

MONROE CITY COUNCIL
Special Meeting: Study Session and Business Meeting
August 4, 2020, 7:00 P.M.

Zoom Online Meeting Platform

Join: <https://us02web.zoom.us/j/89371036404>

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

Roll Call

Pledge Of Allegiance

1. Councilmember Scarboro

Documents:

[American Flag.jpg](#)

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.

Staff/ Department Reports

Councilmember Reports

1. Public Safety Committee Meeting of July 21, 2020

Documents:

[Public Safety Agenda Packet 7-21-20.pdf](#)

2. P3 Committee Meeting of July 28, 2020

Documents:

Mayor/ Administrative Reports

1. City Administrator Update (D. Knight)
2. Mayor's Update

- Monroe This Week (July 31, 2020, Volume 6, Edition 29)

Documents:

[MTW Volume 6 Edition 29.pdf](#)

Final Action

1. AB20-112: Waive Council Rules of Procedure – Business Meeting Format (B. Hasart)

Documents:

[AB20-112 Waive Council Rules of Procedure.pdf](#)

2. AB20-113: Amend Council Rules of Procedure (B. Swanson)

Documents:

[AB20-113 Amend Council Rules of Procedure.pdf](#)

Discussion Items

1. AB20-114: 2020 Budget Amendments (B. Hasart)

This item was amended on August 5, 2020 to include materials presented during the August 4, 2020 City Council meeting.

Documents:

[AB20-114 2020 Budget Amendments.pdf](#)

[AB20-114 2020 Budget Amendments UPDATED.pdf](#)

2. AB20-115: Update on the City Gateway, Wayfinding, and Park Sign Design Concepts (D. Knight)

Documents:

[AB20-115 Gateway, Wayfinding, and Park Sign Design Concepts.pdf](#)

Executive Session

If needed.

Adjournment

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

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
Public Safety Committee
Special Meeting**

Tuesday, July 21, 2020, 5:30 p.m.
Zoom Online Meeting Platform

2020 Committee
Councilmembers
Patsy Cudaback
Ed Davis
Heather Rousey

AGENDA

I. Call to Order

The City Council Public Safety Committee meeting will be held virtually via Zoom.

Join Zoom Meeting:

- Click link: <https://us02web.zoom.us/j/89310184477>
- Dial in: 253-215-8782 (call-in participants can “raise hand” by dialing *9)
- Meeting ID: 893 1018 4477

II. New Business

- A. Training Update [page 2]
- B. National Night Out [page 3]
- C. Court Assessment [page 4]
- D. LEMAP Review [page 73]

III. Next Committee Meeting

- A. August 4, 2020

IV. Adjournment



SUBJECT:	<i>Monroe Police Department Training</i>
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DATE:	DEPT:	CONTACT:	PRESENTER:	ITEM:
7/21/2020	Police	Jeff Jolley	Jeff Jolley	New Business #1

Discussion: July 21, 2020
Attachments: None

REQUESTED ACTION: Monroe Police Department Training Discussion Only

POLICY CONSIDERATIONS

Professional development and growth of personnel has been identified as a key goal of the Monroe Police Department Strategic Plan.

DESCRIPTION/BACKGROUND

The Monroe Police Department was poised to have a robust and ambitious training program for departmental employees in 2020. Several key certifications, training for persons in new positions, and much needed training for our civilian component were deemed critical in order to maintain our proficiency. Also, the incorporation of problem oriented policing concepts and a move toward inclusiveness relied heavily on training hours. Due to COVID-19 and social distancing, most outside training related to our needs and goals have been postponed.

In addition, the various social movement efforts related to the death of George Floyd and calls for police reform have created a need to shift training resources. This changing environment will require further adjustment(s) to training curriculum while balancing on-going requirements for certification(s) as well as rescheduling missed training.



SUBJECT:	<i>National Night Out 2020</i>
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DATE:	DEPT:	CONTACT:	PRESENTER:	ITEM:
7/21/2020	Police	Jeff Jolley	Jeff Jolley	New Business #2

Discussion: July 21, 2020
Attachments: None

REQUESTED ACTION: Discussion Only
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POLICY CONSIDERATIONS

N/A

DESCRIPTION/BACKGROUND

National Night Out is an annual community-building campaign that promotes police-community partnerships and neighborhood camaraderie to make our neighborhoods safer, more caring places to live. National Night Out enhances the relationship between neighbors and law enforcement while bringing back a true sense of community.

National Night Out (NNO) culminates annually on the first Tuesday in August. Due to the COVID-19 pandemic, NNO is strongly recommending that all National Night Out 2020 areas celebrate on October 6th, the first Tuesday in October.

On June 25, 2020, city staff met with Monroe Rotary Club of Monroe, a co-sponsor of NNO, and agreed to postpone NNO from its original date of August 4, 2020, with a tentative plan to hold it October 6, 2020, assuming the large gathering guidelines for the State of Washington, specifically Snohomish County, could be met.



SUBJECT:	Review Final Court Assessment Report
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DATE:	DEPT:	CONTACT:	PRESENTER:	ITEM:
7/21/20	Executive	Deborah Knight	Deborah Knight	New Business #3

Discussion: 07/21/2020; 01/21/2020; 12/03/2019; 10/01/2019 (Public Safety)
Attachments: 1. Court Assessment Final Report (PowerPoint)

REQUESTED ACTION: Review the Final Court Assessment report. Discuss the report findings and recommendations. Provide direction to Mayor Thomas and city staff on preferred alternatives.

POLICY CONSIDERATIONS

The policy question for the city council is whether to accept the Final Court Assessment Report and recommendations.

After reviewing the report findings, the cities of Lake Stevens and Sultan have decided not to pursue a joint court with the City of Monroe at this time. This agenda bill is focused on the facts, findings, and recommendations for the Monroe Municipal Court as a “stand-alone” court.

This is an opportunity for the public safety committee to review the Final Report and ask questions about the facts and findings. This report will also be presented to the full city council for discussion and direction.

DESCRIPTION/BACKGROUND

Background

In October of 2019, the City of Monroe issued a Request for Proposal (RFP) for a court assessment. The RFP included evaluating the costs and benefits of operating a joint municipal court with the cities of Sultan and Lake Stevens.

The city received three proposals. The city council awarded a contract to The Other Company (Anne Pflug) and Karen Reed Consulting LLC. The scope of work included:

- Assessing the Monroe Municipal Court
- Assessing the court needs of the cities of Lake Stevens and Sultan
- Financial, direct and indirect service and criminal justice outcomes, and impact comparisons of court service alternatives

Development of the report included three phases – 1) Information and data collection from the three courts providing services – Monroe, Marysville, and Evergreen District Court; 2) Analysis and development of draft recommendations; and final report and presentations. The consultants conducted interviews and site visits; projected case-loads; and evaluated court facilities.

Nine court options were analyzed and three caseload scenarios. Six facilities options that met specific criteria were examined for Monroe.

Report Findings

- Criminal Activity. Monroe's top crimes include – property crimes, theft, drugs and graffiti/tagging, compared to Lake Stevens and Sultan which list traffic as the number one and number two crimes. 68% of crimes in Monroe are committed by people who live outside the city. 46% of infraction holders do not respond to tickets. Monroe's failure to respond rate for parking tickets is 26%.
- Court Case Levels. Monroe has a relatively stable number of misdemeanor filings and a variable level of infractions over the past 20 years. The number of misdemeanor filings per 1,000 residents have declined consistent with statewide trends.
- Staffing. The Monroe court is understaffed. With only two full-time employees, there is a lack of redundancy if one person is on vacation or sick. Monroe's staff workload (case volume) is twice or more, than comparable municipal courts in Western Washington. The court administrator (Pam Haley) spends 40% of her time on probation-related work.
- Customer Service. Court staff are excellent and highly responsive, accessible, and flexible. Judge Ness (and previously, Judge Rozzano) are always available for warrants.
- Costs. Of the three cities (Monroe, Lakes Stevens and Sultan), Monroe has the lowest jail cost per misdemeanor and the highest public defense cost per case. The cost to process a misdemeanor for each court (Monroe, Marysville, and Evergreen District Court) are relatively similar – Monroe (\$1,385); Marysville (\$1,308); and Evergreen (\$1,198).
- District Court. For Monroe, the Evergreen District Court would be the least expensive option from a financial perspective. Snohomish County appears to be subsidizing the court with criminal justice sales taxes and state revenues. County court staff are paid less than Monroe court staff. The trade-off would be a loss of control over criminal justice priorities and intervention programs to motivate repeat offenders to change their behavior and create accountability.
- Facilities. Current Monroe court facilities (shared council chambers and office space) are not adequate to meet court program, staffing and records needs. There are multiple demands for the use of the council chambers where court operations are conducted. Court security is limited. Security scan and video equipment must be set up and taken down each time. Court customers share lobby space with other city hall customers. The court office space is at capacity for staff and records.
- Technology. The court website offers limited information and self-help services. There are no automated on-line or phone services for customer payments. The court does use video appearance with jail.
- Probations Officer. Monroe has enough misdemeanor offenders (134 in early 2019) to warrant a formal probation program with professional staff – currently probation services are handled by the court administrator, Pam Haley, and Judge Ness. This is a top priority for the city's prosecutors. Police report that probation staffing would help address homeless population challenges. Probation officers frequently coordinate with social workers. When used correctly, probation is a tool to increase accountability and motivate offenders to change behavior.
- Public Defense Costs. When comparing per case costs, Monroe spends more money on public defense costs compared to Lake Stevens and Sultan; but less money on jail and prosecutor costs.
- Mental Health or Community Court. Monroe does not have enough eligible cases to justify a separate mental health or community court.

- Joint Court. Although a joint court serving Monroe, Lake Stevens and Sultan is financially feasible, it's clear the Monroe Municipal Court does not currently have adequate staff or facilities to serve Monroe court clients. The parties would need to agree to make significant investments to serve Lake Stevens and Sultan court clients.
- Court Sustainability. Monroe should determine the feasibility of funding sustainable court staffing, probation, and improving online/automated phone services.

Recommendations

- Court Services. Preserve the city's control of court services to ensure consistent application of the city's judicial philosophy, enforcement of quality of life issues, and customer service. Maintain and fully-fund the Monroe Municipal Court. Continue to implement programs to lower costs, increase efficiency, and improve customer service (Mayor and Staff Recommendation).
- Staffing. Improve Monroe's service levels to be comparable to service levels provided by Marysville and Evergreen District Court:
 - Add .25 FTE court specialist
 - Add .8 FTE probation officer
 - Continue funding embedded social workers in public defender office and police department
- Leverage Technology. Maximize the use of technology and digital methods for ticket processing and collection including self-help on line and phone access/processing to reduce staff and judicial time. Increase user friendliness of infraction information and web/phone processing to increase response rates, reduce in-person appearances and increase collections. Add online and automated phone payments on the court webpage to provide 24/7 self-service options for customers.
- Facilities. Secure or construct an adequate court facility.
- Mental Health or Community Court. Start an alternative court program within the existing court; or negotiate access to Mental Health Court through Snohomish County District Court or Marysville. A motivating atmosphere, low barrier access to services/treatment, and continued to community support after completion are essential for success.
- Diversion Center. Leverage Carnegie and Diversion Center resources through Pioneer Human Services and other mental health providers.
- Case Work. Periodically convene social workers, probation staff, prosecutor, and service providers to develop problem-solving plans for repeat offenders.
- Medically Assisted Treatment Program. Offer medically assisted treatment program through probations officer, social worker, or third party provider to help offenders understand and change behaviors.
- Funding. Apply to Snohomish County Mental Health Chemical Dependency Sales Tax Advisory Board to secure funding from the regional tax supporting County Mental Health Court. Explore the feasibility of applying for chemical dependency/mental health sales tax monies and/or state funding programs to support programs for repeat offenders.

FISCAL IMPACTS

Table 1 below shows the comparison court costs for the three cities – Monroe, Lake Stevens and Sultan. As shown in Table 1, Monroe is subsidizing approximately \$150,000 of court expenditures with General Fund revenues. Monroe has the highest per court case (\$1384). These costs are projected to increase over the next six years.

While court costs have increased, there has been an off-set reduction in the city's jail costs. Over the last five years, the city's criminal justice costs (court + jail) have declined from 9% of the city's General Fund to 6% of the budget since 2016 even while jail costs are rising.

Table 2 below shows costs estimates to operate the Monroe Municipal Court. The Assessment Report shows the current court facilities are not sustainable. Table 3 provides several facility cost estimates.

Table 1_Court Operations Comparison

Monroe Monroe Municipal Court		Lake Stevens Marysville Municipal Court Contract		Sultan Evergreen District Court Contract	
	2019/20		2019/20		2019/20
Court/Probation Revenue		Court/Probation Revenue		Court/Probation Revenue	
Fines and Fee Revenue	\$240,290	Fines and Fee Revenue	\$242,925	Fines and Fee Revenue	\$25,363
Probation Fee Revenue	\$17,076	Probation Fee Revenue Collected	\$6,720	Probation Fee Revenue Collected	\$2,304
Total Revenue	\$257,366	Probation Fee Revenue Retained by Marysville	<u>-\$6,720</u>	Probation Fee Revenue Retained by Evergreen	<u>-\$2,304</u>
		Total Revenue	\$242,925	Total Revenue	\$25,363
Court Costs		Court Costs		Court Costs	
Personnel - Judicial Officers	\$75,246	Marysville Court Contract	\$197,844	Evergreen District Court Contract	\$27,037
Personnel - Court Operations	\$279,287	Direct Non-contract Costs	\$23,152	Direct Non-contract Costs	\$0
Personnel - Probation	\$0	Total Costs	\$220,996	Total Costs	\$27,037
Program Operating Costs	\$18,118				
IT and Facilities Operating - Court	\$33,621	Net Revenue (Expense)	<u>\$21,929</u>	Net Revenue (Expense)	<u>(\$1,674)</u>
Total Costs	\$406,272				
Court Net Revenue (Expense)	<u>(\$148,906)</u>				
Per Case Cost	\$138	Per Case Cost	\$81	Per Case Cost	\$64
Court and Associated Programs		Court and Associated Programs		Court and Associated Programs	
Court/Probation Net Expense	\$148,906	Court/Probation Net (Revenue)	(\$21,929)	Court/Probation Net Expense	\$1,674
Prosecutor	\$180,000	Prosecutor	\$142,669	Prosecutor	\$68,804
Public Defense	\$213,400	Public Defense	\$127,627	Public Defense	\$25,440
Jail	\$372,936	Jail	\$427,687	Jail	\$92,227
Total Net Cost	<u>\$915,242</u>	Total Net Cost	<u>\$676,054</u>	Total Net Cost	<u>\$188,145</u>
Per Misdemeanor Cost	\$1,384.63	Per Misdemeanor Cost	\$1,307.65	Per Misdemeanor Cost	\$1,198.38

Table 2 Monroe Municipal Court Operating Budget Projections

Monroe Stand Alone Municipal Court				
Forecast Assuming Building Block Staffing Scenario				
	Base Year	Low 2026	Moderate 2026	High 2026
Court/Probation Revenue				
Fines and Fee Revenue	\$240,290	\$240,752	\$240,752	\$274,126
Probation Fee Revenue	\$17,076	\$17,076	\$17,076	\$17,185
Total Revenue	\$257,366	\$257,828	\$257,828	\$291,311
Court Costs				
Personnel - Judicial Officers	\$75,246	\$75,246	\$75,246	\$75,246
Personnel - Court Operations	\$279,287	\$279,287	\$297,715	\$301,312
Personnel - Probation	\$0	\$0	\$75,600	\$75,600
Program Operating Costs	\$18,118	\$18,118	\$18,118	\$21,743
IT and Facilities Operating - Court	\$33,621	\$33,621	\$44,621	\$44,621
Total Costs	\$406,272	\$406,272	\$511,300	\$518,522
Court Net Revenue (Expense)	(\$148,906)	(\$148,444)	(\$253,472)	(\$227,211)
Average Per Case Cost	\$138	\$154	\$136	\$136
Court and Associated Programs				
	Base	Low 2026	Moderate 2026	High 2026
Court/Probation Net Expense				
Prosecutor	\$180,000	\$180,121	\$179,183	\$208,048
Public Defense	\$213,400	\$188,866	\$214,562	\$245,397
Jail	\$372,936	\$381,749	\$371,243	\$431,049
Total Net Cost	\$915,242	\$829,180	\$1,018,460	\$1,111,705
Per Misdemeanor Cost	\$1,384.63	\$1,410.17	\$1,524.64	\$1,455.11

- Monroe court costs are currently not offset by court collected revenue (\$148,000 net costs in 2019).
- Monroe court costs will continue to increase as the case load rises due to population increases.
- Of the three cities, Monroe has the lowest jail cost per misdemeanor and the highest public defense cost per case.
- Overall cost savings to Monroe combined court and jail expenses.
- Strategies that reduce workload or manage service demand can lead to reduced cost.
- District Courts are subsidized by criminal justice tax and state shared revenues. Current District Court contract costs less than Municipal Court. Projected net revenue over costs of \$57,000 in 2019.

Facility Needs

- Monroe’s existing court facility has one courtroom that is combined with the council chambers. The courtroom has limited additional capacity because it is jointly used.
- Caseload projections show a need for additional staff offices, courtroom hours, records and private meeting space beyond the space that is currently available.
- The status quo facility at Monroe City Hall is not sustainable
- Increasing staff and service capacity is to the point where additional space is required.
- While not ideal, court can continue to be held in the Monroe City Council Chambers until caseloads outgrow the Chambers availability, so long as additional staff and records space is provided.

Table 3_Facility Options

✓ From *least* to *most* expensive, here are the Monroe facilities options (rough estimated total project cost):

Facility Options	Total Estimated Cost
Small or Large Portable on City Campus, non-developed location	\$0.75-\$1M plus site prep.
Large Portable on old public works site on City Campus	\$0.75 - \$1M plus demolition
Remodel/Expand Monroe City Hall/Police (Court portion only)	\$1.61M
Replacement Monroe City Hall/Police Combined Building (Court portion only)	\$2.1M
Purchase or Lease of an existing building in Monroe	Unknown

- Portables have important pros and cons – less expensive than permanent construction; lower quality construction; not a permanent solution.
- Acquisition of an existing building – if available, would provide new, dedicated court rooms, and long-term flexibility.

- Build a new court facility on the city hall campus. The city completed a facility assessment in 2019. The assessment included options to build a new court and council facility between the existing police station and city hall. Mayor and staff recommend designing the new court and council chambers in 2021. City staff would develop a funding strategy which would include a legislative proviso from the State capital budget in 2021, grant funding, and councilmatic or voter approved bonds.

TIME CONSTRAINTS

The purpose of presenting the Court Assessment is to provide the city council with information on court operations and facility needs prior to the 2021 budget discussions.

ALTERNATIVES

Discuss the report findings and recommendations. Request additional information or direct Mayor and city staff to address areas of concern before accepting the Final Report.



City of Monroe Court Services Study

Anne Pflug, The Other Company

Karen Reed, Karen Reed Consulting LLC

Council Presentation July 2020

Introduction



- The City of Monroe is **required to provide court services by state law**, specifically, court services to adjudicate violations of local ordinances, municipal code and state law that result in charges filed as **infractions** or **misdemeanors**.
- Cities can do so in several ways:
 - (1) by operating their own municipal court and/or traffic violations bureau;
 - (2) by contracting for District Court services from the County; or
 - (3) by contracting with other Cities.
- The City currently meets these obligations by operating a Municipal Court created by Ordinance in 2014. The City recently appointed Judge Ness to fill the previous judge's unexpired term which runs through the end of 2021.

DEFINITIONS

Infractions include speeding tickets, parking tickets, and some other violations of city ordinances ***punishable by a fine.***

Misdemeanors are less serious crimes ***punishable by up to 1 year in jail.*** Examples include shop lifting, minor in possession of illegal substances, driving without a license, driving while intoxicated and assault.

Introduction



- The City of Monroe, together with the Cities of Lake Stevens and Sultan, engaged the Consultant Team to evaluate **strategies to improve existing court outcomes and alternative service delivery models** for adult infraction and misdemeanor court and probation services.
- Lake Stevens currently contracts with Marysville Municipal Court and Sultan currently contracts with Snohomish County District Court, Evergreen Division.



Scope of Analysis

Four court services options for Monroe were examined:

1. Continuing the current court at current staffing/program levels (“status quo”)
2. Adding alternative court programs and/or probation services to the Monroe court;
3. Monroe contracting for court services from Snohomish County/Evergreen District Court; or
4. Expanding the Monroe Municipal Court to also provide contract services to Lake Stevens and/or Sultan.

In addition, several options were examined for both Lake Stevens and Sultan--including staying in their current arrangement, contracting with Monroe in a joint court arrangement, and contracting with District Court

Tonight's Presentation



- Executive Summary
- Background
- Monroe's current justice system—services, facilities, interventions and gaps
- Character of court caseload
- Comparison of court services options and costs
- Facilities options
- Summary of advantages and disadvantages of options
- Improving outcomes
- Conclusions and Recommendations

Executive Summary



✓ **The decision to select a court service provider involves balancing several factors, including:**

- Cost
- Local control
- Service and program offerings
- Service levels
- Location of court service delivery
- Having an appointed versus elected judge
- Impacts on associated criminal justice services

✓ **Local court practices can impact costs of other associated criminal justice services: for example, sentencing practices can differ widely between judges, impacting jail costs. Associated criminal justice services include:**

- Police
- Prosecutor
- Public Defender
- Jail

Executive Summary



Monroe Municipal Court today:

- ✓ The Monroe Municipal Court does an admirable job of service provision with limited resources.
- ✓ Monroe Court clients interviewed value local control, the quality of customer service and consistency in justice provided by the Monroe Court.
- ✓ Monroe Court as currently staffed is not sustainable.
- ✓ Additional facilities space for the court is required in any scenario moving forward (\$127.5K - \$178K per year, multi-year financing)

Monroe Municipal Court looking forward:

- ✓ Looking ahead six years, depending on population growth and other factors, the City could see a significant change in its court caseload:
 - In the low growth forecast, caseload would drop 10% by 2026.
 - In the high growth forecast, caseload would increase by 30%
- ✓ If Monroe retains its court, it will need additional court staffing --over and above the sustainable staffing recommendations outlined above-- under either a moderate or high caseload forecast by 2026.

Executive Summary



- ✓ **If the City chooses to retain its court, the consulting team recommends changes to court operation and facilities as outlined below:**
 - Operating changes necessary **to make Monroe Court operations sustainable** include:
 - addition of a .25 FTE court specialist;
 - addition of a part time probation officer; and
 - improvement of online and automated phone self service offerings for court customers.
 - These operating changes will create a stable level of staffing with needed back-up, and will:
 - Create opportunity for better outcomes for defendants through probation services
 - Make more efficient use of judge and staff time
 - Improve service levels for customers of the court and potentially increase revenue recovery
 - Bring service levels in line with those of the District Court
 - Cost an estimated \$112,000 a year (2020 dollars, excluding facilities cost)

Executive Summary



Other Court Services Options:

- ✓ Contracting with District Court providing services at the Evergreen Division also located in Monroe is significantly less expensive for Monroe than continuing to operate Monroe Municipal Court at sustainable levels, but offers less local control. There would however be uncertainty about the terms of the contract that would ultimately be secured with District Court and who would be presiding over city cases due to a pending judicial retirement.
- ✓ A joint court launched from a sustainable platform is financially and operationally feasible but offers modest or no cost savings for Monroe as compared to a stand-alone court (depending on future caseload).
- ✓ The combined caseloads of Monroe, Sultan and Lake Stevens would exceed the capacity of a part-time judge as soon as 2023. This could be addressed by Lake Stevens then appointing its own part time judge and contracting with Monroe for all other court services.

Executive Summary -- High Level Comparison of Options



Municipal Court

- Judge *appointed* if work hours are less than 35 hours per week; once full time, *elected by city voters*. Four year terms.
- Cities that partner for court services may have their own judges and a common staff.
- Cities that partner may retain Traffic Violation Bureaus to process parking and traffic tickets in-house.
- Budget and number of staff and compensation set by City; court facilities provided by city.
- Judge supervises staffing, operational decisions within approved budget.
- Court employees are City employees but supervised by Judge.

District Court Contract

- Judges *elected* by all *voters in the county court division, including city voters* regardless of work hours. Four year terms.
- Budget set by County; court facilities provided by County; State sets number of judge's and compensation.
- Contract cities may retain Traffic Violation Bureaus to process parking and traffic tickets in-house.
- Judges supervise staffing, operational decisions within approved budget.
- Court employees are County employees but supervised by Judge.
- County must consider Criminal Justice related fee, fine and sales tax revenue in setting contract rates.

Note: municipal and district court elections occur in the same year, every 4 years. The next judicial election date is November 2021, for terms beginning January 2022.

Executive Summary – Method for Financial Analysis of Court Service Options



- Evaluate historical caseload and its composition.
- Make assumptions for the primary factors that effect the number of cases filed with the court.

- Determine workload handled by existing staff
- Compare to other courts
- Evaluate planned or potential productivity improvement
- Estimate need for new staff

- Estimate costs based on:
- staffing needs
 - historical expenditure patterns
 - actual costs for personnel and services
 - Cost allocation models used by organization

- Apply historical pattern of revenue collection from court fines and fees
- Determine any other sources of revenue available
- **Subtract revenue from costs to get “Net Cost”**

Executive Summary – Monroe Financial Analysis



Cost comparison between continuing the Monroe stand-alone court option (sustainable staffing, excluding facilities costs), Joint Court, and contracting with District Court (current contract pricing) can be summarized as follows:

	Base Year (2019)	Moderate caseload forecast 2026	Base Year (2019)	Moderate caseload forecast 2026	Base Year (2019)	Moderate caseload forecast 2026
	Monroe Stand Alone Court		Joint Court		District Court Contract	
Court net Revenue (Expense)	(\$253,472)	(\$253,472)	(\$253,472)	(\$235,378)	\$56,797	\$23,485
Average Per case cost	\$138	\$136	\$86	\$63	\$62	\$64
Total net cost (court, prosecutor, public defense, jail)	\$971,438	\$968,179	\$971,438	\$950,0850	\$708,453	\$738,291
Per misdemeanor cost	\$1,385	\$1,525	\$1,470	\$1,444	\$1,072	\$1,122



Executive Summary: Recommendations

Our recommended next step is for the City's leadership to determine what is most important for you in your criminal justice system oversight and outcomes.

✓ Based on this assessment:

- If the City wishes to keep its court, we recommend several actions to ensure that the court operations are sustainable over time.
- If the City determines to seek a contract with the District Court, we outline a number of contracting issues you may wish to consider.

✓ In addition, at the end of this presentation we present some recommendations relating to:

- Strategies for dealing with those in the city's court system dealing with Opioid addiction
- Strategies for dealing with individuals who tend to cycle repeatedly in and out of the court system
- Strategies for dealing with high volume crimes

Our detailed report includes recommended strategies the City could deploy to reduce associated criminal justice system costs and for regional and state revenue sources that the City could seek to offset costs of criminal justice system changes.



Background

How do other cities provide local Court Services In Snohomish County?

Cities Operating a Municipal Court	Cities Contracting with Snohomish County District Court (Division in parenthesis)	Cities Contracting with another Municipal Court
Marysville Edmonds Everett Lynnwood Monroe	Arlington (Cascade) Brier (South)* Darrington (Cascade)* Gold Bar (Evergreen)* Granite Falls (Cascade)* Index (Evergreen) Mill Creek (South)* Mountlake Terrace (South)* Mukilteo (Everett)* Snohomish (Evergreen)* Stanwood (Cascade)* Sultan (Evergreen)* Woodway (South)*	Lake Stevens* (Marysville)

Asterisk (*) denotes cities operating a Traffic Violations Bureau

Criminal Justice System: Statewide Perspective



Broader Criminal Justice Trends

- **City** spending on criminal justice in Washington State is largely **focused on law enforcement (59%)**; The bulk of **County** spending in the system is **on courts (56%)**; **State** dollars primarily go to **corrections (72%)**.
- District and Municipal Court's approaches are **shifting from "punishment" to "restorative"** to help adult defendants stabilize in the community and to reduce costs
- National and state efforts to **reduce overall incarceration rates and level the playing field for indigent defendants**
- More **evidence-based programing and alternatives to detention** are available, within the justice process and during probation supervision (example: domestic violence, alcohol and drug therapies)
- Prosecutors are **shifting** lower level Superior Court criminal filings to District/Municipal Court, especially drug related offenses.
- **Regionalization or sharing** of services (jail, court, legal financial obligation (LFO) collection, jail transport, probation and treatment)
- **Excess courtroom and judicial capacity** as caseloads decline
- **Adoption of technology** that can reduce operating costs (digital filing, digital forms, online LFO collection, on-line processing of minor infractions, etc.)



Monroe's Justice System

Existing Services and Facilities

Monroe Municipal Court at City Hall

- Prosecutes, adjudicates and sentences adults committing criminal misdemeanors and gross misdemeanors and individuals committing infractions in the City of Monroe.
- Work, functions, duties, and responsibilities include: court services, record keeping, collection of fines, fees and costs.
- Staffing:
 - Judge (part time—paid hourly)
 - Court Administrator
 - Court Specialist
 - Court security provided by part time employee, paid hourly



Court is held in City Council Chambers—this photo shows the chambers set up for video appearances of persons being held at Snohomish County Jail in Everett





Existing Services and Facilities

Court Services

- **Court is in session at** Monroe City Council Chambers in City Hall on **Tuesday mornings**, and **Wednesdays** (typically 8:45 – 4:00). Any jury trials (very rare) are held on 2nd or 4th Fridays.
- **Video appearances** for persons housed in Snohomish County Jail in **two sessions per week (up to 3 hours)**
- **Over-the-counter and phone-based court services are provided Monday to Friday at Monroe City Hall** during **regular business hours 8-5**, closed for lunch 11:30-12:30 by the Court Administrator or the Court's sole clerk.
- **Defense attorneys** meet with clients in the City Hall lobby or a room accessed from the lobby.
- **Indigent Defense screening** performed by Judge Ness
- **Other than instructions on how to access the court, no [online services](#) are available through the City website.** Automated phone transactions and payments are not available.

Associated Services

- **No formal probation program.** Judge provides screening of persons eligible for public defense counsel; may assign defendants to treatment (staff and judge will monitor compliance -- a nominal form of probation oversight).
- Police department operated by City
- Department has 3 short term holding cells.
- **Jail services** provided under contract with **Snohomish County**.
- **Prosecutor and public defender services** are provided through **contracts** with separate private firms.

Existing Intervention Programs in Monroe



- Judge can choose to sentence defendants to probation program with Judicial supervision; Court administrator tracks compliance.
- Police have imbedded social worker
- Public Defender has imbedded social worker
- Snohomish County jail provides release planning and access to opioid related Medically Assisted Treatment (MAT) for offenders

Gaps in Interventions for Monroe Misdemeanor Offenders



Criminal Justice System	Interventions Available to Monroe Misdemeanor Offenders						
	Food/Shelter/Health Care	Mental Health Care	Chemical Dependency Treatment	Behavior Change Treatment	Diversion or Deferral from Legal System	Restitution	Employment and/or Education including Life Skills
Community and Personal/Family Support Network	Missing low barrier shelter and Health Care for homeless	Carnegie Center: Address barriers to Indigent access		Address barriers to Indigent access			Life Skills?
Police	Police Social Worker Program and County Acute Mental Health Responders – Currently transport to Carnegie Center, barriers to access to longer term MH care for indigent or homeless				Create a mechanism for working with others outside of Police to problem solve related to specific individuals or crime types.		
Pre-sentence Jail	Missing Electronic Monitoring especially for indigents and CD effected	Acute meds only at Snoh County Jail	MAT for opioid addiction at Snoh County jail				
Prosecutor/Public Defense	Public Defender Social Worker Program						
Court		Community Court Alternative Program (Note: Current court uses suspended sentences but limited use of deferral at present-- potentially more with active probation supervision and/or access to use of County Diversion Center funded with regional revenue)				Limited	Community Court Alternative Program
Serve Jail Sentence	Release plan for shelter, not food or health care	Acute care and meds only at Snoh County Jail	CD treatment AA /NA and MAT for opioid			Work Crew	
Probation	Missing Electronic Monitoring for CD treatment compliance for indigents; continuity for MAT started in jail.			Programs available in County but not currently available to City Offenders		Limited	Life Skills?
Community and Personal/Family Support Network	Missing low barrier shelter and health care for homeless			Indigent access?			Life Skills?

Key

	Available in/for City Now
	Available in County
	Gap

Where is Monroe on the Spectrum of Criminal Justice Approaches?



Traditional “Jail as a Deterrent to re-offense” approach

- Defendants charged at maximum levels to jail
- Little or no use of diversion by court
- Little or no use of detention alternatives or evidence-based behavior change programs in sentencing or probation.

Transitioning towards a more restorative justice approach

- Begin offering / referring cases to diversion and/or specialty courts
- Increase focus on detention alternatives (Electronic home detention or alcohol monitoring programs, after school/work reporting, etc.)

Restorative justice with emphasis on diversion and evidence-based behavior change for defendants-- especially those posing a low public safety risk

- High use of alternatives to detention and evidence-based treatment programs
- High number of referrals to specialty courts and/or diversion

← Monroe’s Mayor/City Administrator note desire to move to left on the spectrum in response to public safety concerns related to some of the City’s homeless population

↑ Monroe’s judge describes the court as being slightly right of center on the spectrum; would like to move right, balanced with public safety →

Has Monroe Municipal Court Met its Original Objectives in its First Five Years of Operation?



Initial Objectives for New Municipal Court

- Improved customer service for internal and external stakeholders (ex. court customer service cutbacks; refusal to process Monroe red light/school zone infractions; lack of indigent screening; delays in arraignment time)
- Personalized, consistent application of judicial philosophy with Municipal Judge (ex. ability to enforce fingerprinting is valued by Police; consistent enforcement of city ordinances (SODA, Site/Lie, etc.)
- Overall cost savings to the city – court and jail (ex. at the time, photo traffic enforcement was contemplated to provide significant funding for court; increased use of detention alternatives also contemplated to save money for the city)

Municipal Court Results at Year Five

- Level of personalized customer service and judicial practice are highly valued by organization.
- Perceived level of local control is high. Cooperation between City departments, Prosecutor and Public Defender appears to be focused on achieving City priorities.
- Court costs are currently **not offset** by court collected revenue (\$148,000 net cost in 2019). Jail costs were not evaluated in detail. Current District Court contract costs **less** than Municipal Court (Projected net **revenue** over costs of \$57,000 in 2019)

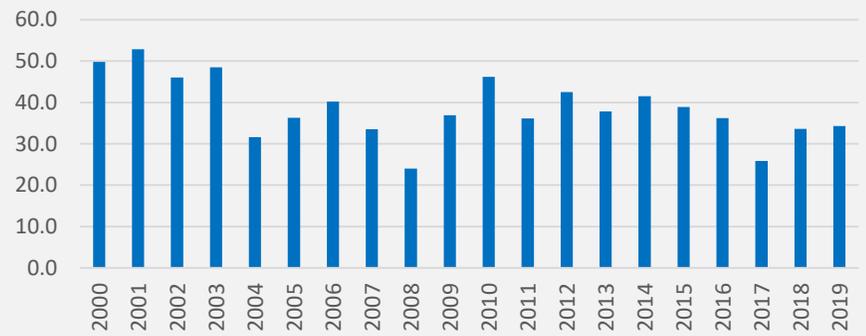


Character of Justice System Caseload for Monroe



Monroe Historical Court Case Levels

Misdemeanors per 1,000 Population

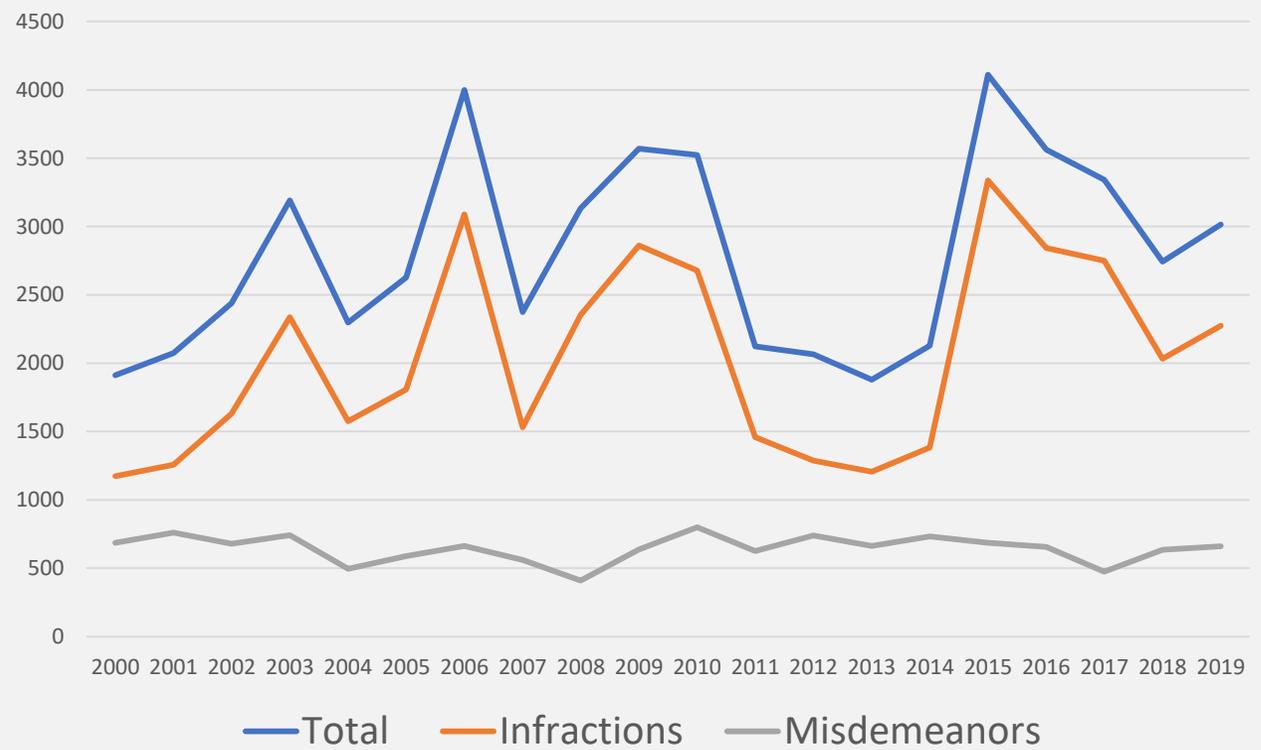


Monroe has had a historically relatively stable number of misdemeanor filings but variable levels of infraction filings over the last twenty years.

Misdemeanor filings per 1,000 population have slowly declined consistent with statewide trends.

Approximately 1/3 of 2018 cases filed with court (infractions and misdemeanors) have Monroe zip code – 2/3 reside outside Monroe zip code area.

Monroe Court Filings by General Type
2000 to 2019



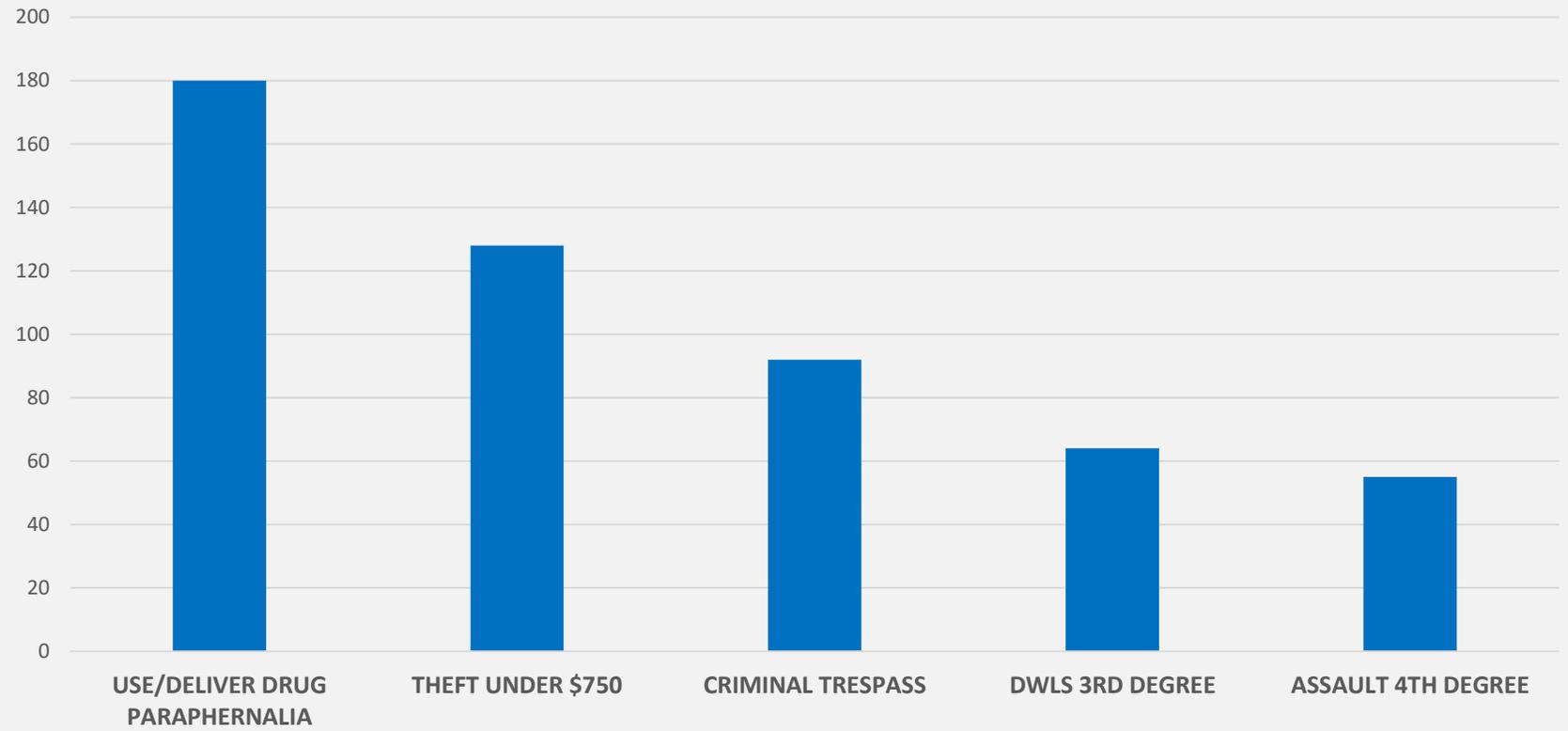


Top Monroe Misdemeanor Filings

Use/delivery of drug paraphernalia, theft and trespass were Monroe's top 3 misdemeanor charges for 2019.

This case profile is significantly different than Lake Stevens and Sultan's which emphasize traffic violations.

Top Volume Monroe Municipal Court Criminal Cases
2019





Monroe Court Caseload Forecast

Historical Caseload Pattern

Monroe historically has had a stable number of misdemeanor filings but variable levels of infraction filings.

Misdemeanor filings per 1,000 population have slowly declined consistent with state trends. Infractions have varied widely.

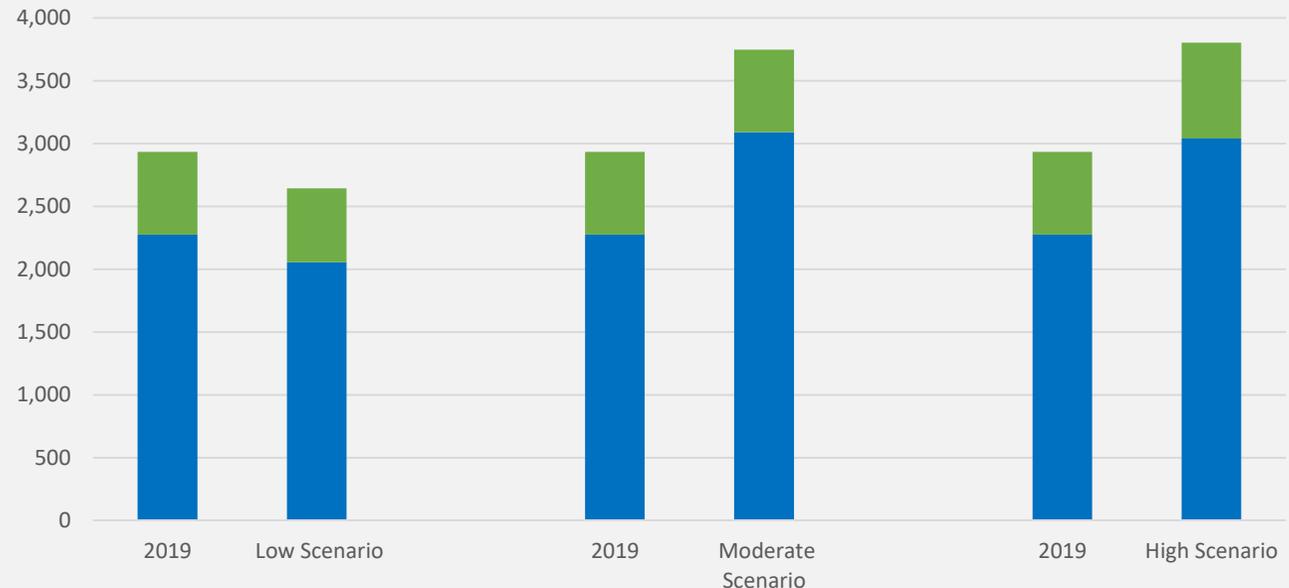
Forecast

Change in total caseload by 2026 ranges from 10% less to 30% more than court caseload in 2019.

Monroe's caseload forecast shows growth in court caseload primarily driven by varying population increases in the moderate and high scenario.

In the low scenario, Monroe's caseload would decline overall following historical and statewide patterns.

2026 Monroe Court Caseload Forecast Scenarios



■ Infractions ■ Misdemeanors

What's Notable about Monroe's Criminal Justice System overall?



- **Defendants and Caseload**

- Unusual caseload—fewer infractions, more costly overall than typical municipal court caseloads
- 73% of defendants qualified for a public defender in 2019—a high percentage, but in line with Lake Stevens and Sultan

- **Court system, staffing and facilities**

- Judge has capacity to serve additional hours and retain appointed status
- Court is understaffed—lack of redundancy if one staff person is ill/on vacation
- No professional probation staffing. Monroe is the only court in the county without probation staffing.
- Multiple demands for use of council chambers
- Current space for staff and records is inadequate
- Security concerns with current courtroom
- Parking can be over-subscribed at times court is in session

- **Associated Services**

- Public Defense costs are higher *per case* than Lake Stevens and Sultan
- Public Defense firm and Police have imbedded social workers to assist defendants in accessing treatment, housing, etc.



Comparison of *Court Services Options and Costs*

Monroe Municipal Court serving Monroe
Evergreen District Court located in Monroe serving
other cities, WSP and unincorporated county

Current Courts Comparison: Judicial Philosophy, Outcomes, Costs



	Monroe Municipal	Evergreen Dist. Ct.
Judicial Philosophy <i>The courts have similar perceptions of where they are on the criminal justice spectrum</i>	Right of center Would like to be able to have probation dept. or community court or youth court. New judge observed to be more conservative than predecessor—more pre-sentencing jail days, higher bail	Middle, moving right One of 2 judges is retiring as soon as next year: replacement unknown
Judicial outcomes (2018, 2019) <ul style="list-style-type: none"> • Average jail cost • Average # of hearings per case 	<ul style="list-style-type: none"> • Lowest jail cost per misdemeanor—reflects sentencing practices • 2.3 hearings average per misdemeanor case--efficient 	<ul style="list-style-type: none"> • Close to Monroe jail cost • 3.3 hearings average per misdemeanor case
Court costs <ul style="list-style-type: none"> • 2019 cost per misdemeanor • Average collections per case 	<ul style="list-style-type: none"> • Highest cost • \$84; by far lowest failure to respond rate—efficient, revenue recovery is relatively good. 	<ul style="list-style-type: none"> • Lowest cost • \$60; high failure to respond rate



Current Courts Comparison: Services

	Monroe Municipal	Evergreen Dist. Ct.
Court Services: Similarities	<p>Basic services similar in terms of case management</p> <p>Neither have digital records/forms – all can use common software to digitally file cases.</p> <p>Both accept paper infraction tickets – in small quantities</p> <p>Both track # of cases, revenues.</p> <p>Both make extensive use of video appearance to process cases (Evergreen held in other Divisions)</p>	
Court Services: Differences <ul style="list-style-type: none"> • Probation services • Access to specialty courts • Jail proximity • Level of on-line services • Staffing level 	<ul style="list-style-type: none"> • No probation. This was noted by several stakeholders as their #1 desired program add. • No specialty court programs. • No jail proximate to court facility but Police Dept. is on same campus and has short term holding cells • Uses video appearance with Jail • Very limited online self service • Under-staffed/no back-up 	<ul style="list-style-type: none"> • Offers probation w/ several programs including MRT and Alive at 25. • Relies on other District Court Divisions for video. • Specialty court options (Mental Health) not open to city defendants currently. • No proximate jail; no holding cells in Court facility • Some online services • Staffing adequate for caseload • Also handles some civil cases



Current Courts Comparisons: Facilities

	Monroe Municipal	Evergreen Dist. Ct.
Current Facility	<ul style="list-style-type: none"> • Court held in Council chambers. • Significant competition for use of Council chambers • Lobby space use combined with other City Hall visitors • Security scan and video equipment must be set up and taken down each day • Security concerns noted by several partners – no video monitor or panic button • Office space for staff and customer area inadequate • Records space inadequate • Police dept. has three short-term holding cells • Parking can overflow 	<ul style="list-style-type: none"> • Dedicated 2-courtroom facility • Judge Clough currently hears city cases and will be retiring in 2021 or 2022. • No security video • No panic button in courtroom • No video appearance capacity: video appearances conducted in other divisions of District court • Large customer service area and private meeting space for attorneys • Sultan cases not on dedicated calendars • No holding cells, no adjacent jail • Parking adequate

Court Comparison: Client Feedback



	Monroe Municipal	Evergreen Dist. Ct.
Client feedback	<ul style="list-style-type: none"> • Staff are excellent • Highly responsive, accessible, flexible • Individualized justice • Location is important • Most interviewees would like to see probation added. • Public defenders less interested in probation than prosecutors (true for all 3 cities) • Would like to be able to offer more diversion opportunities • Excellent availability for warrants • Confusion among defendants about Municipal court vs District Court 	<ul style="list-style-type: none"> • Some clients noted they are very pleased with Judge Clough, service from staff, facility location. • Other clients perceive there is less personalized service here than in Monroe, more frequent clerical errors. • City cases on combined calendars (Prosecutor notes there are dedicated Sultan calendars) • Confusion among defendants about Municipal Court vs District Court on phone and at customer counter. • City cases lower priority than Superior Court or District Court for access to video appearance • Long phone wait times. • Gloomy courtrooms (windowless) • Availability for warrants can be challenge

Why Does Monroe need more Staff to get to a Sustainable Staffing Level?



- **Monroe's current court staffing level is marginal, at best.**
- **Monroe staff workload (case volume) is twice or more than all comparable Municipal courts in Western Washington, whether stand alone or joint court.**
- Current staffing:
 - part time judge
 - court administrator
 - court specialist
 - Court security (hourly)
- Court staff must cover customer counter, records, phone and set-up/tear-down and clerk service for court in council chambers.
- **The courtroom and customer service cannot be operated with one person, making it difficult to arrange internal city meetings, vacations, leave and training without compromising core services.**
- **Staff back up is generally not available and internal financial controls are difficult to maintain with a two person staff.**
 - The Finance Department does assist with reconciling bank statements in order to meet minimum internal control requirements.
- The court administrator spends 40% of her time on probation-related work for which she is not professionally trained and regularly works significantly more than 40 hrs. per week.

