91331	07/24/2020	Jesse Acosta	Interpreting services - Acosta 6/19/20	219.72
91336	07/24/2020	Duane Carter	Refund Gazebo fee - Duane Carter	126.79
91337	07/24/2020	Church of Awakening	Refund for Gazebo and Beach - Church of Awakening	255.00
91341	07/24/2020	Foothills Foursquare Church	Refund Gazebo Fees - Foothills Foursquare Church	287.00
91342	07/24/2020	Frontier Online	Refund overpayment Frontier Communications NW	930.22
91344	07/24/2020	HealthEquity Employer Services	HSA monthly payment	17.70
91349	07/24/2020	Snohomish County Sheriff's Office	Inmate Medical Billing - April 2020	2,104.87
91350	07/24/2020	Snohomish County Solid Waste	Motorhome Disposal	154.00
			Total for Fund:001 General Fund	21,349.70
Fund: 105 Streets				
91347	07/24/2020	Partner Construction Products & Service	Frylands Sidewalk	4,205.32
			Total for Fund:105 Streets	4,205.32
Fund: 307 Capital Improvements CIP				
91338	07/24/2020	City of Monroe	#6870 Boys & Girls Club ECEAP Permit	9,276.97
			Total for Fund:307 Capital Improvements CIP	9,276.97
Fund: 317 Parks CIP Fund				
91330	07/24/2020	AAA Monroe Rock Corp.	Parks Frylenands Blvd Sidewalk	300.00
			Total for Fund:317 Parks CIP Fund	300.00

Check#	Check Date	Payable To	Purpose	Amount
Fund: 318 Streets CIP Fund				
	0 07/22/2020	The BlueLine Group, LLC	2020 Annual Road Maintenance	2,912.00
	0 07/22/2020	TranspoGroup	ADA Transition	4,436.25
			Total for Fund:318 Streets CIP Fund	7,348.25
Fund: 411 Water Maintenance & Operations				
	0 07/22/2020	H.B. Jaeger Company LLC	Water supplies	7,620.91
	0 07/22/2020	Utilities Underground Location Center	locates	261.87
	0 07/22/2020	City of Everett- Everett Utilities	water purchased for resale	236,842.92
	0 07/20/2020	Washington State Department of Revenue	June 2020 - B&O	25,958.84
	91332 07/24/2020	Nawzad Ahmed	Refund Check	9.15
	91333 07/24/2020	Jeffrey & Kristie Amsberry	Refund Check	19.13
	91334 07/24/2020	Randolph Bopp	Refund Check	34.11
	91335 07/24/2020	Nathan & Suzette Brummett	Refund Check	36.68
	91339 07/24/2020	Steve & Tracey Dellario	Refund Check	153.86
	91343 07/24/2020	Gina Guajardo	Refund Check	30.23
	91345 07/24/2020	Donald Henline	Refund Check	37.42
	91346 07/24/2020	IDEXX Distribution Corp Inc	Water Lab Supplies	1,229.12
	91353 07/24/2020	Robert Wight	Refund Check	39.86
	91354 07/24/2020	Elizabeth Wilson	Refund Check	32.43
			Total for Fund:411 Water Maintenance & Operations	272,306.53
Fund: 421 Sewer Maintenance & Operations				
	0 07/22/2020	AmTest Inc.	Testing	33.25
	0 07/22/2020	Inland Environmental Resources Inc	Magnesium Hydroxide 47000 pounds	10,361.64
	0 07/22/2020	NorthStar Chemical Inc.	Sodium Hypochlorite 200 g	593.50
	0 07/20/2020	Washington State Department of Revenue	June 2020 - B&O	28,137.25
	91332 07/24/2020	Nawzad Ahmed	Refund Check	33.79
	91334 07/24/2020	Randolph Bopp	Refund Check	126.00
	91335 07/24/2020	Nathan & Suzette Brummett	Refund Check	46.43
	91340 07/24/2020	Department of Ecology	Certification - Trevor Hankinson	50.00
	91343 07/24/2020	Gina Guajardo	Refund Check	111.67
	91353 07/24/2020	Robert Wight	Refund Check	92.15
			Total for Fund:421 Sewer Maintenance & Operations	39,585.68
Fund: 431 Stormwater Maint & Operations				
	0 07/20/2020	Washington State Department of Revenue	June 2020 - B&O	2,793.51
	91332 07/24/2020	Nawzad Ahmed	Refund Check	5.06
	91333 07/24/2020	Jeffrey & Kristie Amsberry	Refund Check	10.59
	91334 07/24/2020	Randolph Bopp	Refund Check	18.88
	91335 07/24/2020	Nathan & Suzette Brummett	Refund Check	6.94
	91343 07/24/2020	Gina Guajardo	Refund Check	16.73
	91353 07/24/2020	Robert Wight	Refund Check	13.81
			Total for Fund:431 Stormwater Maint & Operations	2,865.52

Check#	Check Date	Payable To	Purpose	Amount
Fund: 510 Information & Tech Services				
	0 07/22/2020	Comcate Software Inc	monthly maint-Monroe connection	936.22
	0 07/22/2020	ISOsource	Billable services 6/16/20 - 6/30/20	10,628.40
	0 07/22/2020	Ricoh USA Inc	PD Ricoh copier lease MPC3502	142.40
	0 07/22/2020	Smarsh Inc	Archive services	1,681.52
	0 07/22/2020	SoftResources	Activity 1 - Product Launch	2,450.00
	91348 07/24/2020	Snohomish County Fire District #7	Fiber Optics - 3rd QTR	990.13
		Total for Fund:510 Information & Tech Services		16,828.67
Fund: 520 Equipment & Fleet Management				
	0 07/22/2020	Associated Petroleum Products Inc	PW vehicle fuel	5,257.45
	0 07/20/2020	Washington State Department of Revenue	June 2020 - B&O	597.57
		Total for Fund:520 Equipment & Fleet Management		5,855.02
Fund: 623 Transportation Benefit Dist				
	0 07/22/2020	State Auditor's Office	Monroe Transp. Benefit Dist. Audit 2020	339.30
		Total for Fund:623 Transportation Benefit Dist		339.30
Fund: 631 Agency Fund				
	0 07/20/2020	Washington State Department of Revenue	June 2020 - B&O	22.11
	91337 07/24/2020	Church of Awakening	Refund for Gazebo and Beach tax - Church of Awakening	18.60
	91341 07/24/2020	Foothills Foursquare Church	Refund tax for Gazebo Fees - Foothills Foursquare Church	21.57
	91351 07/24/2020	Snohomish County Treasurer	Crime Victims Compensation - June 2020	135.75
	91352 07/24/2020	State Treasurer's Office	Jurisdiction Billing - June 2020	8,032.78
		Total for Fund:631 Agency Fund		8,230.81
		Grand Total		388,491.77



MONROE CITY COUNCIL

Agenda Bill No. 20-109

SUBJECT:	<i>Award Bid / Authorize Mayor to Sign Contract with Cadman Materials, Inc. for 154th Street Overlay Project</i>
-----------------	--

DATE:	DEPT:	CONTACT:	PRESENTER:	ITEM:
07/28/2020	Public Works Design & Construction	Kim Klinkers	Scott Peterson	Consent Agenda #4

Discussion: 01/21/2020; 07/28/2020

Attachments: 1. Project Location Map

REQUESTED ACTION: Move to award the 154th Street Overlay Project, M2020-0016, construction contract in the amount of \$288,709; authorize the Mayor to sign the construction contract thereto; and expressly authorize a contingency amount up to twenty percent to address further minor revisions as deemed necessary or appropriate per Section 5 of the Procurement Policies & Procedures.

POLICY CONSIDERATIONS

In accordance with Section 5 of the Procurement Policies & Procedures, projects costing more than \$100,000 require City Council approval.

DESCRIPTION / BACKGROUND

The City has established a Transportation Benefit District (TBD) to help maintain existing streets. Engineering staff utilize the StreetScan program that helps determine the best use of TBD funds in order to maximize maintenance efforts toward our citywide street system. Some street segments are identified for only preservation, while others are paired up with utility reconstruction needs that collectively form a complex project and take a year or two to accomplish. In addition, existing sidewalk ramps adjacent to the project areas are reviewed and reconstructed as necessary to be compliant with current ADA standards.

The preparation of plans, specifications, and estimate for the 2020 Annual Road Maintenance Project was authorized by Council at the January 21, 2020, regular business meeting. Engineering staff completed the design and will be administering the construction contract.

On June 9th, 2020, Council authorized the 2020 Annual Road Maintenance Contract with Lakeside Industries Inc. in the amount of \$958,734. The exceptional bid results for this project (engineer's estimate was \$1.6M) created an opportunity to preserve additional street segments with the remaining budget.

Engineering staff prepared a new set of construction documents that provides for street improvements along 154th Street SE, between 167th Avenue SE to 171st Avenue SE. This work spans approximately 1,500 feet along the road and includes four intersections. Please refer to Attachment 1: Project Location Map. The anticipated work includes placement of hot mix asphalt, planing or grinding, construction of ADA ramps, pavement markings, utility adjustments, traffic control and other associated work. This work will be paid by the Streets Capital 318 Fund and reimbursed by the TBD.

The 154th Street Overlay Project was advertised for contractor bids in the Daily Journal of Commerce on June 29, and July 6, 2020. The Engineer's probable cost opinion was \$380,000.

Six bids were received and opened on July 13, 2020, with bids ranging from \$288,709 to \$466,820, inclusive of sales taxes.

The following contractors submitted the two lowest bids:

Apparent Low:	Cadman Materials, Inc.	\$ 288,709
Apparent Second Low:	Trinity Contractors	\$ 298,571

After review, state licensing verification, and reference calls, the lowest responsive bidder is Cadman Materials, Inc. and is being offered the construction contract.

FISCAL IMPACTS

The 2020 Monroe Transportation Benefit District Budget (MTBD) includes up to \$2,000,000 reimbursement to the City of Monroe for allowed street preservation projects. The approved budget for the 2020 Street Capital 318 Fund includes \$1,241,415 for TBD supported street preservation / overlay projects, exclusive of staff salaries and benefits. The anticipated expenses are \$943,144 for the 2020 Annual Road Maintenance Project and \$295,209 for the 154th Street Overlay Project. A fiscal impact summary is provided in the table below:

FUND 318	BUDGET
STREET CAPITAL FUND (318)	\$1,241,415
2020 ANNUAL ROAD MAINTENANCE PROJECT	(\$ 943,144)
154TH STREET OVERLAY ANTICIPATED EXPENSES	(\$ 288,709)
REMAINING BUDGET	\$ 9,562
ADVERTISEMENT	(\$ 500)
PRINTING SERVICES	(\$ 500)
PUBLIC OUTREACH	(\$ 500)
GEOTECHNICAL SERVICES	(\$ 5,000)
FINAL BUDGET OVER / UNDER	\$ 3,062

TIME CONSTRAINTS

Staff request action during this Council Meeting to keep with the overall planned timeline for delivering this year’s capital construction projects.

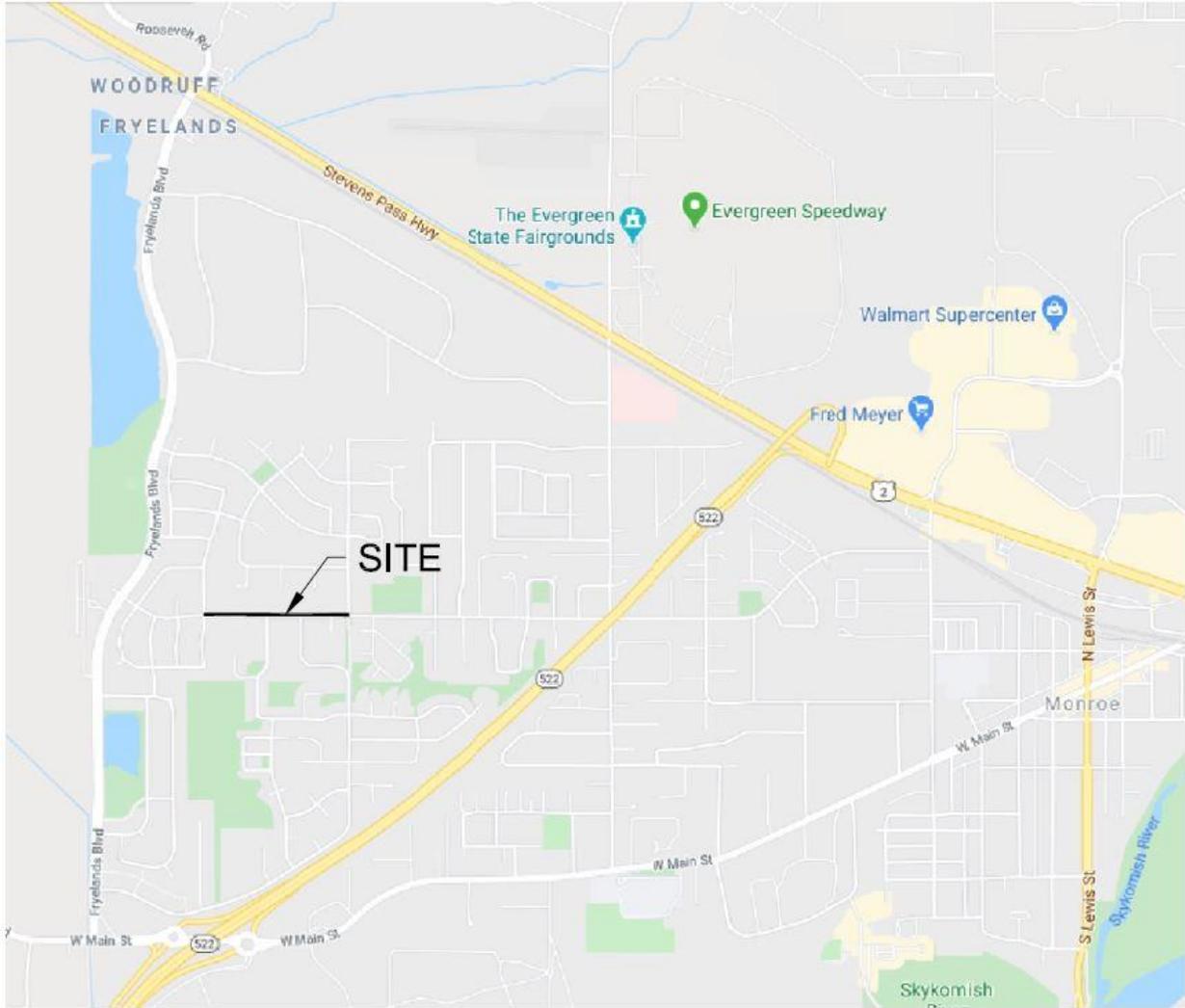
ALTERNATIVES

1. Do not approve. Provide direction to staff.

Attachment 1: Project Location Map

154th Street Overlay Project

167th Avenue SE to 171st Avenue SE





MONROE CITY COUNCIL

Agenda Bill No. 20-110

SUBJECT:	<i>Approval of Small Business Relief Grant Awards</i>
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DATE:	DEPT:	CONTACT:	PRESENTER:	ITEM:
07/28/2020	Executive	Rich Huebner	Rich Huebner	New Business Item #1

Discussion: 07/28/2020

Attachments: 1. Recommended Small Business Relief Grant award matrix

REQUESTED ACTION: Approve the recommended Small Business Relief Grant awards and authorize the Mayor to execute the necessary agreements.

POLICY CONSIDERATION:

Should the city enact the recommendations of the Small Business Relief Grant review committee?