Recommended Staffing to Achieve Sustainable Staffing Levels



- ✓ In order to be sustainable and meet existing requirements:
 - Additional self-help services should be added to phone and on-line customer resources during business and non-business hours to assist with customer service demand
 - At least 0.25FTE court specialist should be added to the staff, to provide back-up capacity and assist with workload volume.
 - Add a part time probations officer (0.8 FTE), this addition would reduce workload for the Court Administrator and the Judge and add management capacity that is currently not available.
- ✓ **With these additions Monroe would have approximately comparable services to Marysville Municipal Court and Evergreen District Court.**
- ✓ The cost of these additions would be an estimated \$112,000 per year (2020 dollars) – excluding facility costs

Potential City of Monroe Requirements in a District Court Contract



- Input on the judge selected to hear the majority of city cases
- Dedicated court calendar time slots for city cases.
- Transition terms related to the change from City Municipal Court to District Court
- Agreement on coordinated web and phone automation/content for city and county (beyond transition) to facilitate FAQ and self help for city residents including payments.
- County commitment to keep Evergreen Division open in current location.
- Retention of Monroe Traffic Violations Bureau and explicit responsibility for follow up on non-payment/response to Police infractions
- Reporting of fine and fee collection/failure to respond follow up rates, revenue collection averages for misdemeanors and infractions, average hearings per misdemeanor and examples of typical sentences for the five highest volume misdemeanors
- Access to county programs for city cases including:
 - ✓ How indigent participation will be paid for
 - ✓ Probation and probation programs
 - ✓ Mental Health Court
 - ✓ DWLS 3 re-licensing program
 - ✓ Community Court program, when established
- Coordination with city programs
 - ✓ Annual report to City Council by court and probation
 - ✓ Participation by Evergreen court and probation program representatives in city criminal justice related problem-solving work groups
 - ✓ Regular de-briefing sessions with Police
 - ✓ Mechanism for effective involvement of city Police social worker and Public Defense social worker in court and its programs
- Meeting timeliness requirements for “in jail custody” arraignments and warrants

Monroe Municipal Court and Criminal Justice System Costs – 2019 Actual Cost



COURT REVENUES and COSTS

Court/Probation Revenue

• Fines and Fee Revenue	\$240,290
• Probation Fee Revenue	\$17,076
Total Revenue	\$257,366

Court Costs

• Personnel - Judicial Officers	\$75,246
• Personnel - Court Operations	\$279,287
• Personnel – Probation	\$0
• Program Operating Costs	\$18,118
• IT and Facilities Operating – Court	\$33,621
Total Costs	\$406,272

Court Net Revenue (Expense) (\$148,906)

Per Case Cost \$138

Criminal Justice System Costs--Court and Associated Programs (excluding police)

• Court/Probation Net Expense	\$148,906
• Prosecutor	\$180,000
• Public Defense	\$213,400
• Jail	\$372,936
• Total Net Cost	\$915,242

Per Misdemeanor Cost \$1,384.63

Three Cities Current Cost of Court & Associated Services



Of the three cities, Lake Stevens' current court costs are totally paid for by court related revenue. Sultan is close to breaking even.

The cost per misdemeanor is relatively similar. Sultan has the lowest cost per court case of the three cities while Monroe has the highest cost per court case.

Monroe Monroe Municipal Court

	2019/20
Court/Probation Revenue	
Fines and Fee Revenue	\$240,290
Probation Fee Revenue	<u>\$17,076</u>
Total Revenue	\$257,366
Court Costs	
Personnel - Judicial Officers	\$75,246
Personnel - Court Operations	\$279,287
Personnel - Probation	\$0
Program Operating Costs	\$18,118
IT and Facilities Operating - Court	<u>\$33,621</u>
Total Costs	\$406,272
Court Net Revenue (Expense)	<u>(\$148,906)</u>

Per Case Cost \$138

Court and Associated Programs

Court/Probation Net Expense	\$148,906
Prosecutor	\$180,000
Public Defense	\$213,400
Jail	<u>\$372,936</u>
Total Net Cost	<u>\$915,242</u>

Per Misdemeanor Cost \$1,384.63

Lake Stevens Marysville Municipal Court Contract

	2019/20
Court/Probation Revenue	
Fines and Fee Revenue	\$242,925
Probation Fee Revenue Collected	\$6,720
Probation Fee Revenue Retained by Marysville	<u>-\$6,720</u>
Total Revenue	\$242,925
Court Costs	
Marysville Court Contract	\$197,844
Direct Non-contract Costs	<u>\$23,152</u>
Total Costs	\$220,996
Net Revenue (Expense)	<u>\$21,929</u>

Per Case Cost \$81

Court and Associated Programs

Court/Probation Net (Revenue)	(\$21,929)
Prosecutor	\$142,669
Public Defense	\$127,627
Jail	<u>\$427,687</u>
Total Net Cost	<u>\$676,054</u>

Per Misdemeanor Cost \$1,307.65

Sultan Evergreen District Court Contract

	2019/20
Court/Probation Revenue	
Fines and Fee Revenue	\$25,363
Probation Fee Revenue Collected	\$2,304
Probation Fee Revenue Retained by Evergreen	<u>-\$2,304</u>
Total Revenue	\$25,363
Court Costs	
Evergreen District Court Contract	\$27,037
Direct Non-contract Costs	<u>\$0</u>
Total Costs	\$27,037
Net Revenue (Expense)	<u>(\$1,674)</u>

Per Case Cost \$64

Court and Associated Programs

Court/Probation Net Expense	\$1,674
Prosecutor	\$68,804
Public Defense	\$25,440
Jail	<u>\$92,227</u>
Total Net Cost	<u>\$188,145</u>

Per Misdemeanor Cost \$1,198.38

Financial Comparison -- Monroe Municipal Court and Evergreen District Court



Monroe Stand Alone Municipal Court Forecast Assuming Building Block Staffing Scenario

	Base Year	Low 2026	Moderate	
			2026	High 2026
Court/Probation Revenue				
Fines and Fee Revenue	\$240,290	\$240,752	\$240,752	\$274,126
Probation Fee Revenue	\$17,076	\$17,076	\$17,076	\$17,185
Total Revenue	\$257,366	\$257,828	\$257,828	\$291,311
Court Costs				
Personnel - Judicial Officers	\$75,246	\$75,246	\$75,246	\$75,246
Personnel - Court Operations	\$279,287	\$279,287	\$297,715	\$301,312
Personnel - Probation	\$0	\$0	\$75,600	\$75,600
Program Operating Costs	\$18,118	\$18,118	\$18,118	\$21,743
IT and Facilities Operating - Court	\$33,621	\$33,621	\$44,621	\$44,621
Total Costs	\$406,272	\$406,272	\$511,300	\$518,522
Court Net Revenue (Expense)	(\$148,906)	(\$148,444)	(\$253,472)	(\$227,211)
Average Per Case Cost	\$138	\$154	\$136	\$136

Court and Associated Programs

	Base	Low 2026	Moderate	
			2026	High 2026
Court/Probation Net Expense	\$148,906	\$148,444	\$253,472	\$227,211
Prosecutor	\$180,000	\$160,121	\$179,183	\$208,048
Public Defense	\$213,400	\$188,866	\$214,562	\$245,397
Jail	\$372,936	\$331,749	\$371,243	\$431,049
Total Net Cost	\$915,242	\$829,180	\$1,018,460	\$1,111,705
Per Misdemeanor Cost	\$1,384.63	\$1,410.17	\$1,524.64	\$1,455.11

District Court is the least expensive option for Monroe compared to the lowest cost standalone Municipal Court building blocks forecast.

The cost difference is significant in the aggregate and per case.

Key reasons for the cost difference:

- County appears to be subsidizing the court with regional CJ taxes and state revenue*
- County court staff are paid less*

Monroe Contract with District Court Forecast District Court Contract

	Base Year	Low 2026	Moderate	
			2026	High 2026
Court/Probation Revenue				
Fines and Fee Revenue	\$240,290	\$222,086	\$263,760	\$319,536
Probation Fee Revenue Collected	\$17,076	\$15,240	\$17,018	\$19,812
Probation Fee Revenue Retained by Evergreen	-\$17,076	-\$15,240	-\$17,018	-\$19,812
Total Revenue	\$240,290	\$222,086	\$263,760	\$319,536
Costs				
Evergreen District Court Contract	\$174,402	\$173,955	\$231,226	\$243,077
Direct Non-contract costs	\$9,091	\$8,087	\$9,050	\$10,508
Total Costs	\$183,493	\$182,042	\$240,275	\$253,585
Net Revenue (Expense)	\$56,797	\$40,044	\$23,485	\$65,951
Average Per Case Cost	\$62	\$69	\$64	\$67
Court/Probation Net Revenue				
	(\$56,797)	(\$40,044)	(\$23,485)	(\$65,951)
Prosecutor	\$180,000	\$160,121	\$179,183	\$208,048
Public Defense	\$212,313	\$188,866	\$211,350	\$245,397
Jail	\$372,936	\$331,749	\$371,243	\$431,049
Sub total	\$765,249	\$680,736	\$761,776	\$884,494
Total Net Cost	\$708,453	\$640,692	\$738,291	\$818,542
Per Misd	\$1,072	\$1,090	\$1,122	\$1,071.39

Court Options Operating Cost Comparison



	Base Year (2019)	Moderate caseload forecast 2026	Base Year (2019)	Moderate caseload forecast 2026	Base Year (2019)	Moderate caseload forecast 2026
	Monroe Stand Alone Court		Joint Court		District Court Contract	
Court net Revenue (Expense)	(\$253,472)	(\$253,472)	(\$253,472)	(\$235,378)	\$56,797	\$23,485
Average Per case cost	\$138	\$136	\$86	\$63	\$62	\$64
Total net cost (court, prosecutor, public defense, jail)	\$971,438	\$968,179	\$971,438	\$950,0850	\$708,453	\$738,291
Per misdemeanor cost	\$1,385	\$1,525	\$1,470	\$1,444	\$1,072	\$1,122

Financial Summary of Court Options -- All Cities *Court Only* and *Total Criminal Justice Costs* versus *Current Contracts*



Options for each city are presented in descending order—from least expensive to most expensive for the LOW caseload scenario. Ranking results change as caseload grows.

Analysis Results

Each city has multiple financially viable options for the provision of court services.

Cost ranking differs depending on whether looking at court costs alone or at all CJ costs combined, and depending on the caseload.

Black = net revenues
Red = net cost

Monroe Options - Operating Costs Only	Base Year	Low 2026	Moderate 2026	High 2026
Evergreen District Court Contract				
Court Only - Net Revenue	\$56,797	\$40,044	\$23,485	\$65,951
Total Court and Associated Costs -- New Public Defense Contract	\$661,165	\$598,627	\$691,218	\$763,886
Joint Court – Building Block Staffing				
Court Only - Net Cost	\$253,472	\$221,389	\$235,378	\$264,324
Total Court and Associated Costs -- New Public Defense Contract	\$971,438	\$860,064	\$950,085	\$1,094,167
Stand Alone Court – Building Block Staffing				
Court Only - Net Cost	\$253,472	\$253,472	\$253,472	\$253,472
Total Court and Associated Costs -- New Public Defense Contract	\$971,438	\$892,146	\$968,179	\$1,083,314
Lake Stevens Options				
Monroe Contract – Building Block Staffing				
Court Only - Net Revenue/Cost	NA	\$10,920	\$118,987	\$251,776
Total Court and Associated Costs -- New Jail Contractor	NA	\$585,814	\$612,889	\$642,381
Monroe Limited Operating Contract with Own Judge				
Court Only - Net Revenue/Cost	NA	\$16,420	\$113,487	\$246,276
Total Court and Associated Costs -- New Jail Contractor	NA	\$591,314	\$618,389	\$647,881
Evergreen District Court Contract				
Court Only - Net Revenue/Cost	\$63,142	\$27,971	\$48,427	\$151,406
Total Court and Associated Costs -- New Jail Contractor	\$498,845	\$602,865	\$683,449	\$742,751
Marysville Municipal Court Contract				
Court Only - Net Revenue/Cost	\$21,929	\$35,127	\$28,876	\$122,337
Total Court and Associated Costs -- New Jail Contractor	\$540,058	\$608,901	\$695,253	\$757,221
Sultan Options				
Monroe Contract – Building Block Staffing				
Court Only - Net Cost	NA	\$3,478	\$339	\$12,867
Total Court and Associated Costs -- Direct Filing Prosecutor Costs	NA	\$171,655	\$219,112	\$315,284
Evergreen District Court				
Court Only - Net Cost	\$1,674	\$8,160	\$7,043	\$4,956
Total Court and Associated Costs -- Direct Filing Prosecutor Costs	\$162,673	\$176,338	\$226,494	\$333,107



Facilities Options

What are the Facility Needs for a Court?



Preferred Courtroom Facility:

- 4,000-5,000 sq. ft.
- At least one courtroom, customer counter, staff and judge offices, records storage, in-custody defendant access/security, public security, probation meeting rooms, meeting space for defense attorneys, private meeting space for victims/witnesses/children, a jury room, adjacent restrooms.
 - Community courts and robust probation programs typically use a more informal open large space with flexible seating for community accountability boards, group treatment programs and meetings with defendants.
- Adequate parking, ADA access and transit service
- Technology for staff/attorneys and general public, WiFi, printing/scanning equipment, video and audio equipment.
- If joint use areas (restrooms, public lobby) are not available, then these should be provided for a stand-alone court.

Monroe's Existing Court Facility:

- One courtroom combined with the Council Chambers.
- Current staff/judge offices and customer service area have **no additional capacity** and are hemmed in by surrounding uses.
- Caseload projections show **a need for additional staff offices, courtroom hours, records and private meeting space** beyond the space that is currently available.
- **Some safety and security issues** which should be addressed:
 - Separate courtroom entrances for judge, staff
 - Video monitoring
 - Panic button
- **Parking can be over-subscribed** when court is in session; transit access is good.
- Technology needs are met, generally. Printer/scanner needed in Courtroom.



Monroe Facilities Options

The consulting team identified six options for a solo or joint court in Monroe:

- A. Existing Court Space in Monroe City Hall - Joint Use of Council Chambers
- B. Replacement Monroe City Hall/Police Combined Building
- C. Remodel/Expand Monroe City Hall/Police
- D. Court in Portable -- Existing Monroe City Hall Campus land
- E. Court in Portable -- Old Monroe Public Works Bldg Location after demolition
- F. Acquire a 4,000 to 6,000 square foot existing building in Monroe

Additional publicly owned sites in Monroe were reviewed but did not meet size, access, parking or compatible use criteria. Additional detail work on cost and feasibility are required for all options before final decision making.

Monroe Facilities Options Analysis

Takeaways



- ✓ The **status quo facility** at Monroe City Hall *is not sustainable*.
- ✓ Increasing staff and service capacity to a point where the court is **sustainable** either as a solo court or a court able to offer equivalent services to other cities, **will require additional space** for additional courtroom hours, staff and records.
- ✓ **Any of the Monroe facilities options other than status quo will support a joint court** for at least a few years, depending on how quickly combined caseloads grow (primarily, how quickly the Lake Stevens' caseload grows).
 - Caseload analysis shows that combined workload could exceed that allowable for a Monroe appointed judge in as early as 2023.
- ✓ While not ideal, court can **continue to be held in the Monroe City Council Chambers (Options B and C)** until caseloads outgrow the Chambers availability, **so long as additional staff and records space is provided**.

Monroe Facilities Options Analysis

Takeaways, cont.



✓ Portables (Options D and E) have important pros and cons:

- Advantages: less expensive than permanent construction, more quickly deployed. (\$0.75M - \$1M, 1 year)
- Disadvantages: lower quality construction than permanent buildings. Low ceilings mean portables are not ideally configured to house courtrooms.
- A small portable could be used just to house court staff (no courtroom), but additional records space would still be needed in a more permanent structure. **(Option D)**
- A larger portable would provide much greater functionality as compared to a small portable—providing chambers, staff space, dedicated lobby-- at a modest cost increment compared to a small portable **(Option E)**

✓ Acquisition of an existing building (Option F) would provide new, dedicated court room(s) as well as staff and records space. It also provides the **greatest short and long-term flexibility** to Monroe whether or not a joint court is pursued, as well as the greatest capacity and flexibility for a long-term joint court operation of any of the options reviewed.

Summary of Advantages and Disadvantages of Court Operating and Facilities Options

Monroe Option 1: Contract with Evergreen District Court



Advantages for Monroe	Disadvantages for Monroe
<ul style="list-style-type: none"> • Least cost option. • Evergreen provides probation services at no cost to city • Court location is in Monroe very near City Hall • Reduce confusion with only one local court in the City • No need to add staffing, services • No need for additional court facilities • Better online services • Jail sentencing practice of current judges similar to Monroe 	<ul style="list-style-type: none"> • Less local control -- No ability to hire/fire judge, control court procedures or costs • Less continuity in terms of judges for Monroe cases (video appearance are heard by judges in Everett, South Divisions) • Potentially less judicial engagement on building new cross-system interventions to address Monroe's criminal justice issues • County collects revenue per case at a somewhat lower rate and has a modestly higher number of hearings per misdemeanor
<p>Potential Advantages:</p> <ul style="list-style-type: none"> • <i>Could seek access to County mental health county regional tax</i> • <i>Could seek access to regional relicensing program (currently under discussion, not yet launched) to handle some DWLS3 cases</i> • <i>Enhanced leverage if negotiating with other cities</i> • <i>Could retain Traffic Violation Bureau to enhance fine collection.</i> 	<p>Potential Disadvantages:</p> <ul style="list-style-type: none"> • <i>County could elect to close Evergreen Division and hold all cases in Everett (previously studied by County, but currently not an active conversation)</i>

Monroe Option 2: Adjust Municipal Court Offerings/Staffing to Stabilize and Improve Service, but Don't Extend Services to Other Cities



Advantages	Disadvantages
<ul style="list-style-type: none"> • Maintain local control over costs, judge selection, court procedures • Improves service levels for customers over status quo; court becomes sustainable. • Can maintain focus on bringing together in-city resources/agencies to address homeless population or specific high-volume crimes. • Retains consistency in judicial oversight of cases/offenders. • Can implement small community/diversion court calendars unique to Monroe's needs 	<ul style="list-style-type: none"> • More expensive than Evergreen Court • Opportunities for economies of scale not taken • Loss of direct access to the advantages of regional revenue support for criminal justice programs and services. • Loss of direct access to mature Probation treatment programs and services • Requires facility and modest technology investments • Community/diversion court services would need to be funded and implemented by county
<p><i>Potential Advantages</i></p>	<p><i>Potential Disadvantages</i></p>
<ul style="list-style-type: none"> • <i>Could seek access to County or Marysville mental health revenues, courts and/or probation services through small contracts (rather than recreate)</i> 	<ul style="list-style-type: none"> • <i>Loss of access to potential future County Mental Health court services funded by regional/state revenue</i>

Monroe Option 3: Partner with Other Cities and Create a Joint Court in Monroe



Advantages	Disadvantages
<ul style="list-style-type: none"> • Less expensive than building block solo court option under low and moderate caseload forecasts. • Retain more local control than Evergreen District option • More continuity in terms of judges hearing Monroe cases • Potentially more ability to get judicial engagement on building new cross-system interventions to address Monroe’s criminal justice issues 	<ul style="list-style-type: none"> • More expensive than Evergreen Contract • Requires longer-term commitment to service levels, facilities per contract negotiated between partners • Transaction costs of negotiation, updating contract over time • Requires capital facility and modest technology investment • Does not leverage regional revenues.
<p><i>Potential Advantages</i></p>	<p><i>Potential Disadvantages</i></p>
<ul style="list-style-type: none"> • <i>Cities together may have better ability to bring effective human services options to scale in East county region, potentially funded with regional revenue.</i> • <i>Could seek access to County or Marysville mental health courts through small contracts (rather than recreate)</i> • <i>Any capital facility investment leaves local court option available to the city in the long term.</i> 	<p><i>Partners judicial philosophies and priorities may diverge over time, increasing conflict for the court and its operations</i></p>

Improving Outcomes in the Criminal Justice System

Motivating Offenders to Change

Most criminal justice research supports the theory that offenders change dysfunctional behavior when they are *motivated and have appropriate support during and after a change*. Community supports are necessary in order for the offender to sustain their new behavior.

Motivation usually only happens *when the offender's brain and body are healthy and clear enough to think beyond the brain's "flight or fight" mechanism*. An offender may reach this point after a certain age in their life cycle or during their interaction with the community and the criminal justice system. This is why it is thought that *a continuum of interventions should be available to offenders in the criminal justice system* in order to take advantage of the point, no matter when it comes, where the offender is motivated.

Professionals *trained in motivational interviewing techniques throughout the Criminal Justice system can engage with offenders in ways that accelerate offender motivation*. This includes police officers, social workers, judges, court staff, probation officers, jail staff and intervention program providers.

Opportunities to Improve Availability of Intervention Programs



- **Hire a probation officer or contract with another court for probation services**
 - **134 Monroe misdemeanor offenders (2019) are estimated to be eligible for active probation supervision.**
 - Probation programs are intended to help motivate the offender to complete their sentence and may also offer group or individual treatment, electronic monitoring or education and connection to community supports after probation is completed. Some community or diversion courts involve probation officers in scheduled court conferences with offenders and intervention or treatment service providers.
- **Contract for ability to refer defendants to probation-based Domestic Violence treatment programs and responsible driving courses.** These services are currently offered by other probation programs in the County (25 and Alive and Cognitive Reconciliation Therapy are examples).
- **Seek access to, or funding for, therapeutic court program(s)**

The available 1/10 of a cent sales tax for mental health and chemical dependency treatment, a regional revenue, is used to finance the District Courts Mental Health court. This regional tax is typically used across the state to support therapeutic courts and treatment for adult misdemeanor and felony offenders. The County does not currently allow city cases to be referred to the District Court Mental Health Court



Resources to Address Gaps – Monroe’s Options

Managing demand or modify operations to maximize capacity with existing resources:

- Implement one or more of the strategies outlined for the highest volume court cases to reduce offense rates in the courts
- Invest in policing programs or strategies that focus on repeat offenders and/or connecting problem solving resources with community members.

Seeking funding from Snohomish County regional revenue and/or state programs:

- Countywide mental health, chemical dependency and therapeutic court sales tax funding – annual applications
- Seek city access on your own or with other cities to County Mental Health Court, County probation programs and/or other services funded with regional revenue.
- Proposal to County for homeless housing/facility projects. Cities are eligible.
- Apply for Statewide homelessness facility and program funding (Department of Commerce); Washington Association of Sheriffs and Police Chiefs, Arrest and Jail alternatives programs; annual Office of Public Defense grants to cities.

City funding:

- Re-direct funding/staffing
 - part of current city jail funding to pay for indigent use of electronic monitoring in lieu of jail (lower cost per day than jail)
 - existing city staff capacity (in the short or long term due to Covid workload changes) to court specialist staffing needs.
 - Public Safety sales tax received by the city after voter approval in 2014 to support the court and its programs Year over year change in Criminal Justice and/or Public Safety sales tax receipts
 - Court improvement funding coming from the state each year may be used to make one-time effectiveness improvements for the court such as a printer for the courtroom, security changes, website and phone self service additions
- Potential Facilities funding
 - Construction related sales tax revenue dedicated to one-time expenses – potential for court facility
 - REET 1 funds may be used for court facilities provided they are part of GMA Capital Facilities Plan; REET 2 funds may be used for facilities serving homeless persons until 2026



Recommendations

Conclusions



- ✓ **The City has options available to it**
- ✓ **While the District Court is a much less expensive operating and capital facility cost option than retaining the Monroe court, ultimately, the decision to select a court service provider involves balancing multiple factors, including:**
 - Cost
 - Local control of judge selection and criminal justice system impacts
 - Service offerings
 - Service levels
 - Location of court service delivery
 - Having an appointed judge
 - Impacts on associated services – jail, prosecutor, public defender, police – costs and service levels



**Recommended
Actions -- Roadmap
to a Decision**
*in the next 6 months, the
Cities may wish to
undertake the following
steps, prior to deciding
which court services option
to pursue.*

1. **Confirm criminal justice system priorities.** Leadership in each city should confirm what is important to them in terms of their criminal justice system responsibilities. How does each city weigh the importance of system outcomes, local control, court service offerings, service levels, and cost?
2. **Narrow Court Options:** Based on a confirmed understanding of local priorities, each city should identify which of the court services operating options presented in this study are of interest, of no further interest, and any follow up questions.
3. **Monroe Court Sustainability—Operations and Facilities:** Monroe should determine the feasibility of **funding sustainable Court staffing, probation, and improving online/automated phone services--** and how long this will take. Additionally, Monroe should determine its **preferred facilities option** for a sustainable court operation and a timeline for implementing that facility option. These determinations should inform the decision of whether to retain the court, and whether to offer services to other cities.

Roadmap, Cont'd.

4. If there is continued interest on the part of Monroe and Sultan and/or Lake Stevens to further explore a joint court, the interested cities should confer together. If there is agreement on services, cost and timeline, a work plan can be developed to result in a negotiated agreement and jointly agreed start date.

- Earliest date for launching joint court is January 2022.

Additional work that should be part of this discussion relates to facilities in the partner cities:

- **Sultan and Lake Stevens:** Determine feasibility/timeline for making council chamber improvements
- **Lake Stevens:** Determine preferred facility for longer term use as city municipal court or limited court

Other Recommendations for all Cities

*Regardless of whether a joint
court is pursued...*

Opioid Offenders/Homeless Population Defendants

1. Periodically convene social workers, probation staff (and in Monroe, Homelessness Task Force lead staff and/or other non-profit service providers) to develop problem-solving plans for individuals who frequently use police and justice services.
2. Secure Medically Assisted Treatment (MAT) program access with follow-up
 - Currently available at Snohomish County jail and Marysville Jail
 - At jail release, to assure continuity, connect defendants/offenders to this service through social worker or probation staff and a MAT third-party provider

Other Recommendations for all Cities

*Regardless of whether a joint
court is pursued...*

Opioid Offenders/Homeless Population Defendants, cont.

3. Negotiate access to Mental Health Court at Snohomish County District or Marysville Court
 - County program is financed with regional sales tax revenue
 - Alternately, apply to Snohomish County Mental Health Chemical Dependency Sales Tax Advisory Board to secure funding from the regional tax supporting County Mental Health Court
4. Leverage Carnegie and Diversion Center resources through Pioneer Human Services (PHS) and other mental health providers
 - Work with PHS to see develop East County/Sky Valley service program;
 - Explore feasibility of applying for Chem. Dep./MH Sales tax monies to support and/or state funding programs in support of homeless populations

Other Recommendations for all Cities

*Regardless of whether a joint
court is pursued...*

Additional Justice System Recommendations

3. High Volume Offenses – Periodically convene police and court staff to develop responses for selected high-volume offenses, in order to reduce demand for court and jail services and improve outcomes.
 - Reduces jail costs
4. Support continued funding of imbedded social workers in public defender offices and in police
5. If a **joint court** is established, priority actions for further improvements in service should include **supporting collaboration between human services agencies working in the three cities.**



Other Recommendations: **MONROE**

Regardless of whether a joint court is pursued...

If the City retains its court, additional staffing and program offerings should be implemented:

1. **Change Court/City website and phone to add 24/7 self-service options including self-service payments**
2. **Secure sustainable staffing**
3. **Implement a probation program or contract for probation services from Marysville or District Court**
 - County probation is funded with regional revenues such as criminal justice sales tax
4. **Secure access to motivation intervention programs for municipal court**
 - Moral Reconciliation Therapy (MRT) – contract with third party provider (possibly Snohomish County or Marysville Court)
 - Secure skills training for police/probation/judge/social worker/court staff –those key in face-to-face interactions

Regardless of whether the City continues its local court operation, the City should negotiate changes to reduce cost of public defender contract to be in line with other cities



Thank you!

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MONROE CITY COUNCIL
Public Safety Committee Meeting
Tuesday, July, 21, 2020, 6 P.M.

2020 Committee
Councilmembers
Patsy Cudaback
Ed Davis
Heather Rousey

SUBJECT:	LEMAP Update
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DATE:	DEPT:	CONTACT:	PRESENTER:	ITEM:
7/21/2020	Police	Jeff Jolley	Jeff Jolley	Discussion Item #4

Discussion: July 21, 2020
Attachments: None

REQUESTED ACTION: Presentation – LEMAP study update
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POLICY CONSIDERATIONS

N/A

DESCRIPTION/BACKGROUND

The Loaned Executive Management Assistance Program, LEMAP, provides management consulting and technical assistance to law enforcement entities. LEMAP reviews provide agencies an opportunity to take a step towards excellence by subjecting agencies to a complete review of their organizational structure.

The LEMAP team was on site for the assessment of the Police Department on March 10th and 11th. A final report was submitted to Chief Jolley in June. Staff will be acting on the recommendations of the LEMAP study. Some of areas the department will be looking at include:

- Update of the current Monroe Police Department Strategic Plan
- Review Lexipol policies
- Management, staffing, organization and utilization of personnel
- Records Management
- Training
- Investigative functions
- Evidence and property control functions
- Patrol functions



**MONROE CITY COUNCIL
Transportation/Planning, Parks & Recreation,
and Public Works (P3) Committee Meeting**

Tuesday, July 28, 2020, 6pm
Zoom Online Meeting Platform

**2020 Committee
Councilmembers**
Ed Davis
Jeff Rasmussen
Heather Rousey

AGENDA

I. Call to Order

II. New Business

A. City Right-of-Way and Easement Use

III. Next Committee Meeting (August 25, 2020, 6:00 p.m.)

Discussion Items: Tree Regulations; Annual Comp Plan
Amendments

IV. Adjournment



**MONROE CITY COUNCIL
Transportation/Planning, Parks & Recreation,
and Public Works (P3) Committee Meeting**

Tuesday, July 28, 2020, 6pm

**2020 Committee
Councilmembers
Ed Davis
Jeff Rasmussen
Heather Rousey**

SUBJECT:	<i>City Right-of-Way and Easement Use</i>
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DATE:	DEPT:	CONTACT:	PRESENTER:	ITEM:
07/28/2020	Public Works	Brad Feilberg	Brad Feilberg	New Business #1

- Attachments:**
- A. Photo Sheet
 - B. P4 Agenda Bill 12/08/2014
 - C. City Donation Acceptance Policy
 - D. Proposed Plaque
 - E. Previous minutes regarding traffic calming policy

REQUESTED ACTION: Discuss right-of-way and easement use and provide policy direction to staff to bring proposed policies or code amendments back to committee.

POLICY CONSIDERATIONS

What standard should be used for the placement of vegetation (natural or artificial) and non-vegetative items in the right-of-way and who is responsible to maintain the right-of-way outside of the traveled way.

DESCRIPTION/BACKGROUND

The issue involving right-of-way use and maintenance have recently been brought to the forefront several complaints which highlight three areas in need of policy direction.

1. Landscaping in the right-of-way.
 - a. A resident on Rainier View Drive has replaced the grass in the planting strip with artificial turf (Attachment A page 3).
 - b. Multiple complaints have been received regarding this installation.
 - c. While the Monroe Municipal Code is clear that a right-of-way use permit is required (MMC 12.36.020(D)) no guidance is given on criteria for approving the permit.
 - d. The Uniform Development Regulations (MMC 22.46.080(H)(3) state that “[t]he landscape strip shall be planted with grass, ground cover, or a variety of shrubs, ornamental grass, and ground cover.” However, MMC 22.46.020 does not include this situation in the types of development that must comply with this standard.
 - e. Recommendation: Amend right-of-way use permit approval criteria to include compliance with MMC 22.46.080 and MMC 6.04.050 (no sight obstruction, 8 feet above sidewalks, and 14 feet above street).

2. Non-vegetative items in right-of-way.
 - a. It has come to the City’s attention that digital speed indicators have been placed in the right-of-way on Rainier View Road (Attachment A page 2).
 - b. While the Monroe Municipal Code is clear that a right-of-way use permit is required (MMC 12.36.020(D)) no guidance is given on criteria for approving the permit.
 - c. During previous discussions of a traffic calming policy, the City’s insurance carrier WCIA stressed the importance of having a consistent policy on the placement/implementation of traffic calming measures (Attachment B page 3).
 - d. Other concerns include:
 - i. Are the signs installed correctly

- ii. Is there an electrical hazard
 - iii. City's responsibility if someone is injured
 - iv. Maintenance of signs
- e. Other non-vegetative items could be benches, mail boxes, fences, and utility poles,
- f. Recommendation: Right-of-way use permit approval criteria are compliance with MMC 6.04.050 (not mistaken as official traffic-control devices, no sight obstruction, 8 feet above sidewalks, and 14 feet above street) and City's right to remove if it is not maintained.
- g. Recommendation: Develop and adopt traffic calming policy (Attachment B pages 5 - 38)

3. Memorials

- a. There is interest in replacing the spontaneous memorial to Wesley Donahue located just south of Rite Aid next to the railroad tracks with a plaque (Attachment D) embedded in the sidewalk along Kelsey Street.
- b. The City of Monroe has an adopted Donation Acceptance Policy (Attachment C) that addresses the donations of memorial benches and trees.
- c. Other cities have a wide variety of policies regarding memorials:
 - i. Only for civic leaders
 - ii. Similar to the WSDOT traffic fatality memorials for only 3 years.
- d. Areas of concern:
 - i. How funded
 - ii. Who installs
 - iii. Liability
 - iv. Maintenance
 - v. Replacement
- e. Recommendation: Continue to provide opportunity for donations of trees or benches that meet the needs of the City.



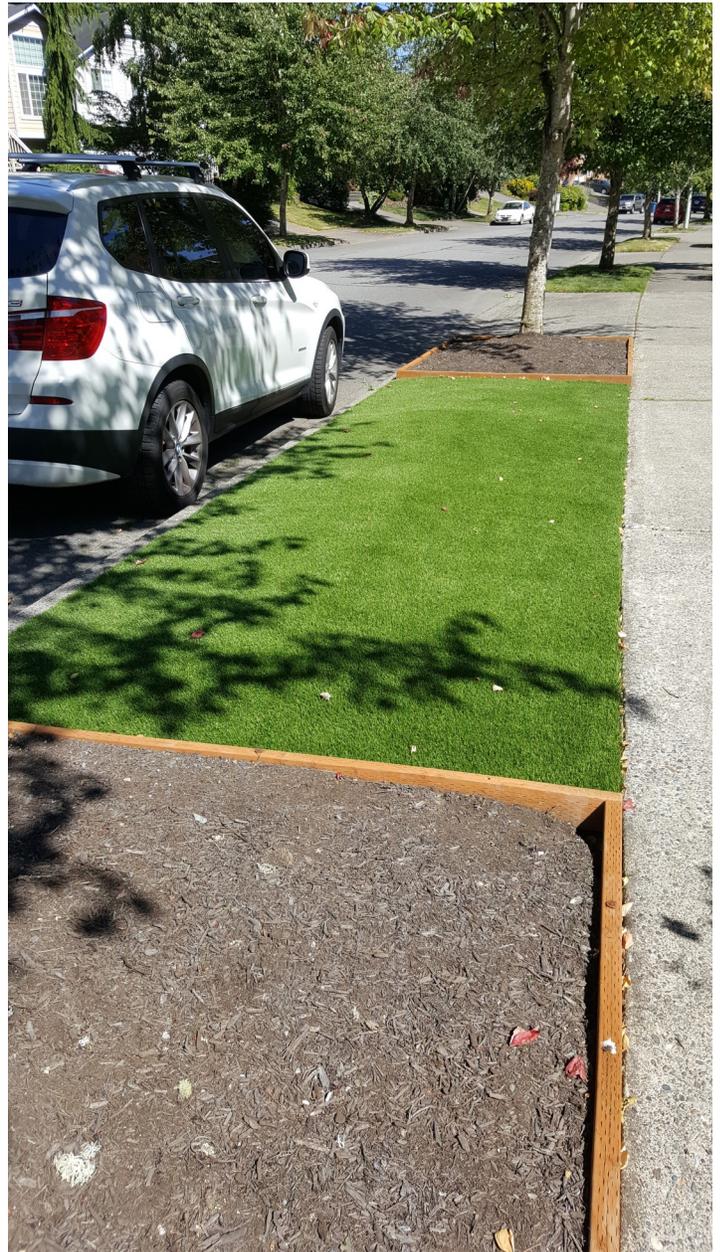
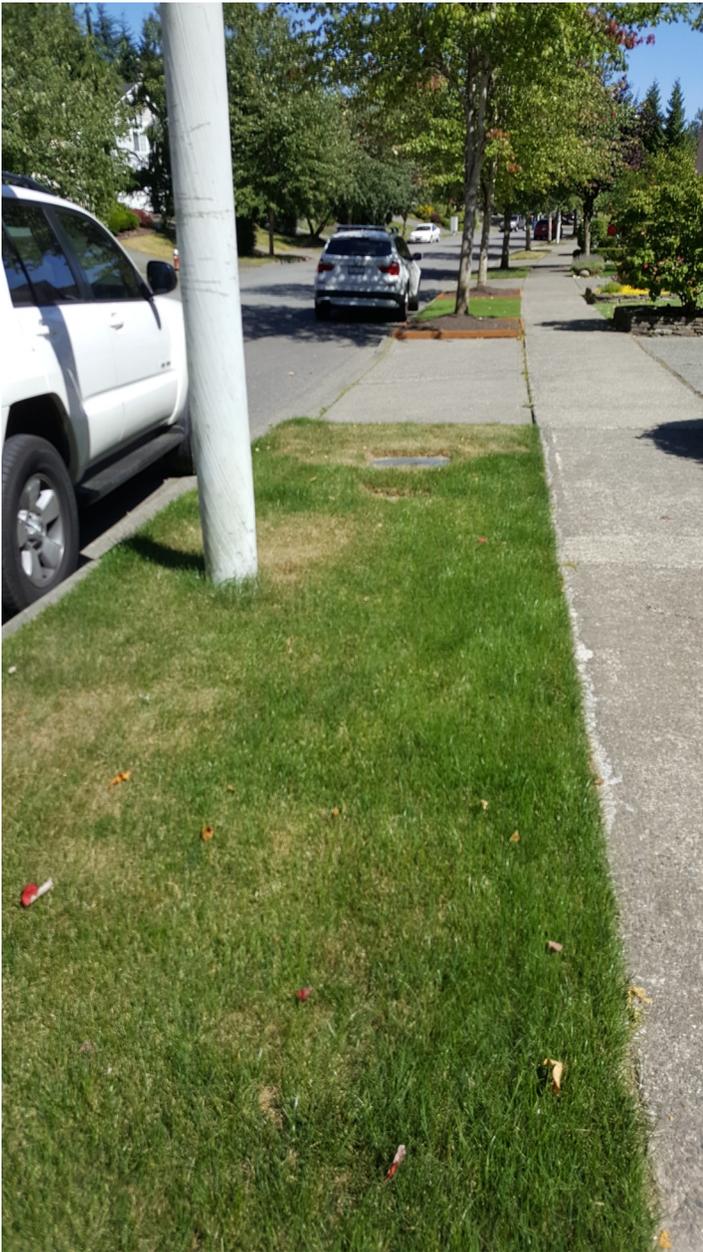
Planter Boxes along US2



Planter Strip along Chain Lake Road



New speed check signs along Rainier View Road (Installed by citizen)



Natural and artificial turf along Rainier View Road



MONROE CITY COUNCIL

Agenda Item Cover Sheet

TITLE:	<i>Discussion: Traffic Calming Program</i>
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DATE:	DEPT:	CONTACT:	PRESENTER:	ITEM:
10/22/13	Public Works	Brad Feilberg	Brad Feilberg	Unfinished Business #2

Discussion: 06/11/2013, 08/20/2013

Public Hearing – Plan. Com.:

Public Hearing – Council:

First Reading:

Attachments:

1. WCIA Comment Letter
2. Proposed Residential Traffic Guidebook from 08/20/2013

DESCRIPTION/BACKGROUND

Following City Council discussion on August 20, 2013, WCIA was contacted regarding the Council's suggestion of allowing the installation of traffic calming devices if the neighborhood was willing to pay for the installation.

WCIA's advice (attached) is to have a single uniform criterion for the whole City, as consistency is a key component to traffic engineering. This, however, does not prohibit the acceleration of the installation of a traffic calming device if the neighborhood is willing to contribute part or all of the cost.

Also attached is the staff proposal for traffic calming guidelines for review and modification as desired by the Council.

Text of the 08/20/2013 Coversheet:

The City, in the past and recently, has received requests for speed bumps or more generally what are commonly referred to as traffic calming measures. In the past, the City has drafted policy documents and conducted trials of traffic calming techniques. However, these efforts failed to gain traction.

If the City Council wishes to proceed with the development of a traffic calming policy at this time it is important to develop a clear policy for staff and citizens as to what criteria are used to determine when traffic calming measures are implemented, to provide for ample input from all those affected by the measures, to comply with applicable regulations, and not increase liability for the City.

Following the City Council's June 11, 2013 direction, I have developed the attached Residential Traffic Guidebook that is borrowed heavily from the City of Bellevue Traffic Safety Services.

This approach provides flexibility while establishing guidelines for the implementation of traffic calming measures. Traffic calming usually involves a three pronged approach of education, enforcement, and engineering. Most traffic calming programs in the region require the use of education and enforcement for one to two years to see if those measures solve the problem before moving to engineering (speed humps etc.) solutions. The "Bellevue" approach allows for the use of any of the three approaches if the criteria are met (and funding is available).

The proposed program identifies a number of tools to address specific traffic conditions

occurring in neighborhoods. These tools are categorized into three areas:

Education, Encouragement, and Enforcement

Educating the community on transportation issues is an important first step in addressing traffic concerns in neighborhoods. One of the most frequent comments made to the City is the need to address speeding along residential streets. Our studies show that the majority of speeders on neighborhood streets are local residents. By educating the community and encouraging safe driving, we can begin to change driver behavior and reduce vehicle speeds. Enforcement, such as police citations, can also help to alleviate speeding concerns.

Modifying Streetscape

Physically changing how the road looks – whether with signing, curbing, or other traffic calming measures – works to alter the behavior of motorists, pedestrians, and bicyclists. These tools help to manage traffic volumes, reduce vehicle speeds, and improve sight distance. Engaging the community in developing the Traffic Action Plan and garnering support is a key to the success of any project that modifies the streetscape.

Parking

Parking availability in neighborhoods is often affected by non-resident vehicles parked in areas adjacent to businesses, schools, and other public facilities. These tools reduce spillover parking by restricting the use of on-street parking.

An important component of any successful traffic calming effort is funding. The City of Kirkland has suspended their program due to lack of funding and the City of Bellevue budgets \$300,000 each year to Neighborhood Traffic Safety Services. A single speed hump currently costs approximately \$6,000 and the current design standards usually call for 3 speed humps in a series to be effective.

The proposed program also calls for the reconstitution of the Monroe Traffic Advisory Committee. According to available records, the Monroe Traffic Advisory Committee operated from 1992 until 2008. The committee consisted of the City’s Rick Manager, a Police representative, the City Engineer, the Monroe School District Transportation Director, and three community members appointed by the Mayor. Traffic safety complaints and requests were reviewed by the committee and recommendations made regarding solutions.

IMPACT – BUDGET

TIME CONSTRAINTS

RECOMMENDED ACTION

Direction to staff on modifications to the Residential Traffic Guidebook.

ALTERNATIVES TO STAFF RECOMMENDATION

KEATING, BUCKLIN & McCORMACK, INC., P.S.

JOHN L. McCORMACK
 MARK R. BUCKLIN
 STEVEN L. THORSRUD
 MICHAEL C. WALTER
 ANDREW G. COOLEY
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 ADAM L. ROSENBERG
 AMANDA G. BUTLER
 BRIAN C. AUGENTHALER

ROBERT C. KEATING (1915-2001)

September 17, 2013

Brad Feilberg, Public Works Director
 City of Monroe
 806 West Main Street
 Monroe, WA 98272

RE: City of Monroe Street Consultation - Our File No. 1002-512

Dear Mr. Feilberg:

Thanks you for contacting me with your question about traffic calming devices. These devices, which include speed bumps and speed humps, are gaining wide acceptance. As legal advisors to WCIA and its members, our office remains concerned about the lack of a national standard for installation. The MUTCD currently does not provide information on "whether" to install these devices, only information on "how" to install.

Given the lack of a clear national standard, we strongly encourage our cities to adopt uniform criteria governing the decision to install any such traffic calming device. Such criteria often limited the installation of these devices based upon geometry, road volume, speed limits, community acceptance and other such factors. We strongly believe that indiscriminate installation of speed bumps sets a dangerous precedent and believe that uniform criteria will reduce this danger. It is worth noting that speed bumps are widely believed to increase ambient noise in neighborhoods, they can have a detrimental effect on drainage, and can lead to an increase in citizen complaints ("they hurt my bad back"). More troublesome is the possibility that indiscriminate installation can have a "spillover" effect, where drivers attempt to avoid speed bumps by using alternative routes. In many cases the alternative routes are roads unsuited for more traffic volume, or are a school walking route, and increases in traffic can increase risk.

One issue that has arisen is whether a city could dispense with its uniform criteria based upon input from a particular neighborhood. We would strongly discourage any city to follow such a path. A key component of traffic engineering is consistency. A single uniform criterion that applies to a whole city follows this principle of consistency. In the event that any city were to apply different criteria to one neighborhood, it would run the real risk of claims and lawsuits alleging that it should have applied the similar criteria in other geometrically identical locations. For this reason we believe abandonment of uniform installation criterion would be ill-advised.

September 17, 2013
Page 2

I hope the foregoing has been responsive. Please contact me if you have any questions.

Very Truly Yours,



Andrew Cooley

AGC/agc

cc: Lisa Roberts, Washington Cities Insurance Authority
Chip McKenna, Washington Cities Insurance Authority

Welcome!

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Thank you for taking an interest in improving traffic safety in your neighborhood. Daily traffic and parking problems can compromise our sense of community and personal well-being, while safe and pleasant streets can enhance our quality of life. City of Monroe staff members are committed to working with the residents to protect and preserve neighborhood livability. Through a variety of tools and efforts, together we can make a difference. This guide will provide you with the tools and information you and your neighbors need to work with the City on addressing traffic concerns.

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3 LET'S GET STARTED

4 Residents are often the first to know of traffic safety concerns in their neighborhood. As a
5 resident, you are our eyes and ears on the street, providing information on traffic conditions.
6 With your help, we can . . .

	Manage Traffic Volume Reduce the number of cut-through vehicles on a residential street
	Reduce Excessive Vehicle Speeds Slow down motorists choosing to drive faster than the posted speed limit
	Improve Pedestrian and Bicycle Safety Create a more inviting and safer place to walk and bike
	Enhance Neighborhood Identity Heighten awareness of your neighborhood
	Educate the Community Create awareness around traffic safety through targeted education and outreach
	Manage Neighborhood Parking Address parking from businesses and schools that spillover into neighborhoods
	Heighten School Zone Awareness Heighten awareness and traffic safety in and around elementary school zones

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HOW THE TRAFFIC SAFETY PROCESS WORKS

You and your neighbors become an active part in helping to identify traffic concerns, develop recommendations, and implement solutions.

Step 1	Submit a Request for Action form describing your concerns in as much detail as possible, including if there is a specific time of day or day of the week you notice the problem to be at its worst. The more information we have as we assess the situation, the better prepared we are to address your concern.
Step 2	Staff travel to the location and review traffic conditions. They may conduct speed and volume counts and/or look at previous traffic studies or reported collisions.
Step 3	A Traffic Action Plan is developed. This plan is specifically tailored to your concern based on the findings in step 2 and other citizen observations. The plan includes a list of tools selected from those available in this guidebook which are best suited to address your concerns.
Step 4	Together, citizens work with staff on implementing the Traffic Action Plan. That is your opportunity to become an active partner in helping to solve your neighborhood traffic concerns.
Step 5	The effectiveness of the plan is evaluated through additional follow-up studies and citizen input, if needed.

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WHAT TYPES OF TOOLS ARE AVAILABLE?

There are a number of tools that have been identified to address specific traffic conditions occurring in your neighborhood. These tools are categorized into three areas:

Education, Encouragement, and Enforcement

Educating the community on transportation issues is an important first step in addressing traffic concerns in neighborhoods. One of the most frequent comments made to the City is the need to address speeding along residential streets. Our studies show that the majority of speeders on neighborhood streets are local residents. By educating the community and encouraging safe driving, we can begin to change driver behavior and reduce vehicle speeds. Enforcement, such as police citations, can also help to alleviate speeding concerns.

Modifying Streetscape

Physically changing how the road looks – whether with signing, curbing, or other traffic calming measures – works to alter the behavior of motorists, pedestrians, and bicyclists. These tools help to manage traffic volumes, reduce vehicle speeds, and improve sight distance. Engaging the community in developing the Traffic Action Plan and garnering support is a key to the success of any project that modifies the streetscape.

Parking

Parking availability in neighborhoods is often affected by non-resident vehicles parked in areas adjacent to businesses, schools, and other public facilities. These tools reduce spillover parking by restricting the use of on-street parking.

	Manage Traffic Volume	Reduce Excessive Vehicle Speeds	Improve Pedestrian and Bicycle Safety	Enhance Neighborhood Identity	Educate the Community	Manage Neighborhood Parking	Heighten School Zone Awareness
Education, Encouragement, and Enforcement							
Neighborhood Traffic Safety Newsletters		X	X	X	X		
Radar Trailer		X			X		
Sign and Pledge Program		X		X	X		
Traffic Enforcement		X			X		
Modifying Streetscape							
Brush Trimming			X				
Chicanes/Slow Points	X	X					
Curb Extensions		X	X				X
Full Closure	X	X	X	X			
Lane Striping		X	X				
Medians		X	X	X			X
Neighborhood Entrances	X	X		X			X
Partial Closures	X	X	X	X			
Raised Crosswalk	X	X	X				X
“Residential Area” Signs			X	X			
School Zone Flashing Beacons		X					X
Speed Cushions	X	X					X
Speed Dots	X	X					X
Speed Humps	X	X					X
Speed Limit Pavement		X					

Markings							
Speed Mounds		X	X				X
Split Speed Humps		X					
Stationary Radar Signs		X					
Traffic Circles	X	X					X
Parking							
General Parking Restrictions	X					X	
Good Neighbor Parking Program				X		X	
Residential Parking Zone	X					X	

1 Traffic conditions are different for each location resulting in numerous tools that can address
2 your specific neighborhood concern. In addition, some tools are only applied after guidelines are
3 met. The above chart lists the tools available to residents. The presence of an “X” indicates
4 which tools best address a specific area of concern. For each tool, specific information and
5 guidelines for their use are defined on subsequent pages.

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2 IMPLEMENTING TOOLS

3 For each tool, a set of guidelines has been established based on the level of public participation
4 needed, requirements needed to approve the tool, and traffic considerations.

PUBLIC PARTICIPATION	REQUESTOR For most tools, there is an expectation that the person who submits a traffic safety concern will work alongside City staff to resolve the issue and serve as the conduit between the City and his/her neighbors.
	MONROE TRAFFIC ADVISORY COMMITTEE is a group of resident volunteers who meet with City staff on an ongoing basis and help to develop neighborhood-wide plans. Traffic Committee members attend Traffic Committee meetings, become knowledgeable about City policies and guidelines as they relate to traffic calming, and share information with their neighbors. In general, the time commitment for Traffic Committee members is approximately 20-30 hours per year.
	COMMUNITY AND NEIGHBORHOOD ASSOCIATIONS are often asked to participate in the traffic safety process when tools affect the neighborhood as a whole. Board members help to share information with the neighborhood and/or may assign a member to the Traffic Committee.
APPROVAL REQUIREMENTS	NOTIFICATION of a project is needed when tools minimally impact adjacent properties, such as the installation of signs.
	ADJACENT PROPERTY support is needed whenever a tool, such as speed humps, directly impacts a property. This support is needed before a project moves to the next step.
	SCHOOL DISTRICT support may be needed if a project is adjacent or affects the traffic operations of a school.
TRAFFIC CONSIDERATIONS	VEHICLE SPEEDS listed in the tools are minimum 85 th percentile speeds required for that tool to be effective; this means 85% of the vehicles are traveling at or below a specific speed.
	AVERAGE DAILY TRAFFIC refers to the average number of vehicles passing a specific point during a 24-hour period. There are minimum traffic volumes and maximum volumes for when certain tolls may be implemented.
	EMERGENCY RESPONSE TIME is the time it takes for Fire/Police to respond in an emergency. Some tools that modify the streetscape will impact the response time of emergency vehicles from 1-9 seconds. Tools are labeled as moderately or significantly impacting emergency response depending on the delay caused.

7

1 **ADDITIONAL CONSIDERATIONS**

2 In addition to the guidelines listed on the previous pages, the following are considerations that
3 apply to every tool and help to determine the appropriateness of each tool:

• Is the street a school bus or transit route?	• Are there adjacent arterials to divert traffic?
• Is the roadway grade less than 8%?	• Are there horizontal or vertical curves?
• Are there drainage and maintenance issues?	• Will parking be affected?
• How many reported accidents have occurred in the area?	• Where are driveways and intersections located?
• Are streetlights needed?	• Are larger vehicle's turning movements affected?

4 We are always looking for ways to improve how we work with residents on traffic safety issues.
5 As such, to ensure we are providing innovative and effective services, this document is subject to
6 change based on the continual review of our processes. While we make every effort to keep the
7 guidelines listed in this document current, there may be some instances where the guidelines are
8 subject to change based on the specific context and location of the traffic safety concern, current
9 regulations, or changes to engineering standards. Additionally, there may be opportunities for
10 alternative tools not listed in this guidebook on a pilot basis.

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2 NEIGHBORHOOD TRAFFIC SAFETY 3 NEWSLETTERS

4 Neighborhood Traffic Safety Newsletters are published by the City and contain personalized
5 information about your neighborhood's traffic safety concerns. This newsletter also explains the
6 results of speed and volume studies and recommends actions that may alleviate the traffic
7 concern. Additionally, traffic and pedestrian safety basics are covered. Although the City staff
8 develop this newsletter, the local neighborhood association is welcome to assist with newsletter
9 content and distribution. Staff can also provide homeowner associations with traffic safety
10 articles to include in their newsletters or on their website.

11 **Public Participation**

12 The neighborhood association may provide content and help distribute the newsletters to
13 neighborhood residents.

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2 **RADAR TRAILER**

3 The radar trailer is a portable trailer equipped with a radar unit which detects the speed of
4 passing vehicles and displays the speed on a reader board. The goal is to heighten driver's
5 awareness of both the speed at which they are travelling and the posted speed limit. This
6 encourages drivers to adjust their speed, if needed.

7 **Public Participation**

8 To request a radar speed trailer be placed at a particular location, call 360-794-6300.

9

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2 **SIGN AND PLEDGE PROGRAM**

3 This program involves lending communities portable signs that encourage motorists to respect
4 the neighborhood, drive responsibly, and drive 25 mph. The signs are moved by community
5 volunteers from place to place throughout the neighborhood every few days. The second part of
6 the program is a neighborhood pace car program. Residents who pledge to drive responsibly and
7 drive the speed limit on all neighborhood streets receive magnetic bumper stickers or window
8 clings to place on their vehicles. As these motorists drive 25 mph on residential streets, they set
9 the pace for drivers behind them.

10 **Public Participation**

11 The requestor and neighborhood volunteers are responsible for placement of signs around the
12 community. In addition, the volunteers encourage their neighbors to sign the pace car pledge.
13 There is a 20 minute training session provided by City staff.

14 **Approval Requirements**

15 Written neighborhood association and volunteer support is required.

16

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2 **TRAFFIC ENFORCEMENT**

3 The Public Works Department works closely with the Monroe Police Department to enforce
4 speed limits and other traffic laws in neighborhoods. Using key traffic data provided by Public
5 Works staff, officers focus their scheduled patrols on the times and places where speeding most
6 often occurs.

7 **Public Participation**

8 To request enforcement call 360-794-6300.

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2 BRUSH TRIMMING

3 Overgrown brush and trees at intersections, driveways, sidewalks, and along roadways limits
4 motorists' ability to safely navigate neighborhood streets. Overgrown brush can block important
5 signs and limit a driver's ability to see on-coming traffic at intersections. Brush trimming targets
6 those trouble areas and increases the visibility of pedestrians, bicyclists, and motorists.

7 The City has guidelines for sight-lines based on posted speed limits. When brush trimming is
8 required, City staff notify adjacent households of the concern, requesting they do the
9 maintenance on their own within a specified period of time. If the landscaping does not get
10 sufficiently trimmed back, City crews do the maintenance at the property owner's expense.

11 **Public Participation**

12 The requestor alerts City staff to areas of concern in the neighborhood.

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CHICANES/SLOW POINTS

Chicanes are a series of two to three curb extensions that alternate from one side of the street to the other forming S-shaped curves on what would be an otherwise straight roadway. Slow points are curb extensions that narrow a roadway, sometime allowing only one car at a time to pass. This treatment is used to reduce vehicle speeds.

In some cases, this tool can be designed as a one-lane zone which allows only one vehicle at a time to pass, requiring vehicles at both ends to stop or yield before proceeding through. This creates delay for motorists and can reduce cut-through traffic as a result.

Public Participation

The requestor should be proactive throughout the process in assisting the City in obtaining support and should also serve as a member of the Traffic Committee, if one is formed.

Approval Requirements

Adjacent property support is needed. If this tool is part of a neighborhood-wide plan, the community will vote to determine level of support. Sixty-five percent (65%) of the issued ballots must support the project for it to be designed and constructed.

Traffic Considerations

- Posted speed limit of 25 mph
- Vehicle speeds of > 35 mph (>30 mph if adjacent to neighborhood park/school)
- Average daily traffic of 300-3,500 vehicles
- Moderate impact to emergency response
- On-street parking may need to be restricted

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CURB EXTENSIONS

Curb extensions narrow the roadway by extending the curb toward the center of the street helping to reduce vehicle speeds. Curb extensions can also be used at intersections or mid-block locations to increase sight distance. They can also be installed in conjunction with speed humps to create planting areas or raised crosswalks to shorten pedestrian crossing distances.

Public Participation

The requestor should be proactive throughout the process in assisting the City in obtaining support and should also serve as a member of the Traffic Committee, if one is formed.

Approval Requirements

Adjacent property support is needed. If this tool is part of a neighborhood-wide plan, the community will vote to determine level of support. Sixty-five percent (65%) of the issued ballots must support the project for it to be designed and constructed.

Traffic Considerations

- Posted speed limit of 25 mph
- Average daily traffic of 300-6,500 vehicles
- Moderate impact to emergency response
- On-street parking may need to be restricted

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2 FULL CLOSURE

3 A full closure physically closes a roadway in a neighborhood and is considered the most
4 restrictive and severe form of traffic calming. These installations eliminate or reroute cut-through
5 traffic but come with significant trade-offs for residents including increased travel time to and
6 from their homes. Typically the City installs a temporary closure to provide an opportunity for
7 residents to live with the restriction before determining if it becomes permanent.

8 A full closure can be designed to accommodate non-motorized travel such as pedestrians and
9 bicyclists, as well as access for emergency response vehicles.

10 Public Participation

11 The requestor should be proactive throughout the process in assisting the City in obtaining
12 support and should also serve as a member of the Traffic Committee, if one is formed.

13 Approval Requirements

14 Adjacent property support is needed. This tool significantly impacts driving patterns in a
15 neighborhood by forcing residents to find alternative routes to and from their home. As a result,
16 sixty-five percent (65%) of all households in the neighborhood need to support the restriction.
17 The project may include an initial demonstration project before determining whether the closure
18 is installed permanently.

19 Traffic Considerations

- 20 • Posted speed limit of 25 mph
- 21 • Average daily traffic of < 2,000 vehicles
- 22 • 20% of traffic during peak hour is cutting through the neighborhood to avoid adjacent
- 23 arterial streets
- 24 • Significant impact to emergency response

25

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2 **LANE STRIPING**

3 Lane striping helps to define the roadway. Whether installed with paint or buttons, it can
4 delineate parking areas, travel lanes, bike lanes, and even walking areas. It can be used to narrow
5 travel lanes in an effort to reduce vehicle speeds.

6 **Public Participation**

7 The requestor should be proactive throughout the process in assisting the City in obtaining
8 support and should also serve as a member of the Traffic Committee, if one is formed.

9 **Approval Requirements**

10 Adjacent property support is needed. If this tool is part of a neighborhood-wide plan, the
11 community will vote to determine level of support. Sixty-five percent (65%) of the issued ballots
12 must support the project for it to be designed and constructed.

13 **Traffic Considerations**

- 14 • Posted speed limit of 25 mph
- 15 • Average daily traffic of >300 vehicles
- 16 • Parking may be restricted

17

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2 **MEDIANS**

3 Medians are raised islands placed in the center of a roadway to separate opposing traffic. They
4 can be placed mid-block or at entrances into neighborhoods. Medians are used to narrow the
5 roadway and are often landscaped to provide a visual enhancement and create a perception of a
6 narrower roadway.

7 They can be used in conjunction with a pedestrian crossing to provide a refuge area.

8 **Public Participation**

9 The requestor should be proactive throughout the process in assisting the City in obtaining
10 support and should also serve as a member of the Traffic Committee, if one is formed.

11 **Approval Requirements**

12 Adjacent property support is needed. If this tool is part of a neighborhood-wide plan, the
13 community will vote to determine level of support. Sixty-five percent (65%) of the issued ballots
14 must support the project for it to be designed and constructed.

15 **Traffic Considerations**

- 16 • Posted speed limit of 25 mph
- 17 • Vehicle speeds of > 35 mph (>30 mph if adjacent to neighborhood park/school)
- 18 • Average daily traffic of >300 vehicles
- 19 • Limited impact to emergency response vehicles, depending on location
- 20 • Should not be located where they affect driveway access
- 21 • Parking may be restricted

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NEIGHBORHOOD ENTRANCES

A neighborhood entrance is a raised island in the center of a roadway and/or a raised pavement treatment, such as a patterned brick pavement, that identifies the entrance into a neighborhood.

Neighborhood entrances notify drivers that they are entering a neighborhood or residential area and thus encourage slower vehicle speeds. They may also discourage cut-through traffic. In addition, opportunities may exist for additional enhancement by adding landscaped medians and/or “residential area” signs.

Public Participation

The requestor should be proactive throughout the process in assisting the City in obtaining support and should also serve as a member of the Traffic Committee, if one is formed.

Approval Requirements

Adjacent property support is needed. If this tool is part of a neighborhood-wide plan, the community will vote to determine level of support. Sixty-five percent (65%) of the issued ballots must support the project for it to be designed and constructed.

Traffic Considerations

- Average daily traffic of >300 vehicles
- Parking may be restricted

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2 **PARTIAL CLOSURE**

3 Partial closures restrict the roadway to one direction of travel. They limit vehicular access into
4 neighborhoods while still providing residents with either an exit or entrance depending on the
5 restriction.

6 Partial closures permanently change traffic patterns for residents within a neighborhood
7 sometimes resulting in longer travel times and traffic shifts within the residential area. Design
8 features can include landscaping.

9 **Public Participation**

10 The requestor should be proactive throughout the process in assisting the City in obtaining
11 support and should also serve as a member of the Traffic Committee, if one is formed.

12 **Approval Requirements**

13 Adjacent property support is needed. This tool significantly impacts driving patterns in a
14 neighborhood by forcing residents to find alternative routes to and from their home. As a result,
15 sixty-five percent (65%) of all households in the neighborhood need to support the restriction.
16 The project may include an initial demonstration project before determining whether the closure
17 is installed permanently.

18 **Traffic Considerations**

- 19 • Posted speed limit of 25 mph
- 20 • Average daily traffic of <2,000 vehicles
- 21 • 20% of traffic during peak hour is cutting through the neighborhood to avoid adjacent
22 arterial streets
- 23 • Moderate impact to emergency response
- 24 • May restrict parking

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RAISED CROSSWALK

A raised crosswalk is an area of roadway pavement that has been raised approximately 3” and includes a crosswalk marked on top.

Raised crosswalks are typically implemented on streets where speed control at pedestrian crossings is desired, such as in school zones or adjacent to neighborhood parks. Raised crosswalks can be used in conjunction with other tools such as curb extensions, which narrow the crossing distance for pedestrians..

Public Participation

The requestor should be proactive throughout the process in assisting the City in obtaining support and should also serve as a member of the Traffic Committee, if one is formed.

Approval Requirements

Adjacent property support is needed. If this tool is part of a neighborhood-wide plan, the community will vote to determine level of support. Sixty-five percent (65%) of the issued ballots must support the project for it to be designed and constructed.

Traffic Considerations

- Posted speed limit 25 mph
- Average daily traffic of 300-3,500 vehicles
- Significant impact to emergency response vehicles
- Should not be located where they affect driveway access
- Potential noise impacts from motorists traversing the raised crosswalk

1 **“RESIDENTIAL AREA” SIGNS**

2 Monroe’s blue “Residential Area” signs note that one is entering a residential area. The sign is
3 designed to promote a sense of community by showing pictures of homes, bicyclists, pedestrians,
4 and vehicles. It has a supplemental plaque that states “Residential Area.”

5 These signs are placed in areas where traffic improvements have been implemented and/or where
6 there needs to be a definition between a neighborhood and commercial or business area.

7 **Public Participation**

8 Some signing may require adjacent household support. If so, the requestor should be proactive
9 throughout the process of obtaining adjacent property owner support.

10 **Approval Requirements**

11 Adjacent property support may be needed.

12 **Traffic Considerations**

- 13 • Posted speed limit 25 mph
- 14

1 **SCHOOL ZONE FLASHING BEACONS**

2 To reinforce reduced speed limits near schools, Monroe posts flashing yellow beacons near some
3 elementary schools, as funding allows. These signs are installed in school zones alerting drivers
4 to slow to 20 mph during school hours.

5 School zones are defined as 300 feet from school property or a marked school crosswalk.

6 **Approval Requirements**

7 Residents are notified when school zone flashing beacons are installed.

8

1 **SPEED CUSHIONS**

2 Speed cushions are different from speed humps in that they have gaps to allow for the expedient
3 passing of emergency vehicles. Typically speed cushions consist of two or more raised and
4 rounded areas of pavement placed laterally across a road. There are gaps for emergency vehicles
5 to pass through without significant jostling or displacement. Non-emergency vehicles are
6 generally too narrow to travel through the gaps and must drive over the bump helping to reduce
7 vehicle speeds.

8 **Public Participation**

9 The requestor should be proactive throughout the process in assisting the City in obtaining
10 support and should also serve as a member of the Traffic Committee, if one is formed.

11 **Approval Requirements**

12 Adjacent property support is needed. If this tool is part of a neighborhood-wide plan, the
13 community will vote to determine level of support. Sixty-five percent (65%) of the issued ballots
14 must support the project for it to be designed and constructed.

15 **Traffic Considerations**

- 16 • Posted speed limit 25 mph
- 17 • Vehicle speeds >35 mph (>30 mph if adjacent to neighborhood park/school)
- 18 • Average daily traffic of 300-3,500 vehicles
- 19 • Moderate impact to emergency response vehicles
- 20 • Should not be located where they affect driveway access
- 21 • Potential noise impacts from motorists traversing the speed cushions

22

1 **SPEED DOTS**

2 A speed dot is a small circular or oval island located in the center of the road at mid-block
3 locations. It reduces vehicle speeds by narrowing the roadway and redirection vehicles around
4 the circle. The effect on vehicle speeds depends on the roadway width, in addition to the size and
5 number of speed dots. They can be used in a series resulting in a raised median effect but
6 includes better driveway access. They can also be landscaped.

7 **Public Participation**

8 The requestor should be proactive throughout the process in assisting the City in obtaining
9 support and should also serve as a member of the Traffic Committee, if one is formed.

10 **Approval Requirements**

11 Adjacent property support is needed. If this tool is part of a neighborhood-wide plan, the
12 community will vote to determine level of support. Sixty-five percent (65%) of the issued ballots
13 must support the project for it to be designed and constructed.

14 **Traffic Considerations**

- 15 • Posted speed limit 25 mph
- 16 • Vehicle speeds >35 mph (>30 mph if adjacent to neighborhood park/school)
- 17 • Average daily traffic of 300-3,500 vehicles
- 18 • Moderate impact to emergency response vehicles
- 19 • Should not be located where they affect driveway access
- 20 • May restrict parking
- 21 • May require removal of some landscaping in the right-of-way of adjacent yards

22

1 **SPEED HUMPS**

2 A speed hump is a raised area of roadway pavement approximately 3 inches in height. They are
3 different than the more severe speed bumps you may find in parking lots. A speed hump causes a
4 vehicle to produce a rocking motion, creating an uncomfortable sensation for the occupants of
5 speeding vehicles thus encouraging the driver to reduce their speed.

6 There are two different designs of speed humps based on roadway characteristics. The first is 12'
7 long (in the direction of travel) with a gentle rise of 3 inches at the center and the other a 22'
8 long design that is 3" in height, with a 10' flat top. The latter design is used for raised crosswalks
9 and in areas with transit and higher traffic volumes.

10 **Public Participation**

11 The requestor should be proactive throughout the process in assisting the City in obtaining
12 support and should also serve as a member of the Traffic Committee, if one is formed.

13 **Approval Requirements**

14 Adjacent property support is needed. If this tool is part of a neighborhood-wide plan, the
15 community will vote to determine level of support. Sixty-five percent (65%) of the issued ballots
16 must support the project for it to be designed and constructed.

17 **Traffic Considerations**

- 18 • Posted speed limit 25 mph
- 19 • Vehicle speeds >35 mph (>30 mph if adjacent to neighborhood park/school)
- 20 • Average daily traffic of 300-3,500 vehicles
- 21 • Significant impact to emergency response vehicles
- 22 • School bus or transit route
- 23 • Potential noise impacts from motorists traversing the speed humps

24

1 **SPEED LIMIT PAVEMENT MARKINGS**

2 The City uses pavement markings noting “25 MPH” at locations where drivers may need to be
3 reminded of the posted speed limit. These pavement markings are typically eight feet long and
4 either painted onto the pavement or applied with a special tape. Locations are based on field
5 review and speed study results.

6 **Public Participation**

7 The requestor should be proactive throughout the process in assisting the City in obtaining
8 support.

9 **Approval Requirements**

10 Residents are notified when speed limit pavement markings are installed.

11 **Traffic Considerations**

- 12 • Posted speed limit 25 mph
- 13 • Vehicle speeds >30

14

1 **SPEED MOUNDS**

2 Speed mounds are slightly raised areas of pavement that guide drivers through a designated area.
3 Unlike traffic circles which force drivers around a device, speed mounds allow vehicles to pass
4 over the raised pavement. They may be built with colored and/or textured pavement. Speed
5 mounds are used as an alternative to curb extensions or medians and are successful when
6 existing driveways and turning movements restrict physical curbed treatments, such as traffic
7 circles.

8 **Public Participation**

9 The requestor should be proactive throughout the process in assisting the City in obtaining
10 support and should also serve as a member of the Traffic Committee, if one is formed.

11 **Approval Requirements**

12 Adjacent property support is needed. If this tool is part of a neighborhood-wide plan, the
13 community will vote to determine level of support. Sixty-five percent (65%) of the issued ballots
14 must support the project for it to be designed and constructed.

15 **Traffic Considerations**

- 16
- 17 • Posted speed limit 25 mph
 - 18 • Vehicle speeds >35 mph (>30 mph if adjacent to neighborhood park/school)
 - 19 • Average daily traffic of 300-3,500 vehicles
 - 20 • Moderate impact to emergency response vehicles
 - 21 • School bus or transit route

1 **SPLIT SPEED HUMPS**

2 Split speed humps are modified speed humps that allow emergency vehicles to navigate around
3 the hump without much delay. Motorists that are not associated with emergency response are
4 directed to travel over the speed hump.

5 Split speed humps are appropriate tools for streets that a designated emergency response routes
6 or where many traffic calming measures, such as traditionally-designed speed humps, cannot be
7 installed. As a result, a split hump does not unduly impact emergency response. Split speed
8 humps contain landscaped medians as part of the project.

9 **Public Participation**

10 The requestor should be proactive throughout the process in assisting the City in obtaining
11 support and should also serve as a member of the Traffic Committee, if one is formed.

12 **Approval Requirements**

13 Adjacent property support is needed. If this tool is part of a neighborhood-wide plan, the
14 community will vote to determine level of support. Sixty-five percent (65%) of the issued ballots
15 must support the project for it to be designed and constructed.

16 **Traffic Considerations**

- 17 • Posted speed limit 25 mph
- 18 • Vehicle speeds >35 mph (>30 mph if adjacent to neighborhood park/school)
- 19 • Average daily traffic of 300-3,500 vehicles
- 20 • Moderate impact to emergency response vehicles
- 21 • School bus or transit routes
- 22 • Potential noise impacts from motorists traversing the split speed humps

23

1 **TRAFFIC CIRCLES**

2 A traffic circle is a raised circular island located in the center of an intersection. This design
3 requires vehicles to keep right and travel through the intersection in a counter-clockwise
4 direction around the island. The shape and size of the traffic circle is determined by the size of
5 the intersection. Traffic circles can be placed at four-legged and three-legged intersections.
6 Installations of traffic circles can be very effective at reducing the number of vehicle collisions at
7 an intersection.

8 **Public Participation**

9 The requestor should be proactive throughout the process in assisting the City in obtaining
10 support and should also serve as a member of the Traffic Committee, if one is formed.

11 **Approval Requirements**

12 Adjacent property support is needed. If this tool is part of a neighborhood-wide plan, the
13 community will vote to determine level of support. Sixty-five percent (65%) of the issued ballots
14 must support the project for it to be designed and constructed.

15 **Traffic Considerations**

- 16 • Posted speed limit 25 mph
- 17 • Vehicle speeds >35 mph (>30 mph if adjacent to neighborhood park/school)
- 18 • Average daily traffic of 300-3,500 vehicles
- 19 • Significant impact to emergency response vehicles
- 20 • School bus or transit route
- 21 • May require parking restrictions

22

1 **GENERAL PARKING RESTRICTIONS**

2 Parking restrictions are installed in neighborhoods for a variety of reasons, such as for sight-
3 distance issues near an intersection, limited roadway widths, and spillover parking from
4 businesses, schools, or parks. These restrictions do not allow any vehicles to park in these areas
5 during the time indicated on the signs.

6 **Public Participation**

7 The requestor should be proactive throughout the process in assisting the City in obtaining
8 support.

9 **Approval Requirements**

10 If sign installation is based on safety, no adjacent property support is needed and City staff will
11 proceed. If the restrictions are non-safety related, 100% adjacent property support is needed
12 through a ballot.

13 **Traffic Considerations**

- 14 • Nature of parking concern

15

1 **GOOD NEIGHBOR PARKING PROGRAM**

2 When parking issues in the neighborhood arise as a result of a single establishment, such as a
3 church, school, or business, it helps when both sides are willing to work together to find
4 solutions. The Good Neighbor Parking Program seeks to manage parking demand and supply,
5 decrease the number of auto trips generated, and to lessen spillover parking impacts on the
6 neighborhood.

7 The City works with the establishment and suggests solutions that can be implemented such as
8 better drop off/pick up routes, pursuing shared parking agreements with adjacent or nearby
9 businesses, and incentives to promote alternatives to driving like carpooling and taking the bus.

10 **Public Participation**

11 Cooperation is the key for the Good Neighbor Parking Program to work. The business generating
12 the traffic must be willing to be a “good neighbor” and put forth the effort to enforce
13 consequences if there are violations.

14 **Approval Requirements**

15 Good neighbor agreements work best when they are reciprocal. The establishment owner agrees
16 to be responsive to neighborhood concerns, but it helps when the neighbors do what they can to
17 help the business succeed. If parking restrictions are required, adjacent properties need to agree
18 to have them in the neighborhood before the signs are installed.

19

1 **RESIDENTIAL PARKING ZONE**

2 A Residential Permit Parking Zone (RPZ) is an area established by a city ordinance to restrict
3 non-residential parking on neighborhood streets. Unlike general parking restrictions, residents
4 and their guests are exempt from the RPZ restrictions if they are parked legally and display an
5 RPZ permit.

6 **Public Participation**

7 The requestor should be proactive throughout the process in assisting the City in obtaining
8 support and should also serve as a member of the Traffic Committee, if one is formed.

9 **Approval Requirements**

10 65% of the neighborhood must support the implementation of a residential parking zone. City
11 Council must approve the ordinance before the RPZ can take effect.

12

1 WHAT'S *NOT* IN THE TOOLKIT?

2 Will lowering the speed limit alleviate speeding in my neighborhood?

3 Engineering studies show that speed limit signs are not the most significant factor influencing
4 driver speeds. Research indicates that a reasonable and prudent driver will drive the speed
5 suggested by roadway and traffic conditions, to the extent of disregarding the posted speed limit.
6 A speed limit that is unrealistic invites the majority of drivers to disregard posted speeds.

7
8 How are speed limits established?

9 Washington State law allows cities and counties to set speed limits that differ from the standard
10 speed limits set under the Revised Code of Washington (RCW) 46.61.400 that states 25 mph on
11 city streets unless otherwise posted. Higher or lower speed limits are determined through traffic
12 review.

13 Speed studies, roadway geometry, sight distance, and accident history are considered in the
14 review. If these factors are not limiting, the 85th Percentile speed is used to set the speed limit.
15 The 85th percentile speed is the speed at which 85% of vehicles are traveling at or under. It is
16 generally accepted that this speed is considered reasonable for the roadway.

17 Lowering the posted speed limit does not significantly lower traffic speed and can lead to
18 unreasonable ticketing for acceptable driving behavior.

19
20 Why are stop signs not used for speed control?

21 It seems like an obvious, inexpensive way to reduce vehicle speeds. However, what seems to be
22 the perfect solution can actually create a less desirable situation. When stop signs are used as
23 “nuisances” or “speed breakers,” there is a high incidence of drivers intentionally violating the
24 stop. When vehicles do stop, the speed reduction is effective only in the immediate area of the
25 stop sign, since a large percentage of motorists then increase their speed to make up for lost time.
26 This results in increased mid-block speeds. For these reasons, we do not use stop signs for speed
27 control. Instead they are used to improve safety at intersections where traffic volumes or
28 accidents require their installation.

29
30 Can we get a Children at Play sign?

31 Some parents believe that the safety of their children playing in or near the street can be
32 enhanced through the installation of “Slow Children” or “Children at Play” signs. Traffic studies
33 have shown that “Children at Play” signs do not increase driver’s attention to the point of
34 reducing vehicle speeds or reducing pedestrian accidents. In fact, placement of these signs can
35 increase the potential for accidents by conveying to children and parents a sense of a protected
36 area, which does not exist and cannot be guaranteed. For these reasons, the City does not install
37 these types of signs, and instead encourages parents to find alternative play areas for children,
38 such as a backyard or local park.

34

**CITY COUNCIL
STUDY SESSION MINUTES
June 11, 2013**

The Study Session of the Monroe City Council was held on June 11, 2013, in the Council Chambers at City Hall. Mayor Zimmerman called the meeting to order at 7:00 p.m.

Councilpersons present: Goering, Cudaback, Williams, Kamp, Davis, Gamble, and Hanford.

Discussion: Traffic Calming Policy

Public Works Director Feilberg gave an overview explaining that the City has drafted policy documents and conducted trials of traffic calming techniques in the past. However, these efforts failed to gain traction. It is important to have a policy, to ensure that traffic calming is consistent within the City.

After comments and discussion, Council consensus was to direct staff to prepare a draft neighborhood traffic calming program for presentation to the Council on August 13, 2013. Painting curbs will be brought back for further discussion on July 9th.

Councilperson Gamble entered Council Chambers at 8:03 p.m.

**CITY COUNCIL
BUSINESS MEETING MINUTES
August 20, 2013**

The Business Meeting of the Monroe City Council was held on August 20, 2013, in the Council Chambers at City Hall. Mayor Zimmerman called the meeting to order at 7:00 p.m.

Councilpersons present: Goering, Williams, Kamp, Davis, Gamble, and Hanford.

Traffic Calming Policy

Public Works Director Feilberg gave an overview explaining the usual process used in other cities for allowing speed humps. Their programs are currently suspended, due to budget constraints. He explained the costs and the requirements surrounding various types of speed humps; i.e., changes to the streets/streetscape.

After discussion, Council determined certain changes that they would like to see in the *Traffic Calming Policy*.

The October 22, 2013, Regular Business Meeting of the Monroe City Council was called to order by Mayor Robert G. Zimmerman at 7:00 p.m. in Council Chambers, City Hall.

Councilmembers present: Cudaback, Davis, Goering, Gamble¹, Hanford, Kamp, and Williams.

¹ CLERK'S NOTE: Councilmember Gamble arrived at 7:30 p.m. during discussion on Unfinished Business No. 1.

1. Discussion: Traffic Calming Program

Public Works Director Brad Feilberg presented information on the Traffic Calming Program: the item was previously discussed by Council August 20, 2013; a residential traffic guidebook has been prepared and presented; and WCIA has provided comments regarding uniform criterion.

Discussion ensued regarding neighborhood involvement, funding sources, maintenance, the Monroe Traffic Advisory Committee (1992-2008), requests for speed trailers/radars (complaint based), police traffic units (no dedicated units at this time; proposal forthcoming), and citizen/neighborhood traffic calming education.



City of Monroe
Donation Acceptance Policy
Adopted July 23, 2019

TABLE OF CONTENTS

1.0 PURPOSE3
2.0 TYPES OF DONATIONS.....3
3.0 CONSISTENCY WITH CITY INTERESTS 3
4.0 ACCEPTANCE OF UNDESIGNATED DONATIONS OF CASH OR TANGIBLE ITEMS.....3
5.0 ACCEPTANCE OF DESIGNATED DONATIONS OF CASH OR TANGIBLE ITEMS.....4
6.0 ACCEPTANCE OF MEMORIAL TREE AND BENCH DONATIONS.....4
7.0 ACKNOWLEDGEMENT OF DONATION.....5
8.0 DECLINED DONATIONS6
9.0 DISTRIBUTION OF DONATIONS6
10.0 DISSEMINATION OF INFORMATION.....7

1.0 PURPOSE:

1.1 The purpose of this policy is to establish a formal process for acceptance and documentation of donations made to the City of Monroe. This policy provides guidance when individuals, community groups, and businesses wish to make donations to the City. The provisions of this policy shall be construed in accordance with, and shall be subordinate to, the applicable requirements of Chapters 2.52 MMC, Code of Ethics, and 3.40 MMC, Donations of Property to City. All donations are subject to be included in the City's asset inventory listing as applicable.

2.0 TYPES OF DONATIONS:

2.1 Donations may be offered in the form of cash, real or personal property. Designated donations mean those that the donor specifies for a particular City department, location, or purpose. An undesignated donation means those donations that are given to the City for an unspecified use.

3.0 CONSISTENCY WITH CITY INTERESTS

3.1 Designated donations may only be accepted when they have a purpose consistent with the City's long range strategic plans, goals and objectives, comprehensive planning documents, municipal code, policies and are in the best interest of Monroe. The City must always consider the public trust and comply with all applicable laws when accepting donations.

4.0 ACCEPTANCE OF UNDESIGNATED DONATIONS OF CASH OR TANGIBLE ITEMS

4.1 All donations to the City, including art as defined in the City's Public Art Policy, shall immediately be submitted for consideration for acceptance. Based on the value of the donation offered as outlined below, appropriate City staff shall review every donation and determine if the benefits to be derived warrant the acceptance of the donation. A subject matter expert shall estimate the value of any nonmonetary donation not supported by a bona fide appraisal for purposes of compliance with this section. (MMC 3.40) The following points list the threshold amounts for donation acceptance:

1. All monetary and nonmonetary donations with a current value of up to five thousand dollars may be approved and accepted for the City by the Mayor.
2. All donations with a value greater than five thousand dollars must be approved by the City Council before acceptance.
3. Offers of donations of cash or items valued more than five thousand dollars must be approved by the City Council before acceptance (MMC 3.40.030). A subject matter expert shall estimate the value of any non-monetary donation not supported by a bona fide appraisal.

5.0 ACCEPTANCE OF DESIGNATED DONATIONS OF CASH OR TANGIBLE ITEMS

5.1 Based on the value of the donation offer as outlined in Section 4 above, appropriate City staff or Council will review the conditions of any designated donation and determine if the benefits to be derived warrant acceptance of the donation. Requirements for accepting donations or gifts:

1. The donation or gift shall have a purpose consistent with City Interests as stated above in Section 3.
2. The City may decline any donation or gift without comment or cause.
3. The donation or gift will not be in conflict with any provision of the law.
4. Any non-cash donation or gift will be aesthetically acceptable to the City.
5. If acceptance of the donation or gift would likely necessitate the expenditure of additional monetary and/or personnel resources by the City, the City may in its discretion: (i) decline the donation or gift, or (ii) condition the City's acceptance of the donation or gift upon the donor's agreement to fund or otherwise provide such resources.
6. The donation or gift places no restrictions on the City, unless agreed to by the Council.
7. All donations or gifts will receive recognition appropriate to the level and nature of the donation, as determined by the City. For those of a capital nature, that may be in the form of signage, marking, naming, or any other means the City should deem appropriate by an executed agreement. Regardless of the recognition strategy selected, the intent shall be to appropriately honor the donor for their contribution to the community.

6.0 ACCEPTANCE OF MEMORIAL TREE AND BENCH DONATIONS

6.1 The purpose of this section is to establish guidelines for a consistent decision-making process related to the acceptance, placement and long-term maintenance of public requests for memorial tree and bench donations in City-owned facilities, parks, natural areas and trail system.

Memorial Public Art considerations shall be subject to requirements of both this Policy and the City's Public Art Policy.

6.2 The City may limit memorials in order to promote resource management and sustainability of natural landscapes. The integrity, natural and architectural features of parks, natural areas and facilities will be preserved and not detract from a user's experience. Final decision on placement of memorials will be made by the Department receiving the donation. Memorials with a commercial appearance or corporate label will not be allowed.

6.3 All proposed donations will be evaluated by the Department Head according to the following criteria:

1. Placement of enhancements must be compatible with existing development plans.
2. Final decision as to location of donated item will be determined by the receiving Department.
3. Memorials shall not detract from or overpower the scenic or architectural values of the existing environment.
4. All memorials will be constructed of materials that meet the design and maintenance considerations of the Department.
5. Large scale memorial donations may be considered on a case-by-case basis as they relate to park planning and other city approval processes, including, but not limited to an executed agreement.

6.4 Application/Donation Procedure will be as follows:

1. Donor talks/meets Department Head to share ideas for memorial donations.
2. Donor makes a proposal in writing to Department requesting acceptance of proposal.
3. City Administrator and Department staff will review and determine the appropriateness of the proposal as measured by the approval criteria.
4. Department staff will notify the donor within twenty business days of the review decision, identifying any final conditions of approval. Conditions will include information on where donor can purchase and deliver agreed upon donated items and also any additional installation or equipment charges that may be applicable.
5. With a positive review decision, Department staff will finalize and execute an Agreement for Services.
6. Donor is responsible for the purchase or memorial benches or trees.
7. Donor will remit any applicable additional payments to the City to cover the cost of installation and materials.

6.5 Improvements made in a public space become the property of the public and will be maintained accordingly by the Department. Neither the City, nor the Department, can offer any guarantee or obligation, legal or otherwise, to maintain or replace signs, plaques, materials, equipment, structures, or other donated resources that are vandalized, lost, stolen or otherwise damaged or destroyed. The City does not guarantee permanency of any memorial.

6.6 Written approval must be received before order and installation of the memorial may proceed. The City will install the item and provide maintenance for a period of five years. Once installed the memorial becomes the property of the City of Monroe.

7.0 ACKNOWLEDGEMENT OF DONATIONS

7.1 A Donation Acceptance Form is required to be completed by the receiving Department Head or the City Administrator and/or City Finance Officer for all donations provided to the City.

- 7.2** Acknowledgement of the donation should be in writing and be the responsibility of the Department Head who is the beneficiary of the donation. Undesignated donations shall be acknowledged by the City Administrator and/or City Finance Officer. A copy of the acknowledgement agreement shall be provided to the donors.
- 7.3** The Donor Acceptance Form including the donor names and donations amounts are public information subject to disclosure pursuant to the Revised Code of Washington (RCW) 42.56, Public Records Act.

8.0 DECLINED DONATIONS

8.1 The City of Monroe reserves the right to decline any donation if, upon review, acceptance of the donation offer is determined in the sole discretion of the City to not be in the best interests of the City. A declined donation may be one that would violate the requirements of Section 5.

- 1.** Appeal Procedure.
 - a.** The donor shall have the right to appeal a declined donation.
 - b.** Written Notice of Appeal. A written notice of appeal shall be filed within five days after the mailing or personal delivery of a notice of a declined donation. This appeal shall set the grounds for the appeal.
 - c.** Appeal to Mayor or Designee. The Mayor or his designee shall hear the donor or a designated representative, receive any relevant information and documents, and act on the appeal within five business days. The decision of the mayor or designee is appealable to the City Council if there is sufficient time to be placed on the agenda for the next regular meeting.
 - d.** If Sufficient Time for Council Appeal. If there is sufficient time for a timely appeal to be heard by the City Council, on a decision made by the Mayor or designee, the donor may, at their option, request that the matter be scheduled before the City Council. The decision of the City Council is final and is not subject to further challenge.

9.0 DISTRIBUTION OF DONATIONS

- 7.1** Tangible items will be distributed to appropriate City departments for use or, at the discretion of the Department Head or City Administrator, disposed of in an appropriate manner according to this policy.
- 7.2** Donations of cash for designated donations will be deposited into the appropriate revenue account for the designated City department.

10.0 DISSEMINATION OF INFORMATION

- 10.1** A copy of each Donation Acceptance Form for accepted donations shall be forwarded for information to the Finance Department and the designated department for which the donation was assigned.
- 10.2** Each original Donation Acceptance Form shall be maintained by the City Finance Officer.
- 10.3** A copy of each Donation Acceptance Form for accepted donations shall be forwarded for information to the City Council by the City Administrator and/or City Finance Officer.



Wesley S. Donahue

NOV. 13, 2002 -SEP. 14, 2018

Remembered with Love

Minute entries:

CC October 22, 2013

1. Discussion: Traffic Calming Program

Public Works Director Brad Feilberg presented information on the Traffic Calming Program: the item was previously discussed by Council August 20, 2013; a residential traffic guidebook has been prepared and presented; and WCIA has provided comments regarding uniform criterion.

Discussion ensued regarding neighborhood involvement, funding sources, maintenance, the Monroe Traffic Advisory Committee (1992-2008), requests for speed trailers/radars (complaint based), police traffic units (no dedicated units at this time; proposal forthcoming), and citizen/neighborhood traffic calming education.

CC October 28, 2014

STAFF/DEPARTMENT REPORTS

Mr. Brad Feilberg reported on a citizen email received regarding traffic/safety concerns in the Foothills area; staff is looking into the concerns, and will respond appropriately. General discussion ensued regarding speed control, stops signs, safety, traffic volumes/monitoring, and traffic calming devices/criteria. Councilmembers requested this topic be added to the P4 Committee Meeting to be held Monday, November 10, 2014.

P4 November 10, 2014 Council Present: Councilmembers Patsy Cudaback, Ed Davis, and Jeff Rasmussen.

III. New Business

A. Traffic Calming Tools/Criteria

Mr. Feilberg provided background information on traffic calming tools/criteria, previously reviewed by Council in 2013; no consensus was reached, and therefore, no action taken. Traffic Calming Program information was presented. General discussion ensued regarding setting criteria; funding sources; other cities' programs (specifically Kirkland and Bellevue); and coordination with the Police Department on the program. The Committee decided to review the traffic calming program information further; and add this item to the December committee meeting for further discussion.

CC November 18, 2014

COUNCILMEMBER REPORTS

1. P4 Committee (*Downtown Parking; Impact Fee Waivers; Traffic Calming Tools/Criteria*) Councilmember Rasmussen reported on the topics discussed at the November 10, 2014, P4 Committee Meeting. General discussion ensued regarding Downtown Parking. A resolution in this regard is forthcoming to the Council for consideration on December 2, 2014. Traffic Calming Tools/Criteria will be on the P4 Committee agenda for the December Committee Meeting.

CC December 9, 2014

COUNCILMEMBER REPORTS

1. P4 Committee (*Traffic Calming Tools/Criteria; Downtown Pedestrian Flags*) Councilmember Rasmussen reported the meeting was cancelled due to a lack of quorum; and he discussed agenda topics with Mr. Feilberg and City Administrator Gene Brazel. Both items will be coming back to the Committee for discussion in 2015.

P4 February 9, 2015 Council Present: Councilmembers Patsy Cudaback, Ed Davis, and Jeff Rasmussen.

IV. Unfinished Business

B. Traffic Calming Tools/ Criteria

The Traffic Calming Tools/ Criteria item was moved to the March 9, 2015, Committee Meeting.

P4 March 24, 2015 Council Present: Councilmembers Patsy Cudaback, Ed Davis, and Jeff Rasmussen

III. Unfinished Business

C. Traffic Calming Tools/ Criteria

Mr. Brad Feilberg, Public Works Director, provided background information on Traffic Calming Tools and Criteria. General discussion ensued regarding proposed criteria, liability, and the current process for reviewing a traffic calming related complaint/request. The Committee consensus was to recommend continuing to process complaints/requests per the current process; not adopt any criteria at this time; and to revisit this topic as needed in the future.

CC March 24, 2015

COUNCILMEMBER REPORTS

1. City Council Transportation/Planning, Public Works, Parks & Recreation, Public Safety Committee

Councilmember Rasmussen reviewed the topics discussed at the City Council Transportation/Planning, Public Works, Parks & Recreation, Public Safety Committee Meeting held earlier in the evening; including: the 2015 Committee Work Plan, the Snohomish County Fairgrounds Master Plan, and Traffic Calming Tools and Criteria. The next meeting of this committee will be held Tuesday, April 14, 2015, 6pm.



MONROE THIS WEEK

July 31, 2020 • Vol 6/Edition 29

**EVERYONE
COUNTS!**



CENSUS 2020

Thank you for reading Monroe This Week.

This week's edition provides details on the second round of the Small Business Relief Grant, the Monroe School District's plan for the start of the school year, an opening for a Citizen Representative to Snohomish County Tomorrow, updated economic reopening and eviction moratorium policies from Governor Inslee, upcoming Census 2020 operations, and helpful recycling tips.



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, which appears to read "G. Thomas". The signature is fluid and cursive.

Mayor Geoffrey Thomas

CITY OPENS SECOND ROUND OF SMALL BUSINESS RELIEF GRANT

Last month the City announced the Monroe CARES grant program to disburse financial assistance through CARES Act funds to businesses and non-profits organizations affected by the COVID-19 crisis. The primary focus of the grant program is to provide support to businesses that have not been eligible for Federal, State and County grant funds, and to non-profit agencies which provide basic services and meet the increased needs of Monroe's most vulnerable residents. The Small Business Relief grant was originally allocated \$60,000.



At its July 28 meeting, the City Council reviewed and approved the initial Small Business Relief Grant award recommendations, totaling \$50,370, submitted by the Economic Development Advisory Board (EDAB). As part of its slate of recommendations, the EDAB also suggested the City open a second round of the grant offering, to provide additional assistance to local businesses. After thoughtful consideration, the Council approved a second round, and allocated \$30,000, which added to the \$9,630 remaining from the first round, left a total of \$39,630 available in this second round.

This morning the City issued a [News Flash](#) announcement and posted the [application packet](#) to the City's [website](#). Applications are due to City Hall by 4:30 p.m. on Friday, August 14.

MONROE SCHOOLS TO BEGIN SCHOOL YEAR WITH DISTANCE LEARNING

Today the Monroe School District [announced](#) that the 2020-21 school year will begin on Wednesday, September 9 with distance learning.



This decision was made after much deliberation and consultation with the Snohomish Health District and collaboration with the District's labor unions, with the safety of students, staff, and the greater community as the top priority.

In addition to direct consultation with school districts, earlier this week the Health District issued a [formal recommendation](#) that school districts throughout Snohomish County enact distance learning to begin the school year. With today's announcement, our local school is following this recommendation, with the ultimate goal to have all students back in school buildings as soon as it can be safely done.

The Monroe School District will be sharing detailed information in the coming weeks to assist with this transition, and encourages families to keep an eye on emails and the district website for updates.

SNOHOMISH COUNTY TOMORROW SEEKING CITIZEN REPRESENTATIVE

Snohomish County Tomorrow (SCT) is seeking nominations for a Citizen Representative to its Steering Committee. SCT is a cooperative, public inter-jurisdictional forum with the primary function of overseeing Countywide Planning Policies, through which the County and cities' comprehensive plans are developed. The Steering Committee is the policy advisory body of SCT, and includes three elected representatives of Snohomish County, one elected representative from each of the nineteen municipalities in Snohomish County and the Tulalip Tribes, and six citizen representatives. Any resident of Snohomish County may apply by visiting the County's [Boards and Commissions](#) webpage; applicants should show on their application that they are applying to the "SCT Steering Committee". Questions may be directed to SCT Coordinator Cynthia Pruitt at Cynthia.Pruitt@snoco.org.



GOVERNOR EXTENDS PAUSE ON REOPENING OF COUNTIES INDEFINITELY

On Tuesday, July 28, Governor Jay Inslee extended indefinitely the pause on the phased reopening of Washington counties. The pause on reopening was initially issued by the governor in late June, and was scheduled to expire this week.



As I shared in last week's edition of [Monroe This Week](#), Governor Inslee and Health Secretary John Wiesman announced modifications to the Safe Start Washington guidelines in an effort to slow the rising transmission of the COVID-19 virus. Extension of the reopening pause is a continuation of this effort. Snohomish County has seen an uptick in cases since advancing to Phase 2, though not to the extent of the County's spike in mid-March. Snohomish County will remain in Phase 2 for the duration of the pause.

GOVERNOR EXTENDS EVICTION MORATORIUM

As part of a series of updates addressing the COVID-19 pandemic, this week Governor Inslee issued a [Proclamation](#) extending the statewide eviction moratorium through October 15. Governor Inslee stated that the extension is meant to protect renters from falling into homelessness, but added that it does not give renters with the means to pay their rent the right to refuse to do so.



Originally announced in March, the moratorium prohibits landlords, property owners, and property managers from seeking, serving, or enforcing an eviction notice against a tenant, and further prohibits local law enforcement from serving or otherwise acting upon an eviction notice. There are two exceptions to the moratorium:

- The individual or individuals named in the eviction notice are causing a significant and immediate risk to the health, safety, or property of others; or
- Prior to the issuance of the eviction notice, 60 days written notice was provided of the intent to either (i) personally occupy the property, or (ii) sell the property.

Under one or either of the above exceptions, landlords, property owners, and property managers may issue eviction notices, and local law enforcement is allowed to serve or enforce such orders.

The Proclamation also creates a workgroup to help inform potential changes to the moratorium in the short-term and the long-term, if needed. The workgroup is specifically asked to consider how future extensions could address options to increase rent.

CENSUS NON-RESPONSE FOLLOW-UP BEGINS

The U.S. Census Bureau has begun Non-Response Follow-Up (NRFU) operations in Washington. NRFU operations began in Western Washington on July 30, and involve census workers going door-to-door to collect information from households that have not self-reported. Census workers will complete a virtual COVID-19 training program before beginning their work, will wear face coverings, and will follow the health guidelines of the Centers for Disease Control (CDC).



The Census Bureau shared the following helpful NRFU operations information:

What to Expect

Census workers, who are hired from the local community, will visit non-responding households and interview residents to collect census information. All census workers speak English and many are bilingual. If a census worker does not speak a householder's language, they will have materials to help identify the correct language and assist the person to answer the census.

If no one is home during the visit, the census worker will leave a notice on the door with information about how to respond online, by phone, or by mail.

How To Identify Workers

Census workers will have a valid government ID with their photograph, a U.S.

Department of Commerce watermark and an expiration date on the badge (example below). They will also have a census bag and an iPad or mobile phone with them.

Anyone wishing to confirm a census worker's identity can call the Los Angeles Regional Census Office at (213) 314-6500.



Example Census ID Front



Example Census ID Back

Monroe's [Census Response Rate](#) is currently 71.3%, matching that of Snohomish County, and exceeds the statewide response rate of 68.1%.

HELPFUL RECYCLING DOS AND DON'TS

As I shared in a recent edition of [Monroe This Week](#), the rate for Republic Services' collection of garbage, recycling, and organics in the City of Monroe will increase slightly on September 1. This increase reflects the Sustainability Adjustment approved by the City Council at its [June 23 Business Meeting](#), and was enacted to ensure continued recycling collection in the City due to new constraints, higher disposal costs, and lower resale cost recovery imposed on the global recycling industry.



To help keep the Sustainability Adjustment low, Republic Services has provided some [helpful tips](#) to ensure the efficient and safe collection of recycling and waste products. I encourage all residents to review the tips and to implement these best practices as part of their household disposal.

UPCOMING CITY COUNCIL MEETING SCHEDULE

The City has issued [formal notice](#) that the City Council will meet in a Special Study Session and Business Meeting on Tuesday, August 4. This meeting was previously cancelled due to National Night Out, which has been cancelled due to COVID-19. Participation information for the Special Meeting is included in the above link. The Special Meeting agenda 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





MONROE CITY COUNCIL

Agenda Bill No. 20-112

SUBJECT:	<i>Waive Council Rules of Procedure – Business Meeting & Study Session Format</i>
-----------------	--

DATE:	DEPT:	CONTACT:	PRESENTER:	ITEM:
8/4/2020	City Clerk	Becky Hasart	Becky Hasart	Final Action #1

Discussion: 8/4/2020

- Attachments:**
1. MMC 2.04, Council Meetings
 2. Council Rules of Procedure Section 3.1 & Section 17

REQUESTED ACTION: Move to waive Council Rules of Procedure to allow final action to be taken at a study session; and to hold a Business Meeting and Study Session on Tuesday, August 4, 2020.

POLICY CONSIDERATIONS

MMC 2.04.010, Council Meetings – Regular Meeting Date Established, states that “the city council shall hold its regular meetings on the first through fourth Tuesdays of each month” and “may limit the scope of its regular meetings, such as designating some of them “study session,” in its by-laws or other rules of procedure.”

The City Council Rules of Procedure Section 3.1.3, states “the first and third Tuesdays of each month shall be deemed to be a “Study Session.” Study Sessions will be informal meetings for the purpose of reviewing forthcoming programs or projects, or receiving similar information. No final decisions/actions can be made during a study session. Final action on study session items will be scheduled for a forthcoming regular or special Council meeting;” and Section 17. 1 states “Any provision of these rules not governed by state law or ordinance may be temporarily waived suspended by a majority vote of the Council...”

DESCRIPTION/BACKGROUND

The City’s adoption of the Unified Development Regulations (UDR) in 2019 significantly overhauled and updated the City’s standards and procedures for land use permitting. As part of this overhaul, the City’s former regulations governing Planned Residential Developments (PRDs) were repealed in their entirety. There are currently three outstanding PRD projects for which final decisions have not yet been issued.

The City’s Hearing Examiner recently concluded that these outstanding projects would no longer be governed by the former PRD code procedures following their repeal. Under the Hearing Examiner’s reasoning, the outstanding PRDs, together with any associated preliminary plat applications, would be subject to an open-record public hearing before the Hearing Examiner, followed by the Examiner’s recommendation to the City Council for final action approving or denying the proposal(s).

Under state law (Chapter 36.70B RCW), the City is limited to holding a single open-record pre-decisional hearing on most land use permit applications. As such, because the open-record hearing on PRDs is held before the Hearing Examiner, the City Council’s consideration and final decision on the Examiner’s recommendation is properly formatted as a closed record proceeding. In a closed record proceeding, the City Council bases its decision entirely on the



MONROE CITY COUNCIL

Agenda Bill No. 20-112

administrative record that was created before the Hearing Examiner and does not consider any new evidence.

While the City Council Rules and Procedures contain provisions governing administrative appeals, they do not currently establish rules for predecisional closed record proceedings. In the next agenda item, staff is therefore proposing a supporting amendment to the City Council Rules and Procedure Section 13 which establishes the rules for closed record proceedings.

In order to efficiently process items requiring final action, it is recommended for City Council to waive their Rules of Procedure to allow for final action at a Study Session; and effectively making the Tuesday, August 4, 2020, Council meeting a Regular Study Session and Business Meeting.

The format change was noted in Monroe This Week, Volume 6, Edition 29; posted on the City's website on July 28, 2020 (<https://www.monroewa.gov/CivicAlerts.aspx?AID=3494>); and posted to the City's Facebook page on July 29, 2020. The official notice was posted in the City Hall lobby, and sent to the City's paper of record on July 28, 2020.

FISCAL IMPACTS

N/A

TIME CONSTRAINTS

Time constraints include currently pending development projects that will be taken to City Council for closed record proceedings in the near future.

ALTERNATIVES

Do not waive Council Rules; keep the meeting as a Study Session only for discussion items; and defer all action items to the Tuesday, August 11, 2020, City Council Regular Business Meeting.

Chapter 2.04 COUNCIL MEETINGS

Sections:

[2.04.010](#) Regular meeting date established.

[2.04.020](#) Place of meeting.

[2.04.030](#) Change in meeting.

2.04.010 Regular meeting date established.

The city council shall hold its regular meetings on the first through fourth Tuesdays of each month at the hour of seven p.m. The city council may limit the scope of its regular meetings, such as designating some of them “study sessions,” in its by-laws or other rules of procedure. (Ord. 007/2006 § 1; Ord. 010/2004)

2.04.020 Place of meeting.

The place of meeting of the city council shall be in the City Hall. (Ord. 15, 1903; Ord. 1, 1903)

2.04.030 Change in meeting.

Whenever a regularly stated meeting of the council falls on a holiday or a holiday eve, the council may, by motion, change that particular date to another suitable date, which changed date shall then become a regular stated meeting date of the council. (Ord. 598, 1974; Ord. 362, 1958)

The Monroe Municipal Code is current through Ordinance 033/2018, passed December 11, 2018.