DESCRIPTION/BACKGROUND:

At its June 9, 2020 Regular Business Meeting, the City Council approved a contract with the state Department of Commerce for receipt of Coronavirus Relief Funds (CRF). As part of its approval of the contract, Council approved the staff-recommended CRF budget summary, which allocated \$110,000 to the Monroe CARES grant program. As stated on the record in that meeting, the initial allocations were planned to be \$60,000 to the Small Business Relief Grant and \$50,000 to the Community Relief Grant.

The Small Business Relief Grant gave priority to Monroe businesses that had not previously been eligible for or received other Federal, State and/or County grant funds. Monroe CARES grant funds were made available to cover costs to local businesses associated with the impact of the COVID-19 pandemic, such as rent, utilities, payroll, and business license fees.

A committee was formed consisting of city staff and Economic Development Advisory Board (EDAB) members to review criteria and applications of other state and local grant programs. From that effort, a draft grant application was prepared by staff and reviewed by the full EDAB membership.

The City published the grant application and Notice of Available Funds on Wednesday, June 17. A new City webpage was published describing the grant's eligibility criteria and link to the grant application form, and details of the grant and a link to the new page were provided in the City News section of the City's webpage, on the City and Mayor Thomas's Facebook pages, and in the *Monroe This Week* newsletter. 24 applications were received by the Tuesday, June 30 application deadline.

An application review committee was formed consisting of Management Analyst Rich Huebner, Economic Development Specialist James Palmer, and EDAB members Allan Dye, Sally King and Bridgette Tuttle. The review committee thoroughly reviewed all applications and presented its award recommendations at the July 23 EDAB meeting. The award recommendations, totaling \$50,370 as detailed in Attachment No. 1, were unanimously approved by the EDAB.

Local grant programs to assist businesses with business interruptions are an expressly allowed use of CRF funds, per the contract approved by Council on June 9, 2020.

FISCAL IMPACT:

Approval would authorize the mayor to execute contracts with local businesses totaling \$50,370. This outlay was not included in the 2020 adopted budget. However, per the contract with the state Department of Commerce, approved by Council on June 9, CRF funds are expressly available only for expenses not accounted for in the City's adopted budget, and the full value of the program will be reimbursed to the City.

TIME CONSTRAINTS:

1. Approval of the Small Business Relief Grant award recommendations is requested as soon as possible.
2. Per the Coronavirus Relief Funds contract, the city must expend all funds it plans to seek reimbursement for by October 31, 2020.
3. Approval of the Small Business Relief Grant award recommendations will enable the City to execute the necessary agreements in a timely manner, to ensure funds are expended by the October 31 deadline.

ALTERNATIVES:

1. Amend various Small Business Relief Grant awards, in whole or in part, prior to approval.
2. Decline to approve the Small Business Relief Grant award recommendations.



Agenda Bill No. 20-111

Attachment No. 1

SUBJECT:	<i>Small Business Relief Grant award matrix</i>
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DESCRIPTION/BACKGROUND:

At its June 9, 2020 Regular Business Meeting, the City Council approved a contract with the state Department of Commerce for receipt of Coronavirus Relief Funds (CRF). As part of its approval of the contract, Council approved the staff-recommended CRF budget summary, which allocated \$110,000 to the Monroe CARES grant program. As stated on the record in that meeting, the initial allocations were planned to be \$60,000 to the Small Business Relief Grant and \$50,000 to the Community Relief Grant.

The City published the grant application and Notice of Available Funds on Wednesday, June 17. 24 applications were received by the Tuesday, June 30 application deadline.

An application review committee was formed consisting of Management Analyst Rich Huebner, Economic Development Specialist James Palmer, and EDAB members Allan Dye, Sally King and Bridgette Tuttle. The review committee thoroughly reviewed all applications and presented its award recommendations at the July 23 EDAB meeting. The following award recommendations, totaling \$50,370, were unanimously approved by the EDAB.

Applicant Business Name	Recommended Grant Amount
Adams Pawn Monroe	\$2,500.00
AJ's Salon	\$2,125.00
Artifex Manufacturing, LLC	\$3,000.00
Bliss Yoga Studio, LLC	\$5,000.00
Cascade Beer Candi Company	\$1,000.00
CrossFit Monroe	\$3,625.00
Discovery Leadership	\$0.00
Drive Right Washington, LLC	\$0.00
El Tijeras Hair Salon	\$2,720.00
Embroidery for the Soul	\$3,000.00
Farmhouse Kitchens	TBD
Gaia Organic Juice Bar, LLC	\$2,400.00
Hou Monroe, LLC	\$0.00
Ideal Lifestyle, LLC	\$2,900.00
Jump Rattle & Roll, LLC	TBD
M & M Antiques	\$4,500.00
Man Cave Barber Shop, LLC	\$2,800.00
Monroe Financial	\$1,000.00
Monroe Insurance	\$1,000.00
Pacific Tree Management	\$2,125.00
S & S Bricks, Inc.	\$2,500.00
Shannon's Hair (at AJ's Salon)	\$2,875.00
Sharinabean's on Main	\$3,000.00
Stonewood Construction Services, LLC	\$2,300.00
Total:	\$50,730.00



MONROE CITY COUNCIL

Agenda Bill No. 20-111

SUBJECT:	<i>Small Business Relief Grant Program, Second Round.</i>
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DATE:	DEPT:	CONTACT:	PRESENTER:	ITEM:
07/28/2020	Executive	Rich Huebner	Rich Huebner	New Business Item #2

Discussion: 07/28/2020

- Attachments:**
1. Revised Relief Funds (CRF) Budget Summary
 2. Small Business Relief Grant award matrix

REQUESTED ACTION: Approve an increase of \$30,000 in the Coronavirus Relief Funds grant program budget and authorize the Mayor to conduct a second round of the Small Business Relief Grant.

POLICY CONSIDERATION:

Should the city increase the amount allocated to the grant program line item in the Coronavirus Relief Funds Budget and conduct a second of the Small Business Relief Grant?

DESCRIPTION/BACKGROUND:

At its June 9, 2020 Regular Business Meeting, the City Council approved a contract with the state Department of Commerce for receipt of Coronavirus Relief Funds (CRF). As part of its approval of the contract, Council approved the staff-recommended CRF budget summary, which allocated \$110,000 to the Monroe CARES grant program. As stated on the record in that meeting, the initial allocations were planned to be \$60,000 to the Small Business Relief Grant and \$50,000 to the Community Relief Grant.

The Small Business Relief Grant gave priority to Monroe businesses that had not previously been eligible for or received other Federal, State and/or County grant funds. Monroe CARES grant funds were made available to cover costs to local businesses associated with the impact of the COVID-19 pandemic, such as rent, utilities, payroll, and business license fees.

A committee was formed consisting of city staff and Economic Development Advisory Board (EDAB) members to review criteria and applications of other state and local grant programs. From that effort, a draft grant application was prepared by staff and reviewed by the full EDAB membership.

The City published the grant application and Notice of Available Funds on Wednesday, June 17. A new City webpage was published describing the grant’s eligibility criteria and link to the grant application form, and details of the grant and a link to the new page were provided in the City News section of the City’s webpage, on the City and Mayor Thomas’s Facebook pages, and in the *Monroe This Week* newsletter. 24 applications were received by the Tuesday, June 30 application deadline.

An application review committee was formed consisting of Management Analyst Rich Huebner, Economic Development Specialist James Palmer, and EDAB members Allan Dye, Sally King and Bridgette Tuttle. The review committee thoroughly reviewed all applications and presented its award recommendations at the July 23 EDAB meeting. The award recommendations, totaling \$50,370 as detailed in Attachment No. 2, were unanimously approved by the EDAB.

In discussion pertaining to its award recommendations, EDAB members expressed that two applications failed to provide enough information for an award to be issued. Additionally, EDAB members stated they heard from prospective applicants that they did not hear of the Small Business Relief Grant in time to apply. The EDAB recommended the city conduct a second round of the Small Business Relief Grant and seek additional qualified applicants. If necessary information is received from the two applicants referenced above, their applications will be considered as part of the second round.

Included in the Coronavirus Relief Funds Budget Summary presented on June 9 was \$212,038.63 for Facilities. As stated on the record in that meeting, the bulk of this amount (\$200,000) was earmarked for the possible purchase and placement of a modular building for the Municipal Court. It has since been determined by city staff that this project is not feasible for that amount, which allows this amount to be reallocated for other CARES Act eligible expenses.

The current Small Business Relief Grant award recommendations total \$50,370. Staff is requesting Council approval of a reallocation of \$30,000 from the Facilities line item to the Grants line item and authorization of a second round of the Small Business Relief Grant. This additional \$30,000 will be added to the \$9,630 not allocated in the first round, making the total available for the second round \$39,630.

FISCAL IMPACT:

Approval would authorize the mayor to reallocate \$30,000 in the Coronavirus Relief Fund budget from the Facilities line item to the Grants line item. Approval does not represent an increase to the overall Coronavirus Relief Funds budget of \$607,116 approved by Council on June 9, 2020.

TIME CONSTRAINTS:

1. Approval of the Small Business Relief Grant program budget increase is requested as soon as possible, and is necessary in order for the City to implement a second round of the Small Business Relief Grant as recommended by the EDAB.
2. Per the Coronavirus Relief Funds contract, the city must expend all funds it plans to seek reimbursement for by October 31, 2020.
3. Approval of the Small Business Relief Grant program budget increase will enable the City to issue a Notice of Available Funds and execute the necessary agreements in a timely manner, to ensure funds are expended by the October 31 deadline.

ALTERNATIVES:

1. Decline to approve an increase to the Small Business Relief Grant program budget.
2. Approve an increase to the Small Business Relief Grant program budget in an alternate amount.



Agenda Bill No. 20-111

Attachment No. 1

SUBJECT:	Revised Coronavirus Relief Funds (CRF) Budget
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DESCRIPTION/BACKGROUND

In preparation of submitting Agenda Bill 20-079 for Council review and action on June 9, 2020, Mayor Geoffrey Thomas requested staff prepare a proposed budget, detailing Coronavirus Relief Funds (CRF) eligible expenses previously incurred and anticipated.

The unit and allocation details presented on June 9 and approved by Council on that date were:

Coronavirus Relief Funds (CRF) Budget Summary	Spent (Through April 30, 2020)	Future	Total
Consultant Services	\$925.00	\$40,000.00	\$40,925.00
Facilities	\$2,307.86	\$179,730.77	\$182,038.63
Grants	\$0.00	\$140,000.00	\$140,000.00
IT	\$19,201.08	\$151,493.98	\$170,695.06
Salary & Benefits	\$13,046.41	\$15,000.00	\$28,046.41
Supplies & Equipment	\$8,284.14	\$7,126.78	\$15,410.92
Total	\$43,764.49	\$563,351.53	\$607,116.02

Examples of expenses previously remitted or anticipated for each of the above budget units include:

1. **Consultant Services:** Contracts with service providers to provide economic development assistance, human service programs, outreach communication, etc.
2. **Facilities:** Facility improvements and purchases to ensure customer and employee health and safety.
3. **Grants:** Proposed city grant program to provide relief to local small businesses which have experienced losses related to COVID-19, and to non-profit agencies which provide human service programs to residents impacted by COVID-19.
4. **IT:** Purchase of technology and equipment to implement and improve teleworking capabilities for city employees.
5. **Salary & Benefits:** Payroll expenses for public safety employees engaged in activities directly related to COVID-19 response, and paid sick and family leave for employees impacted by COVID-19.
6. **Supplies & Equipment:** Purchase of sanitizing supplies and Personal Protective Equipment (PPE) to ensure proper disinfection of public facilities and the health and safety of customers and public employees.



Agenda Bill No. 20-111

Attachment No. 2

SUBJECT:	<i>Small Business Relief Grant award matrix</i>
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DESCRIPTION/BACKGROUND:

At its June 9, 2020 Regular Business Meeting, the City Council approved a contract with the state Department of Commerce for receipt of Coronavirus Relief Funds (CRF). As part of its approval of the contract, Council approved the staff-recommended CRF budget summary, which allocated \$110,000 to the Monroe CARES grant program. As stated on the record in that meeting, the initial allocations were planned to be \$60,000 to the Small Business Relief Grant and \$50,000 to the Community Relief Grant.

The City published the grant application and Notice of Available Funds on Wednesday, June 17. 24 applications were received by the Tuesday, June 30 application deadline.

An application review committee was formed consisting of Management Analyst Rich Huebner, Economic Development Specialist James Palmer, and EDAB members Allan Dye, Sally King and Bridgette Tuttle. The review committee thoroughly reviewed all applications and presented its award recommendations at the July 23 EDAB meeting. The following award recommendations, totaling \$50,370, were unanimously approved by the EDAB.

Applicant Business Name	Recommended Grant Amount
Adams Pawn Monroe	\$2,500.00
AJ's Salon	\$2,125.00
Artifex Manufacturing, LLC	\$3,000.00
Bliss Yoga Studio, LLC	\$5,000.00
Cascade Beer Candi Company	\$1,000.00
CrossFit Monroe	\$3,625.00
Discovery Leadership	\$0.00
Drive Right Washington, LLC	\$0.00
El Tijeras Hair Salon	\$2,720.00
Embroidery for the Soul	\$3,000.00
Farmhouse Kitchens	TBD
Gaia Organic Juice Bar, LLC	\$2,400.00
Hou Monroe, LLC	\$0.00
Ideal Lifestyle, LLC	\$2,900.00
Jump Rattle & Roll, LLC	TBD
M & M Antiques	\$4,500.00
Man Cave Barber Shop, LLC	\$2,800.00
Monroe Financial	\$1,000.00
Monroe Insurance	\$1,000.00
Pacific Tree Management	\$2,125.00
S & S Bricks, Inc.	\$2,500.00
Shannon's Hair (at AJ's Salon)	\$2,875.00
Sharinabean's on Main	\$3,000.00
Stonewood Construction Services, LLC	\$2,300.00
Total:	\$50,730.00



MEMORANDUM

TO: Monroe City Council, Mayor Thomas, and City Administrator Knight

FROM: Becky Hasart, Finance Director

DATE: July 28, 2020

RE: **May & June 2020 Finance Department Monthly Report**

Please find attached the June 2020 financial monthly report. Straight line trending would be fifty percent (50.00%). Revenues and expenditures have been volatile over May and June. This volatility is directly related to COVID (further discussion below).

Miscellaneous revenues are trending higher than expected due to the early call outs of some of the City's long term investments (see attached May and June investment reports) but it is anticipated that future returns will be low, reflective of the decrease in interest rates enacted by the Federal Reserve.

Both Charges for Services and Fines & Penalties are behind budgeted expectations, again due to COVID. Majority of Fines & Penalties are related to Court activity, which has been either suspended or in a limited reopening phase. Charges for Goods and Services reflects the temporary shutdown of the building industry at the beginning of COVID mitigation efforts.

General Fund revenues, after adjustment for budgeted transfers and reimbursable COVID related costs, are ahead of expenditures by \$456,788 through June. This is due to staff compliance with the Mayor's directive to review budgets to help identify potential adjustments that can be made within the City's overall strategic needs. The 2020 Budget Amendment will be presented to the Council for consideration on August 4, 2020.

The 2020 Sales Tax report is attached for your review. Also included are the sales taxes by category for both May and June. Aggregate sales taxes through June are trending ahead of budgeted expectations by 2.57%. However, sales taxes through June 2019 were ahead of budget by 9.63%. 2020 sales taxes have been affected by COVID mitigation efforts. While June's receipts for April's tax returns were positive, they most likely represent carry over from March sales that were reported late. Also, June's receipts over budget only represent 37.09% of the budget deficit experienced in April and May.