Disclaimer: The City Clerk's Office has the official version of the Monroe Municipal Code. Users should contact the City Clerk's Office for ordinances passed subsequent to the ordinance cited above.

EXCERPTS FROM CITY COUNCIL RULES OF PROCEDURE

SECTION 3. COUNCIL MEETINGS

The Monroe City Council may hold one of two types¹ of official meetings when a quorum of its members is present. "Quorum" is defined as at least four members of the City Council. Council shall choose their seating arrangements on the dais at the first meeting of every even year; selection order to be determined by seniority of each council member and the number of years served on City Council.

3.1 **REGULAR MEETINGS:** Regular meetings of the Monroe City Council will be held the first four Tuesdays of each month at the Council Chambers in City Hall.² However, Council reserves the right as deemed necessary to cancel, adjourn, or continue any regular meeting in accordance with state law.

3.1.1 Regular meetings will begin at 7:00 PM, and will be scheduled to end at 10:00 PM; provided that meetings may be extended by majority vote of the Council.

3.1.2 The second and fourth Tuesdays of each month shall be deemed to be a "Business Meeting." Business Meetings will be formal meetings for the purpose of all actions items; to include, and not be limited to, all public hearings, resolutions, ordinances, and minute orders for the approval of such items as appointment confirmations, contracts, interlocal agreements, grants, etc.

3.1.3 The first and third Tuesdays of each month shall be deemed to be a "Study Session." Study Sessions will be informal meetings for the purpose of reviewing forthcoming programs or projects, or receiving similar information. No final decisions/actions can be made during a study session. Final action on study session items will be scheduled for a forthcoming regular or special Council meeting.

3.1.4 Separate from public hearings and the designated Public Comments portion of each Regular Meeting, participation in City Council discussions is limited to Council members and those invited to speak by the Council.

SECTION 17. SUSPENSION AND AMENDMENT OF RULES

17.1 Any provision of these rules not governed by state law or ordinance may be temporarily waived suspended by a majority vote of the Council, except as otherwise specified in these rules or required by law. Any formal action of the City Council in violation or disregard of these rules shall be deemed as an implied waiver thereof.

17.2 These rules may be amended or new rules adopted, by a majority vote of the Council.

¹ RCW provides for only two types of meetings, "regular" and "special."

² MMC 2.04.010: Provides for day and time of meetings. Also provides for study sessions.



MONROE CITY COUNCIL

Agenda Bill No. 20-113

SUBJECT:	Amend Council Rules of Procedure
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DATE:	DEPT:	CONTACT:	PRESENTER:	ITEM:
08/04/2020	Community Development	Ben Swanson	Ben Swanson	Final Action #2

Discussion: 08/04/2020

- Attachments:**
1. Proposed Council Rules of Procedure (Amendments)
 2. Proposed Council Rules of Procedure (In Full)

REQUESTED ACTION: Move to amend Monroe City Council Rules of Procedure, Section 13, Closed Record Proceedings, as presented, to create a City Council Closed Record Proceedings, and to amend Section 12 to update repealed code references and to update the numbering of the current Sections 13 through 18.

POLICY CONSIDERATION

[RCW 35A.12.120](#), provides, in part: "The Council shall determine its own rules and order of business and may establish rules for the conduct of council meetings and the maintenance of order." Under this authority, the City Council may enact rules and regulations to govern the conduct and operations of the City Council.

The policy question for the City Council is whether to include a new Section 13 (Attachment 1) of the Council Rules of Procedure to create rules for closed record proceedings, to update outdated code references and to renumber current Sections of the Rules of Procedure for consistency.

DESCRIPTION/BACKGROUND

The City's adoption of the Unified Development Regulations (UDR) in 2019 significantly overhauled and updated the City's standards and procedures for land use permitting. As part of this overhaul, the City's former regulations governing Planned Residential Developments (PRDs) were repealed in their entirety. There are currently three outstanding PRD projects for which final decisions have not yet been issued.

The City's Hearing Examiner recently concluded that these outstanding projects would no longer be governed by the former PRD code procedures following their repeal. Under the Hearing Examiner's reasoning, the outstanding PRDs, together with any associated preliminary plat applications, would be subject to an open-record public hearing before the Hearing Examiner, followed by the Examiner's recommendation to the City Council for final action approving or denying the proposal(s).

Under state law (Chapter 36.70B RCW), the City is limited to holding a single open-record pre-decisional hearing on most land use permit applications. As such, because the open-record hearing on PRDs is held before the Hearing Examiner, the City Council's consideration and final decision on the Examiner's recommendation is properly formatted as a closed record proceeding. In a closed record proceeding, the City Council bases its decision entirely on the administrative record that was created before the Hearing Examiner and does not consider any new evidence.

While the City Council Rules and Procedures contain provisions governing administrative appeals, they do not currently establish rules for predecisional closed record proceedings. Staff is therefore proposing a supporting amendment to the City Council Rules and Procedure Section 13 which establishes the rules for closed record proceedings. In addition, (Attachment 1) includes renumbering of previous sections 13-18 to 14-19 to include space for the newly proposed Section 13. Also, proposed amendments to Section 12 include the removal of outdated code sections repealed by City Council on May 1, 2019 by Ordinance No. 005/2019 and includes the addition of current code sections as amended by the adoption of the UDR, as well as correcting a few erroneous cross-citations. The proposed amendments have been incorporated into the Council Rules of Procedure documents (See Attachment 2).

IMPACT – BUDGET

There is no direct budget impact.

TIME CONSTRAINTS

Time constraints include currently pending development projects that will be taken to City Council for closed record proceedings in the near future.

ALTERNATIVES TO REQUESTED ACTION

The City Council could “do nothing”. In this alternative current development projects requiring a future closed record proceeding will be unable to obtain a final decision as required by State law.

**MONROE CITY COUNCIL
RULES OF PROCEDURE**

TABLE OF CONTENTS

<u>DESCRIPTION</u>	<u>PAGE NO.</u>
SECTION 1. AUTHORITY	2
SECTION 2. FORM OF GOVERNMENT	2
SECTION 3. COUNCIL MEETINGS	3
SECTION 4. PRESIDING OFFICER	5
SECTION 5. ORDER OF REGULAR COUNCIL MEETING AGENDA	5
SECTION 6. COUNCIL DISCUSSION	9
SECTION 7. TYPES OF COUNCIL ACTION	9
SECTION 8. MOTIONS	9
SECTION 9. COUNCIL MEETING STAFFING	12
SECTION 10. AGENDA PREPARATION	12
SECTION 11. PRESENTATIONS TO COUNCIL	13
SECTION 12. APPEALS BEFORE COUNCIL	13
SECTION 13. WRITTEN CORRESPONDENCE WITH THE COUNCIL	16
SECTION 14. RESPECTING ROLES AND RESPONSIBILITIES	17
SECTION 14A. COUNCIL LEGISLATIVE COMMITTEES	17
SECTION 15. REPRESENTING THE POSITION OF THE CITY	18
SECTION 16. CONFIDENTIALITY	19
SECTION 17. SUSPENSION AND AMENDMENT OF RULES	19
SECTION 18. EFFECT OF RULES	19

MONROE CITY COUNCIL RULES OF PROCEDURE

SECTION 1. AUTHORITY

- 1.1 The Monroe City Council hereby establishes the following procedures for the conduct of Council meetings, proceedings, and business. These procedures shall be in effect upon adoption by the Council and until such time as they are amended or new procedures are adopted in the manner provided by these rules.

SECTION 2. FORM OF GOVERNMENT

- 2.1 The City of Monroe is organized as a municipality under the Revised Code of Washington (RCW) as a Non-Charter, Code City, Mayor/Council form of government. As such, roles and responsibilities of the Mayor and Council are defined in the RCW.

- 2.2 RCW 35A.11.020 lists the specific powers vested in the City Council. The following is a summary list of City Council powers:

- Define the functions of officers and employees.
- Define the powers and duties of officers and employees.
- Fix compensation of officers and employees.
- Fix working conditions of officers and employees.
- Maintain civil service or merit employment system.
- Maintain retirement and pensions systems.
- Adopt and enforce ordinances regulating local affairs and municipal affairs.
- Impose fines and penalties for violation of city ordinances.
- Exercise all powers possible for a city or a town to exercise under the Constitution so long as the power is not specifically denied to code cities by law.
- Regulate the acquisition, sale, ownership, improvement, maintenance, protection, restoration, regulation, use, leasing, disposition, vacation, abandonment or beautification of public ways, all public real property, all waterways, and all structures and any other improvement.
- Engage in collective bargaining.
- Render social services.
- Render recreational services.
- Render educational services.
- Render corporate services.
- Operate and supply utilities.
- Impose taxes if not prohibited by other state law.
- Approve claims against the City (RCW 34A.31.030).
- Engage in interlocal agreements, to accept gifts and to accept grants (RCW 35A11.040).
- To cause the City to participate in economic opportunity programs (RCW 35A.11.060).

MONROE CITY COUNCIL RULES OF PROCEDURE

- 2.3 The duties of the Mayor, who is the Chief Executive Officer of the City, are listed in Sections 35A.12.090 and 35A.12.100 of the RCW. The following is a summary list of the duties of the Mayor:
- To oversee the departments and the employees.
 - To appoint and remove any administrative officer or assistant.
 - To see that laws are enforced.
 - To provide general supervision of the government and city interest.
 - To approve the official faithful performance bonds for officers and employees.
 - To approve payment and performance bonds of City contractors.
 - To enforce contracts.
 - To bring lawsuits but only with the approval of a majority of the Council.
 - To preside over Council meetings, but to vote only to break ties not involving the passage of an ordinance, the acceptance of a grant, the revocation of a franchise or a license, or a resolution to pay money.
 - To report to the Council on financial and other needs of the City.
 - To recommend Council action.
 - To prepare a proposed budget.
 - To veto ordinances, but subject to an override by the Council.
 - To perform as ceremonial head of the City.
- 2.4 Council compensation shall be established by the Monroe Salary Commission as set forth in Monroe Municipal Code 2.24.060.
- 2.5 Council may have a School District Student Representative position appointed to serve per Resolution No. 2012/023.

SECTION 3. COUNCIL MEETINGS

The Monroe City Council may hold one of two types¹ of official meetings when a quorum of its members is present. "Quorum" is defined as at least four members of the City Council. Council shall choose their seating arrangements on the dais at the first meeting of every even year; selection order to be determined by seniority of each council member and the number of years served on City Council.

- 3.1 **REGULAR MEETINGS:** Regular meetings of the Monroe City Council will be held the first four Tuesdays of each month at the Council Chambers in City Hall.² However, Council reserves the right as deemed necessary to cancel, adjourn, or continue any regular meeting in accordance with state law.
- 3.1.1 Regular meetings will begin at 7:00 PM, and will be scheduled to end at 10:00 PM; provided that meetings may be extended by majority vote of the Council.

¹ RCW provides for only two types of meetings, "regular" and "special."

² MMC 2.04.010: Provides for day and time of meetings. Also provides for study sessions.

MONROE CITY COUNCIL RULES OF PROCEDURE

- 3.1.2 The second and fourth Tuesdays of each month shall be deemed to be a “Business Meeting.” Business Meetings will be formal meetings for the purpose of all actions items; to include, and not be limited to, all public hearings, resolutions, ordinances, and minute orders for the approval of such items as appointment confirmations, contracts, interlocal agreements, grants, etc.
- 3.1.3 The first and third Tuesdays of each month shall be deemed to be a “Study Session.” Study Sessions will be informal meetings for the purpose of reviewing forthcoming programs or projects, or receiving similar information. No final decisions/actions can be made during a study session. Final action on study session items will be scheduled for a forthcoming regular or special Council meeting.
- 3.1.4 Separate from public hearings and the designated Public Comments portion of each Regular Meeting, participation in City Council discussions is limited to Councilmembers and those invited to speak by the Council.
- 3.1.5 During periods of a proclaimed emergency, a physically present quorum of Councilmembers is not required in order to conduct a meeting, if a quorum of Councilmembers is obtained through either physical presence at the meeting and/or through telephonic or other, similar, electronic means.
- 3.1.6 The provisions of this Section 3.1.6 apply to circumstances that are not covered by Section 3.1.5.
- 3.1.6.1 To the extent consistent with applicable state law, Councilmembers may attend and participate in a Council meeting remotely (“Remote Participation”) utilizing a City approved virtual platform. Any Councilmember intending to utilize Remote Participation for a meeting shall reasonably endeavor to provide at least two (2) weeks written notice of such intent to the Mayor, City Administrator, or City Clerk. The use of virtual platform equipment shall allow members of the public to be present at the meeting, allow the official minute recording staff person to observe all activity, allow the recording system to capture, in open session, all activity and discussion, and allow the Councilmembers and the public to adequately hear the discussion, comments, and any voting by the Councilmember attending through Remote Participation.
- 3.1.6.2 The following virtual platforms are hereby approved for Remote Participation:
- a. Microsoft Teams;
 - b. Zoom and Zoom Presentation; and
 - c. Any other virtual platform satisfying the requirements of this Section 3.1.6 that has been specifically approved by Council motion.

MONROE CITY COUNCIL RULES OF PROCEDURE

3.1.6.3 It is the policy of the City to reasonably attempt, in good faith to accommodate and facilitate Remote Participation by Council Members in accordance with this Section 3.1.6. Notwithstanding the foregoing, however, any Councilmember using Remote Participation shall bear the exclusive risk that the virtual platform being used to effectuate the Remote Participation may malfunction or otherwise fail to operate properly in a manner that effectively prevents the Councilmember's attendance and participation at the meeting. Except to the extent necessary to ensure a quorum, no such malfunction or operational failure shall require the adjournment, continuation or cancelation of any Council meeting, or the postponement of any Council vote; provided, that the City Council may in its sole discretion vote to adjourn, continue or cancel a meeting, or postpone a Council vote, as deemed appropriate to respond to a malfunction or operational failure of the virtual platform.

- 3.2 **SPECIAL MEETINGS:** Any Council meeting other than a regular meeting, which has been called for the purpose of conducting official action. Written notice shall be given to the members of the Council and the media at least 24 hours in advance, except that no notice shall be required if the meeting is necessary to address an emergency as contemplated in RCW 42.30.070 or 42.30.080. A Special Council meeting may be scheduled by the Mayor, or the City Administrator, or by a majority of the City Council.
- 3.3 All official meetings, minutes, and records of the Council shall be open to the public with the exception of executive sessions.
- 3.4 All public meetings of the City Council shall be open to the media, freely subject to recording by radio, television, and photographic services at any time, provided that such arrangements do not interfere with the orderly conduct of the meeting.
- 3.5 The City Council may choose to hold official City Council meetings in the community, or as joint meetings with other cities, or in other cities, provided that appropriate notice of such meeting is given in accordance with state law. Council cannot take final action on a resolution or ordinance at a meeting outside City limits. RCW 35A.12.110.
- 3.6 If any Tuesday on which a meeting is scheduled falls on a legal holiday, the meeting may by Council motion be rescheduled or cancelled. A special meeting may be called by the Mayor on a holiday if such meeting is necessary to conduct pending business.
- 3.7 The City Clerk will keep an account of all proceedings of the Council in accordance with statutory requirements and a summary of proceedings will be entered into a minute book constituting the official record of the Council. The official Council record shall be available for public review on the City's Website, or at City Hall during City Hall's regular business hours.

MONROE CITY COUNCIL RULES OF PROCEDURE

- 3.8 Citizens' comment sign-up sheets will be available at each Council meeting for the use of citizens wishing to address the Council. Public hearing sign-up sheets will be available for the meetings with a public hearing scheduled.

SECTION 4. PRESIDING OFFICER

- 4.1 The presiding officer at all meetings shall be the Mayor and in the absence of the Mayor, the Mayor Pro-Tem shall act in that capacity. If both the Mayor and the Mayor Pro Tem are absent, Councilmembers present shall elect one of their members to serve as presiding officer until the return of the Mayor or Mayor Pro-Tem.
- 4.2 The presiding officer shall:
- 1) Preserve order and decorum in the Council Chambers.
 - 2) Observe and enforce all policies and procedures adopted by Council.
 - 3) Appoint Councilmembers to serve on ad-hoc committees, if necessary.
 - 4) Recognize Councilmembers requesting the floor in the order in which they operate their signal light. It is the policy of the Monroe City Council to encourage its members to:
 - Speak one time to an issue taking care not to reiterate previous comments or arguments;
 - Rebut opposing arguments only once;
 - Speak only twice on the same subject without permission of the presiding officer;
 - Wait for presentations to conclude before offering comments and asking questions; and
 - Speak to the merits of an issue and avoid references to personalities.
- 4.3 When a Councilmember serves as presiding officer, the Councilmember shall have only those rights and shall be governed in all matters and issues by the same rules and restrictions as other Councilmembers.

SECTION 5. ORDER OF REGULAR COUNCIL MEETING AGENDA

- 5.1 The following is the usual order of the agenda for the Monroe City Council's regular meeting; however, the order may be changed by the Mayor or Council. Changes to the order may also be made by the City Administrator, which shall be deemed approved unless a majority of Council members object:
- 5.1.1 CALL TO ORDER: The presiding officer calls the meeting to order.
- 5.1.2 ROLL CALL: The City Clerk shall call the roll, and the presiding officer shall indicate any Councilmember who is not in attendance whether or not the Councilmember has an excused absence. Councilmembers may make a motion to excuse absent Councilmembers.
(Councilmembers are to inform the Mayor, the City Administrator, or the City Clerk if they are unable to attend any Council meeting or if they knowingly will be late to any meeting.)

**MONROE CITY COUNCIL
RULES OF PROCEDURE**

5.1.3 PLEDGE OF ALLEGIANCE

5.1.4 ANNOUNCEMENTS/PRESENTATIONS³

5.1.5 PUBLIC HEARINGS: At the time and place specified in the hearing notice, the presiding officer will open the public hearing, announce the time allotted for individual speakers, and call upon staff to describe the matter under consideration.

Following questions from Council regarding the matter, the presiding officer will call for comments from proponents, opponents, and all other individuals wishing to speak on the matter.

The presiding officer closes the public hearing or continues it to a future time certain. The presiding officer may request that final action be taken at close of the hearing, rather than later on the agenda.

5.1.6 PUBLIC COMMENTS:⁴ This time is set aside for members of the audience to speak to the City Council on any issue related to the City of Monroe, except any pending quasi-judicial matter subject to a public hearing members of the public wanting to voice concerns about quasi-judicial matters must do so during and in accordance with the public hearing process). Those items are marked with an asterisk (*). You are welcome to address the Council on any other subject. Council usually does not take action on matters brought up during audience participation and may, if appropriate, schedule the matter for a subsequent meeting. Before making comments, the speaker is encouraged to state for the official record their name and address. Three minutes will be allowed per speaker when addressing Council. Documents received from members of the public will not be read into the record by City Officials or staff but rather filed as part of the record. It may however be read into the record by the author or the author's designee. It is encouraged that the author for the official record, write their name and address on the document.

5.1.7 STUDENT REPRESENTATIVE REPORT. This time is set aside for the Student Representative to report on activities and events at the high school.

³ See Section 11, Presentations.

⁴ See Section 11, Presentations.

MONROE CITY COUNCIL RULES OF PROCEDURE

5.1.8 CONSENT AGENDA:⁵

- 5.1.8.1 When the City Administrator or designee determines that any item of business requires action by the Council but is of a routine and noncontroversial nature, such item may be presented at a regular meeting of the council as part of a Consent Agenda.
- 5.1.8.2 The Consent Agenda shall be introduced by a motion "To approve the Consent Agenda" and shall be considered by the Council as a single item.
- 5.1.8.3 There shall be no debate or discussion by any member of the Council regarding any item on the Consent Agenda, beyond asking questions for simple clarification.
- 5.1.8.4 On objection by any member of the council to inclusion of any item on the Consent Agenda, that item shall be removed from the Consent Agenda forthwith. Such objection may be made at any time prior to the taking of a vote on the motion to approve the Consent Agenda. All such items shall be considered individually, immediately following the Consent Agenda.
- 5.1.8.5 Approval of the motion to approve the Consent Agenda shall be fully equivalent to approval, adoption, or enactment of each motion, resolution, ordinance, or other item of business thereon, exactly as if each had been acted upon individually.
- 5.1.8.6 Consent Agenda items may include; but, shall not be limited by this reference: approval of all Council minutes, final approval of leases and contracts, final acceptance of grants, deeds or easements, setting dates for public hearings, approval of change orders, acknowledging receipt of claims for damages against the City, approval of claims or vouchers, passage of resolutions and/or ordinances requiring no further public hearing and which the Council has given directions to prepare, and any other such routine items as the City Administrator/designee, may deem appropriate to be placed upon such a Consent Agenda.

5.1.9 UNFINISHED BUSINESS: Unfinished Business consists of subjects that have previously been introduced to or considered by the Council, but have not been finalized. Final approval/adoption may be taken during this portion of the meeting. First readings of ordinances may be placed as Unfinished Business, if the subject had been introduced to Council at a previous meeting.

⁵ Section 5.1.7, *Consent Agenda* is copied from Resolution 96/16, *Adopting a Consent Agenda*, December 11, 1996.

MONROE CITY COUNCIL RULES OF PROCEDURE

- 5.1.10 NEW BUSINESS:⁶ New Business consists of subjects which have not previously been considered by the Council and which may require discussion and action. The first reading of proposed ordinances may occur at this time. Official final action may also be taken on items under “New Business.”
- 5.1.11 FINAL ACTION: Discussions and deliberations on items listed in this section have been completed and it is anticipated Council is prepared to take an official final action. Except for unforeseen matters reasonably requiring immediate or short-term attention, every effort will be made to provide meeting materials to the Council twenty-four hours in advance. In general, items should be reviewed during “New Business” in a prior meeting before being placed under “Final Action.”
- 5.1.12 COUNCILMEMBER REPORTS: Councilmembers report on Council committee meetings, other regional meetings, and activities in which they have participated.
- 5.1.13 STAFF/DEPARTMENT REPORTS. Verbal or written reports are given by staff on issues of interest to the Council that does not require official action that night.
- 5.1.14 MAYOR/ADMINISTRATIVE STAFF REPORTS: Reports by the Mayor and City Administrator, if any, are made to the Council on issues of interest to the Council that do not require official action. The draft agenda for the next Council meeting is presented at this time, as well.
- 5.1.15 EXECUTIVE SESSIONS: Executive Sessions may be held during regular, special, or emergency meetings, or may be held as separate meetings. Executive Session subjects are limited to considering matters relating to real property acquisition and sale, public bid contract performance, complaints against public officers and employees, personnel issues, litigation, and other matters authorized by RCW Chapter 42.30. Before convening an Executive Session, the Mayor, or designee, shall announce the purpose of the meeting and the anticipated amount of time needed for the Session. At the conclusion of the Executive Session, if appropriate, the public meeting will reconvene and action taken.
- 5.1.16 ADJOURNMENT: The presiding officer adjourns the meeting after a motion to adjourn is made, seconded, and passed.
- 5.2 The Mayor, City Council, or City Administrator may add items to an agenda and Council may take action on items not listed on the agenda. (Pursuant to Section 10.1, an addition by City Council must be at the request of at least two Councilmembers.)

⁶ Section 142.23: certain “correspondence” is placed under New Business or Final Action, with backup information. See 142.1 - 142.34 for all types of correspondence.

MONROE CITY COUNCIL RULES OF PROCEDURE

SECTION 6. COUNCIL DISCUSSION

6.1 All Council discussion unless otherwise noted here, shall be governed by ROBERT'S RULES OF ORDER, THE MODERN EDITION.

SECTION 7. TYPES OF COUNCIL ACTION

7.1 The City Council may take action only during an official Council meeting by adopting a minute order, a resolution, or an ordinance. These actions are listed in order of complexity and formality – a minute order is easier to issue and change than an ordinance.

7.2 Minute Order. An adopted motion of the City Council recorded in the official record. A minute order may adopt proclamations of recognition, signify Council's acknowledgement or recognition of staff action, or serve as a marker in the official record documenting Council's deliberations or conclusions. A minute order may be adopted by a majority of those present at a meeting.

7.3 Resolution. An action of the City Council in which Council resolves to direct certain types of action. A resolution may be changed by a subsequent resolution. A resolution may be adopted by a majority of those present at a meeting.

7.4 Ordinances. Ordinances are official acts of the legislative body enacting local law and must receive a minimum of four affirmative votes (see section 8.9). They are the most permanent and binding form of Council actions and may be changed or repealed only by a subsequent ordinance. Ordinances accepting final plats shall be read once before adoption. All other ordinances shall be read two times before adoption unless the Council waives a second reading. Adopting an ordinance on a first reading shall waive the second reading by implication if no express waiver is made.

Ordinances normally become effective five days after publication in the city's official newspaper. If an ordinance is subject to Initiative or Referendum process, there is a thirty-day waiting period. If legally sufficient petitions are filed, the ordinance may be rescinded or subject to a public vote.

The Mayor holds the exclusive power to review and veto Council's ordinances.⁷ Ordinances vetoed by the Mayor will be considered by Council in accordance with state law. Five affirmative votes, not including recusals, must be cast by Council members to override the Mayor's veto.

SECTION 8. MOTIONS

8.1 Motions shall be clear and concise and shall not include arguments for the motion within the motion. If a motion does not receive a second it dies.

⁷ RCW allows Mayor 10 days from date of passage to veto.

MONROE CITY COUNCIL RULES OF PROCEDURE

Motions that do not need a second include: nominations, withdrawal of motion, agenda order, request for a roll call vote, and point of order.

- 8.2 After a motion and a second, the presiding officer shall restate the motion, state the names of the Councilmembers making the motion and second, and Council will be given the opportunity to debate prior to the vote. No further citizen comments without Council request or permission may be heard once a motion and second is on the floor.
- 8.3 A motion may be withdrawn or modified by the maker of the motion, at any time prior to the motion being restated by the presiding officer, without the consent of Council. Once restated, a motion may be withdrawn or modified by the maker only through a request for permission to withdraw or modify, and granted by the Council.
- 8.4 A motion to “lay on the table” (to set the pending matter aside in order to address an item of immediate urgency or an item which needs to be addressed prior to the pending matter) requires a second and is not debatable. Any member may make a motion to “take from the table” any time during the same meeting, or the next regular meeting, as long as no question is pending. Such an item requires a second and a majority vote of those present. If the item is not taken from the table by the end of the next regular meeting, it shall be considered expired.
- 8.5 A motion to “postpone to a certain time” requires a second, is debatable, is amendable, and may be reconsidered only at the same meeting. The question being postponed must be considered at that later time.
- 8.6 A motion to “call for the question” shall close debate on the main motion and is non-debatable. This motion must receive a second and fails without a two-thirds vote of those present. (If 7 Councilmembers are present, then 5 must vote in the affirmative to meet this 2/3 requirement.) Debate is reopened if the motion fails.
- 8.7 A motion to “amend” is defined as amending a motion that is on the floor and has been seconded, by inserting or adding, striking out, or substituting.
- 8.8 The motion maker, the Mayor, or the City Clerk, should repeat the motion prior to voting. The City Clerk shall take a roll call vote, if requested by the Mayor, a Councilmember, or when required by law. At the conclusion of any vote, the Mayor shall inform the Council of the results of the vote. A motion that receives a tie vote is deemed to have failed, unless the Mayor chooses to break the tie by casting an affirmative for those items that the Mayor is allowed to break the tie (section 8.12) vote of those present. A Councilmember may choose to abstain from voting on an item; an abstention will not count as a vote in the affirmative or the negative on the question; and will be noted in the minutes accordingly.
- 8.9 Each member present may vote or abstain on all questions put to the Council except on matters in which he or she has been disqualified for a conflict of interest or under the appearances of fairness doctrine as defined by applicable State Law.

MONROE CITY COUNCIL RULES OF PROCEDURE

Such members shall disqualify themselves prior to any discussions of the matter and shall leave the Council Chambers if considered necessary by the City Attorney. When disqualification of a member or members results or would result in the inability of the Council to act on a matter on which it is required by law to take action, any member absent or who had been disqualified under the appearances of fairness doctrine may subsequently participate provided such member first shall have reviewed all materials and listened to all tapes of the proceedings in which the member did not participate.

- 8.10 A motion to “reconsider” may be made during the same meeting in which a question has been decided, by any Councilmember who voted in the majority on the question. Such an item requires a second and a majority vote of those present.
- 8.11 A motion to “rescind” or “amend something previously adopted⁸” at a previous meeting requires a second, is debatable, is amendable, and requires a majority vote with previous notice, and a two-thirds vote without previous notice.
- 8.12 In accordance with the RCW, the Mayor does not participate in Council votes, unless it becomes necessary to break a tie vote. The Mayor shall not break tie Council votes involving the passage of an ordinance, the acceptance of a grant, the revocation of a franchise or a license, or the payment of money.
- 8.13 The City Attorney, or City Clerk in absence of the City Attorney, shall decide all questions of interpretations of these policies and procedures and all other questions of a parliamentary nature, which may arise at a Council meeting. All cases not provided for in these policies and procedures shall be governed by ROBERT’S RULES OF ORDER, THE MODERN EDITION. In the event of a conflict, these policies and procedures shall prevail.
- 8.14 A tie vote, (3-3, 2-2) on an Ordinance or matter requiring four affirmative votes for passage, shall not be final action of the matter voted upon, but shall be deemed to have postponed the matter until the next regular meeting at which all seven Councilmembers are present. Staff will insure that the Ordinance or matter is scheduled for an appropriate agenda.
- 8.15 A non-tie vote (3-2, 2-3, 3-1, 1-3) which fails for a lack of four affirmative votes, if the matter requires four affirmative votes for passage, shall be deemed to defeat the matter voted upon. But, any Councilmember may move to reconsider the matter at the same meeting if all seven Councilmembers are present; or two Councilmembers may request to bring the item back for action at a future meeting where all seven Councilmembers are present.

⁸ NOTE: A formal “motion to amend something previously adopted” is unnecessary in order for the City Council to amend previously adopted ordinances, resolutions, plans, policies and similar legislative enactments that have already taken effect.

MONROE CITY COUNCIL RULES OF PROCEDURE

SECTION 9. COUNCIL MEETING STAFFING

- 9.1 The City Administrator, or designee, shall attend all meetings of the City Council unless excused by the Mayor. The City Administrator may make recommendations to the Council and may take part in discussions of the Council, but shall have no vote.
- 9.2 The City Attorney, or designee, shall attend all meetings of the Council unless excused by the Mayor or the City Administrator and shall, upon request, give a legal opinion, either written or oral, on legal questions and matters. The City Attorney, or City Clerk in the absence of the City Attorney, shall act as the Council's parliamentarian. The City Attorney shall refrain from providing personal opinions or recommendations unless specifically requested.
- 9.3 The City Clerk, or designee, shall attend all regular meetings of the City Council, keep the official records and minutes, and perform such other duties as may be needed for the orderly conduct of the meeting. The City Clerk shall attend other meetings when requested by the Mayor, the City Administrator, or City Council.

SECTION 10. AGENDA PREPARATION⁹

- 10.1 The City Administrator, or designee, with the approval of the Mayor, will prepare an agenda for each Council meeting specifying the time and place of the meeting and setting forth a brief general description of each item to be considered by the Council. An item may be placed on the agenda by the Mayor, the City Administrator, a Department Head, with the concurrence of the City Administrator, or at the request of at least two Councilmembers. During the meeting subject to the agenda, Council members may by majority vote modify the agenda, including additions and deletions, to the extent authorized by law.

The City Administrator, presiding officer, or designee shall present the agenda for the next meeting.

- 10.2 Some agenda items may be listed on the agenda for a time certain. Such listing will mean that an item will be heard as soon as reasonably possible after the specified time. However, legally required and advertised public hearings will have a higher priority over other time-scheduled agenda items that have been scheduled for convenience rather than for statutory or other legal reasons.
- 10.3 The City will endeavor to schedule sufficient time between public hearings and other items so the public is not kept unduly waiting and so the Council will have sufficient time to hear testimony and to deliberate matters among themselves.
- 10.4 Public hearings will be scheduled as needed.
- 10.5 To the extent possible, agenda items continued from one meeting will have preference on the next agenda.

⁹ The City Administrator establishes guidelines and deadlines for submitting items to administer this process.

MONROE CITY COUNCIL RULES OF PROCEDURE

- 10.6 The City Administrator, or designee, shall attempt to have the meeting agenda finalized by 12:00 PM on the Friday prior to the Council meeting. The agenda and available documents will be made available to Council Members, the media and the public on the City Website.

SECTION 11. PRESENTATIONS TO COUNCIL

- 11.1 Remarks made to Council should address the Council as a whole. Any person making personal, impertinent, or slanderous remarks, or who becomes boisterous, threatening, disruptive, or personally abusive may be requested to leave the meeting.
- 11.2 The presiding officer has the authority to preserve order at all meetings of the Council, to cause removal of any person from any meeting for disorderly conduct, and to enforce the rules of the Council. The presiding officer may command assistance of any peace officer to enforce all lawful orders of the presiding officer to restore order at any meeting.
- 11.3 Citizens wishing to address complaints, concerns or questions to the City Council are encouraged to first contact the City Administrator or can, however, contact the City Council directly. If the issue is not resolved at the staff level, the City Administrator may place the matter on a council agenda with the appropriate background information.

SECTION 12. APPEALS BEFORE COUNCIL

- 12.1 Purpose; Scope. The purpose of this Section 12 is to establish rules governing certain administrative appeals before the City Council. The provisions of this section apply exclusively to appeals for which: (i) the City Council has been designated as the appellate venue by ordinance, and (ii) the specific procedures for which are not set forth in the MMC or other ordinance. Without limitation of the foregoing, the following procedures shall expressly not apply to appeals within the scope of Chapter ~~22.841.50 MMC~~ ~~or Chapter 21.60 MMC~~.
- 12.2 Construction. The provisions of this Section 12 are intended to supplement, and not contradict or supersede, the applicable provisions of the MMC and other City ordinances. To the extent that the provisions of this Section 12 are inconsistent with any applicable provision of the MMC or other ordinance, the MMC or ordinance provision shall control.
- 12.3 Commencing an appeal.
- 12.3.1 Who may appeal. Standing to file an administrative appeal to the City Council shall be limited to those parties authorized by ordinance.
- 12.3.2 Form of appeal. Except as otherwise provided by ordinance, an appeal shall be submitted to the City Clerk's Office in writing and shall set forth:

**MONROE CITY COUNCIL
RULES OF PROCEDURE**

12.3.2.1 Facts demonstrating that the person is adversely affected by the challenged administrative decision;

12.3.2.2 A concise statement identifying each alleged error of fact, law, or procedure, and the manner in which the challenged administrative decision fails to satisfy the applicable decision criteria;

12.3.2.3 The specific relief requested.

12.3.3 Time to Appeal. Except as otherwise provided by ordinance, the written appeal must be received by the Monroe City Clerk's Office no later than 5:00 p.m. on the fourteenth day following the issuance date of the decision being appealed.

12.4 Appeal Proceeding Before Council.

12.4.1 Scheduling/Notice. Following receipt of a written appeal, staff shall schedule the appeal hearing to occur before the City Council at a meeting within 30 days as an action item under New Business and shall provide written notice to the parties to the appeal.

12.4.2 Types of Appeals. Any appeal from an administrative decision for which there has already been an open-record hearing or similar evidentiary proceeding as part of the underlying administrative process shall be a closed-record appeal. All other appeals shall be open-record appeals.

12.4.3 Submission of Written Materials.

12.4.3.1 For open-record appeals, all evidence, written statements, and identification of witnesses to be called at the hearing (if appropriate) from the parties to the appeal shall be submitted to the City Clerk's Office 7 working days prior to the scheduled appeal hearing.

12.4.3.2 For closed-record appeals, staff shall provide the City Council with a copy of the administrative record underlying the challenged decision 7 working days prior to the hearing date. Any written statements from the parties shall be submitted to the City Clerk's office 7 working days prior to the hearing date. No information, evidence, or facts shall be cited to or considered by the City Council unless the same is contained within the administrative record.

12.4.4 Conduct of the appeal proceeding.

12.4.4.1 Who may participate: Only the appellant, the owner(s) of property subject to the underlying application or decision (if different from the appellant), and the respondent (typically City staff), or the

MONROE CITY COUNCIL RULES OF PROCEDURE

representatives of these parties, may participate in the appeal hearing. Provided, that properly identified witnesses may testify in open-record appeal hearings.

12.4.4.2 Issues. The City Council shall limit its consideration to those alleged errors clearly identified in the appellant's original written appeal.

12.4.4.3 Appeal proceeding sequence of events.

12.4.4.3.1 The presiding officer will introduce the matter being heard, review the applicable rules of procedure, and address the appearances of fairness doctrine.

12.4.4.3.2 Appellant Testimony. The appellant shall be given 15 minutes to present oral argument to the City Council. For open-record appeals, any presentation of witnesses shall occur within this timeframe. (New information, evidence or facts is only allowed for open-record appeals).

12.4.4.3.3 Respondent Testimony. The respondent shall be given 15 minutes to present oral argument to the City Council. (New information, evidence or facts is only allowed on open record appeals).

12.4.4.3.4 Rebuttal testimony. Appellant shall be given 5 minutes for rebuttal.

12.4.4.3.5 Questions from the hearing body. The City Council may ask clarifying questions of the parties at the close of testimony.

12.5 City Council Decision on Appeal.

12.5.1 Standards. The City Council may grant the appeal, grant the appeal with modifications, or deny the appeal. The Council's review shall be de novo, and no presumption of validity shall attach to the challenged administrative decision.

12.5.2 Conditions. The City Council may impose reasonable conditions as part of the granting of an appeal or granting of an appeal with modification to reasonably ensure conformance with the criteria under which the application was made.

12.5.3 Findings. The City Council shall adopt written findings and conclusions which support its decision on the appeal. The City Council shall reasonably endeavor to adopt such findings and conclusions within 14 working days of the appeal hearing. The City Council's written findings and conclusions shall

MONROE CITY COUNCIL RULES OF PROCEDURE

serve as the City's final, appealable decision with respect to the matter at issue.

- 12.5.4 Required Vote. A vote to grant the appeal or grant the appeal with modifications must be by a majority vote unless a different vote requirement is established by ordinance or law. A tie vote shall be decided by the vote of the Mayor. Any other vote constitutes denial of the appeal.

SECTION 13. CLOSED RECORD PROCEEDINGS

- 13.1 Applicability. These procedures set forth in this section shall govern quasi-judicial land use proceedings for which: (i) the city council is designated as the final decision-maker, and (ii) the hearing examiner has conducted an open-record pre-decisional hearing and has forwarded a report and recommendation for approval or denial to the city council. Without limitation of the foregoing, these procedures are inapplicable to closed-record appeals. These procedures are supplementary, and subordinate, to any applicable procedures set forth in the Monroe Municipal Code.
- 13.2. Transmittal of Hearing Examiner Recommendation. The community development department shall forward a copy of the hearing examiner's report and recommendation to the city council at least seven days prior to the date of the closed-record proceeding.
- 13.3 Access to Administrative Record. The community development department shall provide the city council with a physical copy of, or electronic link to, the administrative record created before the hearing examiner. All council members shall reasonably familiarize themselves with the content of the administrative record prior to the closed-record proceeding.
- 13.4. City Council Review. Following appearance of fairness disclosures as appropriate, the city council shall consider the hearing examiner's report and recommendation based exclusively upon the administrative record created before the hearing examiner. No additional argument, testimony or evidence shall be accepted from any party. Provided, that new evidence directly related to, and/or necessitated by, appearance of fairness matters shall be admissible to the extent allowed by law.
- 13.5. Decision. At the conclusion of the city council's deliberations, the city council shall vote and shall thereafter issue a final written decision approving or denying the proposal(s). The city council may adopt the hearing examiner's findings and/or enter its own findings in support of the council's decision.
- 13.6 Judicial Appeal. Unless otherwise provided by law, the city council's decision shall serve as the final decision of the city and shall be appealable to the Snohomish County Superior Court in accordance with the standards and procedures set forth in Chapter 36.70C RCW.

SECTION 143. WRITTEN CORRESPONDENCE WITH THE COUNCIL

MONROE CITY COUNCIL RULES OF PROCEDURE

Access to the City Council by written correspondence is a significant right of all members of the general public, including in particular citizens of the City. The City Council desires to encourage the exercise of this access right by the general public to bring to the attention of the Council, matters of concern to Monroe residents. In order to do this most effectively, some orderly procedure for the handling of written correspondence is essential. Documents received from citizens will not be read into the record by City Officials or staff but rather filed as part of the record. They may however be read into the record by the author or the author's designee, subject to the applicable speaking time limitations established by these Rules of Procedure.

One concern is application of the appearance of fairness doctrine to correspondence addressed to the Council, concerning matters which will be coming before the City Council in a quasi-judicial or land use hearing context. Special care in the way the content of those letters is brought to the attention of the individual members of the Council is essential in order that an unintended violation of the appearance of fairness doctrine does not result.

The Council believes that the following procedure for handling of written correspondence addressed to the Council will best accommodate the desires and concerns of the Council as set forth in this section.

4314.1 Correspondence of an Information Only nature – correspondence which is purely of an informational nature and does not require a response or action and Routine Requests – items of a routine nature (minor complaints, routine requests, referrals, etc.) will be transmitted to the Councilmembers either by e-mail, a hard copy in their City mailbox, or a hard copy distributed at the Council meeting.

4314.2 Significant Correspondence – Written correspondence which obviously requires some Council discussion, is of a policy nature or for which a non-routine official action or response is required, shall be placed on the regular council agenda, either under New Business or if appropriate, Final Action, and shall be accompanied by backup information as are all other agenda items.

4314.3 Correspondence Directly Relating to Pending Quasi-Judicial Hearing Matters – Copies of such correspondence shall not then be included within the agenda materials, but shall be placed in a City Council communication holding file, or directly into the appropriate hearing file, so that they will be circulated to City Councilmembers at the time that the matter comes before the City Council for its quasi-judicial consideration, and as a part of the hearing course. PROVIDED, that such materials shall not be circulated to Councilmembers where the pending quasi-judicial matter is a closed record proceeding.

SECTION 4415. RESPECTING ROLES AND RESPONSIBILITIES

4415.1 The City Council and the Mayor shall continue to demonstrate their mutual respect of each other's respective roles and responsibilities. The Mayor acknowledges the Council as the policy making body for the City and the Council

MONROE CITY COUNCIL RULES OF PROCEDURE

acknowledges the Mayor as the City's Chief Administrative Officer responsible for implementing Council's policies.

4415.2 The Mayor shall refer policy questions to the City Council and shall endeavor to fully and completely implement Council's policy decisions and legislative directives.

4415.3 Councilmembers shall not attempt to influence staff in the selection, or direction of personnel, the awarding of contracts, the selection of consultants, the processing of development applications, or the granting of City licenses or permits. The Council shall not attempt to change or interfere with the operating rules and practices of any city department. Councilmembers are not prohibited from discussing policy issues, requesting information from or asking questions of the Mayor or City Administrator.

SECTION 44A15A. COUNCIL LEGISLATIVE COMMITTEES

44A15A.1 Purpose. The purpose of a council legislative committee is to formulate policy recommendations and gather policy information for the City Council in order to provide for more efficient and effective use of City Council meeting time. Committees will address issues assigned to them by the City Council. The committees are not intended to oversee or interfere with the administration.

44A15A.2 Staffing. Administrative support to and attendance of committees is provided at discretion of the Mayor. The Mayor or City Administrator may participate as an ex-officio member of each committee. Meeting agendas, if any, and committee minutes, and committee reports may be prepared by staff if directed by the Mayor and requested by the committee.¹⁰

44A15A.3 Committees Established. A council legislative committee shall consist of up to three council members with two making a quorum. Legislative committees have the following functions:

A. Transportation/Planning, Parks & Recreation, and Public Works (P3) Committee. The primary purpose of the P3 committee is to review and advise upon matters of policy assigned by the City Council involving the physical and economic development of the city as well as matters involving planning for transportation systems and facilities, as well as City infrastructure, and including water and sewer utilities, parks and recreation, and property management, sales, and acquisitions.

B. Public Safety Committee. The primary purpose of the Public Safety Committee is to review and advise upon matters of policy assigned by the City Council involving public health, welfare, and safety; including issues related to police, emergency management, public defense and prosecution, municipal court, nuisance abatement, and code enforcement issues.

¹⁰ Minutes required, see Sec. 13A.5.

MONROE CITY COUNCIL RULES OF PROCEDURE

C. Finance and Human Resources Committee. The primary purpose of the Finance and Human Resources Committee is to review and advise upon on matters of policy assigned by the City Council involving city financial affairs, including budget development goals and major financial policies such as reserves and fund balance levels, grants and Interlocal Agreements, personnel matters (e.g. union negotiations, employee benefits), and approval of warrants.

D. Legislative Affairs Committee: The primary purpose of the Legislative Affairs Committee is to review and advise upon legislative matters at county, state, and federal levels of interest to the City Council; and City Council policies and procedures.

44A15A.4 Performance of Tasks. The committees created in this chapter shall perform such tasks in line with the subjects described in Section 13A.3, or as may be referred to them by the Council. Committee functions are to be flexibly applied and issues such as committee workload and member expertise may be as important as or more important than committee function in assigning tasks to committees. The committees shall not preclude the Council from creating any other ad hoc or other committee with similar functions.

44A15A.5 Committee Minutes and Reports. Committee minutes shall be written, including time, date, and location of meeting, attendance, topics discussed, and any reports to council. Committee reports should be very brief, giving subject matter and date(s) during which subject was discussed. Reminders of upcoming Committee meeting dates may be given, but are not considered "reports".

44A15A.6 Assignment of Members - Chairperson. Councilmembers shall be assigned to a committee as determined by the city council annually in January. A chairperson for each committee shall be selected by the committee members to preside over committee meetings. After January assignments have been made, the committees shall discuss and establish regular meeting dates, which are open to the public as required by the Open Public Meeting Act, Chapter 42.30 RCW.

SECTION 4516. REPRESENTING THE POSITION OF THE CITY

4516.1 If a Councilmember or the Mayor appears on behalf of the City before another Governmental Agency, a community organization or the media for the purpose of commenting on an issue, the majority position of the Council, if known, is to be stated. Personal opinions and comments which differ from the Council majority may be expressed if it is clearly stated the comments do not reflect the majority Council position.

4516.2 A Councilmember's concurrence shall be obtained before a second party shares that Councilmembers view or position with the media, another governmental agency, or a community organization.

4516.3 Letters, written statements, newspaper, guest opinions, etc., which state a Council opinion shall be submitted to the full Council for review, comment, and final

MONROE CITY COUNCIL RULES OF PROCEDURE

approval prior to their release. In some cases, it may be appropriate to provide for the signatures of the full Council.

SECTION 167. CONFIDENTIALITY

176.1 Councilmembers shall keep confidential all written materials and verbal information provided to them during executive sessions to ensure that the City's position is not compromised. Confidentiality also includes information provided to Councilmembers outside of executive sessions when the information is considered to be exempt from disclosure under exemptions set forth in the RCW.

176.2 If the Council, in executive session, has given direction or consensus to city staff on proposed terms and conditions for any type of issue, all contact with the other party shall be done by the designated city staff representative handling the issue. Prior to discussing the information with anyone other than fellow Councilmembers, the Mayor, the City Attorney, or staff designated by the City Administrator, Councilmembers should review such potential discussion with the City Administrator or City Attorney. Any Councilmember having such contact or discussion is to make a full disclosure to the Mayor or City Council in a timely manner.

SECTION 1718. SUSPENSION AND AMENDMENT OF RULES

187.1 Any provision of these rules not governed by state law or ordinance may be temporarily waived suspended by a majority vote of the Council, except as otherwise specified in these rules or required by law. Any formal action of the City Council in violation or disregard of these rules shall be deemed as an implied waiver thereof.

187.2 These rules may be amended or new rules adopted, by a majority vote of the Council.

SECTION 189. EFFECT OF RULES

1819.1 These rules are for the sole convenience of the City Council, and may only be enforced by Council Members. Nothing in these rules shall be construed as creating any enforceable right, entitlement, or cause of action in or for any other party.

1819.2 If any sentence, clause or provision of these rules irreconcilably conflicts with an applicable provision of state or federal law or is otherwise invalidated by a court of competent jurisdiction, the offending sentence, clause or provision of these rules shall be severable from the remainder.

**MONROE CITY COUNCIL
RULES OF PROCEDURE**

NOTE: Last revision – AB19-070, Approved March 26, 2019.

**MONROE CITY COUNCIL
RULES OF PROCEDURE**

TABLE OF CONTENTS

<u>DESCRIPTION</u>	<u>PAGE NO.</u>
SECTION 1. AUTHORITY	2
SECTION 2. FORM OF GOVERNMENT	2
SECTION 3. COUNCIL MEETINGS	3
SECTION 4. PRESIDING OFFICER	5
SECTION 5. ORDER OF REGULAR COUNCIL MEETING AGENDA	5
SECTION 6. COUNCIL DISCUSSION	9
SECTION 7. TYPES OF COUNCIL ACTION	9
SECTION 8. MOTIONS	9
SECTION 9. COUNCIL MEETING STAFFING	12
SECTION 10. AGENDA PREPARATION	12
SECTION 11. PRESENTATIONS TO COUNCIL	13
SECTION 12. APPEALS BEFORE COUNCIL	13
SECTION 13. WRITTEN CORRESPONDENCE WITH THE COUNCIL	16
SECTION 14. RESPECTING ROLES AND RESPONSIBILITIES	17
SECTION 14A. COUNCIL LEGISLATIVE COMMITTEES	17
SECTION 15. REPRESENTING THE POSITION OF THE CITY	18
SECTION 16. CONFIDENTIALITY	19
SECTION 17. SUSPENSION AND AMENDMENT OF RULES	19
SECTION 18. EFFECT OF RULES	19

MONROE CITY COUNCIL RULES OF PROCEDURE

SECTION 1. AUTHORITY

- 1.1 The Monroe City Council hereby establishes the following procedures for the conduct of Council meetings, proceedings, and business. These procedures shall be in effect upon adoption by the Council and until such time as they are amended or new procedures are adopted in the manner provided by these rules.

SECTION 2. FORM OF GOVERNMENT

- 2.1 The City of Monroe is organized as a municipality under the Revised Code of Washington (RCW) as a Non-Charter, Code City, Mayor/Council form of government. As such, roles and responsibilities of the Mayor and Council are defined in the RCW.

- 2.2 RCW 35A.11.020 lists the specific powers vested in the City Council. The following is a summary list of City Council powers:

- Define the functions of officers and employees.
- Define the powers and duties of officers and employees.
- Fix compensation of officers and employees.
- Fix working conditions of officers and employees.
- Maintain civil service or merit employment system.
- Maintain retirement and pensions systems.
- Adopt and enforce ordinances regulating local affairs and municipal affairs.
- Impose fines and penalties for violation of city ordinances.
- Exercise all powers possible for a city or a town to exercise under the Constitution so long as the power is not specifically denied to code cities by law.
- Regulate the acquisition, sale, ownership, improvement, maintenance, protection, restoration, regulation, use, leasing, disposition, vacation, abandonment or beautification of public ways, all public real property, all waterways, and all structures and any other improvement.
- Engage in collective bargaining.
- Render social services.
- Render recreational services.
- Render educational services.
- Render corporate services.
- Operate and supply utilities.
- Impose taxes if not prohibited by other state law.
- Approve claims against the City (RCW 34A.31.030).
- Engage in interlocal agreements, to accept gifts and to accept grants (RCW 35A11.040).
- To cause the City to participate in economic opportunity programs (RCW 35A.11.060).

MONROE CITY COUNCIL RULES OF PROCEDURE

- 2.3 The duties of the Mayor, who is the Chief Executive Officer of the City, are listed in Sections 35A.12.090 and 35A.12.100 of the RCW. The following is a summary list of the duties of the Mayor:
- To oversee the departments and the employees.
 - To appoint and remove any administrative officer or assistant.
 - To see that laws are enforced.
 - To provide general supervision of the government and city interest.
 - To approve the official faithful performance bonds for officers and employees.
 - To approve payment and performance bonds of City contractors.
 - To enforce contracts.
 - To bring lawsuits but only with the approval of a majority of the Council.
 - To preside over Council meetings, but to vote only to break ties not involving the passage of an ordinance, the acceptance of a grant, the revocation of a franchise or a license, or a resolution to pay money.
 - To report to the Council on financial and other needs of the City.
 - To recommend Council action.
 - To prepare a proposed budget.
 - To veto ordinances, but subject to an override by the Council.
 - To perform as ceremonial head of the City.
- 2.4 Council compensation shall be established by the Monroe Salary Commission as set forth in Monroe Municipal Code 2.24.060.
- 2.5 Council may have a School District Student Representative position appointed to serve per Resolution No. 2012/023.