2020 Real Estate Excise Taxes have been extremely volatile month to month. June 2020 receipts were behind budgeted expectations by 55.61%. But the aggregate through June is ahead by 17.31%. 2019 REET receipts through June were ahead of budget by 30.62%.

2020 Lodging Taxes have experienced the greatest impact from COVID mitigation efforts. Lodging taxes are currently behind budget by 5.23%. However, the bulk of these revenues are realized from July through November (May through September activity). As events and programs continue to be cancelled, these revenues are not expected to recover in any significant manner during the remainder of fiscal year 2020.

The balance sheet report for June 2020 is included in this report.

Yearend close out is now complete and all funds in 2019 were within budget. The annual report was submitted to the state on May 27, 2020, two days before the due date of May 29, 2020.

The City has completed its 2018-2019 Transportation Benefit District (TBD) audit. The exit was conducted in June. There were no findings or management letter items to report.

The City's fiscal and accountability audit for 2019 will begin the last week of July. As with the TBD audit, it will be conducted remotely. Once complete, an exit will be schedule for a City Council business meeting.

COVID-19

The City is currently working on a comprehensive 2020 Budget Amendment in light of the potential COVID-19 impacts to our revenues. The proposed amendment will be presented to Council on August 4, 2020. Current projected revenue shortfalls are anticipated to be between 6% to 10% in the aggregate among the various City funds. For sales taxes specifically, we are anticipating receiving about 70% to 75% of original budget.

The Mayor has directed staff to begin reviewing their budgets to help identify potential adjustments that can be made within the City's overall strategic needs. The Mayor has also directed, through Emergency Order 2020-007, that all new contracts and capital purchases be suspended until those contacts and capital purchases can be analyzed with Deborah Knight within the context of the overall 2020 Budget Amendment.

Investment Report

The May and June 2020 investment reports are attached for your convenience. Interest rates continue to decrease in the current environment, which is reflected in our short term investments (LGIP and Opus Bank). These rates continue to be volatile based on national and world events (Covid-19 concerns, various new international tariffs, changes in international leadership, etc.).

Donation Report

The June 2020 Donation report is attached for your convenience.

Passport Services

Due to COVID-19, passport services have been suspended for the foreseeable future both locally and at the federal State Department level.



806 West Main Street
Monroe, WA 98272-2198
(360) 794-7400 Fax: (360) 794-4007
www.monroewa.gov

MEMORANDUM

TO: Monroe City Council, Mayor Thomas, and City Administrator Knight
FROM: Becky Hasart, Finance Director
DATE: July 28, 2020
RE: **Finance Monthly Report – May and June Services Agreements**

Per the City of Monroe Procurement Policies and Procedures Manual, the following are the professional (personal) services contracts executed during the month of May 2020:

- Perteet – \$2,895
Skycroft FKA Raspberry Hill Landscape Review
- Blueline Group - \$93,400
Annual road maintenance inspection services
- Scott's Electrical Services, LLC – \$4,919
Boys and Girls Club (BGC) operable gym center curtain power

The following are the professional (personal) services contracts executed during the month of June 2020:

- AVCapturAll - \$600 increase from existing contract subscription
Live streaming and additional public access storage for Court
- GOE Test – \$30,153
2020 overlay testing and sample pickup/processing
- Perteet - \$2,300
Access Road to DOC #2 culvert wetland buffer impacts
- Scott's Electrical Services, LLC - \$12,308
BGC Club Gym lighting project

Thank you.

City of Monroe - June 2020 (50.0%)

General Fund Revenues	2020	Year-to-Date	% of	2019	Year-to-Date	% of
	Budget	06/30/2020	Budget	Budget	06/30/2019	Budget
Property Tax	3,275,000	1,648,264	50.3%	3,201,628	1,700,297	53.1%
Sales Tax	5,932,554	2,875,619	48.5%	5,791,928	2,982,028	51.5%
Admissions Tax	95,000	31,331	33.0%	115,000	44,043	38.3%
Utility Tax	2,745,176	1,491,004	54.3%	3,236,541	1,681,908	52.0%
Leasehold & Gambling Taxes	43,900	28,980	66.0%	55,117	27,668	50.2%
Total Taxes	12,091,630	6,075,197	50.2%	12,400,214	6,435,945	51.9%
Licenses & Permits	520,850	300,479	57.7%	631,183	432,565	68.5%
Intergovernmental	522,856	195,712	37.4%	520,815	216,198	41.5%
Charges for Goods & Services	1,591,696	728,651	45.8%	1,572,010	804,884	51.2%
Fines & Penalties	213,400	80,173	37.6%	240,624	120,015	49.9%
Miscellaneous Revenues	81,147	76,912	94.8%	69,371	61,086	88.1%
Transfers In/Insurance Recovery	40,209	42,152	104.8%	0	250	0.0%
Total General Fund Revenues	15,061,788	7,499,275	49.8%	15,434,217	8,070,941	52.3%

Becky Hasart:
 After adjusting for budgeted transfers out and COVID related expenses (100% reimbursable), GF Revenues exceeds Expenditures by \$456,788 year to date.

City of Monroe - June 2020 (50.0%)

General Fund Expenditures	2020 Budget	Year-to-Date 06/30/2020	% of Budget	2019 Budget	Year-to-Date 06/30/2019	% of Budget
Executive	781,261	288,653	36.9%	684,439	314,908	46.0%
City Clerk/Public Records	194,469	98,447	50.6%	174,941	71,955	41.1%
Legal	738,000	231,714	31.4%	728,000	288,034	39.6%
Human Resources	275,245	113,147	41.1%	218,762	104,421	47.7%
Legislative	276,622	125,386	45.3%	276,757	82,779	29.9%
Finance	662,262	267,972	40.5%	567,917	258,036	45.4%
Community Development	1,677,732	724,956	43.2%	1,509,673	739,347	49.0%
Emergency Management	20,384	7,553	37.1%	26,870	9,213	34.3%
Police	8,083,382	3,793,112	46.9%	7,887,945	3,683,581	46.7%
Jail & Dispatch	698,184	242,607	34.7%	771,000	280,061	36.3%
Municipal Court	474,813	218,608	46.0%	414,783	200,978	48.5%
Parks & Recreation	1,722,741	811,160	47.1%	1,773,793	732,822	41.3%
City-Wide Expenditures	105,352	102,928	97.7%	110,216	67,522	61.3%
COVID Expenses	0	95,345	0.0%			
Interfund Transfers Out	620,450	425,000	68.5%	1,979,405	1,108,203	56.0%
Total General Fund Expenditures	16,330,897	7,546,588	46.2%	17,124,501	7,941,860	46.4%

Becky Hasart:
This cost center includes items paid once per year at the beginning of the year. This is within budget expectations.

Becky Hasart:
This cost center was created to track COVID specific expenses eligible for CARES Act reimbursement.

City of Monroe - June 2020 (50.0%)

Other Funds' Revenues	2020 Budget	Year-to-Date 06/30/2020	% of Budget	2019 Budget	Year-to-Date 06/30/2019	% of Budget
Street Fund	1,099,747	527,502	48.0%	820,111	403,028	49.1%
Tourism Fund (Lodging Tax)	81,000	27,673	34.2%	80,750	34,125	42.3%
Real Estate Excise Tax Fund	953,270	527,973	55.4%	958,182	598,412	62.5%
Water Fund	6,744,771	2,957,745	43.9%	6,627,042	2,930,091	44.2%
Sewer Fund	7,789,008	4,098,642	52.6%	7,550,194	3,994,018	52.9%
Storm Drain Fund	2,179,993	1,084,917	49.8%	1,979,043	1,018,035	51.4%
Water CIP Fund	2,238,659	919,347	41.1%	2,613,882	1,514,512	57.9%
Sewer CIP Fund	2,463,322	1,677,609	68.1%	2,019,979	1,282,946	63.5%
Storm Drain CIP Fund	3,508,634	116,424	3.3%	532,665	34,262	6.4%

Becky Hasart:
Street Revenues exceed expenditures by \$48,851

Becky Hasart:
Water revenues always trend low in the spring but begins to trend high during summer months. However, weather has been more wet than expected, which may affect summer revenues.

Becky Hasart:
Bulk of revenues are derived from transfers from the respective O&M funds, which occur in June and December each year. For Stormwater CIP, revenues also include grant monies which should be realized as the related capital project is constructed.

City of Monroe - June 2020 (50.00%)

Other Funds' Expenditures	2020 Budget	Year-to-Date 06/30/2020	% of Budget	2019 Budget	Year-to-Date 06/30/2019	% of Budget
Street Fund	1,112,189	478,651	43.0%	820,556	388,164	47.3%
Tourism Fund (Lodging Tax)	120,000	9,043	7.5%	106,426	17,647	16.6%
Parks CIP Fund	7,591,514	146,991	1.9%	940,166	214,858	22.9%
Street CIP Fund	5,644,428	460,333	8.2%	3,927,852	307,119	7.8%
Water Fund	6,759,365	2,845,802	42.1%	7,230,853	3,221,142	44.5%
Sewer Fund	8,371,989	3,766,314	45.0%	7,803,838	3,202,943	41.0%
Storm Drain Fund	2,216,373	967,428	43.6%	2,065,944	887,936	43.0%
Water CIP Fund	5,131,259	578,665	11.3%	5,377,369	1,854,575	34.5%
Sewer CIP Fund	860,862	416,573	48.4%	1,899,961	1,220,710	64.2%
Storm Drain CIP Fund	3,461,432	278,026	8.0%	887,314	218,526	24.6%
Information Technology I.S. Fund	817,544	451,771	55.3%	798,375	382,084	47.9%
Fleet & Equipment I.S. Fund	1,984,380	653,816	32.9%	1,645,228	598,805	36.4%
Facilities I.S. Fund	1,480,729	632,503	42.7%	1,475,240	709,417	48.1%

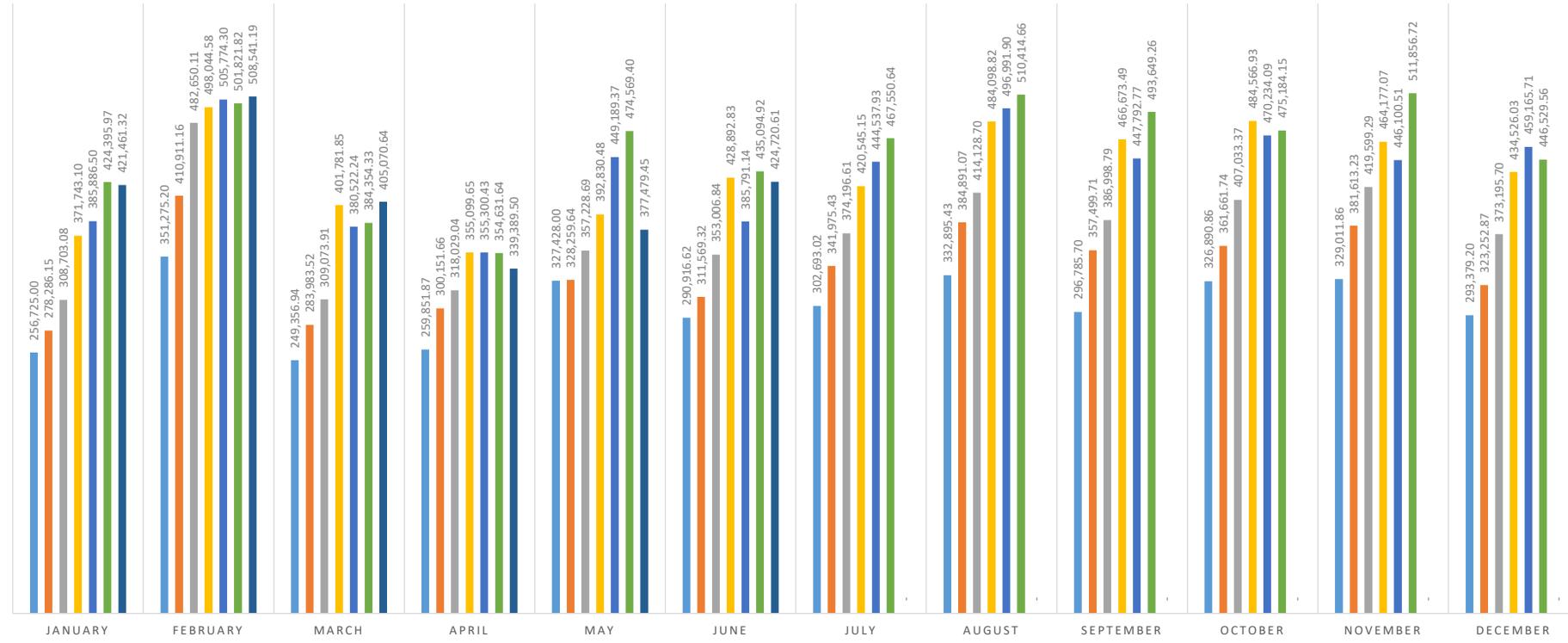
Becky Hasart:
 Some costs, such as software licenses and subscriptions, are paid at the beginning of the year for the entire year. Staff will monitor costs closely as the year progresses.

Sales Tax Analysis

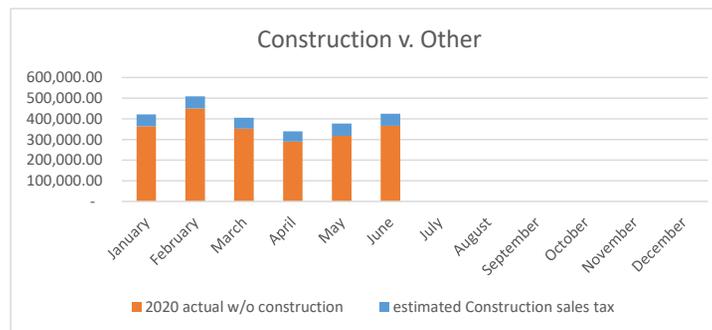
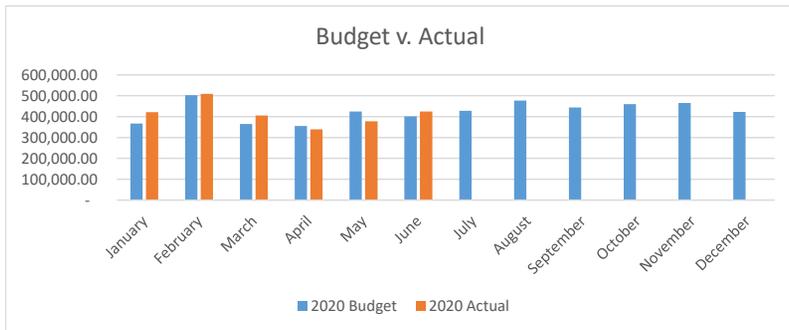
Month	2014	% of total	2015	% of total	2016	% of total	2017	% of total	2018	% of total	2019	% of total	average %	2020 Budget	2020 Actual	Difference	% diff from budget
Jan	256,725.00	7.10%	278,286.15	6.85%	308,703.08	6.85%	371,743.10	7.14%	385,886.50	7.38%	424,395.97	7.74%	7.18%	366,855.82	421,461.32	54,605.50	
Feb	351,275.20	9.71%	410,911.16	10.11%	482,650.11	10.72%	498,044.58	9.57%	505,774.30	9.68%	501,821.82	9.16%	9.82%	502,058.13	508,541.19	6,483.06	
March	249,356.94	6.89%	283,983.52	6.99%	309,073.91	6.86%	401,781.85	7.72%	380,522.24	7.28%	384,354.33	7.01%	7.13%	364,204.86	405,070.64	40,865.78	
April	259,851.87	7.18%	300,151.66	7.39%	318,029.04	7.06%	355,099.65	6.82%	355,300.43	6.80%	354,631.64	6.47%	6.95%	355,386.61	339,389.50	(15,997.11)	4.50%
May	327,428.00	9.05%	328,259.64	8.08%	357,228.69	7.93%	392,830.48	7.55%	449,189.37	8.59%	474,569.40	8.66%	8.31%	424,720.65	377,479.45	(47,241.20)	11.12%
June	290,916.62	8.04%	311,569.32	7.67%	353,006.84	7.84%	428,892.83	8.24%	385,791.14	7.38%	435,094.92	7.94%	7.85%	401,264.46	424,720.61	23,456.15	-5.85%
July	302,693.02	8.37%	341,975.43	8.41%	374,196.61	8.31%	420,545.15	8.08%	444,537.93	8.50%	467,550.64	8.53%	8.37%	427,667.96			
Aug	332,895.43	9.20%	384,891.07	9.47%	414,128.70	9.20%	484,098.82	9.30%	496,991.90	9.51%	510,414.66	9.31%	9.33%	476,939.66			
Sept	296,785.70	8.20%	357,499.71	8.80%	386,998.79	8.59%	466,673.49	8.97%	447,792.77	8.57%	493,649.26	9.01%	8.69%	444,090.02			
Oct	326,890.86	9.04%	361,661.74	8.90%	407,033.37	9.04%	484,566.93	9.31%	470,234.09	9.00%	475,184.15	8.67%	8.99%	459,556.15			
Nov	329,011.86	9.10%	381,613.23	9.39%	419,599.29	9.32%	464,177.07	8.92%	446,100.51	8.53%	511,856.72	9.34%	9.10%	465,043.13			
Dec	293,379.20	8.11%	323,252.87	7.95%	373,195.70	8.29%	434,526.03	8.35%	459,165.71	8.78%	446,529.56	8.15%	8.27%	422,766.55			
Total	3,617,209.70	100.00%	4,064,055.50	100.00%	4,503,844.13	100.00%	5,202,979.98	100.00%	5,227,286.89	100.00%	5,480,053.07	100.00%	100.00%	5,110,554.00	2,476,662.71	62,172.19	
% increase from prior year			12.35%		10.82%		15.52%		0.47%		4.84%			-2.23%			
														Total	% inc		
														2,963,020.00			
														2,999,246.00			
	January	February	March	April	May	June	July	August	September	October	November	December		3,444,040.01	14.83%		
2014	256,725.00	351,275.20	249,356.94	259,851.87	327,428.00	290,916.62	302,693.02	332,895.43	296,785.70	326,890.86	329,011.86	293,379.20		3,617,209.70	5.03%		
2015	278,286.15	410,911.16	283,983.52	300,151.66	328,259.64	311,569.32	341,975.43	384,891.07	357,499.71	361,661.74	381,613.23	323,252.87		4,064,055.50	12.35%		
2016	308,703.08	482,650.11	309,073.91	318,029.04	357,228.69	353,006.84	374,196.61	414,128.70	386,998.79	407,033.37	419,599.29	373,195.70		4,503,844.13	10.82%		
2017	371,743.10	498,044.58	401,781.85	355,099.65	392,830.48	428,892.83	420,545.15	484,098.82	466,673.49	484,566.93	464,177.07	434,526.03		5,202,979.98	15.52%		
2018	385,886.50	505,774.30	380,522.24	355,300.43	449,189.37	385,791.14	444,537.93	496,991.90	447,792.77	470,234.09	446,100.51	459,165.71		5,227,286.89	0.47%		
2019	424,395.97	501,821.82	384,354.33	354,631.64	474,569.40	435,094.92	467,550.64	510,414.66	493,649.26	475,184.15	511,856.72	446,529.56		5,480,053.07	4.84%		
2020	421,461.32	508,541.19	405,070.64	339,389.50	377,479.45	424,720.61	-	-	-	-	-	-		2,476,662.71	-52.62%		

SALES TAX COLLECTION HISTORY

■ 2014 ■ 2015 ■ 2016 ■ 2017 ■ 2018 ■ 2019 ■ 2020

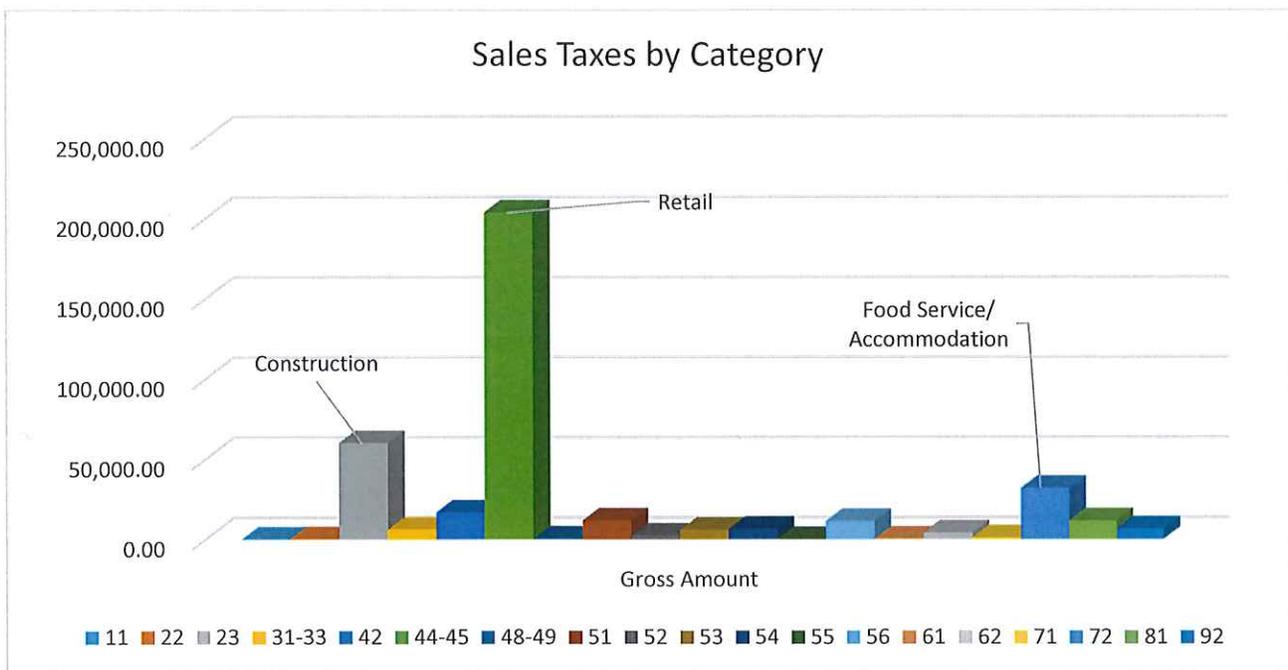


Ave Receipts % by month per history		2020 Budget	2020 Actual	Difference over/(under)	% over/(under) budget		estimated Construction sales tax	2020 actual w/o construction	Construction % of total
7.18%	January	366,855.82	421,461.32	54,605.50	14.88%	January	56,801.81	364,659.51	13.48%
9.82%	February	502,058.13	508,541.19	6,483.06	1.29%	February	58,390.17	450,151.02	11.48%
7.13%	March	364,204.86	405,070.64	40,865.78	11.22%	March	53,019.27	352,051.37	13.09%
6.95%	April	355,386.61	339,389.50	(15,997.11)	-4.50%	April	49,885.45	289,504.05	14.70%
8.31%	May	424,720.65	377,479.45	(47,241.20)	-11.12%	May	59,644.62	317,834.83	15.80%
7.85%	June	401,264.46	424,720.61	23,456.15	5.85%	June	57,986.23	366,734.38	13.65%
8.37%	July	427,667.96	-	-	-100.00%	July	-	-	-
9.33%	August	476,939.66	-	-	-100.00%	August	-	-	-
8.69%	September	444,090.02	-	-	-100.00%	September	-	-	-
8.99%	October	459,556.15	-	-	-100.00%	October	-	-	-
9.10%	November	465,043.13	-	-	-100.00%	November	-	-	-
8.27%	December	422,766.55	-	-	-100.00%	December	-	-	-
100.00%		5,110,554.00	2,476,662.71	62,172.19	-51.54%		335,727.55	2,140,935.16	13.56%



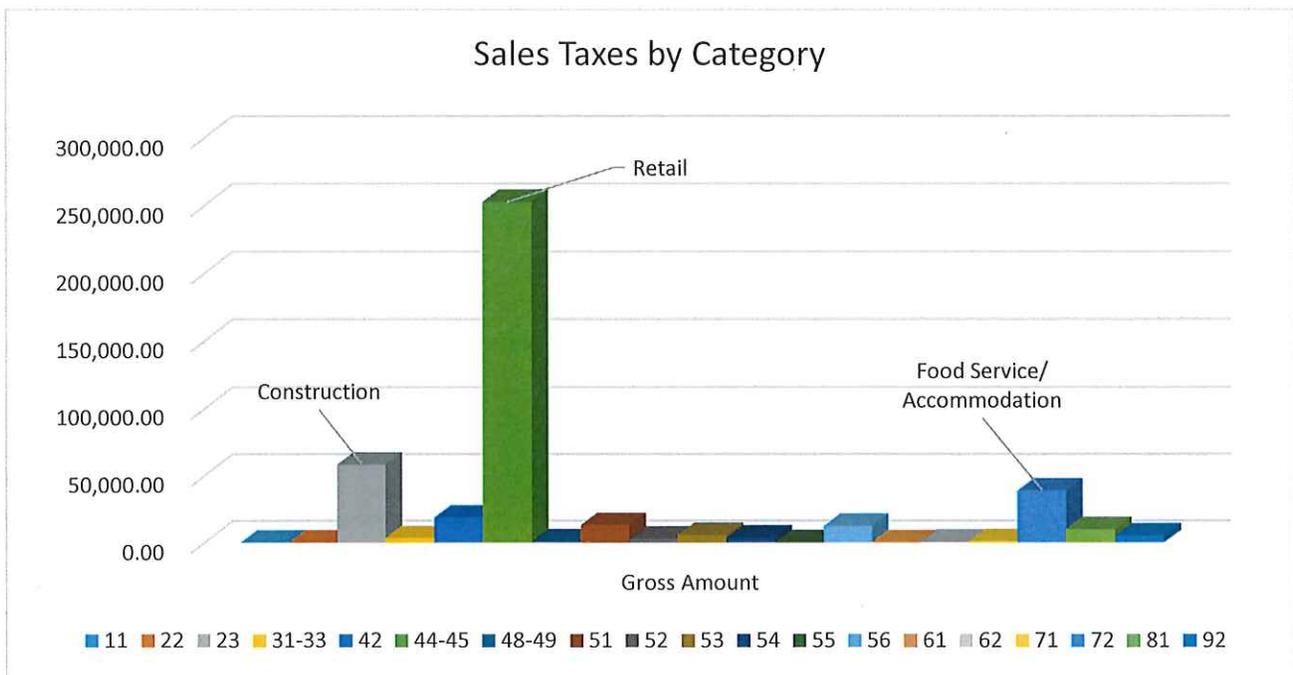
May 2020 receipts

Title		Gross Amount	Net Amount
Ag/Forestry/Fishing & Hunting	11	45.24	44.88
Utilities	22	185.98	184.50
Construction	23	60,124.15	59,644.62
Manufacturing	31-33	6,124.20	6,075.36
Wholesale Trade	42	16,883.98	16,749.32
Retail Trade	44-45	203,847.47	202,221.66
Transportation & Warehousing	48-49	352.73	349.92
Information	51	11,717.97	11,624.51
Finance & Insurance	52	2,300.59	2,282.24
Real Estate & Rental & Leasing	53	5,863.07	5,816.31
Professional/Scientific/Tech Services	54	6,404.96	6,353.88
Management of Companies & Enterprises	55	2.26	2.24
Admin & Support & Waste Mngt & Remediation Services	56	11,371.55	11,280.85
Education Services	61	192.49	190.95
Health Care & Social Assistance	62	4,015.75	3,983.72
Arts/Entertainment/Recreation	71	1,072.32	1,063.77
Accommodation & Food Services	72	31,870.34	31,616.15
Other Services (except Public Admin)	81	11,660.02	11,567.02
Public Administration	92	6,479.22	6,427.54
Other	99		-
		<u>380,514.29</u>	<u>377,479.45</u>
		380,514.29	377,479.45



June 2020 receipts

Title		Gross Amount	Net Amount
Ag/Forestry/Fishing & Hunting	11	22.57	22.40
Utilities	22	18.11	17.98
Construction	23	58,421.64	57,986.23
Manufacturing	31-33	3,469.35	3,443.49
Wholesale Trade	42	18,771.78	18,631.88
Retail Trade	44-45	252,835.37	250,951.02
Transportation & Warehousing	48-49	808.98	802.95
Information	51	13,100.56	13,002.92
Finance & Insurance	52	2,993.52	2,971.21
Real Estate & Rental & Leasing	53	5,721.52	5,678.88
Professional/Scientific/Tech Services	54	3,734.59	3,706.76
Management of Companies & Enterprises	55	8.24	8.18
Admin & Support & Waste Mngt & Remediation Services	56	12,363.81	12,271.66
Education Services	61	245.36	243.53
Health Care & Social Assistance	62	532.45	528.48
Arts/Entertainment/Recreation	71	970.98	963.74
Accommodation & Food Services	72	38,919.96	38,629.90
Other Services (except Public Admin)	81	9,959.12	9,884.90
Public Administration	92	5,011.85	4,974.50
Other	99		-
		<u>427,909.76</u>	<u>424,720.61</u>
		427,909.76	424,720.61



REET Analysis
1st Quarter %

Month	2015	% of total	2016	% of total	2017	% of total	2018	% of total	2019	% of total	average %	2020 Budget	2020 Actual	Difference	% diff from budget
Jan	11,643.11	3.14%	37,075.76	7.87%	29,985.35	3.70%	51,717.46	7.76%	32,673.37	4.90%	5.47%	24,622.91	88,281.32	63,658.41	
Feb	17,929.47	4.83%	37,417.95	7.94%	45,307.23	5.59%	122,353.23	18.35%	43,910.15	6.58%	8.66%	38,965.64	36,267.81	(2,697.83)	
March	33,331.71	8.99%	27,984.26	5.94%	28,201.57	3.48%	39,581.35	5.94%	42,455.95	6.36%	6.14%	27,631.60	27,795.63	164.03	
April	14,944.94	4.03%	45,767.00	9.71%	175,686.10	21.67%	29,753.58	4.46%	47,432.13	7.11%	9.40%	42,284.34	35,261.08	(7,023.26)	
May	15,970.80	4.31%	39,140.27	8.31%	47,761.22	5.89%	38,392.08	5.76%	59,649.35	8.94%	6.64%	29,879.87	32,573.51	2,693.64	
June	22,229.03	5.99%	31,866.50	6.76%	90,071.71	11.11%	70,719.64	10.61%	59,711.05	8.95%	8.68%	39,078.70	17,348.28	(21,730.42)	55.61%
July	40,083.53	10.81%	33,769.08	7.17%	41,491.34	5.12%	77,210.97	11.58%	64,056.57	9.60%	8.85%	39,843.09			
Aug	38,917.10	10.49%	41,137.61	8.73%	93,607.36	11.55%	38,035.59	5.71%	69,662.04	10.44%	9.38%	42,220.42			
Sept	34,705.67	9.36%	31,060.58	6.59%	56,729.19	7.00%	51,337.81	7.70%	61,298.74	9.19%	7.97%	35,847.90			
Oct	24,168.98	6.52%	63,552.99	13.49%	51,592.02	6.36%	42,133.43	6.32%	61,642.28	9.24%	8.38%	37,730.44			
Nov	51,464.54	13.87%	38,470.05	8.16%	65,304.63	8.06%	49,554.58	7.43%	65,429.32	9.80%	9.47%	42,597.34			
Dec	65,564.88	17.67%	44,004.54	9.34%	84,957.93	10.48%	55,882.89	8.38%	59,395.95	8.90%	10.96%	49,297.75			
Total	370,953.76	100.00%	471,246.59	100.00%	810,695.65	100.00%	666,672.61	100.00%	667,316.90	100.00%	100.00%	450,000.00	237,527.63	35,064.57	