SECTION 3. COUNCIL MEETINGS

The Monroe City Council may hold one of two types¹ of official meetings when a quorum of its members is present. "Quorum" is defined as at least four members of the City Council. Council shall choose their seating arrangements on the dais at the first meeting of every even year; selection order to be determined by seniority of each council member and the number of years served on City Council.

- 3.1 **REGULAR MEETINGS:** Regular meetings of the Monroe City Council will be held the first four Tuesdays of each month at the Council Chambers in City Hall.² However, Council reserves the right as deemed necessary to cancel, adjourn, or continue any regular meeting in accordance with state law.
- 3.1.1 Regular meetings will begin at 7:00 PM, and will be scheduled to end at 10:00 PM; provided that meetings may be extended by majority vote of the Council.

¹ RCW provides for only two types of meetings, "regular" and "special."

² MMC 2.04.010: Provides for day and time of meetings. Also provides for study sessions.

MONROE CITY COUNCIL RULES OF PROCEDURE

- 3.1.2 The second and fourth Tuesdays of each month shall be deemed to be a “Business Meeting.” Business Meetings will be formal meetings for the purpose of all actions items; to include, and not be limited to, all public hearings, resolutions, ordinances, and minute orders for the approval of such items as appointment confirmations, contracts, interlocal agreements, grants, etc.
- 3.1.3 The first and third Tuesdays of each month shall be deemed to be a “Study Session.” Study Sessions will be informal meetings for the purpose of reviewing forthcoming programs or projects, or receiving similar information. No final decisions/actions can be made during a study session. Final action on study session items will be scheduled for a forthcoming regular or special Council meeting.
- 3.1.4 Separate from public hearings and the designated Public Comments portion of each Regular Meeting, participation in City Council discussions is limited to Councilmembers and those invited to speak by the Council.
- 3.1.5 During periods of a proclaimed emergency, a physically present quorum of Councilmembers is not required in order to conduct a meeting, if a quorum of Councilmembers is obtained through either physical presence at the meeting and/or through telephonic or other, similar, electronic means.
- 3.1.6 The provisions of this Section 3.1.6 apply to circumstances that are not covered by Section 3.1.5.
- 3.1.6.1 To the extent consistent with applicable state law, Councilmembers may attend and participate in a Council meeting remotely (“Remote Participation”) utilizing a City approved virtual platform. Any Councilmember intending to utilize Remote Participation for a meeting shall reasonably endeavor to provide at least two (2) weeks written notice of such intent to the Mayor, City Administrator, or City Clerk. The use of virtual platform equipment shall allow members of the public to be present at the meeting, allow the official minute recording staff person to observe all activity, allow the recording system to capture, in open session, all activity and discussion, and allow the Councilmembers and the public to adequately hear the discussion, comments, and any voting by the Councilmember attending through Remote Participation.
- 3.1.6.2 The following virtual platforms are hereby approved for Remote Participation:
- a. Microsoft Teams;
 - b. Zoom and Zoom Presentation; and
 - c. Any other virtual platform satisfying the requirements of this Section 3.1.6 that has been specifically approved by Council motion.

MONROE CITY COUNCIL RULES OF PROCEDURE

3.1.6.3 It is the policy of the City to reasonably attempt, in good faith to accommodate and facilitate Remote Participation by Council Members in accordance with this Section 3.1.6. Notwithstanding the foregoing, however, any Councilmember using Remote Participation shall bear the exclusive risk that the virtual platform being used to effectuate the Remote Participation may malfunction or otherwise fail to operate properly in a manner that effectively prevents the Councilmember's attendance and participation at the meeting. Except to the extent necessary to ensure a quorum, no such malfunction or operational failure shall require the adjournment, continuation or cancelation of any Council meeting, or the postponement of any Council vote; provided, that the City Council may in its sole discretion vote to adjourn, continue or cancel a meeting, or postpone a Council vote, as deemed appropriate to respond to a malfunction or operational failure of the virtual platform.

- 3.2 **SPECIAL MEETINGS:** Any Council meeting other than a regular meeting, which has been called for the purpose of conducting official action. Written notice shall be given to the members of the Council and the media at least 24 hours in advance, except that no notice shall be required if the meeting is necessary to address an emergency as contemplated in RCW 42.30.070 or 42.30.080. A Special Council meeting may be scheduled by the Mayor, or the City Administrator, or by a majority of the City Council.
- 3.3 All official meetings, minutes, and records of the Council shall be open to the public with the exception of executive sessions.
- 3.4 All public meetings of the City Council shall be open to the media, freely subject to recording by radio, television, and photographic services at any time, provided that such arrangements do not interfere with the orderly conduct of the meeting.
- 3.5 The City Council may choose to hold official City Council meetings in the community, or as joint meetings with other cities, or in other cities, provided that appropriate notice of such meeting is given in accordance with state law. Council cannot take final action on a resolution or ordinance at a meeting outside City limits. RCW 35A.12.110.
- 3.6 If any Tuesday on which a meeting is scheduled falls on a legal holiday, the meeting may by Council motion be rescheduled or cancelled. A special meeting may be called by the Mayor on a holiday if such meeting is necessary to conduct pending business.
- 3.7 The City Clerk will keep an account of all proceedings of the Council in accordance with statutory requirements and a summary of proceedings will be entered into a minute book constituting the official record of the Council. The official Council record shall be available for public review on the City's Website, or at City Hall during City Hall's regular business hours.

MONROE CITY COUNCIL RULES OF PROCEDURE

- 3.8 Citizens' comment sign-up sheets will be available at each Council meeting for the use of citizens wishing to address the Council. Public hearing sign-up sheets will be available for the meetings with a public hearing scheduled.

SECTION 4. PRESIDING OFFICER

- 4.1 The presiding officer at all meetings shall be the Mayor and in the absence of the Mayor, the Mayor Pro-Tem shall act in that capacity. If both the Mayor and the Mayor Pro Tem are absent, Councilmembers present shall elect one of their members to serve as presiding officer until the return of the Mayor or Mayor Pro-Tem.
- 4.2 The presiding officer shall:
- 1) Preserve order and decorum in the Council Chambers.
 - 2) Observe and enforce all policies and procedures adopted by Council.
 - 3) Appoint Councilmembers to serve on ad-hoc committees, if necessary.
 - 4) Recognize Councilmembers requesting the floor in the order in which they operate their signal light. It is the policy of the Monroe City Council to encourage its members to:
 - Speak one time to an issue taking care not to reiterate previous comments or arguments;
 - Rebut opposing arguments only once;
 - Speak only twice on the same subject without permission of the presiding officer;
 - Wait for presentations to conclude before offering comments and asking questions; and
 - Speak to the merits of an issue and avoid references to personalities.
- 4.3 When a Councilmember serves as presiding officer, the Councilmember shall have only those rights and shall be governed in all matters and issues by the same rules and restrictions as other Councilmembers.

SECTION 5. ORDER OF REGULAR COUNCIL MEETING AGENDA

- 5.1 The following is the usual order of the agenda for the Monroe City Council's regular meeting; however, the order may be changed by the Mayor or Council. Changes to the order may also be made by the City Administrator, which shall be deemed approved unless a majority of Council members object:
- 5.1.1 CALL TO ORDER: The presiding officer calls the meeting to order.
- 5.1.2 ROLL CALL: The City Clerk shall call the roll, and the presiding officer shall indicate any Councilmember who is not in attendance whether or not the Councilmember has an excused absence. Councilmembers may make a motion to excuse absent Councilmembers.
(Councilmembers are to inform the Mayor, the City Administrator, or the City Clerk if they are unable to attend any Council meeting or if they knowingly will be late to any meeting.)

**MONROE CITY COUNCIL
RULES OF PROCEDURE**

5.1.8 CONSENT AGENDA:⁵

- 5.1.8.1 When the City Administrator or designee determines that any item of business requires action by the Council but is of a routine and noncontroversial nature, such item may be presented at a regular meeting of the council as part of a Consent Agenda.
- 5.1.8.2 The Consent Agenda shall be introduced by a motion "To approve the Consent Agenda" and shall be considered by the Council as a single item.
- 5.1.8.3 There shall be no debate or discussion by any member of the Council regarding any item on the Consent Agenda, beyond asking questions for simple clarification.
- 5.1.8.4 On objection by any member of the council to inclusion of any item on the Consent Agenda, that item shall be removed from the Consent Agenda forthwith. Such objection may be made at any time prior to the taking of a vote on the motion to approve the Consent Agenda. All such items shall be considered individually, immediately following the Consent Agenda.
- 5.1.8.5 Approval of the motion to approve the Consent Agenda shall be fully equivalent to approval, adoption, or enactment of each motion, resolution, ordinance, or other item of business thereon, exactly as if each had been acted upon individually.
- 5.1.8.6 Consent Agenda items may include; but, shall not be limited by this reference: approval of all Council minutes, final approval of leases and contracts, final acceptance of grants, deeds or easements, setting dates for public hearings, approval of change orders, acknowledging receipt of claims for damages against the City, approval of claims or vouchers, passage of resolutions and/or ordinances requiring no further public hearing and which the Council has given directions to prepare, and any other such routine items as the City Administrator/designee, may deem appropriate to be placed upon such a Consent Agenda.

5.1.9 UNFINISHED BUSINESS: Unfinished Business consists of subjects that have previously been introduced to or considered by the Council, but have not been finalized. Final approval/adoption may be taken during this portion of the meeting. First readings of ordinances may be placed as Unfinished Business, if the subject had been introduced to Council at a previous meeting.

⁵ Section 5.1.7, *Consent Agenda* is copied from Resolution 96/16, *Adopting a Consent Agenda*, December 11, 1996.

MONROE CITY COUNCIL RULES OF PROCEDURE

- 5.1.10 NEW BUSINESS:⁶ New Business consists of subjects which have not previously been considered by the Council and which may require discussion and action. The first reading of proposed ordinances may occur at this time. Official final action may also be taken on items under “New Business.”
- 5.1.11 FINAL ACTION: Discussions and deliberations on items listed in this section have been completed and it is anticipated Council is prepared to take an official final action. Except for unforeseen matters reasonably requiring immediate or short-term attention, every effort will be made to provide meeting materials to the Council twenty-four hours in advance. In general, items should be reviewed during “New Business” in a prior meeting before being placed under “Final Action.”
- 5.1.12 COUNCILMEMBER REPORTS: Councilmembers report on Council committee meetings, other regional meetings, and activities in which they have participated.
- 5.1.13 STAFF/DEPARTMENT REPORTS. Verbal or written reports are given by staff on issues of interest to the Council that does not require official action that night.
- 5.1.14 MAYOR/ADMINISTRATIVE STAFF REPORTS: Reports by the Mayor and City Administrator, if any, are made to the Council on issues of interest to the Council that do not require official action. The draft agenda for the next Council meeting is presented at this time, as well.
- 5.1.15 EXECUTIVE SESSIONS: Executive Sessions may be held during regular, special, or emergency meetings, or may be held as separate meetings. Executive Session subjects are limited to considering matters relating to real property acquisition and sale, public bid contract performance, complaints against public officers and employees, personnel issues, litigation, and other matters authorized by RCW Chapter 42.30. Before convening an Executive Session, the Mayor, or designee, shall announce the purpose of the meeting and the anticipated amount of time needed for the Session. At the conclusion of the Executive Session, if appropriate, the public meeting will reconvene and action taken.
- 5.1.16 ADJOURNMENT: The presiding officer adjourns the meeting after a motion to adjourn is made, seconded, and passed.
- 5.2 The Mayor, City Council, or City Administrator may add items to an agenda and Council may take action on items not listed on the agenda. (Pursuant to Section 10.1, an addition by City Council must be at the request of at least two Councilmembers.)

⁶ Section 14.2: certain “correspondence” is placed under New Business or Final Action, with backup information. See 14.1 - 14.3 for all types of correspondence.

MONROE CITY COUNCIL RULES OF PROCEDURE

SECTION 6. COUNCIL DISCUSSION

6.1 All Council discussion unless otherwise noted here, shall be governed by ROBERT'S RULES OF ORDER, THE MODERN EDITION.

SECTION 7. TYPES OF COUNCIL ACTION

7.1 The City Council may take action only during an official Council meeting by adopting a minute order, a resolution, or an ordinance. These actions are listed in order of complexity and formality – a minute order is easier to issue and change than an ordinance.

7.2 Minute Order. An adopted motion of the City Council recorded in the official record. A minute order may adopt proclamations of recognition, signify Council's acknowledgement or recognition of staff action, or serve as a marker in the official record documenting Council's deliberations or conclusions. A minute order may be adopted by a majority of those present at a meeting.

7.3 Resolution. An action of the City Council in which Council resolves to direct certain types of action. A resolution may be changed by a subsequent resolution. A resolution may be adopted by a majority of those present at a meeting.

7.4 Ordinances. Ordinances are official acts of the legislative body enacting local law and must receive a minimum of four affirmative votes (see section 8.9). They are the most permanent and binding form of Council actions and may be changed or repealed only by a subsequent ordinance. Ordinances accepting final plats shall be read once before adoption. All other ordinances shall be read two times before adoption unless the Council waives a second reading. Adopting an ordinance on a first reading shall waive the second reading by implication if no express waiver is made.

Ordinances normally become effective five days after publication in the city's official newspaper. If an ordinance is subject to Initiative or Referendum process, there is a thirty-day waiting period. If legally sufficient petitions are filed, the ordinance may be rescinded or subject to a public vote.

The Mayor holds the exclusive power to review and veto Council's ordinances.⁷ Ordinances vetoed by the Mayor will be considered by Council in accordance with state law. Five affirmative votes, not including recusals, must be cast by Council members to override the Mayor's veto.

SECTION 8. MOTIONS

8.1 Motions shall be clear and concise and shall not include arguments for the motion within the motion. If a motion does not receive a second it dies.

⁷ RCW allows Mayor 10 days from date of passage to veto.

MONROE CITY COUNCIL RULES OF PROCEDURE

Motions that do not need a second include: nominations, withdrawal of motion, agenda order, request for a roll call vote, and point of order.

- 8.2 After a motion and a second, the presiding officer shall restate the motion, state the names of the Councilmembers making the motion and second, and Council will be given the opportunity to debate prior to the vote. No further citizen comments without Council request or permission may be heard once a motion and second is on the floor.
- 8.3 A motion may be withdrawn or modified by the maker of the motion, at any time prior to the motion being restated by the presiding officer, without the consent of Council. Once restated, a motion may be withdrawn or modified by the maker only through a request for permission to withdraw or modify, and granted by the Council.
- 8.4 A motion to “lay on the table” (to set the pending matter aside in order to address an item of immediate urgency or an item which needs to be addressed prior to the pending matter) requires a second and is not debatable. Any member may make a motion to “take from the table” any time during the same meeting, or the next regular meeting, as long as no question is pending. Such an item requires a second and a majority vote of those present. If the item is not taken from the table by the end of the next regular meeting, it shall be considered expired.
- 8.5 A motion to “postpone to a certain time” requires a second, is debatable, is amendable, and may be reconsidered only at the same meeting. The question being postponed must be considered at that later time.
- 8.6 A motion to “call for the question” shall close debate on the main motion and is non-debatable. This motion must receive a second and fails without a two-thirds vote of those present. (If 7 Councilmembers are present, then 5 must vote in the affirmative to meet this 2/3 requirement.) Debate is reopened if the motion fails.
- 8.7 A motion to “amend” is defined as amending a motion that is on the floor and has been seconded, by inserting or adding, striking out, or substituting.
- 8.8 The motion maker, the Mayor, or the City Clerk, should repeat the motion prior to voting. The City Clerk shall take a roll call vote, if requested by the Mayor, a Councilmember, or when required by law. At the conclusion of any vote, the Mayor shall inform the Council of the results of the vote. A motion that receives a tie vote is deemed to have failed, unless the Mayor chooses to break the tie by casting an affirmative for those items that the Mayor is allowed to break the tie (section 8.12) vote of those present. A Councilmember may choose to abstain from voting on an item; an abstention will not count as a vote in the affirmative or the negative on the question; and will be noted in the minutes accordingly.
- 8.9 Each member present may vote or abstain on all questions put to the Council except on matters in which he or she has been disqualified for a conflict of interest or under the appearances of fairness doctrine as defined by applicable State Law.

MONROE CITY COUNCIL RULES OF PROCEDURE

Such members shall disqualify themselves prior to any discussions of the matter and shall leave the Council Chambers if considered necessary by the City Attorney. When disqualification of a member or members results or would result in the inability of the Council to act on a matter on which it is required by law to take action, any member absent or who had been disqualified under the appearances of fairness doctrine may subsequently participate provided such member first shall have reviewed all materials and listened to all tapes of the proceedings in which the member did not participate.

- 8.10 A motion to “reconsider” may be made during the same meeting in which a question has been decided, by any Councilmember who voted in the majority on the question. Such an item requires a second and a majority vote of those present.
- 8.11 A motion to “rescind” or “amend something previously adopted⁸” at a previous meeting requires a second, is debatable, is amendable, and requires a majority vote with previous notice, and a two-thirds vote without previous notice.
- 8.12 In accordance with the RCW, the Mayor does not participate in Council votes, unless it becomes necessary to break a tie vote. The Mayor shall not break tie Council votes involving the passage of an ordinance, the acceptance of a grant, the revocation of a franchise or a license, or the payment of money.
- 8.13 The City Attorney, or City Clerk in absence of the City Attorney, shall decide all questions of interpretations of these policies and procedures and all other questions of a parliamentary nature, which may arise at a Council meeting. All cases not provided for in these policies and procedures shall be governed by ROBERT’S RULES OF ORDER, THE MODERN EDITION. In the event of a conflict, these policies and procedures shall prevail.
- 8.14 A tie vote, (3-3, 2-2) on an Ordinance or matter requiring four affirmative votes for passage, shall not be final action of the matter voted upon, but shall be deemed to have postponed the matter until the next regular meeting at which all seven Councilmembers are present. Staff will insure that the Ordinance or matter is scheduled for an appropriate agenda.
- 8.15 A non-tie vote (3-2, 2-3, 3-1, 1-3) which fails for a lack of four affirmative votes, if the matter requires four affirmative votes for passage, shall be deemed to defeat the matter voted upon. But, any Councilmember may move to reconsider the matter at the same meeting if all seven Councilmembers are present; or two Councilmembers may request to bring the item back for action at a future meeting where all seven Councilmembers are present.

⁸ NOTE: A formal “motion to amend something previously adopted” is unnecessary in order for the City Council to amend previously adopted ordinances, resolutions, plans, policies and similar legislative enactments that have already taken effect.

MONROE CITY COUNCIL RULES OF PROCEDURE

SECTION 9. COUNCIL MEETING STAFFING

- 9.1 The City Administrator, or designee, shall attend all meetings of the City Council unless excused by the Mayor. The City Administrator may make recommendations to the Council and may take part in discussions of the Council, but shall have no vote.
- 9.2 The City Attorney, or designee, shall attend all meetings of the Council unless excused by the Mayor or the City Administrator and shall, upon request, give a legal opinion, either written or oral, on legal questions and matters. The City Attorney, or City Clerk in the absence of the City Attorney, shall act as the Council's parliamentarian. The City Attorney shall refrain from providing personal opinions or recommendations unless specifically requested.
- 9.3 The City Clerk, or designee, shall attend all regular meetings of the City Council, keep the official records and minutes, and perform such other duties as may be needed for the orderly conduct of the meeting. The City Clerk shall attend other meetings when requested by the Mayor, the City Administrator, or City Council.

SECTION 10. AGENDA PREPARATION⁹

- 10.1 The City Administrator, or designee, with the approval of the Mayor, will prepare an agenda for each Council meeting specifying the time and place of the meeting and setting forth a brief general description of each item to be considered by the Council. An item may be placed on the agenda by the Mayor, the City Administrator, a Department Head, with the concurrence of the City Administrator, or at the request of at least two Councilmembers. During the meeting subject to the agenda, Council members may by majority vote modify the agenda, including additions and deletions, to the extent authorized by law.

The City Administrator, presiding officer, or designee shall present the agenda for the next meeting.

- 10.2 Some agenda items may be listed on the agenda for a time certain. Such listing will mean that an item will be heard as soon as reasonably possible after the specified time. However, legally required and advertised public hearings will have a higher priority over other time-scheduled agenda items that have been scheduled for convenience rather than for statutory or other legal reasons.
- 10.3 The City will endeavor to schedule sufficient time between public hearings and other items so the public is not kept unduly waiting and so the Council will have sufficient time to hear testimony and to deliberate matters among themselves.
- 10.4 Public hearings will be scheduled as needed.
- 10.5 To the extent possible, agenda items continued from one meeting will have preference on the next agenda.

⁹ The City Administrator establishes guidelines and deadlines for submitting items to administer this process.

MONROE CITY COUNCIL RULES OF PROCEDURE

- 10.6 The City Administrator, or designee, shall attempt to have the meeting agenda finalized by 12:00 PM on the Friday prior to the Council meeting. The agenda and available documents will be made available to Council Members, the media and the public on the City Website.

SECTION 11. PRESENTATIONS TO COUNCIL

- 11.1 Remarks made to Council should address the Council as a whole. Any person making personal, impertinent, or slanderous remarks, or who becomes boisterous, threatening, disruptive, or personally abusive may be requested to leave the meeting.
- 11.2 The presiding officer has the authority to preserve order at all meetings of the Council, to cause removal of any person from any meeting for disorderly conduct, and to enforce the rules of the Council. The presiding officer may command assistance of any peace officer to enforce all lawful orders of the presiding officer to restore order at any meeting.
- 11.3 Citizens wishing to address complaints, concerns or questions to the City Council are encouraged to first contact the City Administrator or can, however, contact the City Council directly. If the issue is not resolved at the staff level, the City Administrator may place the matter on a council agenda with the appropriate background information.

SECTION 12. APPEALS BEFORE COUNCIL

- 12.1 Purpose; Scope. The purpose of this Section 12 is to establish rules governing certain administrative appeals before the City Council. The provisions of this section apply exclusively to appeals for which: (i) the City Council has been designated as the appellate venue by ordinance, and (ii) the specific procedures for which are not set forth in the MMC or other ordinance. Without limitation of the foregoing, the following procedures shall expressly not apply to appeals within the scope of Chapter 22.84 MMC.
- 12.2 Construction. The provisions of this Section 12 are intended to supplement, and not contradict or supersede, the applicable provisions of the MMC and other City ordinances. To the extent that the provisions of this Section 12 are inconsistent with any applicable provision of the MMC or other ordinance, the MMC or ordinance provision shall control.
- 12.3 Commencing an appeal.
- 12.3.1 Who may appeal. Standing to file an administrative appeal to the City Council shall be limited to those parties authorized by ordinance.
- 12.3.2 Form of appeal. Except as otherwise provided by ordinance, an appeal shall be submitted to the City Clerk's Office in writing and shall set forth:

**MONROE CITY COUNCIL
RULES OF PROCEDURE**

12.3.2.1 Facts demonstrating that the person is adversely affected by the challenged administrative decision;

12.3.2.2 A concise statement identifying each alleged error of fact, law, or procedure, and the manner in which the challenged administrative decision fails to satisfy the applicable decision criteria;

12.3.2.3 The specific relief requested.

12.3.3 Time to Appeal. Except as otherwise provided by ordinance, the written appeal must be received by the Monroe City Clerk's Office no later than 5:00 p.m. on the fourteenth day following the issuance date of the decision being appealed.

12.4 Appeal Proceeding Before Council.

12.4.1 Scheduling/Notice. Following receipt of a written appeal, staff shall schedule the appeal hearing to occur before the City Council at a meeting within 30 days as an action item under New Business and shall provide written notice to the parties to the appeal.

12.4.2 Types of Appeals. Any appeal from an administrative decision for which there has already been an open-record hearing or similar evidentiary proceeding as part of the underlying administrative process shall be a closed-record appeal. All other appeals shall be open-record appeals.

12.4.3 Submission of Written Materials.

12.4.3.1 For open-record appeals, all evidence, written statements, and identification of witnesses to be called at the hearing (if appropriate) from the parties to the appeal shall be submitted to the City Clerk's Office 7 working days prior to the scheduled appeal hearing.

12.4.3.2 For closed-record appeals, staff shall provide the City Council with a copy of the administrative record underlying the challenged decision 7 working days prior to the hearing date. Any written statements from the parties shall be submitted to the City Clerk's office 7 working days prior to the hearing date. No information, evidence, or facts shall be cited to or considered by the City Council unless the same is contained within the administrative record.

12.4.4 Conduct of the appeal proceeding.

12.4.4.1 Who may participate: Only the appellant, the owner(s) of property subject to the underlying application or decision (if different from the appellant), and the respondent (typically City staff), or the

MONROE CITY COUNCIL RULES OF PROCEDURE

representatives of these parties, may participate in the appeal hearing. Provided, that properly identified witnesses may testify in open-record appeal hearings.

12.4.4.2 Issues. The City Council shall limit its consideration to those alleged errors clearly identified in the appellant's original written appeal.

12.4.4.3 Appeal proceeding sequence of events.

12.4.4.3.1 The presiding officer will introduce the matter being heard, review the applicable rules of procedure, and address the appearances of fairness doctrine.

12.4.4.3.2 Appellant Testimony. The appellant shall be given 15 minutes to present oral argument to the City Council. For open-record appeals, any presentation of witnesses shall occur within this timeframe. (New information, evidence or facts is only allowed for open-record appeals).

12.4.4.3.3 Respondent Testimony. The respondent shall be given 15 minutes to present oral argument to the City Council. (New information, evidence or facts is only allowed on open record appeals).

12.4.4.3.4 Rebuttal testimony. Appellant shall be given 5 minutes for rebuttal.

12.4.4.3.5 Questions from the hearing body. The City Council may ask clarifying questions of the parties at the close of testimony.

12.5 City Council Decision on Appeal.

12.5.1 Standards. The City Council may grant the appeal, grant the appeal with modifications, or deny the appeal. The Council's review shall be de novo, and no presumption of validity shall attach to the challenged administrative decision.

12.5.2 Conditions. The City Council may impose reasonable conditions as part of the granting of an appeal or granting of an appeal with modification to reasonably ensure conformance with the criteria under which the application was made.

12.5.3 Findings. The City Council shall adopt written findings and conclusions which support its decision on the appeal. The City Council shall reasonably endeavor to adopt such findings and conclusions within 14 working days of the appeal hearing. The City Council's written findings and conclusions shall

MONROE CITY COUNCIL RULES OF PROCEDURE

serve as the City's final, appealable decision with respect to the matter at issue.

- 12.5.4 Required Vote. A vote to grant the appeal or grant the appeal with modifications must be by a majority vote unless a different vote requirement is established by ordinance or law. A tie vote shall be decided by the vote of the Mayor. Any other vote constitutes denial of the appeal.

SECTION 13. CLOSED RECORD PROCEEDINGS

13.1 Applicability. The procedures set forth in this section shall govern quasi-judicial land use proceedings for which: (i) the city council is designated as the final decision-maker, and (ii) the hearing examiner has conducted an open-record pre-decisional hearing and has forwarded a report and recommendation for approval or denial to the city council. Without limitation of the foregoing, these procedures are inapplicable to appeals. These procedures are supplementary, and subordinate, to any applicable procedures set forth in the Monroe Municipal Code.

13.2. Transmittal of Hearing Examiner Recommendation. The community development department shall forward a copy of the hearing examiner's report and recommendation to the city council at least seven days prior to the date of the closed-record proceeding.

13.3 Access to Administrative Record. The community development department shall provide the city council with a physical copy of, or electronic link to, the administrative record created before the hearing examiner. All council members shall reasonably familiarize themselves with the content of the administrative record prior to the closed-record proceeding.

13.4. City Council Review. Following appearance of fairness disclosures as appropriate, the city council shall consider the hearing examiner's report and recommendation based exclusively upon the administrative record created before the hearing examiner. No additional argument, testimony or evidence shall be accepted from any party. Provided, that new evidence directly related to, and/or necessitated by, appearance of fairness matters shall be admissible to the extent allowed by law.

13.5. Decision. At the conclusion of the city council's deliberations, the city council shall vote and shall thereafter issue a final written decision approving or denying the proposal(s). The city council may adopt the hearing examiner's findings and/or enter its own findings in support of the council's decision.

13.6 Judicial Appeal. Unless otherwise provided by law, the city council's decision shall serve as the final decision of the city and shall be appealable to the Snohomish County Superior Court in accordance with the standards and procedures set forth in Chapter 36.70C RCW.

SECTION 14. WRITTEN CORRESPONDENCE WITH THE COUNCIL

MONROE CITY COUNCIL RULES OF PROCEDURE

Access to the City Council by written correspondence is a significant right of all members of the general public, including in particular citizens of the City. The City Council desires to encourage the exercise of this access right by the general public to bring to the attention of the Council, matters of concern to Monroe residents. In order to do this most effectively, some orderly procedure for the handling of written correspondence is essential. Documents received from citizens will not be read into the record by City Officials or staff but rather filed as part of the record. They may however be read into the record by the author or the author's designee, subject to the applicable speaking time limitations established by these Rules of Procedure.

One concern is application of the appearance of fairness doctrine to correspondence addressed to the Council, concerning matters which will be coming before the City Council in a quasi-judicial or land use hearing context. Special care in the way the content of those letters is brought to the attention of the individual members of the Council is essential in order that an unintended violation of the appearance of fairness doctrine does not result.

The Council believes that the following procedure for handling of written correspondence addressed to the Council will best accommodate the desires and concerns of the Council as set forth in this section.

- 14.1 Correspondence of an Information Only nature – correspondence which is purely of an informational nature and does not require a response or action and Routine Requests – items of a routine nature (minor complaints, routine requests, referrals, etc.) will be transmitted to the Councilmembers either by e-mail, a hard copy in their City mailbox, or a hard copy distributed at the Council meeting.
- 14.2 Significant Correspondence – Written correspondence which obviously requires some Council discussion, is of a policy nature or for which a non-routine official action or response is required, shall be placed on the regular council agenda, either under New Business or if appropriate, Final Action, and shall be accompanied by backup information as are all other agenda items.
- 14.3 Correspondence Directly Relating to Pending Quasi-Judicial Hearing Matters – Copies of such correspondence shall not then be included within the agenda materials, but shall be placed in a City Council communication holding file, or directly into the appropriate hearing file, so that they will be circulated to City Councilmembers at the time that the matter comes before the City Council for its quasi-judicial consideration, and as a part of the hearing course. PROVIDED, that such materials shall not be circulated to Councilmembers where the pending quasi-judicial matter is a closed record proceeding.

SECTION 15. RESPECTING ROLES AND RESPONSIBILITIES

- 15.1 The City Council and the Mayor shall continue to demonstrate their mutual respect of each other's respective roles and responsibilities. The Mayor acknowledges the Council as the policy making body for the City and the Council acknowledges the

MONROE CITY COUNCIL RULES OF PROCEDURE

Mayor as the City's Chief Administrative Officer responsible for implementing Council's policies.

- 15.2 The Mayor shall refer policy questions to the City Council and shall endeavor to fully and completely implement Council's policy decisions and legislative directives.
- 15.3 Councilmembers shall not attempt to influence staff in the selection, or direction of personnel, the awarding of contracts, the selection of consultants, the processing of development applications, or the granting of City licenses or permits. The Council shall not attempt to change or interfere with the operating rules and practices of any city department. Councilmembers are not prohibited from discussing policy issues, requesting information from or asking questions of the Mayor or City Administrator.

SECTION 15A. COUNCIL LEGISLATIVE COMMITTEES

- 15A.1 Purpose. The purpose of a council legislative committee is to formulate policy recommendations and gather policy information for the City Council in order to provide for more efficient and effective use of City Council meeting time. Committees will address issues assigned to them by the City Council. The committees are not intended to oversee or interfere with the administration.
- 15A.2 Staffing. Administrative support to and attendance of committees is provided at discretion of the Mayor. The Mayor or City Administrator may participate as an ex-officio member of each committee. Meeting agendas, if any, and committee minutes, and committee reports may be prepared by staff if directed by the Mayor and requested by the committee.¹⁰
- 15A.3 Committees Established. A council legislative committee shall consist of up to three council members with two making a quorum. Legislative committees have the following functions:
- A. Transportation/Planning, Parks & Recreation, and Public Works (P3) Committee. The primary purpose of the P3 committee is to review and advise upon matters of policy assigned by the City Council involving the physical and economic development of the city as well as matters involving planning for transportation systems and facilities, as well as City infrastructure, and including water and sewer utilities, parks and recreation, and property management, sales, and acquisitions.
- B. Public Safety Committee. The primary purpose of the Public Safety Committee is to review and advise upon matters of policy assigned by the City Council involving public health, welfare, and safety; including issues related to police, emergency management, public defense and prosecution, municipal court, nuisance abatement, and code enforcement issues.

¹⁰ Minutes required, see Sec. 13A.5.

MONROE CITY COUNCIL RULES OF PROCEDURE

C. Finance and Human Resources Committee. The primary purpose of the Finance and Human Resources Committee is to review and advise upon on matters of policy assigned by the City Council involving city financial affairs, including budget development goals and major financial policies such as reserves and fund balance levels, grants and Interlocal Agreements, personnel matters (e.g. union negotiations, employee benefits), and approval of warrants.

D. Legislative Affairs Committee: The primary purpose of the Legislative Affairs Committee is to review and advise upon legislative matters at county, state, and federal levels of interest to the City Council; and City Council policies and procedures.

15A.4 Performance of Tasks. The committees created in this chapter shall perform such tasks in line with the subjects described in Section 13A.3, or as may be referred to them by the Council. Committee functions are to be flexibly applied and issues such as committee workload and member expertise may be as important as or more important than committee function in assigning tasks to committees. The committees shall not preclude the Council from creating any other ad hoc or other committee with similar functions.

15A.5 Committee Minutes and Reports. Committee minutes shall be written, including time, date, and location of meeting, attendance, topics discussed, and any reports to council. Committee reports should be very brief, giving subject matter and date(s) during which subject was discussed. Reminders of upcoming Committee meeting dates may be given, but are not considered "reports".

15A.6 Assignment of Members - Chairperson. Councilmembers shall be assigned to a committee as determined by the city council annually in January. A chairperson for each committee shall be selected by the committee members to preside over committee meetings. After January assignments have been made, the committees shall discuss and establish regular meeting dates, which are open to the public as required by the Open Public Meeting Act, Chapter 42.30 RCW.

SECTION 16. REPRESENTING THE POSITION OF THE CITY

16.1 If a Councilmember or the Mayor appears on behalf of the City before another Governmental Agency, a community organization or the media for the purpose of commenting on an issue, the majority position of the Council, if known, is to be stated. Personal opinions and comments which differ from the Council majority may be expressed if it is clearly stated the comments do not reflect the majority Council position.

16.2 A Councilmember's concurrence shall be obtained before a second party shares that Councilmembers view or position with the media, another governmental agency, or a community organization.

16.3 Letters, written statements, newspaper, guest opinions, etc., which state a Council opinion shall be submitted to the full Council for review, comment, and final

MONROE CITY COUNCIL RULES OF PROCEDURE

approval prior to their release. In some cases, it may be appropriate to provide for the signatures of the full Council.

SECTION 17. CONFIDENTIALITY

- 17.1 Councilmembers shall keep confidential all written materials and verbal information provided to them during executive sessions to ensure that the City's position is not compromised. Confidentiality also includes information provided to Councilmembers outside of executive sessions when the information is considered to be exempt from disclosure under exemptions set forth in the RCW.
- 17.2 If the Council, in executive session, has given direction or consensus to city staff on proposed terms and conditions for any type of issue, all contact with the other party shall be done by the designated city staff representative handling the issue. Prior to discussing the information with anyone other than fellow Councilmembers, the Mayor, the City Attorney, or staff designated by the City Administrator, Councilmembers should review such potential discussion with the City Administrator or City Attorney. Any Councilmember having such contact or discussion is to make a full disclosure to the Mayor or City Council in a timely manner.

SECTION 18. SUSPENSION AND AMENDMENT OF RULES

- 18.1 Any provision of these rules not governed by state law or ordinance may be temporarily waived suspended by a majority vote of the Council, except as otherwise specified in these rules or required by law. Any formal action of the City Council in violation or disregard of these rules shall be deemed as an implied waiver thereof.
- 18.2 These rules may be amended or new rules adopted, by a majority vote of the Council.

SECTION 19. EFFECT OF RULES

- 19.1 These rules are for the sole convenience of the City Council, and may only be enforced by Council Members. Nothing in these rules shall be construed as creating any enforceable right, entitlement, or cause of action in or for any other party.
- 19.2 If any sentence, clause or provision of these rules irreconcilably conflicts with an applicable provision of state or federal law or is otherwise invalidated by a court of competent jurisdiction, the offending sentence, clause or provision of these rules shall be severable from the remainder.

**MONROE CITY COUNCIL
RULES OF PROCEDURE**

NOTE: Last revision – AB19-070, Approved March 26, 2019.



MONROE CITY COUNCIL

Agenda Bill No. 20-114

SUBJECT:	2020 Budget Amendment Discussion
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DATE:	DEPT:	CONTACT:	PRESENTER:	ITEM:
08/04/2020	Finance	Becky Hasart	Becky Hasart	Discussion Item #1

Discussion: 05/12/2020, 07/28/2020 Finance Report, 08/04/2020
Attachments: 1. 05/12/2020 Agenda Bill 20-067 Description/Background
 2. Remaining attachments to be provided the evening of the Study Session

REQUESTED ACTION: None. Informational only.

POLICY CONSIDERATIONS

RCW 35A.33 governs the budget process for optional municipal code cities, such as the City of Monroe. A balanced budget which does not exceed its resources must be adopted by each city in order to operate.

Each year, the City amends its budget to recognize actual beginning fund balances after the annual report is complete. In addition, various Council approved adjustments are incorporated into the budget amendment at the same time. For 2020 Budget Amendments, the policy question for Council is what additional adjustments should be made to reflect the impacts from the efforts to contain COVID-19.

DESCRIPTION/BACKGROUND

Agenda Bill 20-067 from May 12, 2020 outlined the potential impacts the mitigation efforts for COVID-19 could have on the City of Monroe’s budget. It was anticipated that the potential impact to the General Fund could reach \$1 million.

To be strategic about Monroe’s post COVID-19 recovery and to help the City remain stable over a potential three year recovery period, the Mayor directed staff to review their budgets to help identify potential adjustments that can be made this year within the City’s overall strategic needs. The Mayor also directed, through Emergency Order 2020-007 (Attachment 6), that all new contracts and capital purchases be suspended until those contracts and capital purchases can be analyzed with the City Administrator and the Mayor within the context of an overall 2020 Budget Amendment. If full recovery is anticipated to take approximately three years, making adjustments during 2020 will better position the City as we move into budget for 2021 and 2022.

Tonight’s discussion is to review the strategies and potential adjustments developed under Emergency Order 2020-007, which can then be incorporated into the 2020 Budget Amendment.



MONROE CITY COUNCIL

Agenda Bill No. 20-067

Description/Background only

DESCRIPTION/BACKGROUND

As with the rest of the nation, the City of Monroe is currently experiencing an unprecedented circumstance due to the COVID-19 pandemic. Efforts to flatten the curve have had a profound impact on our residents, our businesses, and our operations.

While the duration of the current efforts to combat this pandemic are still unclear, it is generally accepted that the effects from these efforts will continue to affect the economy well into 2021 and beyond. Attachment 5 is an excerpt from a presentation provide by Steve Lerch, Chief Economist and Executive Director of the Washington State Economic and Revenue Forecast Council. These slides project that the economy should begin a slow recovery by fourth quarter this year but that the recovery may take up to three years to be fully realized.

Under the Mayor's direction, staff has been working to evaluate and analyze the financial impacts that COVID-19 can have on the City of Monroe's budget, specifically with regards to the General Fund, which supports the majority of the City's services to its businesses and residents. Special emphasis is being given to sales taxes, Real Estate Excise Taxes (REET), construction related permits, and lodging taxes.

For sales taxes, REET, and lodging taxes, revenues are received by the City two months after the date of the related transaction. For example, reports and the related taxes for transactions which occur in March are due to the state's Department of Revenue (DOR) by the end of April. DOR then remits the appropriate taxes to individual jurisdictions at the end of the month after receipts are received. Thus March transactions are received by the City at the end of May and April transactions will be received by the City at the end of June.

Due to the uncertainty regarding the duration of this pandemic and the efforts to combat it, a number of assumptions were made regarding impacts to the General Fund revenues. These assumptions, where appropriate, will also pertain to the other City funds. These assumptions include:

- Non-essential businesses as defined by the State will remain closed through May;
- The Stay Home/Stay Safe order will be lifted as a slow reopening, which may limit the number of people frequenting/served by business well past the summer;
- When businesses reopen, consumer confidence will take some time to begin to recover;
- Sales taxes associated with retail sales are expected to be one half of what had been anticipated prior to COVID-19 for the months of March and April (received in May and June respectively);
- Sales taxes associated with retail after May are expected to begin a gradual recovery, but still be approximately 70% to 80% of pre COVID-19 levels;
- Sales taxes associated with dining and accommodation are anticipated to be 25% of original projections to materially non-existent for the months of March and April (received in May and June respectively);
- Sales taxes associated with dining and accommodation are anticipated to require a longer recovery time than retail sales taxes;
- Sales taxes associated with construction are anticipated to be between 50% to 70% of pre COVID-19 projections for the months of March and April (received in May and June respectively);



MONROE CITY COUNCIL

Agenda Bill No. 20-067

Description/Background only

- Aggregate sales taxes for 2020 are expected to be between 70% to 75% of originally anticipated budget (Attachment 8 shows 78%, which was rounded down to be conservative);
- Admissions taxes are expected to be materially non-existent during March and April, with a very slow recovery rate once the stay home order has been lifted;
- While housing starts were strong during the first quarter of 2020, housing is expected to slow down for the remainder of 2020;
- Expenditures were projected to be spent to budget and were adjusted for any programs/expenses which were preapproved by Council for the formal budget amendment. This allowed staff to establish a base line from which to discuss meaningful budget adjustments.

These assumptions will be readdressed as we begin to see actual receipts during the summer months and can be readdressed during the second half of the year once an end date is determined for the Governor’s stay home order.

Based on the above, General Fund revenues are anticipated to be \$1,496,800 less than budgeted and expenditures are currently projected to be \$108,206 more than anticipated, based on the last bullet point detailed above (Attachment 1). With actual beginning fund balance coming in at \$666,197 more than was projected during the budget process, the general fund is projected to end the year \$938,805 less than was anticipated. This is approximately 6% less than budget (rounded to be conservative).

General Fund	Budget	Projected	Difference
Revenue	\$15,061,788	\$13,564,988	(\$1,496,800)
Expenditures	\$16,330,897	\$16,439,098	(\$108,201)
Beg Fund Balance	\$3,966,802	\$4,632,998	\$666,197
Projected End Fund Balance	\$2,697,693	\$1,758,888	(\$938,805)

Over the last few years, the Mayor and Council have worked to place the City in a position to better address any economic challenges which may arise. These efforts included, but are not limited to:

- Insuring the Contingency Fund and all targeted reserves are fully funded;
- Implementing a sewer utility tax which bolstered General Fund and Street Operations and Maintenance Fund revenues without creating a new burden to sewer rate payers;
- Identifying and reserving appropriate resources to pay off the North Kelsey Debt in 2020 (eliminating the need to refinance and eliminating future debt service needs);
- Maintaining property tax banked capacity (currently over \$250,000);
- Identifying sales taxes associated with construction as one-time resources to be used on one-time expenditures only.

While these efforts will help the City as it analyzes the impacts from COVID-19 and allow us to consider furloughs and/or layoff of personnel as a last resort, the result of these efforts should



MONROE CITY COUNCIL

Agenda Bill No. 20-067

Description/Background only

be utilized in a strategic and conservative manner within the context of a three year recovery horizon.

To be strategic about our post COVID-19 recovery and to help the City remain stable over a potential three year recovery period, the Mayor has directed staff to begin reviewing their budgets to help identify potential adjustments that can be made this year within the City's overall strategic needs. The Mayor has also directed, through Emergency Order 2020-007 (Attachment 6), that all new contracts and capital purchases be suspended until those contracts and capital purchases can be analyzed with the City Administrator and the Mayor within the context of an overall 2020 Budget Amendment. If full recovery is anticipated to take approximately three years, making adjustments during 2020 will better position the City as we move into budget for 2021 and 2022.



MONROE CITY COUNCIL

Agenda Bill No. 20-114

SUBJECT:	<i>2020 Budget Amendment Discussion</i>
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DATE:	DEPT:	CONTACT:	PRESENTER:	ITEM:
08/04/2020	Finance	Becky Hasart	Becky Hasart	Discussion Item #1

Discussion: 05/12/2020, 07/28/2020 Finance Report, 08/04/2020

- Attachments:**
- 05/12/2020 Agenda Bill 20-067 Description/Background
 - Remaining attachments to be provided the evening of the Study Session

REQUESTED ACTION: None. Informational only.

POLICY CONSIDERATIONS

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DESCRIPTION/BACKGROUND

Agenda Bill 20-067 from May 12, 2020 outlined the potential impacts the mitigation efforts for COVID-19 could have on the City of Monroe's budget. It was anticipated that the potential impact to the General Fund could reach \$1 million.

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MONROE CITY COUNCIL

Agenda Bill No. 20-067

Description/Background only

DESCRIPTION/BACKGROUND

As with the rest of the nation, the City of Monroe is currently experiencing an unprecedented circumstance due to the COVID-19 pandemic. Efforts to flatten the curve have had a profound impact on our residents, our businesses, and our operations.

While the duration of the current efforts to combat this pandemic are still unclear, it is generally accepted that the effects from these efforts will continue to affect the economy well into 2021 and beyond. Attachment 5 is an excerpt from a presentation provide by Steve Lerch, Chief Economist and Executive Director of the Washington State Economic and Revenue Forecast Council. These slides project that the economy should begin a slow recovery by fourth quarter this year but that the recovery may take up to three years to be fully realized.

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MONROE CITY COUNCIL

Agenda Bill No. 20-067

Description/Background only

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MONROE CITY COUNCIL

Agenda Bill No. 20-067

Description/Background only

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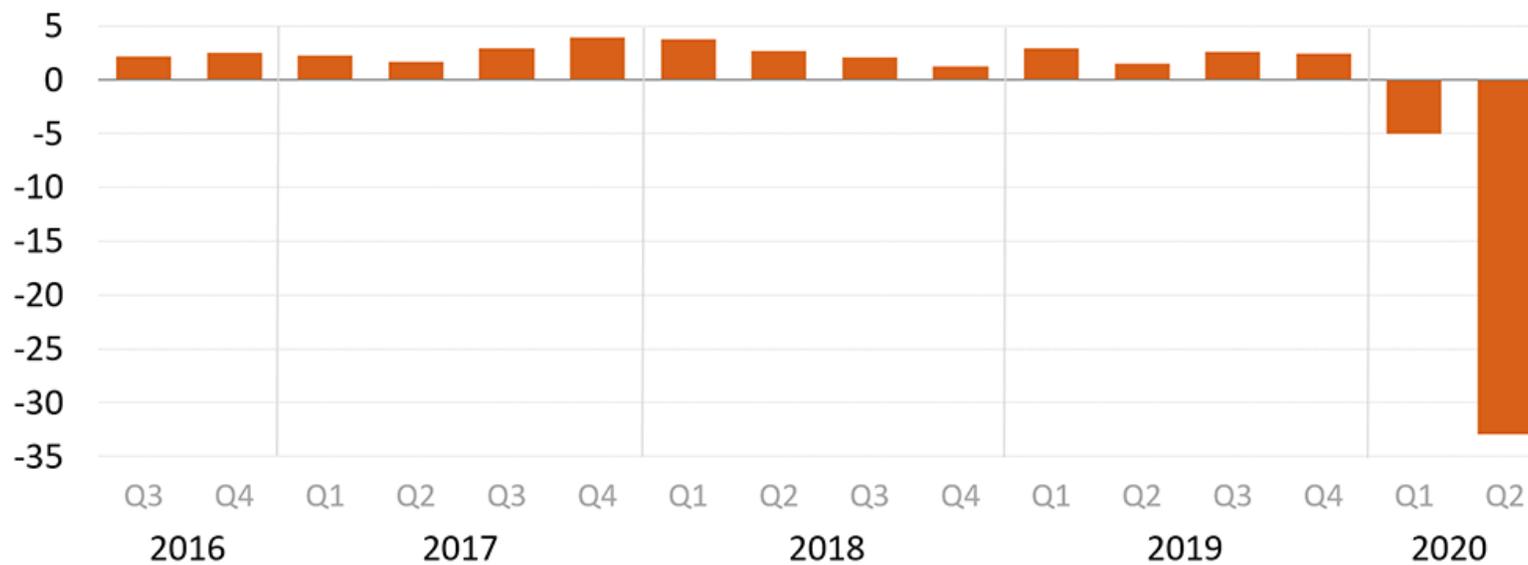
To be strategic about our post COVID-19 recovery and to help the City remain stable over a potential three year recovery period, the Mayor has directed staff to begin reviewing their budgets to help identify potential adjustments that can be made this year within the City's overall strategic needs. The Mayor has also directed, through Emergency Order 2020-007 (Attachment 6), that all new contracts and capital purchases be suspended until those contracts and capital purchases can be analyzed with the City Administrator and the Mayor within the context of an overall 2020 Budget Amendment. If full recovery is anticipated to take approximately three years, making adjustments during 2020 will better position the City as we move into budget for 2021 and 2022.

Gross Domestic Product, 2nd Quarter 2020 (Advance Estimate) and Annual Update

Real gross domestic product (GDP) decreased at an annual rate of 32.9 percent in the second quarter of 2020 (table 1), according to the "advance" estimate released by the Bureau of Economic Analysis. In the first quarter, real GDP decreased 5.0 percent.

The GDP estimate released today is based on source data that are incomplete or subject to further revision by the source agency (see "Source Data for the Advance Estimate" on page 2). The "second" estimate for the second quarter, based on more complete data, will be released on August 27, 2020.

Real GDP: Percent change from preceding quarter



U.S. Bureau of Economic Analysis

Seasonally adjusted at annual rates

Personal Income and Outlays: June 2020

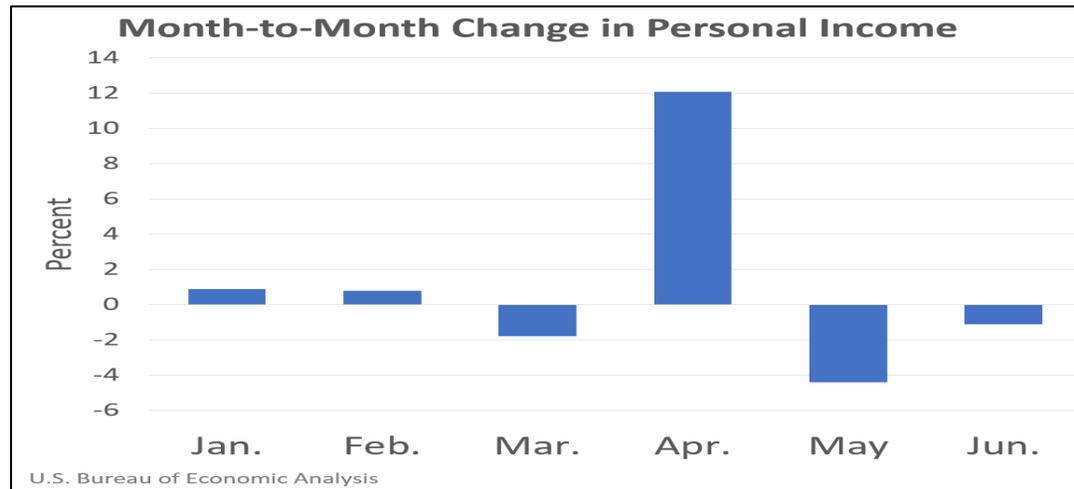
June 2020	-1.1%
May 2020	-4.4%

Personal income decreased 1.1 percent while consumer spending increased 5.6 percent in June, according to estimates released today by the Bureau of Economic Analysis.