% increase from prior year

27.04%

72.03%

-17.77%

0.10%

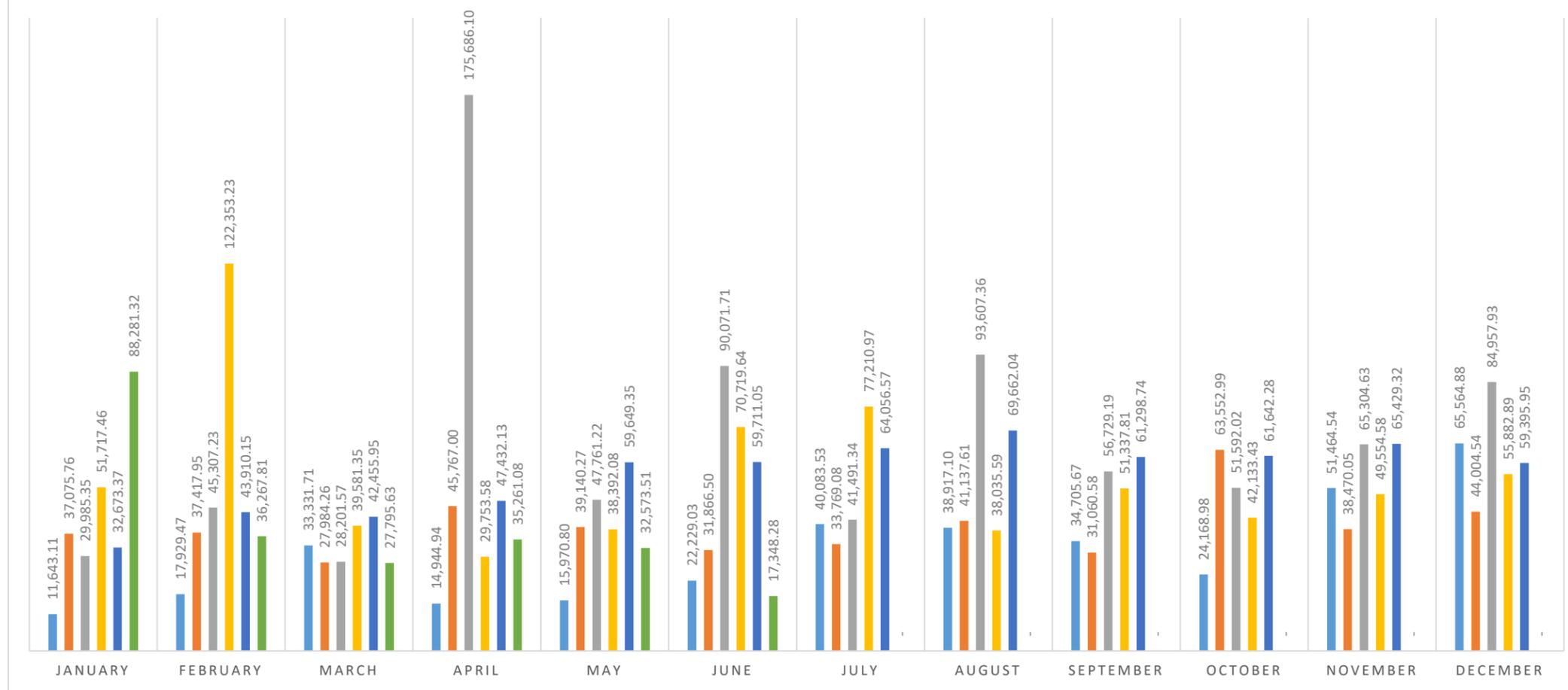
-32.57%

Total

	January	February	March	April	May	June	July	August	September	October	November	December	Total
2015	11,643.11	17,929.47	33,331.71	14,944.94	15,970.80	22,229.03	40,083.53	38,917.10	34,705.67	24,168.98	51,464.54	65,564.88	370,953.76
2016	37,075.76	37,417.95	27,984.26	45,767.00	39,140.27	31,866.50	33,769.08	41,137.61	31,060.58	63,552.99	38,470.05	44,004.54	471,246.59
2017	29,985.35	45,307.23	28,201.57	175,686.10	47,761.22	90,071.71	41,491.34	93,607.36	56,729.19	51,592.02	65,304.63	84,957.93	810,695.65
2018	51,717.46	122,353.23	39,581.35	29,753.58	38,392.08	70,719.64	77,210.97	38,035.59	51,337.81	42,133.43	49,554.58	55,882.89	666,672.61
2019	32,673.37	43,910.15	42,455.95	47,432.13	59,649.35	59,711.05	64,056.57	69,662.04	61,298.74	61,642.28	65,429.32	59,395.95	667,316.90
2020	88,281.32	36,267.81	27,795.63	35,261.08	32,573.51	17,348.28	-	-	-	-	-	-	237,527.63

1ST QTR REET COLLECTION

■ 2015 ■ 2016 ■ 2017 ■ 2018 ■ 2019 ■ 2020



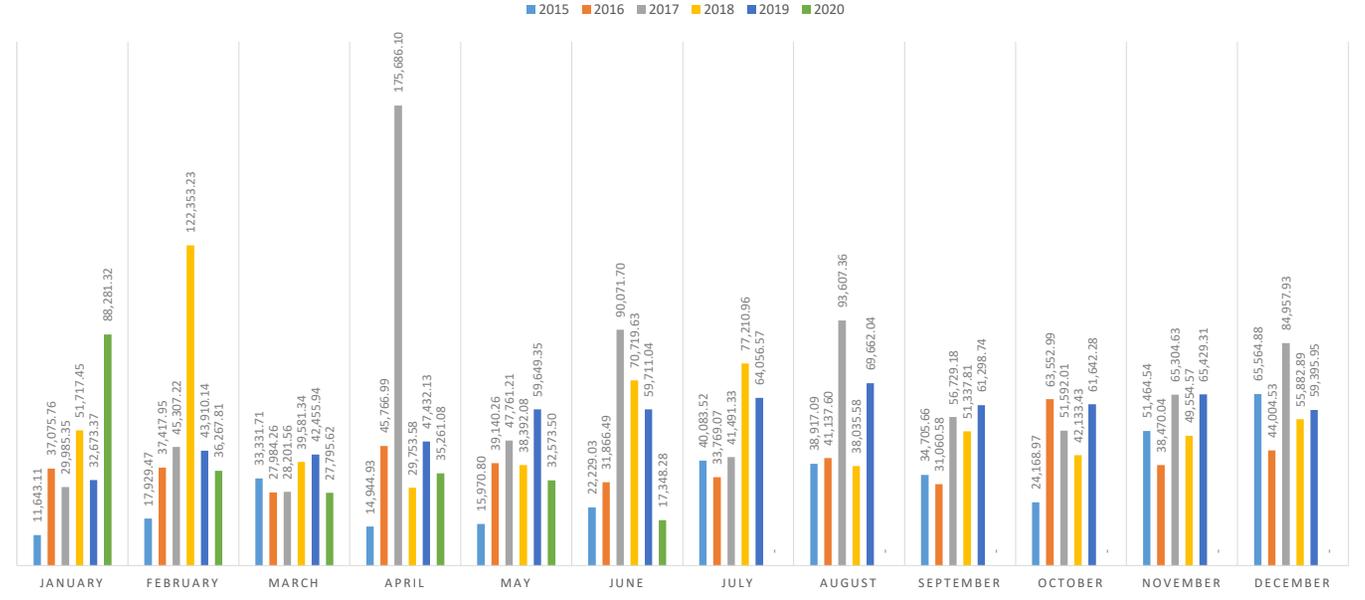
REET Analysis
2nd Quarter %

Month	2015	% of total	2016	% of total	2017	% of total	2018	% of total	2019	% of total	average %	2020 Budget	2020 Actual	Difference	% diff from budget
Jan	11,643.11	3.14%	37,075.76	7.87%	29,985.35	3.70%	51,717.45	7.76%	32,673.37	4.90%	5.47%	24,622.91	88,281.32	63,658.41	
Feb	17,929.47	4.83%	37,417.95	7.94%	45,307.22	5.59%	122,353.23	18.35%	43,910.14	6.58%	8.66%	38,965.65	36,267.81	(2,697.84)	
March	33,331.71	8.99%	27,984.26	5.94%	28,201.56	3.48%	39,581.34	5.94%	42,455.94	6.36%	6.14%	27,631.60	27,795.62	164.02	
April	14,944.93	4.03%	45,766.99	9.71%	175,686.10	21.67%	29,753.58	4.46%	47,432.13	7.11%	9.40%	42,284.34	35,261.08	(7,023.26)	
May	15,970.80	4.31%	39,140.26	8.31%	47,761.21	5.89%	38,392.08	5.76%	59,649.35	8.94%	6.64%	29,879.87	32,573.50	2,693.63	
June	22,229.03	5.99%	31,866.49	6.76%	90,071.70	11.11%	70,719.63	10.61%	59,711.04	8.95%	8.68%	39,078.69	17,348.28	(21,730.41)	55.61%
July	40,083.52	10.81%	33,769.07	7.17%	41,491.33	5.12%	77,210.96	11.58%	64,056.57	9.60%	8.85%	39,843.08			
Aug	38,917.09	10.49%	41,137.60	8.73%	93,607.36	11.55%	38,035.58	5.71%	69,662.04	10.44%	9.38%	42,220.42			
Sept	34,705.66	9.36%	31,060.58	6.59%	56,729.18	7.00%	51,337.81	7.70%	61,298.74	9.19%	7.97%	35,847.90			
Oct	24,168.97	6.52%	63,552.99	13.49%	51,592.01	6.36%	42,133.43	6.32%	61,642.28	9.24%	8.38%	37,730.44			
Nov	51,464.54	13.87%	38,470.04	8.16%	65,304.63	8.06%	49,554.57	7.43%	65,429.31	9.80%	9.47%	42,597.34			
Dec	65,564.88	17.67%	44,004.53	9.34%	84,957.93	10.48%	55,882.89	8.38%	59,395.95	8.90%	10.96%	49,297.76			
Total	370,953.71	100.00%	471,246.52	100.00%	810,695.58	100.00%	666,672.55	100.00%	667,316.86	100.00%	100.00%	450,000.00	237,527.61	35,064.55	
% increase from prior year			27.04%		72.03%		-17.77%		0.10%			-32.57%			

Total

	January	February	March	April	May	June	July	August	September	October	November	December	
2015	11,643.11	17,929.47	33,331.71	14,944.93	15,970.80	22,229.03	40,083.52	38,917.09	34,705.66	24,168.97	51,464.54	65,564.88	370,953.71
2016	37,075.76	37,417.95	27,984.26	45,766.99	39,140.26	31,866.49	33,769.07	41,137.60	31,060.58	63,552.99	38,470.04	44,004.53	471,246.52
2017	29,985.35	45,307.22	28,201.56	175,686.10	47,761.21	90,071.70	41,491.33	93,607.36	56,729.18	51,592.01	65,304.63	84,957.93	810,695.58
2018	51,717.45	122,353.23	39,581.34	29,753.58	38,392.08	70,719.63	77,210.96	38,035.58	51,337.81	42,133.43	49,554.57	55,882.89	666,672.55
2019	32,673.37	43,910.14	42,455.94	47,432.13	59,649.35	59,711.04	64,056.57	69,662.04	61,298.74	61,642.28	65,429.31	59,395.95	667,316.86
2020	88,281.32	36,267.81	27,795.62	35,261.08	32,573.50	17,348.28	-	-	-	-	-	-	237,527.61

2ND QTR REET COLLECTION

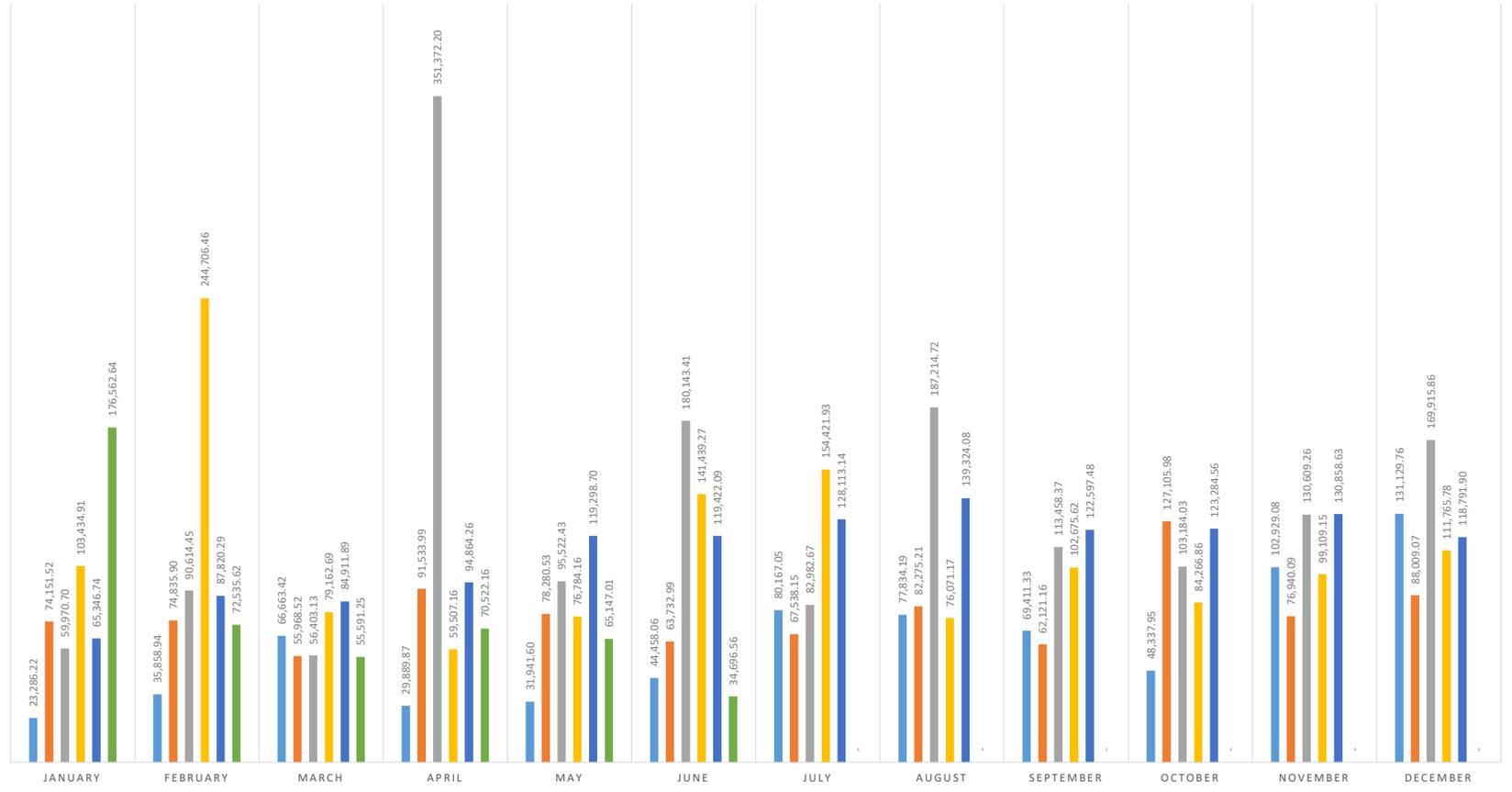


REET Analysis
Both quarter %

Month	2015	% of total	2016	% of total	2017	% of total	2018	% of total	2019	% of total	average %	2020 Budget	2020 Actual	Difference	% diff from budget
Jan	23,286.22	3.14%	74,151.52	7.87%	59,970.70	3.70%	103,434.91	7.76%	65,346.74	4.90%	5.47%	49,245.82	176,562.64	127,316.82	
Feb	35,858.94	4.83%	74,835.90	7.94%	90,614.45	5.59%	244,706.46	18.35%	87,820.29	6.58%	8.66%	77,931.29	72,535.62	(5,395.67)	
March	66,663.42	8.99%	55,968.52	5.94%	56,403.13	3.48%	79,162.69	5.94%	84,911.89	6.36%	6.14%	55,263.20	55,591.25	328.05	
April	29,889.87	4.03%	91,533.99	9.71%	351,372.20	21.67%	59,507.16	4.46%	94,864.26	7.11%	9.40%	84,568.68	70,522.16	(14,046.52)	
May	31,941.60	4.31%	78,280.53	8.31%	95,522.43	5.89%	76,784.16	5.76%	119,298.70	8.94%	6.64%	59,759.74	65,147.01	5,387.27	
June	44,458.06	5.99%	63,732.99	6.76%	180,143.41	11.11%	141,439.27	10.61%	119,422.09	8.95%	8.68%	78,157.39	34,696.56	(43,460.83)	55.61%
July	80,167.05	10.81%	67,538.15	7.17%	82,982.67	5.12%	154,421.93	11.58%	128,113.14	9.60%	8.85%	79,686.17	-	-	
Aug	77,834.19	10.49%	82,275.21	8.73%	187,214.72	11.55%	76,071.17	5.71%	139,324.08	10.44%	9.38%	84,440.84	-	-	
Sept	69,411.33	9.36%	62,121.16	6.59%	113,458.37	7.00%	102,675.62	7.70%	122,597.48	9.19%	7.97%	71,695.79	-	-	
Oct	48,337.95	6.52%	127,105.98	13.49%	103,184.03	6.36%	84,266.86	6.32%	123,284.56	9.24%	8.38%	75,460.89	-	-	
Nov	102,929.08	13.87%	76,940.09	8.16%	130,609.26	8.06%	99,109.15	7.43%	130,858.63	9.80%	9.47%	85,194.68	-	-	
Dec	131,129.76	17.67%	88,009.07	9.34%	169,915.86	10.48%	111,765.78	8.38%	118,791.90	8.90%	10.96%	98,595.51	-	-	
Total	741,907.47	100.00%	942,493.11	100.00%	1,621,391.23	100.00%	1,333,345.16	100.00%	1,334,633.76	100.00%	100.00%	900,000.00	475,055.24	70,129.12	
% increase from prior year			27.04%		72.03%		-17.77%		0.10%			-32.57%			
Total															
	January	February	March	April	May	June	July	August	September	October	November	December			
2015	23,286.22	35,858.94	66,663.42	29,889.87	31,941.60	44,458.06	80,167.05	77,834.19	69,411.33	48,337.95	102,929.08	131,129.76		741,907.47	
2016	74,151.52	74,835.90	55,968.52	91,533.99	78,280.53	63,732.99	67,538.15	82,275.21	62,121.16	127,105.98	76,940.09	88,009.07		942,493.11	
2017	59,970.70	90,614.45	56,403.13	351,372.20	95,522.43	180,143.41	82,982.67	187,214.72	113,458.37	103,184.03	130,609.26	169,915.86		1,621,391.23	
2018	103,434.91	244,706.46	79,162.69	59,507.16	76,784.16	141,439.27	154,421.93	76,071.17	102,675.62	84,266.86	99,109.15	111,765.78		1,333,345.16	
2019	65,346.74	87,820.29	84,911.89	94,864.26	119,298.70	119,422.09	128,113.14	139,324.08	122,597.48	123,284.56	130,858.63	118,791.90		1,334,633.76	
2020	176,562.64	72,535.62	55,591.25	70,522.16	65,147.01	34,696.56	-	-	-	-	-	-		475,055.24	

TOTAL REET COLLECTION

■ 2015 ■ 2016 ■ 2017 ■ 2018 ■ 2019 ■ 2020

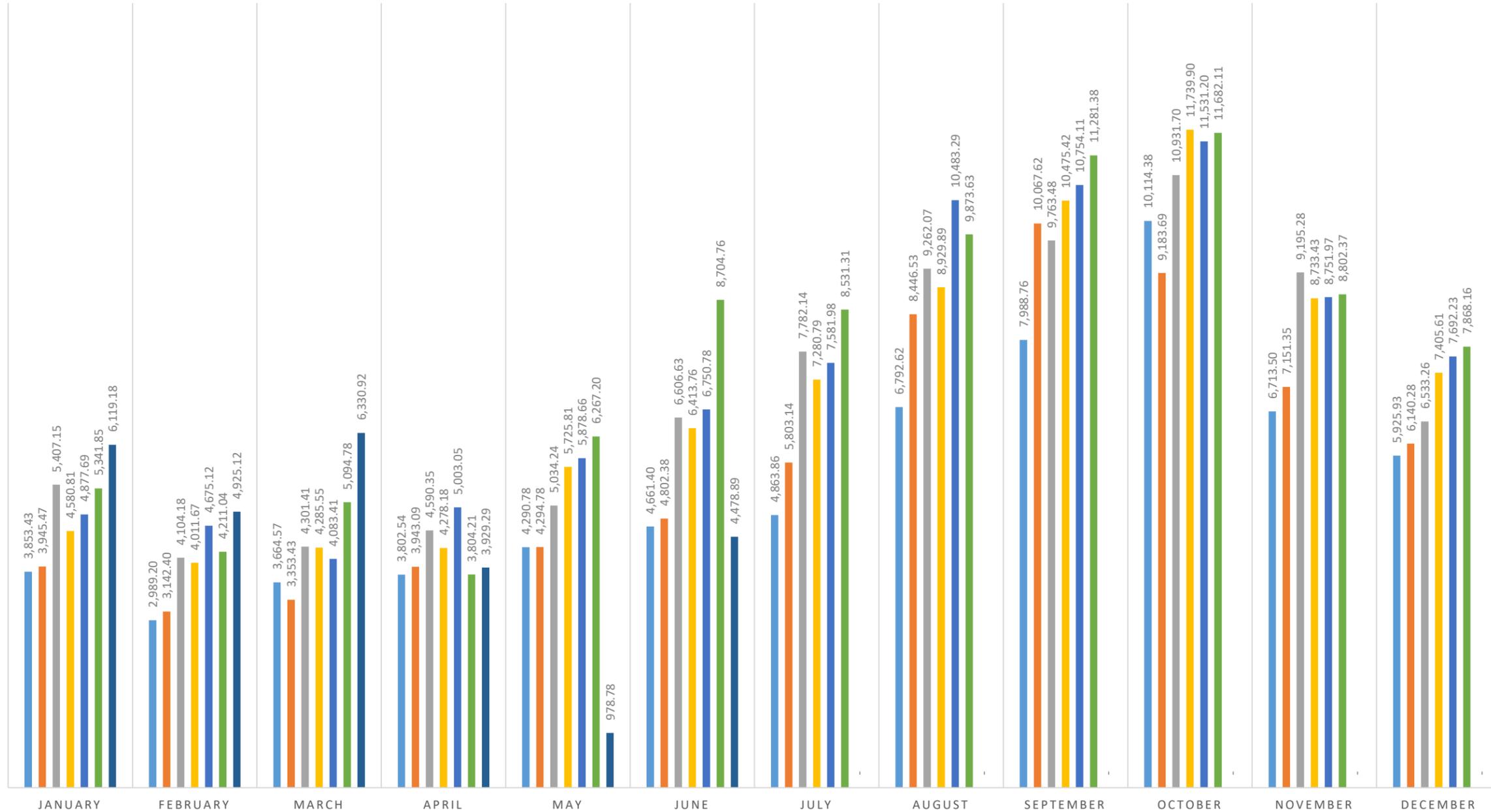


Lodging Tax Analysis

Month	2014	% of total	2015	% of total	2016	% of total	2017	% of total	2018	% of total	2019	% of total	average %	2020 Budget	2020 Actual	Difference
Jan	3,853.43	5.87%	3,945.47	5.61%	5,407.15	6.47%	4,580.81	5.46%	4,877.69	5.54%	5,341.85	5.84%	5.80%	4,639.93	6,119.18	1,479.25
Feb	2,989.20	4.55%	3,142.40	4.47%	4,104.18	4.91%	4,011.67	4.78%	4,675.12	5.31%	4,211.04	4.60%	4.77%	3,818.03	4,925.12	1,107.09
March	3,664.57	5.58%	3,353.43	4.77%	4,301.41	5.15%	4,285.55	5.11%	4,083.41	4.64%	5,094.78	5.57%	5.14%	4,109.49	6,330.92	2,221.43
April	3,802.54	5.79%	3,943.09	5.61%	4,590.35	5.50%	4,278.18	5.10%	5,003.05	5.68%	3,804.21	4.16%	5.31%	4,245.44	3,929.29	(316.15)
May	4,290.78	6.53%	4,294.78	6.11%	5,034.24	6.03%	5,725.81	6.83%	5,878.66	6.68%	6,267.20	6.85%	6.50%	5,203.97	978.78	(4,225.19)
June	4,661.40	7.10%	4,802.38	6.83%	6,606.63	7.91%	6,413.76	7.65%	6,750.78	7.67%	8,704.76	9.52%	7.78%	6,223.35	4,478.89	(1,744.46)
July	4,863.86	7.41%	5,803.14	8.26%	7,782.14	9.32%	7,280.79	8.68%	7,581.98	8.61%	8,531.31	9.33%	8.60%	6,880.44		
Aug	6,792.62	10.34%	8,446.53	12.02%	9,262.07	11.09%	8,929.89	10.65%	10,483.29	11.90%	9,873.63	10.80%	11.13%	8,907.07		
Sept	7,988.76	12.17%	10,067.62	14.33%	9,763.48	11.69%	10,475.42	12.49%	10,754.11	12.21%	11,281.38	12.33%	12.54%	10,029.55		
Oct	10,114.38	15.40%	9,183.69	13.07%	10,931.70	13.09%	11,739.90	14.00%	11,531.20	13.09%	11,682.11	12.77%	13.57%	10,857.11		
Nov	6,713.50	10.22%	7,151.35	10.18%	9,195.28	11.01%	8,733.43	10.41%	8,751.97	9.94%	8,802.37	9.62%	10.23%	8,185.07		
Dec	5,925.93	9.03%	6,140.28	8.74%	6,533.26	7.82%	7,405.61	8.83%	7,692.23	8.73%	7,868.16	8.60%	8.63%	6,900.54		
Total	65,660.97	100.00%	70,274.16	100.00%	83,511.89	100.00%	83,860.82	100.00%	88,063.49	100.00%	91,462.80	100.00%	100.00%	80,000.00	26,762.18	(1,478.04)
% increase from prior year			7.03%		18.84%		0.42%		5.01%		3.86%			-12.53%		
														Total		
	January	February	March	April	May	June	July	August	September	October	November	December				
2014	3,853.43	2,989.20	3,664.57	3,802.54	4,290.78	4,661.40	4,863.86	6,792.62	7,988.76	10,114.38	6,713.50	5,925.93	65,660.97			
2015	3,945.47	3,142.40	3,353.43	3,943.09	4,294.78	4,802.38	5,803.14	8,446.53	10,067.62	9,183.69	7,151.35	6,140.28	70,274.16			
2016	5,407.15	4,104.18	4,301.41	4,590.35	5,034.24	6,606.63	7,782.14	9,262.07	9,763.48	10,931.70	9,195.28	6,533.26	83,511.89			
2017	4,580.81	4,011.67	4,285.55	4,278.18	5,725.81	6,413.76	7,280.79	8,929.89	10,475.42	11,739.90	8,733.43	7,405.61	83,860.82			
2018	4,877.69	4,675.12	4,083.41	5,003.05	5,878.66	6,750.78	7,581.98	10,483.29	10,754.11	11,531.20	8,751.97	7,692.23	88,063.49			
2019	5,341.85	4,211.04	5,094.78	3,804.21	6,267.20	8,704.76	8,531.31	9,873.63	11,281.38	11,682.11	8,802.37	7,868.16	91,462.80			
2020	6,119.18	4,925.12	6,330.92	3,929.29	978.78	4,478.89	-	-	-	-	-	-	26,762.18			

LODGING TAX COLLECTION HISTORY

■ 2014
 ■ 2015
 ■ 2016
 ■ 2017
 ■ 2018
 ■ 2019
 ■ 2020



General Ledger

Revenue vs Expenses Summary



User: becky
 Printed: 7/13/2020 - 10:29 AM
 Fiscal Year: 2020
 Fiscal Period: 6

Fund	Description	YTD Balance Before Period	Revenues for Period	Expenses for Period	Year to Date Amount
001	General Fund	5,122,377.44	1,117,079.13	1,645,659.50	4,593,797.07
002	Contingency Fund	983,177.40	1,320.54	0.00	984,497.94
008	Donation Fund	11,278.87	0.00	0.00	11,278.87
105	Streets	455,418.12	88,241.22	76,817.59	466,841.75
109	Tourism	85,689.60	4,594.18	0.00	90,283.78
114	Narcotic/Drug Buy Fund	51,899.26	0.40	0.00	51,899.66
117	REET	4,609,954.02	45,086.96	31,790.00	4,623,250.98
203	Governmental Debt Fund	3,451.28	31,794.63	31,790.00	3,455.91
307	Capital Improvements CIP	18,811.18	33,898.08	31,612.00	21,097.26
317	Parks CIP Fund	1,324,938.10	51,494.04	28,856.13	1,347,576.01
318	Streets CIP Fund	2,111,154.12	180,510.43	108,535.14	2,183,129.41
319	North Kelsey Development	2,615,559.36	403,513.06	0.00	3,019,072.42
411	Water Maintenance & Operations	1,410,826.51	530,313.12	864,696.96	1,076,442.67
412	Water Capital Projects	6,651,527.92	603,440.87	160,521.03	7,094,447.76
421	Sewer Maintenance & Operations	2,887,745.44	664,989.20	1,376,621.33	2,176,113.31
422	Sewer Capital Projects	8,339,617.89	989,243.56	118,706.23	9,210,155.22
431	Stormwater Maint & Operations	457,202.94	186,280.38	189,796.18	453,687.14
432	Stormwater Capital Projects	720,951.51	945.25	65,268.68	656,628.08
450	Revenue Bond Debt Reserve	2,817,725.09	3,784.59	10,464.00	2,811,045.68
510	Information & Tech Services	172,949.66	51,235.74	64,902.68	159,282.72
520	Equipment & Fleet Management	5,223,212.22	191,967.67	96,918.88	5,318,261.01
530	Facilities Management	91,021.22	137,264.42	92,183.96	136,101.68
621	Employee Sick Leave Reserve	248,051.14	333.16	0.00	248,384.30
622	Risk Management Reserve	20,282.49	27.24	0.00	20,309.73
623	Transportation Benefit Dist	2,725,164.65	103,590.02	0.00	2,828,754.67
631	Agency Fund	424,381.21	20,904.25	16,651.84	428,633.62
635	Salvation Army	119.63	49.45	0.00	169.08
636	School Mitigation Fees	16,159.00	70,469.00	7,912.00	78,716.00
637	WSDOT Agency/Traffic	52,348.24	0.00	0.00	52,348.24
	Report Totals:	49,652,995.51	5,512,370.59	5,019,704.13	50,145,661.97
	Cash				-11,739,568.92
	Investments				-38,370,385.25
	Accrual adjustment				-35,707.80
	Total				0.00

May 31, 2020 Investment Report

Short Term Investments:

LGIP \$ 8,136,812.91
Opus Bank \$ 5,953,344.82

subtotal short-term \$ 14,090,157.73

Long Term Investments:

US Bank safekeeping \$ 24,275,719.25

Total Investments **\$ 38,365,876.98**

Interest reinvested thru 05/2020 \$ 74,796.11
Interest received thru 05/2020 \$ 380,829.29

Total interest earned 2020 to date **\$ 455,625.40**

Short-term investments offer same day liquidity without penalty. The LGIP (Local Government Investment Pool) is managed by the State Treasurer's office. Interest rate earnings fluctuate each month depending on the pool's performance. May's net interest rate was 0.4977%, a decrease of 0.3161% from April's rate of 0.8138%.