Current Release

Current release: July 31, 2020

Next release: August 28, 2020



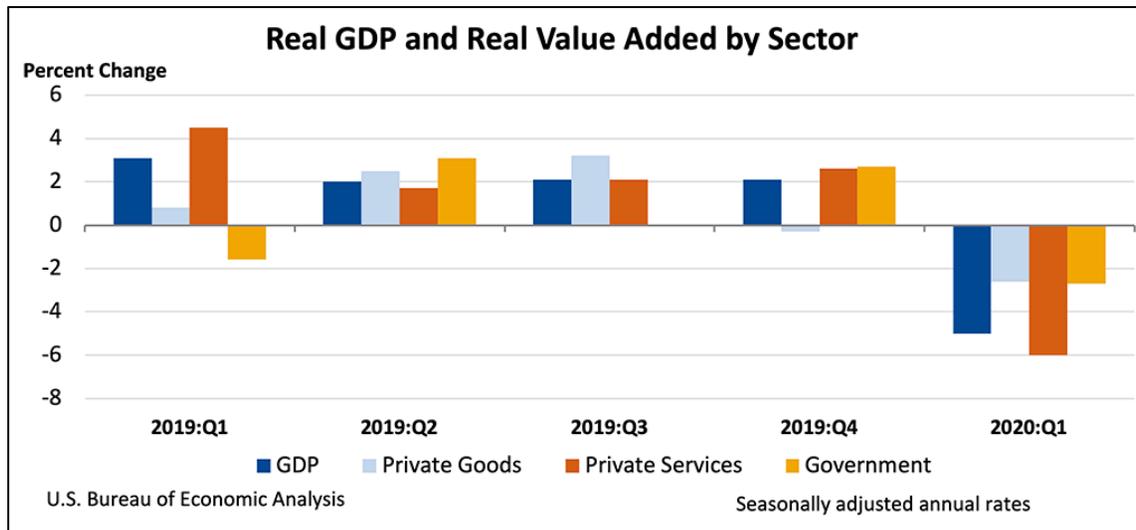
Gross Domestic Product by Industry, 1st Quarter 2020

Accommodation and food services; finance and insurance; and health care and social assistance industries were the leading contributors to the 5.0 percent (annual rate) decrease in gross domestic product (GDP) in the first quarter of 2020.

Current Release

Current Release: July 6, 2020

Next Release: September 30, 2020



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 Projected	Difference
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	355,386.61	0.00
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	215,000.00	(209,720.65)
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	185,000.00	(216,264.46)
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	197,500.00	(230,167.96)
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	320,000.00	(156,939.66)
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	297,500.00	(146,590.02)
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	308,000.00	(151,556.15)
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	418,500.00	(46,543.13)
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	380,500.00	(42,266.55)
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	4,012,459.76	(1,098,094.24)
															78.51%	% of budget
														Total	% inc	
														2,963,020.00		
														2,999,246.00	1.22%	
														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	355,386.61	215,000.00	185,000.00	197,500.00	320,000.00	297,500.00	308,000.00	418,500.00	380,500.00		4,012,459.76	-23.24%	

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 Projected	Difference
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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)
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)
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
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	535,244.53	107,576.57
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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	395,000.00	(70,043.13)
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	355,000.00	(67,766.55)
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	4,926,907.24	(183,646.76)

Becky Hasart:
15% decrease rounded down to nearest \$5K ish

% increase from prior year

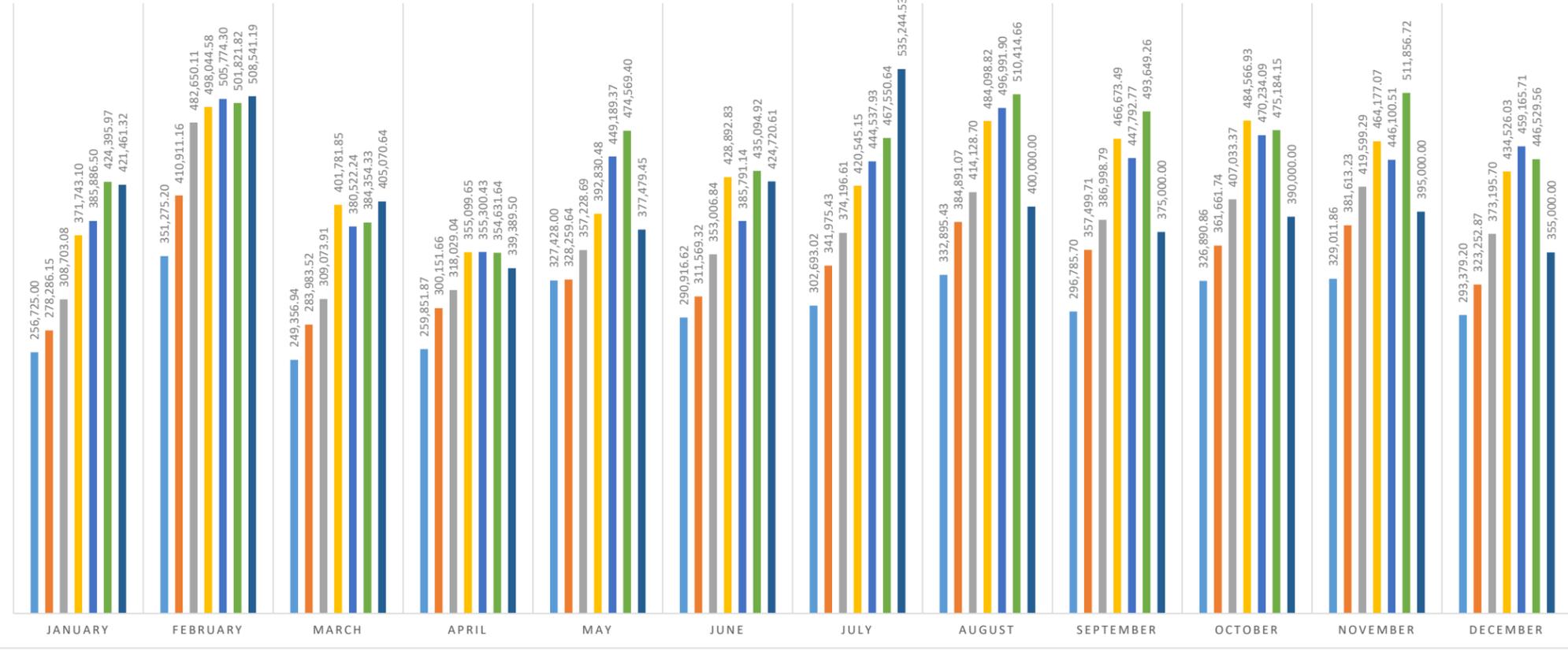
12.35%	10.82%	15.52%	0.47%	4.84%	-2.23%
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Total % inc

	January	February	March	April	May	June	July	August	September	October	November	December	Total	% inc
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	3,444,040.01	14.83%
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	3,617,209.70	5.03%
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	4,064,055.50	12.35%
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	535,244.53	400,000.00	375,000.00	390,000.00	395,000.00	355,000.00	4,926,907.24	-5.75%

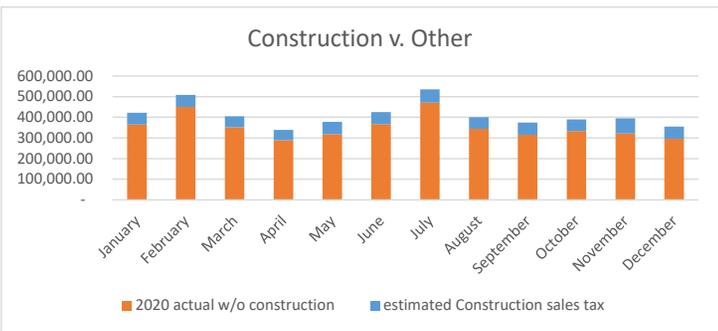
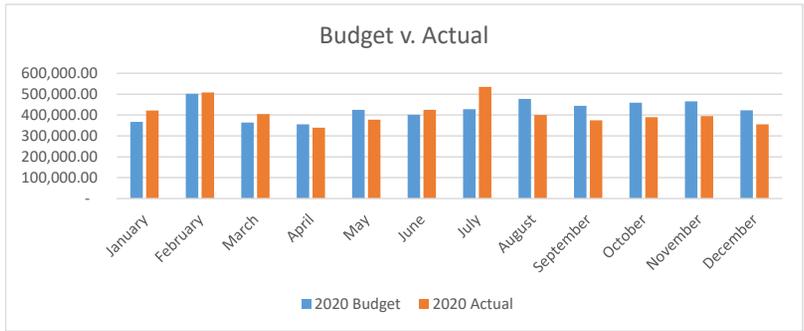
SALES TAX COLLECTION HISTORY

■ 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%
8.82%	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	535,244.53	107,576.57	25.15%	July	64,736.80	470,507.73	12.09%
9.33%	August	476,939.66	400,000.00	(76,939.66)	-16.13%	August	55,320.00	344,680.00	13.83%
8.69%	September	444,090.02	375,000.00	(69,090.02)	-15.56%	September	60,225.00	314,775.00	16.06%
8.99%	October	459,556.15	390,000.00	(69,556.15)	-15.14%	October	56,121.00	333,879.00	14.39%
9.10%	November	465,043.13	395,000.00	(70,043.13)	-15.06%	November	72,956.50	322,043.50	18.47%
8.27%	December	422,766.55	355,000.00	(67,766.55)	-16.03%	December	59,427.00	295,573.00	16.74%
100.00%		<u>5,110,554.00</u>	<u>4,926,907.24</u>	<u>(183,646.76)</u>	-3.59%		<u>704,513.85</u>	<u>4,222,393.39</u>	14.30%

Becky Hasart:
used 2019 construction
percentage from same
months



	A	B	C	D	E	F	G	H	I	J	K	L
1	7/31/2020 General Fund Summary											
2	Departments	2015 Actuals	2016 Actuals	2017 Actuals	2018 Actuals	2019 Actuals	2020 Budget	2020 Proposed	Difference			
3												
4	Taxes (310)	\$8,963,606.69	\$9,374,990.27	\$10,922,889.79	\$11,187,505.44	\$13,018,694.10	\$12,091,630.00	\$11,713,375.96	(\$378,254.04)			
5	Licenses & Permits (320)	\$481,275.47	\$837,034.29	\$806,563.24	\$943,595.84	\$788,791.22	\$520,850.00	\$554,700.00	\$33,850.00			
6	Intergovernmental (330)	\$554,709.08	\$622,952.95	\$616,417.60	\$584,359.35	\$548,062.63	\$522,856.00	\$1,142,051.98	\$619,195.98			
7	Charges for Services (340)	\$961,613.98	\$1,349,351.96	\$1,098,079.10	\$1,439,145.68	\$1,607,207.19	\$1,591,696.00	\$1,462,712.43	(\$128,983.57)			
8	Fines & Forfeitures (350)	\$273,848.52	\$295,620.19	\$283,175.50	\$238,974.21	\$240,705.83	\$213,400.00	\$134,516.17	(\$78,883.83)			
9	Interest & Other Revenues (360)	\$58,811.46	\$58,025.14	\$74,872.68	\$104,814.33	\$146,302.11	\$81,147.00	\$98,593.52	\$17,446.52			
10	Transfers In (397)	\$295,470.43	\$100,000.00	\$446,952.62	\$122,351.00	\$0.00	\$40,209.00	\$40,209.00	\$0.00			
11	Total Resources	\$11,589,335.63	\$12,637,974.80	\$14,248,950.53	\$14,620,745.85	\$16,349,763.08	\$15,061,788.00	\$15,146,159.06	\$84,371.06			
12							\$15,061,788.00		(\$522,744.94) less CARES			
13												
14	Departments	2015 Actuals	2016 Actuals	2017 Actual	2018 Actual	2019 Actual	2020 Budget	2020 YTD	Difference			
15	000 - Non Departmental	\$284,669.00	\$154,956.00	\$259,292.00	\$1,123,739.00	\$1,923,847.50	\$620,450.00	\$545,450.00	(\$75,000.00)			
16	053 - City Wide	\$73,311.09	\$77,668.82	\$123,022.53	\$128,528.01	\$100,351.36	\$110,352.00	\$127,009.00	\$16,657.00			
17	001 - Executive	\$365,551.70	\$393,901.59	\$526,420.87	\$571,742.68	\$664,714.05	\$681,261.00	\$661,761.00	(\$19,500.00)			
18	002 - Finance	\$481,129.43	\$527,388.86	\$568,025.33	\$524,930.77	\$546,120.72	\$662,262.00	\$630,721.00	(\$31,541.00)			
19	003 - Human Resources	\$136,816.13	\$147,636.94	\$152,413.57	\$194,917.05	\$204,808.47	\$275,245.00	\$264,745.00	(\$10,500.00)			
20	004 - Police	\$6,291,627.37	\$6,747,023.65	\$7,004,650.24	\$7,276,020.37	\$7,415,495.33	\$8,083,382.00	\$7,737,537.00	(\$345,845.00)			
21	005 - Legislative	\$119,608.61	\$190,552.22	\$187,380.20	\$158,209.24	\$159,268.25	\$276,622.00	\$232,235.79	(\$44,386.21)			
22	006 - Legal	\$515,602.01	\$578,592.97	\$528,601.74	\$614,057.49	\$798,910.87	\$738,000.00	\$738,000.00	\$0.00			
23	007 - City Clerk/Public Records	\$162,097.89	\$210,672.81	\$134,672.34	\$149,284.29	\$184,954.69	\$194,469.00	\$178,405.00	(\$16,064.00)			
24	009 - Municipal Court	\$309,342.10	\$326,000.52	\$343,494.08	\$367,499.19	\$399,527.64	\$474,813.00	\$483,899.04	\$9,086.04			
25	010 - Parks	\$1,023,227.32	\$1,129,368.13	\$1,319,056.97	\$1,368,704.30	\$1,578,757.88	\$1,722,741.00	\$1,656,534.00	(\$66,207.00)			
26	011 - Jail and Dispatch	\$534,565.38	\$721,123.23	\$734,096.04	\$777,359.61	\$718,652.93	\$698,184.00	\$698,184.00	\$0.00			
27	040 - Human Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100,000.00	\$248,560.00	\$148,560.00			
28	110 - Community Development	\$1,160,937.69	\$981,948.09	\$1,185,932.21	\$1,449,576.30	\$1,457,272.81	\$1,672,732.00	\$1,722,732.00	\$50,000.00			
29	190 - Emergency Management	\$94,534.93	\$22,400.11	\$15,944.79	\$17,505.16	\$20,127.49	\$20,384.00	\$20,384.00	\$0.00			
30	202 - COVID Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$607,116.00	\$607,116.00			
31	Total Expenditures	\$11,553,020.65	\$12,209,233.94	\$13,083,002.91	\$14,722,073.46	\$16,172,809.99	\$16,330,897.00	\$16,553,272.83	\$222,375.83			
32							\$16,330,897.00		(\$384,740.17) less CARES			

Becky Hasart:
includes CARES act money
\$607,116

	A	B	C	D	E	F	G	H	I	J	K	L
1	7/31/2020 General Fund Summary											
2	Departments	2015 Actuals	2016 Actuals	2017 Actuals	2018 Actuals	2019 Actuals	2020 Budget	2020 Proposed	Difference			
3												
44												
45												
46	Revenues Over/Under Expenditure with construction			\$1,165,947.62	-\$101,327.61	\$176,953.09	(\$1,269,109.00)	(\$1,407,113.77)				
47												
48	Beginning Fund Balance			\$3,383,932.07	\$4,548,624.84	\$4,422,551.00	\$3,966,802.00	\$4,632,998.68				\$666,196.68
49												
50	Subtotal Ending Fund Balance (all)			\$4,549,879.69	\$4,447,297.23	\$4,599,504.09	\$2,697,693.00	\$3,225,884.91				\$528,191.91
51												
52	Assigned Reserve (Policy)			\$2,280,568.00	\$2,280,568.00	\$2,658,404.00	\$2,620,851.00	\$2,620,851.00				
53	Restricted Reserve			\$375,076.37	\$329,169.00	\$73,863.00	\$45,730.00	\$45,730.00				
54												
55	Unrestricted Ending Fund Balance			\$1,894,235.32	\$1,837,560.23	\$1,867,237.09	\$31,112.00	\$559,303.91				\$528,191.91
56												
57												
58							2020 Revenue Shortfall	\$522,744.94				
59							2020 Expenditure Adjustment	\$384,740.17				
60							Difference (should be close to zero)	\$138,004.77				

2020 General Fund Amendments 08/04/2020

Department/Cost Center	Changes
000-Non Departmental	<ul style="list-style-type: none"> • Eliminate \$60,000 transfer for Springbrook update • Eliminate \$15,000 transfer for Electronic Document expansion
053-City Wide	<ul style="list-style-type: none"> • New Cost Center – moved items such as AWC dues, general insurance liability, Monroe-Duvall Connector bus, etc. • SCCIT dues increased \$3,157 per actuals • WCIA Liability increased \$13,580 per updated formula and actuals • General B&O taxes decreased \$80
001-Executive	<ul style="list-style-type: none"> • Travel decreased \$5,000 • Organizational Dues decreased \$1,000 • Training decreased \$1,000 • Choose Monroe Magazine costs decreased \$10,000 • Demographic study decreased \$2,500
002-Finance	<ul style="list-style-type: none"> • Increase postage costs by \$400 • Training travel decreased \$2,250 • Organizational Dues decreased \$450 • Training decreased \$3,886 • Reclassed 15% of Finance Director to City Clerk cost center – decrease \$21,155 salary and benefits (offset in City Clerk cost center)
003-Human Resources	<ul style="list-style-type: none"> • Decrease Professional Services \$10,000
004-Police	<ul style="list-style-type: none"> • Salary and benefits decreased \$229,500 (two patrol officer positions) • Moved Embedded Social worker to new Human Services cost center – decrease \$71,560 • Added \$6,000 Matrix study carry over from 2019 • Decrease WCIA liability insurance \$21,644 per updated formula and actuals • Decreased Training Travel \$17,710 • Decreased LEOFF 1 Medical Bills liability \$10,000 based on trending • Decreased Capital \$1,431 based on actual costs
005-Legislative	<ul style="list-style-type: none"> • Eliminated \$5,000 for Districting Demography study • Decreased Visioning services \$23,500 (carry into 2021) • Travel decreased \$11,300 • Miscellaneous Expenses decreased \$500 • Training decreased \$1,000 • Lobby Services decreased \$7,000
006-Legal	<ul style="list-style-type: none"> • No changes

Department/Cost Center	Changes
007-City Clerk/Public Records	<ul style="list-style-type: none"> • Increased salaries and benefits \$21,155 for 15% of Finance Director (offset in Finance) • Decreased salaries and benefits \$13,619 to reclassify City Clerk FTE to Deputy City Clerk • Decrease Professional Services \$19,100 • Decrease Legal Notices \$1,500 • Decrease Training Travel \$2,000 • Decrease Training \$1,000
009-Municipal Court	<ul style="list-style-type: none"> • Salary and benefits decreased \$116,294 (Municipal Judge is contract) • Increase Professional Services (Municipal Judge) \$72,950 • Increase Professional Services Court Assessment \$52,280 (\$16,830 offset from other jurisdictions) • Increase Organizational Dues \$150
010-Parks	<ul style="list-style-type: none"> • Community Events decreased \$2,000 • Salaries and benefits decreased \$35,840 (three seasonal positions) • Eliminated \$10,000 for downtown furniture/baskets • Decrease WCIA liability insurance \$7,236 per updated formula and actuals • Training decreased \$3,000 • Events Brochure publishing decreased \$5,700 • Organizational Dues decreased \$1,000 • Decreased Capital \$1,431 based on actual costs
011-Jail and Dispatch	<ul style="list-style-type: none"> • No changes
040-Human Services	<ul style="list-style-type: none"> • New cost center • Public Defender Social Worker new item for \$12,000 offset by \$12,000 grant • Increase Embedded Social Worker moved from Police for \$71,560 (offset by Police department decrease) • Increase of \$35,000 Human Services Communications Plan approved by Council • Increase Homelessness services by \$30,000 offset by \$20,000 in HB1406 sales taxes and \$10,000 Snohomish Community Foundation Grant
110-Community Development	<ul style="list-style-type: none"> • Increase \$50,000 to Professional Services for Housing Inventory offset by \$50,000 Commerce grant
190-Emergency Management	<ul style="list-style-type: none"> • No change
202-COVID Expenses	<ul style="list-style-type: none"> • New cost center to track CARES Act expenses and offsetting reimbursements. Both revenues and expenses are budgeted at \$607,116 (offsetting)

2020 Street O&M Fund Amendments 08/04/2020

Revenue Adjustments	Changes
Beginning Fund Balance	• Increase \$43,550
Solid Waste Franchise Fees	• Increase \$12,800
State Shared Fuel Taxes	• Decrease \$109,063
Engineering Review and Inspections	• Decrease \$3,873
Interest Earnings & Misc	• Decrease \$355
Overall change to Revenue	• Decrease \$56,941

Expenditure Adjustments	Changes
Salaries & Benefits	• Decrease \$20,786
Supplies	• Decrease \$36084
Professional Services	• Increase \$46,293
Overall change to Expenditures	• Decrease \$10,864

Change to Budgeted Ending Fund Balance	Changes
Budgeted	\$373,541
Amended	\$315,022
Difference	\$46,077 decrease
17% reserve target	\$187,226

Change to Fund Budget	Changes
Original Fund Budget	\$1,473,288
Amended Fund Budget	\$1,416,347
Difference	\$56,941 decrease

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
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	30,000.00	(29,759.74)
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	20,000.00	(58,157.39)
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	20,000.00	(59,686.17)
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	40,000.00	(44,440.84)
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	48,000.00	(23,695.79)
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	50,000.00	(25,460.89)
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	57,080.00	(28,114.68)
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	66,000.00	(32,595.51)
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	706,291.67	(193,708.33)
% increase from prior year			27.04%		72.03%		-17.77%		0.10%			-32.57%		
														Total
2015	January	February	March	April	May	June	July	August	September	October	November	December		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	30,000.00	20,000.00	20,000.00	40,000.00	48,000.00	50,000.00	57,080.00	66,000.00		706,291.67

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
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)
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	100,013.96	20,327.79
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	40,000.00	(44,440.84)
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	48,000.00	(23,695.79)
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	50,000.00	(25,460.89)
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	57,080.00	(28,114.68)
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	66,000.00	(32,595.51)
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	836,149.20	(63,850.80)
% 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	100,013.96	40,000.00	48,000.00	50,000.00	57,080.00	66,000.00		836,149.20

2020 REET Fund Amendments 08/04/2020

Revenue Adjustments	Changes
Beginning Fund Balance	• Increase \$1,392,020
REET 1 & 2	• Decrease \$64,000
State REET 1	• Increase \$4,208
Investment Earnings/Misc	• Decrease \$3,270

Expenditure Adjustments	Changes
Transfer to Fund 317 Parks Capital	• Increase \$3,750,000

Change to Budgeted Ending Fund Balance	Changes
Budgeted	\$4,092,765
Amended	\$1,671,723
Difference	\$2,421,042

Change to Fund Budget	Changes
Original Fund Budget	\$4,400,145
Amended Fund Budget	\$5,729,103
Difference	\$1,328,958 increase

2020 Parks Capital Fund Amendments 08/04/2020

Revenue Adjustments	Changes
Beginning Fund Balance	• Increase \$26,682
Interest Earnings/Misc	• Decrease \$5,230
Funding from ECPRD Bond	• Decrease \$4,800,000
Impact Fees	• Decrease \$54,690
Transfers in REET	• Increase \$3,750,000

Expenditure Adjustments	Changes
Park Play Equipment	• Decrease \$1,250,000

Change to Budgeted Ending Fund Balance	Changes
Budgeted	\$260,495
Amended	\$427,257
Difference	Increase \$166,762

Change to Fund Budget	Changes
Original Fund Budget	\$7,576,514
Amended Fund Budget	\$6,326,514
Difference	\$1,250,000 decrease



MONROE CITY COUNCIL

Agenda Bill No. 20-115

SUBJECT:	<i>Update on the City Gateway, Wayfinding, and Park Sign Design Concepts.</i>
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DATE:	DEPT:	CONTACT:	PRESENTER:	ITEM:
08/04/2020	Executive	Deborah Knight	Deborah Knight	Discussion Item #2

- Discussion:** 07/16/2020; 11/12/2019
- Attachments:**
1. West Gateway Sign Design Concept
 2. Wayfinding Signage Assessment Report
 3. Draft Historic Downtown Concepts
 4. PowerPoint Presentation

REQUESTED ACTION: Receive an update on the City gateway, wayfinding, and park sign design concepts.

POLICY QUESTION

This is a presentation of the work completed by the Economic Development Advisory Board (Board) to recommend a design concept for the City’s gateway and wayfinding signs. The purpose of this report is to give the City Council and opportunity to review and comment on the draft design concepts.

City staff presented the draft design concepts to the Parks Board and Planning Commission in July. There is support for the Board’s recommended design for the East Main Street gateway sign. Both the Planning Commission and Parks Board recommended tying together the gateway and wayfinding signs with a similar color palette and/or design features.

Mayor Thomas, City staff and members of the Economic Development Advisory Board are seeking direction from the City Council.

DESCRIPTION/BACKGROUND

Project Initiation

In 2017 the City formed an ad hoc Economic Development Advisory Board. The Board was charged with developing a set of recommendations and a 5-year investment strategy to support business recruitment, retention, and expansion. The Board reviewed past economic development plans including the Downtown Master Plan, Tourism Plan, and Economic Development Element of the Comprehensive Plan.

In 2018, the City Council adopted the Board’s recommendations. One of the recommendations was to replace the City’s aging gateway signs and develop a gateway and wayfinding sign program to greet visitors and residents with an attractive sign design that makes a good first impression; helps people navigate through the community; and promotes economic development by highlighting key destinations and attractions.

In 2019, the City issued a request for proposal (RFP) seeking a consultant to help the City develop its gateway/wayfinding sign program. Members of the Economic Development Board and city staff interviewed three firms and selected Tangram. Tangram has a successful track



MONROE CITY COUNCIL

Agenda Bill No. 20-115

record working with cities. They were selected by Snohomish County to develop a wayfinding sign program for access points along the Snohomish/Skykomish River.

Project Goals and Scope of Work

The Economic Development Advisory Board identified several goals for the gateway/wayfinding sign program:

- Create a consistent system that uses a range of signage mediums
- Honor the City's past while establishing its future as a regional hub
- Direct visitors to landmarks, facilities, activity centers, and services
- Improve navigation for all modes of travel
- Reinforce the identity of the City as a regional center for food, lodging and entertainment
- Develop signs that can be fabricated using standard materials and methods; requiring minimal maintenance and long-term endurance
- Be sustainable and expandable.

The contract scope of work included:

1. Design concepts for gateway signs at key entry points to the City – US 2; West Main Street; East Main Street; and SR203.
2. Design concepts for wayfinding signs that help visitors and residents navigate through the community
3. Design concepts for parks signs

*While developing wayfinding sign concepts, Tangram also developed several alternatives for gateway signs for the City's historic downtown which were not included in the original scope of work.

Design Process

Tangram started the project with an on-line survey early in the process to get public input and understand the community vision for the City's gateway and wayfinding sign program. Key themes emerged from the survey:

- A desire to change/update Monroe's image
- A preference for clear, visible, simple, modern, and relevant aesthetic
- An interest in creating a sense of place
- Improving the visitor experience
- Enhancing the streetscape
- De-cluttering the visual environment
- Providing safety and security

Over the course of six months, Tangram worked with the EDAB and city staff to develop multiple variations for the City of Monroe's gateway at the roundabout located at the intersection of Main Street and the 522 exit ramp (West Gateway). Based on comments Tangram received from the EDAB and city staff, specific design directions were developed. Below is a rendering of the final design for the West Gateway recommended by the EDAB.



MONROE CITY COUNCIL

Agenda Bill No. 20-115



At the last EDAB meeting in June, the Board reviewed and provided feedback on a monument style design for East Main Street (East Gateway) and gateway sign for the South Gateway located on SR203 at Lewis Street Park.



The Board recommended moving the wayfinding sign (in the background) further to the north to avoid competing with the gateway sign, and replacing the flat rock on the sign with round river rock to emulate the natural rock found in the Skykomish River in Monroe.

The Board anticipates receiving the final round of gateway design concepts before its next meeting on July 23.

Wayfinding Sign Design

Tangram completed an assessment of the City's existing signage and wayfinding challenges (Attachment 2). The report includes recommendations to resolve wayfinding issues and opportunities to enhance the visitor experience. Observations and recommendations made through the assessment were used to provide a plan and framework for developing wayfinding design concepts.



MONROE CITY COUNCIL

Agenda Bill No. 20-115



Tangram submitted six initial wayfinding signage concept designs at the EDAB's June 4, 2020 meeting.

Wayfinding signs included variations in materials (wood, rock, metal, and color). The EDAB members and city staff provided feedback. The next round of wayfinding signage concepts are expected in early July.

Park Signs

In order to create a cohesive wayfinding sign program, Tangram is developing park sign designs in conjunction with the wayfinding signs. The Tangram team provided six park sign designs to match to the six initial wayfinding sign concepts. Following is the park sign design that matches the Concept #1 wayfinding signs above.

City staff will bring back the second round of park sign design concepts to the board for review and comment.



Historic Downtown Gateway and Wayfinding Signs

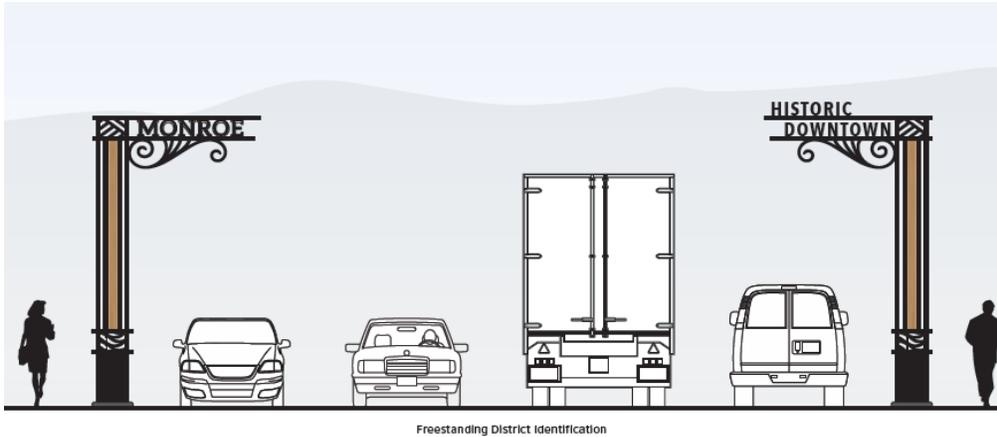
During development of the wayfinding sign design, Tangram took the initiative, at no extra cost to the City, to develop four gateway and wayfinding sign alternatives for Monroe's historic downtown.

The four proposed designs draw on the area's architectural elements such as wrought iron, columns, i-beams, and Victorian trim. Board members were drawn to several of the designs that featured wrought iron. The rendering below shows Concept 2. The next round of downtown specific signage concepts are expected in early August.



MONROE CITY COUNCIL

Agenda Bill No. 20-115



FISCAL IMPACTS

The scope of work with Tangram includes developing final design and bid ready specifications to fabricate the signs. City staff have asked Tangram to provide some cost estimates for fabrication and installation to include the Phase 1 signs in the 2021 budget. Phase 1 may include the gateway sign at the South (Lewis St/SR203) gateway and wayfinding signs at all gateway locations – East and West Main Street, Lewis St./SR203, and US 2.

In order to keep the installation affordable, the proposed plan is to phase installation of the gateway and wayfinding signs over a 2-5 year period. Installing one gateway, one or two park signs, and a series of wayfinding signs each year until the project is complete.

The Economic Development Plan approved by the City Council in 2018 included \$425,000 for gateways and \$450,000 for wayfinding signs between 2021 and 2024. The funding sources identified include the City's capital project funds (Real Estate Excise Tax) and a portion of the Sewer Utility Tax. The project is included in the draft 2021 Capital Improvement Plan.

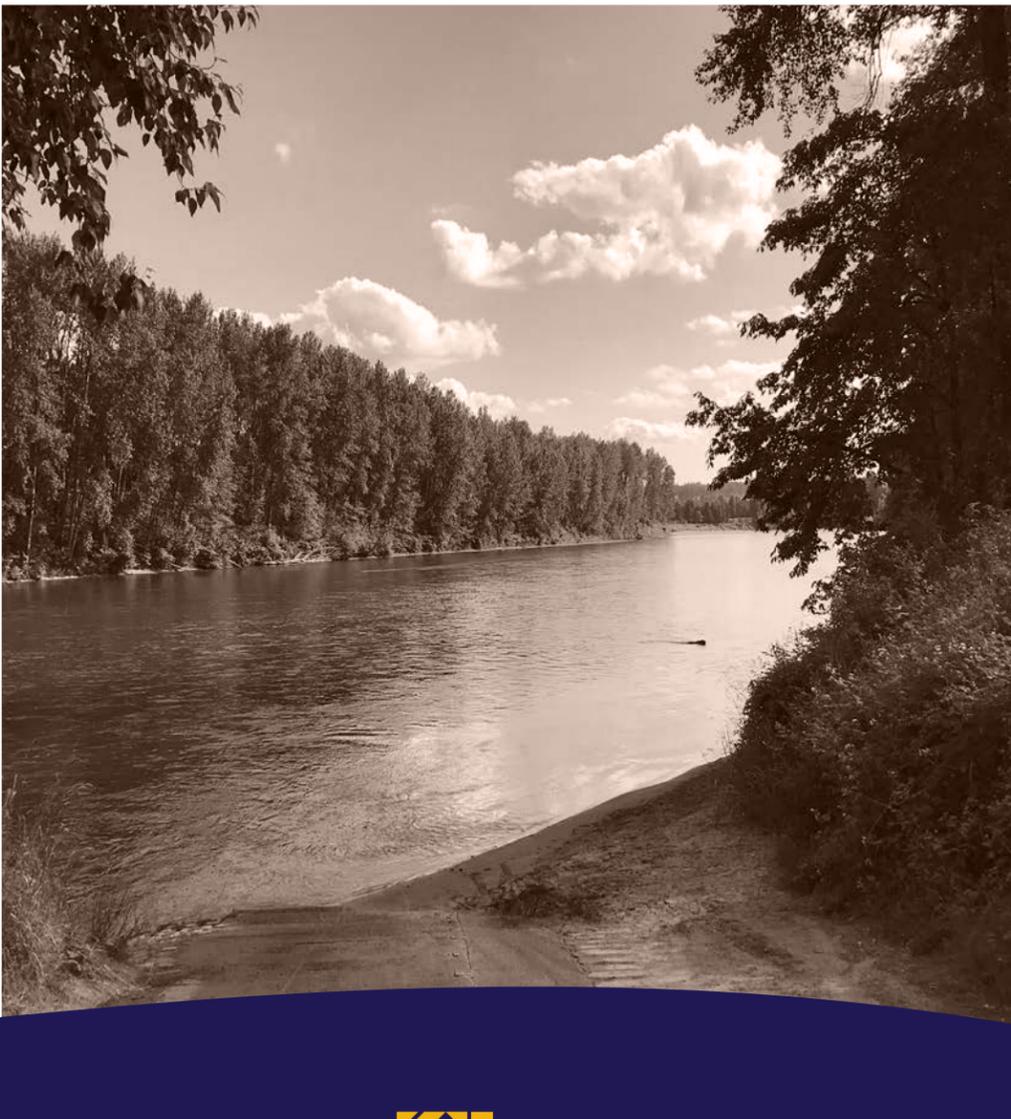
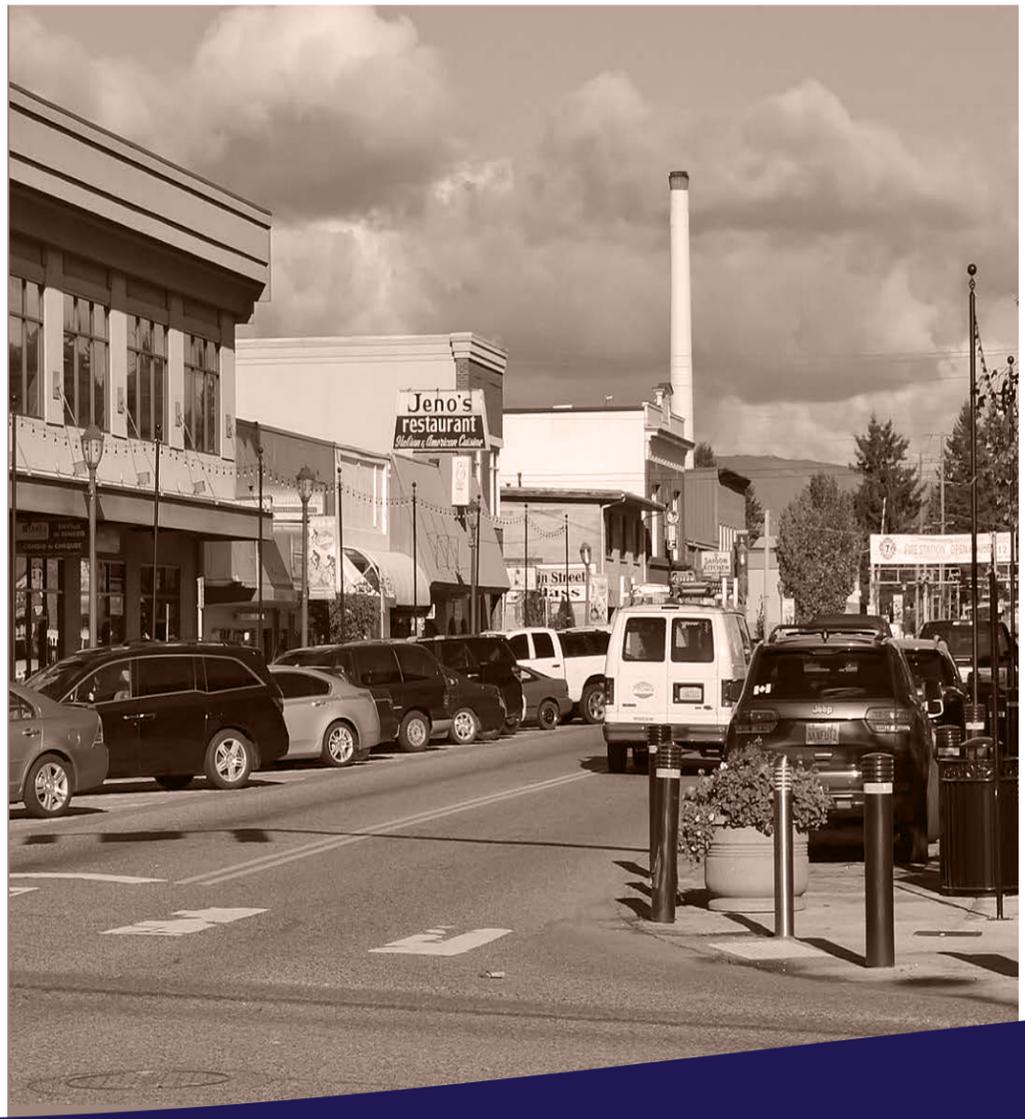
ALTERNATIVES

The City Council may want to have more frequent updates or direct members of the Council public works committee to review future draft concepts as recommended by the Board.

CITY OF MONROE

GATEWAY SIGNAGE DESIGN REVISIONS 3

06/15/2020



INTRODUCTION

Tangram Design developed multiple variations for the City of Monroe’s gateway at the roundabout located at the intersection of Main Street and the 522 exit ramp. Based on comments Tangram received from the committee, specific design directions were developed to move forward with as follows:

General Comments

- Prefer the solid mountain background over the pipes.
- The wood looks dated.
- Concern about the maintenance of the wood.
- Do not like the wave and letter combination at the base of Concept 3.
- Prefer no landscape under the gateway.

Concepts #1, 2A, & #3

These Concepts were the least favored by the committee. There was no further development made to these Concepts.

Concept #2B

The committee favored this concept direction with no landscape the most. Since this Concept was the most preferred, we used this direction to develop the eastern gateway along Main St. (east of the Smoke Shop) and the southern gateway along Lewis St.

Enclosed are the western, eastern, and southern gateway designs proposed for Monroe. The gateway designs are based on the comments and directions the committee has provided over the past few months. Please review the designs and indicate if there are any changes the committee would like to see.

Please note that all designs will have lighting. Lighting may include internal lighting, back-lit, or external lighting so the sign can be seen in the day and night. Specific lighting options or designs will be determined at a later time, once a final design direction is selected.

The following document displays the concept designs through 2D and 3D drawings. The purpose of this is to help give the committee a better understanding of the size, dimensions, and materials that will be used for each of the concepts. The 2D drawings include dimensions and placement so the committee can understand the size of the sign in relation to the areas they are located.



Concept 1A



Concept 2A



Concept 2B



Concept 3

WESTERN GATEWAY

Western Gateway - Roundabout located at intersection of Main St. and 522 Exit Ramp







City of Monroe

WAYFINDING SIGNAGE ASSESSMENT REPORT



Table of Contents

Introduction 1

Brand and Identity 4

Identification Signage..... 7

Vehicular Signage 14

Pedestrian Signage..... 22

Placemaking 26

INTRODUCTION

Introduction

BACKGROUND

The City of Monroe is the gateway to the Cascade Mountains and multiple tourist destinations in east Snohomish County. It is a prime local, national, and international tourist destination. The City is served by three highway systems: US 2, State Route 522 and State Route 203. US 2 is one of only three highways which connect eastern and western Washington and serves 45,000 average daily trips. The City has grown 6% since 2011. The current population is 19,250. The majority of motorists that travel US 2 and State Route 522 are unaware of the City's historic downtown, riverfront parks, artistic, cultural, retail, commercial, and entertainment services. Many new residents are unfamiliar with civic sites and key points of interest.

The City of Monroe has started wayfinding sign design efforts several times since 2007. The Economic Development Advisory Board, formed in 2019, identified wayfinding sign design and placement as one of the priority projects for implementation over the next six years. The City is initiating a gateway and wayfinding sign program to greet visitors and residents with an attractive sign design that makes a good first impression; helps people navigate through the community; and promotes economic development by highlighting key destinations and attractions.

PROJECT GOALS

The Gateway and Wayfinding Signage Plan will create an attractive system of signage and wayfinding elements that guides visitors to key destinations within the city. Final signage drawings, sign location plans, sign messages, and other important program elements will be supplied so that the city can implement the system in phases over multiple years as funding becomes available. The goals of this program are to:

- Create a consistent signage and wayfinding system across a range of signage mediums that honors the City's past while establishing its future as a regional hub.
- Establish a brand and identity for the city
- Define Monroe's Historic Downtown and create a sense of arrival
- Create a multimodal guideline for a signage and wayfinding system that directs visitors to landmarks, facilities, activity centers, and services.
- Improve navigation for all modes of travel; with an emphasis on establishing signage and wayfinding that directs residents and visitors to civic services, landmarks, and activity centers.
- Reinforce the identity of the City of Monroe as a regional center for food, lodging, entertainment, and recreation.
- Develop signage that is able to be fabricated using standard materials and methods; requiring minimal maintenance and is long lasting.
- Be sustainable, expandable and to establish an ongoing administration and maintenance plan for the system.

WAYFINDING METHODOLOGY

The development of a comprehensive wayfinding system must take into account numerous factors that affect public circulation and the varying levels of user interaction or experience. They should be designed to project a consistent brand, provide essential information, and connect people to their destinations.

Successful wayfinding requires the use of a variety of sign types such as gateway monuments, directional, identification, informational, branding or promotional, and others. These sign types are designed to work harmoniously, yet independently, to create a cohesive system that guides people to destinations and creates a sense of place.

Signage designs should be visually consistent for all applications, when conveying messages and graphics. Colors, text, symbols, graphics, shapes, locations, and sign placements must be carefully developed to work symbiotically with the natural and built environment and the signage brand. Collectively, the signage design and graphic elements visually present a comprehensive signage system that positively impacts the overall visitor experience and circulation of vehicular and pedestrian traffic. It also improves communication and enhances the brand identity of the city.

It is equally important to note that there are other alternative methods besides signage that can be used to enhance the functionality of a signage and wayfinding system. Appropriately incorporating landmarks, landscaping, public art, and interactive or media technology into a wayfinding system can be beneficial and aids in augmenting a sense of place.

ASSESSMENT PURPOSE

The purpose of the Wayfinding Signage Assessment Report is to provide an analysis of the city's existing wayfinding challenges and opportunities, recommend solutions to resolve wayfinding issues, and identify opportunities to enhance the visitor experience. The assessment also promotes accessibility and emphasizes a holistic visitor experience that respectively creates a sense of place for visitors and a sense of pride for residents. Observations and recommendations made through this assessment take into consideration existing conditions, the city's short and long term development goals, and input from the city and project stakeholders.

WAYFINDING SURVEY

Tangram Design conducted an online survey for Monroe's community that was designed to provide an opportunity for the public to express their opinions, thoughts, and/or expectations for the new wayfinding program. Results from this survey were taken into consideration during the development of this report and are reflected in some of the recommendations that are supplied. Complete results from this survey can be obtained through contacting the city's Economic Development Department.

BRAND AND IDENTITY

Brand and Identity

A sense of place is a unique collection of qualities and characteristics – visual, cultural, social, and environmental – that provide meaning to a location. Sense of place is what makes one city or town different from another, but it is also what makes our physical surroundings worth caring about. The more one city comes to look and feel just like every other city, the less reason there is to visit. Alternatively, the more a city does to enhance its uniqueness, whether that is cultural, natural or architectural, the more people will want to visit. Developing a sense of place creates a competitive advantage for cities. Businesses or a potential resident or a visitor can go anywhere they want, so articulating a place’s unique character is important to attracting investment, people and capital.

Brand and identity are key to creating a sense of place within an environment and in developing a wayfinding system that is unique to the city. Branded wayfinding signage systems provide an added level of benefit and purpose to an otherwise generic signage or wayfinding system. In addition to its basic functionality in providing orientation and navigation, a branded system introduces personality, storytelling, and stimulates emotions through its connection to the core values of the city. This contributes toward a deeper relationship between the place and its key audiences.

Effective branding creates a mental association visitors use to define their impression of a city. Consistent experiences and visual communication drive positive sentiment and build brand trust. Inconsistent branding sabotages a city’s brand management, distracts a visitor from getting a clear understanding of the city’s identity, and impacts how a sense of place is defined. A city’s logo is a key visual asset that grabs people’s attention, makes a strong first impression, and expresses the city’s character in a memorable way.

A brand is not made up of just the city’s logo but is inclusive of other defining characteristics like its history, culture, architecture, and personality. A wayfinding signage system is a brand asset that visually represents the city within the physical environment. A successful signage system generates an authentic and meaningful experience which expresses the city’s brand and identity through its design and communication. Wayfinding signage designs developed for this project will convey the city’s identity in structure, color, and graphics elements.



Current City of Monroe Logo



Gateway Identification Sign



Wayfinding Sign



Park Identification Sign

BRAND & IDENTITY

Comments

- The City of Monroe’s identity is seen in different formats on existing signage. Typography, logos, and colors all vary.
- The inconsistency in how Monroe’s identity is displayed hinders a visitor’s trust in the authenticity of the city’s visual communication. This is evident in the confusion surrounding what logo is meant to represent the city. Gateway and park signs use a mountain logo whereas wayfinding signs use the current city logo.
- Using different eras or iterations of the logo on the signage creates a dated and non-progressive look to the city.

Recommendations

- Only one logo should be used by the city to identify Monroe, to prevent visual confusion and support the city’s overall brand identity and vision.
- Culture, history, architecture, environment and other defining characteristics of the city should be used to develop a branded wayfinding system for the city. This will ensure the signage created reflects a sense of place.

IDENTIFICATION SIGNAGE

Identification Signage

Identification signage, like a gateway or district marker, is an entry or access point into a region, city, district, or destination that typically represents a visitor's introduction or first physical impression of a place. Identification signs utilize elements like brand, lighting, architectural or landscape elements, art, or graphics to communicate a place's identity. Primary gateway signs are the very first ones visitors typically see when they cross into the limits of a city and begin forming their impressions of it. Gateway signage can have deep meaning to a city's residents and visitors, as well as potential investors. These types of signs should:

- Create a sense of place and quality
- Give a good first impression
- Instill pride of ownership – when people come home, they're proud to live there
- Provide a sense of comfort and security for visitors knowing that they have arrived
- Get someone's attention as they drive by
- Convey the community's image
- Introduce the community as a great location to visit, stay, play, and live
- Elevate the perceived value of the city and community
- Help the community stand out from others
- Be attractive, well maintained, and large enough to make a statement about the city

The City of Monroe has two primary existing gateway signs. One is located on W. Main Street on the roundabout near the 522 exit ramp. The other is located at a southern access point to the city on S. Lewis Street near Lewis Street Park. These gateway signs are designed with two wooden posts and a wood sign panel that reads "Welcome to Monroe". A mountain logo is shown on the left side of the sign message and a carousel horse on the right. Neither of these graphics relate to the city's current logo. The design of the sign does not give a good first impression of the City of Monroe. It does not express anything about the community's character or brand and doesn't make a memorable statement about the city. New gateway identification signs should be created that better promotes the city's brand and identity.

The Condensery Smokestack is a historical landmark. It serves to identify one's arrival to the City of Monroe from Highway 2. Using the landmark as a gateway sign is a smart idea, since the structure has such a visual prominence. However, the typography on the stack is not currently orientated to a driver's line-of-sight as they travel on highway 2 which makes the smokestack ineffective as an identification sign. Updating the stack with letters that face east and west will work better. Refurbishing the graphic on the smokestack is also recommend, as it feels dated. Graphic approaches for the smokestack may vary but could include a design that relates to historical, cultural or environmental elements that symbolize Monroe or an abstract artistic treatment.

There are other areas in the city that could also benefit from the use of identification signage. For instance, adding identification markers to the primary east and west entrances into the historic downtown will allow visitor's to easily recognize they have arrived and they will create a sense of place within the downtown.



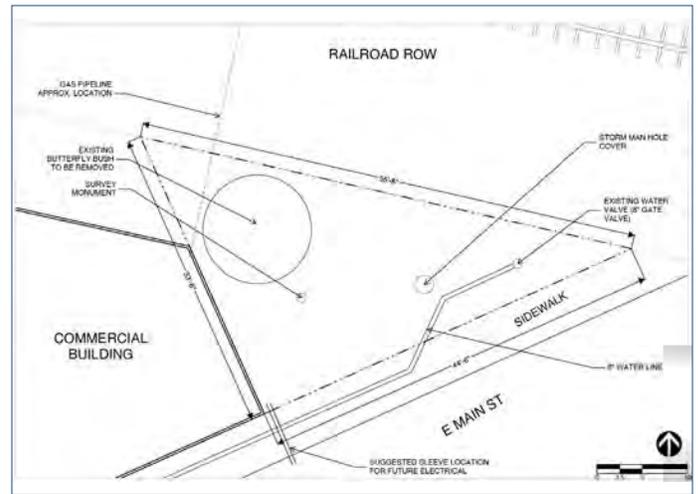
ROUNDBOUT GATEWAY

Comments

- The gateway sign is visible to drivers traveling east on Main Street and traffic exiting the 522 ramp.
- The sign and garden bed it sits in feel small in comparison to the size of the entire surrounding landscape and roundabout.
- The sign is antiquated and feels more like a park sign rather than a main entrance or gateway into a city.
- It projects a dated feel for the city and does not reflect progressive or future movement.
- Multiple mounting attachments litter the sign's structural posts. The random placement of the attachments is unsightly.
- The Tree City USA sign and the electrical box detract from the gateway's message to welcome people to Monroe and creates signage clutter.
- Typography and graphics on the sign do not coordinate with Monroe's current brand or identity.

Recommendations

- Create a new gateway identification sign that is scaled appropriately to its environment and promotes Monroe's brand and identity.
- Avoid attaching extra signs or messages to the gateway monument. Allow signs like the Tree City USA to be placed in a different location that will make it more legible and also not detract from the gateway's main purpose which is to welcome visitors.



E MAIN STREET GATEWAY

Comments

- The city requested that this site be reviewed as a primary gateway location.
- Several utilities including gas, water and a storm drain are located at this site.

Recommendations

- Add a gateway identification sign that is scaled appropriately to its environment and promotes Monroe’s brand and identity.
- The sign should be scale and placed in an area that does not interfere with the existing utilities.
- Signage designed for this location will need to be customized to fit the size of the site and may not be the exact same gateway design as other locations.



LEWIS STREET GATEWAY

Comments

- The gateway monument, a wayfinding sign, speed limit sign, and a Tree City USA sign are all located within close proximity to one another which creates signage clutter.
- The brown sign blends into the natural environmental which makes the sign more difficult to see.
- The sign is antiquated and feels more like a park sign rather than a main entrance or gateway into a city.
- Multiple mounting attachments litter the sign's structural posts. The random placement of the attachments is unsightly.
- The Tree City USA sign detracts from the gateway's message to welcome people to Monroe.
- Typography and graphics on the sign do not coordinate with Monroe's current brand or identity.