The Opus Bank account is a public interest checking account that charges no fees. The interest rate is tied to the LGIP as a benchmark, with a one month lag. May's annual percentage yield was 0.59%.

Long-term investments are invested into various allowable governmental securities such as Federal Home Loan Bank securities, Federal National Mortgage Assn securities, etc. Maturity dates range from August 2020 through June 2024 and interest rates range from 0.520% to 2.62%. Unlike the LGIP and Opus Bank investments, interest is not reinvested as earned, but realized as investment cash revenues to support our operations.

June 30, 2020 Investment Report

Short Term Investments:

LGIP \$ 8,136,812.91
Opus Bank \$ 5,955,380.19

subtotal short-term \$ 14,092,193.10

Long Term Investments:

US Bank safekeeping \$ 24,275,719.25

Total Investments **\$ 38,367,912.35**

Interest reinvested thru 06/2020 \$ 79,304.38
Interest received thru 06/2020 \$ 442,479.29

Total interest earned 2020 to date **\$ 521,783.67**

Short-term investments offer same day liquidity without penalty. The LGIP (Local Government Investment Pool) is managed by the State Treasurer's office. Interest rate earnings fluctuate each month depending on the pool's performance. June's net interest rate was 0.3698%, a decrease of 0.1279% from May's rate of 0.4977%.

The Opus Bank account is a public interest checking account that charges no fees. The interest rate is tied to the LGIP as a benchmark, with a one month lag. June's annual percentage yield was 0.39%.

Long-term investments are invested into various allowable governmental securities such as Federal Home Loan Bank securities, Federal National Mortgage Assn securities, etc. Maturity dates range from August 2020 through June 2024 and interest rates range from 0.520% to 2.62%. Unlike the LGIP and Opus Bank investments, interest is not reinvested as earned, but realized as investment cash revenues to support our operations.

Homelessness Policy Advisory Committee Implementation Work Report – June 2020

Partners, Support Services & Prevention:

Technical Advisory Committee (TAC) Consensus

Through facilitated TAC meetings a consensus on the TAC's Values has been reached as part of their parallel track and group scope of work. Consensus is also being reached on the TAC Mission and Vision.

TAC Values

Monroe's Technical Advisory Committee values a relational, collaborative, and action-oriented approach to championing equity, empowerment, and learning throughout Sky Valley.

Relational

- Connecting people in a community that cares.
- Trust, respect, and confidence in each other's abilities.

Collaboration

- Honoring the strengths and connections we all bring to this team.
- Everyone has an equal voice.
- Work through conflict (grace).
- Ability to disagree respectfully.
- Transparent

Action Oriented

- Putting ideas into action – not passive.
- Bias toward action humbled by a concern of intent versus impact.
- Trust work done by the team (move forward into action).

Equity

- All residents of Monroe/ Sky Valley have an equitable chance at life.
- Challenge status quo when groups of people are invalidated, violated and/or ignored.
- Commitment to racial and economic diversity.

Empowerment

- Assume best intentions
- Hold yourself and others accountable when impact is harmful.

Learning

- Lifelong learning
- No shame in failing if we are learning.
- Freedom to take risks.

One Stop Shop Proposal

Laron Olsen of Take the Next Step, and Inga Page of St. Vincent De Paul have collaboratively presented a proposal to the TAC for a Monroe One Stop Shop.

This proposal would be consistent with the HPAC Recommendations and Action Plan to provide facilities for non-profits and support agencies that serve and promote self-reliance. The TAC is in unanimous support of this as the first project to come out of this group and will begin to further define the details to write into the RFP to present to council by August.

The next goal of the TAC will be to begin to work on a multiyear implementation and action plan and proposal to submit for consideration for the City's 2021 budget.

Homelessness Policy Advisory Committee Implementation Work Report – June 2020

Monroe Community Resource Center One-Stop-Shop Proposal

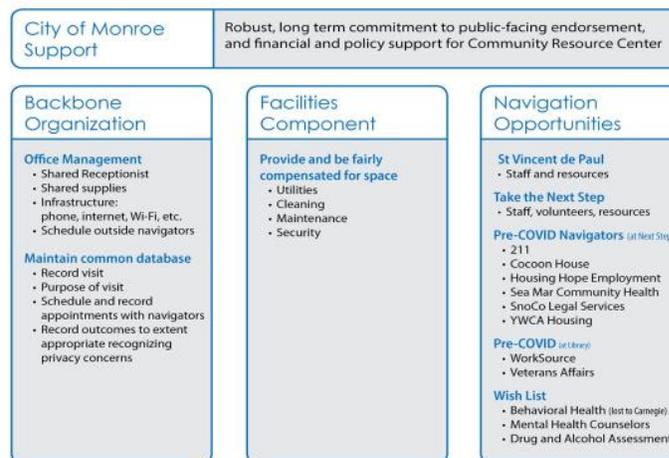
Objective and Goal To provide a fully furnished, equipped, functional, and operational space in which social service organizations and appropriate government human services agencies will conduct their work to provide assistance and connection to resources for Sky Valley residents.

Meets HPAC's Support Services recommendations

- ✓ Create a coordinated homeless response center
- ✓ Obtain supportive services to navigate people through resources
- ✓ Support agencies that serve and promote self-reliance among people in need
- Establish more accessible mental health and addiction services in Monroe (tentative)

The Community Resource Center is consistent with the original vision for St Vincent's Monroe facility.

Monroe Community Resource Center



Monroe Community Resource Center Suggested RFP Requirements

1. Provide suitable and flexible **space** for a one-stop-shop Community Resource Center so that social service providers will be well positioned to deliver resources and assistance to residents of Monroe and surrounding areas.
 - a. Physical space
 - b. Cleaning, maintenance, security, maintenance
2. **Backbone entity** to:
 - a. Hire, train, manage, oversee, and provide payroll services for Center **shared receptionist**
 - b. **Perform daily operational management** of Center including infrastructure (phone, wifi, etc.), shared supplies, etc. as provided for in RFP budget
 - c. Recruiting (with City and County assistance) and scheduling **navigators**
 - d. Provide and manage **database** to:
 - i. Record visit and purpose of visit
 - ii. Schedule and record appointments with navigators
 - iii. Record outcomes to extent appropriate to maintain client privacy and confidentiality
3. City's **ongoing, long term to commitment** to fund and support the Monroe Community Center and to actively work with the County and other government agencies to bring navigation services to the Monroe Community Center

Monroe Community Resource Center Projected Budget

<u>Operational Expenses</u>	Monthly Expense	9 / 1 to 12 / 31 / 2020	Annual Thereafter
Facility Rental (paid to St Vincent de Paul) <i>Includes utilities and maintenance</i>	\$1,500	\$6,000	\$18,000
Center "Backbone" Management	\$1,000	\$4,000	\$12,000
Center Receptionist <i>40 hours per week at \$17.00 per hour fully funded</i>	\$3,600	\$14,400	\$43,200
Shared office supplies, Internet, phone, equipment maintenance, etc	\$1,000	\$4,000	\$12,000
Preliminary Estimate of Operational Expense	\$7,100	\$28,400	\$85,200
Initial build-out, furnishing, electrical, etc*		\$40,000	
Total Cost for 2020		\$68,400	

To make this meaningful and impactful, the City must commit to long term funding and support of the Community Resource Center. Without that assurance, most service providers will not make the move to the Center.

Service Providers and Resources

The service providers continue to meet bi-weekly on a zoom call to share information and resources and continue to do an incredible job collaborating.

Mental Health

The May work report contained this statement:

“The City partnered with the McKinney-Vento and the Prevention Specialist with the Monroe School District to advocate for mental health and had a meeting with the CEO of Compass Health to dispel concerns that the Monroe Compass Health location was closing. The City discovered that the intent is to switch continuing service over to telehealth with limited outpatient locations.”

Unfortunately, confusion still exists over the Compass Health plans for their Monroe practice. They are moving to telehealth, however many of the Monroe clinicians have been laid off.

Homelessness Policy Advisory Committee Implementation Work Report – June 2020

In efforts to keep mental health services in Monroe The City has reached out some of the former Compass Health clinicians. The mental health clinicians are extremely interested in partnering with the local service providers to continue mental health services in Monroe and partner by providing services at the Monroe One Stop Shop.

Community Relief Fund Grant and Response During Covid19

Through the CARES Act \$50,000 is being made available in the form of a Community Relief Fund grant for service providers and non-profits to apply for. A small group task force of service providers worked with City Staff to establish the criteria and application process to make these grant funds available to those serving Monroe's most vulnerable community members. The grant criteria and application were then presented to the larger group of Service Providers for additional feedback. The application is now available on the City website.

<https://www.monroewa.gov/956/Community-Relief-Grant>

State Face Covering Program

This month the State in coordination with the Snohomish County Department of Emergency Management sent all Cities a large allotment of face coverings to be distributed to community members in the 200% of the federal poverty line and below. (<\$43,440 for a family of 3). A chart of the Federal Poverty Level is available at: <https://bit.ly/2Ntggs>

City staff contacted agencies to make face coverings available to their clients and then also set up two face covering distribution events over the weekend of June 27-28. The distribution event information went out over social media and 7,400 of the 8,000 face coverings were distributed. City Staff is currently supporting the Department of Emergency Management's efforts to continue communications about which local agencies are available as pick up sites to serve those who still need a face covering and qualify for this program.

CFSC Grant

All the grant funds awarded to the City to respond to those experiencing Homelessness during covid19 have been accounted for and distributed.

The CFSC Grant continues to support laundry services with the Monroe Laundry Company with the use of laundry certificates.

The YMCA has now fulfilled its contract with the City to provide additional weekday showers from their facility. The YMCA is now beginning to open and has started a Saturday evening Showers After Hours program.

Interlocal Partnership

The City of Monroe is increasing its working relationship with the Sultan VOA. The Sultan VOA has been assisting with providing select case management and services to some of our Monroe homeless. They have also collaboratively created a transportation plan with Take the Next Step by each agency providing bus vouchers. The transportation plan is designed currently to allow

Homelessness Policy Advisory Committee Implementation Work Report – June 2020

Monroe residents access to the VOA showers on Wednesdays and Saturdays.

Communications Plan

With the content from EnviroIssues the City has created a new Human Services Website Page on the City website.

<https://www.monroewa.gov/655/Human-Services>

The communication team has officially launched the #wearemonroewa social media campaign on Facebook and Instagram. City Staff is proposing to amend the EnviroIssues Contract to continue services and will present an agenda bill and amendment to the City Council.

Housing & Public Safety:

Congregations for the Homeless Model

The City continues to explore the Congregations for the Homeless (CFH) model. Legal Council has done a study on the Boise v. Martin case and any related rulings and determined that the model of the emergency shelter and year-round rotating shelter hosted by local churches is a viable shelter model for individuals found sitting, sleeping or lying outside on public property. The City is now reaching out to the cities of Snohomish and Sultan to work on joint efforts across interlocal faith communities.

The City Project Management Consultant is attending County Notice of Funding Availability (NOFA) workshops to find out about potential program funding and drafting applications for County Grants. An Agenda Bill is being prepared to present to the Mayor and the City Council for approval to pursue grant funding to support the CFH model.

Court Assessment:

The City of Monroe, together with the cities of Lake Stevens and Sultan, hired a consultant to evaluate strategies to improve municipal court functions. The study looked at workload and staffing; customer service; performance; program and operating improvements; and facility and technology capacity.

The study determined that the Monroe Municipal Court does not have the physical space, staffing, or other resources necessary to provide services to Lake Stevens and Sultan. The Monroe Municipal Court would need to implement a number of changes before a combined municipal court could be developed. These changes include:

- Updating the website and phone system to allow customers to pay-by-phone and pay-online
- Adding a .25 administrative employee and a part-time probations officer
- Constructing a permanent court facility for court operations, administrative support and

Homelessness Policy Advisory Committee Implementation Work Report – June 2020

- records management
- Developing wrap around services/casework for repeat offenders.

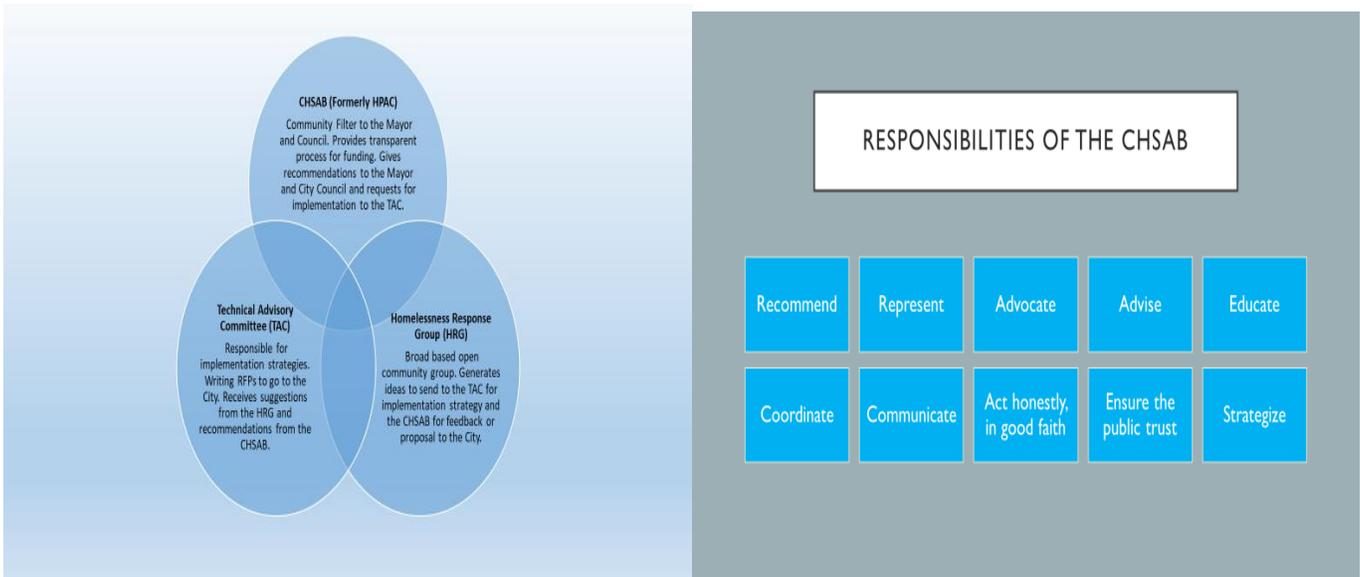
City staff are working to implement some of the recommendations such as updating the website for on-line payments and pay-by phone alternatives. Mayor Thomas will consider recommending other initiatives in the Mayor’s 2021 Recommended Budget.