Recommendations

- Create a new gateway identification sign that contrasts with its environment and promotes Monroe's brand and identity.
- Refrain from attaching extra signs or messages to the gateway monument.
- Place the wayfinding and the Tree City USA signs in different locations to reduce signage clutter and avoid detracting from the gateway's main purpose which is to welcome visitors.
- Signage designed for this location will need to be customized to fit the size of the site and may not be the exact same gateway design as other locations.



CONDENSERY SMOKESTACK

Comments

- The Condensery Smokestack on highway 2 is a key historic landmark that identifies the City of Monroe and lets people know they have arrived.
- The word “Monroe” is not visible to people traveling along highway 2. Since the city’s name is parallel to the road, the landmark is ineffective as an identifier.
- Artwork on the stack is dated.

Recommendations

- Utilizing an iconic structure like the smokestack, to identify the city, is a great way to create a sense of place and aid in wayfinding.
- Place the word “Monroe” on the east and west side of the stack so that it is perpendicular to the road and can be easily seen by people driving on highway 2.
- Change the smoke stack artwork to a design that is more current or contemporary. There may also be an opportunity to install a lit sign or letters on the tower.
- Since the stack is private property, any proposed designs will need to be discussed and approved with the owner.



MONROE HISTORIC DOWNTOWN

Comments

- Stainless steel, lit bollards serve as an architectural feature in the environment that demonstrates a transition into the historic downtown. However, no identification signs are present to define the primary entrances into the area.
- Lack of signage diminishes a visitor’s ability to clearly understand they have arrived.

Recommendations

- Identification markers should be placed at the primary east and west entrances into the historic downtown. The signage will allow visitor’s to easily recognize they have arrived and will create a sense of place and identity within the downtown.

VEHICULAR SIGNAGE

Vehicular Signage

Vehicular directional signs are designed to help direct people between main entrances, key decision areas, parking, destinations, and exit points. These signs use graphic information like typography, symbols, and arrows to direct people to destinations. They are typically placed along primary traffic routes and in key decision points to help people understand where they are going and encourage them to keep moving in the right direction of their destination. Vehicular directional signs are one of the most frequently used and most visible signs seen by visitors. They become the visual “voice” of the city, telling people how to get to their destination. Ensuring that the signs are branded with the right image or “voice” that represents the city is important in creating a positive and memorable visitor experience.

The Monroe brand is poorly promoted in the environment and the wayfinding signs do not include all the available tourist destinations that are available in the city. The deficiencies of the current system inhibit a visitor’s ability to fully explore and discover the entire city and its amenities.

WASHINGTON DEPARTMENT OF TRANSPORTATION

The Washington Department of Transportation (WSDOT) refers to branded wayfinding signage systems as Community Wayfinding Signs which is defined as guide signs that are “part of a coordinated and continuous system of signs that direct tourists and other road users to key civic, cultural, visitor, and recreational attractions and other destinations within a city or a local urbanized or downtown area”.

According to the Manual on Uniform Traffic Control Devices (MUTCD), the use of community wayfinding guide signs is limited to conventional roads and shall not be installed on freeway or expressway mainlines or ramps. The signs shall not be used to provide direction to primary cities, highway routes or streets, but can be used to navigate people to key tourist oriented destinations within the city. WSDOT signage shall have priority over the wayfinding signage system in placement, prominence, and conspicuity when it comes to traffic control devices (ie. speed limit signs, right lane must turn right, yield, stop, etc). Because regulatory, warning, and other signs have a higher priority, wayfinding signs shall not be installed where adequate spacing cannot be provided or in a position where they would obscure a person’s view of other traffic control devices.

For any signs located within WSDOT’s jurisdiction, the branded wayfinding system design must be submitted to the appropriate WSDOT Region Traffic Engineer for initial review and approval prior to any sign fabrication. The location of the signs shall also be approved by WSDOT personnel, and WSDOT permits will be required prior to installing any signs. WSDOT will not take any responsibility for installing or maintaining the signs. This will be the responsibility of the City of Monroe. Signs that are not located within WSDOT’s jurisdiction do not need to be reviewed by the traffic engineer. This includes signs that are located on streets within the City of Monroe’s jurisdiction and pedestrian signs. These signs will only need to be reviewed, approved, and permitted by the city.

The standard colors of red, orange, yellow, purple, or the fluorescent versions thereof, fluorescent yellow-green, and fluorescent pink shall not be used as background colors for community wayfinding guide signs, in order to minimize possible confusion with critical, higher-priority regulatory and warning sign color meanings readily understood by road users. The minimum luminance ratio of legend to background for community wayfinding guide signs shall be 3:1. All messages, borders, legends, and backgrounds of community wayfinding guide signs and any identification enhancement markers shall be retroreflective.

Typography and letter heights shall conform to MUTCD guidelines where applicable. The MUTCD recommends limiting sign messages to three per sign panel. This guideline will be followed for streets under WSDOT’s jurisdiction like Lewis Street and Highway 2. Community wayfinding signs located within the city’s jurisdiction may include up to five messages, if road speeds are 40mph or lower.



GRAPHIC INCONSISTENCIES

Comments

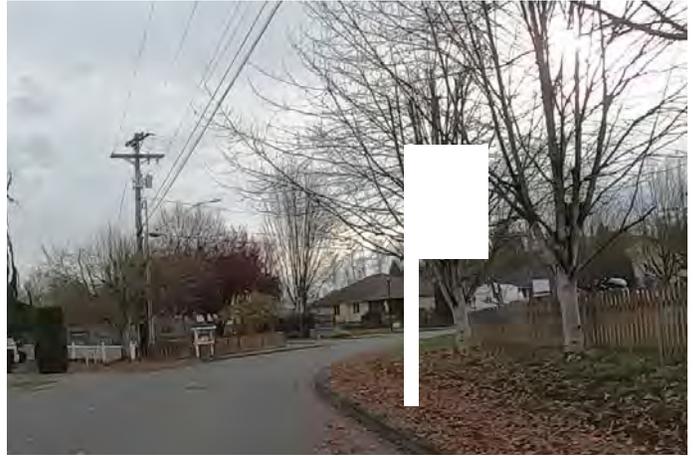
- Several types of signs are located throughout the city that supply wayfinding information, however they do not display their content in a consistent way. They use different arrows, colors, and fonts and are also mounted at varying heights.
- A wayfinding signage system should represent the brand and “voice” of the city. With such diversity and graphic inconsistency, the existing signage does not support the brand and identity of the city nor does it create a strong sense of place within the environment.

Recommendations

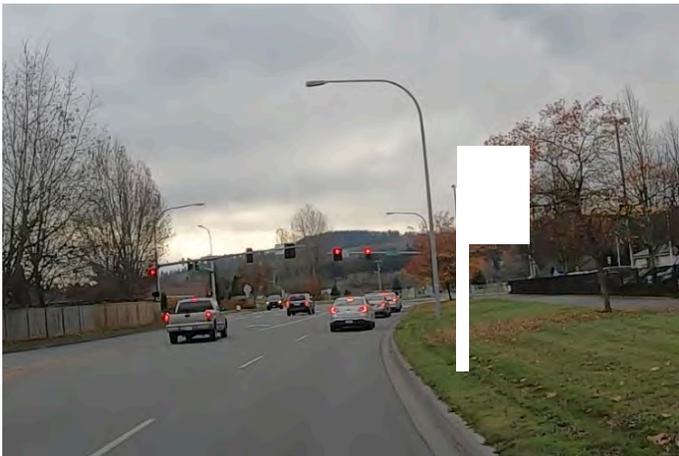
- Signage designs should be visually consistent for all applications. Colors, text, arrows, symbols, graphics, shapes, and sign placements must be consistent and visually cohesive for the signage system to be comprehensive.
- The design of the wayfinding system should represent the brand and identity of the city which can be achieved by using consistent graphics, colors, and text. A consistent design organizes wayfinding content and works to create a sense of place within the environment.



Main St and Lewis Street



Village Way and Sky River Parkway



Fyrelands Boulevard and 154th Street SE



Kelsey Street and Blueberry Lane

LACK OF SIGNAGE

Comments

- Many attractions, parks, institutions, and other destinations within the city are not accounted for on the current signs located throughout the city.
- Instances where places and destinations are far from each other, additional signage is needed in between the destinations to reassure people they are going in the right direction.
- The lack of signage in the environment at key decision points inhibits a visitors ability to be aware of and to find destinations within the city.
- When there is not enough signage available at key decision points to direct visitors to destinations, people begin to feel lost or that they are not going in the right direction which may contribute to a negative visitor experience.

Recommendations

- Signage should include multiple destinations to make visitors more aware of the various places they can visit and provide accurate guidance in getting there.
- Vehicular signage should be located in advance of key decision points or turns. This will provide drivers an adequate amount of time to read the sign, make a decision, and maneuver their car accordingly.
- Locate additional signage along routes where there is a large distance between destinations.



SIGNAGE CLUTTER

Comments

- Signage clutter is when too many signs are located in one location or within close proximity to one another. Signage clutter occurs over time and is often the result of a city or businesses reacting to communication needs without fully assessing its overall impact and communication in the actual environment.
- Having too many signs in one location has a detrimental impact on the visual aesthetic of an environment and dilutes the communication of sign messages. It also overloads drivers with information which impacts their ability to see important messages.
- Signage clutter can cause driver's to become distracted which may cause an accident or other unsafe condition on the road.
- Temporary signage is littered among the A-frame signs and banners, adding additional signage clutter.

Recommendations

- A new wayfinding signage system will ensure the number of signs is kept to a minimum without compromising the messages they need to deliver.
- Signage clutter and competition between sign structures can disrupt conveying visual information to the public in a clear manner and should be avoided.
- Combining messages onto one panel and reducing the number of sign structures can decrease visual clutter.
- Messaging at any given location should be limited to what a driver can read at the speed they are traveling.
- If multiple signs are needed in a location, they should be spaced out appropriately so that the content of each message is visible and can be read easily.
- Temporary or a-frame signs should be removed where they do not meet municipal codes.



A-FRAMES AND TEMPORARY SIGNAGE

Comments

- Per the City of Monroe’s Municipal Codes, very few signs are allowed on the right-of-way. “The right-of-way includes the street, the sidewalk, and the parkway (grass area) between the sidewalk and the street. If there is no sidewalk, the right of way is approximately 12 feet past the edge of the pavement.” A-frame signs are allowed in the right-of-way with a sign permit.
- A-frames shall only be displayed during business hours. They shall not interfere with pedestrian movement or be affixed to any landscaping elements.
- The multitude of A-frame signs creates signage clutter. They generate the feeling that the city is more of a place to make a pit stop rather than one to explore; the disorganization and poor aesthetic negatively impacts a visitors perception of the city and their desire to stay.
- Most of the temporary banners are difficult to read since the copy is backwards for oncoming traffic.
- Political signs, wayfinding, and others are littered

among the A-frame signs and banners, adding additional signage clutter.

Recommendations

- Enforce the city’s sign code and don’t allow businesses to place signs in the city’s right-of-way. This will reduce signage clutter and make the streetscape more organized and visually aesthetic.
- According to the city’s website, temporary A-frames and banners may be displayed a maximum of 60 days per year. All temporary signage is required to have a permitted sticker affixed to the face of the sign that shows an expiration date. Signs displayed without a sticker or signs with an expired sticker may be removed. Ensure businesses are complying with the proper protocol for temporary signs.

Examples of additional A-frame and temporary signs that are out of compliance are shown on the following page.

VEHICULAR SIGNAGE





SIGN PLACEMENT & SIZE

Comments

- There are several existing signs that are not placed within a good line-of-sight for visitors. Some are simply placed too high and are outside a driver’s natural cone of vision. Some locations have too many signs which creates sign clutter as well as pushes the top most message out of a good line-of-sight. Other signs were found to be attached too closely to traffic control devices or blocked by other existing signage in the environment.
- Poor signage placement negatively impacts a visitor’s ability to follow signs and reach destinations easily.
- Most of the existing signs are difficult to read because the sign and message are not legible at the speeds people are traveling.

Recommendations

- Using a single sign panel versus multiple signs reduces sign clutter, provides legibility for all messages, and prevents signs or messages from exceeding a driver’s line-of-sight.
- Vehicular signs must use type at a specific height per the speed a vehicle is traveling in order for the content to be legible.
- Signs should be mounted within a driver’s line-of-sight so that the content is visible and not overlooked.
- Avoid placing signs in locations where they may be blocked by other signs, traffic control devices, or by large poles or trees in the environment.

PEDESTRIAN SIGNAGE

Pedestrian Signage

Pedestrian directional signs are designed to help direct people between parking, destinations, and key decision points. Similarly to vehicular directional signs, these signs also use graphic information like typography, symbols, and arrows to direct people to destinations. They are typically placed along primary sidewalk routes, along trails, or in other key locations that help people to understand where they are going and encourage them to keep moving in the right direction of their destination.

Walking and biking create clear benefits for a city like relieving traffic congestion, reducing local air pollution, improving traffic safety, and increasing physical activity and sociability among other benefits. Monroe's mixture of historical, cultural, shopping, dining, recreational and entertainment options make the historic downtown an inherently walkable area. Implementing a well defined pedestrian signage system will activate downtown streets, give people the confidence to explore, increase pedestrian safety, improve connectivity and support economic growth.

The City of Monroe does not currently have a citywide pedestrian wayfinding system. There is one directory sign located in the historic downtown that directs people to destinations, however, no other pedestrian signs are present in the city. The lack of pedestrian signage throughout the city inhibits a visitor's ability to explore and discover the city and its amenities.



DOWNTOWN DIRECTORY MAP

Comments

- A directory sign, on the corner of Lewis Street and Main Street, shows a map of the full city which identifies city attractions and amenities. This is the only visible directory map located in the Historic Downtown.
- There are key areas in the Historic Downtown where placing additional directory maps and structures would help in educating people about places to go in the district and guiding them to destinations.
- The directory structure and content are outdated.

Recommendations

- A new directory structure should be created in the development of the new wayfinding system. The structure should work with the branded sign system and be able to hold and allow change out of the directory map by the Monroe Chamber of Commerce or the Downtown Monroe Association.
- Locate the directories in key areas that are most advantageous to orientate and direct visitors to their destinations.
- Remove old and outdated information from the environment.



LACK OF SIGNAGE

Comments

- The compact nature of the downtown makes the Main Street easily walkable.
- There is no consistent pedestrian signage system in downtown Monroe which inhibits a visitors ability to explore and find city destinations and amenities.
- There is one directory sign and map that do exist in the downtown but this is not sufficient enough to inform and guide people to destinations easily.

Recommendations

- Directional signs and directory maps should work together throughout the downtown to get visitors to destinations and amenities.
- Adding signage to heavily trafficked pedestrian corridors, intersections, resting zones or communal areas will help educate people about interesting places to go in the city, activate urban spaces, and improve connectivity, and support economic growth.

PLACEMAKING

Placemaking

Placemaking inspires people to collectively reimagine and reinvent public spaces to create quality experiences that contribute to people's health, happiness, and well being. It can also help with defining the brand and development direction of a city. Placemaking can take on many forms and possibilities. As such this report, supplies a handful of opportunities for the city to consider that specifically work to support the wayfinding system and simultaneously improve the public realm. Types of placemaking components addressed include streetscaping, public art, civic banner programs, media/print support, interpretive signage, and technology.

Public spaces must be safe, inclusive, and accessible for all. For a public space to be seen as safe, comfortable and successful, a diverse range of people need to actively use it. Based on the wayfinding survey that was conducted for this project residents shared what they felt may be impacting a visitor's experience negatively. Some of the most common answers included vagrants, drug dealing, litter, and lack of variety in entertainment, retail, and restaurants. Improving the physical environment through signage and streetscaping can help reduce unwanted behaviors, reduce crime, improve public safety, and attract tourism and business investment which supports economic development. It can make the city more :

- Accessible - Easy to get to and get through
- Comfortable - Good first impression, clean, safe
- Active - Engages people in activities which encourages them to stay
- Sociable - Creates places where people can meet each other and take people to when they come to visit

STREETSCAPING

Streetscapes and their visual experience largely influence public places and define a community's appearance. A successful streetscape integrates multiple aspects and creates a safe environment that provides a sense of physical comfort for diverse users and activities. A range of street elements that are typically used in enhancing a city's urban identity include benches, trash receptacles, lights, landscaping, and other amenities that preserve, enhance and express the unique character of the street and the surrounding area. Streetscapes also contribute to a community's need to recognize and celebrate its own distinct social, historical, cultural, and environmental characteristics or qualities.

Despite trash receptacles being located within the downtown core, many residents responded that trash and garbage littered the streets making the city feel unclean. Places that are not clean or are disorganized make people feel uncomfortable which negatively influences a visitor's experience. Tackling litter is a persisting challenge for many cities. Whether it's accidental in nature or out of carelessness, discarded bottles, wrappers, containers and other trash are a major eyesore and can affect the appearance and cleanliness of a city. Fresh approaches to anti-littering campaigns and working consistently with city maintenance staff, Downtown Monroe Association, Monroe Chamber of Commerce, and/or volunteer groups to keep the streets clean will provide a better overall perception of cleanliness for downtown Monroe.

PUBLIC ART

Public art can enhance or personalize otherwise impersonal spaces. It can activate civic spaces and provide a vehicle for the community to express its identity. Interesting public art pieces also tend to increase tourism in a city as they become a “must-see” sight. By taking pictures of the art and posting them on the web or social media sites, like Facebook, people get excited about seeing the art and may end up staying longer or visiting businesses while in the area. Public art also engages the community to take ownership and deters vandalism and graffiti.

Types of public art installations may include, sculptures, murals, mosaics, decorative features, unique architecture, landscaping or other functional elements. Monroe has public art located throughout the city and should continue implementing other unique pieces into the downtown core and public spaces. Choose art that is “right” or appropriate for the city. It is important for the art to support the brand and direction of the city, as it becomes a reflection of the city to the public.

Monroe allows murals within many zones throughout the city. Any commercial elements included on the murals will be included in the total sign allowance for a site.

CIVIC BANNER PROGRAMS

Temporary banner and lighting programs that support identity as well as ongoing activities also work to create a sense of place. Banner content should be consistent with programs that relate to an economic, cultural, or civic event, or goal of the city, such as city marketing or event notifications. Banners efforts as they get noticed by people driving or walking. Someone driving the same route to work every day will certainly notice a prominently placed banner that wasn’t there the day before. An impression will be made as they have a few seconds to consider the message and commit it to memory. Similarly, a visitor may see an important event advertised on the banner and come back again to participate.

The only noticeable civic banner program in Monroe, as of the date of the site survey, is located on street lamps along Main Street. Many of the light poles and banners are separated from the road from a line of parked cars. As such, this system works better as a pedestrian banner system rather than a vehicular one, since the banners are not easy for driver’s to see given their distance from



Mural



Public Art Sculpture



Civic Banner in Historic Downtown

road. The Snohomish County logo is more prominent on the banner than Monroe's which makes the banner and its content feel less about the city and more about Snohomish County.

Because the use of banners are limited to the historic downtown area, North Kelsey Street, Tjerne Place, and Chain Lake Road, people traveling along other primary corridors are not informed of promotional content which limits the exposure of city information. Adding a civic banner program further down Main Street, on Lewis Street or highway 2, could improve the impact of the banner system, increase awareness about promotional content, and encourage tourism. Light or electrical poles along these routes could be used to display the banners. Introducing banners onto other roadways may require additional brackets to be installed on light or electrical poles and involve approvals by city departments or utility providers. Banner graphics and information should focus on programs and events that relate to city sponsored content.

There is one vinyl banner hung over the east end of Main Street which currently extends thanks to the city's police and fire departments. The content although important is presented in a generic way that isn't eye catching. To showcase the information, update the banner with better more interesting graphics and image content so that the banner is recognizable in the environment.



Civic Banner over Main Street

To make sure that the banner programs are implemented and maintained in a consistent manner, a banner management plan should be created, if not already available. Having a banner management plan will create a more attractive business climate, enhance the physical appearance of the community, and provide a more enjoyable experience by regulating the design, location, operation and maintenance of the banners.

MEDIA / PRINT SUPPORT

Traditional printed promotions, brochures, maps, advertisements and technological tools, like websites and mobile apps, all help visitors plan their trip. Because these tools each uniquely interact with the end user, it is important for these elements to share consistent information. The cohesion of communication between these elements will provide the most effective and comprehensive wayfinding system.

Website and Social Media

The Internet is often the first place people go to get information about or to explore a place which makes having a quality website that is interactive and friendly of great importance. Currently, the primary websites people may use to get information about Monroe include: the city's website at www.monroewa.gov, Monroe Chamber of Commerce at www.choosemonroe.com, and the Downtown Monroe Association at www.downtownmonroeassociation.com. Social media connections to Facebook, Twitter, Instagram, and YouTube are also available.

Any maps or content relating to wayfinding that is used on the websites or social media sites should correlate with maps, messaging, and other content used within the wayfinding system. This will create consistency in communication and help people start integrating with the wayfinding system before they even arrive.

Printed Wayfinding Map and Visitor Guide

A tourism or wayfinding map allows for a deeper inclusion of attractions and businesses into the overall wayfinding program. The accessibility and ease of a map and its maintenance broadens the level of inclusion into the wayfinding program. A comprehensive printed map promotes walkability in the city.

Small printed dining and restaurant maps of Monroe's historic downtown can be found at the visitor center. These maps should be combined into one overall comprehensive map. Combing the maps with give visitors a better understanding of the area and things to do. Focusing on just dining or shopping limits a visitor's ability to understand everything around them there is to do or see.

A brochure or visitor guide plays a crucial role in attracting new visitors, maintaining current ones and helping businesses in the community grow. These printed items relay important information that motivate people to visit and try new places. The visitor center office provides several brochures and pamphlets that help people understand what things to do when visiting Monroe. The Monroe Chamber of Commerce supplies a locals guide to visiting Monroe.

It is important for people to be able to access this information as it gives them greater understanding and ability to explore the city. Similar to the website, the content of maps, messaging, and other content should coordinate with the wayfinding strategies of the signage system, where applicable, and updated on a continual basis to keep current with changes in the city.

INTERPRETIVE SIGNAGE

Effective interpretive signage improves visitor experience in a variety of ways. It enhances a visitor's understanding and experience through learning at leisure and can stimulate visitor interest in Monroe's cultural and historic features by the stories they tell. The quality, appearance and frequency of interpretive signage can influence a visitor's impressions and understanding of the city. Interpretive signage can help improve visitation to local assets like museums and art or cultural sites. Done well, they complement other city initiatives and create active spaces within the environment.

Monroe's does not have a current interpretive signage program. Developing stand alone signs or integrating interpretive information with the wayfinding signage system, where appropriate, would create a new cultural and historical amenity for the city. It could develop into a tour that gives people a greater understanding of the city.

INFORMATION TECHNOLOGY

Technological, interactive, or digital signage components can enhance how people engage and experience a city. From websites, to mobile apps, to large reader boards there are a variety of ways in which this technology can be integrated into a signage system. However, integrating technology or digital signs must balance with the city's operational goals, as the success of using these types of systems is dependent on the city's capability and resourcefulness to maintain the digital content of these systems. Digital signage or technological approaches must be consistently managed, updated, and maintained for these types of systems to be functional and effective. The following information technologies are provided as recommendations for the city to consider as the City of Monroe continues to grow and gain more tourism.

Mobile Applications

There a variety of content and features that can be included in a mobile app. However, content inclusion must be based on what the city can consistently update, manage, and maintain. The following provides recommendations for the type of content that could be included into the city's mobile app:

For Visitors

- Provide interactive wayfinding that directs people to hotels, attractions, things to do, restaurants, parking or other points of interest around the city.
- Include a Virtual Concierge that can help people develop their itinerary for the day.
- Develop an interactive event calendar or live entertainment schedule.
- Integrate social media into the app so people can share their experiences of the city.
- Provide parking information that shows drivers where the nearest available parking spot is.

For Residents

- Enable residents to more easily interact with the city. For example, the mobile app could provide tools to report issues like graffiti, potholes, and fallen trees.
- Help the city get word out about new initiatives or increase awareness about anything from bike paths, parks, and even underutilized city services.
- Provide access to city news, weather, traffic updates, or emergency alerts. Whether it's an alert about a crime or advice for an approaching storm, citizens should have

access to vital information.

Charging Stations

Street furniture or a standalone device that charges mobile devices in a public setting could be a valuable. These devices can provide built in cables for free mobile phone charging, WiFi Internet, local information, and a place to hang out. In an age where people heavily use smartphone devices and tablets, this type of device can help people stay connected and keep their devices going. It also acts as a public social hub where people gather and socialize.

Text Message Codes

Static signs, directory maps, interpretive signage or other surfaces in the environment, like bus shelters for example, can be used to include a text message number. When someone keys this information into their phone, they will receive a return text message that gives them information. The information provided would depend on what the text message was originally on. For instance, if located on a directory map, it may provide information about a destination or, if located near a historical site, it may provide information about the place's importance.

QR Codes

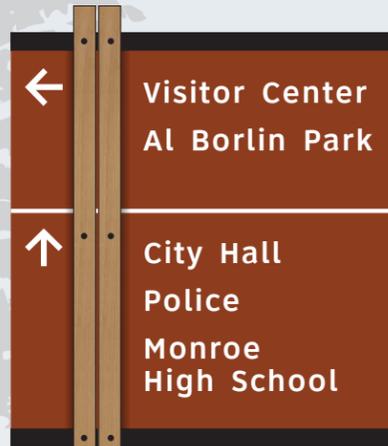
QR Codes help people to connect to specific online information. Pedestrian directories, visitor brochures, and interpretive sign panels are all examples of places where QR codes can provide useful information. Utilizing this scanning technology will allow the city to provide its visitors with a deeper form of engagement and experience. It also in turn can benefit the city as QR codes have built-in tracking and analysis tools that can help inform the city about their marketing campaigns.

historic downtown concept 1

City Wayfinding - Concept 1



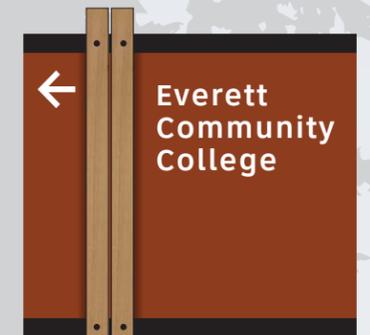
Perimeter Freestanding
Vehicular Directional



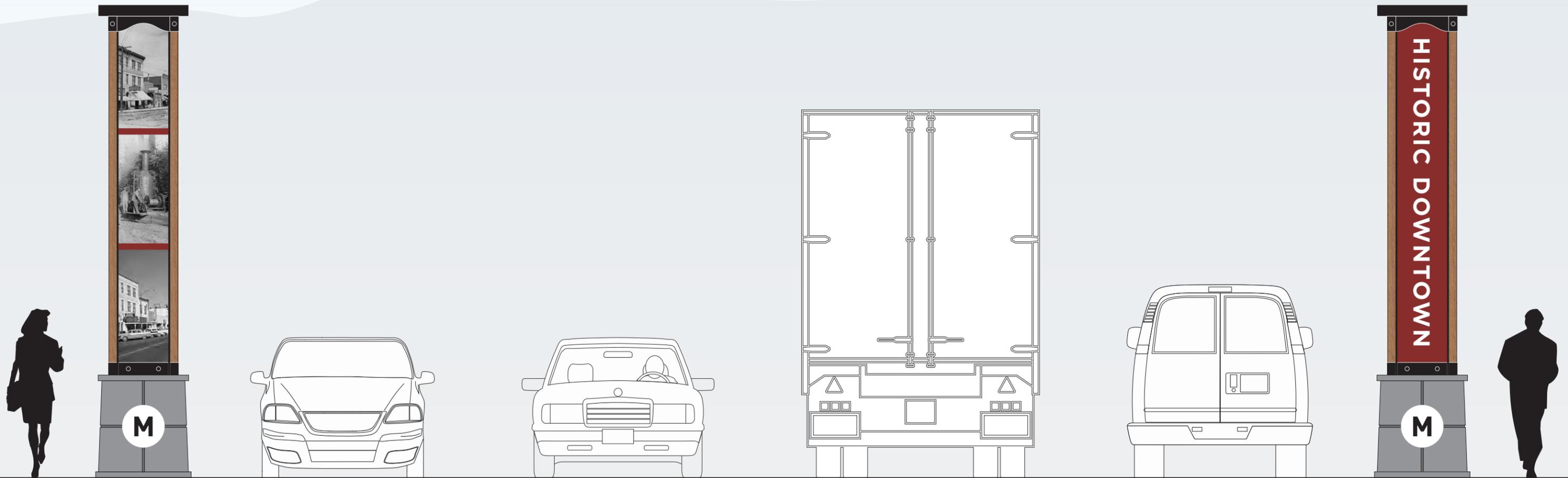
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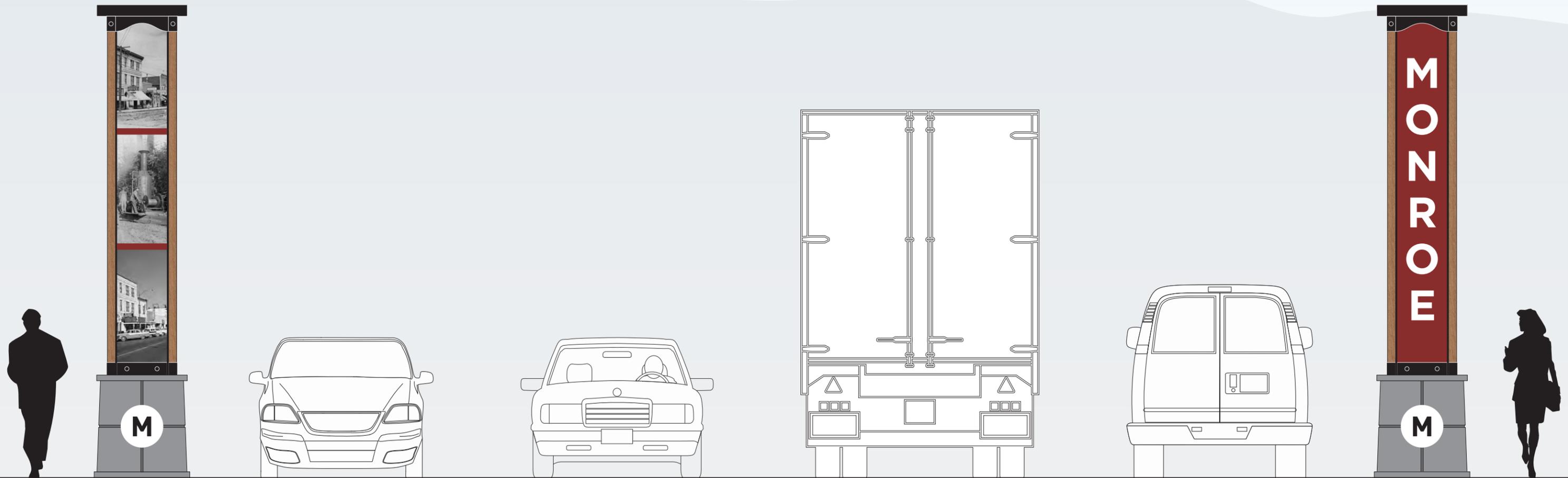
Pole Mounted
Vehicular Directional



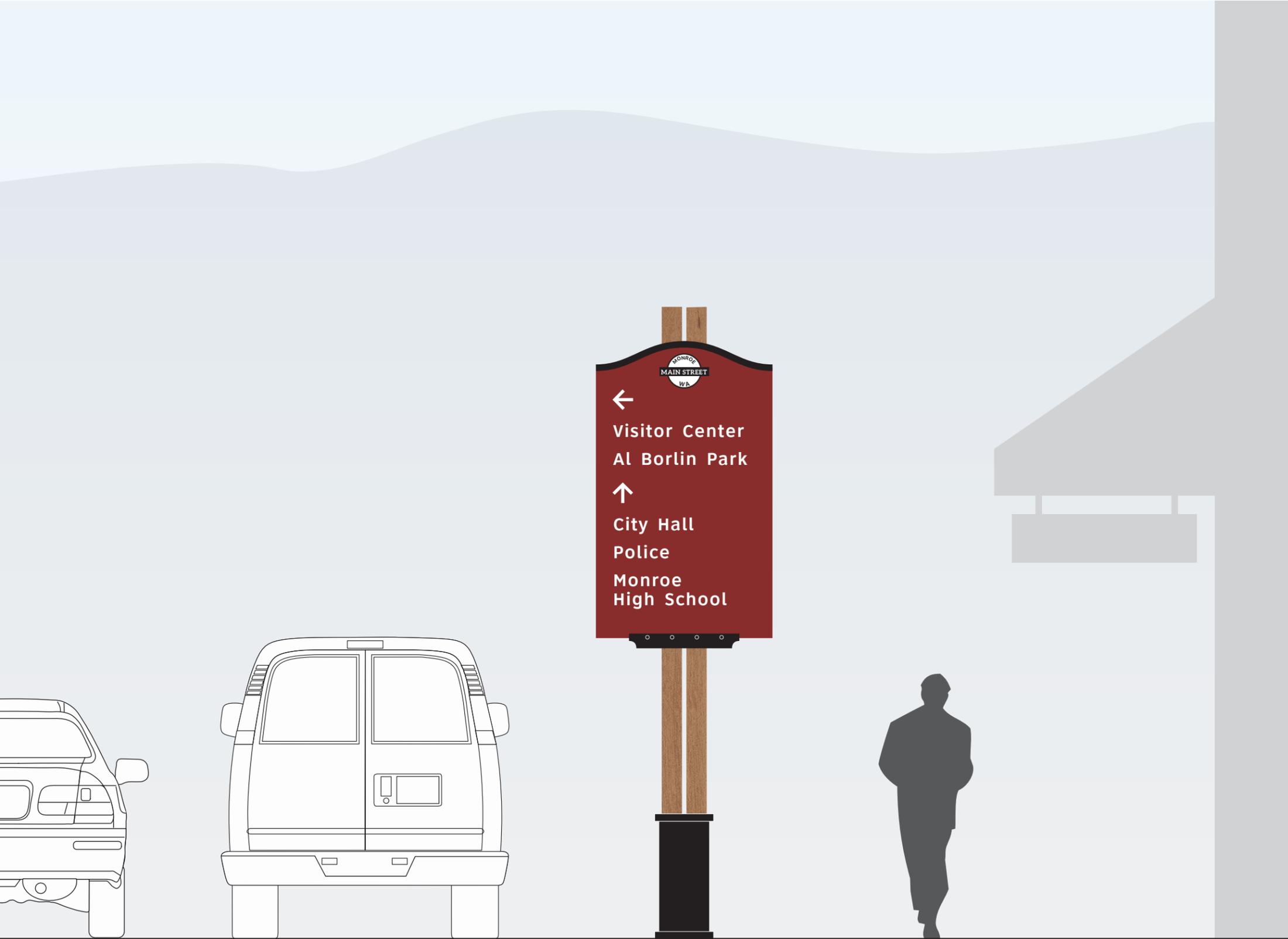
Freestanding
Vehicular Directional



Freestanding District Identification
Frontside (Entering)



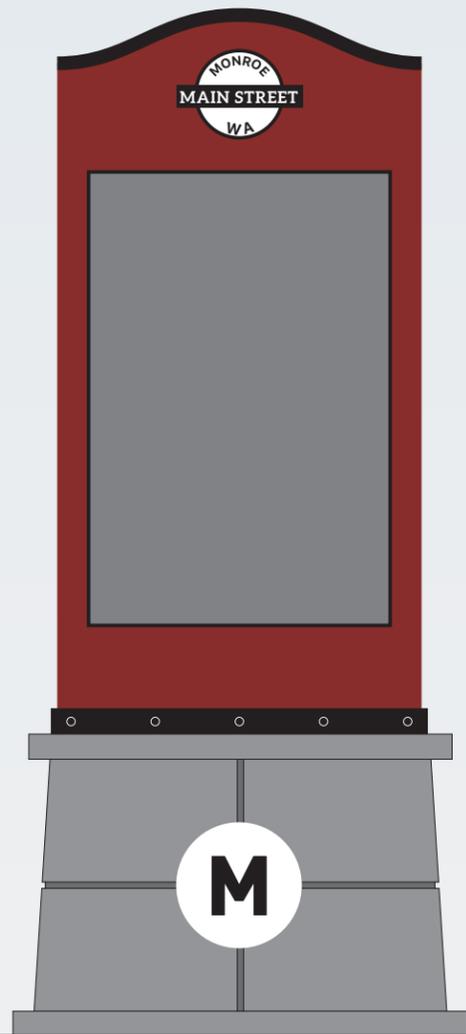
Freestanding District Identification
Backside (Exiting)



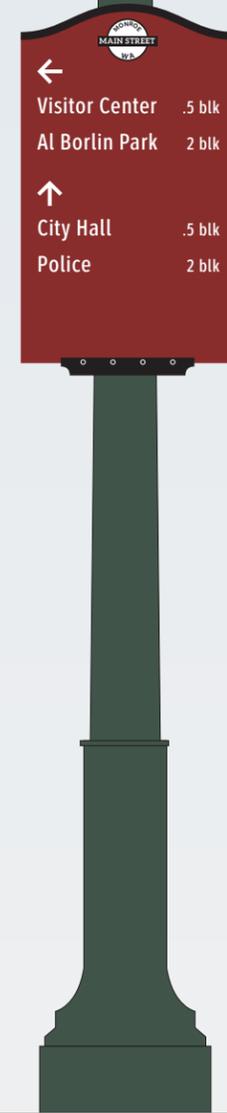
Freestanding
Vehicular Directional



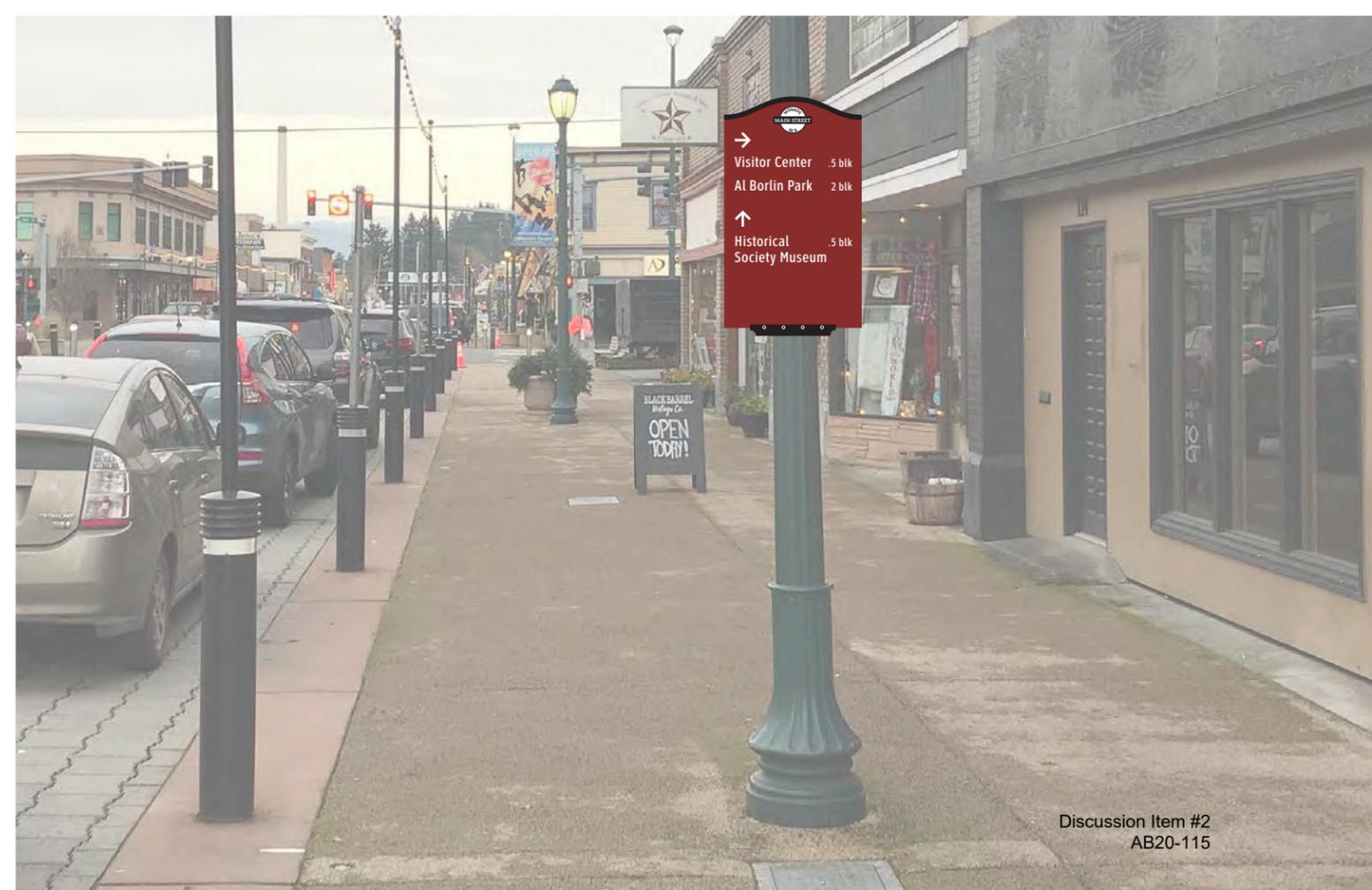
Pole Mounted
Vehicular Directional



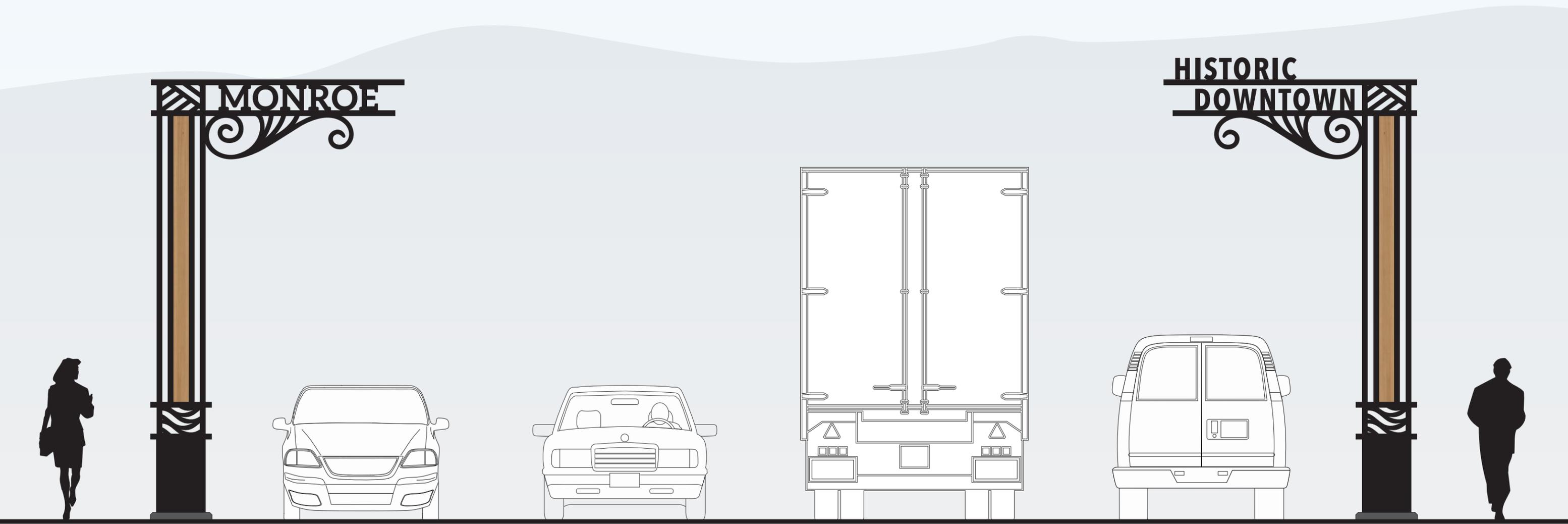
Freestanding Directory



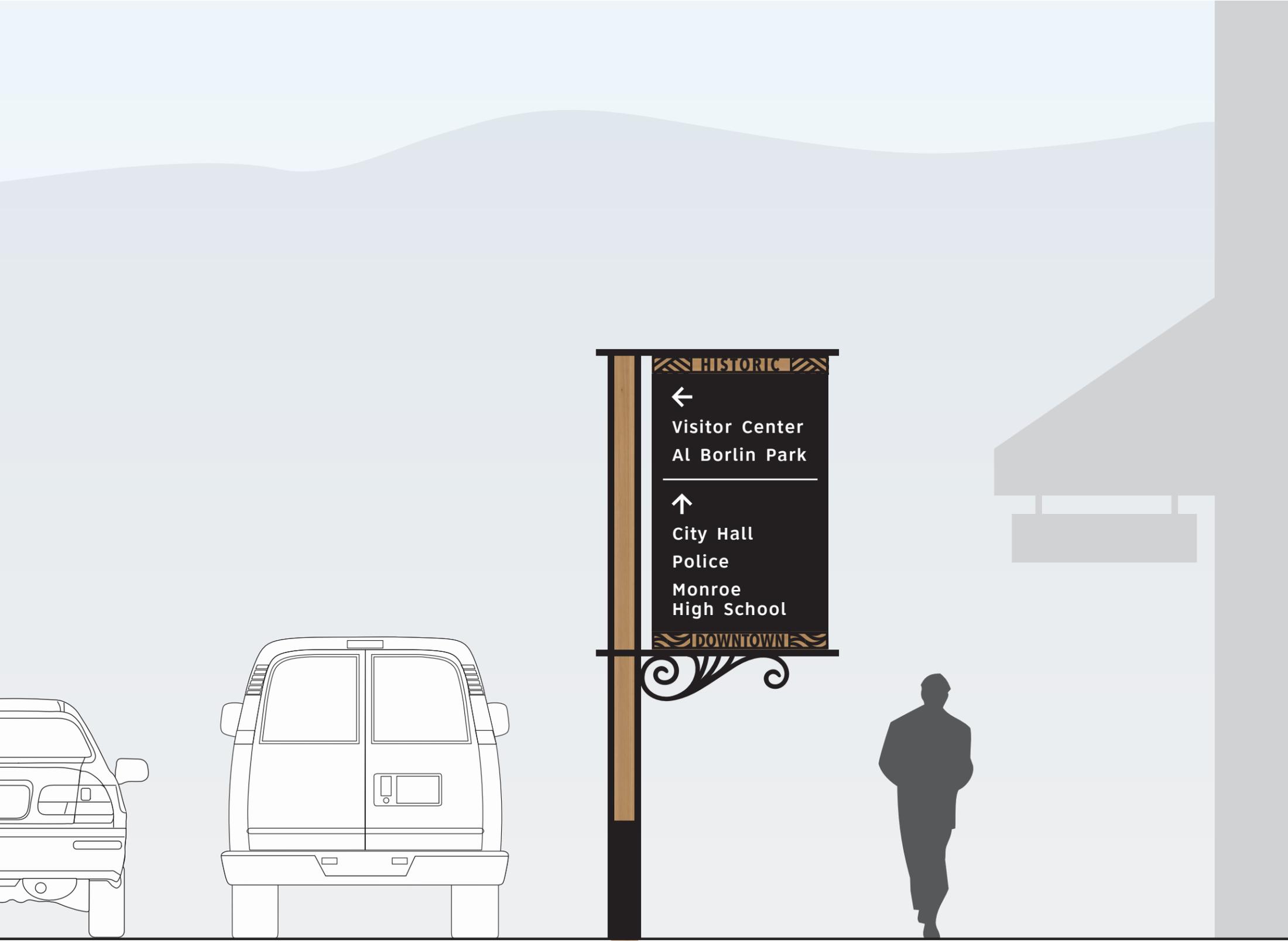
Pole Mounted Pedestrian Directional



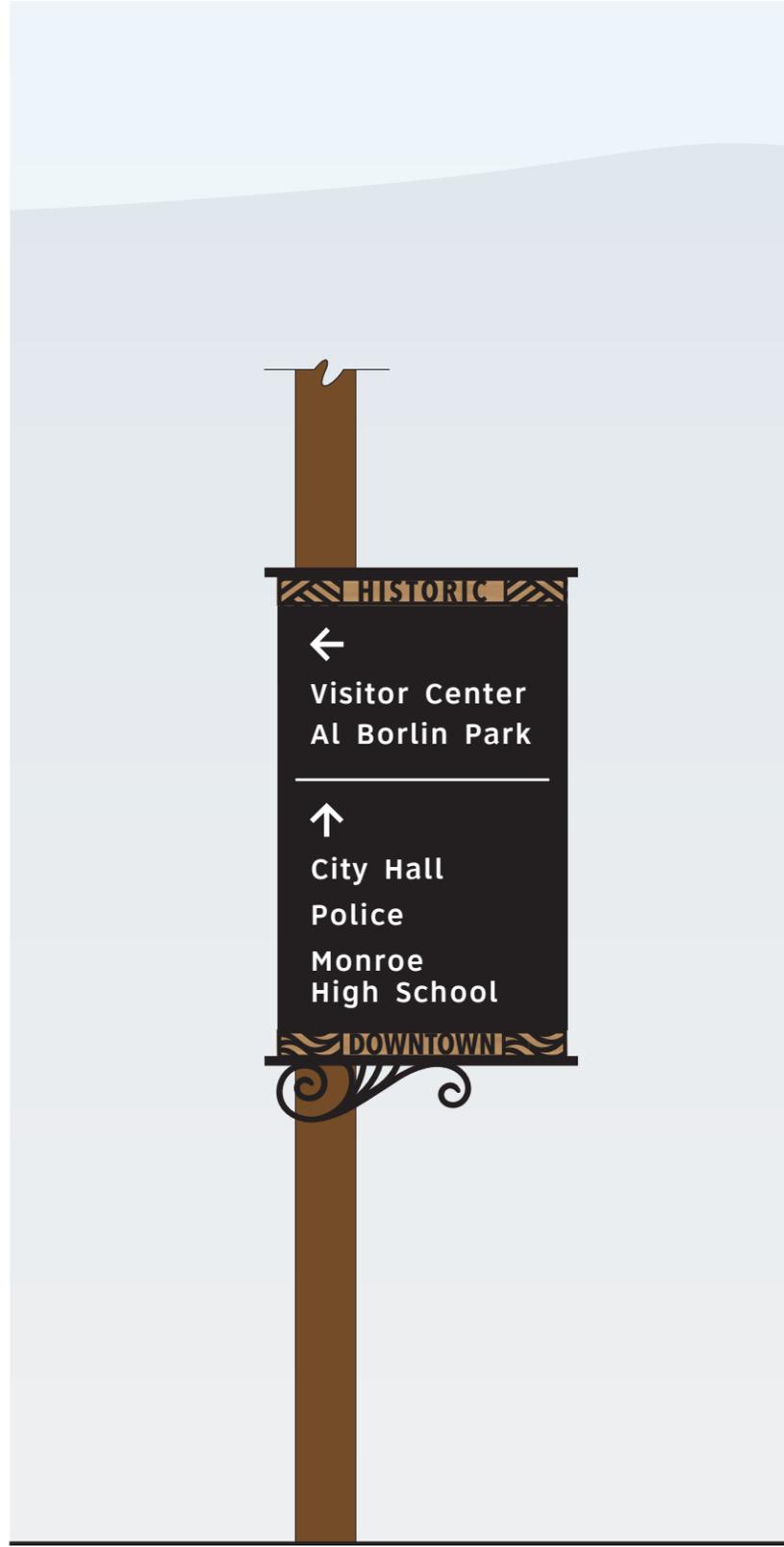
historic downtown concept 2



Freestanding District Identification



Freestanding
Vehicular Directional



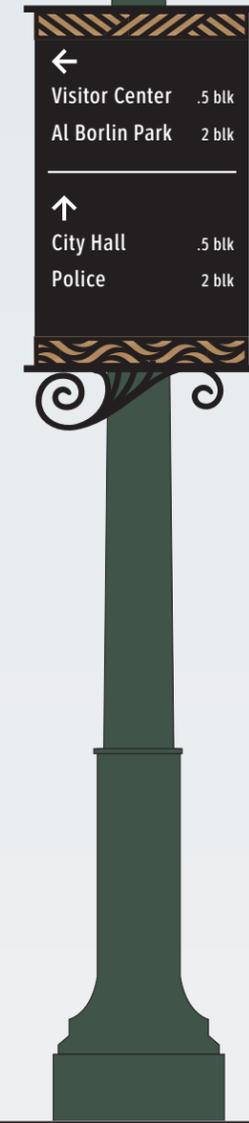
Pole Mounted
Vehicular Directional



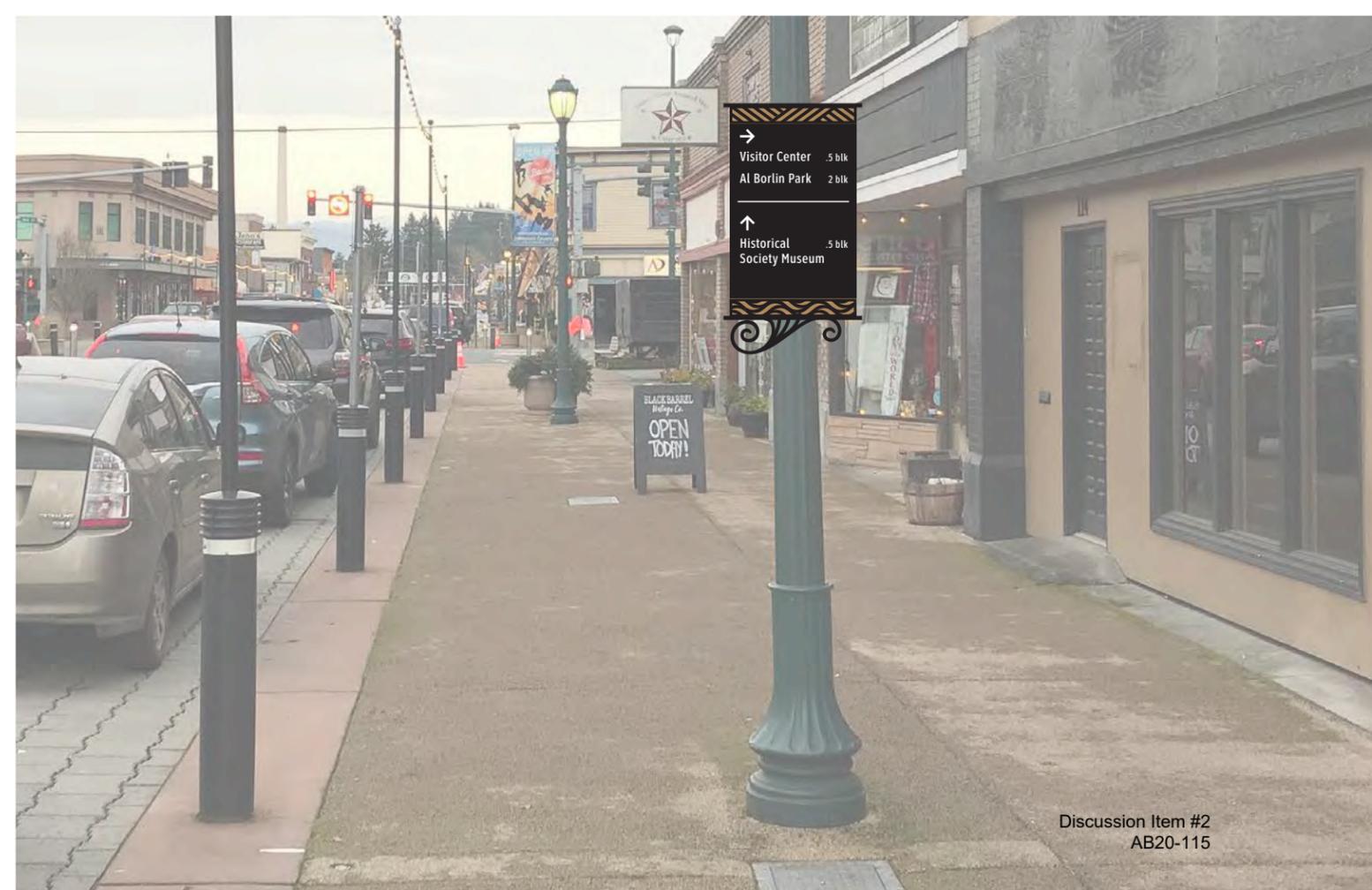
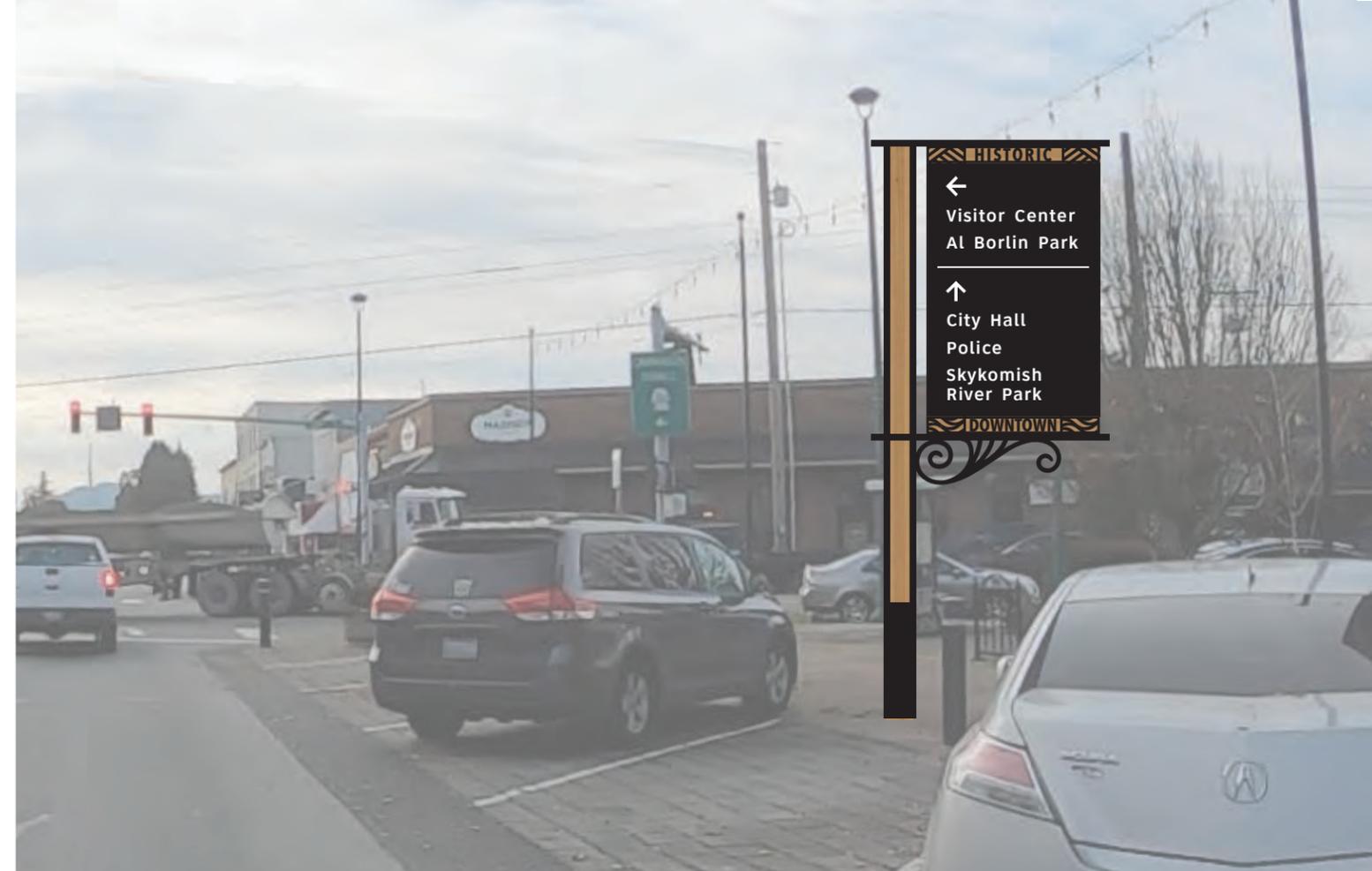
Freestanding Directory
Side View



Freestanding Directory
Front View



Pole Mounted Pedestrian
Directional



historic downtown concept 3

City Wayfinding - Concept 4

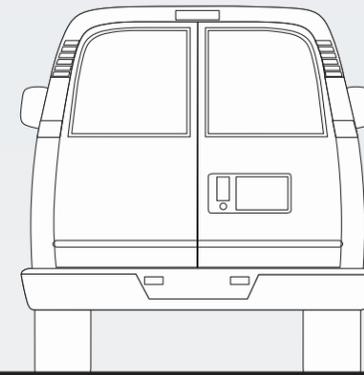
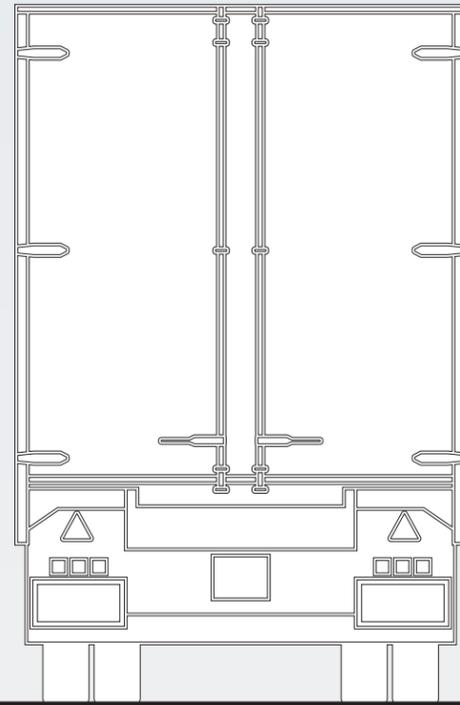
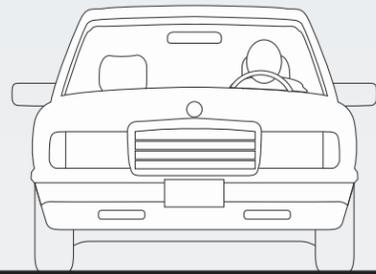
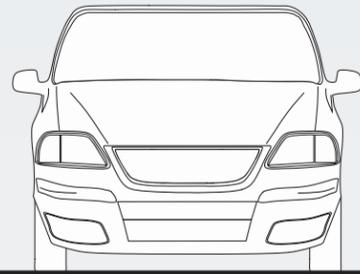
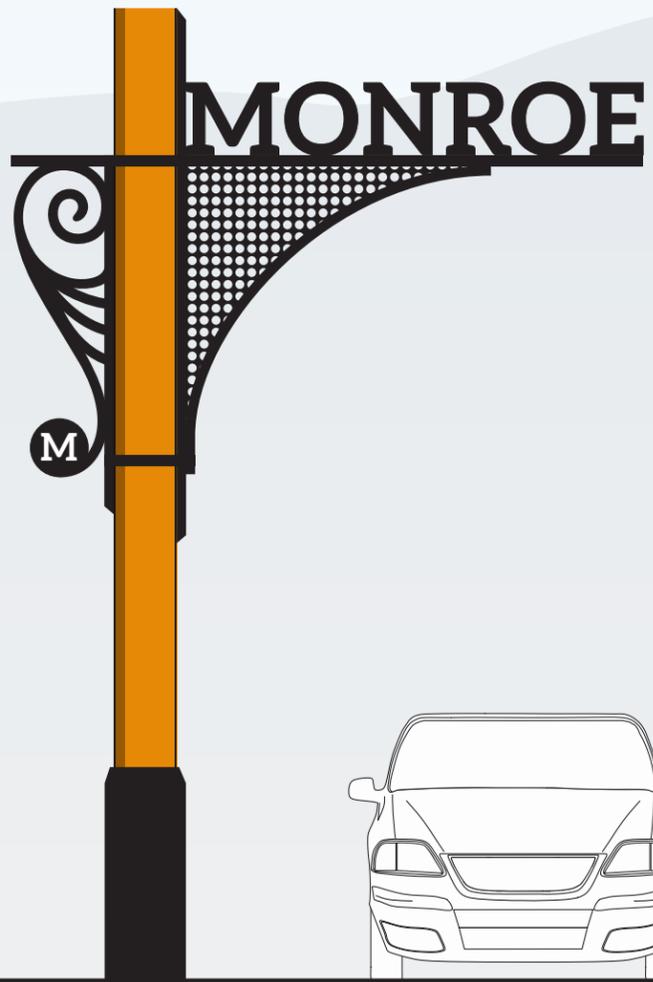


Perimeter Freestanding Vehicular Directional

Freestanding Vehicular Directional

Pole Mounted Vehicular Directional

Freestanding Vehicular Directional

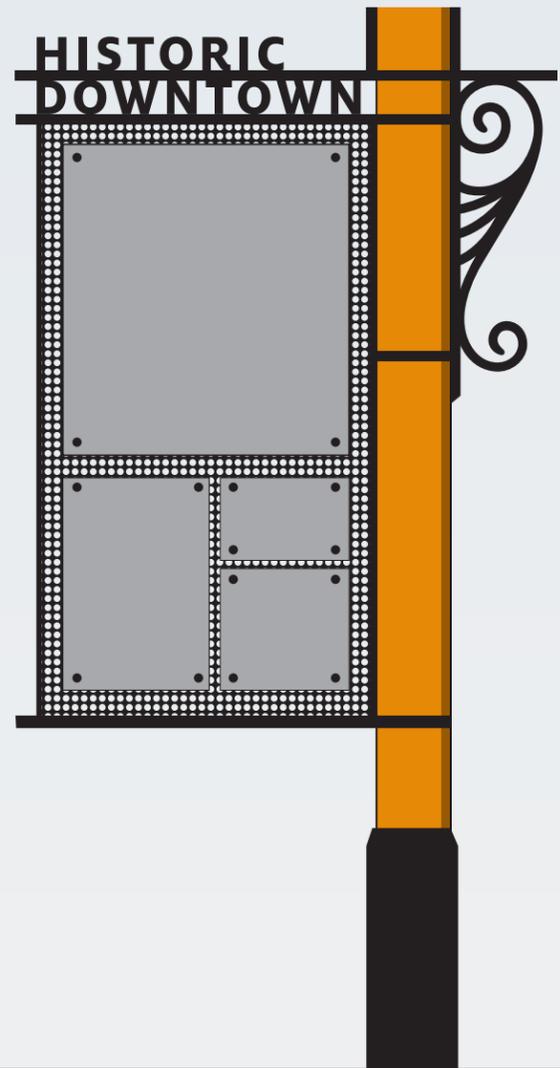




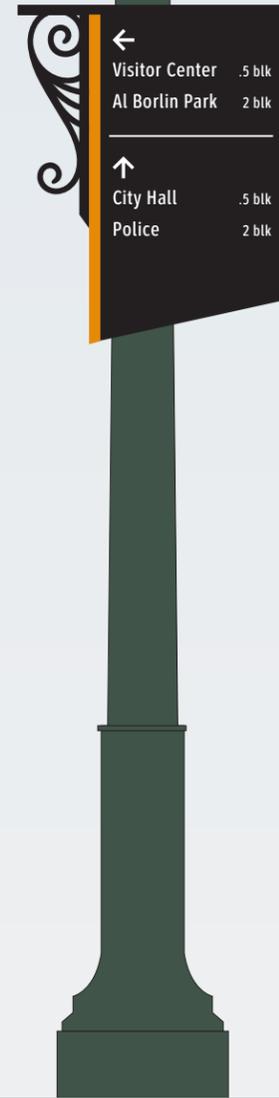
Freestanding
Vehicular Directional



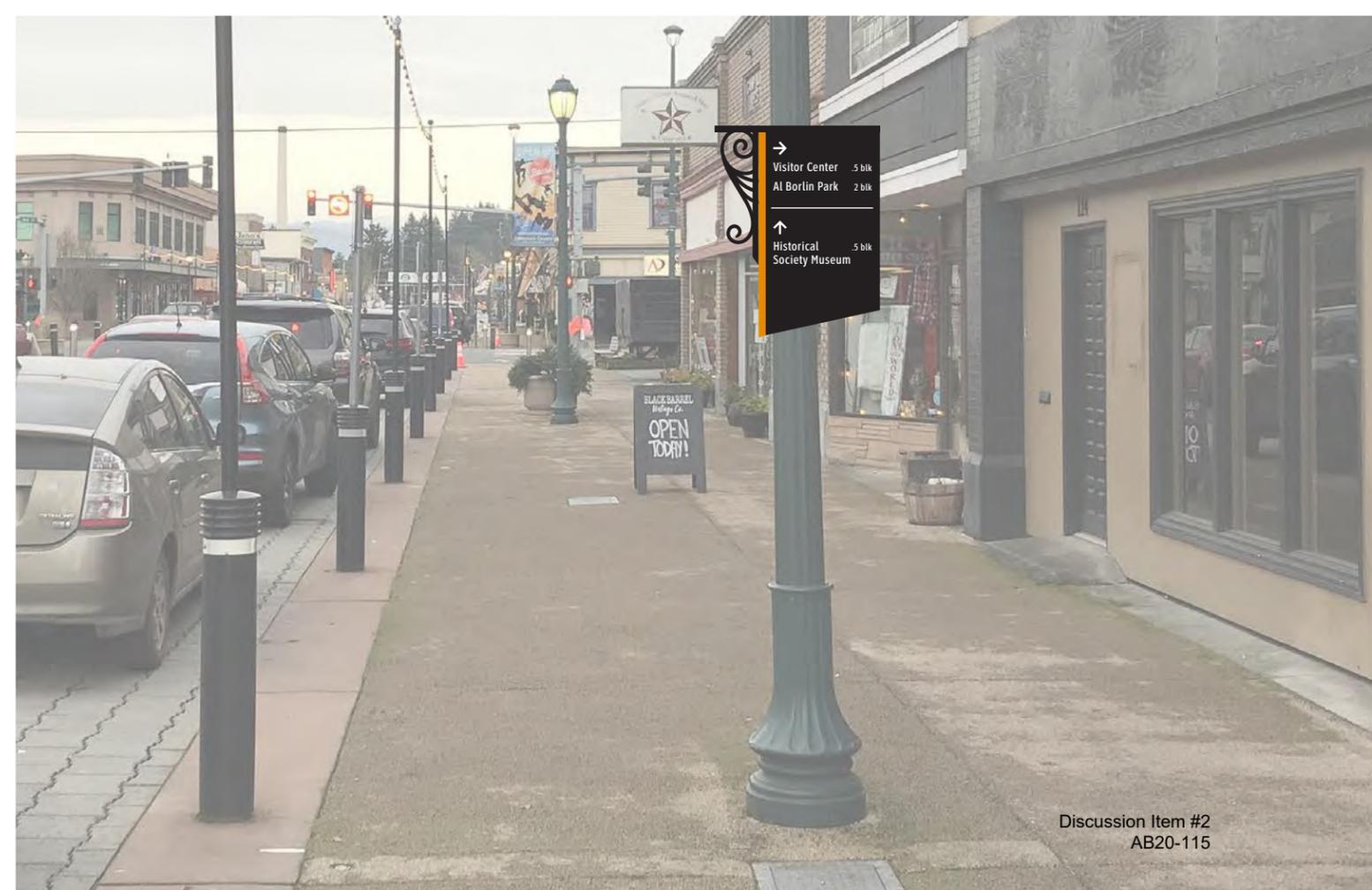
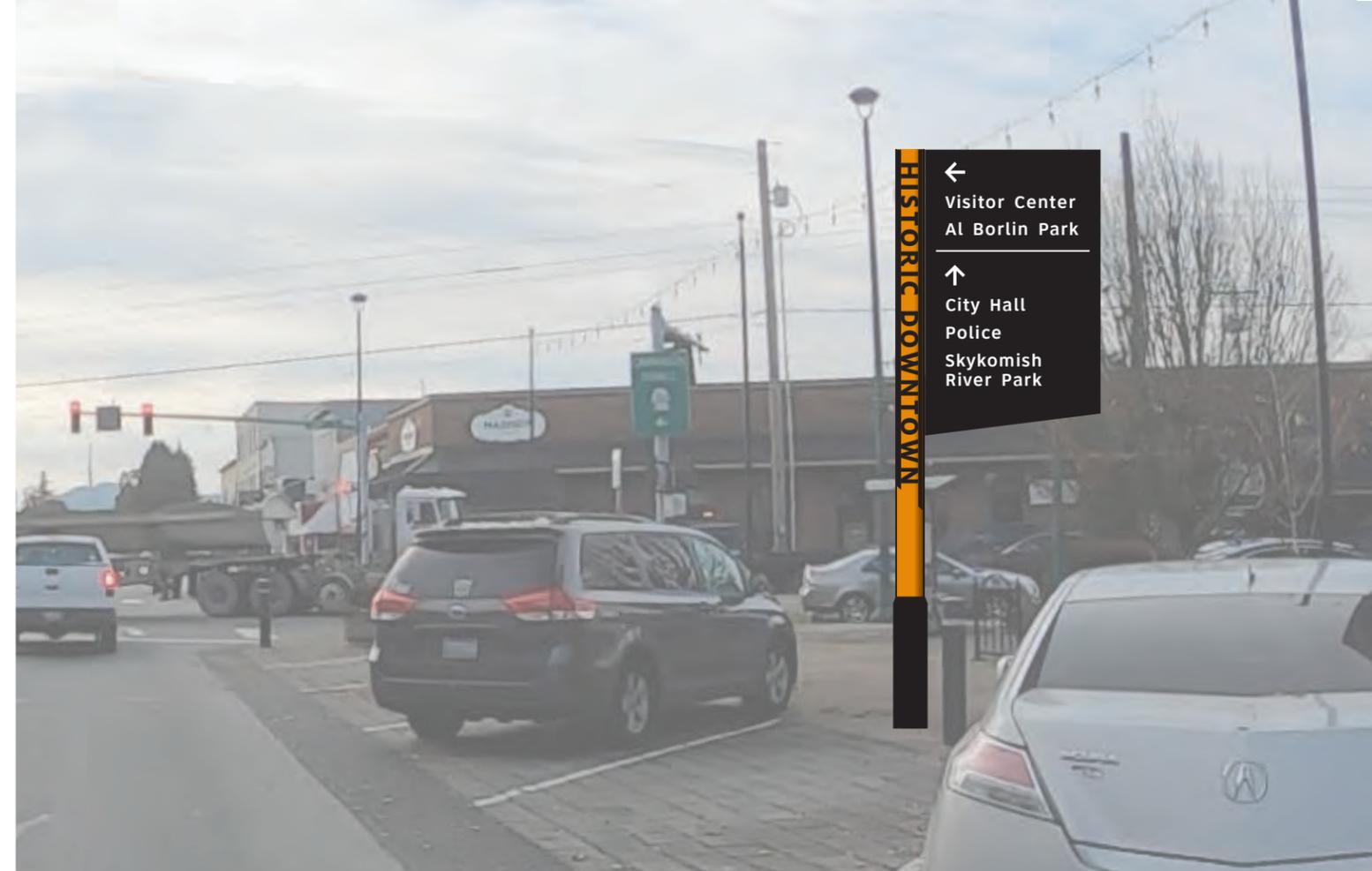
Pole Mounted
Vehicular Directional



Freestanding Directory

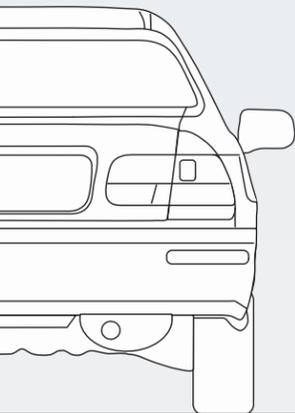


Pole Mounted Pedestrian Directional



historic downtown concept 4

City Wayfinding - Concept 6



MONROE

- ← City Hall
- Police
- Monroe High School

Perimeter Freestanding Vehicular Directional

- ← Visitor Center
- Al Borlin Park
- ↑ City Hall
- Police
- Monroe High School

Freestanding Vehicular Directional

- ← Visitor Center
- Al Borlin Park
- ↑ City Hall
- Police
- Monroe High School

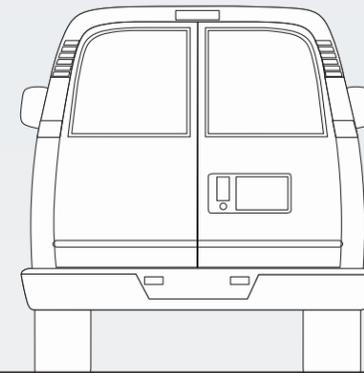
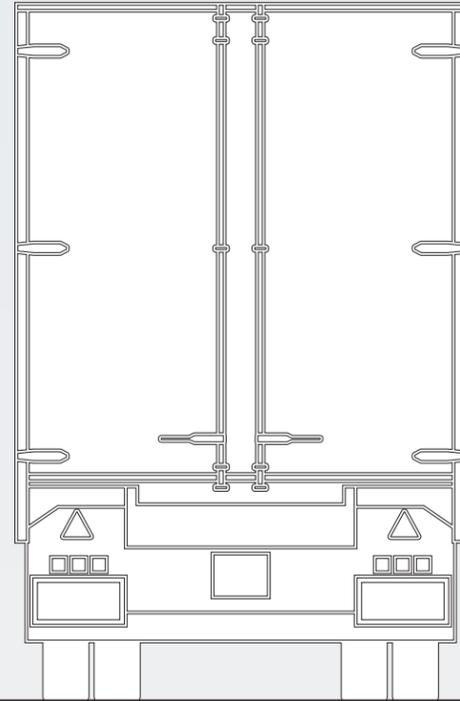
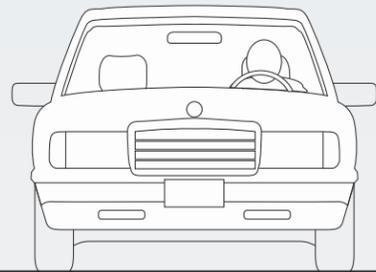
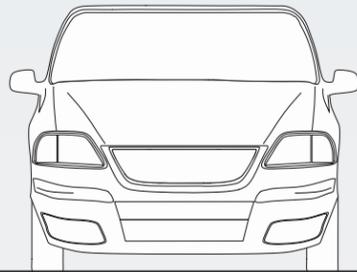
Pole Mounted Vehicular Directional

- ← Evertt Community College

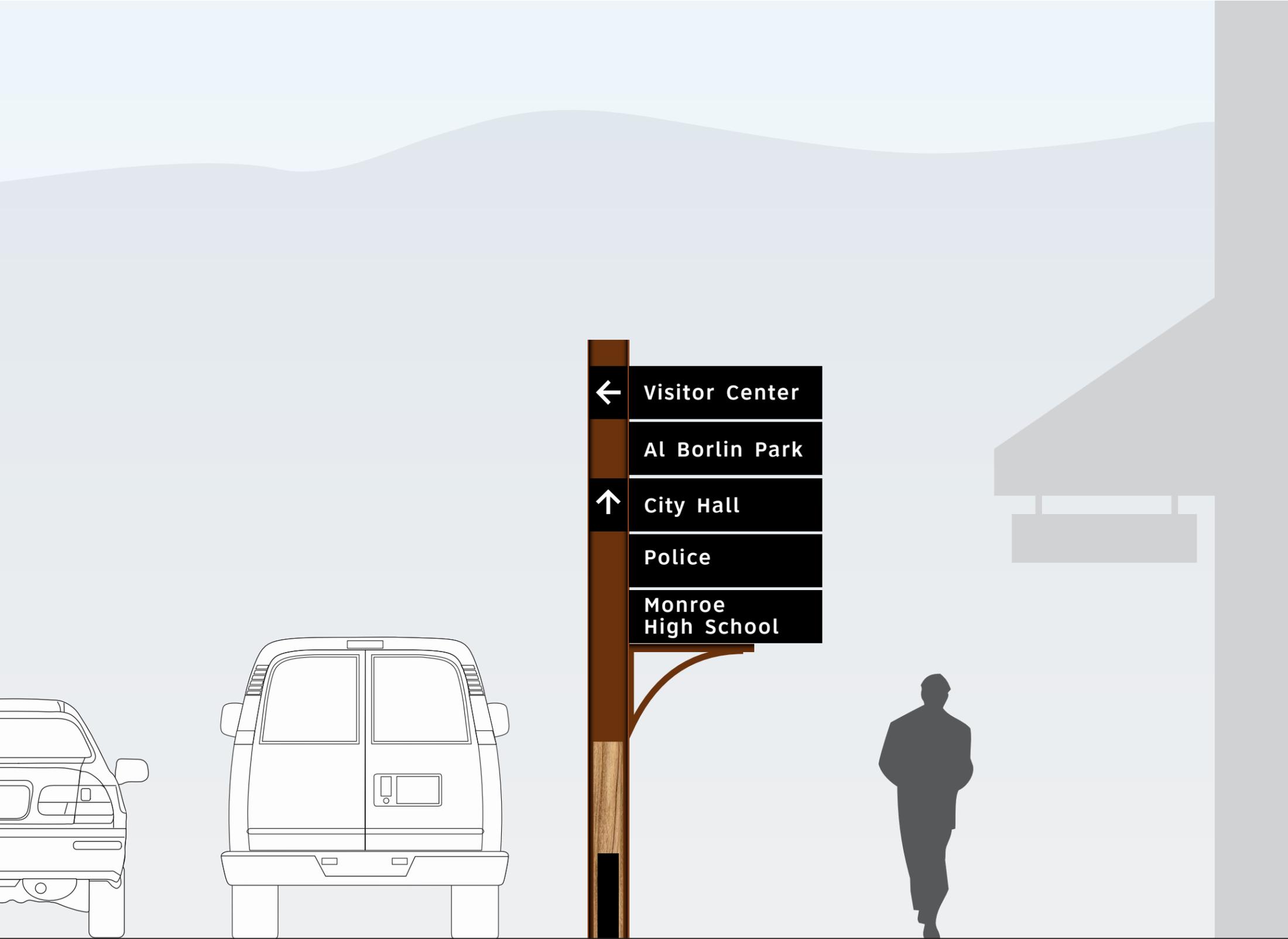
Freestanding Vehicular Directional

**MONROE
WASHINGTON**

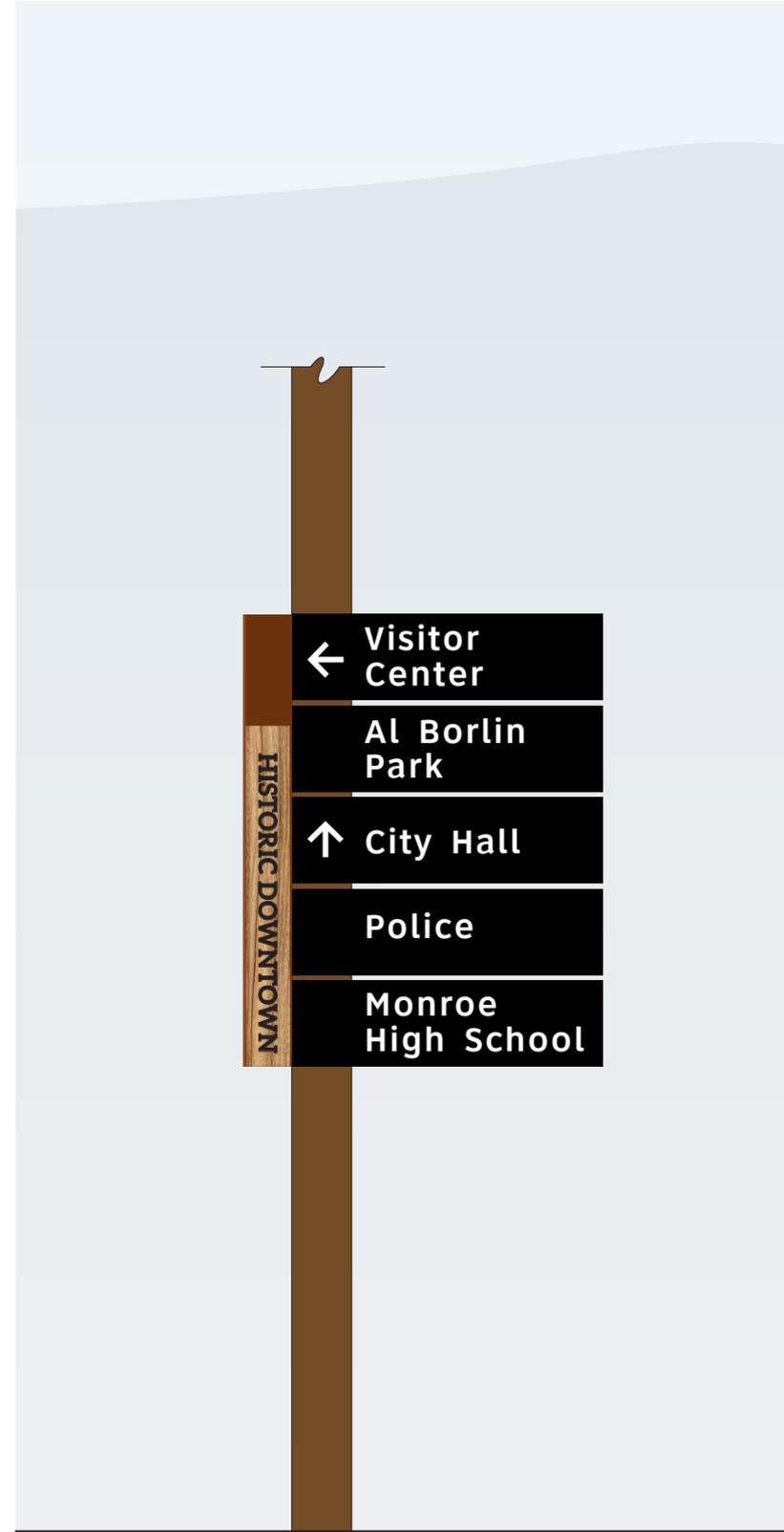
**HISTORIC
DOWNTOWN**



Freestanding District Identification



Freestanding
Vehicular Directional



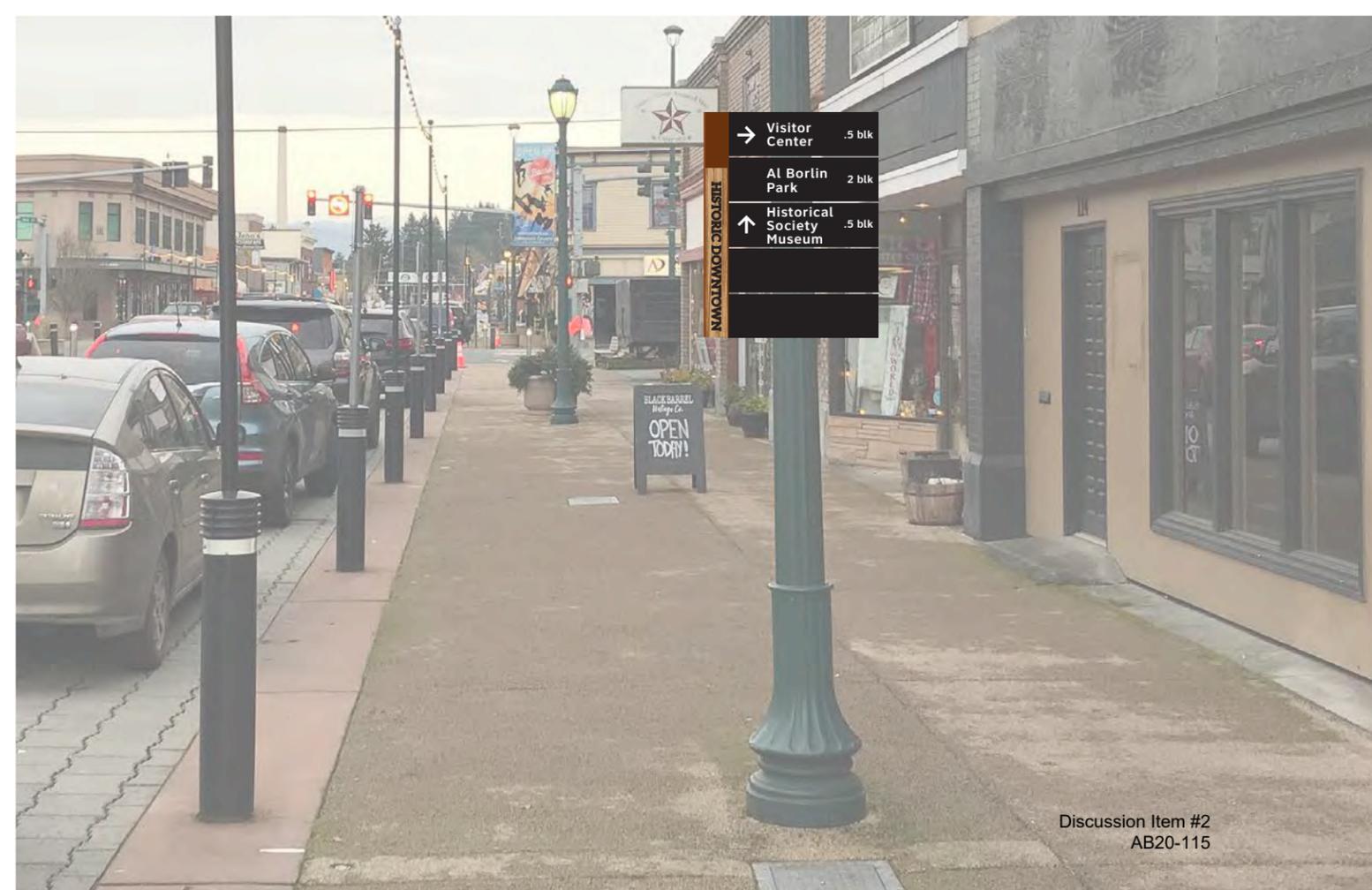
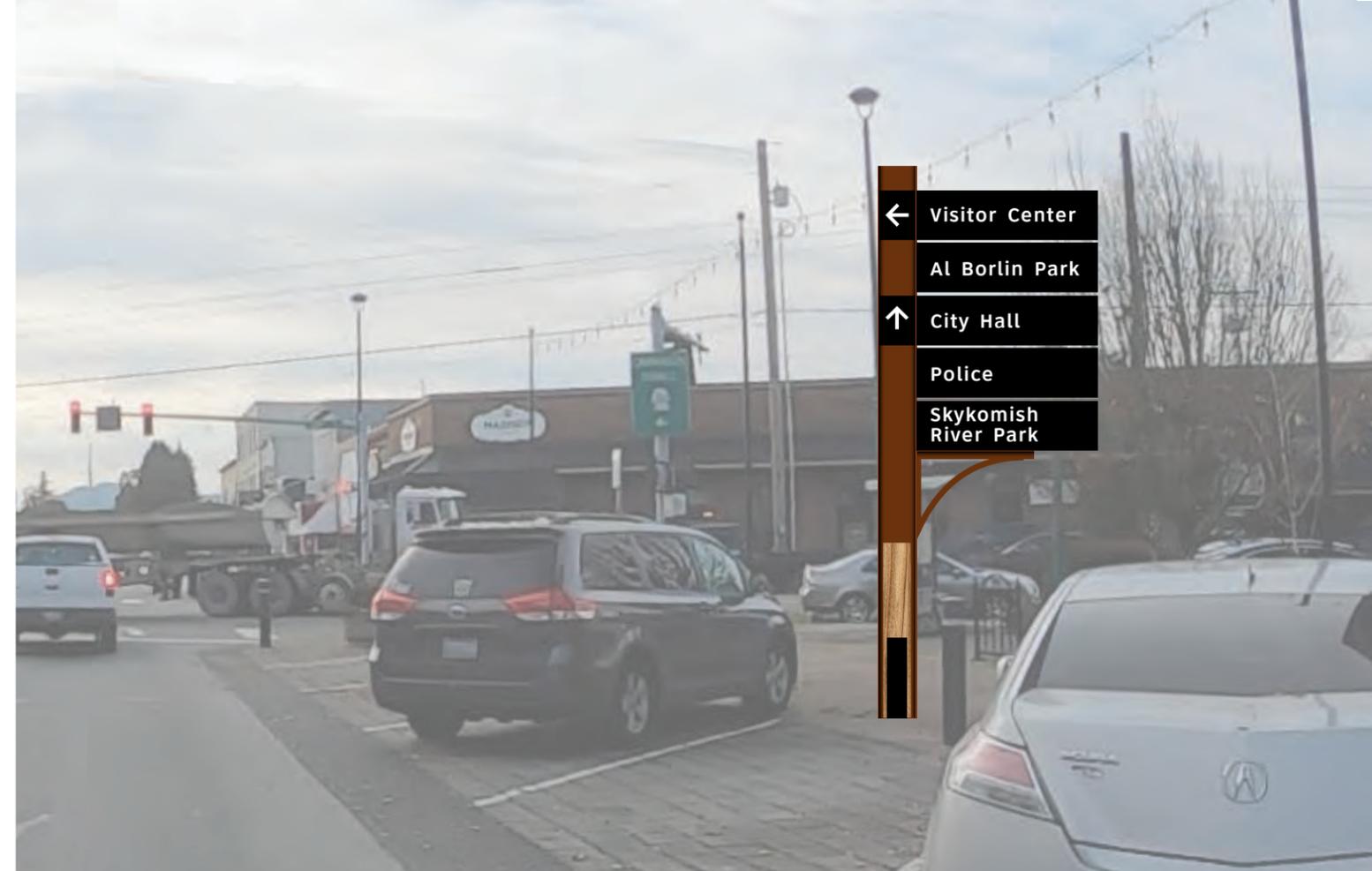
Pole Mounted
Vehicular Directional



Freestanding Directory



Pole Mounted Pedestrian Directional



thank you for listening!



UPDATE GATEWAY, WAYFINDING, AND PARK SIGNS



WAYFINDING AND GATEWAY SIGN PROJECT

- Economic Development Advisory Board reviewed prior plans in 2018
- Gateway and Wayfinding Sign program top priority
- Recommended city council fund sign design in 2020 and phase implementation over several years
- City issued Request for Proposal (RFP) and interviewed 3 firms in 2019
- Tangram selected for the project - experience with cities and Snohomish Co. river signs

PROJECT GOALS

- Create a consistent system that uses a range of signage mediums
- Honor the city's past while establishing its future as a regional hub
- Direct visitors to landmarks, facilities, activity centers, and services
- Improve navigation for all modes of travel
- Reinforce the identity of the city as a regional center for food, lodging and entertainment
- Develop signs that can be fabricated using standard materials and methods; requiring minimal maintenance and long-term endurance
- Be sustainable and expandable.

SCOPE OF WORK

- Design concepts for gateway signs at key entry points to the city
 - US 2;
 - West Main Street;
 - East Main Street;
 - SR203.
- Design concepts for wayfinding signs that help visitors and residents navigate through the community
- Design concepts for parks signs

*Tangram also developed several alternatives for gateway signs for the city's historic downtown which were not included in the original scope of work.

ONLINE SURVEY RESULTS

CURRENT IDENTITY

- Overlooked/Under-appreciated
- Visual impact when entering the city is not inviting
- No reason to stop / Bypass
- Behind the times

COMMON CHARACTERISTICS

- River, Trees, Mountains
- Main Street
- Recreation, outdoors
- Railroad

DESIRED IMAGE

- Change/update Monroe's image
- Communicate values, goals, and relevance to region
- Clear, visible, simple, modern, relevant, aesthetic

UNIQUE

- Location
- Mountains, Gateway to the Casc
- River, more access than anyone
- Recreation, outdoors

DESIGN INSPIRATION

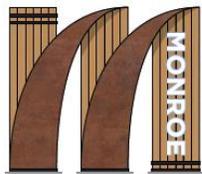
- Wood
- River
- Railroad
- Outdoor Recreation



KEYWORDS

Wood	Mountains	Outdoorsy	Friendly
Rivers	Gateway to Cascades	Recreation	Hometown-feel
Nature	Pacific Northwest	Sports	Quaint

MULTIPLE DESIGN CONCEPTS CONSIDERED



...AND REFINED



WESTERN GATEWAY

Western Gateway - Roundabout located at intersection of Main St. and 522 Exit Ramp



WESTERN GATEWAY



WAYFINDING ASSESSMENT

- Assess the city's existing signage and wayfinding challenges (Attachment 2)
- Recommendations to resolve wayfinding issues
- Opportunities to enhance the visitor experience
- Observations and recommendations made provide a plan and framework to develop wayfinding design concepts



Current City of Monroe Logo



Gateway Identification Sign



Wayfinding Sign



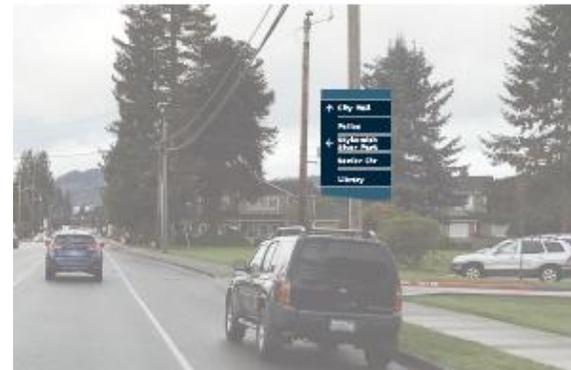
Park Identification Sign

WAYFINDING KEY RECOMMENDATIONS

- Use only one logo
- Use culture, history, architecture, environment and other defining characteristics
- Create gateways that are scaled to the environment
- Develop special signs at the entry to the historic downtown
- Ensure sign designs are visually consistent
- Wayfinding signs should represent the city's brand and identity using colors, text, and graphics to create a sense of place
- Include multiple destinations on wayfinding signs to make visitors more aware of destinations such as parks, museums, libraries, and shopping areas.
- Remove signs to reduce visual clutter
- Add pedestrian signs and directories in downtown and other heavily trafficked urban areas

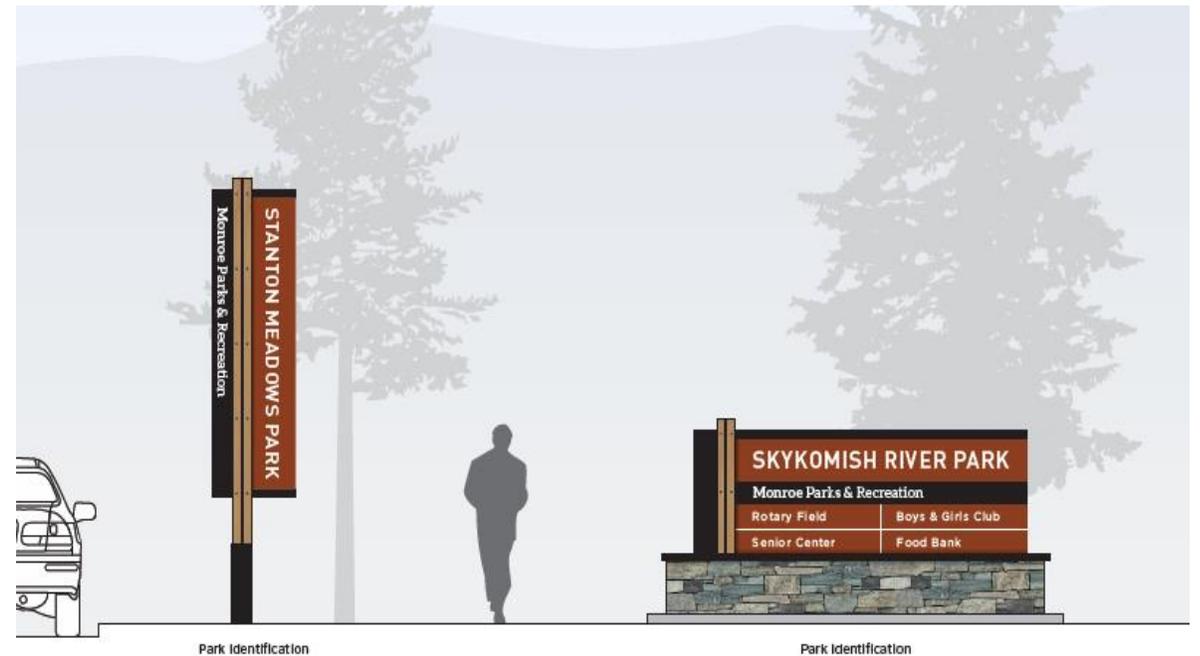
WAYFINDING SIGN CONCEPTS

- Tangram submitted six initial wayfinding signage concepts in June.
- Wayfinding signs included variations in materials (wood, rock, metal, and color).
- EDAB members and city staff provided feedback.
- The next round of wayfinding signage concepts are expected in late July.



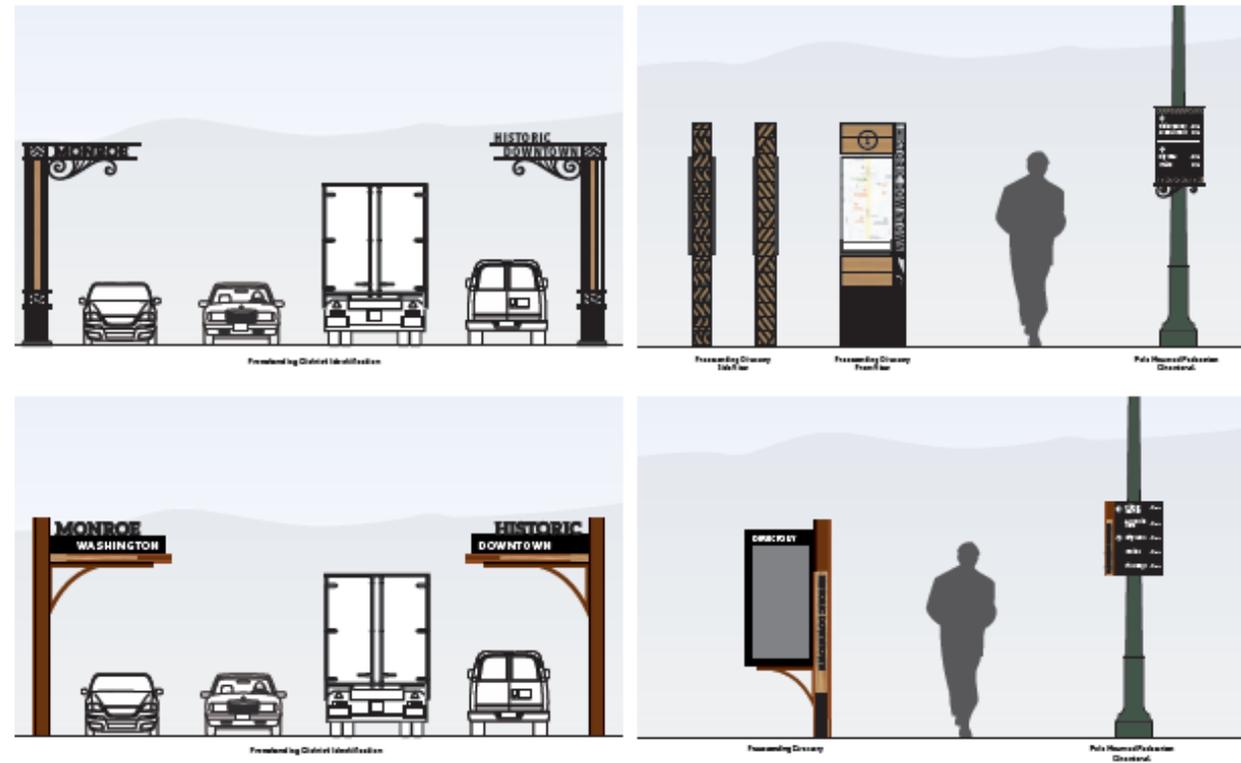
PARK SIGNS

- Tangram is developing park sign designs in conjunction with the wayfinding signs.
- The Tangram team provided six park sign designs to match to the six initial wayfinding sign concepts.
- City staff will bring back the second round of park sign design concepts to the board for review and comment.



HISTORIC DOWNTOWN GATEWAY SIGNS

- Tangram developed four gateway and wayfinding sign alternatives for historic downtown.
- Proposed designs draw on the area's architectural elements such as wrought iron, columns, i-beams, and Victorian trim.
- Board members were drawn to several of the designs that featured wrought iron.
- The next round of downtown specific signage concepts are expected in early July.



FISCAL IMPACTS/TIMING

- The scope of work includes developing final design and bid ready specifications to fabricate the signs.
- City staff have asked Tangram to provide some cost estimates for fabrication and installation to include the Phase I signs in the 2021 budget.
- Phase I may include the gateway sign at the South (Lewis St/SR203) gateway and wayfinding signs at all gateway locations – East and West Main Street, Lewis St./SR203, and US 2.
- The proposed plan is to phase installation of the gateway and wayfinding signs over a 2-5 year period.
- Installing one gateway, one-two park signs, and a series of wayfinding signs each year until the project is complete.