The consultants will present the study findings to the Monroe City Council Public Safety Committee (at 5:30PM) and the Monroe City Council at 7PM on July 21, 2020.

Policy & Budget:

Community Human Services Advisory Board (CHSAB)

The City Project Management Consultant presented the agenda bill and resolution to establish the HPAC as a standing committee and renaming it the Community Human Services Advisory Board (CHSAB). The new name broadens the committee’s mission to consider policies that affect community members who are experiencing homelessness, who are at risk of becoming homeless, who are experiencing poverty, or are adversely impacted by a crisis.



To view the agenda bill & Resolution:
<https://monroewa.gov/AgendaCenter/ViewFile/Item/9895?fileID=12281>

The application process is now active for community members to be a part of this new advisory board.
<http://monroewa.gov/949/Community-Human-Services-Advisory-Board>

Homelessness Policy Advisory Committee Implementation Work Report – June 2020

City Code

The local faith community stakeholder met with City Staff s to discuss the temporary encampment code. <https://monroe.municipal.codes/MMC/22.90> A small group has been assigned to give any additional feedback into the code writing process on how it relates to implementing the CFH model.

	January 2020	February 2020	March 2020	April 2020	May 2020	June 2020	July 2020	August 2020	September 2020	October 2020	November 2020	December 2020
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2020 HPAC Action Plan - Gantt Map Chart (X = Started O = Not Started) (CV – On hold due to Coronavirus)

A. Housing												
Emergency Shelter and Transitional Housing (Crisis Housing, Rapid Rehousing and Permanent Supportive Housing)	O	O	CV	CV	X	X						
Evaluate Property Units			X	O	CV	CV						
Negotiate Lease – Master Leasing				O	O	O						
Write RFP and Secure Program Manager through RFP				CV	O	O						
Develop criteria with TAC	O	O	CV	CV	X	X						
Provide Rental Assistance through RFP	O	O	O	X	X	O						
Establish Sky Valley Housing Consortium	X	O	CV	X	O	X						
Inventory Surplus Property			X	X	X	O						
Identify Housing Needs	O	X	X	X	X	X						
Work with TAC to identify partners and available funding		X	X	X	X	X						
B. Partners												
Form a TAC	X	X	X	CV	X	X						
Identify non-profit stakeholders and partners	X	X	X	X	X	X						
Determine shared mission and vision		O	O	O	X	X						
Evaluate needs and resources for one-stop shop			X	CV	O	X						
Write scope of work for RFP for one-stop shop				CV	O	X						
Establish Transportation service between Sky Valley and Everett	O	O	O	O	O	O						
Evaluate transportation needs with partners	X	O	O									
Evaluate existing transportation contracts with non-profits	X	O	O									
Apply for Transit Go (grant) program			X	X	O	O						
Provide information about services to remain housed, financial training, and incentives for businesses to hire employees with entry level skills, information about mental and behavioral health services.	O	O	O	X	X	X						

	January 2020	February 2020	March 2020	April 2020	May 2020	June 2020	July 2020	August 2020	September 2020	October 2020	November 2020	December 2020
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Work with partners to develop and promote annual “human services days” set up like a vendor show.	O	O	CV	CV	O	O						
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C. Prevention

Educational Campaign (Enviroissues Contract)	X	X	X	X	X	X						
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Develop education and outreach communication plan	X	X	X	X	X	X						
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Educate Property Owners about laws, enforcement, trespass – Chamber of Commerce & Downtown Monroe Association		O	O	CV	X	X						
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Educate public about aggressive panhandling, property crime, and personal safety		O	O	CV	O	O						
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Educate public about safety regarding vigilantism and bullying		O	O	CV	O	O						
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Develop and implement Block Watch Program – residential and business buy in/ education/ communication – training & certification program.					X	X						
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Develop working relationship with McKinney Vento liaison at Monroe High School				X	X	X						
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Identify needs of homeless families	O	X	X	X	X	X						
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Work with McKinney-Vento Family Liaisons in the Monroe School District to distribute flyers of local and county services for homeless students and families and encourage MSD to post flyers on school premises			X	X	CV	O						
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D. Public Safety

Implement law enforcement strategies	O	O	O	X	X	X						
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Review Solicitation Regulations		O	O	CV								
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Evaluate Bail Fees				CV	O	O						
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Develop and implement Block Watch Program – residential and business buy in/ education/ communication – training & certification program					X	X						
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Continue Embedded Social Worker Program	X	X	X	X	X	X						
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	January 2020	February 2020	March 2020	April 2020	May 2020	June 2020	July 2020	August 2020	September 2020	October 2020	November 2020	December 2020
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Police Department (Existing Program)	X	X	X	X	X	X						
Public Defender (New level of services)			X	X	X	X						
Install Cameras in Parks	O	O	O	O	O	O						
Collect data on court cases. Determine with Monroe Municipal Court the costs/benefits of community court model						X						
Identify partners to develop community court model						X						
Determine with Monroe Municipal Court and partners the cost/benefits of community court model						X						

E. Support Services

Coordinated Services – One Stop Shop				CV	O	X						
Develop scope of work with TAC	X	X	CV	CV	O	X						
Issue RFP			CV	CV	O	O						
Award RFP						O						
Establish Homeless HMIS/by name lists						O						
Work with TAC and Snohomish County to identify resources to provide housing and mental health navigators in the Sky Valley	X	X	CV	X	O	X						
Provide facilities and funding for non-profits	O	O	CV	X	X	X						
Work with Take the Next Step and Volunteers of America to designate a family resource center and/or services in Monroe			O	O	O	X						

F. Policy & Budget

Define 2021 Work Plan, Priorities, and implementation Model						O						
Identify performance measures, and a full HMIS utilized by service providers.						O						
Lobby for changes to State and Federal law	X	O	O	O								
Collaborate with Affordable Housing Consortium (AHC) on writing new						O						

	January 2020	February 2020	March 2020	April 2020	May 2020	June 2020	July 2020	August 2020	September 2020	October 2020	November 2020	December 2020
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housing chapter for the city's comprehensive plan update.												
Continue HPAC as a standing committee	X	O	CV	CV	CV	X						
Implement HB1406 and explore all revenue options for housing, mental health and chemical dependency.	X	X	X	X	X	X						
Identify needs			X	X	XX							
Develop criteria with TAC												
Provide Rental Assistance through RFP	O	O	O	CV	CV	O						
Evaluate Program						O						



MONROE THIS WEEK

July 24, 2020 • Vol 6/Edition 28

CARRY THE ESSENTIALS



Washington State

Paddle Safe Week



Thank you for reading Monroe This Week.

This week's edition provides details on the upcoming closure of a section of SR 203, modifications to the Safe Start Washington guidelines, a recognition of Paddle Safety Week and summer safety tips, an update on the Movies Under the Moon series, a reminder of the ADA Transition Plan public survey, and a recap of local food distribution event that occurred this week.



Please contact me with any and all feedback regarding the articles below. I can be reached at gthomas@monroewa.gov.

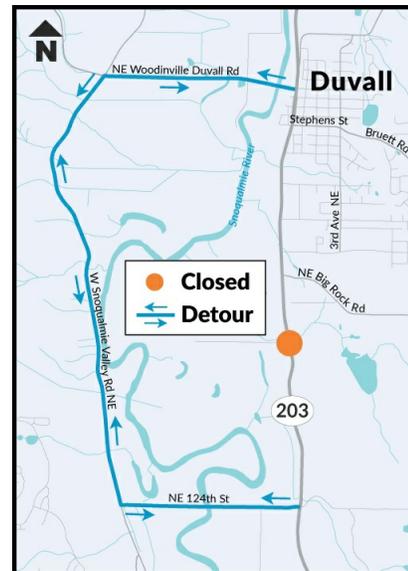
Yours in Service,

A handwritten signature in blue ink, appearing to read "G. Thomas".

Mayor Geoffrey Thomas

SR 203 CLOSURE, DETOUR TO START SUNDAY

The Washington State Department of Transportation (WSDOT) **will close** both directions of State Route 203 from NE 124th Street to NE Woodinville-Duvall Road beginning this Sunday, July 26, through August 26. During the closure, WSDOT will be completing culvert replacement work. Travelers will follow a detour of approximately two miles onto West Snoqualmie Valley Road NE between the closure points. Local access will be allowed up to the work zone in both directions, but no one – including pedestrians and bicyclists – will be allowed to travel through the work zone. Residents will need to approach local streets from north or south of the work zone as indicated in the attached map.



GOVERNOR, HEALTH SECRETARY ANNOUNCE SOCIAL GATHERING MODIFICATIONS

In an effort to slow the rising transmission of the COVID-19 virus, Governor Jay Inslee and Health Secretary John Wiesman have **announced modifications** to the Safe Start Washington guidelines. Since the announcement of Safe Start Washington approximately four months ago, active cases in our state have risen from 2,000 to almost 50,000, and deaths have increased from 110 to almost 1,500.



Under the Governor's new guidance, wedding ceremonies and funerals may continue, with indoor attendance limited to 20% of capacity or 30 persons, whichever is less; receptions are prohibited at this time. For restaurants, dining parties must be members of the same household to dine indoors, alcohol service inside must end by 10:00 p.m., and gaming and social areas (such as pool tables, dart boards and video games) will be closed. Bars will be closed to indoor service, but may continue outdoor service. The number of individuals using indoor fitness centers in Phase 2 areas such as Snohomish County will be limited to five, not including staff. This limitation applies to gyms, fitness studios, indoor pools, ice rinks, volleyball courts, and tennis facilities (which are limited to small group instruction or private training). Indoor family entertainment and recreation centers, such as mini golf, bowling alleys, and arcades are prohibited from opening, as are indoor card rooms. These new guidelines will go into effect Thursday, July 30.

Secretary Wiesman also announced an expansion of the face covering order that will go into effect

tomorrow, July 25. Face coverings are now required in all common spaces. This includes elevators, hallways, shared spaces in apartment/condo buildings, university housing and hotels, as well as congregate settings such as in nursing homes.



As I've shared in previous editions of [*Monroe This Week*](#), the City recently received an allotment of cloth face coverings from the state that are available to individuals at or below 200% of the Federal Poverty Level. Approximately 500 face coverings remain available from that allotment. Residents or nonprofit service providers in need of face coverings may contact Rachel Adams at RAdams@MonroeWA.gov to make distribution arrangements. For anyone unsure if they meet the eligibility requirement, a chart of the Federal Poverty Level can be found [here](#).

FIRE DISTRICT 7 RECOGNIZES PADDLE SAFETY WEEK

By [Proclamation](#) of Governor Jay Inslee, Washington recognized this week, July 19-25, as Paddle Safety Week. As the week comes to a close, Fire District 7 would like to remind citizens about some safety tips while cooling off during the hot summer!



Get educated: All paddlers are responsible for knowing laws and keeping themselves and others safe. At a minimum, people should take a course to increase their knowledge of paddlesport safety, emergency procedures, and navigational rules.

Always wear a life jacket: State law requires all vessels, including canoes, kayaks, and stand-up paddleboards, to have at least one properly fitted Coast Guard-approved life jacket for each person onboard. All children (age 12 and younger) are always required to wear a life jacket.

File a float plan: Paddlers are encouraged to study their route in advance. Before going out on the water, even for a brief time, people should always tell someone their plan.

Carry essential gear: Paddlers should carry essentials for safety, emergency communications, and comfort. State law requires carrying a sound-producing device, such as a whistle – even on a stand-up paddleboard.

Avoid alcohol and drugs: Operating any vessel while under the influence of alcohol or drugs, including marijuana, is not only unsafe, it's illegal. Washington state's [Boating Under the Influence](#) (BUI) law applies to all boats including kayaks, canoes, stand-up paddleboards, rowboats, and inflatable fishing rafts.

Check and understand the weather: Paddlers should check the weather frequently before and during their trip, keeping an eye on current conditions

and forecasts. Check warnings, weather conditions, wind and wave forecasts, tides, or river flows.

Protect against cold-water shock: Falling into water under 60 degrees is dangerous, and many of Washington’s waters – including lakes and rivers– remain below 60 degrees all year, even during hot weather. The biggest risk is cold-water shock – not hypothermia– which occurs in the first stage of immersion.

Be visible to other boaters: People should paddle to be seen by wearing bright neon colors and colors that contrast, putting highly reflective tape on paddles, using a flagpole, and carrying a bright light.

EVENT UPDATE: MOVIES UNDER THE MOON

The City of Monroe [Parks Department](#) has unfortunately had to make the decision to cancel the 2020 Movies Under the Moon series due to the COVID-19 pandemic. Snohomish County would need to be in Phase 4 of Governor Inslee’s Safe Start Washington reopening plan in order for the City to host the series. As we must plan in advance for these events, we’ve had to make the hard decision to cancel.



We appreciate your understanding and look forward to hosting an amazing movie set in 2021.

REMINDER: CITY SEEKING PUBLIC INPUT FOR ADA TRANSITION PLAN

Time is running out to participate in a survey about Monroe’s sidewalks! As I shared in the June 12 edition of [Monroe This Week](#), the City is in the process of developing an ADA Transition Plan. This project started in 2019 with a self-assessment of our existing sidewalks along public streets, identifying locations where barriers exist that do not meet accessibility standards. This survey is part of our public outreach effort. We want to hear from you about any particular locations that you would like to see changed. Your input will help prioritize what gets fixed first. Please participate in the [public survey](#) by July 31!



FBC MONROE HOLDS 4-DAY FOOD DISTRIBUTION EVENT

FBC Monroe held a Neighbor 2 Neighbor food distribution event this past Monday thru Thursday, July 20-23, 2020. In those four

days, FBC Monroe distributed approximately 400 boxes of non-perishable food. Available to anyone in need, the event was open to the public each day from 10:30 a.m. to 2:00 p.m. This was a grab-and-go style event, with visitors welcome to take as many boxes as needed. Most boxes included pasta, canned and dried beans, canned vegetables, apple sauce, juice and more. Recipients were encouraged to pass along to their own neighbors any items they or their family members didn't like or were allergic to. Thank you, FBC Monroe, for this wonderful community service!



UPCOMING CITY COUNCIL MEETING SCHEDULE

The City Council will meet in a Regular Business Meeting on Thursday, July 28, 2020. The City has also issued [formal notice](#) that a Public Hearing, declaring certain property as Surplus and authorizing its disposition, will take place during the July 28 meeting. Participation information for the Business Meeting and Public Hearing is included in the above link. The Business Meeting agenda will be can be accessed by clicking the button below.

[Council Agendas/Minutes](#)

CITY COUNCIL MEMBERS



Councilmember
Patsy Cudaback



Councilmember
Kevin Hanford



Councilmember
Ed Davis



Councilmember
Jason Gamble



Councilmember
Jeff Rasmussen



Councilmember
Kirk Scarboro



Councilmember
Heather Rousey

Have a question for your Councilmembers?
Contact them at councilmembers@monroewa.gov

